Welcome to American River College

Over the years American River College has developed a statewide and national reputation for excellence, innovation, and a strong commitment to our students.

Your education is important to us, and we trust that the information in this catalog will help you make the best academic and career decisions.

A college catalog is just one decision-making tool. If you haven't already done so, I encourage you to make an appointment for a personal visit with a counselor to review your options and begin to build a plan that can take you toward achieving your goals. You can also get valuable information from instructional faculty and other college staff whose services are described on the following pages.

We value the diversity of people and ideas at American River College, and we enjoy that richness in an atmosphere of mutual respect and trust. You will find us willing to be your partners, whatever your educational goals, and we hope to hear from you about ways in which we might serve you even better.

Learning is a lifelong process, and we take that to heart. Whether you seek a training certificate, university transfer, sharper job skills or new cultural experiences, we at American River College are here to provide those opportunities.

David Viar
President
SUMMER SESSION 2006

Instruction begins—1st session ................................................. June 12 ................................................................. Monday
Instruction begins—6-week/2nd session ................................ June 26 ................................................................. Monday
Instruction begins—8-week/2nd session ................................ June 19 ................................................................. Monday
End of 4-week/1st session ................................................................. July 6 ............................................................. Thursday
Independence Day Holiday (College closed) ................................ July 4 ............................................................. Tuesday
Instruction begins—4-week/2nd session .................................... July 10 ............................................................. Monday
End of 6-week/1st session ................................................................. July 20 ............................................................. Thursday
End of 8-week /1st session ................................................................. August 3 .............................................................. Thursday
End of 6-week/2nd session ................................................................. August 3 .............................................................. Thursday
Grades due (Faculty) ................................................................. August 11 .............................................................. Friday

FALL SEMESTER 2006*

Instructional Improvement days (Faculty) ............................ August 17 & 18 ........................................................ Thursday, Friday
Instruction begins ................................................................. August 21 ................................................................. Monday
Saturday and Sunday classes begin ........................................ August 26, 27 ........................................................ Saturday, Sunday
Labor Day Holiday (College closed) ........................................ September 4 ........................................................ Monday
Veterans Day Holiday (College closed) ............................... November 10 ........................................................ Friday
Last day to drop full semester classes ....................................... November 21 ........................................................ Tuesday
Thanksgiving recess (College closed) ........................................ November 23-26 ........................................................ Thursday-Sunday
End of semester ................................................................. December 22 ........................................................ Friday
Winter Recess (Limited office hours) ........................................ December 23- January 2 ........................................................ Saturday-Tuesday
Grades due (Faculty) ................................................................. January 3 ................................................................. Wednesday
Semester break ................................................................. January 2-10 ........................................................ Tuesday-Wednesday

SPRING SEMESTER 2007*

Instructional improvement days (Faculty) ............................ January 11, 12 ........................................................ Thursday, Friday
King's Birthday Holiday (College closed) .............................. January 15 ........................................................ Monday
Instruction begins ................................................................. January 16 ........................................................ Tuesday
Saturday and Sunday classes begin ........................................ January 20, 21 ........................................................ Saturday, Sunday
Lincoln's Birthday Holiday (College closed) ........................... February 16 ........................................................ Friday
Washington's Birthday Holiday (College closed) ............... February 19 ........................................................ Monday
Spring Recess (Limited office hours) ........................................ April 2-8 ........................................................ Monday-Sunday
Last day to drop full semester classes ...................................... April 21 ........................................................ Saturday
End of semester (Graduation) ................................................ May 23 ............................................................ Wednesday
Memorial Day Holiday (College closed) ............................. May 28 ............................................................ Monday
Grades due (Faculty) ................................................................. May 29 ................................................................. Tuesday

*During Fall and Spring semester, classes are offered in additional formats to enhance student opportunity including but not limited to: 1st and 2nd nine week sessions; 1st, 2nd and 3rd six week sessions; 1st and 2nd 8-week sessions, a 16-week session, as well as weekend only classes. See class schedule for start and end dates.

Note: Fall and summer registration take place at the same time. A complete calendar, including important deadlines, can be found in the class schedule. Application for enrollment can be completed online. Online (eServices) enrollment and Telephone Enrollment Services (TES) are available every day, including holidays, from 7:00 a.m. to 10:00 p.m. for registration and adding and dropping classes, except when down due to maintenance.
Be part of a 50-year tradition of excellence in education

American River College opened its doors as California’s 61st public junior college in 1955. Its history, however, dates back to February 28, 1942, when Grant Union Junior College was established in Del Paso Heights to train civilian personnel for national service during World War II. In 1945 the name was changed to Grant Technical College.

In June 1954, voters agreed to the establishment of a new junior college district, followed by the approval of a $3 million bond issue in November of that year. Grant Technical College ceased operation after 13 years and American River Junior College was born in the fall of 1955. For the first three years, classes were offered at the former Grant Technical College campus. However, soon after its first semester of classes had begun, the college purchased a 153-acre site known as the Cameron Ranch on which to construct a permanent campus. By October of 1958, when official dedication ceremonies were held, eight new building complexes had been erected among the magnificent oaks native to the area. Since that dedication the stately oak has been adopted as the official college symbol (including the campus seal).

In 1965 the college became a part of the Los Rios Community College District and became American River College. Today, along with Sacramento City College, Cosumnes River College, and Folsom Lake College, ARC is directed by a board of trustees elected by voters residing in the district.

Campus facilities development in the 1960s included Davies Hall, a three-story classroom and faculty office building, and facilities for chemistry, physics, engineering, women’s physical education, and technical education studies. The campus grew rapidly in the 1970s, including a three-story library, a horticulture complex, a child care center and counseling center.

The 1980s saw the completion of the Rose Marks open-air pavilion and a new bookstore (remodeled in the 1990s). Improvements since then include major remodeling of laboratories, a second child care center, and new facilities for Disabled Student Programs & Services, and instructional technology. In 2002, voters approved a multimillion bond measure that is funding construction and renovation of classrooms and laboratories, including a new Learning Resource Center, new or renovated facilities for Allied Health, Physical Education, and Performing Arts, and a new Natomas Educational Center.

ARC is among the largest community colleges in the state and is looked upon as a leader in innovative programs and services. It transfers more students to UC Davis and CSU Sacramento than any other community college. Today, 50 years after its founding, American River College continues its leadership role among Sacramento area institutions of higher education.

Vision, philosophy and mission

Our vision

American River College is a quality learning community that transforms and enriches people’s lives.

Our philosophy

We believe that:

• Students are the reason we are here; their education is our primary responsibility.
• Education plays an essential role in cultivating critical and creative thinking, and in fostering responsible citizenship.
• We must encourage students to recognize that learning can be a rewarding lifelong process.
• The college is a community in which every person is capable of growth in a familial atmosphere of mutual respect and trust.
• A wide diversity of cultures and opinions enriches our community and adds significantly to the transmission of a shared body of knowledge.
• The college serves as a resource for improving the life and culture of the greater community.
• We must assess our institutional effectiveness and use our resources to continually improve our programs and services.

Our mission

American River College will:

• Serve all students who are capable of benefiting from community college instruction.
• Introduce students to those broad areas of human knowledge and understanding that contribute to purposeful and meaningful lives as members of a global community.
• Prepare students to transfer to a four-year institution.
• Provide education and training to prepare students for employment or to enhance career skills.
• Provide remedial education.
• Provide instruction in English as a second language for non-native speakers.
• Recognize student achievement through awarding certificates and degrees.
• Offer opportunities for lifelong learning and continuing education.
• Provide counseling and other support services to help students identify their goals and achieve their potential.
• Maintain an educational environment that respects and accommodates a diversity of individual backgrounds, abilities, interests and opinions.
• Work in partnership with students, business, the community, government, and other schools to foster community and economic development.

Statement of Community

American River College is a diverse academic community composed of individuals having many perspectives, abilities, faiths, cultures, ethnicities, races and orientations. We come from a multitude of backgrounds, and with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value our individual differences and affirm the inherent dignity in all of us.

We recognize the right of every individual to express any idea, and to counter another’s point of view. And, while we promote open expression of our individuality and our diversity, we do so within the bounds of courtesy, sensitivity and respect. We reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs. We recognize and support the richness contributed by each individual. We take pride in our various achievements and we celebrate our differences.
American River College is a public community college, offering instructional and support services and special programs during the day, evening and weekends on campus and at a growing number of locations in the community. The college awards Associate in Arts or Science degrees, occupational certificates, and transfer credit to students who wish to continue their education at a four-year college or university.

**Accreditation**

American River College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Ave., Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The college's A.S. Nursing Program is accredited by the California State Board of Registered Nursing. The Respiratory Care Program is accredited by the Council on Accreditation of Allied Health Education Program (CAAHEP). The Dietary Manager (Dietary Service Supervision) option is accredited by the Dietary Managers Association and the California State Department of Health Services. The Human Services option, Chemical Dependency Studies, is accredited by the California Alcoholism and Drug Counselors Education Program, and the California Association for Alcohol and Drug Educators. The Automotive Technology Program is accredited by the National Automotive Technical Education Foundation (NATEF) and the welding lab is recognized as an accredited test facility by the American Welding Society (AWS). American River College is an official NARTE (National Association of Radio and Television Engineers) Federal Communication Commission (FCC) test site and offers an FCC license preparation course.

**Community Involvement**

**ARC Foundation**

The American River College Foundation is a non-profit corporation, established to support excellence in education at American River College. Since its inception in 1976, the foundation has provided monetary assistance in the form of scholarships, student success programs, instructional equipment, and many other programs. In addition to financial assistance to the college, the foundation is a vital link to the community, and helps the college develop relationships that benefit both the college and community.

**ARC Patrons**

Organized in 1959, the American River College Patrons Club is a group that serve a liaison role between the college and the community. The Patrons Club sponsors an award to an outstanding managerial and classified staff person, as well as the Patrons Chair Award to an outstanding faculty member. Patrons also sponsor numerous campus projects, and have contributed to many campus improvements, including the college health center, theatre, music department, student services, and child care center.

**Contract education/Contract training**

Customized courses for Sacramento area businesses, governmental agencies and professional organizations are now offered in cooperation with the Los Rios Community College District’s Training Source. Training Source staff work closely with the business community to meet specific training needs by offering contract education and training programs. Credit courses that may lead to a degree or certificate can be taught at your worksite. For more information about contract education or training programs, call The Training Source at 563-3230.

**Courses by television**

Based on a series of programs aired over broadcast and cable television, telecourses are designed to provide high-quality course work to students who are unable to attend on-campus classes on a regular basis. Students may be required to attend campus meetings along with viewing the broadcasted TV sessions. Additional work in telecourses includes readings, written assignments, and testing. Course details, specific dates, and locations can be located in the class schedule.

**Online instruction**

To broaden and improve student access to education, American River College offers online courses. Online instruction allows students to gain transferable college credit by taking courses via the internet and computer. This delivery method allows students more flexibility in scheduling classes but maintains the same academic quality of a traditional course.

These courses contain the same curriculum components as a traditional class, with content presented through Web pages and class discussion occurring through e-mail, bulletin board, and/or chat rooms. Course details, specific dates, and locations can be located in the class schedule.
Summer session
A full schedule of college-transfer, general education, career and technical educational classes are offered during the summer sessions. Those eligible to enroll are high school graduates and others 18 years of age or older who may benefit from college instruction. A student may enroll for a maximum of seven units of college credit during summer session; this workload is the equivalent of 18 units during a regular semester. College policies concerning non-resident tuition fees, veterans benefits, and academic standards apply also to summer session. The library, cafeteria, bookstore, admissions office, job placement, financial aid office, career information, counseling center, and the child care center are open for the convenience of summer session students.

Non-discrimination policy
Política contra la discriminación
American River College, as part of the Los Ríos Community College District, supports established polices to support learning and work environments that are free from discrimination, based upon sex, sexual orientation, age, race, color, religion, creed, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration; sexual harassment; as well as providing for college premises that are drug and alcohol free. Our policies are rooted in established state and federal laws, and support a psychologically safe working environment for students, staff, and the community. Further information may found on the Los Ríos website [www.losrios.edu/legal/GCpolreg].

Students and employees who believe they have suffered discrimination based on any of the above reasons may file a complaint with the appropriate office:

Disciplinary Officer: Bruce Patt
Dean, Student Services .................................................. 484-8923

Student Grievance Officer: Robin Neal
Dean, Enrollment Services ................................................ 484-8171

Equity Officer: Dr. Pam Walker
Associate Vice President, Instruction ............................. 484-8405

Sexual Harassment Officer: Dr. Pam Walker
Associate Vice President, Instruction ............................. 484-8405

Title IX Coordinator: Dr. Pam Walker
Associate Vice President, Instruction ............................. 484-8405

504 Coordinator: Robin Neal
Dean, Enrollment Services ............................................. 484-8172

Americans with Disabilities Act (ADA) Coordinator: Robin Neal
Dean, Enrollment Service ............................................... 484-8172
Class Locations
In addition to the college’s main campus, college-credit classes are taught at four off-campus locations in the northern and northeastern areas of Sacramento County. Classes at the Ethan, McClellan, Natomas, and Sunrise Centers offer the same credit as those taught on the main campus, and students can complete most degree requirements at the centers. Counseling, assessment, and other services are also available at those centers.

In fall 2005, the Natomas Educational Center will open in its new location, just south of Inderkum High School. This is the first of a three-phase building project that will eventually serve 5000 students in the growing Natomas area. Classes will be held both day and evening, including a full complement of General Education (university transfer) courses. See maps showing the American River College service area and how to get to the off-campus centers.

ARC main campus
4700 College Oak Dr.
Sacramento, CA 95841
Telephone: (916) 484-8011

Ethan Way Center
1400 Ethan Way
Sacramento, CA 95825
Telephone: (916) 563-3276
Hours: Mon. to Fri. 8:00 a.m. to 8:00 p.m.

McClellan Center
See Sacramento Regional Public Safety Training Center

Natomas Center
2421 Del Paso Rd.
Sacramento, CA 95835
(916) 922-5646
Office hours: Mon-Thurs 5:00-8:30 p.m.
Also in adjacent Inderkum High School
2500 New Market Dr. Sacramento, CA 95835

Sunrise Center
Bella Vista High School, Admin. Bldg.
8301 Madison Ave.
Fair Oaks, CA 95628
Telephone: (916) 961-7606
Hours: Mon. to Thurs., 5:00 p.m. to 9:00 p.m.

Sacramento Regional Public Safety Training Center / McClellan Center
5146 Arnold Avenue, Room 110A
McClellan, CA  95652
Telephone: (916) 570-5000
Hours: Mon. to Sat., 8:00 a.m. to 4:30 p.m.
Athletes-Study Center
Learning Resources Center

Students must be in an athletic program on campus. Peer tutoring assists—individually and in small groups—in courses the tutors have successfully completed. This service is free. Open fall and spring.

Beacon Program
Learning Resource Center

Beacon tutoring sessions focus on working together with other students in a collaborative learning environment. The results show that students who work collaboratively learn faster and more efficiently, have greater retention, and feel more positive about the learning experience.

The Beacon group learning experience has a long history at ARC, and many students have benefited by getting better grades, better understanding the course content, acquiring improved study skills, and by making new friends. The Beacon tutor is a student who took the same class with the same instructor, and who have gone through a tutor training course that helps them better manage the group learning environment. Beacon is not drop-in tutoring; students are expected to attend regularly throughout the semester. Beacon study group meet throughout the campus. Available fall and spring.

ESL Center
Learning Resource Center

ESL (English as a Second Language) students who would like to improve their reading, writing, speaking and listening skills are encouraged to enroll in the ESL Center. Located in the Learning Resource Center, the ESL Center is open Monday through Friday. Courses offered through the center include ESL 97 and 181. Students may work in traditional workbooks, use specialized computer software, or participate in oral skills sessions to develop and reinforce their English language skills at beginning, intermediate and advanced levels.

The center is staffed with an instructor, instructional assistants, and tutors available to answer questions and review student work. Students should be enrolled in ESL 30 (or higher) to qualify for ESL 97; however, concurrent enrollment in the ESL program is not required.

Learning Resource Center

The Learning Resource Center (LRC) is a well-equipped, professionally-staffed facility that offers students a personal approach to academic success through small classes, independent study, individualized tutoring and alternative modes of learning.

The tutoring program is a specialized service of the LRC. The program provides individualized tutoring in most subjects for students who need academic assistance outside the classroom. In addition to individualized tutoring, the Beacon program offers group tutoring with an emphasis on collaborative learning. The small groups are led by trained tutors who have successfully completed the course for which they will be tutoring.

The Reading, Writing and English as a Second Language Centers are located in the LRC, as well, and provide an opportunity for students to enroll in individualized self-paced modules at a variety of skill levels. Additional programs housed in the LRC include Writing Across the Curriculum (WAC), Reading Across the Disciplines (RAD) and Foreign Language.

The ARC Learning Resource Center is unique because of the wide range of academic services available to students along with the latest in technology equipment.

Math Oak Tree Center
Room 132

Drop-in individual tutoring assistance is available fall and spring for students needing help for math classes in which they are enrolled.

Reading Across the Disciplines (RAD) Center
Learning Resource Center

The RAD program helps students meet their academic goals by improving their reading and comprehension in their college-level courses. RAD students receive help in: annotating textbooks and research materials, paraphrasing techniques, developing outlines and maps, reading and understanding graphics, understanding jargon, and preparing for tests and analyzing test items. The goal is accomplished by holding individual sessions, workshops, and facilitated group meetings for students across campus. RAD works with all academic. Students need to be enrolled in college-level courses. Available all terms.

Science Skill Center
Room 413A in the Science Building

Students involved in the sciences can acquire or improve their skills in note-taking, paraphrasing, graphics reading, concept mapping, test preparation, and test taking. Peer tutoring assists students in individualized instructional modules. These vary, depending on student need and skill level. Students enroll in BIOL 490: Science Skills and Applications. Available spring and fall.
Tutoring Center
Learning Resources Center

Available to any student enrolled in an ARC class. Peer tutoring assists students—individually and in small groups—in courses the tutors have successfully completed. This service is free. Students must submit an application with the signature of the instructor who is teaching the course in which tutoring assistance is requested. Available all terms.

Writing Across the Curriculum (WAC) Center
Learning Resources Center

Serves students who need assistance with writing assignments for all classes across campus, and with personal statements for scholarships and college transfer. Instructors and instructor assistants work with students on an individual-appointment basis, and in group workshops. Available all terms.

Writing Center/Reading Center
Learning Resource Center

These services help students improve reading and writing skills. Students may enroll in individualized, self-paced reading and writing modules at a variety of skill levels ranging from basic skills development to the post-professional. Both centers are staffed by instructors and tutors and offer open enrollment until the 12th week of classes (English 53 and 104, and English 12 and 117). Open Monday through Friday, the centers are designed to appeal to a variety of learning styles for students who can work independently. Summer programs are also available. Available all terms.
Mathematics, Engineering, and Science Achievement Program (MESA)

Are you studying for a career in science? Want to be a mathematician or computer scientist? Plan on being an engineer? MESA can help. Students who have on-campus friends with similar interests and career goals, and who support and motivate each other toward learning, are more likely to succeed in college. The MESA program can connect you with just such a group of friends. In addition, tutoring, study groups, and academic advising available to program participants provide the needed academic support to ensure success.

MESA is a statewide program that offers assistance to students preparing to transfer to a four-year institution to earn a degree in fields related to mathematics, science, or engineering. Participants must be eligible for financial aid or a fee waiver, and must be in the first generation of their family to earn a four-year college degree. For more information, go to [www.arc.losrios.edu/~mesa].

Accelerated College Education (ACE)

ACE is an accelerated educational format for working adults to complete their education while meeting the demands of their busy lives. Most classes meet one evening per week and on Saturdays. While the traditional semester lasts for 18 weeks, most ACE classes run 8-week sessions. If you take two classes at a time, you are able to complete 12 units per semester. In only five semesters, taking two courses each session, you can fulfill most requirements for your associate degree and prepare to transfer to a university.

Features of the ACE program include:
- College courses for busy adults
- Most classes meet one per week and selected Saturdays
- Classes start every eight weeks at Ethan Way Center
- Completion of an associate degree or preparation to transfer in only five semesters.
- Earn an AA degree in Liberal Arts with the option of a business emphasis.

For more information, contact the ACE office at 484-8923 or [info@arc.losrios.edu].

Honors Program

The American River College Honors Program is designed to promote intellectual development and academic achievement at an advanced level. Honor courses are special, intensive courses, in which students confront and attempt to resolve difficult questions that arise in a study of the issues found in the discipline(s). Course objectives are met through any combination of a more thorough examination of specific topics of inquiry; a more detailed and sophisticated reading list; and/or a wider variety of assignments requiring greater student input and initiative.

Specific course requirements may include any combination of additional reading assignments, written or oral presentations, weekly discussion sections for enrichment of lecture topics, and independent study projects. Students should possess the ability to think and work independently, write clearly and purposefully, and cooperate in the spirit of discovery and understanding with the learning outcome of higher levels of comprehension and mastery of subject material.

These one-to-three-unit courses are intended to augment and enhance a student’s knowledge and educational experience. Some of these courses are linked to another course, and are intended to provide in-depth, rigorous treatment of certain related topics. Some courses may require concurrent or previous enrollment in another, specified course.

Students interested in further information should contact the Associate Vice President, Instruction/Learning Resources/Library at (916) 484-8408.

Learning Communities

A Learning Community means simply that you take two classes that are linked to each other, so you learn more, and in greater depth. These classes can increase your GPA and success at ARC, and when you transfer, help you interact more with other students and faculty, and give you the opportunity for a deeper understanding of your area of interest and how it connects to other areas.

Learning Communities involve a common group of students enrolled in a linked group of courses designed to share a common theme. Together, students have the opportunity for deeper understanding and integration of the material they are learning, as well as more opportunities for interactions with one another and their teachers. When you register for a Learning Community, you are getting more out of your college experience, for these communities engage your interest and invite exploration, motivate the search for answers and stimulate your curiosity, intellectually challenge you to think, build a sense of community and contribute to making friends. As a result, you are more likely to successfully complete these courses.

Key characteristics of Learning Communities are:
- Students generally enroll in classes together; they travel as a group to each class
- Learning Community programs typically focus on a central theme or question, such as “Women’s Experiences,” “Rocks and Rivers,” or “Book Worming”
- Students learn how to build explicit connections between ideas and disciplines
- Course may focus on fundamental skills, transfer level GE requirements, or a vocational emphasis

For more information contact the Learning Community Coordinator, Patrice Gibson, at 484-8266 or [GibsonP@arc.losrios.edu].
Four Directions College Success Program

The Four Directions College Success Program (FDCSP) is an academic support program based on Native American principles of balance. The program’s goal is to address the challenges inherent in “walking” in both the traditional tribal and western academic worlds. It is open to all students.

Four points of emphasis:
1. College success skills training (HCD 111 in fall, HCD 111 in spring) taught in a “talking circle” style.
2. Classroom presence of elders. Integration of elders and leaders directly into the curriculum. Social activities with groups of elders/tribal leaders.
3. Integration of “personal community study” into the curriculum. Students are required to understand their community’s unique challenges, historical and present. They are asked to visualize themselves as future leaders and to hypothesize solutions to these problems.
4. A calendar of fun (and funded) social activities.

Puente Program

The mission of the Puente Community College Program is to increase the number of educationally under-represented students who transfer to four-year colleges and universities, earn degrees, and return to the community as leaders and mentors. Classroom instruction includes a pre-transfer level composition course and a transfer-level English class. Each English class is linked with a Human Career Development class. The composition courses feature Mexican American/Latino literature.

Puente students meet regularly with a Puente counselor and are matched with a professionally and academically successful mentor from the community. Students also attend field trips to college campuses. All students are welcome to apply. Pick up Student Information Forms from the English Department office, 3rd floor, Davies Hall, or from the Counseling Center. Students are admitted on an ongoing basis.
Assessment Center

Assessment tests provide one of the ways of determining your readiness to enter a particular course. ARC's Assessment Center, located in the Student Services Building, provides a variety of testing services to assist students with course placement in English, English as a second language, and mathematics. Testing service is available free at the Assessment Center to any prospective student who has completed ARC's application for admission.

The Assessment Center also provides testing for reading and mathematics competency, a requirement for graduating with an Associate degree, and to establish ability to benefit for students who do not have a high school diploma, or GED, and who are applying for financial aid. Current office hours and the testing schedule are available on the college website [www.arc.losrios.edu] and at all student services offices. In addition, the Math Self-Assessment Test is available anytime online through the college website.

Bookstore

The college-operated bookstore is conveniently located adjacent to the college cafeteria. The bookstore carries all required textbooks, supplemental textbooks, and a wide variety of supplies and other items. In order to better serve students, the bookstore purchases used textbooks on a year-round basis. The bookstore is totally responsible for all of its operating costs, and any remaining profit is used to support instructional related programs and projects on campus.

Cafeteria

The college-operated cafeteria provides food service Monday through Friday, during most of the times that classes are in session. The cafeteria operates a limited service during summer. During summer, the cafeteria and kiosk are open Monday through Thursday.

CalWORKs

American River College assists students who are currently receiving TANF (formerly AFDC) funds in making the transition from public assistance to achieving strategically planned career goals. College staff work cooperatively with the Department of Human Assistance in Sacramento and surrounding counties to assist students in becoming more competitive job applicants. CalWORKs stands for California Work Opportunity and Responsibility to Kids. The center is located in the Student Services Building.

Career and Job Opportunity Center

The Career and Job Opportunity Center offers resources to help students in making career decisions, planning for college, and searching for scholarships and job openings. Computerized career guidance programs aid in researching occupations, finding which colleges offer a specific major, investigating financial aid and more. Other computer programs offer personality analysis as related to careers, college search and entrance requirements, and resume formats.

Employment information is available to currently enrolled students who are looking for part-time, full-time and/or summer jobs. Students are encouraged to apply for jobs related to their majors in order to obtain relevant work experience. Current job listings are posted through the online Los Rios Job Connection website at www.losrios.edu. Students are advised to check frequently as new notices are received daily.

Additional services include current labor market information and on-campus recruitment by employers. Job-seeking skills workshops covering job search, resume writing and interview techniques are coordinated by the Career and Job Opportunity Center, located in the student services building. All these services are provided at no charge to ARC students and alumni. Call 484-8492 for additional information or visit the website [www.arc.losrios.edu/career].

Children's Center

American River College operates childcare programs for parents who are continuing their education at ARC. The center serves infant/toddlers starting at the age of one and preschool children through the age of five. School-age childcare is only available during the summer session. Program options include part-time, full-time, mornings/afternoons. Fees for the program are based on a sliding scale set by the Department of Education, Child Development Division.

In the summer, care may be provided Monday through Thursday. Contact the center during the spring semester regarding the summer program.

The centers are licensed by the Department of Social Services. Also, the centers serve as a teaching laboratory for students in early childhood education, child development, child psychology and nursing programs. The center is staffed by Child Development Permit Teachers, who plan an implement developmentally-appropriate curriculum.

Applications are available each semester when the class schedules are published and must be picked up in person at the center. The center office is located in the Child Development Center [CDC 300] on the east side of campus, behind the cafeteria. For further information regarding the priority list, eligibility, fees and program hours, please call (916) 484-8651, or stop by the center.

Counseling Center

The primary goal of the Counseling Center is to provide learning opportunities for students to clarify their values and goals, to make decisions, and to develop self-esteem, self-confidence, and self-direction as related to educational objectives.

Toward this goal, a staff of competent, highly-trained, and diversely experienced counselors are available to assist students in identifying
their needs, assessing strengths, and overcoming barriers. Counselors may also assist students in the selection of appropriate programs of study relative to their chosen objectives. Educational objectives may include completion of a vocational program, transfer major to four-year colleges and universities, enhancement of employment skills, or improvement of basic skills.

American River College’s counseling services include academic counseling, educational counseling, career counseling, personal counseling. Academic counseling includes program planning, determination of transfer requirements, course information for a degree and/or certificate. Educational counseling includes selection of a major, time management, study skills, and course selection. Career counseling includes assessment of skills, interests, values, and personality styles, test referral and interpretation, exploration of career goals based on personal assessment, development and implementation of career plan. Personal counseling, as related to success in college, includes self-awareness, interpersonal communication, stress management, relationship counseling, clarification and resolution of problem areas, and referral to on-campus and off-campus resources.

Counseling services are offered to day and evening students. Appointments may be made by telephone or in person. Counselors are also available on a drop-in basis in the Counseling Center, located in the east wing of the Administration Building. Call 484-8572 or visit [www.arc.losrios.edu/counsel].

For students attending classes at off-campus outreach centers, counseling appointments are also available at those locations. For Natomas Center, call (916) 419-3055; for Sunrise Center, call (916) 961-7606; for Ethan Way Center, call (916) 563-3276; and for McClellan Center, call (916) 570-5000.

Disabled Students Programs and Services

The goal of Disabled Students Programs and Services is to promote equal access to programs, services and facilities at American River College, thereby insuring that students with disabilities have the opportunity to participate fully in campus activities. The philosophy of DSP&S is to encourage maximum independence and personal empowerment.

A variety of support services are available at no additional cost to the student with a disability. Specialized counseling services, interpreters for the deaf, tutors, notetakers, readers, test facilitators, and mobility aids are provided upon request. An array of specialized equipment, including adapted computer hardware and software, are offered in an effort to accommodate most educational limitations.

Contact DSP&S for an appointment. Registration assistance is provided to students with verified disabilities. A comprehensive resource guide, listing all specialized services and equipment for students with disabilities, may be obtained at Records and Admissions, Counseling, Health Center, Learning Disabilities, and DSP&S.

For additional information, please contact DSP&S at (916) 484-8382; or 484-8365 (TDD). Materials in braille, large print, or audio tape format are available upon request.

A variety of academic accommodations and support services are available for students with learning disabilities. To contact Learning Disabilities, please call (916) 484-8487.

EOP&S/College Awareness/CARE Program

EOP&S (Extended Opportunity Programs and Services) is designed and funded by the State of California and the district to recruit and assist college students who show academic and financial need. EOP&S promotes student success with enrollment assistance, educational planning, tutoring and limited financial assistance. Participation is limited to California residents who are eligible to receive the Board of Governors Grant and have an academic need. The EOP&S office is located in the Student Services building.

EOP&S-eligible students, who are single head of household TANF/AFDC recipients, may also be eligible to participate in the CARE (Cooperative Agencies Resources in Education) program.

Health Center

The Health Center is located in the administration building and is staffed by public health nurses and a medical assistant. Services include health assessment and counseling with appropriate referral to community resources; vision, hearing, and blood pressure screening; tuberculosis skin testing; Hepatitis B, tetanus and measles/mumps/rubella immunizations; pregnancy tests; limited laboratory services; health education, including classroom and campus wide presentations; first aid and emergency care. All consultations are confidential. No appointment is necessary.

Students with health issues or physical disabilities necessitating modification to the college educational or physical environment are urged to consult the Health Center and Disabled Students Programs and Services. Campus disabled parking permits are available in the Health Center.
Student Services

Housing information
American River College does not provide residence housing. However, the Student Activities Office does have information available on roommates, shared housing, and available rentals. The college does not screen or approve student housing.

Insurance
Students are not covered by the district or college for medical insurance. Students should arrange for some type of medical insurance if they are not covered by parents or individual insurance policies. International students (F Visa) will be required to show evidence of approved health insurance coverage throughout the duration of their studies at American River College.

Students needing information on Student Health Insurance plans are invited to visit the Health Center located in the Administration Building or call (916) 484-8383; or online at www.arc.losrios.edu/health

The Library
Whether you need in-depth information from books, scholarly journals, current newspaper, magazine articles, or the Internet, or just background information, the library is the place to begin. There are more than 100,000 items in the collection and more are easily available from the other Los Rios colleges. In the library students are welcome to study, search on a topic, use computers for research, and get help in finding information. Internet access to the catalog and databases is especially handy for researching from off campus [www.arc.losrios.edu/library].

Within the library, start your search on the lower level in the Reference Area. There you will find more than 60 computers with Internet access, the reference books, and librarians available to assist you. Explore the catalog, research databases, and Internet links covering many academic subjects – whether the sources are books, articles, media, or web pages. ARC students can gain “information-smarts” by enrolling in library classes and/or coming to orientations and library drop-in sessions on this lower level of the library. When you come by, notice the wealth of handouts to help you use and evaluate information sources effectively.

Services on the first floor of the library include the Circulation Desk, reserve collection, computers available for e-mail, and additional staff members to assist you. Also on the first floor is the Periodicals Room where you can browse journals, magazines, and newspapers.

The second and third floors include quiet study areas, study rooms, classrooms, and the circulating book collection.

Librarians are on duty every hour the library is open. Call (916) 484-8455.

Maintenance allowance
A California resident who resides more than 60 miles from the nearest public community college campus may file an application for a maintenance allowance in the Admissions and Records Office. The rate of payment is determined by the State Chancellor’s Office, and is issued to the parent or guardian of minor non-district students, and directly to adult non-district students and married minors. Payment is based on each day of full-time scheduled attendance.

Matriculation
Matriculation is a set of services that brings the college and the student together in a partnership agreement designed to help student’s develop and achieve their educational goals. Students are more likely to succeed in college when they have an accurate assessment of their skills, clear educational goals and an understanding of the course selection and enrollment processes. Therefore, for the college, the agreement includes providing the following services:

1. An admission process
2. Orientation to college
3. Student Services
4. A curriculum or program of courses
5. Pre-enrollment basic skills assessment
6. Counseling and advisement on course selection
7. Opportunity to develop an educational plan
8. Continued monitoring of academic success with referral to support services when needed
9. Program of institutional research and evaluation

The student agrees to:
1. Identify an educational goal within a reasonable period of enrollment
2. Attend classes regularly and complete assigned coursework
3. Maintain progress toward an identified educational goal according to standards established by the college and the State of California
4. Use support services as needed
5. Consult with counselors and advisors when appropriate

How does the Matriculation process work?
All new students and students who are attending American River College for the first-time must complete the following matriculation components:

1. Admissions
Admissions materials are available and must be completed by all students for enrollment into the college. All new students and students who are attending American River College for the first time are directed by the counseling office to matriculation services as needed. New first time non-exempt students who complete the matriculation process are given priority registration that allows them to register with continuing students.

2. Assessment
All new students (new to college and/or new to ARC) and non-exempt students are required to complete the basic skills assessment tests in English or ESL, reading and mathematics. These tests will help the students, with assistance from the counselor, to determine the appropriate skill level of the student when developing an educational plan. Test dates and times are available in the Assessment Center in the Student Services Center or in the Counseling Center.

3. Orientation
Orientation services are available to all students and required of all new and first time to American River College students who are non-exempt. Full orientation sessions are provided throughout the fall and spring semesters prior to the beginning of registration. After registration begins an abbreviated orientation is provided to all late registering students who require the service. (See Admissions Procedure under “Getting Started”.)
4. Counseling Services
All matriculation students must meet with a counselor prior to the beginning of classes for the purpose of developing a student education plan. Recent high school students should bring a copy of their high school transcripts with them to the counseling session. Most new students will see a counselor on the same day they receive orientation services referred to above.

Follow-up
Students who seek a new educational goal or experience academic difficulty are referred to counseling and the appropriate academic and student support services for assistance. Students may be instructed to attend a group meeting and/or meet with a counselor for guidance and assistance.

Exemption criteria
Students can elect to not participate or be exempt from most or parts of the matriculation requirements based on the following criteria:

1. Student has completed an associate degree or higher.
2. Student satisfies at least two of the following:
   • identified a goal of upgrading job skills
   • enrolled for fewer than 12 units
   • concurrently enrolled in another postsecondary institution
   • declared no degree or occupational objective

Students who wish to challenge any part or all of the matriculation process (orientation, assessment, or counseling) must meet with the matriculation coordinator or designated representative to discuss the reason and rational for the challenge, or provide information to the matriculation coordinator supporting the challenge.

In addition, students wishing to challenge specific matriculation services will be informed of their rights to participate in all other non-disputed components, and will be asked to sign a statement waiving their right to the matriculation services, thus providing acknowledgment to the college of receipt of the information above.

On-Campus employment
Part-time jobs on campus are listed online through the Los Rios Job Connection website at www.losrios.edu.

Parking
All students wishing to park a motorized vehicle in designated student parking are subject to a parking fee. Designated student parking areas are located in all parking lots on campus, except in parking lot “F” and the parking area in front of the Administration Building. A parking permit (decal) may be purchased:

   Automobiles - $30 per semester; $15 per summer session
   Motorcycles - $15 per semester; $8 per summer session

In place of the semester permit, students wishing to park automobiles on campus may purchase a daily parking ticket for $1 from machines located in various parking lots. Students driving motorcycles are encouraged to use semester or summer parking permits (decals), rather than daily parking tickets.

Paying by semester decal or daily parking ticket is enforced from 7:00 a.m. to 11:00 p.m., Monday through Thursday, and from 7:00 a.m. to 5:00 p.m. on Fridays, whenever classes are in session. Vehicles not having a valid parking decal or daily parking ticket properly displayed will be given a parking citation.

Citations will also be issued for violations of campus parking and traffic regulations. A copy of campus parking/traffic regulations may be obtained from the Campus Police Office.

Re-entry Center
The Re-entry Center serves men and women who, after a period of absence, have decided to return to school. The program offers weekly support groups, campus and community referrals, career counseling, educational counseling, workshops, student success information, and opportunities to network with other returning students. The center is located in the Student Services Building. Call 484-8391 or stop by; appointments are not necessary. For valuable information for all re-entry students, visit the website [www.arc.losrios.edu/reentry].

Scholarships
ARC Foundation scholarships are provided by the college, alumni, and private donors, and are awarded on the basis of academic excellence and promise of future achievement.

Financial need is a factor for some awards, but not all. In order to apply, students must have completed at least six units at ARC and at the time of application, be enrolled in six units. In 2005 over 200 scholarships totaling more than $120,000 will be awarded. The scholarship program runs from January through March each year. Students are notified in April, and recognized at the annual awards ceremony and reception in May. Scholarship monies are disbursed beginning the first day of classes of the fall semester (mid-August). The application is completed online [www.arc.losrios.edu/funds].

In addition to the ARC Foundation scholarships, many other scholarships are available from Sacramento-area, state, and national sources. To find out about these options, contact the ARC Career & Job Opportunity Center, located in the student services building. Stop by the center, or phone (916) 484-8492 for more information.

Transfer Center
The Transfer Center provides to students and all staff the most current information to ensure a smooth transition to four-year colleges and universities. Applications, catalogs, and other resource materials, including Internet access, are available to students who are committed to transfer as well as to those exploring the possibility of transfer. Students may talk to community college counselors and meet with admissions advisors from several colleges and universities including, but not limited to, California State University, Sacramento; University of California, Davis; and University of the Pacific. Each of the four-year representatives can assist with other campuses within their system.

Working through ARC counselors, students who meet certain criteria may enter into a Transfer Admissions Agreement (TAA) with San Francisco State University; University of California, Davis; University of California, Santa Cruz; University of California, Riverside; University of California, San Diego; University of California, Santa Barbara; University of the Pacific; and Santa Clara University. TAAs guarantee eligible
students admission as juniors to the above campuses. Unique programs offered by the Transfer Center include Spring in Davis and CSUS Crossover Enrollment. These programs offer students the opportunity to attend classes at UC Davis and CSU Sacramento, with fees waived while attending American River College.

The mission of the Transfer Center is to help students learn of the many options available to them to continue their studies at four-year colleges and universities. ARC is committed to helping students become better informed so that they may plan for their future with as much knowledge and support as possible. The center is located in the Counseling Center, and also maintains a website [www.arc.losrios.edu/transfer]. Phone (916) 484-8685.

**Tutoring**

The Tutoring Center provides individualized tutoring in most subjects for ARC students who need academic assistance outside the classroom. Tutoring is conducted by instructor-approved student tutors, who meet singly or in small groups with the students to be tutored. Tutoring at the center may be a part-time job for the ARC student who has shown proficiency in a subject. Further information is available from the Tutoring Center, located in the Learning Resource Center. Phone (916) 484-8695.

**Veterans Affairs**

The ARC Veterans Affairs Office, located in the Records & Admissions Office in the Administration Building, expedites the processing of V.A. Educational Benefit paperwork and coordinates with other campus services. New students who are veterans should contact the office at least two months prior to the term they plan to attend. Continuing students also should check in at least two months prior to the next term of attendance to complete any paperwork that may be required for continuous V.A. payment. In addition, all recipients must confirm their classes with the Veterans Affairs Office after completion of registration and once again the week before final exams begin. All material submitted to the Veterans Administration takes approximately two months for processing through the regional processing center. Phone (916) 484-8135.

After enrolling at ARC, a veteran may apply for evaluation of military service experience for college credit. A copy of the veterans DD214 separation paper must be submitted at the Veterans Affairs Office and a petition completed during the first semester of attendance. Credit granted for military service is based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.
President .............................................................................................................. Dr. David Viar

Vice Presidents

Administrative Services ................................................................. Robert Allegre
Instruction ............................................................................................. Colleen Owings
Student Services ....................................................................................... Gordon Poon

Associate Vice Presidents

Instruction ...................................................................................................... Dr. Pam Walker
Instruction & Learning Resources .......................................................... Dr. Lee Thiel
Student Success ....................................................................................... Trudy Walton
Workforce Development & Business ..................................................... Dr. Kathleen Wishnick

Deans

Behavioral and Social Sciences ......................................................... Carol Pottorff (Interim)
Computer Science & Information Technology ..................................... Barbara Blanchard
English ....................................................................................................... Rod Siegfried
Enrollment Services ................................................................................ Robin Neal
Fine & Applied Arts ............................................................................. Dr. David Newnham
Health & Education ............................................................................... Sheryl Gessford
Humanities .............................................................................................. TBA
Mathematics ............................................................................................. Mary Jones
Off-Campus Centers & Extension Services .......................................... J.V. Thompson
Physical Education & Athletics ............................................................ Jean Snuggs
Planning, Research & Development ..................................................... Rachel Rosenthal
Sacramento Regional Public Safety Training Center ............................. Richard McKee
Science and Engineering ..................................................................... Michael Kane
Student Recruitment & Information ...................................................... Bruce Patt
Student Services ..................................................................................... Keltie Jones
Technical Education ............................................................................... Gabriel Meehan

Other Administrative Staff

Director, Administrative Services ..................................................... Laduan Smedley
Manager, Bookstore ............................................................................. Carol Boyd
Director, College Advancement .......................................................... Kirsten DuBray
Director, Engineering Technology Center ........................................... Dr. Scott Griffith
Director, North Valley & Mountain Biotechnology Center .................. Jeffery O’Neal
Public Information Officer ..................................................................... Dr. Stephen Peithman
Making it possible to make ends meet

The Financial Aid Office is located in the Student Services Building, and administers financial aid in accordance with federal and state regulations and national policy. Funds are distributed to students who have documented financial need determined by the total resources available to them. Phone: (916) 484-8437.

Parents are considered to have the primary responsibility for assisting the dependent student in meeting the cost of education. Financial aid is available to help meet the student's academic expenses. Aid to independent students is available based on student contribution and the student's academic expenses.

The free application for federal student aid (FAFSA) is used to apply for campus-based aid and the Pell Grant/Student Loans. The application allows the government to calculate the expected family contribution. The student completes the FAFSA application listing American River College as the college of choice. Completing the FAFSA online allows for quicker processing. The FAFSA may also be mailed.

In approximately four weeks the Federal Student Aid Program will mail the student a Student Aid Report (SAR). The college financial aid office will notify the student by mail of the required documentation needed to complete their file. Documentation requested is confidential and must be furnished if the student is to receive aid. Students awarded financial aid are notified by letter.

A student or parent may not foresee accurately the expenses involved in attending college, and may find themselves in financial difficulty. While students must determine their own budget, in keeping with needs and resources, the following is the average annual cost of education for financial aid students attending American River College:

<table>
<thead>
<tr>
<th></th>
<th>At Home</th>
<th>Away from Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board/Room</td>
<td>$3,229</td>
<td>$8,439</td>
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<tr>
<td>Books/Supplies</td>
<td>1,320</td>
<td>1,320</td>
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<tr>
<td>Transportation</td>
<td>828</td>
<td>954</td>
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<tr>
<td>Personal</td>
<td>1,401</td>
<td>1,401</td>
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<tr>
<td>Fees</td>
<td>728</td>
<td>728</td>
</tr>
<tr>
<td></td>
<td>$7,506</td>
<td>$12,842</td>
</tr>
</tbody>
</table>

This is an estimate and subject to change. Check the ARC financial aid web page for the most current cost of attendance.

Student eligibility requirements for financial aid

There are a number of requirements that must be met before a student is considered eligible for financial aid. Students must: 1) demonstrate financial need; 2) be a U.S. citizen or eligible non-citizen; 3) not be in default on a Perkins Loan, National Direct Student Loan, Stafford Loan, Guaranteed Student Loan, PLUS Loan, or Supplemental Loan for Students (SLS); 4) not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant; 5) be making satisfactory progress (financial aid and academic); 6) agree to use any federal student aid received solely for educational purposes; 7) have earned a high school diploma or GED/proficiency certificate, or have passed the ability-to-benefit test; 8) submit all requested documentations to the financial aid office. Reminder: Men are required to register with the Selective Service System upon reaching 18 years of age in order to be eligible for federal financial aid.

Many of these items are collected at the time students apply for financial aid. Before financial aid is awarded the Financial Aid Office will verify that a student is enrolled in an eligible program and that he or she is making satisfactory progress.

Satisfactory progress policy

In accordance with federal regulations, all students on financial aid are required to meet established standards of satisfactory academic progress, whether or not the student is a prior recipient of financial aid. Failure to meet federal standards will result in the denial of aid.

American River College students are evaluated at least once per Academic year.

1. Maintain progress—successfully complete at least 75% of units enrolled:
   Progress percentage = Total units with a grade of “F”, “W”, “I”, IP and “NC” divided by the total units attempted. Must be 25% or less.

2. Maintain a minimum of a 2.0 ARC cumulative grade point average (GPA).

Other conditions include:
Students who complete a degree, certificate or have earned 72 units will be denied financial aid.
Students may attempt up to 90 units in pursuit of their educational goal. Students who have attempted 90 units or more will be denied aid.

Probation: Students who have had an academic deficiency (progress or grade point average) in one semester may be put on probation. Students on probation must submit an education plan to the financial aid office.

Appeal: All students who are denied aid for lack of satisfactory progress may appeal the denial. Appeals are submitted in writing to the Financial Aid Office and evaluated by an appeals committee. If an appeal has been denied by the committee, the student may submit a new appeal when the deficiency has been resolved.
If you receive federal financial assistance and withdraw from all your classes, you may be required to repay all or part of the financial assistance you received. Failure to repay this debt may result in your loss of future federal financial assistance, your academic transcript put on hold, and collection cost assessed by the Department of Education.

If you must withdraw from school, you must follow the appropriate withdrawal procedures explained elsewhere in this catalog.

**Some conditions apply to certain classes**

Students are eligible for aid when enrolled in those courses required for an eligible degree or certificate.

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### Sources of student financial assistance

<table>
<thead>
<tr>
<th>Type of assistance</th>
<th>Federal</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Pell Grant*&lt;br&gt;Scholarships&lt;br&gt;Supplemental Educational Opportunity Grant**</td>
<td>Cal Grants A, B &amp; C*</td>
</tr>
<tr>
<td>Loan</td>
<td>Stafford***</td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td>Federal Work Study****</td>
<td></td>
</tr>
</tbody>
</table>

**Federal Work Study****

If you receive federal financial assistance and withdraw from all your classes, you may be required to repay all or part of the financial assistance you received. Failure to repay this debt may result in your loss of future federal financial assistance, your academic transcript put on hold, and collection cost assessed by the Department of Education.

If you must withdraw from school, you must follow the appropriate withdrawal procedures explained elsewhere in this catalog.

**Reinstatement**

A student who is disqualified may have his/her eligibility reinstated by making up the unit shortage or raising the grade point average during a semester without financial aid. The units and semesters completed without aid count toward the maximum number of units a student can attempt.

**Student loans**

Loan checks are mailed to students in multiple disbursements. Before each disbursement, satisfactory academic progress will be verified. Students must be in good standing and be enrolled in a minimum of 6.0 units. Failure to maintain satisfactory academic progress and successful completion of 6.0 units in the fall semester will result in subsequent disbursements for the spring semester being denied. Note that first-time borrowers are subject to a 30-day disbursement hold on all federal loan checks.

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**Note:** General financial aid programs are need-based; eligibility is determined by application.

* Cal Grants
  * Not all Cal Grants are available to community college students.

* Pell Grant
  * A federal entitlement grant program. Grant is determined by need, units and status.

** Supplemental Educational Opportunity Grant
  * A federal grant-in-aid which does not have to be repaid.
  * Grants may range from $150 to $600 depending on need and availability of funds. FAFSA application required.

*** Stafford Loan Program
  * Low-interest, long-term loan arranged through a participant commercial lending agency. May be half-time student. Repayment is deferred as long as the student is enrolled at least half time. Need based and must be awarded aid before applying for loan. Eligibility interview required.

**** Federal Work Study
  * A federal program which allows a student to earn part of their financial aid through a part-time job on campus. Need based, FAFSA application required.
Getting involved with campus life outside the classroom

Activities Office

The campus program of student activities is coordinated through the Student Activities Office, located in the Student Services Building. The office serves as a focal point for students and student groups, provides support services for campus clubs and organizations, and provides information about a variety of student projects, student leadership, activities and services.

The activities office provides information about club activities, student involvement opportunities, distribution of material, publicity poster approval, general information, housing, This Week At ARC (weekly newsletter), student grievance information and bike locker rental. A major responsibility of the staff of the activities office is to provide guidance and support services to the Student Association officers and representatives in their endeavors to meet the needs of all students. Also, the staff assists students interested in other clubs, organizations and activities.

Over 80 chartered clubs on campus are organized around various special interests and promote participation in a variety of cultural and social activities. Membership is open to all interested students.

Student Government

The Student Association, through the approved charter, is the recognized student government body that represents students in all phases of college life. Student government maintains the link between the students and the administration, faculty, classified support staff, and the district’s board of trustees. Participation in student government is a valuable educational experience available to students.

Student Access Card

The Student Access Card serves as the ARC student all-in-one card.

1. College Student Photo ID card—for all campus services and activities.

2. Regional Transit card—for all transit / transportation services provided in accordance with the Los Rios Community College District partnership agreement supporting student rider patronage privileges August 1 through May 31 (Fall and Spring terms only) of each academic year. There are no summer RT transit pass privileges.

3. College Library Card—accessing all Los Rios Colleges’ library and other instructional and support services offices that are opened during Fall, Spring, and Summer terms.

4. Go-Print Copy Card—pay-for-print copier systems on campus

5. Student Discount Card—at participating stores and merchants

Students can get the validation stickers for their Student Access card beginning August 1 for the Fall 2006 semester and January 3 for the Spring 2007 semester. To obtain the card, students need to bring a photo ID and proof of payment for the semester (this can be printed from eServices) or a copy of their Board of Governors (BOG) fee waiver and proof of enrollment to any one of the campus ID card stations. For your card to be valid, it must have the current semester sticker attached.

Intercollegiate athletics

As part of our physical education program, ARC athletics hosts 19 intercollegiate athletic teams. They include the following: fall semester—cross country (m&w), football (m), golf (w), soccer (m&w), volleyball (w), water polo (w); fall/spring semester—basketball (m&w); and spring semester—baseball (m), golf (m), softball (w), swimming and diving (m&w), tennis (m&w), track and field (m&w).

Full-time students (12 or more units) who fulfill the requirements of both the Commission on Athletics and ARC are eligible to compete in freshman and sophomore years of intercollegiate athletic eligibility. With the aim of promoting both the athletic and academic success of our student-athletes, we have a full support service for athletic training/sports medicine needs and for academic advising and support.

ARC athletic teams are well respected among both the California community colleges and the four-year college and university systems. Our teams are always competitive, regularly qualifying for post-conference play. At ARC, the student athlete is always first—preparing and competing with integrity and good sportsmanship.

Student Publications

The Current, the college newspaper, is published weekly by a student staff under the journalism department, and the American River Literary Review is published each spring by students in English and art new media.

A weekly information sheet, This Week, is available every Monday. Important campus announcements are made through this publication which is distributed in bulletin boxes on campus and in the Student Activities offices.
Admissions eligibility

Any person who has earned a high school diploma or the equivalent, such as a certificate of proficiency issued by the State Board of Education, is eligible for admission to American River College. Non-high school graduates over 18 years of age, who demonstrate to the satisfaction of college authorities that they are able to profit by the instruction, may also be admitted.

Students wishing to transfer to ARC

American River College welcomes transfer students from other accredited schools and colleges; however, students who have earned grades with less than a 2.0 grade point average (GPA) will be admitted on probation.

Students who have been dismissed or disqualified from another accredited college may be denied admission for one semester if applying to ARC immediately after dismissal or disqualification.

Admission procedure

All first-time students

All first-time college students need to complete the following steps before they may register:

1. Complete an application for admission online [www.arc.losrios.edu].
2. Take the appropriate assessment test. The ARC assessment test schedule is available at the Assessment Center (916-484-8423) and Counseling Center. NOTE: Assessment for recommended class placement is based on more than test scores alone.
3. Complete the new student orientation, in person or online.
4. See a counselor for assistance in developing your educational plan.

All new transfer students

All new transfer students, except those transferring from Cosumnes River, Folsom Lake, and Sacramento City colleges, should complete the steps listed for first-time college students. Instead of a high school transcript, transfer students are required to mail official transcripts of all other previous college work to the Records & Admissions Office.

All returning students

All returning students must complete an application for admission and must mail official transcripts of all other college work to the admissions office. Students should consult with a counselor before registering for classes; call the Counseling Center (484-8572) for an appointment.

Exemptions

New students can elect to be exempted from matriculation requirements (orientation, assessment and/or counseling) if they meet one of the following two criteria:

1. Student has completed an associate degree or higher.
2. Student satisfies at least two of the following:
   a. Identified a goal of upgrading job skills.
   b. Enrolled in fewer than 6 units.
   c. Concurrently enrolled in another post-secondary institution.
   d. Declared no degree or occupational objective.

Challenges

All new American River College students are required to participate in the matriculation process with the exception of those who meet the above exemption criteria.

Students who wish to challenge the matriculation process should meet with a counselor to discuss the challenge. The college shall provide students with written and verbal information about the purpose of matriculation and the benefits of participation in each component.

Students wishing to challenge specific components will be informed of their rights to participate in all other nondisputed components.

Students will be asked to sign a document acknowledging receipt of the above information.

Fees

Community College Enrollment fees are set by the California State Legislature. All fees are subject to change. The general enrollment fee for California residents was $26 per unit for all students as this catalog went to press. Should the California State Legislature increase enrollment fees, students who have registered for classes prior to any increase may be billed for the additional amount.

Refunds

The student may file for the enrollment fee refund up to the last college day of instruction in any semester or summer session, provided the student has withdrawn from full-semester class(es) on or before the tenth college day of instruction, and from less-than-full-semester and summer session classes by the fifth day of the session. For specific dates and deadlines refer to the class schedule or website.

To qualify for a refund, the student must officially drop the class(es) online, at eServices, the Admissions Office, or by TES within the time lines published in the class schedule. The student must also file a refund application with the college business office by the last day of instruction in the semester or summer session in which class(es) were dropped.

Refund eligibility will be determined by the date the class(es) were dropped and the date the refund application is filed with the college business office.

Non-resident tuition

Students who have not established legal residence in California will be required to pay a tuition fee in the amount of $175 per class unit (includes the Community College Enrollment Fee) at the time of registration.

International student application fee

Non-resident applicants who are both citizens and residents of a foreign country shall be assessed a non-refundable application process fee of $50. The application fee is due and payable with submission of the application for admission or readmission. International student applications will not be processed without payment of the fee.

International student tuition

International students who are admitted with a foreign student visa will be required to pay a tuition fee in the amount of $186 per class unit (includes the Community College Enrollment Fee). International students must enroll in a minimum of 12 units (full-time) and maintain good academic standing.
Getting Started

Fee refunds
Fees are refundable only if a student withdraws during the first 10 days of the semester for full-semester classes, and by the fifth day of the session for less than full-semester classes. There is no refund after the first 10 days of class.

Instructional materials fee
Students may be required to provide instructional and other materials required for a credit or non-credit course. Instructional materials may be charged in certain courses.

Parking fee
See Student Services section on parking information.

Transcripts
Two transcripts are furnished free, and others may be ordered for $2 each, payable in advance. The student must initiate a written request to the Records & Admissions Office or by submitting their request on line through the college website. A service charge of $10 is assessed for any transcript requested to be processed within 24 hours. Students may also request transcripts by faxing (916) 484-8865. A credit card number is required for transcripts that are ordered through fax, and a $10 charge per transcript is imposed.

Military personnel and dependents
Military personnel who are stationed on active duty in California and their eligible dependents are granted resident classification. This resident classification will continue for the duration of the student's continuous enrollment.

High school advanced education classes
Courses that provide enrichment and advancement in educational experience may be offered on a limited basis to high school students who have a minimum 2.7 cumulative GPA. In addition, the student needs to be 16 years of age or have completed the sophomore year of high school prior to enrollment. Advanced education students may not take remedial classes, classes which need to be repeated because of low grades, and classes offered in the student's own school.

High school students should request information from their high school counselor regarding eligibility and an Advanced Education application. Prospective advanced education students should bring to the ARC Counseling Center an advanced education application form which has been signed by a parent and by a high school counselor or principal, an official transcript plus work in progress, a written statement describing how criteria are met and why they wish to take classes, and ARC assessment exam results if appropriate. This should be done as early as possible in the semester, prior to admission. After the advanced education application has been approved by the ARC counselor, the student may register for classes. Students must attend the first class session of the course. Late adds are usually not permitted. An advanced education student is not considered a continuing student when registering for classes for any subsequent semesters. Additional information can be obtained from the ARC Counseling Center. Call (916) 484-8572 for more information.

High school international baccalaureate program
American River College may award college credit for international baccalaureate (IB) higher level course completion with scores of 5, 6, or 7, if the course work is compatible with ARC's curriculum. Credit may only be granted upon evaluation and approval by individual academic departments in which the course exists. No credit will be granted for subsidiary level course work completed in the IB program. Students must have successfully completed 12 units at ARC, and be in good standing before requesting college credit for IB higher-level course completion. A maximum of 15 units may be awarded for credit toward an A.A. or A.S. degree. Credit may not be earned for courses that duplicate credit already allowed for advanced placement exams. No grades are given, and course credit does not enter into computation of the student's GPA for transfer or graduation from ARC. Students requesting consideration for college credit are to have the IB North America Office forward an official report of their scores to the admissions and records office at American River College.

International students
American River College welcomes international students from all over the world. Students who enter the U.S. on a non-immigrant visa are considered international students; however, there are different attendance requirements for each visa type. ARC is approved by the Bureau of Citizenship and Immigration Services (formerly, INS) to issue the I-20 for the F-1 Visa. Requirements for admission as an F-1 student include proof of proficiency in the English language, evidence of high school graduation, certification of financial ability, health examination to include evidence of freedom from tuberculosis, and medical insurance to cover emergencies while in the U.S.

An international student must be enrolled in at least 12 units each semester and must maintain a C (2.0) grade point average at all times, in order to be in compliance with F-1 visa requirements. For more information, contact Enrollment Services, at (916) 484-8774.

Open courses
The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has enrolled at the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Sub-chapter 1, of Chapter 6 of Division, 6 of Title 5 of the California Code of Regulations.
Prerequisites, corequisites and advisories

It is the intent of American River College to guide students into courses in which they will have the greatest chance for academic success. Therefore, you will find courses that have prerequisites, corequisites or advisories in their description. The definitions for prerequisites, corequisites and advisories are:

a) “Prerequisite” means a course that a student is required to take and pass in order to demonstrate readiness for enrollment in another course or educational program.
b) “Corequisite” means a course that a student is required to take in the same session as another course.
c) “Advisory on recommended preparation” means that a student is advised, but not required, to take a specific course before or in conjunction with enrollment in another course or educational program.

Prerequisite verification

Students enrolled in courses that have a prerequisite will be asked to provide verification to the instructor that they have met the prerequisite. Verification can consist of a counselor verification form or student copy of a grade report (unofficial transcript.) Corequisite verification requires a student registration printout. Students should bring verification with them to the first class meeting. Students trying to add a class that is full need to provide verification before the instructor will issue a permission number for enrollment. It is the student's responsibility to verify that he or she has completed the prerequisite or has the required skills.

Prerequisite challenge procedure

Students who do not meet a prerequisite should seek counseling advice for making an appropriate course selection, prior to enrolling in Associate degree credit courses. If you feel that you can meet the requirements, or one of the conditions below exists, then you can challenge a prerequisite. A Prerequisite Challenge Form may be obtained from the appropriate division, or the Counseling Center. The form will explain what you must do. Criteria for challenging a course are:

1) You have knowledge or ability to succeed in the course without the prerequisite.
2) The course which provides the prerequisite is not readily available.
3) You believe that the prerequisite is discriminatory or being applied in that manner.
4) You believe that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures.

Once you have completed the challenge procedure, your challenge will be reviewed by a department's Prerequisite Challenge Committee. You will be informed in writing if the committee's determination within five working days of the review. If you register for a class and do not meet the prerequisite, the instructor has the right to drop you from the class.

Registration

Registration dates are listed in the calendar at the front of the class schedule and online [www.arc.losrios.edu]. Students may register online during their designated registration appointment or during open enrollment using a Web browser, by telephone, or in person at the college’s eServices Center. Be sure to check the college website or printed class schedule for instructions. The class schedule may be purchased at the college bookstore, business services office, or admissions office. The schedule is also available online, free of charge.

Residence requirements

American River College is a public college under California law. The application for admission includes a statement of residence from which residency is determined. The law provides that a person can have only one residence. If you have resided in another state just prior to the residence determination date (the first day of the semester)—even if you had been a California resident previously—you may be considered a nonresident for purposes of enrollment fees. Residency is determined at the point of admission once a completed application is submitted to the admissions office.

Out-of-state students may be admitted to American River College, provided their application is approved. Out-of-state students are classified as nonresidents, unless eligible for an out-of-state fee exemption. If a student is erroneously determined to be a nonresident, and pays a tuition fee, the fee is refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid.

Refund requests will be processed only if accompanied by the receipt issued at the time of payment. Fees are subject to change without notice upon approval by the trustees of the Los Rios Community College District, and pending approval by the state legislature and governor.

A nonresident student who has falsified residency information shall be excluded from classes upon notification, pending payment of the nonresident fee. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred nonresident tuition is paid.
Keeping track of your progress

Academic honors

The distinction of Honors and High Honors is noted on a student’s transcript for each semester in which a student has enrolled in 12 units or more, and has earned a grade point average (GPA) of at least 3.0 (Honors) or 3.5 or higher (High Honors). Students earning High Honors will be notified by mail of their eligibility to join the college honor society.

Good standing

In determining a student’s eligibility to acquire or remain in good standing at American River College, both quality of performance and progress toward completion of objectives are considered. A student who completes 12 or more semester units, earns a 2.0 GPA on a 4.0 grading scale, and completes 50 percent or more of all enrolled units, merits good standing with the college. Students in good standing are limited to 18 units per semester. In exceptional cases, a student may initiate a petition with a counselor to exceed the 18-unit limit.

Academic renewal without course repetition

A student may have previous substandard work, (D’s or F’s), earned at American River College discounted. Courses and grades which no longer reflect a student’s current educational objective and current level of academic success may upon petition be discounted in the computation of the grade point average. The following conditions must apply:

1. No more than 30 units of substandard grades may be discounted.
2. A minimum of three semesters must have elapsed and a minimum of 12 units with C grades or better must have been completed by the student after the most recent work to be alleviated was recorded.
3. Current educational objectives must be discussed with a counselor and the counselor’s recommendation must be included on the petition.

4. Under no circumstances may course work be discounted if it was used to fulfill requirements for a degree or certificate that has been granted.
5. All grades remain on the permanent record and transcript of grades. However, a proper notation on the transcript will indicate the specific grades that were discounted from the grade point average.
6. Questions regarding this policy should be directed to the Associate Vice President, Enrollment Services.

Academic renewal petitions are available in the Counseling Center.

Academic probation

A student is placed on academic probation if the student has attempted at least 12 units and earned a grade point average below 2.0 in all units that were graded. A student on academic probation may be subject to counselor intervention after the first semester of probation.

Progress probation

A student who has enrolled in a total of at least 12 semester units is placed on progress probation when the percentage of all units in which a student has enrolled, and for which entries of “W”, “I” and “NC” are recorded, reaches or exceeds 50 percent of all units attempted. A student on progress probation may be subject to counselor intervention after the first semester of probation.

Unit limitation

A student on either academic or progress probation may be limited to 12 or fewer units, or to a course load recommended by the student’s counselor.

Removal from probation

A student on academic probation is removed from probation and acquires good standing when the student’s cumulative grade point average (GPA) is 2.0 or higher. A student on progress probation is removed from probation and placed in good standing status when the percentage of units with entries of “W”, “I” and “NC” drops below fifty (50) percent of all units attempted. To see how GPA and progress percentage are calculated, see “Grade and Grade Point Averages.”

Academic dismissal

A student on academic probation is subject to dismissal when the student earns a cumulative grade point average of less than 2.0 in all graded units in at least three successive semesters.

Progress dismissal

A student on progress probation is subject to dismissal if the percentage of units in which the student has been enrolled for which entries “W,” “I” and “NC” are recorded reaches or exceeds 50 percent in at least three semesters.

Dismissal Period: A student is required to remain out of college one semester, but may return on probationary status after that one-semester absence. Dismissed students are required to see a counselor before registering for classes.

Appeal Option: A dismissed student may appeal to the Associate Vice President, Student Success, for permission to enroll without loss of semester, if the student feels that the cause for dismissal reflects extenuating circumstances. The burden of written documentation in support
of these circumstances remains with the student. A dismissed student must see a counselor to initiate a student petition.

Access to student records
The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the offices of the Dean of Enrollment Services, and the Vice President, Student Services.

District Regulation 2265 provides for the release, without student consent, of specific student directory information (student name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended). In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student's name, address and telephone number for recruitment purposes. Students have the right to refuse the release of directory information by submitting a written request to the Records & Admissions Office.

Attendance
College students are expected to attend all sessions of their courses. Excessive absence may result in the student being dropped from class by the instructor. A student may be dropped from any class when that student's absences exceed six percent (6%) of the total hours of class time. (LRCCD R-2222)
If a student is absent because of illness verified by the Health Center or personal physician, the absence must be excused and the student allowed to make up work missed.

Auditing
American River College does not permit auditing. (Auditing is defined as attending a course without having enrolled, and without responsibility for completing assignments and without receiving a grade or credit.)

Credit/No credit grading
A student may elect that one course per semester be graded on a credit or no-credit basis. A petition to take a class credit/no credit must be filed with the admissions office by the deadline published in class schedule. The equivalent of an A, B, or C received for the course will be recorded as CR, with units earned. The equivalent of a D or F will be recorded as NC, with no units earned. Units attempted for credit-no credit grades are not computed in the grade point average, but are used for determining progress probation and progress dismissal.

A student who has elected to be graded on a credit-no credit basis may not have the CR or NC changed to the letter grade (A, B, C, D, F).

A maximum of 20 elected credit units may be applied toward the Associate in Arts or Science degree.

Grades and grade point averages
At the end of each semester or term, the college reports students' grades for every enrolled course. The grading standards, with their grade point equivalents, are as follows:

- A Excellent, 4 grade points per unit.
- B Good, 3 grade points per unit.
- C Satisfactory, 2 grade points per unit.
- D Passing, less than satisfactory, 1 grade point per unit.
- F Failing, 0 grade points, no units earned.
- CR Credit (C or better), not computed in GPA.
- NC No Credit (less than C), not computed in GPA but affects progress probation and dismissal.
- I Incomplete, not computed in GPA but affects progress probation and dismissal.
- IP In progress, course transcends semester limitation.
- W Withdrawal, not computed in GPA, but affects progress probation and dismissal.

Grade Point Average = \( \frac{\text{Total Grade Points Earned}}{\text{Total Units Attempted with Letter Grade}} \)

Progress Percentage = \( \frac{\text{Total Units with “W,” “IP” and “NC”}}{\text{Total Units Enrolled}} \)
Grades of incomplete
An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course before the end of the semester because of unforeseeable emergency or other justifiable reason. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has elapsed. A student receiving an incomplete may not re-enroll in the course. A student may petition for a time extension due to unusual circumstances.

Grades of in-progress
A student receiving an in-progress grade must re-enroll in the course in the subsequent semester. Failure to re-enroll will result in an evaluative grade being assigned in lieu of the in-progress.

Graduation
American River College has one graduation ceremony each year, at the end of spring semester in May. August and December graduates, and May candidates, may participate in this commencement exercise. All students who are eligible for the Associate in Arts or Science degree must petition by the deadline dates noted in the calendar in the class schedule. Notification of eligibility to participate in the graduation ceremony is done by mail through the Dean of Enrollment Services office no later than May 1.

Remedial unit limitation
The California Community Colleges Board of Governors has adopted regulations limiting the number of remedial course units a student may take to 30. These courses are usually numbered 1-99. Students may petition for a waiver to the thirty-unit limitation through a counselor. However, federal financial aid does not allow a student to receive aid for more than 30 remedial units.

Repetition of courses
A student may repeat, only once, a course taken in an accredited college for which substandard grades were received. For purposes of course repetition, substandard work is defined as a D, F, or NC grade.

The grade a student earns in the second or last enrollment is used exclusively in determining grade points earned for that particular course. All work will remain on the permanent record, insuring a true and complete academic history. Students may not repeat a course in which they earned an incomplete. Students repeating courses without authorization will be prevented from enrolling or administratively disenrolled from the course and must submit a student petition to request an unauthorized repeat. This includes courses for which a student earned a passing grade with the exception of those courses where repetability is allowed.

Students may request through the student petition process to repeat courses needed to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Questions concerning this policy should be directed to the Dean of Enrollment Services.

Course numbering and credit
Numbering/Designation
Under the numbering system which went into effect in 2003, non-transfer and transfer courses are clearly distinguished by specific number ranges (100-299 for non-transfer courses; 300-499 for transfer courses). In most departments, courses are now numbered in prerequisite order (MATH 25, 32, 100, 120, & 300, for example).

Course numbering

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Previous System</th>
<th>New System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic skill &amp; developmental courses</td>
<td>200-299</td>
<td>1-99</td>
</tr>
<tr>
<td>A.A./A.S. Degree-applicable,</td>
<td>50-99</td>
<td>100-299</td>
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<tr>
<td>&amp; non-transfer-level courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer-level courses</td>
<td>1-49</td>
<td>300-499</td>
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</tbody>
</table>
Unit of credit

College credit is measured in terms of the “unit.” One unit is earned by performing three hours of work per week for one semester. Three hours may be spent entirely in the classroom, or partially in the classroom and the remainder in outside study. In recitation/lecture courses, one hour in the classroom and two hours of study preparation per week constitutes one unit. In the laboratory, three hours per week with no outside study constitutes one unit.

Student classification

Part-time: A student taking fewer than 12 units.
Full-time: A student taking 12 or more units.
Freshman/First year standing: A student who has completed fewer than 30 units.
Sophomore/Second year standing: A student who has completed 30 or more units.
Graduate: A student who has been awarded the Associate in Arts or Science degree, or a higher degree by an accredited college.

Transfer students coming to ARC

The academic record of a transfer student will be evaluated according to American River College academic standards. Students with a cumulative grade point average below 2.0 will be placed on probation. Those who were disqualified from the college previously attended may not be eligible to attend ARC for one semester. If the student’s cumulative grade point average is 2.0 or higher and in good academic standing, he or she will enter in good standing. Questions regarding transfer credit to ARC from another college should be directed to a counselor.

Withdrawal from class or college

A student may withdraw from courses without a “W” notation being placed on the permanent academic record, if the withdrawal is completed prior to the published deadline. Courses dropped after the deadline will have the withdrawal noted on the permanent academic record as “W”.

A “W” is used for determining progress probation and progress dismissal. No withdrawals are permitted during the last 25 percent of a course, except due to extenuating circumstances (verified cases of accident, illness or other circumstances beyond the control of the student), for which a student may request withdrawal through the student petition process. After consultation with the instructor and with administrative approval, the withdrawal may be recorded as a “W”.

Drops and withdrawals must be completed by published deadline dates listed in the class schedule. Students may drop classes online, by Telephone Enrollment Services (TES), or in person at eServices or the admissions office.

Military withdrawal

Military withdrawal occurs when a student who is a member of an active or reserve U.S. military service receives orders compelling withdrawal from courses. Upon verification of such orders, a withdrawal may be assigned at any time during the semester and fees refunded. Contact the Dean of Enrollment Services, for more information.

Leave of absence

Students may petition for a leave of absence from the college in order to maintain catalog rights to a specified degree requirement option. A leave of absence may be granted for verified medical or military situations that prevent the student from attending classes in any college session in a calendar year. A leave of absence shall be limited to two successive calendar years.

Withholding student records

The college reserves the right to withhold student transcripts and records and to deny future enrollment for any outstanding student obligation.
American River College grants the degree of Associate in Arts or Associate in Science. Requirements for the degree conform to the laws and regulations of the California Community Colleges Board of Governors and the Los Rios Community College District Board of Trustees.

Students may graduate from American River College with the Associate in Arts or the Associate in Science Degree by fulfilling the following four (4) requirements:

1. Satisfactory completion of 60 units of collegiate work (excluding 200 – 299 numbered courses taken fall 89 – spring 03 and 1 - 99 numbered courses taken after spring 03) with a C (2.0) grade point average in a curriculum that the district accepts toward the degree. At least 12 of the 60 units must be earned at American River College.

2. Major (minimum 18 units). Completion of one of the following options:
   A. Option I—Lower division general education pattern of the California State Universities. Courses used to complete this option may also be used to complete other ARC Graduation Requirements.
   B. Option II—Lower division general education pattern of the Intersegmental General Education Transfer Curriculum (IGETC). Courses used to complete this option may be used to complete other ARC Graduation Requirements.
   C. Option III—a two-year Major Program of Study offered at American River College. See ARC Major Programs of Study in the ARC catalog.

3. Completion of ARC’s general education requirements (21 unit minimum) or possession of a Baccalaureate Degree or higher from a regionally accredited college or university in the U.S.
   A. NATURAL SCIENCE—One course from the following (3 units minimum):
      ANTH 300, 301, 480; ASTR 300, 400; BIOL 102, 115, 116, 300, 303, 305, 310, 350, 352, 370, 400, 430, 431, 482; CHEM 305, 309, 310, 320, 325, 344, 400; GEOG 300, 301, 306, 307, 308; GEOL 300, 301, 305, 310, 325, 330, 342, 345; HORT 300; NATR 300, 302, 304, 320, 332; NUTR *300, *302; PHYS 310, 311, 312, 350, 410; PS 300, 301; PSYC 310, 311
   B. HUMANITIES—One course from the following (3 units minimum):
      ART 300, 320, 322, 324, 418, 431, 440; ARTH 300, 302, 308, 310, #322, 334, 480; ARTNM 305, 310; ECE 361, 363; ENGLT 300, 302, 303, 304, 310, 311, 320, 321, #327, #333, #334, #337, #338, 340, 341, 345, 360, 370, #372, #374, #376, 378, 380, 382, 390, 392, 494; FASHN 330; FREN 401, 402, 411, 412; GERM 401, 402, 411, 412; HIST #300, #302, *305, **#307, **#308, #364, #365, #480, #481; HUM 300, 310, #320, 322, 326, #330, 360, 365; IDES 310, 312, ITAL 401, 402, 411; JAPAN 401, 402; MAND 401, 402; MUFHL 100, 300, 308, 310, 311, #315, 321, #330, 400; MUSM 370; PHIL 300, 310, 330, 331, 350, 353, 354, 360; RUSS 401, 402, 411, 412; SILA 305, 306, 315, 316; SPAN 401, 402, 411, 412; SPEECH 305; TA 300, 302, 303, #306, 310, 312, 314, 315, #318, 320, 350, 406, 435, 480

C. SOCIAL & BEHAVIORAL SCIENCES—(6 units minimum):
   a. AMERICAN INSTITUTIONS—One course from the following (3 units minimum):
      HIST 310, 311, 318, #320, #321, #323, #325, 327, #330, 483, 484; POLS 301
   b. SOCIAL/BEHAVIORAL SCIENCES—One additional course from the following (3 units minimum):
      ANTH #310, 315, 320, 330, #333; BUS 110, 300, +320, #330, 345; ECE +312, +314, #430; ECON 302, 304, +320; GEOG #310, #320, #322; GERON +302; HIST #300, *302, *305, *#307, *#308, 340, 341, 343, +364, +365, 367, 373, +480, +481, 494; HSER #330; INDEP 300; JOUR 310; MGMT 174; POLS 302, 310, 322, 330, 332; PSYC 300, 305, 320, #361, +#365, +370, +372, +374, 383, 480; SILA #330; SOCSC 300, 301, #320, 325, #342; SS 310, 312

D. LANGUAGE & RATIONALITY —Two courses (6 units minimum):
   a. One course from the following (3 units minimum):
      ENGWR 103, 300, 480; ESLW 340; BUS 310
   b. One additional course from the following (3 units minimum):
      AT 105; BUS 105; CISA 305, 315, 320; CISP 315, 317, 320, 340, 350, 360, 400, 440; ET 310, 311, 370; ENGWC 400, 430; ENGRD 310, 312; ENGRW 301, 302, 330, 342, 481, 482; ESL 350; GEOG 330, 370; JOUR 300; MGMT 360; MATH 120, 300, 310, +320, 325, 330, 340, 342, 344, 350, 370, 400; PHIL 320, +325; PSYC 330; SPEECH 301, 331, 361; STAT 301, 481; WELD 140

E. LIVING SKILLS —(3 units minimum):
   a. One Physical Education activity course with one of the following prefixes: ADAPT, DANCE, FITNS, PACT, TMACT, SPORT
   b. Minimum of 2 units from the following: AT 107; BUS **320; CISC *300; ECE 330, 350, 360, 400, 440; ENTD 320, 324; ET 250; GERON +300, +330, 334; HCD 310, 318, 330, 331, 336; HEED 300, 352; HSER +340; INDIS 325; LIB 318, 325; MATH 315; NUTR +300, +302, 305; PSYC 340, 342, 354, 356, 358, 359, +370, +378, +379, 390, +400, 481; SOC +335; SPEECH 321; WELD 140

F. ETHNIC/MULTICULTURAL STUDIES—(3 units minimum):
   a. One course from the following (3 units minimum):
      ANTH #310, #333, ARTH #322; BIOL 322; BUS #330; DANCE #300; ECE #430; ENGLT 327, #333, #334, #337, #338, #372, #374, #376; GEOG 310, #320, #322; HIST #307, *#308, #320, #321, #323, #325, #330, HUM #320, #330; HSER +330; MUFHL #315, #330; NUTR 310; PSYC #361, #365; SILA #330; SOC #320, #342; SPEECH 325, TA #306, #318
Courses appearing in more than one category may be used to satisfy only one category.
+ Courses are cross numbered in two subject areas and may count in only one area.
# These multicultural courses can also satisfy general education category requirements.

Required major courses taken in excess of 18 units may be used to satisfy both major and general education requirements, provided they are among the general education courses listed in (3.)

4. Completion of minimum competency requirements in mathematics, reading and writing. All students who wish to receive an A.A. or A.S. degree from American River College must demonstrate competency in writing, reading and mathematics as listed below. (The ARC Assessment Tests that were used for course recommendations may fulfill the competency requirement in Reading)

A. WRITTEN EXPRESSION COMPETENCY is satisfied by the following:

a. Completion with a ‘C’ or better in one of the following courses or its equivalent at a *regionally accredited college in the U.S.: BUS 310; ENGWR 103, 300, 480; ESLW 340

b. Possession of an AA/AS Degree or higher, completed at a *regionally accredited college in the U.S.

B. READING COMPETENCY is satisfied by one of the following:

a. Completion with a C or better of one of the following courses: ENGRD 310, 312; ESLR 340

b. Completion with a C or better of an equivalent college level reading course at a *regionally accredited college in the U.S.

c. Possession of an AA/AS Degree or higher completed at a *regionally accredited college in the U.S.

d. Achieving a qualifying score on a college level reading examination administered by a Los Rios Assessment Center.

C. MATHEMATICS COMPETENCY is satisfied by one of the following:

a. Complete one of the following with a ‘C’ or better: MATH 100 or higher-level math course; AT 105; CISP 340; ET 310 & 311; PHIL 325; PSYC 330; STAT 301, 481; WELD 140

b. Complete an equivalent course with a “C” or better at a *regionally accredited college in the U.S.

c. Obtain a satisfactory score on the Los Rios Math Competency Test.

d. Or possession of a Baccalaureate Degree or higher from a *regionally accredited college or university in the U.S.

NOTE: See District Policy and Regulations P7241/R7241.
A. Natural Science
At the completion of the Natural Science general education requirement, the student will be able to:

- Evaluate new and accepted ideas about the natural universe using testable methodology.
- Articulate orally and/or in writing the importance of continuous examination and modification of accepted ideas as a fundamental element in the progress of science.
- Sort, arrange, and quantify objects using the international system of measurement (metric) as the standard.
- Recall basic definitions and fundamental theories of an introductory natural science.
- Analyze a wide variety of natural phenomena using basic definitions and fundamental theories of an introductory natural science.
- Apply appropriate quantitative and qualitative methods to interpret and analyze pertinent data.
- Recognize ethical components of scientific decision making and apply personal and social values within the process of decision making in scientific endeavors.

B. Humanities
At the completion of the Humanities general education requirement, the student will be able to:

- Identify values of a culture as expressed through its art or language; or
- Employ concepts or theories of a subfield of the humanities to analyze and evaluate works produced within that subfield; or
- Analyze and interpret events or artistic/linguistic works in light of historical forces/patterns; or
- Assess works produced within a subfield of the humanities as critical commentaries of culture.

C. Social and Behavioral Sciences
a. American Institutions:
At the completion of the American Institutions portion of the Social and Behavioral Science general education requirement, the student will be able to:

- Critique the constitutions of the United States and California, and other founding documents.
- Analyze the relationships of individuals, groups, and societies at the federal, state and local levels, including conflict resolution and the establishment of governing processes.
- Evaluate significant events in the entire area now included in the United States of America, including historical and ongoing influences of social, cultural, and economic groups, and regions they inhabit.
- Assess the influence of the aforementioned groups on domestic and foreign affairs within a framework of politics, economics, social movements, and geography.

b. Social/Behavioral Sciences:
At the completion of the Introductory Methods portion of the Social and Behavioral Science general education requirement, the student will be able to:

- Differentiate and evaluate the methods of inquiry and evidence used in the behavioral and social sciences.
- Critically assess the dynamic interaction between individuals and societies, and compare the functioning of subgroups within and between different societies.

D. Language and Rationality
At the completion of the English Composition portion of the Language and Rationality general education requirement, the student will be able to:

- Demonstrate effective expository and persuasive writing skills using the rules of standard written English in a written assignment of at least 1,000 words.
- Employ an academically recognized format (e.g., Modern Language Association, American Psychological Association, etc.) in a research paper.
- Revise, proofread and edit written work.

At the completion of the Communication and Analytical Thinking portion of the Language and Rationality general education requirement, the student will be able to:

- Organize and analyze information relevant to a problem or issue.
- Develop and interpret a conceptual, visual, oral or physical representation of a problem or issue.
- Develop a reasoned solution to a problem.
- Defend a position or explain a solution, using appropriate language and/or notation.
- Evaluate arguments, algorithms and/or solutions.
- Apply learned problem-solving skills to new situations.
- Distinguish the form of an argument from its content.

E. Living Skills
At the completion of the Living Skills general education requirement, the student will be able to:

- Identify and apply skills and knowledge necessary to function capably as an individual within society to achieve academic, career, and/or personal success as a lifelong learner.
- Formulate and monitor progress toward achieving well-defined goals that lead to one’s personal, social, physical, and emotional well-being through the process of on-going self-evaluation, personal awareness and self-motivation.
- Demonstrate personal management skills such as planning, time management, coping with anxiety, and the ability to work cooperatively with others.
- Recognize and explain the relationships between the social and physical environment with regards to human behavior, relationships, sexuality, nutrition, physical fitness, health, and stress management.
- Apply successful techniques for exploring and/or resolving conflicts and dealing with differences in a variety of settings.
F. Ethnic/Multicultural Studies
   At the completion of the Ethnic/Multicultural Studies general education requirement, the student will be able to:

   • Examine one’s own culture from a removed perspective.
   • Examine various cultures/ethnicities through the authentic voices/perspectives of those same cultures.
   • Investigate how several cultural/ethnic groups have interacted through time.
   • Analyze how the concepts of ethnicity, ethnocentrism, and racism shape and explain ethnic experience.
   • Synthesize 1 & 2 into an appraisal of one’s own identity within local cultural contexts.
Articulation

American River College has a cooperative articulation program with most California State University (CSU) and University of California (UC) campuses. In addition, the college, through the efforts of its counseling staff and articulation officer, maintains excellent relations with UC and CSU campuses, as well as private universities in and outside of California. The articulation officer of the college, in conjunction with the articulation staff of the universities, has developed written agreements in many areas of the curriculum. These agreements assure ARC students accurate preparation for another university or college. Articulation agreements can be viewed online [www.assist.org]. See a counselor for assistance.

Transfer program

Courses numbered 300 to 499 are accepted by the California State Universities (CSU). Transferable courses can satisfy lower division major preparation, general education, and/or elective requirements. Students should meet with their ARC counselor regarding the transferability of courses to the University of California (UC) and independent colleges and universities for specific transfer course evaluation.

Transfer information has been compiled to assist American River College students who intend to transfer to another college or university. Students may earn their Associate in Arts degree as transfer students by completing the CSU General Education pattern or Intersegmental General Education Transfer Curriculum (IGETC) plus American River College graduation requirements. CSU and UC campuses will accept a maximum of 70 semester units from community colleges.

There are many independent colleges and universities to which ARC students transfer. Each institution of higher learning has its own requirements for admission and for junior standing. Several of these schools accept the CSU General Education pattern or IGETC in lieu of their own general education requirements.

Students must decide which college they will attend and learn the requirements of that institution in order to transfer to a CSU, UC or independent university. It is highly recommended that students avail themselves to the services offered by the Transfer Center and meet with their ARC counselor regularly to ensure they are taking the appropriate coursework for transfer.

Transfer General Education Requirements

All students wishing to transfer to a CSU campus have the option of using the California State University General Education pattern, the Intersegmental General Education Transfer Curriculum (IGETC), or CSU campus specific requirements to meet CSU general education requirements. Completion of the CSU General Education pattern or IGETC will allow the student to transfer to a CSU campus without the need, after transfer, to take additional lower division, general education courses. Students can also complete lower division major requirements for CSU campuses while attending ARC. These requirements can be found at www.assist.org.

Those students wishing to transfer to a University of California campuses have the option of using the IGETC or UC campus breadth requirements to meet lower division breadth requirements. However, not all majors at UC campuses accept the IGETC. Students should check with their ARC counselor in order to choose the correct option. Transfer students are encouraged to complete lower division major requirements. UC campuses often select students based on their major preparation. It is advised that students meet with their ARC counselor regularly to make sure they are meeting UC entrance requirements. Students can also find lower division major requirements for UC campuses at www.assist.org.

CAN/LDTP

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory, commonly taught within each academic discipline on college campuses. The CAN numbering system assures students that CAN courses on one participating campus will be accepted “in lieu” of the comparable CAN course on another participating campus. CAN numbers are listed parenthetically after each CAN approved course in this catalog.

The California Articulation Number system is in the process of being replaced by the Lower Division Transfer Pattern (LDTP). LDTP is a program sponsored by the California State University (CSU) and supported by the California Community Colleges that presents potential transfer students with the most direct path to a bachelor’s degree in the CSU system. The ultimate goal of the LDTP is to identify a set of “road maps” for students to follow that will increase their academic preparation and decrease their time to graduate once they enter the CSU. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

Highest priority for admission is defined as a written guarantee that is granted at the time the student accepts the offer of the LDTP agreement from a specific CSU campus subject to satisfactory completion of the requirements of the agreement between the student and the CSU. Students will be asked to complete a distinct set of general education and major courses which are common to all CSU campuses and identify a major program with a CSU campus once they have completed 45 transferable units.

In addition, student will complete a set of major courses specific to the campus they select to meet the required 60 units needed to transfer to CSU as an upper division transfer student. Through CSU Mentor, http://www.csumentor.edu, counselors and student will be able to obtain more information regarding the process of entering into an LDTP for a specific campus and major, “road maps” detailing coursework by campus and major, and a transfer planner for students to track their progress through the LDTP program.

High school subject requirements

Specific high school courses and grade requirements, as well as placement examinations, vary among four-year colleges and universities. American River College offers courses and programs that enable the high school graduate or non-graduate to make up course and grade deficiencies, and qualify for a particular college or university.
California State University undergraduate transfer admission

Students intending to transfer to a state university should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units and/or high school record and test scores. Consult the catalog issued by the individual campus for a complete description of the curricula and regulations. Files of such catalogs are available in the Counseling Center and Transfer Center. Applicants who are California residents and who have completed 60 transferable college units are eligible for admission if they have achieved a grade point average of 2.0 or better on all transferable work, are in good standing at ARC, and have satisfied CSU admission requirements.

Foreign visa students should consult with the international student counselor of the specific CSU campus.

If the student was eligible for admission to a California State University upon graduation from high school, but has attended American River College, the student may transfer with less than 60 transferable units, but must have earned a grade point average of C (2.0) or better in the total program attempted and be in good standing at American River College in order to be accepted for transfer. Consult with a counselor regarding high school graduation eligibility.

If the student was ineligible for admission to a California State University on the basis of high school grade point average, test scores, or subject requirements, the student will be eligible only if presenting a minimum of 60 transferable units with at least a 2.0 grade point average and meeting the additional CSU admission requirements:

Additional CSU requirements

1. High School graduate prior to 1987.
   a. Area A 1, 2, 3 (With grade of C or better).
   b. Area B 3 (With grade of C or better).

2. High School graduate 1988 and later.
   a. Area A 1, 2, 3 (With grade of C or better).
   b. Area B 3 (With grade of C or better).
   c. Thirty (30) semester units of General Education with C or better. This includes A and B.

See the CSU General Education Requirements page in this catalog.

CSU General Education Requirements and Certification

Students transferring to a CSU campus find it to their advantage to complete the required General Education requirements prior to transfer. A candidate for a Bachelor’s Degree from the California State University system shall complete a minimum of 48 semester units in general education courses. ARC students can be certified for 39 of the 48 required units. They will be required to complete the additional 9 units of upper division work at a CSU campus once they transfer. Students must make an appointment with their ARC counselor to have their CSU General Education certified.

INTERSEMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) REQUIREMENTS AND CERTIFICATION

Students transferring to a CSU or UC campus may find it to their advantage to complete the IGETC. This pattern completes the lower division general education/breadth requirements for CSU/UC campuses. Students should speak with their counselor to ensure that the IGETC is appropriate for their chosen campus and major.

The IGETC is a 39 unit pattern. This pattern must be complete in its entirety and certified prior to transferring to a CSU or UC campus. Students wishing to certify completion of the IGETC will need to make an appointment to meet with their ARC counselor.

Aerospace studies (Air Force ROTC)

Air Force Reserve Officer Training Corps (AFROTC) is available to American River College students through a program offered at California State University, Sacramento (CSUS). The CSUS Department of Aerospace Studies offers two-, three-, or four-year programs, leading to a commission in the United States Air Force. All course work (12- or 16-semester units) is completed on the CSUS campus.

Application to the AFROTC program should be made no later than during the first semester of a student’s sophomore year. Juniors, seniors and graduate students may also apply under certain conditions. Contact the Unit Admissions Officer in the Aerospace Studies Department at CSUS, (916) 278-7315, for information on the program or entry process.

Army ROTC

Army ROTC is available to American River College students through a cross-enrollment agreement with California State University, Sacramento. The Military Science Department offers hands-on training in management and leadership. There is no obligation to join the military by taking the course. The program stresses the following leadership dimensions: oral and written communications, oral presentations (formal briefings), initiative, sensitivity, influence, planning and organizing, delegation, administrative control, problem analysis, judgment, decisiveness, physical stamina and mission accomplishment. Also stressed are current events, national and international politics, military affairs, ethics training, and human relations with emphasis on eliminating racial and gender discrimination. Management and leadership are taught using the U.S. Army as a model. For more information contact the CSUS Military Science Department at (530) 752-7682.

Graduation and transfer rate information

In compliance with the Student Right to Know and Campus Security Act of 1990, completion and transfer rates for students attending American River College can be found online at www.cpec.ca.gov/ and http://srirk.cccco.edu/index.asp.
### 2005-2006 CSU Requirements

**Final status of this information was unavailable at publication time. Contact the American River College Counseling Center at (916) 484-8572 for 2005-2006 requirements.**

The 22 campuses of this group form a system called California State University System, entirely separate from the campuses of the University of California. For UC and CSU requirements, see a counselor.

**Requirements for the Bachelor’s Degree**

The degree requirements at a California State University (CSU) consist, in general, of: (1) the general education requirements which are required of all degree candidates; (2) the major department requirements which are a part of the student’s field of specialization; (3) individual campus graduation requirements, and (4) state law requirements. These requirements are classified in two levels: lower division and upper division. It is important that students complete the required courses for their major, or courses that prepare them for their major, prior to transfer; 60 transferable units are needed for a student to transfer with junior standing.

*Advanced Placement (AP) Examinations are appropriate for inclusion in the General Education breadth list (please see your counselor for the AP list.)*

Note: Students must meet with a counselor in order to have their CSU General Education certified prior to transfer.

The following American River College courses meet CSU lower division:

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### A. COMMUNICATION—ORAL, WRITTEN, CRITICAL THINKING (9 units total, 1 course from each area.)

1. **SPEECH** 301, 331
2. **ENGWR** 300, 480; **ESLW** 340
3. **ENGWR** 301, 302, 481, 482; **ESL** 350, **PHIL** 320; **SPEECH** 302, 311

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### B. SCIENCE AND MATH (9 units minimum, 1 course from each area.) One course from section 1 or 2 must include a 4 or 5 unit course with a lab.

1. **ASTR** 300, 400(L); **CHEM** 305(L), 320(L), 400(L), 401(L), 423(L); **GEOG** 300, 301(L), 306, +307, +309(L); **GEOL** 300, 301(L), 305, 306(L), 310, 311(L), +325, +330, +331(L), 342, 345; **PHYS** 305, 310, 311, 312(L), 350(L), 410(L); **PS** 300, 301(L)
2. **ARTH** 300, 301(L), 480; **BIOL** 300, 303(L), 305(L), 310(L), 350, 352, 370(L), 400(L), 410(L), 420(L), 440(L), 442(L), 482(L); **PSYC** 310, 311(L)
3. **CISP** 440; **MATH** 300, 310, +320, 325, 330, 340, 342, 344, 350, 351, 370, 400, 401, 402, 410, 420; **PHIL** +325; **PSYC** 330; **STAT** 301, 481

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### C. THE ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE (9 units minimum with at least one from the Arts and one from Humanities plus 1 from either Arts or Humanities)

1. **THE ARTS:** **ART** 300, 320, 370, 372, 390, 411, 420, 431; **ARTH** 300, 302, 308, 310, 322, 334, 480, 482, 483; **ARTNM** 305; **FASHN** 330; **MUFHL** 300, 310, 311, 315, 321, 330, 400, 401, 410, 411, 480, **MUIVI** 310, 340, 370, 385, 430, 440, 442, 444, 446; **MUP** 310, 320, 330, 340, 350, 360, 400, 410, 412, 416, 424; **MUSM** 342, 370; **TA** 300, 302, 303, 306, 310, 312, 314, 315, 318, 350, 390, 406, 435, 480, 481

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### D. SOCIAL, POLITICAL, ECONOMIC INSTITUTIONS (9 units minimum, 1 course from each area.)

1. **HIST** 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484
2. **POLS** 301
3. **ANTH** 310, 315, 320, 330, 333; **BUS** +320, 330, +345; **ECCE** +312, +314; **ECON** 302, 304, +320; **ECS** +314; **GEOG** 310, 320, 322; **HIST** +300, *302, *305, *307, *308, +340, +341, 343, +364, +365, +367, +373, +480, +481; **JOUR** 310, **PHIL** +360; **POLS** 302, 310, 322, 330, +332; **PSYC** 300, 305, 320, +340, 361, *370, +372, 480, +481; **SOCSC** 310, 312; **SOC** 300, 301, 320, 325, 342
Note: American Institutions requirement met by completing one course from D1 and 1 course from D2.

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### E. LIFELONG UNDERSTANDING (3 units minimum, one course from each area.)

1. **GERON** +300, +302; **HEED** 300; **ECE** +312, +352; **HSER** +330, +340; **INDIS** 325; **NUTRI** 300; **PSYC** +340, 342, 354, 356, 358, +359, +365, +370, +372, +374, 380, 390, 400, +481; **SOC** +333; **SPEECH** 321
2. **PHYSICAL EDUCATION** activity course with one of the following prefixes: **ADAPT**, **DANCE**, **FITNS**, **PACT**, **TMACT**, **SPORT**, except **FITNS353**

*Courses appearing in more than one category may be used to satisfy only one category.
+ Courses are cross-numbered in two subject areas and may count in only one area. Courses in the major field may or may not be counted for General Education. (For exceptions, see your counselor.)*

Any laboratory course used to satisfy the laboratory requirement can only be used when the corresponding lecture course is taken, i.e., Anthro 301 with Anthro 300; Geog 301 with Geog 300; Geol 301 with Geol 300; Astron 400 with Astron 300; Phys Sci 301 with Phys Sci 300.
2005-06 Intersegmental General Education Transfer Curriculum (IGETC)

for transfer to the University of California and California State University.

Final status of this information was unavailable at publication time. Contact the American River College Counseling Center at (916) 484-8572 for 2005-2006 requirements.

Completion of all the requirements in 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 or University of California system without the need, after transfer to take additional lower-division general education courses. The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of “C” or better. NOTE: Student must see a counselor to have this form certified before transferring.

Students who have selected a specific campus for transfer should consult with an ARC counselor before using this form.

CSU/UC will always accept completion of general education coursework at certifying institutions provided the course was on an approved IGETC requirement list at the time it was completed.

NOTE:

1 Course Group A: ENGWR 300, 480
1 Course Group B: ENGWR 301, 302, 481, 482
1 Course Group C: SPEECH 301, 331 (CSU requirement only)
NOTE: (UC only) ENGWR 300 & 480 combined; maximum credit allowed - one course. ENGWR 301 & 481 combined; maximum credit - one course.

Area 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (3 UNITS)
1 course from: MATH 340, 344, 350, 351, 370, 400, 401, 402, 410, 420; PSYC 330, STAT 301, 481/482 combined: maximum credit, one course.
NOTE: (UC Only) Math 400, 350 & 340 combined: Math 401 & 351 combined – maximum credit one course for each set. Maximum of 4 units allowed for Math 370 when transferring to a UC. PSYC 330, STAT 301 & 481 combined - maximum credit, one course.

Area 3: ARTS AND HUMANITIES (9 units, at least 1 course from Arts and 1 course from Humanities)
ARTS—1-2 courses from: ARTH 300, 302, 308, 310, 322, 334; MUFHL 300, 310, 311, 315, 321, 330, 400, 401, 410, 411, 480; TA 300, 302, 303, 306, 310, 312, 314, 315, 318, 350, 480
NOTE: (UC only) No credit for MUFHL 321 if taken after 400. MUFHL 300 & 480 combined - maximum credit, one course. TA 350 & 480 combined - maximum credit, one course.
TA 312, 481, 314 & 315 combined - maximum credit, 6 units.

HUMANITIES—1-2 courses from: ENGLT 300, 302, 303, 304, 310, 311, 320, 321, 333, 334, 337, 338, 340, 341, 345, 360, 378, 380, 382, 390; FREN 411, 412; GERMAN 411, 412; HIST 300, 302, 305, 340, 341, 364, 365, 367, 373, 480, 481; HUM 300, 310, 320, 322, 326, 330, 360, 365; ITAL 411; PHIL 300, 310, 330, 331, 350, 353, 354; RUSS 411, 412; SPAN 411, 412
NOTE: (UC only) HIST 300 & 480 combined - maximum credit, one course. HIST 302 & 481 combined - maximum credit, one course.

Area 4: SOCIAL & BEHAVIORAL SCIENCES (9 units, at least 3 courses from at least 2 areas)
ANTH 310, 315, 320, 333; BUS 345; ECE 312, 315, 320, 322; GEOG 300, 302, 322, 330, 331, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484; PHIL 360; POLS 301, 302, 310, 322, 332; PSYC 300, 305, 320, 340, 372, 480, 481; SOC 300, 301, 320, 325, 342; SOCS 310, 311
NOTE: (UC Only) PSYC 300, 305, & 480 combined - maximum credit allowed - one course. PSYCH 340 & 481 combined - maximum credit, one course. HIST 300, 320, & 483 combined - maximum credit, one course.

Area 5: PHYSICAL AND BIOLOGICAL SCIENCES (7-9 units, at least one physical science and one biological science, and one must include a lab)
5A PHYSICAL—1 course from: ASTR 300, 400(L); CHEM 305(L), 320(L), 400(L), 401(L), 423(L); GEOG 300, 301(L), 306, 308, 309(L); GEOL 300, 301(L), 305, 306(L), 310, 311(L), 330, 331(L); PHYS 310, 311, 312(L), 350(L), 410(L); PS 300, 301(L)
5B BIOLOGICAL—1 course from: ANTH 300, 301(L), 480; BIOL 300, 305(L), 310(L), 352(L), 370(L), 400(L), 410(L), 420(L), 440(L), 442(L), 482(L); PSYC 310, 311(L)
NOTE: (UC Only) ANTH 300 & 480 combined - maximum credit, one course. BIOL 370 & 482 combined - maximum credit, one course. BIOL 300, 303 & 310 combined maximum credit allowed – two courses. No credit for BIOL 350 or 310, if taken after BIOL 400. CHEM 400, 401 & CHEM 305, 306 combined – maximum credit allowed – 1 series. No credit for PHYS 350, if taken after 410. PHYS 350, 360 & 410, 412, 431 combined –maximum credit – 1 series. PHYS 310 & 311 combined – maximum credit allowed – one course. No credit for PHYS 310 or 311, if taken after 410 or 350. No credit for PS 300, if taken after a college course in Astronomy, Chemistry, Geology, Meteorology or Physics. No credit for GEO 305 if taken after a college course in Astronomy, Geology, Meteorology or Oceanography. No credit for GEO 306 if taken after GEO 300 or 301.

UC REQUIREMENT ONLY- LANGUAGE NOT ENGLISH
Proficiency equivalent to two years of high school study in the same language. Or, the following courses at ARC also will fulfill this requirement: FREN 401, GERM 401, ITAL 401, JAPAN 401, MAND 401, RUSS 401, SILA 305, SPAN 401
NOTE: Please see a counselor for options for fulfilling this requirement.

CSU Graduation Requirement Only- U.S. History, Constitution and American Ideals (6 semester units, one course from each group)
Group 1: POLS 301
Group 2: HIST 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484
NOTE: If a student used these 2 courses to fulfill AREA 4, the student will need to complete two additional upper division courses in AREA 4 after transferring.

Any laboratory course used to satisfy the laboratory requirement can only be used when the corresponding lecture course is taken, i.e., Anthro 301 with Anthro 300; Geog 301 with Geog 300; Geol 301 with Geol 300; Astron 400 with Astron 300; Phys Sci 301 with Phys Sci 300.
University of California

The University of California has 10 campuses throughout the state. This catalog gives general information concerning requirements for transfer into the University of California campuses. Specific information regarding preparation for major and/or breadth requirements to the individual campuses is available in the ARC Counseling Center. There is an Intersegmental General Education Transfer Curriculum (IGETC) at American River College that meets the General Education/Breadth Requirements at any UC and CSU campus. Students may come to the Counseling Center for a copy of the IGETC pattern. Consult with an ARC Counselor to receive assistance with your General Education and major requirements.

UC Minimum Admission/Eligibility Requirements

There are three ways to meet the University’s minimum admission requirements for transfer students. The path you use depends on the degree to which you satisfied UC’s minimum eligibility requirements for freshmen when you graduated from high school.

At high school graduation, if you:
1. Met the Subject, Scholarship and Examination Requirements then to be eligible to transfer to UC you must:
   - Maintain a C average (2.00 GPA) in your transferable coursework.
2. Met the Scholarship Requirement, but did not satisfy the Subject Requirement then to be eligible to transfer to UC you must:
   - Take transferable college courses in the missing subjects, earning a C or better in each course, and
   - Maintain a C average (2.00 GPA) in your transferable coursework.
3. Were not eligible for admission to UC because you did not meet the Scholarship Requirement then to be eligible to transfer to UC you must:
   a. Complete 60 semester (90 quarter units) of transferable credit with a 2.40 GPA, taking no more than 14 semester (21 quarter units Pass/No Pass.
   b. Complete the following course pattern, earning a grade of C or better in each course:
      - Two transferable courses (3 semester or 4-5 quarter units each) in English composition
      - One transferable course (3 semester or 4-5 quarter units) in mathematical concepts or quantitative reasoning
      - Four transferable 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.

Advanced Standing (Transfer) Selection Guidelines

An advanced standing student is one who has been a registered student in another college or university or in college-level extension classes other than a summer session immediately following high school graduation. Advanced standing applicants may not disregard their college records and apply for admission as a freshman.

To be eligible for admission, applicants must meet the University’s undergraduate admission requirements. The following guidelines provide the framework within which the campuses establish procedures for selecting applicants when the number of eligible applicants exceeds the places available.

Each campus develops enrollment targets that specify the number of new freshman and advanced standing students expected to enroll. Campuses that receive more applications than the number required to meet their enrollment target admit students using the criteria described below.

Primary emphasis in the selection will be given to the criteria related to academic performance (first four bulleted items). Consideration will also be given to other criteria to assess applicants’ overall promise of success and to achieve strength and diversity in campuses’ advanced standing student body (last four bullets).

Priority consideration for admission will be given to students eligible for transfer as juniors. Consideration may include the following:

- Completion of a specified pattern or number of courses that provide continuity with upper division courses in the major.
- Grade point average in all transferable courses.
- Participation in academically selective honors courses and/or programs.
- Special talents, achievements and awards in a particular field, such as in the visual and performing arts or in athletic endeavors; special skills, such as demonstrated written and oral proficiency in other languages; special interests, such as intensive study and exploration of other cultures; experiences that demonstrate unusual promise for leadership, such as significant community service or significant participation in student government; or other significant experiences or achievements that demonstrate the applicant’s promise for contributing to the intellectual vitality of a campus.
- Completion of special projects undertaken either in the context of the college/university curriculum or in conjunction with special school events, projects or programs cosponsored by the college/university, community organizations, post-secondary educational institutions, post-secondary educational institutions, other agencies or private firms, that offer significant evidence of an applicant’s special effort and determination or that may indicate special suitability to an academic program on a specific campus.
- Academic accomplishments in light of the applicant’s life experiences and special circumstances. These experiences and circumstances may include, but are not limited to, disabilities, low family income, first generation to attend college, need to work, disadvantaged social or educational environment, difficult personal and family situations or circumstances, refugee status or veteran status.
- Location of the applicant’s college and residence. These factors shall be considered to provide for geographic diversity in the student population and also to account for the wide variety of education environments existing in California.

General requirements

Students should consult counselors and college catalogs for ARC courses which have been approved to meet the College of Letters and Science breadth requirements at the University of California.

High school proficiency examination

Transfer applicants who have passed a high school proficiency examination must also meet regular University entrance requirements.

Transfer Opportunity Program (TOP)

The Transfer Opportunity Program (TOP) exists at American River College to assist ARC transfer students in the transition to the University of California at Davis. Once a week a transfer advisor from UC Davis is available in the counseling office at ARC to assist students in fulfilling admission requirements, lower division major requirements, breadth requirements and screening requirements in selective majors.

If you are interested in meeting with the UC Davis transfer advisor, make an appointment in the Transfer Center. Ask for a TOP brochure in the counseling office or Transfer Center.
American River College offers both Associate in Arts and Associate in Science degrees. Students majoring in one of the two-year curricula and planning to graduate with the Associate degree must complete all of the required courses for a major (from 18 to approximately 30 plus units), fulfill general education requirements and sufficient electives to meet a minimum total of 60 units. The following majors for the degree are incorporated in the following programs of study:

### Associate Degree

- Accounting
- Administrative Assistant (Business Technology)
- Advertising & Sales Promotion (Marketing)
- Anthropology
- Art
- Art New Media
- Automotive Analysis
- Automotive Collision Technology
- Automotive Component Service Technician
- Automotive Technology
- Biotechnology
- Business, General
- Business Transfer
- Chemical Dependency (Human Services)
- Commercial Music
- Computer Programming
- Computer Science
- Computer Networking Management
- Culinary Arts/Restaurant Management (Hospitality Management)
- Database Management (Computer Information Science)
- Design Technology
- Diesel Mechanics
- Early Childhood Education
- Electronic Systems Technology (Electronics Technology)
- Engineering Technology (Design & Engineering)
- Engineering Transfer (Design & Engineering)
- Family & Consumer Science
- Fashion Design
- Fashion Merchandising
- Fire Technology
- *Funeral Service Education
- General Education - Transfer
- Geographic Information Systems (Geography)
- Gerontology
- Human Services
- Information Systems Security (Computer Information Science)
- Interior Design
- Interpreter Training (Sign Language Studies)
- Jazz Studies (Music)
- Journalism
- *Landscape Industry (Horticulture)
- Legal Assistant (Liberal Arts)
- Liberal Arts
- LVN to RN Career Mobility (Nursing)
- Management
- Marketing
- *Mathematics
- *Mathematics/Physical Science
- *Mechtronics (Electronics Technology)
- Microcomputer Applications (Computer Information Science)
- Modern Management
- Music
- *Natural Resources
- *Nursing, Registered
- *Nursery Industry
- Office Administration (Business Technology)
- *Paramedic
- *PC Support Management (Computer Information Science)
- Psychology
- Real Estate
- Recreation Management
- *Respiratory Care
- Retail Management (Marketing)
- *Science, General
- Sign Language Studies
- Small Business Management (Business)
- Social Science
- Technical Communication (Art New Media, CIS, English)
- Theatre Arts
- *Welding Technology

* Associate in Science degree programs

### Certificate Programs

The Career Certificate (18 units or more) and the Certificate of Completion (17.5 units or less) are offered to students completing program requirements. Certificate programs have been developed, with the assistance of business and industrial advisory committees, to provide vocational training for students who are not necessarily seeking a college degree.

### Career Certificate

A Career Certificate certifies that a student has completed all required courses for a major and is prepared to enter the career designated on their certificate. Career certificates require 18 units or more with a 2.0 grade point average in the courses leading to the certificate. A minimum of 12 units must be completed at American River College. Career Certificates may be earned in the following areas:

- Accounting
- Administrative Assistant (Business Technology)
- Automotive Technology (multiple certificates)
- Biotechnology
- Business, General
- Chemical Dependency Studies (Human Services)
- Commercial Music: Audio Production
- Commercial Music: Business Management
- Computer Networking Management
- Culinary Arts/Restaurant Management
- Hospitality Management
- Database Management
- Design Technology
- Early Childhood Education (multiple certificates)
- Electronics Systems Technology
- Engineering Technology (Design and Engineering)
- Fashion Design
- Fashion Merchandising
- Fire Technology
- Geographic Information Systems
- Gerontology (multiple certificates)
- Graphic Design (Art New Media)
- Human Services
- Illustration (Art New Media)
- Information Systems Security
- Interior Retail Merchandising (Interior Design)
- International Studies (Political Science, Social Science)
- Interpreter Training (Sign Language Studies)
- Kitchen and Bath Design (Interior Design)
- Landscape Industry (Horticulture)
- Legal Assistant (Management)
- Mechanical Technology (Electronics Technology)
- Microcomputer Applications
- Modern Management
- Natural Resources
- Nursery Industry (Horticulture)
- Office Administration (Business Technology)
- Office Careers - Fast Track (Business Technology)
- Office Technology (Business Technology)
- Paraprofessional Interior Design Assistant
- Paramedic
- PC Support (Computer Information Science)
- Programming (Computer Information Science)
- Real Estate
- Restaurant Management (Hospitality Management)
- Retail Management (WAFIC) (Marketing)
- Sign Language Studies (multiple certificates)
- Small Business Management (Business)
- Technical Communication (Art New Media, CIS, English)
- 3D Animation (Art New Media)
- Web Design (Art New Media)
- Web Developer (Computer Information Science)
- Web Publishing (Computer Information Science)
Certificates of Completion

Certificates of Completion are intended to certify that students completing all required courses of a major are prepared to meet specific occupational needs, upgrade skills or for advancement in an existing career. A grade of “C” or better is required in each course leading to the Certificate of Completion issued by the department. The certificate requires completion of all courses listed in the required program of the student. Certificates of Completion require 17.5 units or less.

- Level 1: 3-6 units
- Level 2: 7-11 units
- Level 3: 12-17.5 units

For certificates in Level 1 and 2, all units must be completed at American River College. For all certificates in Level 3, 12 units must be completed at American River College. Certificates of Completion are issued by the department listed in parentheses below:

- Acting (Theatre Arts) Level 3
- Activity Coordinator (Gerontology) Level 2
- Acute Care Certified Nurse Assistant (Nursing) Level 2
- Advanced Electronic Assembly & Repair (Electronics Tech) Level 3
- Air Conditioning Service (Automotive Technology) Level 3
- Appreciation of Systems/Systems Thinking (Management) Level 2
- Assistant Teacher (Early Childhood Education) Level 1
- Associate Teacher (Early Childhood Education) Level 3
- Basic Electronic Assembly and Repair (Electronics Tech) Level 2
- Certified Nurse Assistant (Nursing) Level 1
- Children’s Theatre (Theatre Arts) Level 3
- CMOS Mask Design (Electronics Technology) Level 3
- Computer Information Security Essentials Level 3
- Costuming (Theatre Arts) Level 3
- Digital Repair and Upgrade Technician Level 3
- Dietary Manager/Dietary Supervisor (Nutrition & Foods) Level 3
- Family Child Care (Early Childhood Education) Level 3
- Family Service (Early Childhood Education) Level 3
- Fiber Optics (Electronics Technology) Level 3
- Film (Theatre Arts) Level 3
- Fitness Specialist (Physical Education) Level 3
- Gas Metal Arc Plate and Pipe (Welding) Level 2
- Gas Tungsten Arc Plate and Pipe Welding (Welding) Level 2
- Home Health Aide (Nursing) Level 2
- Introduction to Modern Management (Management) Level 3
- Introductory Baking (Hospitality Management) Level 3
- Jazz Studies (Music) Level 3
- Leadership Development (Student Government) Level 3
- Mathematics and Blueprint Interpretation (Welding) Level 2
- Modern Management (Management) Level 3
- Musical Theatre (Theatre Arts) Level 3
- Network Information Security Essentials - Window Level 3
- Office Assistant (Business Technology) Level 2
- Parts and Service (Automotive Technology) Level 3
- Program Assistant (Gerontology) Level 1
- Psychology and Team Facilitation (Management) Level 2
- Robotics (Electronics Technology) Level 3
- Shielded Metal Arc Plate and Pipe (Welding) Level 3
- Social Service Designee (Gerontology) Level 1
- Taxation (Accounting) Level 3
- Technical Theatre (Theatre Arts) Level 3
- Telecommunications Field Technician (Electronics Tech) Level 2
- Telecommunication Specialist (Electronics Technology) Level 3
- Theory of Knowledge/Prediction (Management) Level 2
- Undercar Service (Automotive Technology) Level 3
- Variation and Statistics (Management) Level 2
- Welding Metallurgy and Inspection (Welding) Level 3

Apprenticeship

American River College conducts, in cooperation with industry, a number of apprenticeship programs. An apprenticeship program is a formal system of occupational training from one to five years, that combines paid employment, on-the-job training and job related college instruction in order to develop skilled workers. Apprenticeship programs are a cooperative effort between the Joint Apprenticeship Training Committee (JATC) and the college. JATC is composed of representatives from both labor and management. All apprenticeship programs are approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations.

Enrollment in an apprenticeship course is limited to registered apprentices. Information on admission to apprenticeship status can be obtained from the local JATC having jurisdiction over the trade in which you are interested, or from the office of the dean, technical/vocational education. Apprenticeship programs are available in:

- Carpenter
- Drywall/Lathing
- Electrical
- Electrical Sound and Communications
- Ironworkers
- Sheet Metal

Career and technical education

The pattern of occupational/vocational course offerings at American River College is designed to be as flexible as possible in meeting student needs. The college encourages occupational/vocational students to plan, with counselor assistance, a course of studies which will prepare the student for a career. Educational programs in this area offer a planned curriculum which can lead to either a certificate, an Associate degree, or transfer to a four-year college. Although many four-year colleges give full or partial credit for some specialized occupational/vocational courses, these programs are not primarily designed to satisfy transfer requirements. The student planning an occupational/vocational major, and wishing to transfer to a four-year college, should plan a transfer program with the assistance of a college counselor.
Qualifications

1. Vocational work experience: The student must be working in a job related to the student’s major.

2. General work experience: The student is employed but has not declared a major or the job is unrelated to the major.

3. The student must be enrolled in a minimum of seven units, including work experience. Example: Three units of work experience, plus four units of other classes, total seven units.

4. Employment situation must meet work experience criteria.

5. Volunteer job placement not guaranteed but assistance is provided by Work Experience coordinator.

6. Employment: It is the student’s responsibility to be employed upon entry into the program. However, in some instances the work experience coordinator can assist in locating employment.

Credit

Work experience classes meet for one (1) hour weekly in addition to the actual work experience. One unit of credit is granted for each 75 hours of paid work. Students working in volunteer jobs must work 60 hours for one unit of credit. General work experience students can only earn up to three units each semester and no more than six units total. Vocational work experience students can earn up to four units each semester. General and vocational work credits can be combined, but no student can earn more than 16 total units. Students will be issued monthly time sheets on which to record their work hours. Self-employed students are eligible to participate in the work experience program.

Class attendance

Credit can be earned only through enrollment in a work experience class. Attendance is required as in all other courses. The course material will include an introduction to the work experience program, development of work related learning objectives, and subjects related to work in general and specific occupational fields. Work experience students will attend a weekly class session. A student may be enrolled in only one work experience class at a time.

Involvement of the employer

The employer will be asked to cooperate with the student/employee and the instructor to develop meaningful objectives. The employer and the coordinator will also evaluate the student’s progress both in writing and in a personal conference during each semester.

Summer session

Students must be enrolled in one other course to be qualified for work experience. Working students who are unable to take summer classes, may enroll in the alternate semester work experience plan (see below).

Alternate semester work experience

This plan is for students who attend school full-time one semester and work full-time the next semester. Students must complete 7 units before they may be enrolled and may earn up to eight units of work experience each semester of work. Students cannot be enrolled in more than one other course while enrolled in the alternate semester plan. Students must complete additional units before being enrolled again in work experience.
Instructional Programs

Schedule and credit

Credit: In the catalog and class schedule, the credit value of each course is indicated for each semester by a number in parentheses following the title. For example, a (3) indicates a one-semester course carrying three units of credit. Variable units are indicated as (1-4).

Limited Scheduling: It is not desirable or possible for the college to offer each course of instruction every semester. The student should check the schedule of classes to determine if a class is to be offered in a given semester. When a course is known to be offered only in a given semester, the catalog course description includes the information.

Independent and special study

Students who are enrolled in regular catalog courses at American River College, and are in good standing, may pursue their studies and research beyond courses listed in the college catalog through Independent Study and/or Special Study. Units taken in either Independent or Special Study may not be transferable, however; the student should consult a counselor regarding a specific college or university's acceptance of these units. No more than one study may be taken per semester, except regularly scheduled special study classes.

Regular meetings between student and instructor will be held; examinations or other measures of evaluation, field trips, term papers, and other assignments may be required by the instructor.

Independent study: An opportunity for the student to extend classroom experience in a specific subject, while working independently of a formal classroom situation. Independent study is an extension of work offered in a specific class in the college catalog; it carries the same credit and hour value as the class being extended. To be eligible for independent study, students must have completed the basic regular catalog course at American River College. They must also discuss the study with an instructor in the subject and secure approval. Only one independent study for each catalog course will be allowed.

Special study: An opportunity to pursue a study of special interest which is not specifically covered in established catalog courses. Such study is confined to the scope of college lower division, and community college programs. While enrollment in Special Study may be on an individual basis, from time to time a special study may be established to satisfy the needs of a particular group, offered on a scheduled basis for enrollment through the regular registration process. To qualify for Special Study, the student should have completed college courses basic to the study, or have had actual field experience or special training in the field of study. Credit to a four-unit maximum is given on the basis of one unit for each 18 hours of lecture or equivalent. Note that four-year colleges and universities may not accept more than one special study in a subject and may limit the total number of special study units accepted. No more than 12 special study units may be used to fulfill graduation requirements at American River College.

Application: To apply for Independent or Special Study, a student first discusses the study with the instructor who will supervise the study and with the area dean. The student then completes the petition and course description forms with the assistance of the supervising instructor, who will process the petition. If it receives final approval, the student is registered in the course and receives a grade as in any regularly scheduled course.

Petition for Independent or Special Study must be filed before the end of the sixth week of the semester in which the study is to be completed.

Credit by examination

Under special circumstances, a student who has successfully completed 12 units at American River College, who is currently enrolled and in good standing, and who is qualified by experience or previous training, may be allowed to take a special examination to establish credit in a course in which he/she is not formally registered, or has not received previous credit.

Note: Credit by examination is not applicable to all courses, and in some instances the process may require measures of evaluation. A student seeking credit by examination should consult the dean of the appropriate area to determine if credit by examination is allowed for a particular course.

The units granted by examination are not assigned a letter grade and may not be used to satisfy the 12-unit residence requirement for graduation. A maximum of 15 units may be allowed by examination.

College Level Examination Program (CLEP)

After completing 12 units at American River College, a student in good standing may submit qualifying scores on College Level Examination Program (CLEP) General Examinations, except for English scores, to the Records and Admissions Office to determine eligibility for college credit. No more than 30 units may be granted toward the completion of the college’s general education requirements (not inclusive of the English requirement). Credit is not granted for CLEP Subject Examinations. Students should be aware that some two-year and four-year colleges have the right to accept, reject, or modify the CLEP units accepted by American River College.
### College Entrance Examination Board (CEEB) Advanced Placement Examination credit

A maximum of 15 units may be earned by examination. Advanced Placement Examination credit is included. Students who earn acceptable scores will be awarded credit toward an A.A. or A.S. degree but grades are not awarded. Such course credit does not enter into computation of the GPA for transfer or graduation from ARC. Credit may not be earned for courses which duplicate credit already allowed for Advanced Placement Examinations. The following chart shows credit given and ARC course equivalencies.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>ARC Course Equivalents</th>
<th>Credit Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Lang &amp; Comp</td>
<td>3, 4, 5</td>
<td>ENGWR 300</td>
<td>3 units</td>
</tr>
<tr>
<td>Literature &amp; Composition</td>
<td>3, 4, 5</td>
<td>ENGWR 300 &amp; 301</td>
<td>6 units</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French</td>
<td>3, 4, 5</td>
<td>FREN 401</td>
<td>4 units</td>
</tr>
<tr>
<td>German</td>
<td>3, 4, 5</td>
<td>GERM 401</td>
<td>4 units</td>
</tr>
<tr>
<td>Spanish</td>
<td>3, 4, 5</td>
<td>SPAN 401</td>
<td>4 units</td>
</tr>
<tr>
<td>American History</td>
<td>3, 4, 5</td>
<td>HIST 310 &amp; 311</td>
<td>6 units</td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 300</td>
<td>3 units</td>
</tr>
<tr>
<td>Biology</td>
<td>4, 5</td>
<td>BIOL 310</td>
<td>4 units</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>BIOL 400</td>
<td>5 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(w/department consent upon review of lab work reports)</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>4, 5</td>
<td>CHEM 305 or 400</td>
<td>5 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(w/department consent upon review of lab work reports)</td>
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</tr>
<tr>
<td>Physics B</td>
<td>3, 4</td>
<td>PHYS 310 and 312</td>
<td>4 units</td>
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<td></td>
<td></td>
<td>(w/department consent upon review of lab work reports)</td>
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</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>PHYS 350 or 410</td>
<td>4 units</td>
</tr>
<tr>
<td>Math A/B</td>
<td>3, 4, 5</td>
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<td>5 units</td>
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<tr>
<td>Math B/C</td>
<td>3, 4, 5</td>
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<td>10 units</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, 5</td>
<td>STAT 301</td>
<td>3 units</td>
</tr>
</tbody>
</table>

All other tests must be submitted to area dean by petition for consideration of credit to be allowed. Students should see their counselor to initiate the petition.
## The California Articulation Number (CAN) System

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating CSU and Community Colleges have determined that courses offered by other colleges are equivalent in content and scope to courses offered at their own college, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students at one college can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another college. For example, CAN ECON 2 at one college will be accepted as meeting the requirement of the designated CAN ECON 2 course at another participating college.

### A listing of American River College qualified CAN courses

American River College also lists a course’s CAN designation in the course descriptions in both the catalog and class schedule. Students should also consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on course articulation agreements. Counselors are available at the Counseling Center for assistance.

### CAN System

<table>
<thead>
<tr>
<th>CAN ARTICULATION #</th>
<th>ARC COURSE #</th>
</tr>
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<tbody>
<tr>
<td>CAN ANTH 4</td>
<td>ANTH 310</td>
</tr>
<tr>
<td>CAN ANTH 6</td>
<td>ANTH 320</td>
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<td>CAN ART 2</td>
<td>ARTH 302</td>
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<td>MAND 402</td>
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<td>CAN FREN 4</td>
<td>FREN 402</td>
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<td>CAN HIST 16</td>
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<tr>
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<td>CAN JAPN 2</td>
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<td>MATH 400+ 401</td>
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<tr>
<td>CAN MATH SEQ C</td>
<td>MATH 400+ 401+ 402</td>
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<tr>
<td>CAN MATH SEQ D</td>
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<td>CAN MUS 24</td>
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<td>CAN PHYS SEQ A</td>
<td>PHYS 350+ 360</td>
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<tr>
<td>CAN PHYS SEQ B</td>
<td>PHYS 410+ 421+ 431</td>
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<td>SPAN 411</td>
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<td>CAN SPAN SEQ A</td>
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<td>SPAN 411+ 412</td>
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</tbody>
</table>
Accounting

The Accounting degree focuses on preparation for careers in various accounting professions. The program develops a common foundation in accounting and business, and provides various courses covering both fundamental and specialized accounting topics to meet individual career goals.

Requirements for Degree Major

40 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 103</td>
<td>Intermediate Accounting - Part I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 104</td>
<td>Intermediate Accounting - Part II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 107</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 111</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 301</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 311</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Business Economics</td>
<td>3</td>
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<tr>
<td>or ECON 302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law</td>
<td>3</td>
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And a minimum of 8 units from the following:

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<tr>
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<tr>
<td>ACCT 108</td>
<td>Careers in Accounting (1)</td>
<td></td>
</tr>
<tr>
<td>ACCT 109</td>
<td>Professional Ethics for Accountants (1)</td>
<td></td>
</tr>
<tr>
<td>ACCT 125</td>
<td>Federal and State Taxation (4)</td>
<td></td>
</tr>
<tr>
<td>ACCT 128</td>
<td>Taxation of Corporations, Partnerships, Estates, and Trusts (4)</td>
<td></td>
</tr>
<tr>
<td>ACCT 153</td>
<td>Governmental Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 121</td>
<td>Payroll Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 341</td>
<td>Accounting on the Microcomputer (2)</td>
<td></td>
</tr>
<tr>
<td>ACCT 343</td>
<td>Computer Spreadsheet Applications for Accounting (2)</td>
<td></td>
</tr>
<tr>
<td>ACCT 498</td>
<td>Work Experience (1)</td>
<td></td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Accounting Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Accounting Certificate

The Accounting certificate provides occupational training and preparation for entry level clerical and technical positions in various accounting careers. The program provides a strong background in fundamental accounting concepts and typical accounting computer applications. In addition, the program provides various specialized accounting topics to meet career individual goals.

Requirements for Certificate

27 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 301</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 311</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 341</td>
<td>Accounting on the Microcomputer</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 343</td>
<td>Computer Spreadsheet Applications for Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law</td>
<td>3</td>
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And a minimum of 9 units from the following:

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<tbody>
<tr>
<td>ACCT 103</td>
<td>Intermediate Accounting - Part I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 104</td>
<td>Intermediate Accounting - Part II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 107</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 108</td>
<td>Careers in Accounting (1)</td>
<td></td>
</tr>
<tr>
<td>ACCT 109</td>
<td>Professional Ethics for Accountants (1)</td>
<td></td>
</tr>
<tr>
<td>ACCT 111</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 121</td>
<td>Payroll Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 125</td>
<td>Federal and State Taxation (4)</td>
<td></td>
</tr>
<tr>
<td>ACCT 128</td>
<td>Taxation of Corporations, Partnerships, Estates, and Trusts (4)</td>
<td></td>
</tr>
<tr>
<td>ACCT 153</td>
<td>Governmental Accounting (3)</td>
<td></td>
</tr>
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</table>

Taxation Certificate

The Taxation certificate is designed to provide occupational training and continuing education in the areas of tax preparation and consulting. Courses in this program provide a background in personal, corporate, partnership, and estate taxes, as well as work experience in the field of taxation. Practical experience is obtained through required participation in the Volunteer Income Tax Assistance (VITA) program.

Requirements for Certificate

13-16 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ACCT 125</td>
<td>Federal and State Taxation</td>
<td>4</td>
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<tr>
<td>ACCT 128</td>
<td>Taxation of Corporations, Partnerships, Estates, and Trusts</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 301</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 498</td>
<td>Work Experience in Accounting</td>
<td>1 - 4</td>
</tr>
</tbody>
</table>

1Appropriate work experience is typically obtained by participation in the college's VITA program. Enrollment in ACCT 498 with alternate income tax work experience may be substituted with approval of the VITA coordinator.
### Accounting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting</td>
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</tr>
<tr>
<td></td>
<td>Formerly: ACCT 60</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<tr>
<td></td>
<td>Advisory: BUS 105 or MATH 100; and ENGWR 102 or 103, and ENGRD 116 or ESLR 320 and ESLW 320.</td>
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<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
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<tr>
<td></td>
<td>This is a beginning accounting course that emphasizes small business applications. It covers the accounting cycle for a service business and for a merchandising business. The general journal, special journals, the general ledger, and subsidiary ledgers are covered: the preparation of adjustments and worksheet, closing entries, correcting entries, financial statements, bank statement reconciliation, and payroll; and calculations for interest, sales discounts, purchases discounts, sales taxes, and payroll taxes.</td>
<td></td>
</tr>
<tr>
<td>ACCT 103</td>
<td>Intermediate Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ACCT 301 with a grade of &quot;C&quot; or better.</td>
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<td>Advisory: ACCT 103</td>
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<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
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<tr>
<td></td>
<td>This course continues the study and evaluation of financial statements with emphasis on cash flows, receivables, liabilities, inventory, and long-term assets. This course is typically offered in the Fall semester only.</td>
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<tr>
<td>ACCT 104</td>
<td>Intermediate Accounting</td>
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<td></td>
<td>Prerequisite: ACCT 301 with a grade of &quot;C&quot; or better.</td>
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<tr>
<td></td>
<td>Advisory: ACCT 103</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course continues the study and evaluation of financial statements with emphasis on long-term assets, equity, income tax, and financial statement evaluation. This course is typically offered in the Spring semester only.</td>
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<tr>
<td>ACCT 107</td>
<td>Auditing</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: ACCT 301 with a grade of &quot;C&quot; or better.</td>
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<tr>
<td></td>
<td>Advisory: ACCT 103</td>
<td></td>
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<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
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<tr>
<td></td>
<td>This course on auditing practice and theory emphasizes attestation audits of financial statements and the accompanying footnotes. Topics include Generally Accepted Auditing Standards (GAAS), audit planning and methodology, ethics, and legal issues. This course is typically offered Fall semester only.</td>
<td></td>
</tr>
<tr>
<td>ACCT 108</td>
<td>Careers in Accounting</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Hours: 18 hours LEC</td>
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<td></td>
<td>This course covers the role of the accountant in today's business environment, the different jobs accountants do, and the types of employment opportunities available for accountants in public accounting, private, for-profit accounting, private, non-profit accounting, and governmental accounting. Topics include the outlook for careers in accounting, what employers look for in employees, what employers look for in accountants, how people prepare to become accountants, and the designations/licenses for accountants in various areas of the profession.</td>
<td></td>
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<tr>
<td>ACCT 109</td>
<td>Professional Ethics for Accountants</td>
<td>1</td>
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<tr>
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<td>Prerequisite: ACCT 301 with a grade of &quot;C&quot; or better.</td>
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<tr>
<td></td>
<td>Advisory: ACCT 107</td>
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<tr>
<td></td>
<td>Hours: 18 hours LEC</td>
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<td></td>
<td>This course provides a framework for ethics in the accounting profession. Topics include ethics of accountants, auditors, and organizations including ethical expectations, professional responsibilities, and ethical decision making. The course emphasizes the California Accountancy Act, including the impact of statutes, regulations, and cases on current practice situations. The provisions of the American Institute of Certified Public Accountants (AICPA) Code of Professional Conduct are reviewed and examined through case law and cases. High-profile cases, including Enron, and other ethical lapses are evaluated. Codes of conduct from the Institute of Management Accountants and Institute of Internal Auditors are reviewed, evaluated, and compared to those of the AICPA.</td>
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<tr>
<td>ACCT 111</td>
<td>Cost Accounting</td>
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<tr>
<td></td>
<td>Prerequisite: ACCT 311 with a grade of &quot;C&quot; or better.</td>
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<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
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<tr>
<td></td>
<td>This course is a continuation of managerial and cost accounting systems. Emphasis is placed on the development of quantitative information needed by managers for analyzing, planning, operating, and controlling manufacturing and service related businesses. This course is usually offered Spring semester only.</td>
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<tr>
<td>ACCT 121</td>
<td>Payroll Accounting</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: ACCT 101 with a grade of &quot;C&quot; or better.</td>
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<td>Advisory: CISA 315</td>
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<td></td>
<td>Hours: 54 hours LEC</td>
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<tr>
<td></td>
<td>This course covers current practices in payroll accounting and tax reporting, including federal and state laws that affect payroll records and reports. Topics include both manual and computer payroll systems with hands-on computer applications.</td>
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</tr>
<tr>
<td>ACCT 125</td>
<td>Federal and State Taxation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ACCT 301 with a grade of &quot;C&quot; or better.</td>
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<tr>
<td></td>
<td>Hours: 72 hours LEC</td>
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</tr>
<tr>
<td></td>
<td>This course covers federal and California tax regulations pertaining to individual returns. Topics include filing of returns, income and adjustments, itemized deductions, and gains and losses. This course has been approved by the California Tax Education Council.</td>
<td></td>
</tr>
<tr>
<td>ACCT 128</td>
<td>Taxation of Corporations, Partnerships, Estates, and Trusts</td>
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<tr>
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<td>Prerequisite: ACCT 125 with a grade of &quot;C&quot; or better.</td>
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<tr>
<td></td>
<td>Hours: 72 hours LEC</td>
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<tr>
<td></td>
<td>This course provides a continuing study of federal and state income tax compliance with an emphasis on the taxation of business entities including corporations, partnerships, limited liability companies, S-corporations, estates and fiduciary trusts. Topics include related party transactions, filing requirements, differences in book and taxable income, tax computation, available credits, tax elections, and working with the Internal Revenue Service on tax administration matters.</td>
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<td>ACCT 141</td>
<td>Quick Books (R) for Small Business</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Same As: BUS 230</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
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<tr>
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<td>Advisory: ENGWR 102 or 103 or ESLR 320 and ESLW 320; BUS 350.</td>
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</tr>
<tr>
<td></td>
<td>Hours: 18 hours LEC</td>
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</tr>
<tr>
<td></td>
<td>This class will emphasize the use of Quick Books (R) to aid the small business operator in creating financial statements and other financial reports. Not open to students who have taken BUS 230.</td>
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</tr>
<tr>
<td>ACCT 153</td>
<td>Governmental Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ACCT 301 with a grade of &quot;C&quot; or better.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course covers accounting and financial reporting for governmental units and institutions with emphasis on the accounting standards prescribed by the Governmental Accounting Standards Board (GASB). Additional topics include governmental budgeting and budgetary controls. This course is typically offered Fall semester only.</td>
<td></td>
</tr>
<tr>
<td>ACCT 301</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
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<td>Formerly: ACCT 1A</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
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<tr>
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<td>Advisory: ACCT 101; ENGWR 102 or 103 and ENGRD 116 or ESLR 320 and ESLW 320; MATH 100 or BUS 105.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to UC/CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 72 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial accounting for business administration and accounting majors covers accounting systems and preparation and interpretation of financial statements and other summary reports. It includes units in receivables and...</td>
<td></td>
</tr>
</tbody>
</table>
Accounting

payables, inventories, depreciation, systems and controls, payroll, forms of business organization, stocks and bonds, and cash flows. Business Administration majors with an accounting concentration planning to transfer should have completed 30 units of course work prior to enrolling. (CAN BUS 2) (BUS SEQ A Sum of CAN Bus 2 and Bus 4)

ACCT 311 Managerial Accounting 4 Units
Prerequisite: ACCT 301 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course continues the study of accounting theory with special emphasis on the types of accounting information used by managers, sources of information, and how this information is used by managers in making business decisions. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, capital budgeting, and statement analysis. (CAN BUS 4) (BUS SEQ A Sum of CAN Bus 2 and Bus 4)

ACCT 341 Accounting on the Microcomputer 2 Units
Prerequisite: ACCT 101 or 301 with a grade of “C” or better.
Advisory: CISC 300.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course introduces accounting systems on the personal computer. It covers PC accounting and reporting for customer, vendor, and employee, banking, and general ledger activities. Topics include the master files, data records, and technologies of automated systems. The course compares and contrasts manual and automated accounting systems, and explores the commonalities of automated systems in general. This course may be taken twice on different software applications or versions.

ACCT 343 Computer Spreadsheet Applications for Accounting 2 Units
Prerequisite: CISA 315 with a grade of “C” or better.
Corequisite: ACCT 301.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course combines the study of accounting and computer spreadsheets. Projects include business transactions, accounts receivable, inventory, payroll, special journals, financial statements, financial analysis, and other accounting topics. The course focuses on accuracy, clarity, creativity, adaptability, and presentation skills.
Anthropology Degree

Anthropology is the study of humankind around the world and throughout time, with the goal of understanding our evolutionary origins, our biological distinction as a species, and our diverse manifestations of culture. A degree in anthropology provides the student with basic skills in critical analysis, application of the scientific method, and cross-cultural understanding.

Career Opportunities

The anthropology major may enter many vocations varying from archaeological excavation, exploration, and museum management to the analysis of cultures, linguistics, forensics, primatology, teaching, and consulting with governmental and educational institutions.

Requirements for Degree Major 18 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 300</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>or ANTH 480</td>
<td>Honors Physical Anthropology</td>
<td>3</td>
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<tr>
<td>ANTH 301</td>
<td>Physical Anthropology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ANTH 310</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 320</td>
<td>Introduction to Archaeology and World Preshistory</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>And a minimum of 8 units from the following:</td>
<td></td>
</tr>
<tr>
<td>ANTH 311</td>
<td>Cultural Anthropology Discussion</td>
<td>1</td>
</tr>
<tr>
<td>ANTH 312</td>
<td>Anthropology of Gender</td>
<td>1</td>
</tr>
<tr>
<td>ANTH 315</td>
<td>Cultures in Focus</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 330</td>
<td>Magic, Witchcraft, and Religion</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 333</td>
<td>American Indians of California</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 335</td>
<td>Research Methods in Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 370</td>
<td>Primatology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 372</td>
<td>Primatology Field Studies</td>
<td>2</td>
</tr>
<tr>
<td>ANTH 494</td>
<td>Topics in Anthropology</td>
<td>1</td>
</tr>
</tbody>
</table>

Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESRW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

A maximum of 2 units only from ANTH 494 may taken.

Associate Degree Requirements: The Anthropology Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

ANTH 301 Physical Anthropology Laboratory 1 Unit

Formerly: ANTH 11
Prerequisite: None
Corequisite: ANTH 300.
Course Transferable to UC/CSU
Hours: 54 hours LAB

This course is an introductory laboratory course designed to provide students with an opportunity to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course are: the scientific method; sources of biological variation and forces of evolution; human osteology; human variation; taxonomy and comparative osteology of the primates, and fossil evidence for human evolution. AA/AS area 3A; CSU area B2; IGETC area 5B.

ANTH 310 Cultural Anthropology 3 Units

Formerly: ANTH 2
Prerequisite: None
Advisory: ENGWR 102, or 103, ENGRD 116 or ESLR 320, ESRW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is an introduction to the varieties of customs, traditions and forms of social organizations in both western and non-western societies. The main focus of the course is to examine non-western cultures and the social experiences of development. This course provides valuable background to students interested in multicultural perspectives and/or anticipating involvement in global business opportunities or travel. (CAN ANTH 4) AA/AS area 3C & 3F; CSU area D3; IGETC area 4.

ANTH 311 Cultural Anthropology Discussion 1 Unit

Prerequisite: None
Advisor: ANTH 310.
Course Transferable to CSU
Hours: 18 hours LEC

This course provides opportunities to discuss issues relevant to cultural anthropology and explore non-western cultures using the anthropological literature. The applicability of terms such as “ethnocentrism” and “cultural relativism” is examined.

ANTH 312 Anthropology of Gender 1 Unit

Prerequisite: None
Advisor: ANTH 310.
Course Transferable to CSU
Hours: 18 hours LEC

This course examines the contributions of anthropologists to the field of gender studies. The course deals with topics relevant to gender issues from a cross-cultural perspective. Gender issues are studied as they relate to family, social groups, and the concept of “self”.

ANTH 315 Cultures in Focus 3 Units

Formerly: ANTH 13
Prerequisite: None
Advisor: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESRW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course covers the concepts, methods and theory of biological evolution and its application to the human species. There is a specific focus on molecular, Mendelian and population genetics mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current biethical issues. The philosophy of science and the scientific method serve as foundations to the course. AA/AS area 3A; CSU area B2; IGETC area 5B.
Anthropology

An examination of the cultures of the “Third World” with emphasis on development problems. The course examines the historical and cultural context of development. Technological changes are examined as they impact ideological aspects of culture. Problems of overpopulation, underemployment, famine, etc., are discussed in their cultural context. AA/AS area 3C; CSU area D3; IGETC area 4.

ANTH 320 Introduction to Archaeology and World Prehistory 3 Units
PreReq>Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
The course introduces students to the theories, concepts, and methods employed by the archaeologist in the study of human pre-history. The course emphasizes the development and diverse evolution of social and cultural systems. It explores the problems and achievements of non-literate and traditional cultures, diverse communities, and social classes over time based on a comparison of a wide range of archaeological examples from all over the world. (CAN ANTH 6) AA/AS area 3C; CSU area D3; IGETC area 4.

ANTH 330 Magic, Witchcraft, and Religion 3 Units
Formerly: ANTH 12
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
A cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in various societies of Africa, Asia, aboriginal Australia, Oceania, South America, native North America and elsewhere. Emphasis is on understanding beliefs and rituals within their given social contexts, but also on broad comparison to derive insight into the general functions of beliefs and rituals in human life. AA/AS area 3C; CSU area D3

ANTH 333 American Indians of California 3 Units
Formerly: ANTH 14
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys the sociocultural systems of California Indians from the prehistoric period to present. In addition to offering an overview of the diversity and complexity of aboriginal California, it includes environmental adaptations, material culture, social structure, ideology, and response to change. AA/AS area 3C & 3F; CSU area D3; IGETC area 4.

ANTH 335 Research Methods in Anthropology 3 Units
Prerequisite: ANTH 300 or 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces research methods for the field of anthropology. Familiarization with specific observational research methods and the practical application of these methods in a contemporary setting is emphasized. Field trips will be required.

ANTH 370 Primatology 3 Units
Prerequisite: None
Advisory: ANTH 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides an analysis of non-human primate comparative morphology, behavior, and ecology. Areas of study include general primate morphology from teeth to toes, diet and ecology, social behavior including reproduction and social systems, cognition and intelligence, and primate conservation issues. Primates in both captive and free-ranging settings will be examined. Field trips for primate observations will be required.

ANTH 372 Primatology Field Studies 2 Units
Prerequisite: None
Advisory: ANTH 300.
Course Transferable to CSU
Hours: 36 hours LEC
This course provides practical experience in non-human primate observational studies. The Sacramento Zoo serves as the “field site” where observations on non-human primates are conducted. Focus is on training in research methodology and observational techniques. Field studies may focus on the ChimpanZoo Program under the Jane Goodall Institute. Field trips will be required.

ANTH 480 Honors Physical Anthropology 3 Units
Formerly: ANTH 1H
Prerequisite: 3.0 or better cumulative GPA, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an in depth introduction to the science of physical anthropology. This seminar style honors course approaches the topical material through class discussion which encourages problem solving techniques focusing on current anthropological issues. Critical thinking skills are emphasized in responding to these issues. The following topics are included in the course: evolutionary theory, heredity, human variation, taxonomy and behavior of the living primates and the fossil evidence of human evolution. AA/AS area 3A; CSU area B2; IGETC area 5B.

ANTH 494 Topics in Anthropology 1-3 Units
Formerly: ANTH 40
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Concentrated study of current anthropological issues. Topics will reflect contemporary issues and problems in the areas of cultural and physical anthropology, as well as in archaeology. Issues in the area of physical anthropology will be approached from a biological and ecological perspective; issues in cultural anthropology and archaeology will be approached from a multi-cultural and international platform. Course may be repeated for a maximum of 6 units.
American River College conducts, in cooperation with the local construction unions, a number of apprenticeship programs (most of which can lead to an Associates of Arts degree). An apprenticeship program is a formal system of occupational training from two to five years that combines paid employment, on-the-job training and job related college level instruction in order to develop highly skilled workers.

Apprenticeship programs are a cooperative effort between the Joint Apprenticeship Training Committee (JATC) and the college. The JATC is composed of representatives from both labor and management from each apprenticeship area and their purpose is to oversee apprenticeship training. All American River College apprenticeship programs are approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations.

Enrollment in an apprenticeship course is limited to registered apprentices, however anyone meeting the apprenticeship requirements can apply for acceptance (Apprenticeship 100 is open to everyone without prerequisites). Information on admission to apprenticeship programs can be obtained from the local JATC having jurisdiction over the trade in which you are interested. Listed below are the program types and contact persons.

**Carpenter Apprenticeship**

The Carpenter Apprenticeship program concentrates on training apprentices to the specific levels required for the construction industry and has been approved by the State of California Apprenticeship Standards. Training emphasis includes safety, blueprint reading, residential and commercial construction processes, building codes, estimation, and various carpentry topics.

**Career Opportunities**

Upon completion of the Carpenter Apprenticeship degree or certificate, students may find employment in the following sectors: government, residential and commercial construction and maintenance, utilities, and facilities management.

For more information, contact:
Program Director
8000 Chadbourne Rd, Suite A
Fairfield, CA 95485
(707) 399-2880

**Requirements Degree Major or Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPT 100</td>
<td>Introduction to Carpentry</td>
<td>0.2</td>
</tr>
<tr>
<td>CARPT 102</td>
<td>Worker Safety and Tool Skills</td>
<td>1.4</td>
</tr>
<tr>
<td>CARPT 104</td>
<td>The Apprentice and the Trade</td>
<td>2</td>
</tr>
<tr>
<td>CARPT 110</td>
<td>Foundations and Floors</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 112</td>
<td>Structural Framing</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 114</td>
<td>Form Detailing, Construction &amp; Erection</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 120</td>
<td>Exterior Finish</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 122</td>
<td>Interior Finish</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 130</td>
<td>Layout/Leveling Construction Site Practice</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 140</td>
<td>Interior Systems</td>
<td>1.5</td>
</tr>
<tr>
<td>CARPT 142</td>
<td>Engineered Structural Systems</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 150</td>
<td>Concrete - Precast and Prestressed</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 160</td>
<td>Blueprint Reading-Residential</td>
<td>1.5</td>
</tr>
<tr>
<td>CARPT 162</td>
<td>Blueprint Reading-Commercial</td>
<td>1.3</td>
</tr>
<tr>
<td>CARPT 170</td>
<td>Roof Framing</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 180</td>
<td>Stair Building</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 190</td>
<td>Introduction to Welding and Cutting</td>
<td>1</td>
</tr>
<tr>
<td>CARPT 200</td>
<td>Construction Mathematics &amp; Introduction to Working Drawing</td>
<td>2</td>
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</table>

And a minimum of 16 units from the following:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPT 298</td>
<td>Work Experience in Carpenters Apprenticeship (1 - 4)</td>
<td></td>
</tr>
</tbody>
</table>

**Drywall/Lathing Apprenticeship**

This is a four-year construction trade program.

For more information contact:
Program Director
4421 Pell Drive #B
Sacramento, CA 95838
1-888-315-3098

**Requirements Degree Major or Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRLTH 100</td>
<td>Introduction to the Trade</td>
<td>2</td>
</tr>
<tr>
<td>DRLTH 102</td>
<td>Basic Applications</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 105</td>
<td>Mathematics for Drywall/Lathers</td>
<td>2</td>
</tr>
<tr>
<td>DRLTH 110</td>
<td>Residential Metal Framing</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 112</td>
<td>Doors, Windows, Exterior Systems/Building Documents</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 120</td>
<td>Blueprint Reading I</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 121</td>
<td>Blueprint Reading II</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 122</td>
<td>Blueprint Reading III</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 130</td>
<td>Welding I</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Associate Degree Requirements: The Ironworkers Apprenticeship Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Electrical Apprenticeship

Requirements for Degree Major or Certificate 33 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 110</td>
<td>Electrical Apprenticeship I</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 111</td>
<td>Electrical Apprenticeship II</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 120</td>
<td>Electrical Apprenticeship III</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 121</td>
<td>Electrical Apprenticeship IV</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 130</td>
<td>Electrical Apprenticeship V</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 140</td>
<td>Electrical Apprenticeship VII</td>
<td>3.3</td>
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<tr>
<td>ELECT 141</td>
<td>Electrical Apprenticeship VIII</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 150</td>
<td>Electrical Apprenticeship IX</td>
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<tr>
<td>ELECT 151</td>
<td>Electrical Apprenticeship X</td>
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</tr>
</tbody>
</table>

Associate Degree Requirements: The Electrical Apprenticeship Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Electrical Sound and Communications Apprenticeship

This is a three-year construction trade program.

Requirements for Degree Major or Certificate 18 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELSC 100</td>
<td>Electrical Sound &amp; Communication Apprenticeship I</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 101</td>
<td>Electrical Sound &amp; Communication Apprenticeship II</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 110</td>
<td>Electrical Sound &amp; Communication Apprenticeship III</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 111</td>
<td>Electrical Sound &amp; Communication Apprenticeship IV</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 120</td>
<td>Electrical Sound &amp; Communication Apprenticeship V</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 121</td>
<td>Electrical Sound &amp; Communication Apprenticeship VI</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Electrical Sound and Communications Apprenticeship Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Ironworker Apprenticeship

The Ironworker Apprenticeship Program has training for Field Ironworkers and Reinforcing Ironworkers. Training is provided in major ironworker components to Division of Apprenticeship Standards (DAS) guidelines.

Requirements for Degree Major or Certificate 41-41.5 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>IW 100</td>
<td>Orientation and History of the Trade</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 110</td>
<td>Mixed Base</td>
<td>1.5</td>
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<tr>
<td>IW 120</td>
<td>Rigging</td>
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</tr>
<tr>
<td>IW 130</td>
<td>Reinforcing I</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 131</td>
<td>Reinforcing II/Post Tensioning</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 140</td>
<td>Precast Concrete and Metal Buildings</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 150</td>
<td>Welding I</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 151</td>
<td>Welding II</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 152</td>
<td>Welding III</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 160</td>
<td>Lead Hazard</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 170</td>
<td>Structural I</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 171</td>
<td>Structural II</td>
<td>1.5</td>
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<tr>
<td>IW 180</td>
<td>Architectural/Ornamental I</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 181</td>
<td>Architectural/Ornamental II (1.5)</td>
<td>1.5-2</td>
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<tr>
<td>or IW 184</td>
<td>Architectural/Ornamental III (2)</td>
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<td>IW 182</td>
<td>Architectural/Ornamental (1.5)</td>
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<tr>
<td>or IW 185</td>
<td>Architectural Ornamental III (1.5)</td>
<td>1.5</td>
</tr>
<tr>
<td>IW 183</td>
<td>The History of Ironworkers</td>
<td>2.5</td>
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<tr>
<td>or IW 188</td>
<td>Work Experience in Ironworkers Apprenticeship (4)</td>
<td>16</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Ironworkers Apprenticeship Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Residential/Commercial Electrician Trainee Certificate

The Residential/Commercial Electrician program provides instruction in the installation, operation, and maintenance of the electrical distribution systems in residential and commercial sites. Topics include safety training, AC/DC electrical theory, metering, electronics, use of electrical codes, raceways, conductors, grounding, motors, transformers, fire alarm systems, fiber optics, and HVAC systems. The program complies with state regulations to become an Electrician Trainee.

Career Opportunities

Upon completion of the Residential/Commercial Electrician Trainee program, students may find employment in the following industry sectors: government, residential and commercial construction and maintenance, utilities, and facilities management.

Requirements for Certificate 28.5 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ELECT 210</td>
<td>Electrician Trainee I</td>
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</tr>
<tr>
<td>ELECT 211</td>
<td>Electrician Trainee II</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 220</td>
<td>Electrician Trainee III</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 221</td>
<td>Electrician Trainee IV</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 230</td>
<td>Electrician Trainee V</td>
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</tr>
<tr>
<td>ELECT 231</td>
<td>Electrician Trainee VI</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 280</td>
<td>Electrical Workers State Certification Preparation</td>
<td>4.5</td>
</tr>
</tbody>
</table>
**Apprenticeship**

### Sheet Metal Apprenticeship

This is a five-year construction trade program.

**Requirements for Degree Major or Certificate**  
38 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHME 100</td>
<td>First Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 101</td>
<td>Second Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 110</td>
<td>Third Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 111</td>
<td>Fourth Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 120</td>
<td>Fifth Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 121</td>
<td>Sixth Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 130</td>
<td>Seventh Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 131</td>
<td>Eighth Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 140</td>
<td>Ninth Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 141</td>
<td>Tenth Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SHME 150</td>
<td>Sheet Metal Welding I 2.5</td>
</tr>
<tr>
<td>SHME 151</td>
<td>Sheet Metal Welding II 2.5</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:** The Sheet Metal Apprenticeship Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

### Sheet Metal Service Technician Apprenticeship

This is a five-year construction trade program.

**Requirements for Degree Major or Certificate**  
38.2 units

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>SHME 100</td>
<td>First Course in Sheet Metal Apprenticeship 3.3</td>
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<tr>
<td>SHME 101</td>
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<td>SHME 111</td>
<td>Fourth Course in Sheet Metal Apprenticeship 3.3</td>
</tr>
<tr>
<td>SMTEC 100</td>
<td>First Course in Sheet Metal Service Technician Apprenticeship 2.5</td>
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<td>SMTEC 101</td>
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<tr>
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</tr>
<tr>
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</tr>
</tbody>
</table>

**Associate Degree Requirements:** The Sheet Metal Service Technician Apprenticeship Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

### Sheet Metal Residential Apprenticeship Certificate

**Requirements for Certificate**  
12 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>SMRA 100</td>
<td>Sheet Metal Residential Apprenticeship I 3</td>
</tr>
<tr>
<td>SMRA 101</td>
<td>Sheet Metal Residential Apprenticeship II 3</td>
</tr>
<tr>
<td>SMRA 110</td>
<td>Sheet Metal Residential Apprenticeship III 3</td>
</tr>
<tr>
<td>SMRA 111</td>
<td>Sheet Metal Residential Apprenticeship IV 3</td>
</tr>
</tbody>
</table>

### ELECT 280  
**Electrical Workers State Certification Preparation**  
4.5 units

**Prerequisite:** None  
**Advisory:** Three years or more of electrical trade experience  
**Hours:** 82 hours LEC  
**Description:** This is a preparatory course for Electricians’ State Licensing Certification for California. This course reviews basic electrical formulas and provides an in-depth review of the National Electrical Code.

### 100  
**Introduction to Apprenticeship**  
3 Units

**Prerequisite:** None  
**Hours:** 54 LEC  
**Description:** This course provides an introduction to apprenticeship in the electrical, carpenter and sheetmetal trades. Topics include labor history, workers’ rights, construction computations, safety, traditional and non-traditional worker origins.
The A.A. degree in Art provides a foundation in art principles and practices. Course work includes study in art history and studio practice in the creation of two and three-dimensional works of art. The Art degree is designed for students who wish to transfer to a four-year university or college, and for students who are interested in furthering skills in the visual arts.

Requirements for Degree Major 30 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 320</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ARTNM 310</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 370</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 302</td>
<td>Art: Stone Age Through the Middle Ages</td>
<td>3</td>
</tr>
<tr>
<td>or ARTH 310</td>
<td>Modern Art (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 15 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 302</td>
<td>Elementary Drawing and Composition (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 304</td>
<td>Figure Drawing and Composition (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 305</td>
<td>Figure Drawing and Composition (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 314</td>
<td>Introduction to Illustration (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 322</td>
<td>Design: Image and Content (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>Design: Color Theory (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 324</td>
<td>Collage and Assemblage (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 327</td>
<td>Painting (3)</td>
<td>3</td>
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<tr>
<td>ART 328</td>
<td>Painting (3)</td>
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<tr>
<td>ART 329</td>
<td>Painting II (4)</td>
<td>3</td>
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<tr>
<td>ART 336</td>
<td>Watercolor Painting (3)</td>
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<tr>
<td>ART 337</td>
<td>Intermediate Watercolor Painting (3)</td>
<td>3</td>
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<tr>
<td>ART 361</td>
<td>Printmaking: Survey (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 371</td>
<td>Introduction to Bronze and Aluminum Casting (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 372</td>
<td>Sculpture (3)</td>
<td>3</td>
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<tr>
<td>ART 373</td>
<td>Sculpture (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 375</td>
<td>Figure Sculpture (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 382</td>
<td>Metal Design: Emphasis in Mixed Media (3)</td>
<td>3</td>
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<tr>
<td>ART 383</td>
<td>Metal Design: Emphasis in Fabrication (3)</td>
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<tr>
<td>ART 384</td>
<td>Metal Design: Emphasis in Casting (3)</td>
<td>3</td>
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<tr>
<td>ART 390</td>
<td>Ceramics (3)</td>
<td>3</td>
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<tr>
<td>ART 391</td>
<td>Intermediate Ceramics (3)</td>
<td>3</td>
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<tr>
<td>ART 411</td>
<td>Photography (3)</td>
<td>3</td>
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<tr>
<td>ART 412</td>
<td>Color Photography (2)</td>
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<td>ART 413</td>
<td>Intermediate Photography (3)</td>
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<tr>
<td>ART 414</td>
<td>Documentary Photography (3)</td>
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<tr>
<td>ART 415</td>
<td>Studio Lighting (3)</td>
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<tr>
<td>ART 416</td>
<td>Photography Lab (1)</td>
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<tr>
<td>ART 417</td>
<td>Medium Format Photography (3)</td>
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<tr>
<td>ART 418</td>
<td>Historical Processes in Photography (3)</td>
<td>3</td>
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<tr>
<td>ART 419</td>
<td>Digital Photography (3)</td>
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<tr>
<td>ART 420</td>
<td>Film Making (2)</td>
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<tr>
<td>ART 421</td>
<td>Film Making (3)</td>
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<tr>
<td>ART 430</td>
<td>Art and Children (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 432</td>
<td>Art for Children Practicum (2 - 4)</td>
<td>3</td>
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<tr>
<td>ART 440</td>
<td>Artists’ Materials and Techniques (3)</td>
<td>3</td>
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<tr>
<td>ART 442</td>
<td>Art Gallery Operations (2)</td>
<td>3</td>
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<tr>
<td>ART 444</td>
<td>Art and Portfolio Preparation (3)</td>
<td>3</td>
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<tr>
<td>ARTH 300</td>
<td>Introduction to Art (5)</td>
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<tr>
<td>ARTH 322</td>
<td>Art History of the Non-Western World (3)</td>
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<tr>
<td>ARTH 334</td>
<td>International Contemporary Art (3)</td>
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<tr>
<td>ARTH 483</td>
<td>Honors Art History of the Non-Western World (1)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:** The Art Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

**ART 120** Introduction to Metal Fabrication and Sculpture .5-3 Units

Same As: WELD 104.
Prerequisite: None
Hours: 0-36 hours LEC; 27-54 hours LAB

This course covers metal sculpture techniques, design principles and materials used for sculpture, functional and nonfunctional art forms on ferrous and non-ferrous metals. Techniques on the major welding processes such as shielded metal arc, gas metal arc, gas tungsten arc and oxy-acetylene are an integral part of the course as well as related safety issues. Different artists and topics are covered each semester. ART 120 and/or WELD 104 may be taken 4 times for a total of 6 units.

**ART 122** Introduction to Ornamental Iron .5-3 Units

Prerequisite: None
Hours: 0-36 hours LEC; 27-54 hours LAB

This course covers the hands-on basics of metal forming, design principles and materials used for sculpture, and functional art forms with emphasis on the use of the anvil and the gas forge. Different artists and topics are covered each semester. This course may be taken 4 times for a total of 6 units.

**ART 300** Elementary Drawing and Composition 3 Units

Prerequisite: None
Advisory: ENGRW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB

This course is a studio class in drawing and composition. Lectures and discussions stress the fundamental discipline related to the visualization of concrete or abstract concepts. Practice in drawing and development of content will be emphasized. (CAN ART 8) AA/AS area 3B; CSU area C1

**ART 302** Elementary Drawing and Composition 3 Units

Prerequisite: ART 300.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB

This course will further develop the skills and concepts of drawing as introduced in Art 300. Students will continue to develop the relationship of the formal elements of line, shape, value, texture, spatial relations and color through the creative exploration of materials. Students will critically evaluate their own and others’ art work.
ART 304  Figure Drawing and Composition  3 Units
Prerequisite: ART 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is a studio class where the understanding of human form and structure is based upon drawing from the nude figure. Topics include analysis of proportion, anatomy and the relationship of the figure to space. Projects developing compositions in which the figure is the subject for a study of line, shape, value, texture and space will be emphasized. This course may be taken twice for credit.

ART 305  Figure Drawing and Composition  3 Units
Prerequisite: ART 304 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is a combined lecture and lab class where the human figure is studied directly and in historical context. Students will study the structure, proportion, and relationship of the nude figure to compositional space and color. Students will study great works of figurative based art and will practice subjective responses to a multitude of aesthetic theories. This course may be taken twice for credit.

ART 306  Facial Expression and Anatomy  3 Units
Same As: ARTNM 320.
Prerequisite: None
Advisory: ART 304.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers human facial expression and anatomy using live models, anatomical references and imagination. Issues of expression as it relates to skeletal and muscular anatomy will be addressed through a series of 2D and 3D projects. Not open to students who have taken Art New Media 320.

ART 314  Introduction to Illustration  3 Units
Same As: ARTNM 370.
Prerequisite: ART 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course will survey the history of the art of illustration. The course defines areas of specialization and the illustrator’s role in visual communication. This course will evaluate the appropriate use of materials, tools and methods. Illustration will be analyzed as a method of visual problem solving through a series of projects with varied applications. Not open to students who have taken Art New Media 370.

ART 302  Design: Fundamentals  3 Units
Formerly: ART 14
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on the fundamentals of design for beginning students, establishing a foundation for intermediate and advanced art courses as well as developing a visual and verbal vocabulary essential to understanding and appreciating art and design esthetics. The fundamentals of line, shape and form, spatial relationships, value and color will be analyzed. These principles will be applied through a series of studio projects, developing skills with a wide range of tools, media, and presentation techniques. (CAN ART 14) AA/AS area 3B; CSU area C1

ART 322  Design: Image and Content  3 Units
Formerly: ART 15A
Prerequisite: ART 320.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course will present problems in organizing the elements of design (line, shape, form, color, texture) into creative visual expressions. Emphasis is placed on the relationship between design (image) and content (ideas and feelings). Discussion and criticism of problems utilizing a variety of media will be included. AA/AS area 3B
ART 337  Intermediate Watercolor Painting  3 Units
Prerequisite: ART 336 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an intermediate watercolor course. It includes an in-depth study of
temporary and contemporary techniques and concepts in transparent watercolor. Emphasis is
given to different approaches to watercolor, as well as composition, technical
problems and solutions, and individual style development. Each semester
different artists are discussed to illustrate concepts and techniques. Field
trips may be required. This course may be taken twice.

ART 361  Printmaking: Survey  3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers various printmaking techniques, which may include
relief printing (wood, linoleum, collograph, and rubber), monotype, stencil
(silkscreen printing), and repetitive stencil printing. Each semester different
artists and/or visual examples are discussed. Field trips may be required.
This course may be taken twice.

ART 370  Three Dimensional Design  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320,
ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This foundation course covers an analysis of historical and contemporary
designs, primarily concerned with the visual dialogue between form and
space, with focus on visual sensitivity for three-dimensional composition.
Line, plane, and volume are utilized to construct 3-D forms using a variety
of materials; wire, plaster, cardboard and paper. May be taken twice for
credit. (CAN ART 16) CSU area C1

ART 371  Introduction to Bronze and Aluminum Casting  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the techniques, metallurgy, and practice of casting
bronze and aluminum using sand molding. Emphasis is placed on history,
design, techniques, vocabulary and safety. Patterns are utilized directly with
sand to create sculptures in metal.

ART 372  Sculpture  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320,
ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides basic practice in the expressive use of form and color
in three-dimensional space using traditional additive and subtractive media such as clay and plaster, as well as constructive media such as wood, found objects, and other materials. The course utilizes a problem-solving format in order to develop knowledge of technical process, formal vocabulary, and individual expression. Both historical and contemporary approaches in developing form and content are included. (CAN ART 12) CSU area C1

ART 373  Sculpture  3 Units
Prerequisite: ART 372.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320,
ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an intermediate course in the practice of the expressive use of form
and color in three-dimensional space. It utilizes traditional additive and
subtractive media such as clay and plaster, as well as constructive media such
as

ART 374  Sculpture Lab  1-2 Units
Prerequisite: None
Corequisite: Current enrollment in ART 372 or 373 or 375.
Course Transferable to UC/CSU
Hours: 54-108 hours LAB
This course offers laboratory experience to assist in completing complex
sculpture projects. The course focuses on the development of a personal
creative vision furthering technical skills, and complex problem solving.
May be taken three times.

ART 375  Figure Sculpture  3 Units
Prerequisite: None
Advisory: ART 304.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces figure sculpture, using the live nude model as a reference. It will develop an understanding of the human form as it relates to both modern and traditional sculpture. These concepts will be developed by making studio projects using a variety of sculptural material. The projects will combine new understanding of human form with imagination, for a more complete expression of technique and creativity. May be taken twice for credit.

ART 376  Metal Design: Emphasis in Mixed Media  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320,
ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers contemporary approaches to mixed media in small metal
sculpture and jewelry. Basic small glasswork, enameling, plastics, etching,
reticulation and granulation will be studied. May be taken twice for credit.

ART 377  Metal Design: Emphasis in Fabrication  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320,
ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers contemporary approaches to fabrication design. Sculptural forms will be made utilizing processes of fabricating, surfacing, soldering, forming and forging of metals. Basic methods and techniques for use with silver and base metals will be covered. May be taken twice for credit.

ART 378  Metal Design: Emphasis in Casting  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320,
ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers historical and contemporary approaches to centrifugal
casting, mold making, wax patterns, and the aesthetic aspects of metal
casting for small scale sculpture and jewelry will be studied. Basic methods and
techniques for wax working, kiln burnout, centrifugal casting, vulcanized rubber molds and metal finishing will be emphasized. May be taken twice for credit.
ART 385  Metal Arts Lab  1-2 Units
Prerequisite: None
Corequisite: Current enrollment in ART 382 or 383 or 384.
Course Transferable to UC/CSU
Hours: 54-108 hours LAB
This course offers laboratory experience to assist in completing complex metal art projects. The course focuses on the development of a personal creative vision furthering technical skills, and complex problem solving. May be taken three times.

ART 390  Ceramics  3 Units
Prerequisite: None
Corequisite: None
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a beginning ceramics class in hand building and throwing techniques. Elementary clay construction including pinch pot, coil, slab, and slump molds are covered as well as an introduction to the potter's wheel. Different methods of glazing and firing are studied. (CAN ART 6) CSU area C1

ART 391  Intermediate Ceramics  3 Units
Prerequisite: ART 390 with a grade of “C” or better.
Corequisite: None
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an intermediate course in wheel throwing and sculpture techniques. It explores the technical and creative processes of ceramic pottery making and sculpture including surface treatment and various firing processes. Focus is placed on an in-depth examination of contemporary ceramics. Different artists, techniques, and projects are explored each semester. This course may be taken twice for credit.

ART 392  Ceramic Lab  1-2 Units
Prerequisite: None
Corequisite: Current enrollment in ART 390 or 391.
Course Transferable to UC/CSU
Hours: 54-108 hours LAB
This course offers laboratory experience to assist in completing complex ceramic projects. The course focuses on the development of a personal creative vision, furthering technical skills, and complex problem solving. May be taken twice for credit.

ART 411  Photography  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, ESLR 320, ESLL 320, and ESLW 320; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course assesses the technical control of black and white photographic materials and equipment. Professional camera techniques and the creative aspects of photography are emphasized. A 35mm SLR camera and related instructional materials are required. Different artists and topics are covered each semester. This course may be taken twice for credit.

ART 414  Documentary Photography  3 Units
Prerequisite: ART 411 with a grade of “C” or better.
Advisory: ENGWR 102 or 103, ESLR 320, ESLL 320, and ESLW 320; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides instruction in advanced documentary and photojournalism techniques in a black and white format. Various processes of film developing and printing are emphasized. A portfolio including an extensive documentary project is required. A 35mm SLR camera and various other materials and supplies related to darkroom production are required.

ART 415  Studio Lighting  3 Units
Prerequisite: ART 411 with a grade of “C” or better.
Advisory: ENGWR 102 or 103, ESLR 320, ESLL 320, and ESLW 320; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study in studio lighting techniques used in commercial photography. Topics include lighting ratios, correct exposure using an electronic flash, basic portraiture, advertising, choice of camera formats and film. It also includes studies of commercial photography, black and white as well as color transparency processes are included. Field trips are required.

ART 416  Photography Lab  1 Unit
Prerequisite: None
Corequisite: Concurrent enrollment in: ART 411, ART 412, ART 413, ART 414, ART 415, ART 417, or ART 418.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course offers additional lab hours to more fully develop creative vision and technical skills. It provides additional assistance in assignments and portfolio development. It may be taken four times for credit with differing photography corequisites.

ART 417  Medium Format Photography  3 Units
Prerequisite: ART 411 with a grade of “C” or better.
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course will cover issues related to the production of 2 1/4 format negatives, prints, and transparencies, for fine art photography and advertising. A 2 1/4 camera and related instructional materials and supplies are required. Field trips may be required. May be taken twice for credit.

ART 418  Historical Processes in Photography  3 Units
Prerequisite: ART 411 with a grade of “C” or better.
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers the history of photographic processes from daguerreotype to the digital age with emphasis on photography as an art medium and its evolution as a visual tool. A 35mm SLR camera and related instructional materials are required. Field trips may be required. AA/AS area 3B.
ART 419  Digital Photography  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is a course in basic digital photography. Topics include digital camera functions, digital shooting, photographic composition and aesthetics, editing tools and software, and print portfolio development. Digital camera, flash cards and re-writable CDs or zip disks are required. Field trips are required.

ART 420  Film Making  2 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course involves discussion and studio participation relating to the structural, technical and intellectual aspects of filmmaking. Work by contemporary filmmakers will be used to supplement class lectures and criticism. The student choosing to make an individual film must furnish camera, film, and processing. Equipment and materials are supplied for students participating in a group film. CSU area C1

ART 422  Film Making  3 Units
Prerequisite: Art 420 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 72 hours LAB
This course is a continuation of Art 29A. It is designed for the more serious filmmaking student who will be given the opportunity to explore the motion picture medium more extensively. The student choosing to make an individual film must furnish camera, film and processing. Equipment and materials are supplied for students participating in a group film.

ART 430  Art and Children  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the use of artists’ materials and techniques appropriate for teaching art to children. It includes the study of art history, movements, concepts, and techniques of creating drawings, paintings, and sculptures to inform classroom instruction with children.

ART 432  Art for Children Practicum  2-4 Units
Formerly: ART 26B
Prerequisite: Art 431 or 320; ART 300; and one Art History (ARTH) course.
Course Transferable to CSU
Hours: 18-36 hours LEC; 54-108 hours LAB
This practicum class provides students with the opportunity to participate in preschools, elementary or junior high schools and to work with credential lead teachers as “art tutors.”

ART 440  Artists’ Materials and Techniques  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, ESSL 320 or ESLR 320 or ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on developing and analyzing media used in the creation of paintings and drawings. Information about the various materials, their relationship to personal imagery and style, in both traditional and contemporary painting and drawing is emphasized. Study in the composition of pigments, paints, oil mediums, inks, dyes, pastel, crayon, fresco and other artists’ materials (egg tempera, silver point, encaustic) are fundamental to the course. Included are the use of tools and materials in constructing painting supports and carriers, and techniques of matting and framing art work. AA/AS area 3B

ART 442  Art Gallery Operations  2 Units
Formerly: ART 33A
Prerequisite: Two college art courses.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course covers gallery preparation and maintenance for students grounded in fundamentals of the visual arts. It involves experience in planning and installing exhibitions.

ART 444  Art Gallery and Portfolio Preparation  3 Units
Prerequisite: ART 442 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course offers study in both sides of the business world of art, including gaining entrance into galleries as an artist and finding, installing, and advertising professional gallery exhibitions (portfolio management). Emphasis is on the selection of exhibitions, announcements, and receptions in addition to photographing art and preparing artists’ statements and resumes. Field trips to galleries and museums are required. This course may be taken twice for credit.

ART 494  Topics in Art .5-4 Units
Formerly: ART 42
Prerequisite: None
Course Transferable to CSU
Hours: 6-36 hours LEC; 9-54 hours LAB
This course is designed to offer an opportunity to study topics not included in current course offerings. Practicing artisans will present hands-on workshops demonstrating their craft. Topics may include bronze casting, glass blowing, and air brush painting. This course may be taken 4 times for a maximum of 6 units.

ARTH 300  Introduction to Art  3 Units
Formerly: ART 10
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the visual arts including: drawing, sculpture, architecture, painting and printmaking. It is recommended for all students seeking a basis for understanding art. Field trips and/or individual visitation to art galleries and museums are required. AA/AS area 3B; CSU area C1; IGETC area 3

ARTH 302  Art: Stone Age through the Middle Ages  3 Units
Formerly: ART 3
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the architecture, sculpture and painting of the Ancient Near East and Europe from the Stone Age through the Middle Ages. Art works of each period are discussed and related to respective cultures. Field trips and/or individual visitation to art galleries and museums are required. (CAN ART 2) (ART SEQ A Sum of CAN Art 2 and Art 4)AA/AS area 3B; CSU area C1; IGETC area 3.
**ART 308  Renaissance Tradition in Art  3 Units**  
Formerly: ART 4  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a study of the architecture, graphic art, painting and sculpture of European cultures from the Proto-Renaissance to the Post-Impressionist period. Art works of each major period will be discussed and analyzed and placed within an historical context. (ART SEQ A Sum of ARTH 302, 308 and 310) AA/AS area 3B; CSU area C1; IGETC area 3

**ART 310  Modern Art  3 Units**  
Formerly: ART 5  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a study and discussion of the factors determining the historical evolvement of the fine arts from Impressionism to the present. Examples illustrating the relationships between various schools and styles in Modern Art are shown. Field trips and/or individual visitations to art galleries and museums are required. (ART SEQ A Sum of ARTH 302, 308 and 310) AA/AS area 3B; CSU area C1; IGETC area 3

**ARTH 322  Art History of the Non-Western World  3 Units**  
Formerly: ART 3A  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of art history in cultures throughout the non-western world. It is an introduction to the study of the architecture, sculpture and painting of the peoples of India, Africa, Asia, the Americas, the Arctic, Australia and Oceania. The time period covered is from the Stone Age to the eighteenth century. Field trips and/or individual visitations to art galleries and museums are required. AA/AS areas 3B, F; CSU area C1; IGETC area 3

**ARTH 334  International Contemporary Art  3 Units**  
Formerly: ART 3A  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a worldwide survey of trends in art and architecture since 1980, with an emphasis on the diversity of contemporary global cultures. New art mediums, such as video, computer, and performance art are highlighted. Social and political concerns in art are another primary focus. A field trip to a local art exhibition is required. AA/AS areas 3B; CSU area C1; IGETC area 3

**ARTH 480  Honors Introduction to Art  3 Units**  
Formerly: ART 10H  
Prerequisite: GPA of 3.0 or above; ENGRD 300 or 480 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an honors level introduction to the visual arts. Critical thinking skills will be used to analyze drawings, sculptures, paintings, architecture, and printmaking. Using a seminar style, the focus will be on developing evaluation skills and achieving a thorough understanding of the visual arts. Required field trips and/or individual visits to art galleries and museum will create a synthesis between class discussions and actual works of art. AA/AS area 3B; CSU area C1

**ARTH 481  Stone Age through Middle Ages, Honors  1 Unit**  
Formerly: ART 3H  
Prerequisite: 3.0 cumulative GPA or better; ENGRD 300 with a grade of “C” or better or ENGRW 480 with a grade of “C” or better.  
Corequisite: ARTH 302.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This honors course will more directly address specific styles of art from the Stone Age through the Middle Ages. It is an in-depth study of the art of the peoples of European and Mediterranean civilizations and cultures. Field trips and/or individual visitations to private collections, art galleries and museums are required. Weekly writing assignments.

**ARTH 482  Renaissance Tradition in Art, Honors  1 Unit**  
Formerly: ART 4H  
Prerequisite: 3.0 cumulative GPA or better; ENGRW 300 with a grade of “C” or better or ENGRW 480 with a grade of “C” or better.  
Corequisite: ARTH 308.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This honors course, a supplement to ARTH 308, will directly address the painting, sculpture and architecture of the Renaissance through the time of The Enlightenment. CSU area C1

**ARTH 483  Honors Art History of the Non-Western World  1 Unit**  
Formerly: ART 3B  
Prerequisite: ENGRD 300 and cumulative GPA of 3.0 or above.  
Corequisite: ARTH 322.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This honors course, a supplement to ARTH 322, will directly address specific items of art cultures of the non-western world. It is an intensely focused study of the art of the peoples on India, Africa, Asia, the Americas, the Arctic, Australia and Oceania. The time period covered is from the Stone Age to the eighteenth century. CSU area C1
Art New Media Degree

The Art New Media program emphasizes visual arts produced in a digital environment. While all new media are intimately linked to new technology, it is essential for a designer or artist to have a strong foundation in the fundamentals of visual art. Course work includes a wide spectrum of studies in traditional and new media fundamentals relevant to art and design.

Requirements for Degree Major 43.5 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>Elementary Drawing and Composition</td>
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<tr>
<td>ART 320</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ARTNM 310</td>
<td>Design: Fundamentals (3)</td>
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</tr>
<tr>
<td>ART 323</td>
<td>Design: Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 310</td>
<td>Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 302</td>
<td>Digital Basics for Art New Media</td>
<td>1.5</td>
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<tr>
<td>ARTNM 305</td>
<td>History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>And a minimum of 24 units from the following: 24</td>
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<tr>
<td>ART 306</td>
<td>Facial Expression and Anatomy (3)</td>
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<tr>
<td>or ARTNM 320</td>
<td>Facial Expression and Anatomy (3)</td>
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<tr>
<td>ARTNM 324</td>
<td>Digital Design (3)</td>
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<tr>
<td>ARTNM 325</td>
<td>Intermediate Digital Design (3)</td>
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<td>ARTNM 326</td>
<td>Digital Painting (3)</td>
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<td>ARTNM 328</td>
<td>Digital Photo Imagery - PhotoShop Basics (3)</td>
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<tr>
<td>ARTNM 330</td>
<td>Intermediate Digital Photo Imagery (3)</td>
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<tr>
<td>ARTNM 332</td>
<td>Digital Video (3)</td>
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<tr>
<td>ARTNM 350</td>
<td>Fundamentals of Graphic Design (3)</td>
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<tr>
<td>ARTNM 352</td>
<td>Design for Publication (5)</td>
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<td>ARTNM 354</td>
<td>Digital Prepress (3)</td>
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<td>ARTNM 356</td>
<td>Advanced Projects in Graphic Design (3)</td>
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<td>ARTNM 358</td>
<td>College Magazine: Art Selection and Editing (1)</td>
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<tr>
<td>ARTNM 359</td>
<td>College Magazine: Design and Production (3)</td>
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<tr>
<td>ARTNM 370</td>
<td>Introduction to Illustration (3)</td>
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<td>or ART 314</td>
<td>Introduction to Illustration (3)</td>
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<td>ARTNM 401</td>
<td>Introduction to Web Development and Design (3)</td>
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<td>or CISW 307</td>
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<td>ARTNM 402</td>
<td>Intermediate Web Design (3)</td>
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<td>ARTNM 404</td>
<td>Interactive Multimedia Basics (5)</td>
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<td>ARTNM 405</td>
<td>Digital 2D Animation (3)</td>
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<td>ARTNM 410</td>
<td>Interactive Multimedia Projects (4)</td>
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<td>Introduction to Digital 3D Modeling (3)</td>
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<td>ARTNM 421</td>
<td>3D Character Modeling and Riggin (3)</td>
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<td>ARTNM 422</td>
<td>3D Character Animation (3)</td>
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<td>ARTNM 423</td>
<td>Special Effects and Texturing in 3D Animation (3)</td>
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<td>ARTNM 425</td>
<td>Short Film in 3D Animation (3)</td>
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<tr>
<td>ARTNM 450</td>
<td>Portfolio for Art New Media (3)</td>
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<tr>
<td>ARTNM 496</td>
<td>Teaching Assistant in Art New Media (1-3)</td>
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<tr>
<td>ARTNM 497</td>
<td>Internship in Art New Media (1-4)</td>
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<tr>
<td>CISW 300</td>
<td>Web Publishing (3)</td>
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</tbody>
</table>

Associate Degree Requirements: The Art New Media Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Graphic Design Certificate

The Graphic Design certificate offers a curriculum utilizing software applications, industry-standard hardware as well as developing the typographic/fundamental and technical skills necessary for today’s workplace. This certificate focuses on visual communication through layout design, typography, and the dynamic relationship between image and type; it meets current marketplace demands by incorporating print/non-print media and the effect new technologies have on a changing communications field. Students are encouraged to continue their studies in graphic design at a four year college, or encouraged to choose an entry level position in the graphic design industry.

Requirements for Certificate 38.5-41.5 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 323</td>
<td>Design: Color Theory</td>
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<tr>
<td>ARTNM 302</td>
<td>Digital Basics for Art New Media</td>
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<tr>
<td>ARTNM 305</td>
<td>History of Graphic Design</td>
<td>3</td>
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<tr>
<td>ARTNM 310</td>
<td>Design: Fundamentals (3)</td>
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<tr>
<td>or ART 320</td>
<td>Design: Fundamentals (3)</td>
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<tr>
<td>ARTNM 324</td>
<td>Digital Design</td>
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<td>ARTNM 325</td>
<td>Intermediate Digital Design (3)</td>
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<td>ARTNM 328</td>
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<td>Digital Video (3)</td>
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<td>ARTNM 354</td>
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<td>Advanced Projects in Graphic Design (3)</td>
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<td>ARTNM 490</td>
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<tr>
<td>ARTNM 497</td>
<td>Internship in Art New Media (1-4)</td>
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</tbody>
</table>

Illustration Certificate

The Illustration certificate combines a strong foundation of traditional fine arts courses and courses using digital media. Illustration skills are used in animation and concept and character development as well as the traditional areas of editorial, advertising, technical and book illustration. This certificate focuses on drawing and painting skills in both the traditional and digital environments. Students are encouraged to continue their studies in illustration at a four year college, or encouraged to choose an entry level position in the illustration industry.

Requirements for Certificate 37.5 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>ART 300</td>
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<td>ART 304</td>
<td>Figure Drawing and Composition</td>
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<td>ART 323</td>
<td>Design: Color Theory</td>
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<td>ART 327</td>
<td>Painting (3)</td>
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<td>or ART 336</td>
<td>Watercolor Painting (3)</td>
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<td>ART 310</td>
<td>Modern Art</td>
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<td>ARTNM 302</td>
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<td>ARTNM 310</td>
<td>Design: Fundamentals (3)</td>
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<td>or ART 320</td>
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<td>ARTNM 490</td>
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<tr>
<td>ARTNM 497</td>
<td>Internship in Art New Media (1-4)</td>
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</tbody>
</table>
Art New Media

3D Animation Certificate

The 3D Animation certificate combines a strong foundation of traditional fine arts courses and courses using digital media. 3D animation skills are used in the film, game, broadcast, and web industries. This certificate focuses on drawing, sculptural, and photographic skills in both the traditional and digital environments. Students are encouraged to continue their studies in 3D animation at a four year college, or encouraged to choose an entry level position in the 3D animation industry.

Requirements for Certificate 43.5-46.5 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 300</td>
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<td>ART 304</td>
<td>Figure Drawing and Composition</td>
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<td>ART 375</td>
<td>Figure Sculpture</td>
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<tr>
<td>ART 411</td>
<td>Photography</td>
<td>3</td>
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<tr>
<td>ART 420</td>
<td>Film Making</td>
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<td>ARTNM 320</td>
<td>Facial Expression and Anatomy (3)</td>
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<td>ARTNM 326</td>
<td>Digital Painting</td>
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<td>ARTNM 328</td>
<td>Digital Photo Imagery - Photoshop Basics</td>
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<td>ARTNM 420</td>
<td>Introduction to Digital 3D Modeling</td>
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<tr>
<td>ARTNM 421</td>
<td>3D Character Modeling and Rigging</td>
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<td>ARTNM 422</td>
<td>3D Character Animation</td>
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<td>ARTNM 423</td>
<td>Special Effects and Texturing in 3D Animation</td>
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<td>Short Film in 3D Animation</td>
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<td>Portfolio for Art New Media</td>
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<tr>
<td>ARTNM 497</td>
<td>Internship in Art New Media</td>
<td>1-4</td>
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</tbody>
</table>

Web Design Certificate

The Web Design certificate incorporates graphic design, multimedia, and web technology through the fundamentals of design and industry standard software applications. This certificate focuses on the visual aspect of web design. Web design skills are used in business, government, educational institutions, and the entertainment industry. Students are encouraged to continue their studies in interactive design at a four year college, or encouraged to choose an entry level position in the web design industry.

Requirements for Certificate 43.5-45.5 Units

<table>
<thead>
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<td>ARTNM 310</td>
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<td>or ART 320</td>
<td>Design: Fundamentals (5)</td>
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<td>ARTNM 324</td>
<td>Digital Design</td>
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<td>ARTNM 328</td>
<td>Digital Photo Imagery - Photoshop Basics</td>
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<td>ARTNM 352</td>
<td>Design for Publication</td>
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<td>ARTNM 401</td>
<td>Introduction to Web Development and Design (3)</td>
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<td>ARTNM 402</td>
<td>Intermediate Web Design</td>
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<tr>
<td>ARTNM 404</td>
<td>Interactive Multimedia Basics (3)</td>
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</tr>
<tr>
<td>or CISW 365</td>
<td>Interactive Multimedia Basics (3)</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 410</td>
<td>Interactive Multimedia Projects (4)</td>
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<td>or CISW 471</td>
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<td>ARTNM 450</td>
<td>Portfolio for Art New Media</td>
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<tr>
<td>ARTNM 497</td>
<td>Internship in Art New Media</td>
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<tr>
<td>CISW 300</td>
<td>Web Publishing</td>
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</table>

Technical Communication Degree

Requirements for Degree Major 42.5 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 320</td>
<td>Design: Fundamentals (5)</td>
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<tr>
<td>or ARTNM 310</td>
<td>Design: Fundamentals (5)</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>Design: Color Theory</td>
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<td>ARTNM 350</td>
<td>Fundamentals of Graphic Design</td>
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<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
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<tr>
<td>CISA 306</td>
<td>Intermediate Word Processing</td>
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<tr>
<td>CJ 320</td>
<td>Operating Systems</td>
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<td>CJSW 300</td>
<td>Web Publishing</td>
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<tr>
<td>ENGWR 342</td>
<td>Introduction to Technical/Professional Communication</td>
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<tr>
<td>ENGWR 344</td>
<td>Technical/Professional Communication: Writing Reports (1.5)</td>
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</tr>
<tr>
<td>or ENGR 348</td>
<td>Technical/Professional Communication: Plain English (1.5)</td>
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<tr>
<td>or ENGWR 350</td>
<td>Technical/Professional Communication: Proposal Writing (1.5)</td>
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<tr>
<td>ENGWR 352</td>
<td>Technical/Professional Communication: Writing Technical Manuals</td>
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<tr>
<td>or SPEECH 321</td>
<td>Interpersonal Communication</td>
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<td>And a minimum of 6 units from the following:</td>
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<tr>
<td>ENGWR 324</td>
<td>Digital Design (3)</td>
<td>3</td>
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<td>ARTNM 328</td>
<td>Digital Photo Imagery - Photoshop Basics (3)</td>
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<tr>
<td>ARTNM 330</td>
<td>Intermediate Digital Photo Imagery (3)</td>
<td>3</td>
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<tr>
<td>ARTNM 352</td>
<td>Design for Publication (3)</td>
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</tr>
<tr>
<td>or CISA 330</td>
<td>Desktop Publishing (2)</td>
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<tr>
<td>and CISA 331</td>
<td>Intermediate Desktop Publishing (2)</td>
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<tr>
<td>ARTNM 354</td>
<td>Digital Prepress</td>
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<td>ARTNM 402</td>
<td>Intermediate Web Design (3)</td>
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<td>ARTNM 404</td>
<td>Interactive Multimedia Basics (3)</td>
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<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
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<tr>
<td>CISA 340</td>
<td>Presentation Graphics (2)</td>
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<tr>
<td>CISW 310</td>
<td>Advanced Web Publishing (4)</td>
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</tbody>
</table>

Associate Degree Requirements: The Technical Communications Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Technical Communication Certificate

Requirements for Certificate 20.5-21.5 units

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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</thead>
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<tr>
<td>ARTNM 352</td>
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<td>or CISA 330</td>
<td>Desktop Publishing (2)</td>
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<tr>
<td>and CISA 331</td>
<td>Intermediate Desktop Publishing (2)</td>
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<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
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<td>CISA 306</td>
<td>Intermediate Word Processing</td>
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<tr>
<td>ENGWR 342</td>
<td>Introduction to Technical/Professional Communication</td>
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<tr>
<td>ENGWR 344</td>
<td>Technical/Professional Communication: Writing Reports (1.5)</td>
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<td>Technical/Professional Communication: Plain English (1.5)</td>
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<td>Technical/Professional Communication: Proposal Writing (1.5)</td>
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<td>ENGWR 352</td>
<td>Technical/Professional Communication: Writing Technical Manuals</td>
<td>3</td>
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<tr>
<td>And a minimum of 6 units from the following:</td>
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<tr>
<td>ARTNM 324</td>
<td>Digital Design (3)</td>
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<tr>
<td>ARTNM 328</td>
<td>Digital Photo Imagery - Photoshop Basics (3)</td>
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<td>ARTNM 402</td>
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<td>ARTNM 404</td>
<td>Interactive Multimedia Basics (3)</td>
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<tr>
<td>CISA 340</td>
<td>Presentation Graphics (2)</td>
<td>2</td>
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<tr>
<td>CISW 300</td>
<td>Web Publishing (3)</td>
<td>3</td>
</tr>
<tr>
<td>CISW 310</td>
<td>Advanced Web Publishing (4)</td>
<td>4</td>
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</tbody>
</table>
ARTNM 326 Digital Painting
Prerequisite: None
Advisory: ARTNM 302, ART 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the basic operating principles of Corel Painter to create and manipulate images. The fundamental skills of drawing and painting will be applied to individual portfolio quality projects. This course may be taken four times on different platforms.

ARTNM 328 Digital Photo Imagery - PhotoShop Basics
Prerequisite: None
Advisory: ART 320, CISC 300 (Macintosh), ENGRD 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESLL 320, ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to computer-based photographic imaging using the basic operating principles of Adobe PhotoShop. Topics include color field variation, retouching, and the integration of graphics and photographs. The tools of the software application are applied to produce individual portfolio quality projects. This course may be taken four times for credit on a different version.

ARTNM 310 Design: Fundamentals
Prerequisite: None
Advisory: ARTNM 302; ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320, ESLL 320, and ESLW 320 with a grade of "C" or better; OR placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on the fundamentals of design, developing a visual and verbal vocabulary essential to understanding and appreciating art and design esthetics. The fundamentals of line, shape and form, spatial relationships, and value and color will be analyzed. Nine weeks of this course will be taught in the computer lab. AA/AS area 3B; CSU area C1

ARTNM 305 History of Graphic Design
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is a history of graphics and the graphic object from ancient Egypt to contemporary times, with an emphasis on commercial graphics from the 1880s to current multi-media design. An analysis of graphics from a wide range of cultures will also be a primary focus. AA/AS area 3B; CSU area C1

ARTNM 310 Design: Fundamentals
Prerequisite: None
Advisory: ARTNM 302; ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320, ESLL 320, and ESLW 320 with a grade of "C" or better; OR placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on the fundamentals of design, developing a visual and verbal vocabulary essential to understanding and appreciating art and design esthetics. The fundamentals of line, shape and form, spatial relationships, and value and color will be analyzed. Nine weeks of this course will be taught in the computer lab. AA/AS area 3B; CSU area C1

ARTNM 320 Facial Expression and Anatomy
Same As: ART 306.
Prerequisite: None
Advisory: ART 304.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers human facial expression and anatomy using live models, anatomical references and imagination. Issues of expression as it relates to skeletal and muscular anatomy will be addressed through a series of 2D and 3D projects. Not open to students who have taken ART 306.

ARTNM 324 Digital Design
Prerequisite: None
Advisory: ART 300 or 320 and CISC 300 (Macintosh) and ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to computer based design using the basic operating principals of Adobe Illustrator. Design skills and the tools of the software application will be applied to produce individual portfolio quality projects. A field trip is required. This course may be taken four times on different versions.

ARTNM 325 Intermediate Digital Design
Prerequisite: ARTNM 324 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a continuation of ARTNM 324. It defines the elements of graphic design, such as typography, gestalt, dominance, hierarchy, balance, and color. These issues are applied to the typographic tools and imaging capabilities of Adobe Illustrator. Concepts emphasize typographic design and the relationship between type and image.

ARTNM 326 Digital Painting
Prerequisite: None
Advisory: ARTNM 302, ART 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the basic operating principles of Corel Painter to create and manipulate images. The fundamental skills of drawing and painting will be applied to individual portfolio quality projects. This course may be taken four times on different platforms.

ARTNM 328 Digital Photo Imagery - PhotoShop Basics
Prerequisite: None
Advisory: ART 320, CISC 300 (Macintosh), ENGRD 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESLL 320, ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to computer-based photographic imaging using the basic operating principles of Adobe PhotoShop. Topics include color field variation, retouching, and the integration of graphics and photographs. The tools of the software application are applied to produce individual portfolio quality projects. This course may be taken four times for credit on a different version.

ARTNM 330 Intermediate Digital Photo Imagery
Prerequisite: ARTNM 328 with a grade of “C” or better; or placement through the assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course addresses the intermediate techniques of digital photo imagery. Topics include the terminology of digital photo imaging, intermediate masking, channel and curve techniques, photomontage history and techniques, intermediate black and white techniques, issues surrounding dynamic range, color correction, features of the Action and History palettes, exploration of Layer Blending Modes, printing and/or transferring images onto various different media, working with large format images and commercial printers. This course may be taken four times for credit on a different software package or version.

ARTNM 332 Digital Video
Prerequisite: None
Advisory: Art New Media 302 and 328.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course applies the principles of cinematography to the production of digital video. Software applications such as Adobe Premiere and Adobe After Effects, will be employed to capture/import, edit and produce high-end visual productions. The course includes transitions, multiple layers, alpha channels and composite blue screen segments. Evaluation of multimedia projects containing video segments in terms of design esthetics and technical and technical competence will also be included. This course may be taken four times on a different software package or version.

ARTNM 350 Fundamentals of Graphic Design
Prerequisite: None
Corequisite: Art 320.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces visual communication through the historical development of graphic design and typography. The design process will be applied to a series of non-computer based individual projects with an emphasis on clear communication and portfolio quality presentation. The terminology and visual language of graphic design will be applied through the creation and evaluation of individual projects.
ARTNM 352  Design for Publication  3 Units  
Prerequisite: None  
Advisory: ARTNM 350, ART 320 and ARTNM 302.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course introduces the basic operating principles of the digital page layout software Adobe InDesign interfacing with related software. The principles of typography and page design will be applied to individual portfolio quality projects. Areas of focus include promotions such as fliers, posters, and brochures and publications such as newsletters, journals, and catalogues. This course may be taken four times on different software versions.

ARTNM 354  Digital Prepress  3 Units  
Prerequisite: None  
Advisory: ARTNM 350 and CISC 300 (Macintosh).  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course introduces digital prepress for graphic design. Areas of focus will include desktop production for one-color and multi-color printing as well as the language necessary to properly communicate with service bureaus and commercial printers. Field trips are required.

ARTNM 356  Advanced Projects in Graphic Design  3 Units  
Prerequisite: None  
Advisory: ARTNM 324, 328, and 352.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course covers project development and multiple software applications. Emphasis will be placed on project analysis, research, production, and presentation. Projects will be produced through the integration of major graphics applications in page-layout, vector based graphics and digital imaging. A portfolio of professional level projects will be developed and presented.

ARTNM 358  College Magazine: Art Selection and Editing  1 Unit  
Prerequisite: None  
Advisory: ARTNM 302.  
Course Transferable to CSU  
Hours: 18 hours LEC; 18 hours LAB  
This course provides the production techniques for art submissions for a college level magazine. Techniques for print quality photography of art are demonstrated. Criteria for the selection of artwork is defined and applied to the editing process. Art works such as drawing, painting, photography, sculpture and digital media are selected and digitized for production. These files are used by the College Magazine: Design and Production course as visual content for the American River Review. This course may be taken twice for credit.

ARTNM 359  College Magazine: Design and Production  3 Units  
Prerequisite: None  
Advisory: ARTNM 302, 324, 328, 352, or 354.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is for the design and production of the American River Review. It incorporates creative writing from the English program and visual art from Fine Arts and Art New Media as the content for the college magazine, American River Review. Practical experience with layout is offered, establishing an esthetic relationship between the literary content and the visual image. Print production issues are addressed through the digital preparation of the magazine for print distribution. This course may be taken twice for credit.

ARTNM 370  Introduction to Illustration  3 Units  
Same As: ART 314.  
Prerequisite: ART 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course will survey the history of the art of illustration. The course defines areas of specialization and the illustrator’s role in visual communication. This course will evaluate the appropriate use of materials, tools and methods. Illustration will be analyzed as a method of visual problem solving through a series of projects with varied applications. Not open to students who have taken ART 314.

ARTNM 400  Imaging for the Web  1 Unit  
Same As: CISW 350.  
Prerequisite: None  
Advisory: CISW 300 or CISC 306.  
Course Transferable to CSU  
Hours: 18 hours LEC; 18 hours LAB  
This course takes an in-depth look at designing graphics for the Web. Industry standard graphic software is used to create original graphics as well as to manipulate found imagery. Topics include developing graphic elements for a Web site using a visual theme, creating buttons and intuitive navigational elements, making background textures and images, understanding Web file formats, scanning, presenting to a client, and simple animation. May be taken twice for credit on a different platform or graphics software package. Not open to those students who have taken CISW 350.

ARTNM 401  Introduction to Web Development and Design  3 Units  
Same As: CISW 307.  
Prerequisite: None  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course covers the strategies for the development and design of web sites. Using an industry standard web authoring tool, the course integrates both artistic and technical concepts. Topics include assembling, designing and publishing web pages using strategies, principles and processes universally practiced by the professionals in this field. This course, in combination with CISW 307, may be taken four times for credit on a different software package or version.

ARTNM 402  Intermediate Web Design  3 Units  
Prerequisite: ARTNM 401 or CISW 307 with a grade of “C” or better; or placement through the assessment process.  
Corequisite: ARTNM 328.  
Advisory: CISW 300.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course covers production and intermediate design processes for the web with an emphasis on visual design. Various industry standard software applications are employed to create original graphics, control layout and type, process images, and publish professional web pages and/or sites. Topics include an in-depth discussion on the processes and the strategies of combining text, images, animation, video and audio elements to create compelling visual experiences for web users. This course may be taken four times on a different software package or version.
ARTNM 404  Interactive Multimedia Basics 3 Units
Same As: CISW 365.
Prerequisite: None.
Advisory: ARTNM 324, ARTNM 402, CISW 300, or CISW 310.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course demonstrates how to create simple vector-based graphics, animation, buttons, movies and raster files in a web environment. Topics include drawing tools, time-line effects, sound and video integration and basic interactivity. ARTNM 404 and/or CISW 365 may be taken a total of 4 times on different platforms or software versions.

ARTNM 405  Digital 2D Animation 3 Units
Prerequisite: None.
Advisory: ART 300 and ARTNM 302.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
The course studies techniques in 2D animation and 2D character animation incorporating sound and effects, using industry standard software. Animation topics include 2D animation structure and concepts on the development of a story and storyboard, the use of the timeline and stage, the development of content, imagery and graphics, frame by frame animation (cell animation), rotoscope, digital tweening, camera moves, camera angles, cuts and transitions. Character animation techniques include movement and walk cycles, facial expressions and lip-sync. Projects can be published on the Web, CD-Rom, and video. The course may be taken four times for credit on a different software version.

ARTNM 410  Interactive Multimedia Projects 4 Units
Prerequisite: ARTNM 402, ARTNM 404, CISW 300, CISW 310, or CISW 365 with a grade of “C” or better.
Advisory: ARTNM 328, CISW 410, and CISW 420.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course focuses on interactive multimedia project development. Emphasis is placed on the project development cycle including design specification, research, production, modification, and presentation. Projects assigned are multifaceted, approaching the complexity that individuals would be expected to encounter in the interactive multimedia development industry. This course is not open to students who have completed CISW 471.

ARTNM 420  Introduction to Digital 3-D Modeling 3 Units
Prerequisite: None.
Advisory: ART 300, 320, 370, or 411.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces computer 3D modeling and rendering, using industry standard software. Areas of focus include the modeling of 3D objects, camera use, and lighting techniques. The tools of the software application are applied to produce images for use in fine art, design, broadcast, film, and the Web. This course may be taken four times for credit on different software versions.

ARTNM 421  3D Character Modeling and Rigging 3 Units
Prerequisite: ARTNM 420 with a grade of “C” or better.
Advisory: ART 375.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a continuation of ARTNM 420. Human character modeling techniques are analyzed and applied. Techniques for creating animation controls, commonly known as rigging, are applied to create a digital marioenette. Full body and facial character animation controls are examined. Industry issues, such as the topology flow of human anatomy and rig interfacing for animators, are developed. This course may be taken four times for credit on different software packages or versions.

ARTNM 422  3D Character Animation 3 Units
Prerequisite: ARTNM 420 with a grade of “C” or better.
Advisory: ART 375; DANCE 330.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides complex character animation techniques using industry standard software. Characters walk, breathe and act within a developed context. This course may be taken four times for credit on different software packages or versions.

ARTNM 423  Special Effects and Texturing in 3D Animation 3 Units
Prerequisite: ARTNM 420 with a grade of “C” or better.
Advisory: ART 411 or 419; ARTNM 326.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides complex texturing techniques and special effects using industry standard software. Scenes are created using texture mapping and shader trees, and atmospheres created using particles and volumetrics. Animation topics such as explosions and the breaking of objects are included. This class may be taken four times for credit on different software packages or versions.

ARTNM 425  Short Film in 3D Animation 3 Units
Prerequisite: None.
Advisory: ARTNM 420 or TA 310.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces 3D computer animated story telling using the short film genre. The 3D animation production pipeline is examined and used in the creation process. Short films are created in a team format. The short films are prepared for a portfolio DVD quality presentation.

ARTNM 450  Portfolio for Art New Media 3 Units
Prerequisite: Completion of 9 units from one Art New Media Certificate with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides the fundamentals of designing and assembling an Art New Media portfolio of art and/or graphic works. Topics include techniques for presenting and photo-documenting the work and developing a resume.

ARTNM 497  Internship in Art New Media 1-4 Units
Prerequisite: Completion of 12 units of Art New Media (ARTNM) courses with a “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 60-240 hours LAB
This course provides supervised internship in the field of Art New Media which includes graphic design, multimedia and web graphics. It also includes essential aspects of project development and management.
Astronomy

Astronomy is part of the general education program at American River College. The astronomy sequence includes a laboratory and complies with general education transfer requirements.

**ASTR 300  Introduction to Astronomy  3 Units**

*Prerequisite: None*

*Advisory: MATH 100 and 110.*

*Course Transferable to UC/CSU*

*Hours: 54 hours LEC*

This course covers astronomical events, utilizing history, observations, reading and discussion. It also includes changing conceptions of the cosmos, the planets, the universe of stars and galaxies and cosmic evolution. AA/AS area 3A; CSU area B1; IGETC area 5A.

**ASTR 400  Astronomy Laboratory  1 Unit**

*Prerequisite: None*

*Corequisite: ASTR 300.*

*Course Transferable to UC/CSU*

*Hours: 54 hours LAB*

This course covers the practical use of a telescope for both visual observation and astrophotography. Topics include identifying constellations, collecting and interpreting scientific data, and the use of sky charts and handbooks to plan observation. Night field trips are required. AA/AS area 3A; CSU area B1; IGETC area 5A.

**ASTR 480  Honors Introduction to Astronomy  1 Unit**

*Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480, and MATH 330 with a grade of “C” or better.*

*Corequisite: ASTR 300.*

*Course Transferable to UC/CSU*

*Hours: 18 hours LEC*

This course covers an introduction to current topics in astronomy. It is intended for students with a serious interest in astronomy and requires the ability to apply mathematics and conceptual reasoning to astronomical systems. The course utilizes problem solving, reading and discussion in a seminar format. A previous knowledge of physics and astronomy is assumed.
The automotive technology program is a combination of classroom and hands-on shop experiences that prepare students for careers in all phases of automotive service and repair on all types of cars. Students are trained on the use of workshop manuals in traditional and computerized formats, hand held meters and scanners, and special shop tools including power and hand tools.

Highlights include:
- Chosen as a T-TEN facility
- ASE certified instructors and programs.
- Students may begin 6-week courses 3 times during the semester.
- 6-week courses allow completion of some certificate programs in one semester.
- Small class size ensures individual attention and access to specialized equipment.
- Preparation for ASE and State Smog Certification (Emissions Control) exams.

**T-TEN Program**

American River College (in partnership with Toyota Motor Sales) offers a dealership technician training program known as the Toyota Technical Education Network (T-TEN). Toyota technology is folded into automotive classes as students learn on state-of-the-art Toyota vehicles. Students work in a dealership while attending school, receive tool scholarships, and earn advanced standing in Toyota’s Master Technician Certification. T-TEN students need to take the following classes in order to receive Toyota Motor Sales industry certification: AT 100, 105, 106, 110, 130, 180, 310, 311, 312, 313, 314, and 322 or 320. Paid work experience is a requirement for each semester enrolled as an ARC T-TEN student (AT 298 for 8.5 units - 640 hours). For more information contact the T-TEN Coordinator, Mike Sipes, at (916) 484-8354.

**Automotive Analysis Degree and Certificate**

This Automotive degree and certificate prepares the student for entry level employment as a smog and driveability service technician. The certificate also prepares the student for Automotive Service Excellence (ASE) certification in Engine Repair A1, Automatic Transmissions/Transaxles A2, Electrical A6, Engine Performance A8, Advanced Engine Performance L1 along with the California Enhanced Area (EA) Smog Check License.

**Career Opportunities**

Automotive Technician; Smog Check Technician

**Requirements for Degree Major or Certificate**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>AT 100</td>
<td>Technical Basics for the Automotive Professional</td>
<td>2</td>
</tr>
<tr>
<td>1st Semester</td>
<td>AT 105</td>
<td>Mathematics for Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>1st Semester</td>
<td>AT 180</td>
<td>Automotive Data Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>AT 110</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>AT 311</td>
<td>Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>AT 312</td>
<td>Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>AT 130</td>
<td>Manual Drive Trains and Axles</td>
<td>4</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>AT 314</td>
<td>Automotive Engine Repair</td>
<td>4</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>AT 313</td>
<td>Automatic Transmission and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>4th Semester</td>
<td>AT 310</td>
<td>Heating and Air-Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>4th Semester</td>
<td>AT 322</td>
<td>Electronic Engine Controls/Engine Performance</td>
<td>5</td>
</tr>
<tr>
<td>Final Semester</td>
<td>AT 323</td>
<td>Basic Area Clean Air Car Course</td>
<td>4</td>
</tr>
<tr>
<td>Final Semester</td>
<td>AT 324</td>
<td>Enhanced Area Clean Air Car</td>
<td>2</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:** The Automotive Analysis Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
Automotive Technology

Automotive Collision Technology Degree and Certificate

Requirements for Degree Major or Certificate 25.5 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 121</td>
<td>Automotive Collision - Removal and Replacement of Non-Structural Components and Damage Analysis</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 122</td>
<td>Automotive Collision - Non-Structural Repairs</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 123</td>
<td>Automotive Collision - Structural Panel &amp; Component Repairs</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 124</td>
<td>Automotive Refinishing Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 126</td>
<td>Automotive Collision Estimating</td>
<td>2</td>
</tr>
<tr>
<td>AT 310</td>
<td>Heating and Air-Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>WELD 103</td>
<td>Gas Metal Arc Welding of Sheet Steel</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Automotive Collision Technology Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Automotive Component Service Technician Degree and Certificate

This degree or certificate prepares the student for employment repairing of various automobile components including those requiring computer technology.

Career Opportunities

Employment as a technician, shop foreman, service manager for new car dealers, automotive repair shops, fleet operators.

Requirements for Degree Major or Certificate 40 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Technical Basics for the Automotive Professional</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>Mathematics for Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>Manual Drive Trains and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AT 140</td>
<td>Advanced Automotive Skill and Speed Development</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>Automotive Data Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>Heating and Air-Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>Automatic Transmission and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>Automotive Engine Repair</td>
<td>4</td>
</tr>
<tr>
<td>WELD 300</td>
<td>Introduction to Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Automotive Component Service Technician Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Diesel Mechanics Degree and Certificate

Requirements for Degree Major or Certificate 54 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 105</td>
<td>Mathematics for Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>Manual Drive Trains and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AT 150</td>
<td>Diesel Technology</td>
<td>10</td>
</tr>
<tr>
<td>AT 151</td>
<td>Diesel Technology</td>
<td>10</td>
</tr>
<tr>
<td>AT 310</td>
<td>Heating and Air-Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>Electrical Systems</td>
<td>4</td>
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<tr>
<td>AT 313</td>
<td>Automatic Transmission and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>Automotive Engine Repair</td>
<td>4</td>
</tr>
<tr>
<td>WELD 300</td>
<td>Introduction to Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Diesel Mechanics Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Air Conditioning Service Certificate

This certificate program prepares the student for an entry level position in the automotive industry. This program also prepares the student for Automotive Service Excellence (ASE) certification in Air Conditioning A-7.

Requirements for Certificate 16 units

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Technical Basics for the Automotive Professional</td>
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<tr>
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</tr>
<tr>
<td>AT 180</td>
<td>Automotive Data Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>Heating and Air-Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>Electrical Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Automotive Technology Degree and Certificate

This program prepares the student for an entry level position in the automotive industry with emphasis on engine management systems, emission controls, and complete automotive systems diagnosis and repair. The program also prepares the student for all 9 Automotive Service Excellence (ASE) certifications including Advanced Engine Performance (L-1) as well as the state Enhanced Area (EA) Smog Certification Test.

Requirements for Degree Major or Certificate 60 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Technical Basics for the Automotive Professional</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>Mathematics for Automotive Technology</td>
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</tr>
<tr>
<td>AT 110</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>Manual Drive Trains and Axles</td>
<td>4</td>
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</tbody>
</table>

Automotive Claims Estimator Certificate

Requirements for Certificate 21 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Technical Basics for the Automotive Professional</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>Mathematics for Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AT 126</td>
<td>Automotive Collision Estimating</td>
<td>2</td>
</tr>
<tr>
<td>AT 127</td>
<td>Automotive Collision Estimating II</td>
<td>2</td>
</tr>
<tr>
<td>AT 310</td>
<td>Heating and Air-Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Marketing for Small Businesses</td>
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<tr>
<td>BUS 218</td>
<td>Management Skills for the Small Business</td>
<td>1</td>
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<tr>
<td>BUS 224</td>
<td>Customer Service</td>
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<tr>
<td>BUSTEC 300</td>
<td>Beginning Keyboarding/Applications (1 - 3)</td>
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</table>

And a minimum of 1 unit from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSTEC 300</td>
<td>Beginning Keyboarding/Applications (1 - 3)</td>
<td>1</td>
</tr>
</tbody>
</table>
Automotive Technology

Automotive Service Technician Certificate

This certificate prepares the student for an entry-level position in the automotive industry. It also prepares the student for Automotive Service Excellence (ASE) certifications in Automotive Brakes, Manual Drive Trains and Axles, Heating and Air-Conditioning Systems, Suspension and Steering Systems, Electrical Systems, Automatic Transmission and Transaxles, and Automotive Engine Repair.

Career Opportunities

The Automotive Service Technician certificate prepares the student for entry-level positions in the fields of Auto Technician, Auto/Truck Specialist, Field Service, Sales Representative, Tune-up and Electrical Specialist.

Requirements for Certificate 36 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Technical Basics for the Automotive Professional</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>Mathematics for Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>Manual Drive Trains and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>Automotive Data Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>Heating and Air-Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>Automatic Transmission and Transaxles</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>Automotive Engine Repair</td>
<td>4</td>
</tr>
</tbody>
</table>

Parts and Service Certificate

This certificate provides training for automotive parts and service advisors. Topics include parts knowledge, integrated computer management software, scheduling, inventory control, hazardous materials and warranty documentation requirements.

Career Opportunities

Various positions in the automotive parts and service industry, such as service advisors and parts managers.

Requirements for Certificate 17 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Technical Basics for the Automotive Professional</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>Mathematics for Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AT 107</td>
<td>Employability Skills for Technical Careers</td>
<td>2</td>
</tr>
<tr>
<td>AT 143</td>
<td>Automotive Parts and Service Advising</td>
<td>3</td>
</tr>
<tr>
<td>AT 180</td>
<td>Automotive Data Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>English for the Professional</td>
<td>5</td>
</tr>
<tr>
<td>AT 298</td>
<td>Work Experience in Automotive Technology</td>
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</tr>
</tbody>
</table>

Transmission Service Certificate

This certificate program prepares the student for an entry-level position in the automotive industry. This program includes Automotive Service Excellence (ASE) certification in A-2 automatic transmission and A-3 manual drive-train.

Career Opportunities

Entry-level positions in automatic transmission, clutch, and drive-train repair.

Requirements for Certificate 28 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Technical Basics for the Automotive Professional</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>Mathematics for Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AT 130</td>
<td>Manual Drive Trains and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AT 140</td>
<td>Advanced Automotive Skill and Speed Development</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>Automotive Data Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>AT 210</td>
<td>Advanced Automatic Transmission and Transaxle</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>Automatic Transmission and Transaxles</td>
<td>4</td>
</tr>
</tbody>
</table>

Undercar Service Certificate

The Undercar Service certificate provides entry-level training to perform repairs in automotive suspension, brake and exhaust service facilities.

Career Opportunities

This certificate provides students with knowledge for entry-level careers in the automotive suspension, brake and exhaust repair facilities.

Requirements for Certificate: 17 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Technical Basics for the Automotive Professional</td>
<td>2</td>
</tr>
<tr>
<td>AT 110</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 145</td>
<td>Automotive Exhaust System</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>Automotive Data Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>AT 311</td>
<td>Suspension and Steering Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

AT 10 General Automotive Maintenance 2 Units

Prerequisite: None

Hours: 18 hours LEC, 54 hours LAB

Familiarization with hand tools, safety and the proper maintenance procedures for today’s high tech automobiles. Topics covered are oil changing, belt replacement and tension, hose replacement, fluid level checks, brake inspection, tire changing, jump starting, minor tune-up, and emergency road repair operations.

AT 100 Technical Basics for the Automotive Professional 2 Units

Formerly: AT 53

Prerequisite: None

Hours: 18 hours LEC, 54 hours LAB

This course presents theoretical and practical training for entry-level technicians. It is a guide through basic automotive diagnosis and service procedures used in automotive shops. Lab projects performed in an automotive shop environment provide hands-on experience with industry shop tools. Shop service operations which meet Automotive Service Excellence (ASE) standards including safety, electrical, and other general automotive procedures are covered.

AT 102 Keep Your Wheels Rolling 2 Units

Formerly: AT 52

Prerequisite: None

Hours: 27 hours LEC, 27 hours LAB

This course is designed to provide skills necessary for basic automotive upkeep. Additionally, it covers the selection of repair technicians and the purchase of vehicles. It is not designed for the automotive technician program.
### Automotive Technology

**AT 105  Mathematics for Automotive Technology**  
3 Units  
Formerly: AT 75  
Prerequisite: None  
Hours: 54 hours LEC  
This course covers mathematics as it relates to the automotive trades. Metric system, fractions, decimal equivalents, basic equations, ratio and proportion, gear and pulley ratios, power, efficiency, torque and thrust are covered. AA/AS area 3D and 4C.

**AT 106  Automotive Dealership Operations**  
2 Units  
Prerequisite: None  
Hours: 36 hours LEC  
This course is an introduction to dealership operations and includes all of the various influences on the technician's position within the operation. Topics include service, sales, parts, and financial departments' positions and operations. Customer satisfaction indexes and the Bureau of Automotive Repair (BAR) are discussed. Field trips to local dealerships may be required.

**AT 107  Employability Skills for Technical Career**  
2 Units  
Formerly: AT 118  
Same As: ET 250 and WELD 150.  
Prerequisite: None  
Hours: 36 hours LEC  
This course provides the opportunity of exploring technical careers while developing valuable work and life skills. It is an introduction to a variety of technically related occupations. Emphasis is placed on exploring technical careers in the Sacramento area. Activities are designed to enhance personal development, employability skills, and self esteem through leadership, citizenship, and character development. Not open to students who have taken ET 250 or WELD 150. AA/AS area 3E

**AT 110  Automotive Brakes**  
4 Units  
Formerly: AT 57  
Prerequisite: None  
Corequisite: AT 100.  
Hours: 36 hours LEC; 108 hours LAB  
This course covers theory, design, adjustment and repair or overhaul of brake systems and components. Operation of power and hand devices used in the servicing of brake systems and components is covered. This course meets ASE (Automotive Service Excellence) standards.

**AT 121  Automotive Collision - Removal and Replacement of Non-Structural Components and Damage Analysis**  
2.5 Units  
Prerequisite: None  
Hours: 27 hours LEC; 54 hours LAB  
This course covers the principles and theory of automobile construction and application of technical skills. It provides a fundamental knowledge to correctly and safely remove, inspect, replace and align cosmetic bolt-on body components and assemblies on today's vehicles. This course provides information necessary for the technician to protect mechanical and electrical systems during tear down and reassembly, anchoring theory and techniques applicable to collision-damaged vehicles. Interpretation of damage analysis reports and types of collision damage are covered.

**AT 122  Automotive Collision - Non-Structural Repairs**  
2.5 Units  
Prerequisite: None  
Hours: 27 hours LEC; 54 hours LAB  
This course provides the technical information and hands-on experience to perform limited and supervised repairs to collision-damaged vehicles. Principles and theory of automobile collision repair including procedures for replacement of door skins and quarter panels, metal straightening theory and techniques for both steel and aluminum, and making repair versus replacement decisions are covered. Measuring systems and techniques and their use in diagnosing and correcting collision damage are also presented.

**AT 123  Automotive Collision - Structural Panel and Component Repairs**  
2.5 Units  
Prerequisite: None  
Hours: 27 hours LEC; 54 hours LAB  
This course provides the technical information and hands-on experience to perform limited and supervised repairs to collision-damaged vehicles. Principles and theory of automobile collision repair including procedures for replacement of door skins and quarter panels, metal straightening theory and techniques for both steel and aluminum, and making repair versus replacement decisions are covered. Measuring systems and techniques and their use in diagnosing and correcting collision damage are also presented.

**AT 124  Automotive Refinishing Technology**  
2.5 Units  
Prerequisite: None  
Hours: 27 hours LEC; 54 hours LAB  
This course covers the principles and theory of paint finish application, tinting and blending, color evaluation, color adjustment and evaluating color mismatch problems. It also covers OSHA, EPA, Clean Air Act, and VOC regulations and compliance for each of these rules or regulations. Paint application techniques, restoration of corrosion protection, and blending procedures are covered in addition to new and emerging paint technologies. Color identification and interpreting vehicle color codes are covered.

**AT 126  Automotive Collision Estimating**  
2 Units  
Prerequisite: None  
Hours: 18 hours LEC; 54 hours LAB  
This course is designed to provide the student with both technical and practical skills necessary to properly diagnose collision damaged vehicles and to document the costs and times necessary to repair collision damaged vehicles. Using state-of-the-art computer-generated estimating programs and video imaging, the student will analyze collision-damaged vehicles and then prepare itemized estimates detailing the required procedures and parts necessary to correctly repair the vehicle.

**AT 127  Automotive Collision Estimating II**  
2 Units  
Prerequisite: AT 126 with a grade of “C” or better.  
Hours: 18 hours LEC; 54 hours LAB  
This course is a comprehensive study of computer-assisted estimating and office management systems used in the automotive collision repair industry. It includes a thorough study of all aspects of an estimator working in a collision repair facility environment. Advanced collision estimating concepts are presented.

**AT 128  Automotive Collision Repair Welding**  
4 Units  
Prerequisite: None  
Hours: 36 hours LEC; 108 hours LAB  
This course includes principles and theory of welding applicable to collision repair. Emphasis will be on: welding thin gauge high strength low alloy and high strength steels found on today's vehicles; joint design for sectioning structural panels; weld testing; maintaining corrosion protection; equipment setup and tuning; and preparation for industry certification.
AT 130  Manual Drive Trains and Axles  4 Units  
Prerequisite: None  
Corequisite: AT 100.  
Hours: 36 hours LEC; 108 hours LAB  
This course covers the basics of manual transmission and transaxles principles of service and repair. Areas of instruction include clutches; manual transmissions and transaxles; drive line and shafts; differentials/limited slip differentials; and four-wheel drive/all-wheel drive. This course meets ASE (Automotive Service Excellence) standards.

AT 140  Advanced Automotive Skill and Speed Development  4 Units  
Prerequisite: None  
Corequisite: AT 110, 130, 311, 312, and 314.  
Hours: 36 hours LEC; 108 hours LAB  
This course covers automotive heavy component diagnosis and repair including engine and transmission removal and replacement, as well as in-car engine repairs, adjustments, and service. This course may be taken four times requiring a different project every semester.

AT 143  Automotive Parts and Service Advising  3 Units  
Prerequisite: None  
Corequisite: AT 100.  
Advisory: AT 180.  
Hours: 36 hours LEC; 54 hours LAB  
This course covers the duties and responsibilities of automotive parts and service advisors. Course content includes service and parts merchandising and communication skills, integrated computer management software, cost estimation, enhancing customer satisfaction, scheduling, inventory control, hazardous materials, warranties, lemon laws and documentation requirements.

AT 145  Automotive Exhaust System  4 Units  
Formerly: AT 55  
Prerequisite: None  
Corequisite: AT 100.  
Hours: 36 hours LEC; 108 hours LAB  
This course is an introduction to the principles and service of exhaust systems including: pipe bending, cutting, welding, installation, repair and inspection. This course prepares students for the ASE (Automotive Service Excellence) exhaust systems test which is required for the ASE Under-Car Specialist Certificate.

AT 150  Diesel Technology  10 Units  
Prerequisite: AT 312, WELD 300.  
Corequisite: AT 100.  
Hours: 90 hours LEC; 270 hours LAB  
Covers diesel truck engines, power trains and air brakes. Prepares the students for entry-level employment in the diesel truck service and repair industry.

AT 151  Diesel Technology  10 Units  
Prerequisite: AT 150.  
Hours: 90 hours LEC; 270 hours LAB  
Covers diesel truck engines, power trains and air brakes. Prepares the student for entry level employment in the diesel truck service and repair industry.

AT 165  Advanced DSO/Scanner Operations  1.5 Units  
Formerly: AT 119  
Prerequisite: Completion of AT 175, 322, 323, and 324; or hold a current smog license.  
Hours: 27 hours LEC  
This advanced course covers the use of various lab scopes and hand-held computer scanners with heavy emphasis on wave form analysis and data stream diagnostics. In addition, this course will provide a hands-on approach to evaluating system readiness monitors including mode 6 and 7 validation.

AT 172  BAR A-6 Alternative - Electrical and Electronic Systems Training  1.5 Units  
Prerequisite: None  
Hours: 27 hours LEC  
This course is an intensive Bureau of Automotive Repair-approved review of automotive electrical/electronic systems. It partially satisfies ASE certification requirements when applying for a Smog Check Technician license.

AT 173  BAR A-8 Alternative - Engine Performance Systems  1.5 Units  
Prerequisite: None  
Hours: 27 hours LEC  
This course is an intensive Bureau of Automotive Repair (BAR)-approved review of automotive engine performance offered as an alternative to the ASE A-8 certification. It partially qualifies auto technicians for a Smog Check Technician license exam.

AT 174  BAR Approved L1 Alternative - Advanced Engine Performance/Emission Systems  2 Units  
Formerly: AT 112  
Prerequisite: None  
Advisory: AT 312 and AT 321 or 322, or engine performance experience in the automotive field.  
Hours: 36 hours LEC  
This course is preparation for the Bureau of Automotive Repair (BAR) - approved Advanced Engine Performance Exam. Topics covered include Power Train Diagnosis, Computer Control Diagnostics, Ignition System Diagnostics, Fuel and Air Induction Diagnostics, Emission Control System Diagnostics, and I/M Failure Diagnosis. The BAR L1 Alternative test is administered at the end of the class. This course may be taken four times. Credit/No Credit only.

AT 175  BAR OBD (On Board Diagnostics) II Update Course  1.5 Units  
Prerequisite: None  
Hours: 27 hours LEC  
This course presents an overview of automotive On-Board Diagnostic (OBD) systems. Instruction will include a history of OBD systems, computer diagnostics, government and Society of Automotive Engineers (SAE) regulations, OBDII diagnostics, monitors and reference information. This is a Bureau of Automotive Repair approved course.

AT 176  Bureau of Automotive Repair (BAR) Emissions Update  .5-1.5 Units  
Prerequisite: AT 321 or 324 with a grade of “C” or better; Current California State smog license.  
Hours: 9-27 hours LEC  
This course is required for all licensed smog technicians who need to meet California emissions controls smog license renewal standards. This course may be taken four times for credit.

AT 180  Computerized Auto Shop Technical Manuals  3 Units  
Prerequisite: None  
Hours: 54 hours LEC  
This course covers all aspects of automotive data retrieval and usage including location and using on-line technical manuals, CDROM-based technical manuals, and text-based technical manuals. Computer-based repair order generation, usage, and technical writing skills as well as computerized automotive shop management systems are included.
### Automotive Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 190</td>
<td>Advanced Student Projects</td>
<td>2</td>
<td>Prerequisite: Must have a grade of &quot;C&quot; or better in the Automotive Technology major. Hours: 108 hours LAB Opportunity for students to pursue advanced projects which are selected by the department. May be taken twice for credit.</td>
</tr>
<tr>
<td>AT 201</td>
<td>ASE A-1 Engine Repair Test Preparation</td>
<td>.5</td>
<td>Formerly: AT 101 Prerequisite: None Hours: 9 hours LEC This nine-hour course will help prepare for the ASE (Automotive Service Excellence) A-1 Engine Repair examination by reviewing ASE-style test questions and engine repair information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 202</td>
<td>ASE A-2 Auto Transmission and Transaxles Test Preparation</td>
<td>.5</td>
<td>Formerly: AT 102 Prerequisite: None Hours: 9 hours LEC This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-2 Transmission/Transaxle examination by reviewing ASE-style test questions and transmission/transaxle information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 203</td>
<td>ASE A-3 Manual Drive Trains and Axles Test Preparation</td>
<td>.5</td>
<td>Formerly: AT 103 Prerequisite: None Hours: 9 hours LEC This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-3 manual drive trains and axles examination by reviewing ASE-style test questions and drive trains information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 204</td>
<td>ASE A-4 Suspension and Steering Test Preparation</td>
<td>.5</td>
<td>Formerly: AT 104 Prerequisite: None Hours: 9 hours LEC This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-4 Suspension and Steering examination by reviewing ASE-style questions and suspension and steering information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 205</td>
<td>ASE A-5 Brakes Test Preparation</td>
<td>.5</td>
<td>Formerly: AT 105 Prerequisite: None Hours: 9 hours LEC This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-5 Brakes examination by reviewing ASE-style test questions and brakes information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 206</td>
<td>ASE A-6 Electrical/Electronic Systems Test Preparation</td>
<td>.5</td>
<td>Formerly: AT 106 Prerequisite: None Hours: 9 hours LEC This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-6 Electrical/Electronic Systems examination by reviewing ASE-style test questions and electrical/electronic systems information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 207</td>
<td>ASE A-7 Heating &amp; Air Conditioning Test Preparation</td>
<td>.5</td>
<td>Formerly: AT 107 Prerequisite: None Hours: 9 hours LEC This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-7 Heating &amp; Air Conditioning examination by reviewing ASE-style test questions and heating &amp; air conditioning information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 208</td>
<td>ASE A-8 Engine Performance Test Preparation</td>
<td>.5</td>
<td>Formerly: AT 108 Prerequisite: None Hours: 9 hours LEC This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-8 Engine Performance examination by reviewing ASE-style test questions and engine performance information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 209</td>
<td>ASE L-1 Advanced Engine Performance Specialist Test Preparation</td>
<td>.5</td>
<td>Formerly: AT 109 Prerequisite: None Hours: 9 hours LEC This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) L-1 Advanced Engine Performance Specialist examination by reviewing ASE-style test questions and engine repair information. Credit/No Credit only. This course may be taken four times.</td>
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<tr>
<td>AT 210</td>
<td>Advanced Automatic Transmission and Transaxle</td>
<td>4</td>
<td>Prerequisite: AT 313 with a grade of &quot;C&quot; or better. Hours: 36 hours LEC; 108 hours LAB This course covers the advanced aspects of automatic transmission and transaxle diagnosis, service, and repair. Topics include mechanical, electrical, and electronic diagnosis, diagnosis and repair of vibration problems, advanced scan tool operation, and dyno testing.</td>
</tr>
<tr>
<td>AT 251</td>
<td>Automotive Electronic Accessories and Installation</td>
<td>2</td>
<td>Same As: ET 251 Prerequisite: None Hours: 27 hours LEC; 27 hours LAB This course covers the electrical principles and processes involved in the installation of stereo sound, alarm and other entertainment, electrical and electronic systems and components. Installation safety, circuit diagrams, inspection, and wiring techniques are covered along with installation techniques of fiber optics, Global Positioning (GPS), and other related systems. Steps for acquiring the Mobile Electronics Certified Professional (MECP) certification are covered to complete the course content. A field trip is required. This course in not open to students who have taken the ET 251 course.</td>
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<tr>
<td>AT 294</td>
<td>Topics in Automotive Technology - New and Emerging Occupations</td>
<td>.5-5</td>
<td>Prerequisite: To be determined for each topic. Hours: 9-90 hours LEC; 27-270 hours LAB Individualized course developed in cooperation with industry to meet specialized training needs.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
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<tr>
<td>AT 298</td>
<td>Work Experience in Automotive Technology</td>
<td>1-4</td>
<td>None</td>
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<tr>
<td>AT 301</td>
<td>Small Gas Engines</td>
<td>2</td>
<td>None</td>
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<tr>
<td>AT 310</td>
<td>Heating and Air-Conditioning Systems</td>
<td>4</td>
<td>None</td>
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<tr>
<td>AT 311</td>
<td>Suspension and Steering Systems</td>
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<td>None</td>
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<tr>
<td>AT 312</td>
<td>Electrical Systems</td>
<td>4</td>
<td>None</td>
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<tr>
<td>AT 313</td>
<td>Automatic Transmission and Transaxles</td>
<td>4</td>
<td>None</td>
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<tr>
<td>AT 314</td>
<td>Automotive Engine Repair</td>
<td>4</td>
<td>None</td>
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<tr>
<td>AT 315</td>
<td>Advanced Engine/Chassis Electrical</td>
<td>3</td>
<td>AT 312 with a grade of &quot;C&quot; or better</td>
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<tr>
<td>AT 320</td>
<td>Engine Performance Technology</td>
<td>12</td>
<td>AT 312 and 314 with a grade of &quot;C&quot; or better</td>
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<tr>
<td>AT 321</td>
<td>Engine Performance Technology</td>
<td>12</td>
<td>AT 320 with a grade of &quot;C&quot; or better</td>
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<tr>
<td>AT 322</td>
<td>Electronic Engine Controls/Engine Performance</td>
<td>5</td>
<td>AT 312 and AT 314 with a grade of &quot;C&quot; or better</td>
</tr>
</tbody>
</table>
Automotive Technology

**AT 323 Basic Area Clean Air Car Course 4 Units**

*Formerly: AT 82*

*Prerequisite: AT 322 with a grade of "C" or better or one year work experience in automotive engine performance.*

*Course Transferable to CSU*

*Hours: 36 hours LEC; 108 hours LAB*

This covers the Bureau of Automotive Repair (BAR) certified Basic Area Clean Air Car Course, which now includes the former On Board Diagnostics (OBD) II update course, and the BAR 2003/2004 update course. This course is required for first time license technicians or those whose license has expired for more than one year. With the completion of AT 324, students may be eligible for the Enhanced Area Test and Repair Exam.

**AT 324 Enhanced Area Clean Air Car 2 Units**

*Prerequisite: AT 323 or a Basic Technician Smog Check License.*

*Course Transferable to CSU*

*Hours: 36 hours LEC*

This course covers advanced emission testing, service, and repairs for Enhanced Areas of the state of California. Instruction will include the latest in automotive technologies that may affect emissions testing, diagnosis, or repair such as NOX, Digital Storage Oscillocopes (DSO) usage, sensor waveforms, diagnostic flowcharts, and catalytic converters. Also included are the 8 hours of training required by the Bureau of Automotive Repair (BAR) for transition to loaded mode testing for enhanced emission control areas (BAR 97). All smog check technicians who wish to obtain the Advanced Emission Specialist license must complete this training.
Biotechnology Degree

This program provides the theory and skills necessary for entry into the biotechnology field, which uses cellular and molecular processes for industry or research. Course work includes practical laboratory skills with emphasis on good laboratory practice, quality control, and regulatory issues in the biotechnology workplace. Completion of the program also prepares the student for transfer at the upper division level to academic programs involving biotechnology.

Career Opportunities

This program prepares the student for entry-level work in the bioscience industry in the areas of research and development, production, clinical testing, and diagnostic work. Potential employers include biotechnology and pharmaceutical companies, as well as laboratories in hospitals, government, and universities.

Requirements for Certificate 32-33 units

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>BIOL 310</td>
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<td>BIOL 440</td>
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<td>BIOT 300</td>
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<td>BIOT 315</td>
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<td>CHEM 305</td>
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<td>CHEM 306</td>
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<td>or CHEM 401</td>
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<td>or ENGR 302</td>
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<td>or ENGR 342</td>
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<td>BIOT 307</td>
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<td>BIOT 310</td>
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<td>BIOT 498</td>
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Requirements for Degree 41-42 units

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<th>Course</th>
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<td>or ENGR 342</td>
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<tr>
<td>and BIOT 305</td>
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<tr>
<td>or BIOT 310</td>
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</tbody>
</table>

Associate Degree Requirements: The Biotechnology Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Biotechnology Certificate

This program provides the theory and skills necessary for entry into the biotechnology field, which uses cellular and molecular biology processes for industry or research. Course work includes practical laboratory skills with emphasis on good laboratory practice, quality control, and regulatory issues in the biotechnology workplace. This program is suitable for preparing the student for the biotechnology workplace at the support personnel level.

Career Opportunities

This program prepares the student for entry-level work in the bioscience industry in the areas of research and development, production, clinical testing, and diagnostic work. Potential employers include biotechnology and pharmaceutical companies, as well as laboratories in hospitals, government, and universities.

Requirements for Certificate 32-33 units

<table>
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<tr>
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<tr>
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Requirements for Degree 41-42 units

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<td>or BIOT 310</td>
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Associate Degree Requirements: The Biotechnology Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Biology & Biotechnology

Degree: A.S. - Biotechnology
Certificate: Biotechnology

Area: Science and Engineering
Dean: Michael Kane
Phone: (916) 484-8107
Counseling: (916) 484-8572

Biology & Biotechnology

Certificate: Biotechnology

Degree: A.S. - Biotechnology

Area: Science and Engineering
Dean: Michael Kane
Phone: (916) 484-8107
Counseling: (916) 484-8572

American River College Catalog 2006-2007
Biology and Biotechnology

BIOL 117  Basic Anatomy and Physiology Lab  1 Unit
Prerequisite: None
Corequisite: BIOL 115.
Hours: 54 hours LAB
This introductory laboratory course in basic human anatomy and physiology is designed to complement the lecture course BIOL 115. This course is designed for medical assistants, medical secretaries, medical transcriptionists, and hazardous materials technician majors. This course is not acceptable in registered nursing and respiratory care programs.

BIOL 118  Basic Anatomy and Physiology Laboratory  1 Unit
Prerequisite: None
Corequisite: BIOL 116.
Hours: 54 hours LAB
This course is an optional introductory laboratory course in basic human anatomy and physiology designed to complement the lecture course BIOL 116. It is designed for medical assisting, medical records, and hazardous materials technician majors, and other health-related technologies. It is not acceptable in most nursing and respiratory care programs.

BIOL 130  Microbiology for Funeral Services  3 Units
Prerequisite: CHEM 130.
Hours: 54 hours LEC
This course will include a survey of the basic principles of microbiology. It relates these principles to Funeral Service Education especially as they pertain to sanitation, disinfection, community health and embalming practice.

BIOL 300  The Foundations of Biology  3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This non-science majors’ course covers basic biological principles and how they relate to humans. Concepts include an introduction to the philosophy of science. Basic cell chemistry, structure, and physiology are covered. An introduction to basic genetics (transmission and molecular) as well as some biotechnology principles are discussed. Additionally, human body systems, evolution, reproduction and development, as well as ecology and human impacts on the environment, are addressed. This course is not open to students who have completed BIOL 310. AA/AS area 3A; CSU area B2; IGETC area 5B.

BIOL 303  Survey of Biology  4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers biological principles with emphasis on a survey of the major groups of organisms and a comparison of the structure and function of their cells, tissues, and organ systems. Ecology, genetics, and evolution are included. Plant and animal dissection are included as part of the laboratory activities. This course is appropriate for liberal studies, elementary education, environmental studies, recreation and other related majors. Field trips are required. AA/AS area 3A; CSU area B2.

BIOL 305  Natural History  4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers basic ecological and biological principles in order to understand the origin and diversity of living organisms. Topics range from landscape formation and habitats to the adaptations of organisms which have evolved to live in their environment. Although this is a broad survey course, emphasis will be placed on the animal kingdom. Louisiana is treated in some detail with field trips to national parks and nature preserves included. A variety of field trips and opportunities for students to study the diversity of life around them. Dissection is not part of this course. Designed as non-majors, introductory course and for those who enjoy the outdoors. AA/AS area 3A; CSU area B2; IGETC area 5B.

BIOL 310  General Biology  4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This non-science majors’ laboratory course covers basic biological principles and how they relate to humans. Concepts included are cell chemistry, structure, and physiology; genetics (transmission and molecular); biotechnology; human body systems; evolution; reproduction and development; ecology; and human impacts on the environment. This course is not open to students who have completed BIOL 300. AA/AS area 3A; CSU area B2; IGETC area 5B.

BIOL 320  Field Botany  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers identification, sight recognition and ecological relationships of native vascular plants of California. Plant keys and principles of taxonomy are stressed to develop proficiency in identification of plant species. This course covers some of society’s historical uses of native plants. Frequent field trips and a plant collection are required.

BIOL 322  Ethnobotany  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
The focus of this introductory course is the multicultural use of plants. Emphasis is on the identification and use of plants from several cultures including the American Indians, Europeans, South Americans, and Chinese. Topics include the use of plants for food, medicine, basketry, technology, shelter, and music. Site recognition and plant use will be emphasized. An analysis of ethnicity and ethnocentrism is included. AA/AS area 3F.

BIOL 330  Natural History of Insects  3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to the science of Entomology. Approximately 75% of all known species of animals are insects, therefore, they often have a profound effect on human civilization. This class details their great variety, structures and function, habitats, and their significance to plants and animals, including humans. Opportunities for field investigations will be provided.

BIOL 332  Introduction to Ornithology  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This introductory course covers the biologically unique aspects of bird life. Topics include avian flight, migration, song, feeding and foraging ecology, reproduction and mating systems, social behavior, and conservation. Laboratory work explores bird structure and function, and is supplemented by required field trips where field skills are learned. Identification of avian family traits and common local species is accomplished by means of taxonomy and field study.

BIOL 342  The New Plagues: New and Ancient Infectious Diseases Threatening World Health  3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course explores the biology, epidemiology, and pathology of selected pathogens such as prions, viruses, bacteria, protozoa, and helminthes that threaten public health on a global scale. It explores the interaction between human behavior and disease agents on the emergence of new infectious agents and the re-emergence of ancient plagues.
Biology and Biotechnology

**BIOL 350  Environmental Biology  3 Units**
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides a broad overview of the natural environment using fundamental biological and ecological principles. Major topics include the cultural history of environmentalism, the role of science in investigating environmental impacts, ecosystem structure and function, and the concept of biodiversity. Human impacts on the plant and animals of forest, grassland, river, desert, tropical, marine and polar systems are covered with a specific focus on California landscapes and global biodiversity hotspots. This course provides the scientific background to analyze major global and regional environmental problems and to discuss the scientific techniques used to solve them. Field trips are required. AA/AS area 3A; CSU area B2; IGETC area 5B.

**BIOL 352  Conservation Biology  3 Units**
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This introductory course covers biological and ecological principles involved in understanding and analyzing environmental problems and exploring scientifically sound conservation techniques. Major topics include the nature of science, population dynamics and distributions, evolution and species extinctions, biodiversity, ecosystem functions, and the interdependence between humans and our environment. This course places emphasis on the scientific processes and methodology. Statewide and local environments will be highlighted. Field trips and a semester project may be required. AA/AS area 3A; CSU area B2; IGETC area 5B.

**BIOL 370  Introduction to Marine Environment  4 Units**
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to oceanography and marine biology. It includes the study of seawater, marine geology, marine algae, marine vertebrate and invertebrate animals, and the ecology of various marine zones. Field trips focusing on the Central California coast are required. AA/AS area 3A; CSU area B2; IGETC area 5B.

**BIOL 390  Natural History Field Study  .5-4 Units**
Prerequisite: None
Course Transferable to CSU
Hours: 3-24 hours LEC; 18-144 hours LAB
This course covers the ecology and natural history of specific areas (mountains, deserts, tide pools, etc.). Course content will vary according to field destination but may include topics in botany, zoology, marine biology, conservation, and natural history. Field study methodology and tools may also be covered. Students will be responsible for providing their own lodging or camping equipment and meals when needed. Field trips required. This course may be taken up to four times for a maximum of eight units.

**BIOL 400  Principles of Biology  5 Units**
Prerequisite: CHEM 400 with a grade of "C" or better.
Advisory: ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This is an introductory course covering biological concepts important for a general understanding and background for biology majors and pre-professional students. Emphasis is on the scientific method and basic processes common to all forms of life. Topics include cell structure and function, cell physiology, cell reproduction, Mendelian and molecular genetics, evolution, and ecology. (CAN BIOL 2) (BIOL SEQ A Sum of CAN BIOL 2, 4, and 6) AA/AS area 3A; CSU area B2; IGETC area 5B.

**BIOL 410  Principles of Botany  5 Units**
Prerequisite: BIOL 400 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers the general principles of botany for science majors. The emphasis is on anatomy, morphology, life cycles, embryology and physiology of plants and on a plant kingdom survey. All laboratory work includes instructor-directed lecture-discussion consisting of an introduction and analysis of the data and ideas covered. One field trip is required. (CAN BIOL 6) (BIOL SEQ A Sum of CAN BIOL 400, 420 and 410) IGETC area 5B; CSU area B2.

**BIOL 420  Principles of Zoology  5 Units**
Prerequisite: BIOL 400 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers general principles of zoology. Topics covered include a survey of the animal kingdom, embryology, evolution, genetics, systematics, and comparative anatomy and physiology. One or two field trips per semester are required. (CAN BIOL 4) (BIOL SEQ A Sum of CAN BIOL 400, 420 and 410) IGETC area 5B; CSU area B2.

**BIOL 430  Anatomy and Physiology  5 Units**
Prerequisite: CHEM 305, 309, or 400 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers the principles of human anatomy and physiology emphasizing the integration of structure and function. The topics covered are anatomical terminology, chemistry, cells, histology, articulations, and the integumentary, skeletal, muscular and nervous systems. Both BIOL 430 and BIOL 431 must be taken to study all of the major body systems. (CAN BIOL 400, 420 and 430) AA/AS area 3A; (BIOL SEQ B Sum of CAN BIOL 430 and 431).

**BIOL 431  Anatomy and Physiology  5 Units**
Prerequisite: BIOL 430 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers the principles of human anatomy and physiology emphasizing the integration of structure and function. It includes the following systems: cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine and reproductive. Both BIOL 430 and 431 must be taken to study all of the major body systems. (BIOL SEQ B) (BIOL SEQ B Sum of CAN BIOL 430 and 431) AA/AS area 3A.

**BIOL 440  General Microbiology  4 Units**
Prerequisite: CHEM 305, 310, or 400 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 72 hours LAB
This course introduces microorganisms and their effects on human health. It examines the structure, physiology, metabolism, and genetics of microorganisms. Laboratory work includes aseptic technique, morphological and biochemical properties of microorganisms, and medically relevant issues regarding microorganisms. (CAN BIOL 14) CSU area B2; IGETC area 5B.

**BIOL 442  General Bacteriology  5 Units**
Prerequisite: CHEM 305, 310, or 400 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course provides a survey of bacteria and viruses, examining their cellular and molecular structure, physiology, metabolism, and genetics. Laboratory work introduces methods for cultivating and characterizing microorganisms and explores the properties of microorganisms in various habitats. CSU area B2; IGETC area 5B.
Biology and Biotechnology

**BIOL 460**  Biology of Cancer   3 Units  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a biological introduction to cancer which covers topics such as the pathology of cancer, the types of cancer, causes of cancer due to natural or environmental causes, methods of identifying cancer, cancer treatment and the psychological and social impact of cancer on its victims, their families, and society.

**BIOL 468**  Mammals of Africa   2 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 36 hours LEC  
This course covers the evolutionary adaptation of African mammals to their environment. Topics include some of the unique types of biological traits that mammals have to survive in the Serengeti ecosystem. The physiology, behavior and physiques of various mammalian groups such as primates, antelopes, elephants, and large cats will be covered. Conservation issues of the Serengeti ecosystem will be an integral part of this course.

**BIOL 480**  Biology/Chemistry Honors Seminar  1 Unit  
Prerequisite: CHEM 400 with a grade of “C” or better; BIOL 400 with a grade of “C” or better; ENGWR 300 or 480 with a grade of “C” or better; 3.0 cumulative GPA.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This honors section will provide a seminar approach for advanced students of general chemistry and biology to discuss and analyze in-depth recent scientific articles in terms of the chemical and biological principles introduced in these curricula. Not open to students who have taken CHEM 482. May be taken twice.

**BIOL 482**  Honors Introduction to Marine Environment  4 Units  
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course is an honors level introduction to oceanography and marine biology. Using a seminar style, it explores sea water, marine geology, marine algae, marine vertebrate and invertebrate animals, and the ecology of various marine zones. Field trips focusing on inter-tidal organisms of the Central California Coast are required. The course is not open to students who have completed BIOL 370. AA/AS area A3A; CSU area B2; IGETC area 5B.

**BIOL 490**  Science Skills and Applications  .5 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 27 hours LAB  
This course offers individualized instructional modules designed to acquire or improve reading skills in the various science classes. A partial list of skills may include the following: textbook comprehension, principle of learning and retention, note taking, annotating, discipline-based vocabulary, paraphrasing, reading graphics, test taking, and problem solving. Registration is open through the twelfth week of the semester. This course may be taken four times. Credit/No Credit only.

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**Biotechnology**

**BIOT 300**  Introduction to Biotechnology  4 Units  
Prerequisite: BIOL 310 or 400, CHEM 305 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course provides the necessary biochemistry, genetics and molecular biology principles that constitute the foundation for training in the field of biotechnology. Topics covered will include recombinant DNA technology; DNA production, characterization and analysis; PCR methodologies. Emphasis in lab and theory skills.

**BIOT 305**  Introduction to Bioinformatics  1 Unit  
Prerequisite: BIOL 310 or 400 with a grade of “C” or better.  
Advisory: BIOT 300 and CISC 305.  
Course Transferable to CSU  
Hours: 14 hours LEC; 14 hours LAB  
This course includes topics on biology databases, search and retrieval programs, structure/function analysis of biological molecules, DNA sequence alignment and analysis, and applications of these technologies.

**BIOT 306**  Computer Applications in Bioinformatics  3 Units  
Prerequisite: BIOT 305 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course introduces computation concepts and methods used in bioinformatics. It addresses issues in genomics and proteomics, such as sequence alignment, gene recognition and regulation, and protein modeling. The course examines software and programming tools used to access and manipulate biological database information, especially nucleic acid and protein data.

**BIOT 307**  Biotechnology and Society  2 Units  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 36 hours LEC  
This course focuses on the emerging impact of biotechnology on society. Basic concepts in biotechnology are introduced in a non-technical manner to explore advances in medicine, agriculture, and other fields. Public perception and ethical issues in biotechnology are also emphasized.

**BIOT 310**  Polymerase Chain Reaction (PCR) Methods  1 Unit  
Prerequisite: BIOT 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 14 hours LEC; 14 hours LAB  
This course provides training in techniques involving the polymerase chain reactions (PCR). Topics include PCR protocols, troubleshooting, and applications to medicine, forensics, and agriculture.

**BIOT 315**  Methods in Biotechnology  5 Units  
Prerequisite: BIOT 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC; 108 hours LAB  
This course provides specialized laboratory skills and theory in biotechnology. Topics include aseptic technique, preparation of media and solutions, methods in bacteria and plant tissue culture, isolation and analysis of nucleic acids and proteins, good laboratory practice and quality control.

**BIOT 498**  Work Experience in Biotechnology 1-2 Units  
Prerequisite: BIOT 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 9 hours LEC; 27-150 hours LAB  
This course provides directed work experience in the biotechnology industry with the purpose of applying classroom instruction to the biotechnology workplace. Class enrollment is dependent upon availability of paid or volunteer work experience in a biotechnology-related environment.
Business Transfer Degree

This business degree program is designed for those who plan to transfer to a four-year university. It meets the common core of lower-division courses required by most colleges and universities. The program includes coursework that is essential for entry-level positions and enhances the knowledge base of those who are seeking career progression.

Career Opportunities

Account executive, analyst, bank employee, buyer, clerk, data-entry clerk, data-entry specialist, entrepreneur, financial planner, government service, insurance representative, investment counselor, manager, market research, office assistant, public administration, purchasing agent, retail/industrial sales, stockbroker.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 301 Financial Accounting</td>
<td>4</td>
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<tr>
<td>ACCT 311 Managerial Accounting</td>
<td>4</td>
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<tr>
<td>BUS 300 Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS 340 Business Law (3)</td>
<td>3</td>
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<tr>
<td>or BUS 345 Law and Society (3)</td>
<td>2</td>
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<tr>
<td>CISA 305 Beginning Word Processing</td>
<td>2</td>
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<tr>
<td>CISA 315 Introduction to Electronic Spreadsheets</td>
<td>3</td>
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<tr>
<td>ECON 302 Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>ECON 304 Principles of Microeconomics</td>
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<tr>
<td>MATH 340 Calculus for Business and Economics (5)</td>
<td>3</td>
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<tr>
<td>or MATH 342 Modern Business Mathematics (3)</td>
<td>3</td>
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<tr>
<td>STAT 301 Introduction to Probability and Statistics</td>
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</table>

And a minimum of 7 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 343 Computer Spreadsheet Applications for Accounting (2)</td>
<td>2</td>
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<tr>
<td>or ACCT 341 Accounting on the Microcomputer (2)</td>
<td>2</td>
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<td>BUS 320 Concepts in Personal Finance (3)</td>
<td>3</td>
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<td>BUS 330 Managing Diversity in the Workplace (3)</td>
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<tr>
<td>CISA 318 Exploring Spreadsheet Software (1)</td>
<td>1</td>
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<tr>
<td>CISA 320 Introduction to Database Management (1)</td>
<td>1</td>
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<tr>
<td>CISA 350 Desktop Publishing (2)</td>
<td>2</td>
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<tr>
<td>CIS 308 Exploring Computer Environments and the Internet (1)</td>
<td>1</td>
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<tr>
<td>CIS 350 Introduction to Data Communications (1)</td>
<td>1</td>
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<tr>
<td>or CISC 305 Introduction to the Internet (1)</td>
<td>1</td>
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<tr>
<td>MGMT 304 Introduction to Management Functions (3)</td>
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<tr>
<td>or MGMT 300 Introduction to Management (3)</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300 Principles of Marketing (3)</td>
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</tbody>
</table>

37 units

Associate Degree Requirements: The Business Transfer Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

General Business Degree

The General Business A.A. degree is designed to provide a strong foundation for those entering into a variety of business fields in the private and public sector. The program includes coursework that is essential for entry-level positions and enhances the knowledge base of those who are seeking career progression.

Career Opportunities

Account executive, analyst, bank employee, buyer, clerk, data-entry clerk, data-entry specialist, entrepreneur, financial planner, government service, insurance representative, investment counselor, manager, marketing, market research, office assistant, public administration, purchasing agent, retail/industrial sales.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 101 Fundamentals of College Accounting (3)</td>
<td>3</td>
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<tr>
<td>or ACCT 301 Financial Accounting (4)</td>
<td>4</td>
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<tr>
<td>BUS 105 Business Mathematics</td>
<td>3</td>
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<tr>
<td>BUS 110 Business Economics (3)</td>
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<tr>
<td>or ECON 302 Principles of Macroeconomics (3)</td>
<td>3</td>
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<tr>
<td>BUS 300 Introduction to Business</td>
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<tr>
<td>BUS 310 Business Communications</td>
<td>3</td>
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<tr>
<td>BUS 330 Managing Diversity in the Workplace</td>
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<tr>
<td>BUS 340 Business Law (3)</td>
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<tr>
<td>or BUS 345 Law and Society (3)</td>
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<tr>
<td>CISA 305 Beginning Word Processing</td>
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<td>MGMT 304 Introduction to Management Functions</td>
<td>3</td>
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<tr>
<td>MKT 300 Principles of Marketing</td>
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</tbody>
</table>

40-41 units

Associate Degree Requirements: The General Business Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
## General Business Certificate

The General Business certificate provides an overview of the various disciplines in business such as management, marketing, accounting and finance. It is intended to meet the needs of students who wish to develop, retain or upgrade skills.

### Requirements for Certificate 24-25 units

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<th>Course</th>
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<tr>
<td>ACCT 101</td>
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<td>MGMT 362</td>
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## Small Business Management Degree

The Small Business Management degree provides training and education for those wishing to own or manage a small entrepreneurial venture. The various elements involved in starting and operating a small business are covered.

### Requirements for Degree Major 33-34 units

<table>
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<th>Course</th>
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<tbody>
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<td>CISA 340</td>
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<td>MGMT 362</td>
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</table>

## Small Business Management Certificate

This certificate is designed for existing and potential entrepreneurs. It provides an organized course of study that enables students to develop their entrepreneurial skills, recognize opportunities, and learn the basics of starting and managing a small business.

### Requirements for Certificate 24-25 units

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<td>ACCT 101</td>
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<td>MGMT 362</td>
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## BUS 100 English for the Professional 3 Units

### Prerequisite: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310 with a grade of “C” or better; or placement through the assessment process.

**Advisory:** BUSTEC 300.

**Hours:** 54 hours LEC

This course is designed to prepare the student for business communication. It presents principles of correct and effective English usage as applied in business. Included are skills and techniques of written communication, sentence structure, word usage, punctuation, spelling, business vocabulary, and business document formatting. Emphasis is placed on critical thinking and effective writing techniques by analyzing written communication and composing and organizing paragraphs into effective business documents. Proofreading skills are stressed throughout the course. This course is required of all business technology majors and recommended for all business majors.

## BUS 105 Business Mathematics 3 Units

### Prerequisite: None

**Advisory:** ENGWR 102 or ENGWR 103 and ENGRD 115 or ESLR 320 and ESLW 320; or placement through assessment.

**Hours:** 54 hours LEC

This course is a review of basic mathematical skills and introduces equations and formulas in solving for unknowns. Applications of mathematics in business include such areas as banking, commercial discounts, retail and wholesale markup/markdown, payroll computations, simple and compound interest, bank discount, present value, taxes, insurance, depreciation, and financial statements. Recommended and useful for every major in business. AA/AS area 3D.
BUS 110  Business Economics  3 Units
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320 and ESLW 320.
Hours: 54 hours LEC
This course is designed for two-year Accounting, Business, Computer Information, Marketing, and Real Estate majors. Both microeconomic and macroeconomic theory will be covered with the emphasis towards applications. Does not meet ECON 302 or 304 requirements for transfer students. AA/AS area 3C.

BUS 150  Retail/Wholesale Operations Management  3 Units
Formerly: BUS 68
Prerequisite: None
Advisory: MKT 300 and 312.
Hours: 54 hours LEC
This is a specialized course for those in the marketing distribution system at either the wholesale or retail level. Purchasing, transportation, storage, pricing, asset management, and information management are a few of the topics covered.

BUS 210  The Business Plan  1 Unit
Formerly: BUS 71A
Prerequisite: None
Advisory: ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.
Hours: 18 hours LEC
This course offers an organized, step-by-step approach to preparing a business plan. The plan will enable students to solve problems “on paper” before they become operational or money problems. Students will create a business plan as part of the course.

BUS 212  Marketing for Small Businesses  1 Unit
Formerly: BUS 71B
Prerequisite: None
Advisory: ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.
Hours: 18 hours LEC
This course emphasizes how a small business or non-profit organization can market its service or product to the consumer. The student will learn about ways to improve market mix, identify target markets, and develop a marketing plan.

BUS 214  Financing a Small Business  1 Unit
Formerly: BUS 71C
Prerequisite: None
Advisory: ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.
Hours: 18 hours LEC
This course covers sources and ways of raising capital for small businesses. It will explore how much money is needed and where it can be obtained, start-up costs, and projecting monthly and yearly costs. Financial ratios and key financial statements are also covered.

BUS 216  Essential Records for the Small Business  1 Unit
Formerly: BUS 71D
Prerequisite: None
Advisory: ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.
Hours: 18 hours LEC
This course emphasizes the various types of records that small businesses must keep. The focus will be upon financial, employment, and tax records. Simple, easy-to-use record-keeping systems will be covered.

BUS 218  Management Skills for the Small Business  1 Unit
Formerly: BUS 71E
Prerequisite: None
Advisory: ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.
Hours: 18 hours LEC
A small business owner must understand and motivate others to help the business reach its objectives. This course covers such functions as planning and organizing work flow, delegating responsibilities, understanding leadership styles, decision making, stress and time management, and working with employee organizations.

BUS 220  Retailing and Merchandising for the Small Business  1 Unit
Formerly: BUS 71F
Prerequisite: None
Advisory: ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.
Hours: 18 hours LEC
This course will emphasize retailing concepts, such as inventory control and turnover rates, selecting merchandise sources, using trade and cash discounts, pricing, markup and markdown, and shrinkage control. Students will also learn how to develop a merchandising plan, inventory control system, and assess consumer behavior and demographics.

BUS 224  Customer Service  1 Unit
Formerly: BUS 71I
Prerequisite: None
Advisory: ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.
Hours: 18 hours LEC
This course is a study of the principles involved in building an effective customer service team. Customer service activities in business, government, and other service industries will be examined so that improved customer service will be emphasized.

BUS 226  Loss Prevention and Security  1 Unit
Formerly: BUS 71J
Prerequisite: BUS 350.
Advisory: ENGRD 15, or ESLR 310 and ESLW 310; BUS 105.
Hours: 18 hours LEC
This course focuses on the procedures in developing a loss prevention program. Such topics as store design, employee training, and the use of loss detection devices will be introduced. Local laws relating to shoplifting will be presented and explained.

BUS 228  Selling Techniques for the Small Business  1 Unit
Formerly: BUS 71K
Prerequisite: None
Advisory: ENGRD 15, or ESLR 310 and ESLW 310; BUS 350, MKT 300.
Hours: 18 hours LEC
This class will focus on those skills that will aid an individual to become a professional salesperson. The skills presented will be those that will aid both product and service salespeople. This course is recommended for anyone who might have to use some sales techniques in any business, industry, or government position.
BUS 230  QuickBooks (R) for Small Business  1 Unit
Same As: ACCT 141.
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320 and ESLW 320.
Hours: 18 hours LEC
This class will emphasize the use of QuickBooks (R) to aid the small business operator in creating financial statements and other financial reports. Not open for students who have taken Accounting 141.

BUS 240  Call Center Customer Service  3 Units
Formerly: BUS 87
Prerequisite: None
Hours: 54 hours LEC
This course is designed to provide an understanding of customer service and methods for practicing the same in the modern contact center environment. Course topics include: Defining customer service, types of customers, the value of a customer to a business, establishing rapport and dealing with difficult co-workers, customers and situations. The course also introduces the contact center via the Virtual Call Center Simulator (VCCS), client calls, responses, data-entry and a number of additional simulated call center situations.

BUS 241  Call Center Operations  2 Units
Formerly: BUS 88
Prerequisite: None
Advisory: ENGRW 102 or ENGRW 103 and ENGRD 116 or ESLR 320 and ESLW 320.
Hours: 36 hours LEC
This course is designed to provide an understanding of the call and contact center environment, what it means to be a customer service representative (CSR), and how to efficiently use the phone to maximize your effectiveness as a CSR. Course topics include various types of call centers and how each differs in goal and function, and mastering the use of the phone as a CSR tool.

BUS 250  Survey of International Business  3 Units
Prerequisite: None
Advisory: BUS 300.
Hours: 54 hours LEC
This course is a comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, international marketing, and operation of multi-national corporations.

BUS 294  Topics in Business  .5-4 Units
Prerequisite: None
Advisory: ENGRW 51 and ENGRD 15, or ESLR 310 and ESLW 310.
Hours: 0-54 hours LEC; 0-108 hours LAB
Individualized topics are developed in cooperation with business and industry to meet specialized training needs. Topics may be selected from accounting, business, computer science, management, marketing, office administration and real estate. Maximum of six units. Topics may not be repeated.

BUS 300  Introduction to Business  3 Units
Formerly: BUS 20
Prerequisite: None
Advisory: ENGRW 102 or ENGRW 103 and ENGRD 116 or ESLR 320 and ESLW 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey class for those commencing studies in any business field. It will survey the primary majors in business such as Management, Marketing, Finance, Accounting, Computer Information Science, and Business Law. Topics will also cover the many environments of business such as business ethics, community concerns, pollution, and many others. AA/AS area 3C.

BUS 310  Business Communications  3 Units
Prerequisite: BUS 100 or ENGRW 102 with a grade of “C” or better; or placement through the assessment process.
Advisory: BUS 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the concepts, strategies, and principles of effective communication in business situations. Tools to communicate effectively in a fast-paced technological, global marketplace are emphasized. The course provides opportunities to create, edit, evaluate, and critique business documents and reports. A formal research paper using analytical skills, graphics, and the ability to draw conclusions and make recommendations is required. An oral business presentation with visuals is prepared and delivered. AA/AS area 3D.

BUS 320  Concepts in Personal Finance  3 Units
Formerly: BUS 14
Same As: ECON 320.
Prerequisite: None
Advisory: ENGRW 102 or ENGRW 103 and ENGRD 116 or ESLR 320 and ESLW 320, and BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and conceptual basis of financial planning and the analysis and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined. Not open to students who have completed ECON 320. AA/AS area 3C & 3E; CSU area D3.

BUS 330  Managing Diversity in the Workplace  3 Units
Prerequisite: None
Advisory: ENGRW 102 or ENGRW 103 and ENGRD 116 or ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
The course examines the leadership skills and abilities needed to manage a multicultural workforce. A primary focus is placed upon the workplace impact of various historical, social, and cultural experience/perspectives related to gender, age, ethnicity, and disability. Workforce issues related to the diversity of the American consumer and global consumer impact on the United States are analyzed. AA/AS areas 3C & 3F; CSU area D3.

BUS 340  Business Law  3 Units
Prerequisite: None
Advisory: ENGRW 102 or ENGRW 103 and ENGRD 116 or ESLR 320 and ESLW 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on the law in its relationship to the environment of business. Topics covered include the American legal system as an instrument of economic, social, and political control, sources and processes of law, contracts and sales, agency, business organizations, ethics, and the regulatory process. (CAN BUS 8) (CAN BUS 12).
BUS 345  Law and Society  3 Units
Same As: POLS 332.
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the Anglo-American Common Law system with emphasis upon the nature and purpose of law. The evolution of legal concepts as a reflection of the social environment, and the basic organization and functioning of the American judicial system presented from a theoretical rather than a practical viewpoint through analysis of selected cases and reading materials. Not to be taken in place of BUS 340 (Business Law) where required. Not open to students who have completed POLS 332. AA/AS area 3C; CSU area D3; IGETC area 4.

BUS 350  Small Business Management/Entrepreneurship  3 Units
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320
Course Transferable to CSU
Hours: 54 hours LEC
This class provides an overview of the various elements involved in starting and operating a small business. It introduces such topics as developing a business plan, finding financial resources, developing personal and business goals, meeting legal requirements, understanding marketing concepts, and other topics of interest to the entrepreneur.

BUS 498  Work Experience in Business  1-4 Units
Formerly: BUS 48
Prerequisite: Current employment or volunteer position.
Course Transferable to CSU
Hours: 18-72 hours LEC
Supervised work experience in business for the purpose of increasing student's understanding of the nature and scope of the operation of business, government or service agencies. Class enrollment is dependent upon student being in a paid or volunteer work experience learning environment. May be repeated for credit.
Administrative Assistant Degree

The administrative assistant associate degree program is designed to develop advanced skills needed for upper-level administrative support and office management careers. The course work includes communication skills, organizational management, business documents and projects, teamwork, financial data, ethics, and a variety of computer and office technologies.

Career Opportunities

Typical career opportunities include clerical, administrative support, and executive assistant positions with private industry, non-profit organizations, and government entities.

Requirements for Degree Major

**37-38 units**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td>3-4</td>
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<td>or ACCT 301</td>
<td>Financial Accounting (4)</td>
<td></td>
</tr>
<tr>
<td>BUS 100</td>
<td>English for the Professional</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS 310</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 101</td>
<td>Computer Keyboarding: 10-Key</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 110</td>
<td>Business Procedures for Professional Success</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 126</td>
<td>Outlook: Basics (1)</td>
<td>1</td>
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<tr>
<td>or CISA 126</td>
<td>Outlook: Basics (1)</td>
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<tr>
<td>BUSTEC 127</td>
<td>Outlook: Tools (1)</td>
<td>1</td>
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<tr>
<td>or CISA 127</td>
<td>Outlook: Tools (1)</td>
<td></td>
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<tr>
<td>BUSTEC 305</td>
<td>Introduction to Office Technology</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 313</td>
<td>Presentations for the Business Professional</td>
<td>2</td>
</tr>
<tr>
<td>BUSTEC 332</td>
<td>Integrated Business Projects</td>
<td>3</td>
</tr>
<tr>
<td>CISA 316</td>
<td>Intermediate Electronic Spreadsheets</td>
<td>2</td>
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<tr>
<td>CISA 321</td>
<td>Intermediate Database Management</td>
<td>1</td>
</tr>
<tr>
<td>CSC 306</td>
<td>Introduction to Web Page Creation</td>
<td>1</td>
</tr>
<tr>
<td>MGMT 300</td>
<td>Introduction to Modern Management (3)</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 304</td>
<td>Introduction to Management Functions (3)</td>
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<tr>
<td>And a minimum of 3 units from the following:</td>
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<tr>
<td>BUSTEC 301</td>
<td>Intermediate Keyboarding/Application (1 - 3)</td>
<td>3</td>
</tr>
<tr>
<td>And a minimum of 3 units from the following:</td>
<td></td>
<td></td>
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<tr>
<td>BUSTEC 310</td>
<td>Introduction to Word/Information Processing (1 - 3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Administrative Assistant Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Office Administration Degree

This degree in Office Administration offers workplace skills for today’s businesses. The course work focuses on business documents and correspondence, effective writing, financial statements, oral presentation skills, workflow, productivity, and ethical business behavior. A variety of courses in management, computer information science, and business is required.

Requirements for Certificate

**20-22 units**

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<tr>
<td>BUSTEC 127</td>
<td>Outlook: Tools (1)</td>
<td>1</td>
</tr>
</tbody>
</table>

Career Opportunities

Typical career opportunities include titles such as office administrator, office assistant, office associate, office clerk, office manager, office support, and office planner.

Administrative Assistant Certificate

This certificate develops interpersonal, organizational, and technical skills for advancement in administrative support and office management positions. Course topics include verbal and written communication, document processing, office technology, office procedures, organizational and time management skills, supervision, critical thinking, and problem solving.

Requirements for Certificate

**20-22 units**

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<tr>
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<td>BUSTEC 127</td>
<td>Outlook: Tools (1)</td>
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</tr>
</tbody>
</table>

Career Opportunities

Typical career opportunities include clerical, administrative support, and executive assistant positions within private industry, non-profit organizations, and government entities.
Office Careers: Fast Track Certificate

This fast track certificate offers the skills necessary to be successful in office careers. The course work includes mastering basic technology skills, identifying and developing interpersonal skills for the workplace, and exploring career opportunities through an internship or work experience program.

Career Opportunities

Typical career opportunities include titles such as office assistant, office associate, office clerk, office manager, and office support.

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>23 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100 English for the Professional</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 101 Computer Keyboarding: 10-Key</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 122 Workplace Behavior and Communication Technologies</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 126 Outlook: Basics (1)</td>
<td>1</td>
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<tr>
<td>or CISA 126 Outlook: Basics (1)</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 305 Introduction to Office Technology</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 350 Virtual Office Careers and Technologies</td>
<td>3</td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
<td>2</td>
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<tr>
<td>BUS 498 Work Experience in Business (1 - 4)</td>
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<tr>
<td>And a minimum of 3 units from the following:</td>
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<tr>
<td>BUSTEC 300 Beginning Keyboarding/Applications (1 - 3)</td>
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<tr>
<td>And a minimum of 2 units from the following:</td>
<td>2</td>
</tr>
<tr>
<td>BUSTEC 310 Introduction to Word/Information Processing (1 - 3)</td>
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<tr>
<td>or CISA 305 Beginning Word Processing (2)</td>
<td>4</td>
</tr>
<tr>
<td>And a minimum of 4 units from the following:</td>
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<tr>
<td>BUSTEC 100 Keyboarding Skills (1 - 3)</td>
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<tr>
<td>BUSTEC 127 Outlook: Tools (1)</td>
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<td>CISA 315 Introduction to Electronic Spreadsheets (2)</td>
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<td>CISA 320 Introduction to Database Management (1)</td>
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<tr>
<td>CISA 340 Presentation Graphics (2)</td>
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<tr>
<td>CISC 305 Introduction to the Internet (1)</td>
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<tr>
<td>CISC 320 Operating Systems (1)</td>
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</tbody>
</table>

Office Assistant Certificate

This certificate provides training in clerical procedures for entry-level office positions.

Career Opportunities

Typical career opportunities are entry-level clerical positions.

Requirements for Certificate: 7 units

| BUSTEC 125 Office Assistant Training | 7 |

BUSTEC 100 Keyboarding Skills 1-3 Units

Formerly: BUS 55
Prerequisite: None
Advisory: ENGRD 15: Touch-typing
Hours: 12-36 hours LEC, 18-54 hours LAB

This course is designed for beginners and reviewers with some keyboarding skill. Individualized skill improvement plans are based on a computerized assessment of keyboarding speed and accuracy. Enroll any time up to the 12th week of the semester. This course is credit/no credit. Earn one unit of credit for each module successfully completed. Certification testing is available.
BUSTEC 101  Computer Keyboarding: 10-Key  1 Unit  
Prerequisite: None  
Advisory: BUSTEC 300.  
Hours: 12 hours LEC; 18 hours LAB  
This course introduces the numeric keypad and develops the ability to key information into a computer with speed and accuracy. Simulated employment tests based on industry standards are included. Ten-key certification testing is completed at the end of the course.

BUSTEC 110  Administrative Procedures  3 Units  
Prerequisite: BUSTEC 300 with a grade of “C” or better.  
Corequisite: BUS 310.  
Advisory: BUSTEC 310.  
Hours: 54 hours LEC  
This course provides preparation for the business professional in electronic workplaces. Topics include business communication, records management, and preparation of business documents. Critical thinking, problem solving, teamwork, supervision skills, administrative procedures, and information processing technologies are used to complete assignments and activities as a business professional. These skills provide the background for advancement to supervisory and management positions. Primary emphasis is on processing documents using skills in word processing, spreadsheets, presentation graphics, database, and email. Career planning and development are addressed.

BUSTEC 122  Workplace Behavior and Communication Technologies  3 Units  
Prerequisite: None  
Advisory: BUSTEC 300, ENGRD 15, and ENGWR 51.  
Hours: 54 hours LEC  
This course introduces basic procedures that promote effective workplace practices. Specific topics include working with the office team, communicating effectively, problem solving, preparing and processing information using technology, and developing a portfolio. This course emphasizes activities and techniques that develop competencies needed in the global workplace.

BUSTEC 125  Office Assistant Training  7 Units  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLW 320 and ESLW 320.  
Hours: 96 hours LEC; 90 hours LAB  
This course combines the skills needed for office assistant positions into one program. The content includes computer keyboarding, word processing, and publishing programs; alphabetic filing; 10-key skill development to 10,000+ keystrokes/hour; office procedures and communications, including telephone, mail, e-mail, and Internet; human relations; and employment resources. This course may be offered as a short-term, fast-track program. Certificates are granted upon successful completion of all course segments.

BUSTEC 126  Outlook: Basics  1 Unit  
Same As: CISA 126.  
Prerequisite: None  
Advisory: BUSTEC 300.  
Hours: 18 hours LEC  
This course introduces desktop communication management for users of Microsoft Outlook. Topics include e-mail, creating and managing contacts in the address book, and accessing files and folders. The skills and topics needed to pass the International Computer Driver’s License (ICDL) Module 7: Information and Communication communications portion of the ICDL exam are covered. Additionally, BUSTEC 126/CISA 126 and BUSTEC 127/CISA 127 taken together are considered sufficient preparation to pass the Microsoft Office Specialist certification objectives for the Microsoft Outlook application. This course is not open to students who have taken CISA 126.

BUSTEC 127  Outlook: Tools  1 Unit  
Same As: CISA 127.  
Prerequisite: None  
Advisory: BUSTEC 300.  
Hours: 18 hours LEC  
This Outlook course presents the communication tools beyond basic email. Topics include calendar and scheduling, recording tasks and notes, shared folders, and customizing Outlook. In addition, the course covers the integration of Outlook with other applications within the Microsoft Office suite. Additionally, BUSTEC 126/CISA 126 and BUSTEC 127/CISA 127 taken together are considered sufficient preparation to pass the Microsoft Office Specialist certification objectives for the Microsoft Outlook application. This course is not open to students who have taken CISA 127.

BUSTEC 300  Beginning Keyboarding/Applications  1-3 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 12-36 hours LEC; 18-54 hours LAB  
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLW 320 and ESLW 320 with a grade of “C” or better; OR placement through assessment process.  
Description: This course provides computer training for employment or personal use. Module one covers keyboarding and skill development techniques. Modules two and three introduce Microsoft Word (word processing software) and basic formats for business correspondence - memos, letters, e-mail, tables, and reports. Students may enroll at any time during the semester and earn one unit of credit for each module successfully completed.

BUSTEC 301  Intermediate Keyboarding/Application  1-3 Units  
Formerly: BUS 2  
Prerequisite: BUSTEC 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 12-36 hours LEC; 18-54 hours LAB  
This course develops computer keyboarding, word processing, and document production skills. Formatting applications include business correspondence and reports, tables and charts, form templates, flyers, newsletters, and in-basket projects. Students may enroll up to the twelfth week. Credit is based on the number of modules successfully completed.

BUSTEC 305  Introduction to Office Technology  1 Unit  
Formerly: BUS 9  
Prerequisite: None  
Advisory: BUSTEC 300.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course focuses on the integration of office technology and business skills in the work environment. Topics include hardware and software; e-mail, voice, and fax communications; electronic calendars and scheduling; Internet resources; and the virtual office. This is an introductory course recommended for all business students.

BUSTEC 310  Introduction to Word/Information Processing  1-3 Units  
Formerly: BUS 11  
Prerequisite: BUSTEC 300.  
Course Transferable to CSU  
Hours: 12-36 hours LEC; 18-54 hours LAB  
This course reviews basic word/information processing and introduces intermediate and advanced formatting for correspondence, tables, reports, newsletters, presentations, Internet documents, and other business information. Related topics include scanning, E-mail, calendars, scheduling, and integrated office applications. Units are based on modules successfully completed. The course may be repeated for credit on a different software package or version for a maximum of six units.
**BUSTEC 311  Advanced Word/Information Processing**  
3 Units  
Prerequisite: BUSTEC 305 and 310 (3 units) with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
Provides training on advanced word/information processing functions.  
Stresses improvement of skill in organizing and producing correspondence, manuscripts, reports, and tabulations. Strengthens formatting, language arts, composition, and decision-making skills using the microcomputer.

**BUSTEC 313  Presentations for the Business Professional**  
2 Units  
Prerequisite: None  
Advisory: BUS 310; CISA 340.  
Course Transferable to CSU  
Hours: 36 hours LEC  
This course develops business presentation skills indispensable in today’s job market. Topics include data evaluation, content planning and organizing, visual aid development, and methods of presentation. Strategies for interviews, meetings, training, and group presentations typically found in a business environment are explored.

**BUSTEC 332  Integrated Business Projects**  
3 Units  
Prerequisite: BUSTEC 110 with a grade of “C” or better.  
Advisory: BUSTEC 310; CISA 310; CISA 320.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course integrates office administration skills using the Microsoft Office suite. Course content integrates word processing, spreadsheet, database, presentation and communication software to create, format, revise, share, and maintain business documents and data. Hands-on business projects are based on current office systems and incorporate problem-solving skills and real world business simulations.

**BUSTEC 350  Virtual Office Careers and Technologies**  
3 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course explores careers in the virtual office and identifies techniques and technologies needed by virtual office workers. Specific topics include types of virtual offices, technologies and skills needed in a virtual office, ways to establish and manage a virtual office, effective communication, and job opportunities. This course also examines issues for career preparation in a virtual office.
American River College's chemistry program provides a series of courses designed to meet transfer requirements for physical and biological science majors as well as students majoring in other fields of study.

**CHEM 130 Chemistry for Funeral Services 4 Units**  
Prerequisite: None  
Advisory: ENGRD 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 and ESLW 337 with a grade of "C" or better; OR placement through assessment process.  
Hours: 72 hours LEC  
This course is a survey of the basic principles of chemistry as they relate to Funeral Services. Especially stressed are the chemical principles involved in sanitation, disinfection, public health and embalming practices. The development and use of personal, professional and community sanitation practices are covered as well as use and precautions related to potentially harmful chemicals that are currently used in the field of funeral services.

**CHEM 305 Introduction to Chemistry 5 Units**  
Prerequisite: MATH 100 with a grade of "C" or better.  
Advisory: ENGRD 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 and ESLW 320 with a grade of "C" or better; OR placement through assessment.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC; 54 hours LAB  
This course covers general principles of chemistry such as unit analysis, atomic structure, nomenclature, mole concept, stoichiometry and gases. A brief introduction of organic chemistry and biochemistry is provided. It is primarily designed for most general education and allied health majors. (CAN CHEM 6) (CHEM SEQ B Sum of CHEM 305 and 306) AA/AS area 3A; CSU area B1; IGETC area 5A

**CHEM 306 Introduction to Chemistry 5 Units**  
Prerequisite: CHEM 305 with a grade of "C" or better.  
Advisory: ENGRD 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 and ESLW 320 with a grade of "C" or better; OR placement through assessment.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC; 54 hours LAB  
This course is a continuation of CHEM 305. It covers the organic functional groups and reactions involved in the chemistry of life (biochemistry), as applied to the health sciences. (CAN CHEM 8); (CHEM SEQ B Sum of CHEM 305 and 306).

**CHEM 309 Survey of General, Organic, and Biological Chemistry 5 Units**  
Prerequisite: MATH 100 with a grade of "C" or better.  
Advisory: ENGRD 116, ENGRW 102, ESLR 320, ESLW 320, and MATH 120; or placement through the assessment process.  
Course Transferable to CSU  
Hours: 72 hours LEC; 54 hours LAB  
This course is a one-semester survey of general, organic, and biological chemistry for nursing majors and other health-related fields. Topics include general chemistry, organic chemistry, and biological chemistry as they apply to chemistry of the human body. This course satisfies the requirements of those health-career programs which require one semester of chemistry. AA/AS area 3A

**CHEM 310 Chemical Calculations 4 Units**  
Formerly: CHEM 3  
Prerequisite: MATH 100 with a grade of "C" or better.  
Corequisite: MATH 120.  
Advisory: ENGRD 116 and ENGRW 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course is an introduction to chemical calculations, terminology, chemical concepts and laboratory techniques. It is designed for those who will take CHEM 400 and need intensive preparation in problem solving. AA/AS area 3A

**CHEM 320 Environmental Chemistry 4 Units**  
Formerly: CHEM 7  
Prerequisite: MATH 32 with a grade of "C" or better.  
Corequisite: ENGRD 116 or ESLR 320; or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers some basic principles of chemistry and their applications to our environment. It includes topics related to the chemistry of water, air, consumer products, and living systems. The laboratory is designed to familiarize students with the methods of science while investigating the presence and interactions of chemicals in the environment. AA/AS area 3A; CSU area B1; IGETC area 5A

**CHEM 325 Pollution, Poisons, and Planet Earth 4 Units**  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course describes the fundamental concepts of general, organic, and biological chemistry as they relate to human-made and natural pollution and poisons in the environment. The laboratory part of the course is designed to highlight current topics in environmental chemistry, investigate indicators of a healthy or polluted environment, and to investigate the effects of toxic chemicals on living systems. Field trips are required. AA/AS area 3A

**CHEM 334 Chemistry in the Kitchen 3 Units**  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course qualitatively covers a variety of chemical principles in the context of cooking. These principles include basic atomic structure and geometry, phase changes, acids and bases, proteins and denaturing, fermentation, fats and carbohydrates. This course is designed for K-6 educators who want to increase their understanding of chemistry principles. Many of the topics are keyed to the new California State Science Standards. AA/AS area 3A
CHEM 400  General Chemistry  5 Units
Formerly: CHEM 1A
Prerequisite: MATH 120 with a grade of “C” or better and one of the following: 1) CHEM 310 with a grade of “C” or better; 2) Or CHEM 305 with a grade of “C” or better and placement through the chemistry assessment process; 3) Or High School chemistry with a grade of “C” or better and placement through the chemistry assessment process.
Advisory: ENGRD 116 and ENGWR 102 or 103, or ESLR 320 and ESLW 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers the basic principles of chemistry with an emphasis on chemical calculations, chemical reactions including balancing of complicated redox reactions, stoichiometry, gas laws, thermochemistry, atomic structure and bonding theories, ionic equations, solutions, intermolecular forces and phases of matter and acid/base chemistry including titrations and pH. Laboratory work is devoted to investigations of the theoretical work discussed in lecture. (CAN CHEM 2) (CHEM SEQ A Sum of CHEM 400 and 401) AA/AS area 3A; CSU area B1; IGETC area 5A

CHEM 401  General Chemistry  5 Units
Formerly: CHEM 1B
Prerequisite: CHEM 400 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course is a continuation of the principles of chemistry with emphasis on types of equilibria, bonding, thermodynamics, kinetics and electrochemistry. A brief introduction to organic chemistry is included. Laboratory work is devoted to qualitative analysis and experiments dealing with the theoretical work discussed in lecture. (CAN CHEM 4) (CHEM SEQ A Sum of CHEM 400 and 401) IGETC area 5A; CSU area B1

CHEM 410  Quantitative Analysis  5 Units
Prerequisite: CHEM 401 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This quantitative analytical chemistry course emphasizes the theory and practice of gravimetric, volumetric, potentiometric, spectrophotometric and chromatographic methods of analysis. The course focuses on calibration, standardization, method development and validation procedures, sampling, and data handling. This course is for chemistry, biochemistry, chemical engineering, pharmacy, biology, molecular biology, and microbiology majors. (CAN CHEM 12)

CHEM 420  Organic Chemistry  5 Units
Prerequisite: CHEM 401 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course is designed primarily for chemistry, chemical engineering, pre-medical, pharmacy and other majors who require a more intensive course than CHEM 423. Emphasis is on the application of modern principles regarding structure, reactivity, methods of synthesis and physical properties of carbon compounds.

CHEM 421  Organic Chemistry  5 Units
Prerequisite: CHEM 420 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers general physical and chemical properties of aromatic compounds, ethers, carbonyl compounds, amines, carbonyl derivatives, and biological compounds of interest. It also includes mass spectrometry, UV-VIS spectrometry, and carbon-13 NMR. Special attention is given to the development of reaction mechanisms, methods of organic synthesis and instrumental analysis as it applies to organic chemistry.

CHEM 423  Organic Chemistry - Short Survey  5 Units
Formerly: CHEM 8
Prerequisite: CHEM 401 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC; 54 hours LAB
This course is an introductory survey of the compounds of carbon with emphasis on those of biological interest, designed primarily for students majoring in the life sciences, nutrition/dietetics, and related fields. This course is not recommended for students majoring in chemistry, chemical engineering, medicine, dentistry, pharmacy, and chiropractics. IGETC area 5A; CSU area B1.

CHEM 430  Molecular Modeling  1 Unit
Formerly: CHEM 21
Prerequisite: CHEM 401.
Advisory: CHEM 420 or 423.
Course Transferable to CSU
Hours: 12 hours LEC; 27 hours LAB
This computer based course will cover a variety of topics involving molecular modeling and simulations. Some of the topics to be covered include reaction mechanisms, thermo chemistry, electrophilic and nucleophilic substitutions, complexes, and spectroscopy.

CHEM 480  Honors General Chemistry  1 Unit
Formerly: CHEM 1H
Prerequisite: CHEM 400 with a grade of “C” or better; ENGWR 300 with a grade of “C” or better or honors placement on the English assessment; GPA of 3.0 or better.
Corequisite: CHEM 401.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This honors course provides advanced studies for general chemistry students. It involves in-depth discussion and analysis of recent scientific articles in terms of general chemical principles.

CHEM 482  Biology/Chemistry Honors Seminar  1 Unit
Formerly: CHEM 9H
Prerequisite: CHEM 400 with a grade of “C” or better; BIOL 400 with a grade of “C” or better; ENGWR 480 with a grade of “C” or better; 3.0 or better cumulative GPA.
Course Transferable to CSU
Hours: 18 hours LEC
This honors section will provide a seminar approach for advanced students of general chemistry and biology to discuss and analyze in-depth recent scientific articles in terms of the chemical and biological principles introduced in these curricula. Not open to students who have taken BIOL 480. May be taken twice.
Computer Information Science

Degree:  
A.S. - Computer Science  
A.S. - CIS: Computer Networking Management  
A.S. - CIS: Computer Programming  
A.S. - CIS: Database Management  
A.A. - CIS: Microcomputer Applications  
A.S. - CIS: PC Support Management  
A.S. - Information Systems Security  
A.A. - Technical Communication

Certificates:  
CIS: Computer Networking Management  
CIS: Database Management  
CIS: Microcomputer Applications  
CIS: PC Support  
CIS: Programming  
Computer Information Security Essentials

Computer Science Degree

This program is a comprehensive exposure to programming languages, algorithms and problem solving in preparation for upper division computer science courses. The Computer Science degree includes substantial course work in mathematics as is required by most university computer science programs.

Requirements for Degree Major  
36 units

CISP 300  Algorithm Design/Problem Solving  3  
CISP 310  Assembly Language Programming for Microcomputers  4  
CISP 360  Introduction to Structured Programming  4  
CISP 400  Object Oriented Programming with C++  4  
CISP 430  Data Structures  4  
CISP 440  Discrete Structures for Computer Science  3  
CISP 453  Introduction to Systems Programming in UNIX  4  
MATH 400  Calculus I  5  
MATH 401  Calculus II  5

Associate Degree Requirements: The Computer Science Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

CIS: Computer Networking Management Degree

The Computer Networking Management degree covers network administration technologies, techniques, and the hardware and software used in today’s business/enterprise networking environment. Major topics covered include installation, configuration, and troubleshooting of network operating systems. The degree stresses the knowledge and skills required for the day-to-day operation, business aspects, security and management of computer networks. This degree has three distinct concentrations with specific courses for each concentration track:

• Microsoft Windows networking concentration, focusing on preparing for the Microsoft Certified Systems Engineer (MCSE) and/or the Microsoft Certified Systems Administrator (MCSA) certification.

• Linux/Unix networking concentration, focusing on preparing for the administration of commercial Linux/Unix servers and network environments.

• Cisco router and network administration concentration, which covers all the objectives of the Cisco Certified Network Associate (CCNA) certification exam.

Career Opportunities

The Network Management degree is designed for career/technical students who plan to enter the work force as well as to upgrade the skill set of working IT professionals. The degree and its three concentrations are formulated with advice from business and industry representatives and conform to industry standards. Typical jobs a student could expect to fill would be network technical support staff, network administrators, network designers, network systems engineer, network troubleshooters, and information systems security specialists.

Core Requirements for Degree Major  
25-26 Units

ACCT 101  Fundamentals of College Accounting (3)  3 - 4  
or ACCT 301  Financial Accounting (4)  
or BUS 300  Introduction to Business (3)  
BUS 310  Business Communications (3)  3  
or ENGWR 300  College Composition (3)  
CISA 305  Beginning Word Processing  2  
CISA 315  Introduction to Electronic Spreadsheets  2  
CISC 320  Operating Systems  1  
CISC 323  Linux Operating System  1  
CISC 350  Introduction to Data Communications  1  
CISC 361  Microcomputer Support And Repair  3  
CISS 310  Network Security Fundamentals  3  
And a minimum of 1 unit from the following:  1  
BUSTEC 300  Beginning Keyboarding/Applications (1 - 3)  
And a minimum of 5 units from the following:  5  
CISA 126  Outlook: Basics (1)  
or BUSTEC 126  Outlook: Basics (1)  
and CISA 127  Outlook: Tools (1)  
or BUSTEC 127  Outlook: Tools (1)  
CISA 160  Project Management Techniques and Software (3)  
CISA 320  Introduction to Database Management (1)  
CISA 321  Intermediate Database Management (1)  
CISC 340  Presentation Graphics (2)  
CISC 306  Introduction to Web Page Creation (1)  
CISC 351  Introduction to Local Area Networks (1)  
CISN 190  Client Operating Systems (2)  
CISN 200  Designing Windows 2000 Network Security (3)  
CISN 314  Fiber Optical Networking (3)  
CISN 374  Messaging Server Administration (3)  
CISN 377  Installing and Administering SQL Server (3)  
CISS 300  Introduction to Information Systems Security (1)  
CISS 301  Ethical Hacking (2)  
CISS 350  Disaster Recovery (3)  
CISW 310  Advanced Web Publishing (4)
Microsoft Certified Systems Administrator (MCSA) certification.

for the Microsoft Certified Systems Engineer (MCSE) and/or the three industry standard network technologies:

The CIS: Computer Networking Management certificate provides instruction for entry-level and IT professionals aiming for skill enhancement on the specific knowledge and skills required to master one of the three industry standard network technologies:

- Microsoft Windows networking concentration, focusing on preparing for the administration of commercial Linux/Unix servers and network environments.
- Cisco router and network administration concentration, which covers all the objectives of the Cisco Certified Network Associate (CCNA) certification exam.

The computer programming degree includes general topics in programming as well as focused topics related to one commonly used programming language. General topics include the use of an operating system and systems analysis. Programming language specific topics include syntax, program structuring, language constructs and proper programming methods.

CIS: Computer Networking Management Certificate

The CIS: Computer Networking Management certificate provides instruction for entry-level and IT professionals aiming for skill enhancement on the specific knowledge and skills required to master one of the three industry standard network technologies:

- Microsoft Windows networking concentration, focusing on preparing for the Microsoft Certified Systems Engineer (MCSE) and/or the Microsoft Certified Systems Administrator (MCSA) certification.
Computer Information Science

**Core Requirements for Degree Major** 7 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP 310</td>
<td>Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>CISP 345</td>
<td>Introduction to Systems Programming in UNIX</td>
<td>4</td>
</tr>
<tr>
<td>or CISA 321</td>
<td>Intermediate Database Management (1)</td>
<td></td>
</tr>
<tr>
<td>and CISP 350</td>
<td>Database Programming (3)</td>
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</table>

**C++ Concentration** 22 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CISP 300</td>
<td>Algorithm Design/Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>CISP 360</td>
<td>Introduction to Structured Programming</td>
<td>4</td>
</tr>
<tr>
<td>CISP 400</td>
<td>Object Oriented Programming with C++</td>
<td>4</td>
</tr>
<tr>
<td>CISP 430</td>
<td>Data Structures</td>
<td>4</td>
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</table>

**Cobol Concentration** 21 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP 300</td>
<td>Algorithm Design/Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>CISP 320</td>
<td>COBOL Programming</td>
<td>4</td>
</tr>
<tr>
<td>CISP 321</td>
<td>Advanced COBOL Programming</td>
<td>4</td>
</tr>
<tr>
<td>CISP 457</td>
<td>Computer Systems Analysis and Design</td>
<td>3</td>
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</tbody>
</table>

**Java Concentration** 21 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CISP 300</td>
<td>Algorithm Design/Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>CISP 360</td>
<td>Introduction to Structured Programming</td>
<td>4</td>
</tr>
<tr>
<td>CISP 401</td>
<td>Object Oriented Programming with Java</td>
<td>4</td>
</tr>
<tr>
<td>CISP 457</td>
<td>Computer Systems Analysis and Design</td>
<td>3</td>
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</tbody>
</table>

**Visual Basic Concentration** 21 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP 300</td>
<td>Algorithm Design/Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>CISP 370</td>
<td>Beginning Visual Basic</td>
<td>4</td>
</tr>
<tr>
<td>CISP 371</td>
<td>Intermediate Visual Basic</td>
<td>4</td>
</tr>
<tr>
<td>CISP 457</td>
<td>Computer Systems Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Requirements for Degree Major** 37-38 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>or ACCT 301</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUS 110</td>
<td>Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 302</td>
<td>Principles of Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or ENGR 300</td>
<td>College Composition</td>
<td></td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
<td>1</td>
</tr>
<tr>
<td>CISA 321</td>
<td>Intermediate Database Management</td>
<td>1</td>
</tr>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CISP 300</td>
<td>Algorithm Design/Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>CISP 350</td>
<td>Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CISP 370</td>
<td>Beginning Visual Basic</td>
<td>4</td>
</tr>
<tr>
<td>CISP 380</td>
<td>Web Publishing</td>
<td>5</td>
</tr>
<tr>
<td>CISP 410</td>
<td>Middleware Web Scripting</td>
<td>4</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements**: The CIS: Database Management Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

**CIS: Database Management Certificate**

The CIS: Database Management certificate involves the study of relational database technology used in the business environment. The emphasis is on selecting the appropriate system platform for database deployment. Course work includes database system design and programming for desktop, enterprise and Internet platforms, structure query language (SQL) programming, introductory principles of modular programming, system design and problem solving, desktop operating systems, and electronic spreadsheets.

**Requirements for Certificate** 22 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
<td>1</td>
</tr>
<tr>
<td>CISA 321</td>
<td>Intermediate Database Management</td>
<td>1</td>
</tr>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CISP 300</td>
<td>Algorithm Design/Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>CISP 350</td>
<td>Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CISW 300</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CISW 410</td>
<td>Middleware Web Scripting</td>
<td>4</td>
</tr>
</tbody>
</table>

**CIS: Microcomputer Applications Degree**

This associate degree program focuses on the use of the microcomputer and current, commonly used software to solve problems in a business environment. Course work includes microcomputer applications in database management, desktop publishing, electronic spreadsheets, presentation graphics, operating systems, word processing, at least one programming language, and a variety of business courses.

**Requirements for Degree Major** 38 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306</td>
<td>Intermediate Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CISA 316</td>
<td>Intermediate Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
<td>1</td>
</tr>
<tr>
<td>CISA 321</td>
<td>Intermediate Database Management</td>
<td>1</td>
</tr>
<tr>
<td>CISA 330</td>
<td>Desktop Publishing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 340</td>
<td>Presentation Graphics</td>
<td>2</td>
</tr>
<tr>
<td>CISA 405</td>
<td>Scripting for Applications</td>
<td>3</td>
</tr>
<tr>
<td>CISC 306</td>
<td>Introduction to Web Page Creation</td>
<td>1</td>
</tr>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CISC 323</td>
<td>Linux Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISP 370</td>
<td>Beginning Visual Basic</td>
<td>4</td>
</tr>
<tr>
<td>And a minimum of 1 unit from the following:</td>
<td></td>
<td></td>
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<tr>
<td>BUSTEC 300</td>
<td>Beginning Keyboarding/Applications (1 - 3)</td>
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<tr>
<td>And a minimum of 2 units from the following:</td>
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<tr>
<td>ACCT 341</td>
<td>Accounting on the Microcomputer</td>
<td>2</td>
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<tr>
<td>BUSTEC 313</td>
<td>Presentations for the Business Professional</td>
<td>2</td>
</tr>
<tr>
<td>CISC 350</td>
<td>Introduction to Data Communications</td>
<td>1</td>
</tr>
<tr>
<td>CISC 351</td>
<td>Introduction to Local Area Networks</td>
<td>1</td>
</tr>
<tr>
<td>CISS 301</td>
<td>Ethical Hacking</td>
<td>2</td>
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<tr>
<td>CISW 300</td>
<td>Web Publishing</td>
<td>3</td>
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<tr>
<td>And a minimum of 3 units from the following:</td>
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<tr>
<td>ACCT 345</td>
<td>Computer Spreadsheet Applications for Accounting</td>
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</tr>
<tr>
<td>CISA 126</td>
<td>Outlook: Basics</td>
<td>1</td>
</tr>
</tbody>
</table>
or BUSTEC 126  Outlook: Basics (1)
CISA 127  Outlook: Tools (1)
or BUSTEC 127  Outlook: Tools (1)
CISA 331  Intermediate Desktop Publishing (2)
CISC 305  Introduction to the Internet (1)
CISP 350  Database Programming (3)
CISP 360  Introduction to Structured Programming (4)
CISP 371  Intermediate Visual Basic (4)
CISP 457  Computer Systems Analysis and Design (3)
CISN 300  Introduction to Information Systems Security (1)
CISW 370  Designing Accessible Web Sites (1)

**Associate Degree Requirements:** The CIS: Microcomputer Applications Associate in Arts (AA) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

**CIS: Microcomputer Applications Certificate**

This certificate involves the use of the microcomputer and current, commonly used software applications to solve problems in a business environment. Course work includes microcomputer applications in database management, desktop publishing, electronic spreadsheets, presentation graphics, operating systems, and word processing.

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>24 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>CISA 306</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
</tr>
<tr>
<td>CISA 316</td>
<td>Intermediate Electronic Spreadsheets</td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
</tr>
<tr>
<td>CISA 321</td>
<td>Intermediate Database Management</td>
</tr>
<tr>
<td>CISA 330</td>
<td>Desktop Publishing</td>
</tr>
<tr>
<td>CISA 340</td>
<td>Presentation Graphics</td>
</tr>
<tr>
<td>CISC 305</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>CISC 306</td>
<td>Introduction to Web Page Creation</td>
</tr>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science</td>
</tr>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CISP 350</td>
<td>Introduction to Data Communications</td>
</tr>
</tbody>
</table>

[1]Taken on the Windows operating system.

**CIS: PC Support Management Degree**

The CIS: PC Support Management degree involves the use of a microcomputer’s hardware, software and networking used in today’s business environment. Course work includes basic computer skills in configuration, use, and troubleshooting major hardware components, different operating systems, and applications in a standalone and network environment. This program covers all the objectives of the Computing Technology Industry Association (CompTIA) A+ certification exam.

<table>
<thead>
<tr>
<th>Requirements for Degree Major</th>
<th>30 units</th>
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</thead>
<tbody>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CISA 160</td>
<td>Project Management Techniques and Software</td>
</tr>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science</td>
</tr>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
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<tr>
<td>CISC 350</td>
<td>Introduction to Data Communications</td>
</tr>
<tr>
<td>CISC 351</td>
<td>Introduction to Local Area Networks</td>
</tr>
<tr>
<td>CISC 361</td>
<td>Microcomputer Support And Repair</td>
</tr>
<tr>
<td>CISC 362</td>
<td>Microcomputer and Applications Support</td>
</tr>
<tr>
<td>CISC 365</td>
<td>Advanced Microcomputer Support and Repair</td>
</tr>
<tr>
<td>CISA 301</td>
<td>Ethical Hacking</td>
</tr>
</tbody>
</table>

[1]Taken on the Windows operating system.

[2]Taken on the Windows operating system.

**Information Systems Security Degree**

This program provides the information and skills necessary for network administration professionals to implement security from internal and external threats for an enterprise network. It covers client and server security on different operating systems, disaster recovery planning, and forensics. This program also provides preparation for several computer information security certification exams, including the Computer Technology Industry Association (CompTIA) Security+ exam, Microsoft Certified Systems Engineer (MCSE) exams and several of the Certified Information Systems Security Professional (CISSP) certification exams.

<table>
<thead>
<tr>
<th>Requirements for Degree Major</th>
<th>33 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CISC 323</td>
<td>Linux Operating System</td>
</tr>
<tr>
<td>CISC 324</td>
<td>Intermediate Linux Operating System</td>
</tr>
<tr>
<td>CJSN 110</td>
<td>Networking Technologies - Preparation for N+ Certification</td>
</tr>
<tr>
<td>CJSN 111</td>
<td>Intermediate Networking Technologies - Preparation for N+ Certification</td>
</tr>
<tr>
<td>CJSN 300</td>
<td>Network Systems Administration</td>
</tr>
<tr>
<td>CJSN 302</td>
<td>Intermediate Network Systems Administration</td>
</tr>
<tr>
<td>CJSN 307</td>
<td>Windows Active Directory Services</td>
</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals</td>
</tr>
</tbody>
</table>
Associate Degree Requirements: The Information Systems Security Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Information Systems Security Certificate

This program provides the information and skills necessary for network administrators to implement security to protect against internal and external threats to an enterprise network, and covers client and server security on different operating systems. This program provides preparation for several certification exams, including the Computer Technology Industry Association (CompTIA) Security+ exam, Microsoft Certified Systems Engineer (MCSE) exams and some of the Certified Information Systems Security Professional (CISSP) certification exams.

Requirements for Certificate 23 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 325</td>
<td>3</td>
</tr>
<tr>
<td>CISS 324</td>
<td>3</td>
</tr>
<tr>
<td>CISS 300</td>
<td>3</td>
</tr>
<tr>
<td>CISS 302</td>
<td>3</td>
</tr>
<tr>
<td>CISS 307</td>
<td>3</td>
</tr>
<tr>
<td>CISS 310</td>
<td>3</td>
</tr>
<tr>
<td>CISS 325</td>
<td>3</td>
</tr>
<tr>
<td>CISS 341</td>
<td>3</td>
</tr>
<tr>
<td>CISS 334</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 110</td>
<td>2</td>
</tr>
<tr>
<td>CISS 111</td>
<td>2</td>
</tr>
<tr>
<td>CISS 140</td>
<td>3</td>
</tr>
<tr>
<td>CISS 301</td>
<td>2</td>
</tr>
</tbody>
</table>

CIS: Programming Certificate

This certificate provides up-to-date and general knowledge in the field of computer programming, such as syntax, programming methodologies, and structured programming. It also includes topics relating to the work environment of a programmer. Such topics include operating systems and systems analysis.

Career Opportunities

The programming certificate enables people who are already in information technology and computer fields to develop programs.

Core Requirements for Certificate 7 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 510</td>
<td>3</td>
</tr>
<tr>
<td>CISC 520</td>
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<tr>
<td>CISP 457</td>
<td>3</td>
</tr>
</tbody>
</table>

C++ Concentration Requirements 22 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP 300</td>
<td>3</td>
</tr>
<tr>
<td>CISP 360</td>
<td>4</td>
</tr>
<tr>
<td>CISP 400</td>
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</tr>
</tbody>
</table>

Java Concentration Requirements 18 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements</td>
<td>7</td>
</tr>
<tr>
<td>CISP 300</td>
<td>3</td>
</tr>
<tr>
<td>CISP 360</td>
<td>4</td>
</tr>
<tr>
<td>CISP 401</td>
<td>4</td>
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</tbody>
</table>

Visual Basic Concentration Requirements 22 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements</td>
<td>7</td>
</tr>
<tr>
<td>CISP 300</td>
<td>3</td>
</tr>
<tr>
<td>CISP 360</td>
<td>4</td>
</tr>
<tr>
<td>CISP 350</td>
<td>4</td>
</tr>
</tbody>
</table>

Computer Information Security Essentials Certificate

This program provides the basic information and skills necessary for network administrators to implement security from internal and external threats to a network. It also provides preparation for the Computing Technology Industry Association (CompTIA) Security+ exam.

Requirements for Certificate 12 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 310</td>
<td>3</td>
</tr>
<tr>
<td>CISS 325</td>
<td>3</td>
</tr>
<tr>
<td>CISS 341</td>
<td>3</td>
</tr>
<tr>
<td>CISS 334</td>
<td>3</td>
</tr>
</tbody>
</table>

Network Administration Essentials - Windows Certificate

This program provides the information and skills necessary for network administration professionals to administer a Windows Active Directory domain-based enterprise network. It also provides preparation for several Microsoft Certified Systems Engineer (MCSE) certification exams.

Requirements for Certificate 12 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 300</td>
<td>3</td>
</tr>
<tr>
<td>CISS 302</td>
<td>3</td>
</tr>
<tr>
<td>CISS 307</td>
<td>3</td>
</tr>
<tr>
<td>CISS 308</td>
<td>3</td>
</tr>
</tbody>
</table>

Web Developer Certificate

The web developer certificate offers a program of study for students seeking jobs in the fields of web based programming and web application development. The program provides students with the necessary skills and aptitudes for creating and maintaining interactive, database-driven, web applications.

Requirements for Certificate 35-36 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
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</tr>
<tr>
<td>CISC 310</td>
<td>3</td>
</tr>
<tr>
<td>CISC 320</td>
<td>1</td>
</tr>
<tr>
<td>CISC 323</td>
<td>1</td>
</tr>
<tr>
<td>CISC 324</td>
<td>1</td>
</tr>
<tr>
<td>CISC 350</td>
<td>3</td>
</tr>
<tr>
<td>CISP 370</td>
<td>4</td>
</tr>
<tr>
<td>CISP 401</td>
<td>4</td>
</tr>
<tr>
<td>CISS 380</td>
<td>3</td>
</tr>
<tr>
<td>CISS 310</td>
<td>4</td>
</tr>
<tr>
<td>CISS 400</td>
<td>4</td>
</tr>
</tbody>
</table>
Web Publishing Certificate

The web publishing certificate offers a program of study for students seeking jobs in the fields of web publishing, design, and development. The program provides the necessary skills and knowledge for creating and maintaining large web sites for industry, government, and nonprofit agencies. General development of web publishing skills, including a thorough grounding in the HyperText Markup Language (HTML), Internet protocols, and web standards, is emphasized.

Requirements for Certificate 20 units

- BUS 310 Business Communications 3
- CISC 310 Introduction to Computer Information Science 3
- CISC 320 Operating Systems 1
- CISC 323 Linux Operating System 1
- CISW 300 Web Publishing 3
- CISW 310 Advanced Web Publishing 4
- CISW 350 Imaging for the Web 1
- ARTNM 400 Imaging and Design for the Web 1
- CISW 370 Designing Accessible Web Sites 1

And a minimum of 3 units from the following: 3 units

- ARTNM 402 Intermediate Web Design 3
- ARTNM 404 Interactive Multimedia Basics 3
- ARTNM 410 Interactive Multimedia Projects 4
- ARTNM 411 Interactive Multimedia Projects 4
- CISW 355 Web Imaging Projects 2
- CISW 385 E-Commerce 3
- CISW 442 Web Publishing with XML 3

And a minimum of 6 units from the following: 6 units

- CISW 305 Web Imaging Projects 2
- CISW 310 Advanced Web Publishing 4
- CISW 370 Designing Accessible Web Sites 1
- CISW 442 Web Publishing with XML 3

Technical Communication Degree

Requirements for Degree Major 42.5 Units

- ART 320 Design: Fundamentals (5) 3
- ARTNM 310 Design: Fundamentals (5) 3
- ART 323 Design: Color Theory 3
- ARTNM 350 Fundamentals of Graphic Design 3
- CISA 305 Beginning Word Processing 2
- CISA 306 Intermediate Word Processing 2
- CISC 320 Operating Systems 1
- CISW 300 Web Publishing 3
- ENGRW 342 Introduction to Technical/Professional Communication 3
- ENGRW 344 Technical/Professional Communication: Writing Reports 1.5
- ENGRW 348 Technical/Professional Communication: Plain English 1.5
- ENGRW 350 Technical/Professional Communication: Proposal Writing 1.5
- ENGRW 352 Technical/Professional Communication: Writing Technical Manuals 3

And a minimum of 6 units from the following: 6 units

- ENGRW 450 College Literary Magazine 3
- ENGRW 330 Writing for Publication 3
- ENGRW 331 Writing for Publication 3
- ENGRW 354 Introduction to Careers in Technical Communication 1
- ENGRW 356 Writing Formal Reports 1
- ENGRW 358 Writing Technical Communication (3)
- JOUR 300 News Writing and Reporting 3
- JOUR 401 College Newspaper Production 2
- SPEECH 331 Group Discussion 3
- SPEECH 321 Interpersonal Communication (3)

Associate Degree Requirements: The Technical Communications Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Technical Communication Certificate

Requirements for Certificate 20.5-21.5 units

- ARTNM 352 Design for Publication 1.5
- ARTNM 353 Digital Design 3
- ARTNM 358 Writing Training Materials 1
- ARTNM 350 Intermediate Digital Photo Imagery 3
- ARTNM 358 Writing Formal Reports 1
- ARTNM 330 Desktop Publishing (2)
- AND CISA 331 Intermediate Desktop Publishing (2)
- CISA 306 Intermediate Word Processing 2
- CISA 305 Beginning Word Processing 2
- ENGRW 342 Introduction to Technical/Professional Communication 3
- ENGRW 344 Technical/Professional Communication: Writing Reports 1.5
- ENGRW 348 Technical/Professional Communication: Plain English 1.5
- ENGRW 350 Technical/Professional Communication: Proposal Writing 1.5
- ENGRW 352 Technical/Professional Communication: Writing Technical Manuals 3

And a minimum of 6 units from the following: 6 units

- ARTNM 352 Design for Publication 1.5
- ARTNM 353 Digital Design 3
- ARTNM 358 Writing Training Materials 1
- ARTNM 350 Intermediate Digital Photo Imagery 3
- ARTNM 358 Writing Formal Reports 1
- ARTNM 330 Desktop Publishing (2)

CIS - Applications

CISA 126 Outlook: Basics 1 Unit

Same As: BUSTEC 126.
Prerequisite: None
Advisory: BUSTEC 300.
Hours: 18 hours LEC

This course introduces desktop communication management for users of Microsoft Outlook. Topics include e-mail, creating and managing contacts in the address book, and accessing files and folders. The skills and topics needed to pass the International Computer Driver’s License (ICDL) Module 7: Information and Communication Communications portion of the ICDL exam are covered. Additionally, CISA 126/BUSTEC 126 and CISA 127/BUSTEC 127 taken together are considered sufficient preparation to pass the Microsoft Office Specialist certification objectives for the Microsoft Outlook application. This course is not open to students who have taken BUSTEC 126.
CISA 127  Outlook: Tools  1 Unit  
Same As: BUSTEC 127;  
Prerequisite: None  
Advisory: BUSTEC 300.  
Hours: 18 hours LEC  
This course presents the communication tools beyond basic email. Topics include calendar and scheduling, tasks and notes, shared folders, and customizing Outlook. In addition, the course covers the integration of Outlook with other applications within the Microsoft Office suite. CISA 126/BUSTEC 126 and CISA 127/BUSTEC 127 taken together are considered sufficient preparation to pass the Microsoft Office Specialist certification objectives for the Microsoft Outlook application. This course is not open to students who have taken BUSTEC 127.

CISA 141  Capturing and Publishing Digital Media  2 Units  
Prerequisite: None  
Hours: 27 hours LEC; 27 hours LAB  
This course is an overview of multimedia publishing software and peripherals used to produce digital media. Topics include the function and features of technology devices such as video camcorders, digital cameras, digital music devices, graphic pads and pens, DVD/CD burners, USB drives, and photo/CD/DVD printers. Multimedia publishing software and devices are examined and discussed for advantages and disadvantages. File and equipment management techniques are presented.

CISA 160  Project Management Techniques and Software  3 Units  
Same As: MGMT 142.  
Prerequisite: None  
Advisory: ENGWR 102 or 103; and ENGRD 116; or ESLR 320 and ESLW 320; CISC 300.  
Hours: 54 hours LEC  
This is an introductory course covering the responsibilities of a project manager. It includes the knowledge needed to manage a project, control costs and schedule resources. It will also introduce the use of project management software to track project resources, tasks and milestones. Not open to students who have taken Management 142.

CISA 171  Introduction to Adobe Acrobat  1 Unit  
Prerequisite: None  
Hours: 9 hours LEC; 27 hours LAB  
This course introduces Adobe Acrobat tools for creating, editing, reading, and printing Portable Document Format (PDF) documents. Topics include software navigation, converting other file types to PDF, and customizing output quality. Additional topics include modifying PDF files, placing documents on-line, adding digital signatures and security, creating presentations, manipulating graphics, and managing eBooks.

CISA 294  Topics in Computer Information Science - Applications  .5-.5 Units  
Prerequisite: To be determined with each topic.  
Hours: 9-72 hours LEC; 0-54 hours LAB  
This is an individualized course developed in cooperation with industry and/or government to meet specialized training needs. The course may be taken twice for credit.

CISA 305  Beginning Word Processing  2 Units  
Prerequisite: None  
Advisory: CISC 300.  
Course Transferable to CSU  
Hours: 27 hours LEC; 27 hours LAB  
This is an introductory course in word processing. The course introduces word processing operations such as creating, editing, file management techniques, and printing text. Emphasis is on formatting and document production techniques to produce professional business documents used in today's workplace. The course culminates with the study of intermediate level features such as merge, sort, graphics, macros, style, and templates. This course may be taken four times on a different software package or version. AA/AS area 3D

CISA 306  Intermediate Word Processing  2 Units  
Prerequisite: CISA 305 with grade of "C" or better.  
Course Transferable to CSU  
Hours: 27 hours LEC; 27 hours LAB  
This course is a continuation of word processing with emphasis on applications for business documents and reports. In addition, this course includes desktop publishing techniques using word processing software, newsletter production, macro editing, complex document styles and commands, importing, linking and merging data from other applications into a word processing document. This course may be taken four times on a different software packaging or version.

CISA 308  Exploring Word Processing and Presentation Software  1 Unit  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
The course introduces word processing and presentation software. The basic features and skills of creating, editing and formatting documents, inserting tables and graphics and enhancing word documents are covered. PowerPoint presentations are included.

CISA 315  Introduction to Electronic Spreadsheets  2 Units  
Prerequisite: None  
Advisory: CISC 100 and the ability to touch type.  
Course Transferable to CSU  
Hours: 27 hours LEC; 27 hours LAB  
This course introduces the use of electronic spreadsheet programs. The course includes designing spreadsheets, developing formulas for automatic calculations, developing “what if” models, and producing printed reports. In addition, the course will introduce 3-D cell referencing, accessing real-time spreadsheet data from the Internet, and data filtering techniques. The course may be taken four times for credit on a different software package or version. AA/AS area 3D

CISA 316  Intermediate Electronic Spreadsheet  2 Units  
Prerequisite: CISA 315 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 27 hours LEC; 27 hours LAB  
This course is a continuation of electronic worksheets with emphasis on workbook design and integration, template design, use of complex formulas, and built-in financial and logical functions. The course also includes look-up tables, the use of worksheet analysis tools, macros, and data integration. The course may be taken four times for credit on a different software package or version.

CISA 318  Exploring Spreadsheet Software  1 Unit  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
The course introduces widely used spreadsheet software. The basic features and skills of editing and formatting a spreadsheet, using basic formulas and functions, inserting and formatting charts and graphics in a spreadsheet workbook and analyzing and presenting that workbooks are covered.
### CISA 320  Introduction to Database Management  1 Unit
**Prerequisite:** None  
**Advisory:** CISC 300 and BUSTEC 300.  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC; 18 hours LAB  
This course introduces the student, through hands-on operation, to the use of database management programs on the microcomputer. It includes designing a database, accessing, searching, updating files, and designing and producing printed reports. The course may be taken four times on a different software package or version. AA/AS area 3D

### CISA 321  Intermediate Database Management  1 Unit
**Prerequisite:** CISA 320 with grade of "C" or better.  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC; 18 hours LAB  
This course continues the study of microcomputer database with emphasis on database design, reporting, application building, and utilization of files created using other software. This course may be taken four times on a different software package or version.

### CISA 322  Advanced Database Management  1 Unit
**Prerequisite:** CISA 321 with a grade of "C" or better in the corresponding software application CISA 322 package.  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC; 18 hours LAB  
This course continues the study of microcomputer database with emphasis on database design, reporting, application building, and utilization of files created using other software. The course may be taken four times for credit on a different software package or version.

### CISA 330  Desktop Publishing  2 Units
**Prerequisite:** None  
**Advisory:** CISC 300, CISA 300 and ability to touch type.  
**Course Transferable to CSU**  
**Hours:** 27 hours LEC; 27 hours LAB  
The course is designed to present an overview of desktop publishing and a major desktop publishing program. Material presented will include page layout skills needed to produce newsletters, brochures, flyers, reports, and directories on the computer. File and equipment management techniques will be presented. This course may be taken four times on a different software package or version.

### CISA 331  Intermediate Desktop Publishing  2 Units
**Prerequisite:** CISA 330 with a grade of "C" or better.  
**Course Transferable to CSU**  
**Hours:** 27 hours LEC; 27 hours LAB  
This course is designed to present an overview of advanced desktop publishing (DTP) skills. Advanced techniques in page layout and design, select and use software programs which interface with DTP; use advanced typographic features, create and integrate image/graphic designs, handle files and directories, and analyze DTP needs and equipment integration will be presented. This course may be taken four times on a different software package or version.

### CISA 340  Presentation Graphics  2 Units
**Prerequisite:** None  
**Advisory:** CISC 300.  
**Course Transferable to CSU**  
**Hours:** 27 hours LEC; 27 hours LAB  
This course presents an in-depth look at using presentation software in business environments. Topics include elements of good presentation design, slide show techniques, integrating and linking of various software applications and media, animation effects, and the production of presentations using a variety of hardware. This course may be taken four times on a different software package or version.

### CISA 405  Scripting for Applications  3 Units
**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 36 hours LEC; 54 hours LAB  
This course is an introduction to the application scripting via object oriented programming concepts. Topics covered include the OS environment; office suites; scripting languages; user interface; creating application macros and scripts; using application objects; properties and methods; customizing applications; linking application data; buttons; boxes; graphics; data handling; error handling; control and form handling. This course may be taken four times with a different scripting language.

### CISC 100  Computer Fundamentals with Hands-on Lab  2 Units
**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 27 hours LEC; 27 hours LAB  
This introductory course provides general non-technical knowledge combined with a hands-on lab on how computers work including basic computer terminology and concepts. The focus is slower paced instruction with extensive hands-on reinforcement of instructional concepts. Course topics include an introduction to the operating system software and application focusing on word processing, spreadsheets, the Internet and email.

### CISC 294  Topics in Computer Information Science - Core  0.5-5 Units
**Prerequisite:** To be determined with each topic.  
**Course Transferable to CSU**  
**Hours:** 9-72 hours LEC; 0-54 hours LAB  
This is an individualized course developed in cooperation with industry and/or government to meet specialized training needs. The course may be taken twice for credit.

### CISC 300  Computer Familiarization  1 Unit
**Prerequisite:** None  
**Advisory:** ENGRD 116 or ESLR 320, and the ability to touch type.  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC  
This course provides a general non-technical introduction to how computers work in addition to basic computer terminology and concepts. The focus is hands-on instruction using an operating system, word processing, spreadsheet, and Internet software. The course may be taken twice for credit on different hardware platforms. AA/AS area 3D

### CISC 305  Introduction to the Internet  1 Unit
**Prerequisite:** None  
**Advisory:** CISC 300.  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC; 18 hours LAB  
This course is an introduction to how the Internet works, how to connect, and how to use the basic services. Topics will include E-mail, the World Wide Web, newsgroups, mailing lists, Telnet, and FTP.

### CISC 306  Introduction to Web Page Creation  1 Unit
**Prerequisite:** None  
**Advisory:** CISC 305.  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC; 18 hours LAB  
This course covers the production of Web pages, including design, layout, construction, and presentation. A web-authoring tool is used to format a Web page. May be taken four times for credit on a different software package or version.
Computer Information Science

**CISC 308 Exploring Computer Environments and the Internet** 1 Unit
- **Prerequisite:** None
- **Course Transferable to CSU**
- **Hours:** 18 hours LEC

The course introduces the fundamentals of microcomputer hardware, software and computer networking, focusing on operating systems. The fundamentals of the Internet and Internet tools are introduced.

**CISC 309 Applied Applications Lab** .5 Unit
- **Prerequisite:** None
- **Corequisite:** CISC 300, CISA 305, CISA 306, CISA 315, CISA 316, or CISA 320.
- **Advisory:** ENGRD 116 or ESLR 320 and ability to keyboard 20 WAM.
- **Course Transferable to CSU**
- **Hours:** 27 hours LAB

This course complements CISC 300, CISA 305, CISA 306, CISA 315, CISA 316, and CISA 320 by providing supplemental lab instruction. The material reinforces the concepts and techniques presented in these courses. This course may be taken four times. Credit/no credit only.

**CISC 310 Introduction to Computer Information Science** 3 Units
- **Prerequisite:** None
- **Course Transferable to UC/CSU**
- **Hours:** 54 hours LEC

This course is a survey of the computer field covering the function and purpose of computer hardware and software, computer programming concepts, productivity software, employment opportunities, and the social impact of the computer.

**CISC 320 Operating Systems** 1 Unit
- **Prerequisite:** None
- **Advisory:** CISC 300 and ability to touch type.
- **Course Transferable to CSU**
- **Hours:** 18 hours LEC; 18 hours LAB

This course introduces operating systems for the PC. Topics include file systems, operating system services, program management, file and directory organization, and hard drive maintenance. It also includes information on protecting your PC from viruses, Trojans, worms, adware, spyware, and other malicious network exploits. Additional topics are DOS commands and batch files. The course may be taken four times on a different Windows operating system version.

**CISC 323 Linux Operating System** 1 Unit
- **Prerequisite:** None
- **Advisory:** CISC 300 and ability to touch type.
- **Course Transferable to CSU**
- **Hours:** 18 hours LEC; 18 hours LAB

This course introduces the Linux operating system for microcomputers. Concepts include kernels, file structures, daemons, shells, GUIs, procedures for installing software, creation of user accounts, shell commands, scripts, and file security.

**CISC 324 Intermediate Linux Operating System** 1 Unit
- **Prerequisite:** CISC 323 with a grade of “C” or better.
- **Course Transferable to CSU**
- **Hours:** 18 hours LEC; 18 hours LAB

This course is a continuation of CISC 323. It covers advanced shell scripting, C Shell, K Shell, BASH and other varieties will be compared. It also includes decision-making logic, looping, nesting, and other scripting tools will be used.

**CISC 350 Introduction to Data Communications** 1 Unit
- **Prerequisite:** None
- **Advisory:** CISC 300 and ability to touch type.
- **Course Transferable to CSU**
- **Hours:** 18 hours LEC; 18 hours LAB

This course introduces business data communication concepts, systems, technology, protocols, theory, and basic terminology. Specific topics include analog and digital data encoding and transmission, media, interfaces, packet, circuit and broadcast networks, and data multiplexing.

**CISC 351 Introduction to Local Area Networks** 1 Unit
- **Prerequisite:** None
- **Advisory:** CISC 320 and 350.
- **Course Transferable to CSU**
- **Hours:** 36 hours LEC; 54 hours LAB

This course introduces local area networks (LAN) and provides hands-on training in LAN applications and network administration. Topics include planning, installing, and maintaining a LAN, responsibilities of the system administrator, and basic network security principles. The course may be taken for credit four times on a different Windows operating system.

**CISC 361 Microcomputer Support And Repair** 3 Units
- **Prerequisite:** None
- **Advisory:** CISC 310, 320, and 350.
- **Course Transferable to CSU**
- **Hours:** 36 hours LEC; 54 hours LAB

This course covers hardware repair for stand-alone personal computers. It includes training to troubleshoot hardware to a field replaceable component. Desktop operating systems installation and simple networking are also covered. The course provides a firm grounding in the supporting software that runs the hardware and in distinguishing hardware from software problems. This course provides a foundation for the Computing Technology Industry Association (CompTIA) A+ certification.

**CISC 362 Microcomputer and Applications Support** 2 Units
- **Prerequisite:** CISA 305, 315, and 320 with a grade of “C” or better.
- **Corequisite:** CISC 361.
- **Course Transferable to CSU**
- **Hours:** 18 hours LEC; 54 hours LAB

This course is an internship in the ARC computer labs. It introduces customer service and problem solving skills needed for success in a small or large business environment. It also provides work experience in computer hardware and software support in a “help desk” environment.

**CISC 363 Advanced Microcomputer Support and Repair** 2 Units
- **Prerequisite:** CISC 361 with a grade of “C” or better.
- **Course Transferable to CSU**
- **Hours:** 27 hours LEC; 27 hours LAB

This course provides a foundation in networking and PC support. Hands-on skills taught will include networking basics, SCSI, advanced components installation and configuration, troubleshooting hardware, personal computer support, and repair training to configure and troubleshoot major operating systems and networking hardware. This course is preparation for the A+ Certification exam.
CISC 498  Work Experience in Computer Information Science  1-4 Units
Formerly: CJS 48
Prerequisite: None
Corequisite: Must be enrolled in at least 7 units including work experience.
Course: 18 hours LEC; 75-300 hours LAB
This course is supervised work experience in Computer Information Science for the purpose of increasing the understanding of the nature and scope of the operation of business, government, or service agencies. This course requires that students be employed in a paid or volunteer work experience environment. May be taken twice for a maximum of 8 units.

CISN 121  Intermediate Network Administration with Linux  2 Units
Prerequisite: CISN 120 with a grade of "C" or better.
Hours: 27 hours LEC; 27 hours LAB
This is the second in a series of three courses in Linux Network Administrations. Topics include the following: monitoring system events, setting up and configuring Apache Web Server; and setting up and configuring My SQL server.

CISN 122  Advanced Network Administration with Linux  2 Units
Prerequisite: CISN 121 with a grade of "C" or better.
Hours: 27 hours LEC; 27 hours LAB
This is the third in a series of three courses in Linux network administration. Topics include the following: installing and configuring network servers, clients, and print servers; creating system security; creating workgroups and accounts; and upgrading systems.

CISN 140  Cisco Networking Academy (CCNA)tm: Data Communication and Networking Fundamentals  3 Units
Prerequisite: None
Advisory: CISC 310, OR CISC 300 and 320.
Hours: 54 hours LEC; 18 hours LAB
This course introduces data communication and networking fundamentals. It surveys data communication hardware and software components and basic networking concepts. Topics include data communication, the OSI Model, IP addressing, routing concepts, LAN media, and network management and analysis. This is the first course in preparation for Cisco CCNA certification examination. ARC is a certified Cisco Networking Academy and all courses are taught by Cisco Certified Academy Instructors (CCAI).

CISN 141  Cisco Networking Academy (CCNA)tm: Networking Theory and Routing Technologies  3 Units
Prerequisite: CISN 140 with a grade of "C" or better.
Hours: 54 hours LEC; 18 hours LAB
This course provides an introduction to networking theory and routing technologies, including OSI Model, beginning router configurations, routed and routing protocols. This is the second course in preparation for Cisco CCNA certification examination. ARC is a certified Cisco Networking Academy and all courses are taught by Cisco Certified Academy Instructors (CCAI).

CISN 142  Cisco Networking Academy (CCNA)tm: Advanced Routing and Switching  3 Units
Prerequisite: CISN 141 with a grade of "C" or better.
Hours: 54 hours LEC; 18 hours LAB
This course provides advanced routing and switching technologies. Topics include advanced router configurations, network management, advanced network design, LAN switching, and VLANs. This is the third course in preparation for Cisco CCNA certification examination. ARC is a certified Cisco Networking Academy and all courses are taught by Cisco Certified Academy Instructors (CCAI).

CISN 143  Cisco Networking Academy (CCNA)tm: Wide-Area Network and Project-Based Learning  3 Units
Prerequisite: CISN 142 with a grade of "C" or better.
Hours: 54 hours LEC; 18 hours LAB
This course provides the skills to design and configure advanced wide area network (WAN) projects using Cisco IOS command set. This is the fourth course in preparation for Cisco CCNA certification examination. ARC is a certified Cisco Networking Academy and all courses are taught by Cisco Certified Academy Instructors (CCAI).
### CISN 190 Client Operating Systems 2 Units
**Prerequisite:** CISN 102.
**Hours:** 27 hours LEC; 27 hours LAB
This course covers the planning, installation, configuration and administration of Client Operating Systems. Client Operating Systems are an essential component for both the client/server and peer-to-peer network models. Topics covered include planning the Client Operating System implementation; installation and configuration; managing user resources; connectivity of clients in heterogeneous networking environments; monitoring and optimization of the network; and common troubleshooting techniques.

### CISN 200 Designing Windows 2000 Network Security 3 Units
**Prerequisite:** CISN 102 with a grade of “C” or better.
**Advisory:** CISN 105 and 108.
**Hours:** 45 hours LEC; 27 hours LAB
This course is an introduction to designing and implementation of network strategy in an enterprise network environment. Topics include user authentication, encryption, internal and external risks, Trojans, worms, and viruses. Types of hardware and software attacks on networks, use and configuration of firewalls, file system security, logging, and auditing will be examined. It also covers security consideration for Windows 2000 servers, administrative tools, security tools, security between LAN’s and WAN’s, and security policy management.

### CISN 300 Network Systems Administration 3 Units
**Prerequisite:** None
**Advisory:** CISC 320, 350, and 351.
**Course Transferable to CSU**
**Hours:** 45 hours LEC; 27 hours LAB
This course covers the administration of a server in a client/server network. Topics include designing a basic network, installing and configuring a network operating system, and managing network security with user and group accounts. Additional topics are creating network shares, setting up and managing network printers, backing up servers, monitoring and setting access permission on network resources, and establishing policies and procedures for network operations. This course may be taken four times on a different Windows version.

### CISN 302 Intermediate Network Systems Administration 3 Units
**Prerequisite:** CISN 300 with a grade of “C” or better.
**Course Transferable to CSU**
**Hours:** 45 hours LEC; 27 hours LAB
This course covers advanced system administration in a client/server network. Topics include configuring the server environment, implementing system policies, implementing and managing fault-tolerant disk volumes, and managing applications. Additional topics covered are managing connectivity for different network and client operating systems, as well as managing and implementing remote servers. This course covers material required for one of the Microsoft MCSE Networking certification examinations. This course may be taken four times on a different Windows software version.

### CISN 307 Windows Active Directory Services 3 Units
**Prerequisite:** CISN 302 with a grade of “C” or better.
**Course Transferable to CSU**
**Hours:** 45 hours LEC; 27 hours LAB
This course covers installing, configuring, and administering Microsoft Windows Active Directory services. It also focuses on implementing Group Policy and understanding the Group Policy tasks required to manage users and computers. Group Policies are used to configure and manage the user desktop environment, configure and manage software, and implement and manage security settings. Installation and configuration of Domain Naming System (DNS) and Windows Internet Naming System (WIN) is covered, as well as publishing, replication and the backup of the directory services database. This course may be taken up to four times on different Windows operating system versions.

### CISN 308 Internetworking with TCP/IP 3 Units
**Prerequisite:** CISN 302 with a grade of “C” or better.
**Course Transferable to CSU**
**Hours:** 45 hours LEC; 27 hours LAB
This course covers installing, configuring, managing, and supporting a network infrastructure using the Microsoft Windows Server products. It focuses on TCP/IP and related services, including Dynamic Host Configuration Protocol (DHCP), Domain Naming System (DNS), Windows Internet Naming Service (WINS), Internet Information Server (IIS), Public Key Infrastructure (PKI) and certificate service, Internet protocol security (IPSec), Network Address Translation (NAT), and remote access. It also covers configuring Windows as a network router, Virtual Private Network (VPN) connectivity and managing a Windows deployment using Remote Installation Services (RIS). This course may be taken four times on different Windows operating system versions.

### CISN 314 Fiber Optic Networking 3 Units
**Prerequisite:** None
**Advisory:** CISC 350.
**Course Transferable to CSU**
**Hours:** 54 hours LEC
This course introduces basic fiber optical technologies including splices, connectors, optical sources, detectors, optical amplifiers, splitters and modulators. Optical switching technology and fiber based standards and protocols are covered along with services such as voice, data and video. Industry procedures and practices are examined.

### CISN 374 Messaging Server Administration 3 Units
**Prerequisite:** CISN 302 with a grade of “C” or better.
**Course Transferable to CSU**
**Hours:** 45 hours LEC; 27 hours LAB
This course covers the installation and administration of messaging servers. Topics include the installation, configuration, management and tuning of email and messaging services on both servers and clients; mail access protocols; security issues; backup and restore of the messaging database; and Internet connectivity. This course may be taken four times for credit on different software versions.

### CISN 377 Installing and Administering SQL Server 3 Units
**Prerequisite:** CISN 302 with a grade of “C” or better.
**Course Transferable to CSU**
**Hours:** 45 hours LEC; 27 hours LAB
This course provides the knowledge and technical skills required to install, configure, administer, and troubleshoot the client/server database management system of Microsoft SQL Server. Content includes learning to manage files and databases, choose and configure a login security method, plan and implement database permissions, secure SQL Server in an enterprise network, perform and automate administrative tasks. May be taken three times on a different software version.

### CISP 300 Algorithm Design/Problem Solving 3 Units
**Prerequisite:** None
**Advisory:** CISC 310.
**Course Transferable to CSU**
**Hours:** 54 hours LEC
This course introduces the Computer Science major to methods for solving typical computer problems through algorithm design. Topics covered include assessing and analyzing computer problems in a top-down, divide-and-conquer approach that leads to a programming solution. It also includes programming plans and detailed design documents from which source code versions of programs will be created.
CISP 310  Assembly Language Programming for Microcomputers  4 Units
Prerequisite: CISP 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the architecture of microcomputers that use the Intel microprocessor. Topics include machine and assembly language, keyboard and screen manipulation, binary and binary coded decimal (BCD) arithmetic, American Standard Code for Information Interchange (ASCII) and binary conversion, table processing, macros, and subroutines. Machine language programs are traced as an aid to debugging.

CISP 315  Introduction to Computer Architecture and Design  4 Units
Prerequisite: CISP 310 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the fundamental theories of, and their applications in, digital computer design. Topics include machine code decoding, memory bus cycles, memory, arithmetic and logic unit, registers, latches, Boolean algebra, logic gates, state machines, binary representation, pipelining and Boolean equation optimization. Synthesis of the design of a computer in a hardware description language (HDL) is stressed. All topics are related to programming and overall computer system operations. AA/AS area 3D

CISP 317  Computer Organization and Assembly Language Programming  4 Units
Prerequisite: None
Advisory: CISP 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the internal organization of a computer. Topics include learning to program in assembly language, implementing high level logic such as loops and subroutines, and performing low level hardware access. AA/AS area 3D

CISP 319  Advanced Assembly Programming  4 Units
Prerequisite: CISP 317 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an extension of the language and techniques studied in CISP 317. Topics include stacks, call frames, arrays and structures in assembly language. Hardware related topics such as interrupts, preemption and multitasking are also introduced.

CISP 320  COBOL Programming  4 Units
Prerequisite: CISP 300 or one of the following: CISP 340, 365, or 370.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This is a course in Programming using the language of COBOL to analyze and solve problems found in business and government. The programs use sequential disk files for input. Both printed reports and disk files are demonstrated output options. Updating of sequential files involves the use of multiple files as input and output. Current methods of problem solving include programming structure, toptdown design, and modular programming techniques. Topics covered include report formatting, control breaks, and single and double arrays. AA/AS area 3D

CISP 321  Advanced COBOL Programming  4 Units
Prerequisite: CISP 320 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers advanced COBOL concepts and programming techniques. The topics include sequential file processing, data editing, indexed sequential disk file processing, disk sorts, job control language, debugging techniques, table searching, segmentation, and subroutines. Emphasis is on structured design and structured programming utilizing top-down and modular techniques.

CISP 340  FORTRAN Programming  3 Units
Prerequisite: None
Advisory: CISC 310, CISP 300, and MATH 120.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the computer solution of problems by programming in FORTRAN. The emphasis is on learning the language and structured programming techniques. While problems from many disciplines will be presented, emphasis is placed on solving problems in engineering and the physical sciences. Appropriate for all majors in engineering, science and mathematics. (CAN CSCI 4) AA/AS area 3D

CISP 350  Database Programming  3 Units
Prerequisite: None
Advisory: CISC 310, CISA 320, CISA 321, and CISP 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory course to programming in database. The topics include analysis and design, modular programming, screen displays and menus, and multiple databases. AA/AS area 3D

CISP 360  Introduction to Structured Programming  4 Units
Prerequisite: CISP 300, 320, 340, or 370 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to structured programming and objects. Topics include program design, documentation, testing, and debugging, as well as data representation, data types, variables, constants, and operators. It also includes control structures, interactive and file input/output, standard libraries, arrays, pointers, methods (functions), classes and objects. AA/AS area 3D

CISP 370  Beginning Visual Basic  4 Units
Prerequisite: None
Advisory: CISC 310 and CISP 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This is an introductory programming course employing the language of Visual BASIC. Concepts and problems relate to a graphic user interface operating system (such as Windows) and object oriented programming. Terms, rules, and program components used in desktop customization will be explored. Applications include control menu boxes, menu bars, and scroll bar development. (CAN CSCI 6)

CISP 371  Intermediate Visual Basic  4 Units
Prerequisite: CISP 370 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This is the second course in Visual Basic programming. The course examines data and its relationship to the functions that operate on data. Topics include forms, components, properties, classes, objects, static and dynamic relationships, databases, data sets, queries, hierarchies, inheritance, coding, dialog boxes, associations, testing, and debugging. This course may be taken four times with a different version of Visual Basic.
CISP 400  Object Oriented Programming with C++  4 Units
Prerequisite: CISP 360 with a grade of “C” or better.
Advisory: CISC 323.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the C++ programming language and object-oriented programming in the Linux/UNIX environment. Topics include: program analysis and design, encapsulation, overloading, classes, inheritance, virtual functions, polymorphism, templates, exception handling, and the standard template library. In addition, basic Linux/UNIX commands and make files are covered. (CAN CSCI 18) AA/AS area 3D

CISP 401  Object Oriented Programming with Java  4 Units
Prerequisite: CISP 360 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to object oriented programming using the Java programming language. Topics include: objects, inheritance, polymorphism, interfaces, abstract classes, inner classes, error handling, graphical user interfaces, applets, threads, files, databases, and packages.

CISP 430  Data Structures  4 Units
Prerequisite: CISP 360 with a grade of “C” or better.
Advisory: CISP 400.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course applies object-oriented techniques for systematic problem analysis and the managing of program complexity using abstraction. Specifications, design, coding, testing, and documentation of large multi-file programs are covered. It uses advanced language features such as classes, strings, non-text files, pointers, and recursion. Abstract data types such as stacks, queues, lists, binary trees, heaps/priority queues, hash tables, and graphs are examined. Various sorting and searching algorithms are presented and analyzed using Big-O notation. (CAN CSCI 24)

CISP 440  Discrete Structures for Computer Science  3 Units
Prerequisite: MATH 370 with a grade of “C” or better.
Corequisite: CISP 430.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the essential discrete structures used in Computer Science, with emphasis on their applications. Topics covered include elementary formal logic and set theory, elementary combinatorics, recursive programming and algorithm analysis, finite state machines and formal languages, digital logic and switching, combinatorial circuits, and computer arithmetic. (CAN CSCI 26), AA/AS area 3D; CSU area B3

CISP 453  Introduction to Systems Programming in UNIX  4 Units
Prerequisite: CISP 310, 360, and 430 with grades of “C” or better.
Advisory: CISC 323.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers the features of the C language commonly used in systems programming, and the application of those features to systems programming in a Linux/UNIX environment. Topics include: C preprocessor macros, input/output, bit-manipulation facilities; timesharing system concepts; shell script programming; make files and source code control; basic system calls including fork and exec; pointers and dynamic memory allocation; libraries; and relocation and linking concepts including assembler handling of symbol tables.

CISP 457  Computer Systems Analysis and Design  3 Units
Prerequisite: CISC 310 and one of the following: CISP 317, CISP 319, CISP 320, CISP 340, CISP 360, CISP 366, or CISP 370.
Advisory: CISC 305 and CISC 340.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the methods used to analyze, design, and implement a computer system that meets client business needs. The methodology emphasizes the skills needed by a system analyst throughout the steps of a system development life cycle. These steps include system feasibility, analysis, design, implementation, documentation, and evaluation.

CIS - Security

CISS 300  Introduction to Information Systems Security  1 Unit
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course provides an introduction to network-based and Internet-based security applications and standards. Topics include encryption, security protocols, network security applications, digital signatures, protecting computers and the network from viruses, Trojans, spyware, unsolicited E-mail and public and private key exchange.

CISS 301  Ethical Hacking  2 Units
Prerequisite: None
Advisory: CISC 320, 323, 350 or 351.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course introduces basic security concepts, principles and "best practices" and explores ways in which security for a stand-alone PC and a network-connected PC can be compromised. It provides ways in which the security of a PC can be checked and evaluated. Principles of ethical hacking are discussed. Internal and external security threats are discussed, including viruses, worms, trojans, scripts and other malicious e-mail content. Network vulnerabilities, common exploits and basic countermeasures are discussed.

CISS 310  Network Security Fundamentals  3 Units
Prerequisite: None
Advisory: CISP 119, 140, and 302.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course provides the information and skills required to analyze security risks from potential network intrusions to organizations' network information systems. Topics cover the required content of the Computing Technology Industry Association (CompTIA) Security+ certification exam.

CISS 325  Network Security and Firewalls  3 Units
Prerequisite: CISS 310 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 45 hours LEC; 27 hours LAB
This course covers network and Internet security and deployment of industry standard countermeasures, including configuring Virtual Private Network (VPN) connections. Topics include the evaluation, implementation, and management of secure remote-access technologies. Also covered is the configuration of network firewalls such as Microsoft ISA Server and allowing access to key services while maintaining security. This course provides preparation for the Check Point Security’s “Check Point Certified Security Administrator” (CCSA) certification exam. This course is not open to students who have completed CISS 320 and CISS 330.
CISW 307  Introduction to Web Development and Design  3 Units
Same As: ARTNM 401.
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers the strategies for the development and design of web sites. Using an industry standard web authoring tool, the course integrates both artistic and technical concepts. Topics include assembling, designing and publishing web pages using strategies, principles and processes universally practiced by the professionals in this field. This course, in combination with ARTNM 401, may be taken four times for credit on a different software package or version.

CISW 310  Advanced Web Publishing  4 Units
Prerequisite: CISW 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course builds upon previous web publishing concepts and study. The primary focus of this course is the systematic development of interactive web sites. Topics include cascading style sheets, dynamics HTML, forms, client-side programming with JavaScript, CGI scripting with Perl, and web-database interactivity.

CISW 350  Imaging for the Web  1 Unit
Same As: ARTNM 400.
Prerequisite: None
Advisory: CISW 300 or CISC 306.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course takes an in-depth look at designing graphics for the Web. Industry standard graphic software is used to create original graphics as well as to manipulate found imagery. Topics include developing graphic elements for a Web site using a visual theme, creating buttons and intuitive navigational elements, making background textures and images, understanding Web file formats, scanning, presenting to a client, and simple animation. May be taken twice for credit on a different platform or graphics software package. Not open to those students who have taken ARTNM 400.

CISW 355  Web Imaging Projects  2 Units
Prerequisite: CISW 350 or ARTNM 402 or ARTNM 400 with a grade of "C" or better.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course is a continuation of CISW 350. Projects and simulations developing graphics for the Web are created for the purpose of marketing and advertising on the Web. The steps, procedures, and common problems encountered when producing quality graphics for professional Web sites are discussed and practiced. Real and simulated projects will include the following: compressing and uploading times, cropping and resizing, digital camera imaging, retouching and fixing photographs, photographic special effects and filters, rasterizing text, implementing backgrounds, buttons, themes, image maps, slicing, and simple animations.

CISW 365  Interactive Multimedia Basics  3 Units
Same As: ARTNM 404.
Prerequisite: None
Advisory: ARTNM 324, ARTNM 402, CISW 300, or CISW 310.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course demonstrates how to create simple vector-based graphics, animation, buttons, movies and raster files in a web environment. Topics include drawing tools, time-line effects, sound and video integration and basic interactivity. CISW 365 and/or ARTNM 404 may be taken a total of 4 times on different platforms or software versions.
CISW 370  Designing Accessible Web Sites  1 Unit
Prerequisite: CISW 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course provides an overview of the methods that are used to design web sites for people with disabilities. Current legal requirements for accessible web sites, especially the Americans with Disabilities Act (ADA), are emphasized.

CISW 385  E-Commerce  3 Units
Prerequisite: CISC 305 or CISW 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides both the beginner and the professional with a working knowledge of e-commerce. It emphasizes the theory and practice of marketing in an electronic environment. The personalization and interactivity of commercial web sites as a tool to build strong customer relationships are stressed.

CISW 400  Client-side Web Scripting  4 Units
Prerequisite: CISW 300 with a grade of “C” or better.
Advisory: CISW 310 and CISP 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course emphasizes the creation of dynamic and interactive web sites using a client-side scripting language such as JavaScript. Topics include the Document Object Model of web pages, core features of the client-side scripting language, event handling, control of windows and frames, functions, and form validation. May be taken twice on a different client-side scripting language.

CISW 410  Middleware Web Scripting  4 Units
Prerequisite: CISW 300 with a grade of “C” or better.
Advisory: CISW 310 and CISP 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course emphasizes the creation of interactive web sites using a middleware scripting environment such as PHP or ASP. Topics include core features of the middleware scripting language, embedding server commands in HTML pages, control structures, functions, arrays, form validations, cookies, environmental variables, email applications, and database-driven web applications. May be taken twice in a different middleware web scripting environment.

CISW 411  Middleware Scripting Database Web Applications  2 Units
Prerequisite: CISW 410 with a grade of “C” or better.
Advisory: CISW 310.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course includes interactive database applications for the Web using a database and middleware scripting language. Topics include organizing data, developing tables for databases, creating middleware scripts that add, delete, sort, edit and merge the data in the database. Maintaining database integrity, and using DHTML to streamline certain client side functions such as form validation are covered.

CISW 420  Server-side Web Scripting  4 Units
Prerequisite: CISW 300 with a grade of “C” or better.
Advisory: CISW 310 and CISP 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course emphasizes the creation of interactive web sites using a server-side scripting language such as Perl or Java. Topics include core features of the server-side web scripting language, control structures, functions, arrays, form validation, regular expressions, cookies, environmental variables, email applications, and database-driven web applications. May be taken twice with a different server-side web scripting language.

CISW 442  Web Publishing with XML  3 Units
Prerequisite: CISW 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course describes how to create well-formed and valid Extensible Markup Language (XML) documents, which are later used in conjunction with Extensible Style Sheet Language (XSL) to produce Web pages and other result documents. Topics include formatting XML documents with Cascading Style Sheets (CSS), Document Type Definitions (DTD), XML Namespaces and Schemas, XPATH, and Extensible Style Sheet Language Transforms (XSLT).

CISW 471  Interactive Multimedia Projects  4 Units
Prerequisite: ARTNM 402, ARTNM 404, CISW 300, CISW 310, or CISW 365 with a grade of “C” or better.
Advisory: ARTNM 328, CISW 410, and CISW 420.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course focuses on interactive multimedia project development. Emphasis is placed on the project development cycle including design specification, research, production, modification, and presentation. Projects assigned are multifaceted, approaching the complexity that individuals would be expected to encounter in the interactive multimedia development industry. This course is not open to students who have completed ARTNM 410.
# Design & Engineering Technology

## Design Technology Degree and Certificate

The ARC Design Technology degree and certificate emphasizes the basic skills needed for success in architectural, mechanical, and engineering occupations. These include the design process, drafting standards and practices, technical communication, material sciences, and design critique. The use of computers and various computer aided design and drafting (CADD) softwares are emphasized throughout the program.

### Requirements for Degree or Certificate 39 units

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</tbody>
</table>

### Associate Degree Requirements: The Design Technology Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

## Engineering Technology Degree

The Engineering Technology degree gives students a basic preparation in physics, mathematics, computer aided drafting and design (CADD), chemistry, manufacturing processes, engineering materials and other subjects necessary for the well trained engineering technician.

### Career Opportunities

Upon completion of the two-year degree program the engineering technician will be prepared to go directly into the employment market as a technical assistant to engineers, or other technical employment. The two-year A.S. degree program provides options for special concentration: engineering technology, architectural engineering technology, civil engineering technology, electrical engineering technology, or mechanical engineering technology. Engineering technicians are needed in the fields of manufacturing, architecture, construction, materials testing, public utilities and many other fields.

### Requirements for Degree Major 41-44 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 305</td>
<td>Introduction to Chemistry (5)</td>
<td>4-5</td>
</tr>
<tr>
<td>CHEM 310</td>
<td>Chemical Calculations (4)</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CISA 316</td>
<td>Intermediate Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>DESG 100</td>
<td>Introduction to Computer Aided Drafting and Design (CADD)</td>
<td>3</td>
</tr>
<tr>
<td>DESG 102</td>
<td>Intermediate Computer Aided Drafting and Design (CADD)</td>
<td>3</td>
</tr>
<tr>
<td>DESG 300</td>
<td>Introduction to Design Resources</td>
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</tbody>
</table>

### Requirements for Certificate 41-44 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>DESG 300</td>
<td>Introduction to Design Resources</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 307</td>
<td>Industrial Materials Testing (3)</td>
<td>3</td>
</tr>
<tr>
<td>DESG 308</td>
<td>Three Dimensional Design-Solids Modeling</td>
<td>3</td>
</tr>
<tr>
<td>DESG 310</td>
<td>Graphic Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 312</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>DESG 330</td>
<td>Machine Design</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 320</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>DESG 340</td>
<td>Architecture and Construction</td>
<td>5</td>
</tr>
<tr>
<td>DESG 360</td>
<td>Commercial Engineering Design and Drafting</td>
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<tr>
<td>DESG 350</td>
<td>Surveying and Construction Measurement Techniques (4)</td>
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<tr>
<td>ENGR 310</td>
<td>Engineering Survey Measurements</td>
<td>4</td>
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<tr>
<td>MATH 330</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 310</td>
<td>Conceptual Physics</td>
<td>3-4</td>
</tr>
<tr>
<td>PHYS 350</td>
<td>General Physics</td>
<td>3-4</td>
</tr>
</tbody>
</table>

### Associate Degree Requirements: The Engineering Technology Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

## Engineering Technology Certificate

The Engineering Technology certificate gives students a basic preparation in physics, mathematics, computer aided drafting and design (CADD), chemistry, manufacturing processes, engineering materials and other subjects necessary for the well trained engineering technician.

### Career Opportunities

Upon completion of the two-year certificate program the engineering technician will be prepared to go directly into the employment market as a technical assistant to engineers, or other technical employment. For every engineer, several support technicians are required. Engineering technicians are needed in the fields of manufacturing, architecture, construction, materials testing, public utilities and many other fields.

### Requirements for Certificate 41-44 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
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<tr>
<td>DESG 102</td>
<td>Intermediate Computer Aided Drafting and Design (CADD)</td>
<td>3</td>
</tr>
<tr>
<td>DESG 300</td>
<td>Introduction to Design Resources</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 307</td>
<td>Industrial Materials Testing (3)</td>
<td>3</td>
</tr>
<tr>
<td>DESG 308</td>
<td>Three Dimensional Design-Solids Modeling</td>
<td>3</td>
</tr>
<tr>
<td>DESG 310</td>
<td>Graphic Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 312</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>DESG 330</td>
<td>Machine Design</td>
<td>4</td>
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<tr>
<td>ENGR 320</td>
<td>Manufacturing Processes</td>
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<tr>
<td>DESG 340</td>
<td>Architecture and Construction</td>
<td>5</td>
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<tr>
<td>DESG 360</td>
<td>Commercial Engineering Design and Drafting</td>
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<td>DESG 350</td>
<td>Surveying and Construction Measurement Techniques (4)</td>
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</tr>
<tr>
<td>ENGR 310</td>
<td>Engineering Survey Measurements</td>
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<tr>
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<td>PHYS 310</td>
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<td>3-4</td>
</tr>
<tr>
<td>PHYS 350</td>
<td>General Physics</td>
<td>3-4</td>
</tr>
</tbody>
</table>
Engineering: Transfer Degree

The purpose of the program is to provide academic preparation for transfer to California State University, Sacramento for the Engineering Construction Management Program or the Mechanical Engineering Technology Program. At the completion of the courses in the option, a student will obtain an A.S. Degree and have many of the courses required for transfer. Please check the current Articulation Agreement by Major at www.cassist.org

Construction Management Option Requirements 70-71.5 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AGCT 301</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>AGCT 311</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 305</td>
<td>Survey of Biology</td>
<td>4</td>
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<tr>
<td>BUS 340</td>
<td>Business Law</td>
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</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
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<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1</td>
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<td>DESIGN 100</td>
<td>Introduction to Computer Aided Drafting and Design (CADD)</td>
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<tr>
<td>DESIGN 102</td>
<td>Intermediate Computer Aided Drafting and Design (CADD)</td>
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</tr>
<tr>
<td>DESIGN 310</td>
<td>Graphic Analysis</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 340</td>
<td>Architecture and Construction (5)</td>
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</tr>
<tr>
<td>or DESIGN 360</td>
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<tr>
<td>DESIGN 350</td>
<td>Surveying and Construction Measurement Techniques (4)</td>
<td>4</td>
</tr>
<tr>
<td>or ENGR 310</td>
<td>Engineering Survey Measurements (4)</td>
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</tr>
<tr>
<td>ENGR 307</td>
<td>Industrial Materials Testing (5)</td>
<td>3-4.5</td>
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<tr>
<td>or ENGR 413</td>
<td>Properties of Materials (4.5)</td>
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<tr>
<td>ENGR 420</td>
<td>Statics</td>
<td>3</td>
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<tr>
<td>ENGW 300</td>
<td>College Composition</td>
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<tr>
<td>MATH 350</td>
<td>Calculus for the Life and Social Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 351</td>
<td>Calculus for the Life and Social Sciences II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 350</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 360</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>SPEECH 311</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>STAT 301</td>
<td>Introduction to Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>And a minimum of 3 units from the following:</td>
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<td></td>
</tr>
<tr>
<td>CSU course: Construction Management 22 (May be taken prior to transferring, consult with a counselor)</td>
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</table>

Mechanical Engineering Technology Option Requirements 73-74 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CHEM 305</td>
<td>Introduction to Chemistry (5)</td>
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</tr>
<tr>
<td>or CHEM 400</td>
<td>General Chemistry (5)</td>
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<tr>
<td>CISP 340</td>
<td>FORTRAN Programming (3)</td>
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<tr>
<td>or CISA 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
<td></td>
</tr>
<tr>
<td>and CISA 316</td>
<td>Intermediate Electronic Spreadsheets (2)</td>
<td></td>
</tr>
<tr>
<td>DESIGN 100</td>
<td>Introduction to Computer Aided Drafting and Design (CADD)</td>
<td>3</td>
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<tr>
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<td>3</td>
</tr>
<tr>
<td>DESIGN 300</td>
<td>Introduction to Design Resources (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ENGR 307</td>
<td>Industrial Materials Testing (5)</td>
<td></td>
</tr>
<tr>
<td>DESIGN 308</td>
<td>Three Dimensional Design Solids Modeling</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 310</td>
<td>Graphic Analysis (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ENGR 312</td>
<td>Engineering Graphics (3)</td>
<td></td>
</tr>
<tr>
<td>DESIGN 350</td>
<td>Machine Design</td>
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<td>ENGR 320</td>
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<tr>
<td>PHYS 350</td>
<td>General Physics</td>
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<td>PHYS 360</td>
<td>General Physics</td>
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</tr>
<tr>
<td>STAT 301</td>
<td>Introduction to Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>And a minimum of 3 units from the following:</td>
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<td></td>
</tr>
<tr>
<td>One or more transfer level Humanities course (numbered 300-499)</td>
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<td></td>
</tr>
<tr>
<td>And a minimum of 3 units from the following:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DESIGN 100 Introduction to Computer Aided Drafting and Design (CADD) 3 Units

Prerequisite: None
Hours: 36 hours LEC, 72 hours LAB
This course is an introduction to computer-assisted drafting and design (CADD) and basic technical drawing. It covers orthographic and isometric projection concepts, utilizing CADD to produce basic technical drawings and applies the editing commands available in the software. It introduces basic drawings from architecture, mechanical design, electronics and space planning. This course may be taken four times using different software releases.

DESIGN 102 Intermediate Computer Aided Drafting and Design (CADD) 3 Units

Formerly: DESGN 67
Prerequisite: DESIGN 100 with a grade of “C” or better.
Hours: 36 hours LEC, 72 hours LAB
This course emphasizes advanced CADD commands and design graphics drawing principles. Orthographic and isometric projection principles are used for solving missing view problems with CADD as the tool for producing the drawings. Section views for mechanical and architectural applications are covered. Topics encompass architectural design, mechanical design, 3D-drawing, orthographic and isometric projection, sections, developments, attributes, civil drafting, and interior design and space planning. This course prepares the professional for work skills and advanced design courses. This course may be taken four times using different software releases.

DESIGN 110 Drafting for Design Majors 1 Unit
Prerequisite: None
Hours: 9 hours LEC, 27 hours LAB
Basic drafting techniques for interior design and theatre arts majors. Not recommended for drafting or engineering majors.

DESIGN 300 Introduction to Design Resources 3 Units

Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 34 hours LEC
This course is a survey of the resources that are used in the architectural and engineering professions for design planning, evaluation, and selection. It covers the methods and techniques used to determine human resources, evaluate and select materials for design, and disseminate design information.
DESIGN 308  Three Dimensional Design-Solids Modeling  
3 Units
Prerequisite: DESGN 300, DESGN 100, and DESGN 320 with a grade of “C” or better.
Corequisite: DESGN 102.
Advisory: ENGR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 36 hours LEC; 72 hours LAB
This course will cover the concepts and applications of three dimensional graphic design using AutoCAD solid modeling, mechanical desktop, and solid works software. Topics include the development and techniques for producing wire frame, surface, and solid models and their application in architectural and mechanical design. This course may be taken 4 times on different software releases.

DESIGN 310  Graphic Analysis  
3 Units
Formerly: DESGN 53
Prerequisite: DESGN 100 with a grade of “C” or better.
Advisory: Design Technology 102.
Course Transferable to CSU
Hours: 36 hours LEC; 72 hours LAB
This course covers CADD applications of the orthographic projection and geometric construction principles to solve technical problems as well as graphical analysis of the true length, true shape, true angle in the solution of engineering and architectural problems. This course satisfies the transfer requirements to CSUS for engineering, engineering technology, and design technology students.

DESIGN 320  Three Dimensional Graphics and Design  
3 Units
Prerequisite: None
Advisory: ENGRW 102 or 103, ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 72 hours LAB
This course includes instruction and practice in freehand engineering and architectural technical expression in various graphic media. Additionally, students will develop design solutions represented in freehand perspectives and 3-D CADD solutions.

DESIGN 330  Machine Design  
4 Units
Prerequisite: DESGN 310.
Advisory: DESGN 100.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers instruction in machine design and dimensioning of engineering machine drawings. Basic dimensioning of orthographic, sections, auxiliaries, forging, and casting drawings will be studied as well as basic manufacturing techniques. Emphasis will be placed on the latest ANSI Standard for Geometric Dimensioning and Tolerancing and its application to working drawings. Satisfies the transfer requirement for machine drawing to CSUS Mechanical Engineering Technology Program.

DESIGN 340  Architecture and Construction  
5 Units
Formerly: DESGN 56
Prerequisite: DESGN 102, 310, and 320.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers individual and group exercises simulating typical design, drafting and procedures in architecture and construction. The course focuses on residential design and light commercial wood frame construction.

DESIGN 350  Surveying and Construction Measurement Techniques  
4 Units
Formerly: DESGN 57
Prerequisite: DESGN 102, DESGN 310 with a grade of “C” or better.
Advisory: Math 120.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers basic measurement and alignment techniques used in light and heavy construction for design technology analysis. Additionally, the course includes site, road staking, cut and fill calculations, and elementary surveying principles.

DESIGN 360  Commercial Engineering Design and Drafting  
5 Units
Formerly: DESGN 58
Prerequisite: DESGN 102 and 310 with a grade of “C” or better.
Advisory: Design Technology 320.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This course employs individual and group exercises simulating typical design and engineering problems in structures, land planning, and environmental systems in buildings. Design solutions are presented by freehand, manual drafting, and CADD application. The course includes both individual and team design problems.

DESIGN 405  Advanced Computer-Aided Drafting and Design (CADD)  
3 Units
Prerequisite: DESGN 340 or 360 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 72 hours LAB
This course emphasizes the study of electronic graphical data development, manipulation techniques, and research data retrieval within the areas of architectural and mechanical, and civil engineering applications. Data base development is applied to various technical design problems incorporating the design process. This course may be taken four times on different software versions.
The ARC Early Childhood Education Program

The course work in the ARC Early Childhood Education department is approved by the California Commission on Teacher Credentialing as meeting the requirements for the California Child Development Permits. Students who complete selected certificates in the ECE program are recommended by the American River College faculty to the Commission on Teacher Credentialing for direct issuance of Child Development Permits.

Upon completion of the AA degree, a student will possess the course work required to work as a teacher in both private and public preschool and child care and development programs.

Early Childhood Education Degree

This program provides a foundation for in-depth early childhood teacher preparation both through strong general education and through introductory studies in child development and in early childhood curriculum and pedagogy. Topics include an introduction to the profession, observation techniques, age-appropriate curriculum, the child in the context of family and culture, and health and safety practices for early childhood educators.

Career Opportunities

Upon completion of the A.A. degree, a student possesses the course work required to work as a teacher in both private and public early care and education settings, serving infants through preschool-age children. Additionally, the individual can work as a teacher in before-and-after school programs, serving school-age children.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312</td>
<td>Child Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 372</td>
<td>Child Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314</td>
<td>The Child, the Family and the Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>Principles and Practices in Early Childhood Education</td>
<td>4</td>
</tr>
<tr>
<td>ECE 321</td>
<td>Advanced Principles and Practices in Early Childhood Education</td>
<td>4</td>
</tr>
<tr>
<td>ECE 331</td>
<td>Education and Care of Infants in Group Settings</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>Health and Safety in Child Care Settings</td>
<td>1</td>
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<tr>
<td>ECE 420</td>
<td>Administration of Child Development Centers (3)</td>
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<tr>
<td>or ECE 424</td>
<td>Adult Supervision: Mentoring in a Collaborative Learning Setting (2)</td>
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<tr>
<td>ECE 430</td>
<td>Culture and Diversity in Early Childhood Education</td>
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And a minimum of 6 units from the following:

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<th>Course</th>
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<th>Units</th>
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<tbody>
<tr>
<td>ECE 305</td>
<td>Introduction to Family Child Care (1)</td>
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<tr>
<td>ECE 316</td>
<td>Mass Media and Young Children (1)</td>
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<tr>
<td>ECE 325</td>
<td>Guidance and Discipline for Young Children (3)</td>
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</tr>
<tr>
<td>ECE 330</td>
<td>Infant Development (3)</td>
<td></td>
</tr>
<tr>
<td>ECE 356</td>
<td>Programs for the School-Age Child (3)</td>
<td></td>
</tr>
<tr>
<td>ECE 361</td>
<td>Introducing Young Children to Visual Arts (3)</td>
<td></td>
</tr>
</tbody>
</table>

Assistant Teacher Certificate

This certificate provides entry-level coursework in preparation to be an assistant teacher in an early care and education program. Topics include an introduction to the field and child development theories and principles. Upon completion of this certificate, the student is eligible to apply for the Assistant Teacher Child Development Permit with the Commission on Teacher Credentialing.

Career Opportunities

With an Assistant Teacher Certificate, students are eligible to work in private and public early care and education programs as assistant teachers. These programs include infant/toddler centers, preschools, and before- and-after school programs serving school-age children. Additionally, assistant teachers can operate their own family child care home.

Requirements for Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
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</tr>
<tr>
<td>ECE 312</td>
<td>Child Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 372</td>
<td>Child Development (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Teacher Certificate

This certificate provides the educational coursework that serves as the core curriculum for the early childhood education field. Topics include an introduction to the profession, observation techniques, age-appropriate curriculum, and the child in the context of the family and community. Additionally, there is a focus on practicing these concepts in a supervised field/lab environment. With documented work experience, the student is also eligible to apply to the Commission on Teacher Credentialing for the Associate Teacher Child Development Permit.
Career Opportunities

This certificate allows the student to work as a teacher in a private early care and education (Title 22) program, serving infants/toddlers, preschool-age children, and school-age children in before-and-after school programs. With the Associate Teacher Child Development Permit, an individual can work as an assistant or associate teacher in a publicly funded (Title 5) early care and education program.

Requirements for Certificate 13 units

ECE 300 Introduction to Early Childhood Education 3
ECE 312 Child Development (3) 3
or PSYC 372 Child Development (3) 3
ECE 314 The Child, the Family and the Community 3
ECE 320 Principles and Practices in Early Childhood Education 4

Teacher Certificate

This certificate provides a foundation for in-depth early childhood teacher preparation both through general education and through introductory studies in child development and in early childhood curriculum and pedagogy. Additionally, it covers culture and diversity issues in early childhood and health and safety practices. Students must verify required teaching experience to be recommended to the Commission on Teacher Credentialing for issuance of the Teacher Child Development Permit.

Career Opportunities

Upon completion of this certificate and with appropriate documented experience, the student meets the requirement for employment as a teacher in publicly funded early care and education programs, serving infants through preschool-age children. The student also meets the requirements to work as a teacher in a privately funded early care and education program, as well as in a before-and-after school-age program.

Requirements for Certificate 40 units

ECE 300 Introduction to Early Childhood Education 3
ECE 312 Child Development (3) 3
or PSYC 372 Child Development (3) 3
ECE 314 The Child, the Family and the Community 3
ECE 320 Principles and Practices in Early Childhood Education 4
ECE 321 Advanced Principles and Practices in Early Childhood Education 4
ECE 331 Education and Care of Infants in Group Settings (3) 3
or ECE 356 Programs for the School-Age Child (3) 3
or ECE 404 Children with Special Needs (3) 3
ECE 410 Health and Safety in Child Care Settings 1
ECE 430 Culture and Diversity in Early Childhood Education 3

And a minimum of 16 units from the following: 16
At least one course from each of the following four areas listed in the ARC graduation requirements.
(1) Math/Science: Area IV or a course satisfying the Mathematics Competency requirement.
(2) English: Area IIIa.
(3) Humanities: Area I.
(4) Social Sciences: Area III.

Master Teacher Certificate

This certificate meets the requirements for teaching in a publicly funded early care and education program. It requires an additional 6 units of specialized study beyond the teacher level certificate, allowing the student to select a particular focus of study (i.e., infant/toddler; culture and diversity; health and nutrition; children’s literature; and art or music for young children). Applicants must verify required experience teaching children and supervising staff to be recommended to the California Commission on Teacher Credentialing for issuance of the Master Teacher Child Development Permit.

Core Requirements for Certificate 42 units

ECE 300 Introduction to Early Childhood Education 3
ECE 312 Child Development (3) 3
or PSYC 372 Child Development (3) 3
ECE 314 The Child, the Family and the Community 3
ECE 320 Principles and Practices in Early Childhood Education 4
ECE 321 Advanced Principles and Practices in Early Childhood Education 4
ECE 331 Education and Care of Infants in Group Settings (3) 3
or ECE 356 Programs for the School-Age Child (3) 3
or ECE 404 Children with Special Needs (3) 3
ECE 410 Health and Safety in Child Care Settings 1
ECE 430 Culture and Diversity in Early Childhood Education 3

And a minimum of 16 units from the following: 16
At least one course from each of the following four areas listed in the ARC graduation requirements.
(1) Math/Science: Area IV or a course satisfying the Mathematics Competency requirement.
(2) English: Area IIIa.
(3) Humanities: Area I.
(4) Social Sciences: Area III.

Career Opportunities

This certificate qualifies students to be a master teacher or a supervising teacher in early care and education programs. Upon completion of this certificate and with documented related experience, the individual is eligible to be a lead teacher and/or mentor teacher in both publicly and privately funded programs serving young children and their families.

Requirements for Certificate 48 units

Art with Children

Core Requirements 42
ECE 301 Introducing Young Children to Visual Arts 3

And a minimum of 3 units from the following: 3
ART 301 Design: Fundamentals (3)
ART 432 Art for Children Practicum (2 - 4)
ARTH 300 Introduction to Art (5)

Children’s Health, Safety and Nutrition

Core Requirements 42
ECE 415 Children’s Health, Safety and Nutrition (3) 3
or NUTRI 320 Children’s Health, Safety and Nutrition (3) 3
NUTRI 300 Nutrition 3

Children’s Literature

Core Requirements 42
ENGLT 370 Children’s Literature 3
ENGLT 372 Children’s Literature: Storytelling 1
ENGLT 374 Children’s Literature: Multicultural Literature 1
ENGLT 376 Children’s Literature: Reader’s Theatre 1

Culture and Diversity

Core Requirements 42
ECE 432 Leadership in Diversity 3

And a minimum of 3 units from the following: 3
Any course from Area VI of the ARC GE graduation requirements, with the exception of ECE 430.

Drama with Children

Core Requirements 42
TA 400 Creative Drama for Children 3
TA 404 Techniques of Puppetry (5) 3
or TA 406 Children’s Theatre (3) 3
Early Childhood Education

**Infant Care** 48 units

- **Core Requirements** 42
- **ECE 330** Infant Development 3
- And a minimum of 3 units from the following: 31
  - **ECE 331** Education and Care of Infants in Group Settings (3)
  - **ECE 334** Laboratory with Infants and Toddlers (1)
  - **ECE 498** Work Experience in Early Childhood Education (1 - 4)

*ECE 331 should be taken to meet this requirement unless it is used to meet core requirements. If ECE 334 or ECE 498 are used, they must be for a minimum of 3 units with placement in an infant program.*

**Music with Children** 48 units

- **Core Requirements** 42
- **ECE 365** Music and Movement with Young Children 3
- And a minimum of 3 units from the following: 3
  - **MUSM 330** World Music (3)
  - **MUHV 340** Beginning Piano (2)
  - **MUHV 341**Beginning Piano (2)
  - **MUHV 370** Beginning Guitar (2)
  - **MUHV 371** Intermediate Guitar (2)
  - **MUSM 370** Music for Children (3)

**School-Age Care** 48 units

- **Core Requirements** 42
- **ECE 358** Activities for the School-Age Child (Six to Fourteen Years) 3
- And a minimum of 3 units from the following: 31
  - **ECE 356** Programs for the School-Age Child (3)
  - **ECE 498** Work Experience in Early Childhood Education (1 - 4)
  - **REC 320** Recreation Activity Leadership (3)

*ECE 356 should be taken to meet this requirement unless it is used to meet core requirements. Student should then select from other options listed, with ECE 498 taken for a minimum of 3 units with placement in a school-age program.*

**Special Needs** 48 units

- **Core Requirements** 42
- **ECE 404** Children with Special Needs 3
- And a minimum of 3 units from the following: 31
  - **PET 312** Theory and Techniques of Adapted Physical Education (3)
  - **SILA 305** American Sign Language I (4)
  - **SILA 330** Impact of Deafness (3)
  - **SILA 332** Educating Deaf People (3)
  - **ECE 498** Work Experience in Early Childhood Education (1 - 4)

*With placement in a classroom for children with special needs for ECE 498.*

**Site Supervisor Certificate**

Administration of early care and education programs is the main focus of this certificate. Topics include administration, supervision and coordination of staff in early childhood settings. Additionally, it provides the educational coursework that serves as the core curriculum for the early childhood education field. Along with documented experience, this certificate leads to the Site Supervisor Permit issued by the California Commission on Teacher Credentialing and is required of those individuals supervising a publicly funded early childhood education site.

**Career Opportunities**

Upon completion of this certificate, the student exceeds the minimum requirements to work as a director/site supervisor in a privately funded early care and education program. With documented experience supervising staff, the student also meets the requirements to work as a director/site supervisor in a publicly funded early care and education program.

**Requirements for Certificate** 60 units

- **ECE 300** Introduction to Early Childhood Education 3
- **ECE 312** Child Development (3)
- or **PSYC 372** Child Development (3)
- **ECE 314** The Child, the Family and the Community 3
- **ECE 320** Principles and Practices in Early Childhood Education 4
- **ECE 321** Advanced Principles and Practices in Early Childhood Education 4
- **ECE 331** Education and Care of Infants in Group Settings 3
- **ECE 410** Health and Safety in Child Care Settings 1
- **ECE 420** Administration of Child Development Centers 3
- **ECE 422** Advanced Coordination/Supervision Child Development Programs 3
- **ECE 424** Adult Supervision: Mentoring in a Collaborative Learning Setting 2
- **ECE 430** Culture and Diversity in Early Childhood Education 3

And a minimum of 6 units from the following: 6

- **ECE 305** Introduction to Family Child Care (1)
- **ECE 316** Mass Media and Young Children (1)
- **ECE 325** Guidance and Discipline for Young Children (3)
- **ECE 330** Infant Development (3)
- **ECE 336** Programs for the School-Age Child (3)
- **ECE 361** Introducing Young Children to Visual Arts (3)
- **ECE 363** Music and Movement with Young Children (3)
- **ECE 404** Children with Special Needs (3)
- **ECE 415** Children’s Health, Safety and Nutrition (3)
- or **NUTR 330** Children’s Health, Safety and Nutrition (3)
- **ECE 432** Leadership in Diversity (3)

And a minimum of 22 units from the following: 22

Course list to fulfill ARC General Education requirements.

The Early Childhood Education Department is also authorized to recommend students to the Commission on Teacher Credentialing for the Child Development Assistant Permit and for the Program Director Permit. Students who wish to be recommended for the Child Development Assistant Permit must have completed ECE 312/PSYCH 372, and ECE 300 for a total of six units. Students who wish to be recommended for the Child Development Program Director Permit must verify completion of a BA degree, possess the Child Development Teacher Certificate, and complete ECE 420, 422 and 424. This permit is required for those supervising multiple publicly-funded early childhood education sites.

**Specialist Certificates**

The following certificates are designed for students who seek courses which will prepare them to work with a specific age group or program type. The following certificates meet the minimum requirements for teaching in or administering privately-funded early care and education.

**ECE: Culture and Diversity Specialist Certificate**

This certificate provides the educational coursework that serves as the core curriculum for the early childhood education field. Topics include an introduction to the profession, observation techniques, age-appropriate curriculum and a supervised field/lab experience. Additionally, it offers a specialization in culture and diversity issues dealing with young children and their families.

**Career Opportunities**

Upon completion of this specialization certificate, the individual is eligible to be a teacher in a privately funded (Title 22) early care and education program and/or an associate teacher in a publicly funded (Title 5) program serving young children and their families.
**Family Child Care Certificate**

This certificate provides a foundation in early childhood education and includes courses specific to family child care providers. Additional topics include child development theories and principles, the child in the context of the family, and general health and safety practices.

**Career Opportunities**

Upon completion of this certificate, the student is prepared to offer quality in-home child care to families in the community.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ECE 305</td>
<td>Introduction to Family Child Care</td>
<td>1</td>
</tr>
<tr>
<td>ECE 312</td>
<td>Child Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 372</td>
<td>Child Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314</td>
<td>The Child, the Family and the Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>Health and Safety in Child Care Settings</td>
<td>1</td>
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<tr>
<td>ECE 410</td>
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<td>ECE 410</td>
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</tbody>
</table>

And a minimum of 4 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ECE 498</td>
<td>Work Experience in Early Childhood Education (1 - 4)</td>
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<td>Work Experience in Early Childhood Education (1 - 4)</td>
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<td>4</td>
</tr>
<tr>
<td>PSYC 372</td>
<td>Child Development (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Family Service Certificate**

This certificate provides a foundation in early childhood education and includes courses specific to providing support services to families. Topics include child development theories and principles, the child in the context of family and culture, and an introduction to the field of human services.

**Career Opportunities**

Upon completion of this certificate, the student is prepared to be a family support service worker in early care and education programs. Additionally, the student is eligible to be a teacher in a privately funded family child care program.

**Requirements for Certificate**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ECE 312</td>
<td>Child Development (3)</td>
<td>3</td>
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<tr>
<td>ECE 314</td>
<td>The Child, the Family and the Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 430</td>
<td>Culture and Diversity in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 440</td>
<td>Intro to Family Support Services in Early Childhood Education</td>
<td>3</td>
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<tr>
<td>HSER 300</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
</tbody>
</table>

**Infant Specialist Certificate**

This certificate provides the educational coursework that serves as the core curriculum for the early childhood education field. Topics include an introduction to the profession, observation techniques, age-appropriate curriculum, and a supervised field/lab experience. Additionally, it focuses on infant development and the care of education of infants/toddlers in group settings.

**Career Opportunities**

Upon completion of this certificate, the student exceeds the minimum requirements for to be a teacher of infants and toddlers in privately funded early childhood education programs (as required by Title 22 of the California Social Services Code of Regulations). Additionally, the student qualifies as an associate teacher of infants and toddlers in publicly funded early childhood education programs (as required by Title 5 California Education Code of Regulations).

**Requirements for Certificate**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 300</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312</td>
<td>Child Development (3)</td>
<td>3</td>
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<td>ECE 314</td>
<td>The Child, the Family and the Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>Principles and Practices in Early Childhood Education</td>
<td>4</td>
</tr>
<tr>
<td>ECE 330</td>
<td>Infant Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 331</td>
<td>Education and Care of Infants in Group Settings</td>
<td>3</td>
</tr>
<tr>
<td>ECE 334</td>
<td>Laboratory with Infants and Toddlers</td>
<td>1</td>
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<tr>
<td>ECE 410</td>
<td>Health and Safety in Child Care Settings</td>
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</table>

**Management Specialist Certificate**

This certificate provides the educational coursework that serves as the core curriculum for the early childhood education field. Topics include an introduction to the profession, observation techniques, age-appropriate curriculum, and a supervised field/lab experience. Additionally, it covers administration and management issues relating to the operation of center-based early care and education programs.

**Career Opportunities**

Upon completion of the certificate and with additional documented experience, the student exceeds the minimum educational requirements for employment as a director/manager of a privately funded early care and education program. The minimum requirements are outlined in Title 22 (Department of Social Services) regulations for child care licensing.

**Requirements for Certificate**

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</tr>
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<td>ECE 320</td>
<td>Principles and Practices in Early Childhood Education</td>
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<tr>
<td>ECE 330</td>
<td>Infant Development</td>
<td>3</td>
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<td>ECE 331</td>
<td>Education and Care of Infants in Group Settings</td>
<td>3</td>
</tr>
<tr>
<td>ECE 334</td>
<td>Laboratory with Infants and Toddlers</td>
<td>1</td>
</tr>
<tr>
<td>ECE 410</td>
<td>Health and Safety in Child Care Settings</td>
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<tr>
<td>ECE 410</td>
<td>Health and Safety in Child Care Settings</td>
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</table>

**School Age Specialist Certificate**

This certificate provides the educational coursework that serves as the core curriculum for the early childhood education field. Topics include an introduction to the profession, observation techniques, age-appropriate curriculum, and a supervised field/lab experience. Additionally, it covers specific school-age program requirements and activities.

**Career Opportunities**

Upon completion of this certificate and with appropriate documented experience, the student exceeds the minimum requirements for
employment as a teacher in privately funded before-and-after school child care programs. These requirements are outlined in Title 22 (Department of Social Services) regulations for child care licensing.

### Early Childhood Education

**Requirements for Certificate**

<table>
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<tr>
<th>Course</th>
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<tbody>
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<tr>
<td>ECE 356</td>
<td>Programs for the School-Age Child</td>
<td>3</td>
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<tr>
<td>ECE 358</td>
<td>Activities for the School-Age Child (Six to Fourteen Years)</td>
<td>3</td>
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<tr>
<td>ECE 410</td>
<td>Health and Safety in Child Care Settings</td>
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</table>

**ECE 300**  Introduction to Early Childhood Education 3 Units

**Prerequisite:** None

**Course Transferable to CSU**

**Hours:** 54 hours LEC

This course provides an overview of the history of the field, current curriculum approaches, and programs serving children from infancy through the school-age years. It reviews the current status of education for young children, with a focus on integrated education. Techniques for observing, documenting, and interpreting the behavior of young children and opportunities to observe in a variety of early childhood education settings will be included.

**ECE 305**  Introduction to Family Child Care 1 Unit

**Prerequisite:** None

**Course Transferable to CSU**

**Hours:** 18 hours LEC

This course is an orientation to family child care. It includes state and local regulations, issues of health and safety, curriculum, behavior guidance, and business management of child care programs operating in the provider's home.

**ECE 320**  Principles and Practices in Early Childhood Education 4 Units

**Prerequisite:** ECE 300 and either ECE 312 or PSYC 372 with a grade of "C" or better.

**Enrollment Limitation:** Current tuberculosis clearance.

**Course Transferable to CSU**

**Hours:** 36 hours LEC; 108 hours LAB

This course provides supervised experience working with children in an early childhood setting. Topics include principles of curriculum development, classroom design, and child guidance, with opportunity to apply these key teaching principles in practical situations.

**ECE 321**  Advanced Principles and Practices in Early Childhood Education 4 Units

**Prerequisite:** ECE 320 with a grade of "C" or better.

**Enrollment Limitation:** Current tuberculosis clearance.

**Course Transferable to CSU**

**Hours:** 36 hours LEC; 108 hours LAB

This advanced course provides supervised experience as a teacher in an early childhood education program and is aimed at leadership in the areas of developing environments for learning, child observation and assessment, documentation of children's work, behavior guidance, group management, collaborative teaching, building relationships with families, and effective preparation and implementation of curriculum.

**ECE 314**  The Child, the Family and Community 3 Units

**Prerequisite:** None

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course covers the child within the family and within the community. The focus is on the impact of parenting style, marriage and transitions within the family, culture, school, and the media on the child's development. This course offers the opportunity to research and review the diverse community resources available to support the child and the family.

**ECE 316**  Mass Media and Young Children 1 Unit

**Prerequisite:** None

**Course Transferable to CSU**

**Hours:** 18 hours LEC

**Course Description:** This course covers the role of mass media in socializing young children. Emphasis is on the influence of mass media on development, including the impact of television, movies, commercial advertising, books, and popular music, with discussion of strategies for minimizing the negative influences of mass media on children.

**ECE 322**  Competence in Diversity 1 Unit

**Prerequisite:** None

**Hours:** 18 hours LEC

This course identifies the importance of promoting the self-esteem of foster children through personal history and culture. Techniques for promoting a positive sense of identity are emphasized. This course includes critical issues that face foster parents and the children they care for in a poly-ethnic and otherwise diverse community. This course meets state requirements for continuing education for Sacramento County licensed foster parents and kinship care providers.

**ECE 294**  Topics in Early Childhood Education .5-4 Units

**Prerequisite:** None

**Hours:** 9-72 hours LEC

This course provides opportunity to study current topics in early childhood education which are either, not included in current offerings, or require emphasis beyond that offered in existing courses. The course may be taken four times up to a maximum of 6 units providing there is no duplication of topics.

**ECE 312**  Child Development 3 Units

**Same As:** PSYC 372.

**Prerequisite:** None

**Advisory:** ENGWR 102 or ENGWR 103, and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment process.

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course is a study of the growth and development of children from the prenatal stage through adolescence. For each stage of development, the physical, cognitive, linguistic, social-moral, and emotional aspects of development, with attention to both typical as well as atypical development in each area is discussed. Included are the influences of culture, family, and the environment. This material is designed as a foundation for early care and education, teaching, and parenting. Not open to students who have completed PSYC 372. (CAN FCS 14) AA/AS area 3E; CSU area D3 & E1; IGETC area 4.
**ECE 325  Guidance and Discipline for Young Children 3 Units**
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on early childhood guidance and discipline through examination of theories, research and practical application for teachers in early childhood classrooms and parents at home. Developmental stages of children's behavior, positive discipline techniques and teaching social emotional skills are included.

**ECE 330  Infant Development 3 Units**
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an examination of the developmental needs of infants, from conception to three years of age, preparing both parents and health, education, and social service professionals with strategies for care that are based on research in infant development. ARC area 3E

**ECE 331  Education and Care of Infants in Group Settings 3 Units**
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course applies current research in infant development to the teaching and care of infants in group settings. Emphasis is on early childhood education principles and practices when applied to the care and education of infants from birth to three years of age. It includes strategies for designing, implementing, and evaluating group care programs for infants.

**ECE 334  Laboratory with Infants and Toddlers 1 Unit**
Prerequisite: Current tuberculosis clearance.  
Corequisite: ECE 330 or 331.  
Course Transferable to CSU  
Hours: 54 hours LAB  
This class provides experience working with infants and toddlers in a group care program. It is designed as a laboratory for those who have completed or are enrolled in Early Childhood Education 330 or 331. The course requires participation for a designated three hours per week with infants and/or toddlers under the supervision of experienced teachers in a supervised infant-toddler care setting. This course may be taken twice for credit.

**ECE 350  Introduction to Elementary Teaching with Field Experience 3 Units**
Same As: ENGED 324.  
Prerequisite: None  
Advisory: ECE 312/PSYC 372 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a career exploration course with an early field experience for K-8 teaching. It includes a supervised field placement of four hours weekly in a local elementary school in addition to weekly class meetings on campus. It will fulfill one of the early field experiences for the CSUS blended liberal studies major. Course content includes the profession and culture of teaching, observation skills, communication skills, diversity, and social issues. Field experience will integrate and apply the course content. Not open to students who have completed ENGED 324. ARC area 3E

**ECE 356  Programs for the School-Age Child 3 Units**
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course covers the fundamentals of planning, implementing and evaluating programs for before- and after-school care of school-age children (K-8). Emphasis is on developmental levels, age-appropriate activities and day-to-day program operations.

**ECE 358  Activities for the School-Age Child (Six to Fourteen Years) 3 Units**
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on design, implementation and evaluation of developmentally appropriate activities for the school-age child (K-8). Curriculum areas include games, construction, art, music and movement, science and nature, and drama. It explores other topics including cooperative program planning, environments, guidance techniques and the importance of positive interpersonal relationships between the adults and the children in the program.

**ECE 361  Introducing Young Children to Visual Arts 3 Units**
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course prepares teachers in early childhood education with strategies for introducing young children to the media and tools of drawing, painting, sculpting, and other visual arts commonly used by young children to represent and understand the world around them. The focus will be on observing children's natural ways of exploring each medium and learning strategies to facilitate and document children's emerging skills and relationship with each medium. Included are strategies for designing early childhood environments that promote children's exploration of visual arts. AA/AS area 3B

**ECE 363  Music and Movement with Young Children 3 Units**
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on the use of music and movement with children from infancy to age eight in group settings. Theoretical perspectives are reviewed and blended with practical applications that the teacher of young children can use to form a classroom community of learners, manage classroom behavior, and facilitate transitions. It will develop music and movement experience plans and create musical instruments from inexpensive, readily available materials. It will also explore music and movement as ways to involve children with cultural diversity and traditions. AA/AS area 3B

**ECE 404  Children with Special Needs 3 Units**
Prerequisite: ECE 312 or PSYC 372 with a grade of “C” or better  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides a broad overview of the characteristics, assessment techniques, methods of intervention, community and family resources, and current issues of young children (from birth to age eight) with special needs. The focus is to increase the awareness and understanding of children's individual needs in an early childhood setting and to provide practical information to those currently involved with children with special needs. Observations in public or private children's centers, schools, and agencies are required.

**ECE 410  Health and Safety in Child Care Settings 1 Unit**
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course covers health and safety issues in center and home-based early care and education programs. It includes preventative health practices such as control of infectious diseases, injury prevention, nutrition, sanitation, emergency preparedness and evacuation. Along with ECE 414 (HEED 311), fulfills Title 22 (CA Department of Social Services) Health and Safety requirements for staff.
ECE 414  CPR and Pediatric First Aid  1.5 Units
Same As: HEED 311.
Prerequisite: None
Advisory: ENGRD 102 or ENGRD 103, and ENGRD 116 with a grade of "C" or better; OR ESLW 320 and ESLW 320 with a grade of "C" or better; OR placement through assessment.
Course Transferable to CSU
Hours: 72 hours LEC
This course covers emergency life saving and first aid techniques involving infants and children. Respiratory distress, non-breathing, unconsciousness, choking, and other pediatric emergencies are addressed. CPR for adults is another major component of this course. The California Child Care first aid certificate examination, the Adult CPR, and the Infant and Child CPR examination are included. ECE 410 and this course fulfill Title 22 (California Department of Social Services) Health and Safety requirements for staff. ECE 414/HEED 311 may be taken four times.

ECE 415  Children's Health, Safety and Nutrition  3 Units
Same As: NUTRI 320.
Prerequisite: None
Advisory: ENGRD 102 or ENGRD 103, and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to look at basic nutrition, health, and safety needs of children from the prenatal period through school age. Topics include identification of the nutrients in foods as they affect a child's physical and mental development. Course emphasis is placed on maintaining the optimal health, safety, and nutritional status of children at home and in group care. (Not open to students who have completed NUTRI 320.)

ECE 420  Administration of Child Development Centers  3 Units
Prerequisite: ECE 300 with a grade of "C" or better; or, one year of teaching experience documented with verification of experience form.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory course in the elements of program planning, budgeting, supervision and personnel administration for schools and private child development centers serving children and families. This course satisfies the administration requirement of the California Title 22 Health and Safety Code, and satisfies three of the six units of the administration requirement of the Title 5 Education Code and the California Commission for Teacher Credentialing.

ECE 422  Advanced Coordination and Supervision of Child Development Programs  3 Units
Prerequisite: ECE 420 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is an advanced course in administration and coordination of multi-faceted child development programs. The emphasis of the course is on publicly-funded programs and personnel management. It meets the requirements of the Education Code under Title 5 and the Commission for Teacher Credentialing.

ECE 424  Adult Supervision: Mentoring in a Collaborative Learning Setting  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course covers principles and strategies for teachers who supervise the work of other teachers in early childhood education. Emphasis is on the role of the mentor teacher working collaboratively to guide a teaching team within a classroom setting. This course satisfies the adult supervision requirement for the Master Teacher Permit issued by the California Commission on Teacher Credentialing.

ECE 430  Culture and Diversity in Early Childhood Education  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course covers culturally responsive care and education in early childhood settings. It includes the study of socio-cultural issues as they vary across the diverse cultures represented in the classroom and as they impact a child's development. Included are strategies for helping children negotiate and resolve conflicts caused by cultural differences, with a focus on using an anti-bias approach in the classroom. AA/AS area 3F & 2C

ECE 432  Leadership in Diversity  3 Units
Prerequisite: ECE 430 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course expands upon ideas developed in ECE 430. Specific cultural differences are researched and similarities and differences are addressed. The course critically discusses the role of individual perspective and suggests ways for teachers to respond to diverse viewpoints of families and staff in an anti-bias classroom.

ECE 440  Introduction to Family Support Services in Early Childhood Education  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course covers principles and practices for support services provided to families with young children. Emphasis is on family self-identification of goals and nurturing the development of children in the context of family and culture. Techniques for building family relationships, accessing community services and enhancing problem solving skills are presented. Advocacy for community support for families of all cultures is included.

ECE 498  Work Experience in Early Childhood Education  1-4 Units
Prerequisite: Current tuberculosis clearance.
Corequisite: Student must be enrolled in a minimum of 7 units, including this course.
Course Transferable to CSU
Hours: 18 hours LEC; 60-300 hours LAB
This course provides work experience in early childhood settings - primarily child care and development centers - with opportunities to work with children from infancy through the school-age years. By combining volunteer or paid work experience with college training, jobs are used as learning settings and together with the employer and the college instructor establish learning objectives for the semester. Enrollment is dependent on employment or on availability of voluntary work placement. Instructor may assist in locating voluntary work placement. Course may be taken four times for a maximum of eight units.
Economics is the study of how individuals and societies choose to use limited resources for production of goods and services and how they distribute them for current and future consumption. Economics is divided into two major areas, macroeconomics and microeconomics. Macroeconomics studies decision-making at the national level. Macroeconomics topics include Gross Domestic Product, unemployment and inflation. Microeconomics studies decision-making at the individual, household, firm, industry and government level. Microeconomic topics include theory of the firm and consumer behavior.

Courses offered by the Economics Department satisfy general education requirements at American River College and other community colleges, the CSU system and the UC system. In addition, economics courses provide students with essential tools to analyze contemporary national and international economic issues.

**ECON 302 Principles of Macroeconomics 3 Units**
Formerly: ECON 1A  
Prerequisite: None  
Advisory: MATH 100; ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course, an introduction to macroeconomics, is concerned with the economic well being of the national economy. Topics covered include supply, demand, aggregate supply, aggregate demand, equilibrium, money, banking, taxation, inflation, employment, and economic growth. (CAN ECON 2); AA/AS area 3C; CSU area D3; IGETC area 4.

**ECON 304 Principles of Microeconomics 3 Units**
Formerly: ECON 1B  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW 320; MATH 120; or placement through the assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course, an introduction to microeconomics, is concerned with individuals and business firms and how they interact in the marketplace to determine price, output, employment and efficient utilization of economic resources. International economic principles will also be discussed. Topics covered include marginal utility; production and resource allocation under conditions of competition, monopoly and oligopoly; monopolistic competition; antitrust and labor economics; and international trade and finance. (CAN ECON 4) AA/AS area 3C; CSU area D3; IGETC area 4.

**ECON 320 Concepts in Personal Finance 3 Units**
Formerly: ECON 14  
Same As: BUS 320.  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW 320; BUS 105; or placement through the assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and conceptual basis of financial planning and the analysis and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined with an emphasis on principles to develop students' economic decision making. Not open to student who have completed Business 320. AA/AS area 3C or 3E; CSU area D3.
Electronic equipment is present everywhere in our lives. From computerized traffic signals to personal computers and cellular telephones, modern electronic systems make our everyday lives easier, safer, and more efficient. Electronic technicians design, develop, build, install, repair and maintain many different types of sophisticated electronic devices.

The American River College Electronics program combines broad-based Electronic and Telecommunications training with the newest specialty areas (such as Robotics, Fiber Optics, Programmable Interface Controllers and Stamp Microcontrollers). By working closely with our industry partners we ensure our curriculum is relevant and meets industry current and future needs. This relevant and up-to-date education prepares graduates for excellent career opportunities in the Electronics, Robotics or Telecommunications fields.

American River College is an official NARTE (National Association of Radio and Television Engineers) Federal Communication Commission (FCC) test site and offers an FCC license preparation course.

**Electronic Systems Technology Degree and Certificate**

The Electronics Systems Technology Degree or Certificate combines broad-based electronic and telecommunications training with specialty areas such as robotics, fiber optics, programmable interface controllers (PICs), and stamp micro-controllers.

**Career Opportunities**

This degree or certificate provides students with the knowledge to successfully enter a variety of electronics and telecommunication careers. Working closely with our industry partners and contacts ensures our curriculum is relevant and meets the current and future needs of the Electronics and Telecommunications Industry. American River College is an official test site of the National Association of Radio and Telecommunication Engineers (NARTE) for the Federal Communication Commission (FCC) General Radio Telephone License. Included in the electronics program is an FCC license preparation course.

**Requirements for Degree Major or Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ET 115</td>
<td>Fiber Optics and Telecommunication Cabling</td>
<td>4</td>
</tr>
<tr>
<td>ET 140</td>
<td>Software Tools for Electronic Technicians</td>
<td>3</td>
</tr>
<tr>
<td>ET 145</td>
<td>Computer Upgrade, Repair, and Assembly</td>
<td>2</td>
</tr>
<tr>
<td>ET 302</td>
<td>Principles of Electricity and Electronics (4)</td>
<td>4-5</td>
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<tr>
<td>ET 307</td>
<td>High Tech Soldering and Fabrication Techniques</td>
<td>2</td>
</tr>
<tr>
<td>ET 310</td>
<td>Mathematics for DC Circuit Fundamentals, Part I</td>
<td>1.5</td>
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<tr>
<td>ET 311</td>
<td>Mathematics for AC Circuit Fundamentals, Part II</td>
<td>1.5</td>
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<tr>
<td>ET 322</td>
<td>Semiconductor Devices and Applications (5)</td>
<td>5-8</td>
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<tr>
<td>ET 335</td>
<td>Integrated Circuits with Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>ET 380</td>
<td>Introduction to Electronic Communications</td>
<td>4</td>
</tr>
<tr>
<td>ET 420</td>
<td>Microprocessors, Microcontrollers, and Programmable Logic Devices</td>
<td>5</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:** The Electronics Systems Technology Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

**Mechtronics Degree and Certificate**

This degree or certificate provides training in a multi-disciplinary field of which the primary focus is industrial automation. Topics such as electricity, electronics, industrial motor controls, programmable logic controllers, robotics, AC/DC drives, mechanical design, and manufacturing technologies are covered in this program.

**Career Opportunities**

This degree or certificate prepares the student for the following career opportunities: Industrial mechanical/electrical systems technician, food processing machine service technician, facilities systems technician, waste water systems technician, manufacturing coordinator, field service technician, mechanical electrical machine systems installer.

**Requirements for Degree or Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DESGN 100</td>
<td>Introduction to Computer Aided Drafting Design (CADD)</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 102</td>
<td>Intermediate Computer Aided Drafting Design (CADD)</td>
<td>3</td>
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<tr>
<td>ENGR 307</td>
<td>Industrial Materials Testing</td>
<td>3</td>
</tr>
<tr>
<td>ET 140</td>
<td>Software Tools for Electronic Technicians</td>
<td>3</td>
</tr>
<tr>
<td>ET 143</td>
<td>Computer Upgrade, Repair, and Assembly</td>
<td>2</td>
</tr>
<tr>
<td>ET 192</td>
<td>Introduction to Robotics</td>
<td>2</td>
</tr>
<tr>
<td>ET 194</td>
<td>Intermediate Robotics</td>
<td>2</td>
</tr>
<tr>
<td>ET 195</td>
<td>Electrical and Mechanical Power and Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 302</td>
<td>Principles of Electricity and Electronics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Elementary Algebra</td>
<td>5</td>
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<tr>
<td>MGMT 360</td>
<td>Management Communication</td>
<td>3</td>
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<tr>
<td>PHYS 310</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>WELD 300</td>
<td>Introduction to Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:** The Mechtronics Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
Basic Electronic Assembly and Repair Certificate

The Basic Electronic Assembly and Repair certificate provides training in surface mount soldering devices (SMD), including basic electronics theory and applications. It also includes schematic symbol interpretation, and basic electronic troubleshooting. The courses required for this certificate can be completed in one semester, making it an ideal stepping stone to the Advanced Electronics Assembly and Repair certificate.

Requirements for Certificate

- ET 302 Principles of Electricity and Electronics (4)
- ET 307 High Tech Soldering and Fabrication Techniques (2)
- ET 310 Mathematics for DC Circuit Fundamentals, Part I (1.5)
- ET 311 Mathematics for AC Circuit Fundamentals, Part II (1.5)

Advanced Electronic Assembly and Repair Certificate

This Advanced Electronic Assembly and Repair certificate provides training in computer component identification, repair, and upgrading, semiconductor theory and application, power supply design and operation, and advanced troubleshooting. This certificate is designed to be completed in one semester.

Requirements for Certificate

- ET 302 Principles of Electricity and Electronics (4)
- ET 307 High Tech Soldering and Fabrication Techniques (2)
- ET 310 Mathematics for DC Circuit Fundamentals, Part I (1.5)
- ET 311 Mathematics for AC Circuit Fundamentals, Part II (1.5)

CMOS Mask Design Certificate

The CMOS Mask Design Certificate presents advanced semiconductor theory. Topics include semiconductor physical design rules and integrated circuit concepts. State of the art design software provides hands on experience.

Requirements for Certificate

- ET 143 Computer Upgrade, Repair, and Assembly (2)
- ET 302 Principles of Electricity and Electronics (4)
- ET 307 High Tech Soldering and Fabrication Techniques (2)
- ET 310 Mathematics for DC Circuit Fundamentals, Part I (1.5)
- ET 311 Mathematics for AC Circuit Fundamentals, Part II (1.5)
- ET 322 Semiconductor Devices and Applications (5)

Digital Repair and Upgrade Technician Certificate

The Digital Repair and Upgrade Technician certificate combines basic electronics theory and application with computer repair and support skills. Topics including high-tech soldering along with component and system level electronics are focused on in the electrical area. Computer repair skills and support are covered in the computer area.

Requirements for Certificate

- CISC 320 Operating Systems (1)
- ET 205 CMOS Mask Design I (3)
- ET 206 CMOS Mask Design II (3)
- ET 335 Integrated Circuits with Computer Applications (5)

Fiber Optics Certificate

The Fiber Optics certificate is an introduction into fiber optics technology. Topics include fusion and mechanical splicing, fiber connectivity, optical time domain reflectometer (OTDR), and other specialized test equipment operations. System design, installment, troubleshooting, and repair are emphasized. Courses in communication theory and copper cabling are included in the certificate, producing a technician with a wide variety of skills.

Requirements for Certificate

- ET 143 Computer Upgrade, Repair, and Assembly (2)
- ET 298 Work Experience in Electronics Technology (1-4)
- ET 307 High Tech Soldering and Fabrication Techniques (2)

Robotics Certificate

The Robotics certificate provides an overview of electronics and robotic theory and application, programming, design, and modification. Electronics theory and application are stressed along with sensors and controllers, an important part of the next generation of robotics. Various robotic platforms are used to give a wide understanding of all types of current and future systems.
Electronics Technology

Requirements for Certificate 15 units
ET 192 Introduction to Robotics 2
ET 194 Intermediate Robotics 2
ET 195 Electrical and Mechanical Power and Control Systems 3
ET 196 Sensors, Measurement, and Control 2
ET 302 Principles of Electricity and Electronics 4
ET 307 High Tech Soldering and Fabrication Techniques 2

Telecommunication Field Technician Certificate

The Telecommunication Field Technician certificate introduces the concepts of telecommunication cable installation and connection practices and standards. It includes commonly used fiber and copper cable types and connectors, installation tools, and test equipment. This certificate can be completed in one semester.

Career Opportunities

General electronics theory along with high tech soldering techniques and application make this certificate important for those wishing to enter any type of telecommunication wiring career.

Requirements for Certificate 10 units
ET 115 Fiber Optics and Telecommunication Cabling 4
ET 302 Principles of Electricity and Electronics (4) 4
ET 307 High Tech Soldering and Fabrication Techniques 2

Telecommunication Specialist Certificate

The Telecommunication Specialist certificate provides both theory and hands-on application using fiber optics, coaxial cable, and CAT 6 data cable. All aspects of communication systems are covered including antennas, transmitters and receivers, transmission lines, and signal propagation. System design and troubleshooting are also included.

Career Opportunities

The Telecommunication Specialist certificate provides training for design, installation, and maintenance of any type of wired or wireless communication systems such as remote monitoring, radio frequency (RF) control, radio and television transmitters, public safety and government communication equipment, and fiber optic systems.

Requirements for Certificate 16 units
ET 112 Communications Units 3
ET 115 Fiber Optics and Telecommunication Cabling 4
ET 380 Introduction to Electronic Communications 4
ET 386 Fiber Optic Splicing, Connectivity and Testing 3
ET 387 Advanced Fiber Optics 2

ET 20 Mobile and Cellular Radio Systems 2 Units
Prerequisite: ET 102.
Hours: 36 hours LEC
Nature of mobile radio signal and its properties. Statistical communication theory introduced and applied in four areas of mobile communications: propagation, received signal characteristics, functional design and system performance. Historic, legal and regulatory aspects of cellular radio industry. Covers specific services and features of the technology, control architectures and switching systems, and siting and economic considerations.

ET 100 Introduction to Telecommunications Systems 3 Units
Prerequisite: None
Hours: 54 hours LEC
This course is an overview of the Telecommunication Industry focusing on both voice and data communication. Terminology, concepts and telecommunication practices are covered along with new and emerging changes in switching systems caused by the next generation of Internet. Additionally, this course focuses on systems that transfer data from one location to another. Field trips are required.

ET 102 Advanced Telecommunication Systems 3 Units
Prerequisite: ET 100 with a grade of “C” or better, or Telecommunications Industry Experience.
Hours: 54 hours LEC
This course expands on the concepts mastered in the Introduction to Telecommunication Systems course. Voice/data switching and transmission theory including system operation and design are covered in detail. Emphasis is placed on fiber optics and the newest methods of high speed data transfer. Also included are advanced high speed switching/routing systems along with their associated hardware/software. Dense Wave Division Multiplexing (DWDM) is also covered. Field Trips are required.

ET 110 Communications Systems 5 Units
Prerequisite: ET 330 or 335; and ET 380 with a grade of “C” or better.
Hours: 54 hours LEC; 108 hours LAB
This course is a comprehensive study of high frequency communication concepts including antennas, transmission lines, transmitters and receivers. Commercial telecommunication equipment and schematics are used to simulate equipment that is utilized in industry. System design, component and equipment analysis and troubleshooting are stressed. Extensive use of laboratory experiments enhances theory. A field trip is required.

ET 112 Federal Communication Commission License Preparation 3 Units
Prerequisite: None
Advisory: ET 380 or Communication industry experience.
Hours: 54 hours LEC
This course is preparation for the Federal Communication Commission (FCC) General Radiotelephone license examination. The course covers both the electronics theory required and the rules and regulations mandated by the FCC. Field trips are required. This course may be taken four times for credit.

ET 114 Basic Electricity and Electronics for Installation Specialists 5 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment process.
Hours: 54 hours LEC; 108 hours LAB
This course is an introduction to the concepts of Direct and Alternating Current Theory. It includes a detailed study of commonly used circuit components, mathematical concepts necessary for calculating circuit values, relationships of components in series, parallel and combination DC and AC circuit configurations and reading electrical diagrams and schematics. Emphasis is on applying electronic concepts to practical situations.

ET 115 Fiber Optics and Telecommunication Cabling 4 Units
Prerequisite: None
Advisory: ET 307.
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the concepts of telecommunication cable installation and connection practices and standards. It includes the study of commonly used fiber and copper cable types and connectors, installation
tools, and test equipment. Emphasis is on installation techniques in practical situations. Laboratory activities provide practical experience in the operation and use of tools and test equipment specific to the telecommunication industry. Field trips are required.

**ET 130 Introduction to High Definition Digital Television** 3 Units

Prerequisite: None  
Hours: 54 hours LEC  
This course covers the theory and operation of High Definition Digital Television. It covers the concepts and circuitry involved in this medium. Analogies between analog and digital systems are featured enabling an understanding of current technology. Field trips are required.

**ET 140 Software Tools for Electronic Technicians** 3 Units

Prerequisite: None  
Corequisite: ET 302.  
Hours: 36 hours LEC; 54 hours LAB  
This course covers software applications and technical documentation required by electronic technicians. Content covers equations, schematics, and formulas which are created, imported and arranged in electronic documents. Computer based training and electronic circuit simulations are used to enhance learning. Industry standard lab formats and reports are taught. Field trips are required.

**ET 143 Computer Upgrade, Repair, and Assembly** 2 Units

Prerequisite: None  
Hours: 18 hours LEC; 54 hours LAB  
This course covers basic personal computer upgrading, repair, and assembly. Safety, terminology, component identification, file management, upgrades, and virus protection are among the topics that are covered. This class may be taken twice for credit.

**ET 150 Data Network** 3 Units

Prerequisite: ET 102.  
Hours: 36 hours LEC; 54 hours LAB  
Techniques and application in the Data Processing/Data Communications (DP/DC). Develops an understanding of the DP/DC environment from basic to intermediate levels. Provides terminology and concepts necessary to function effectively in the DP/DC environment.

**ET 154 Wireless Communication Systems 1.5 Units**

Prerequisite: None  
Hours: 18 hours LEC; 27 hours LAB  
This is an introduction to wireless communication designed for electronic technicians. The course includes wireless communication terminology and instruction in the proper use of hardware and test equipment used in installation, maintenance and operation. Topics include the study of individual system component theory and operation as well as the entire wireless communication system.

**ET 162 Home Electronics and Power 1 Unit**

Prerequisite: None  
Hours: 18 hours LEC  
This course is an overview of the power and electronics used in the modern home. It covers the power distributed through the home as well as the appliances and communication systems used. The topics of home security, power conservation, alternate energy sources, and home automation are also covered.

**ET 180 Circuit Review and Application 3 Units**

Prerequisite: ET 330 with a grade of "C" or better.  
Hours: 54 hours LEC  
This course is a thorough review of electronics theory and devices with emphasis on circuit analysis and troubleshooting techniques. Commercial schematics are used in the review of DC/AC fundamentals, digital systems, analog circuits (bipolar and field effect transistors as well as op amps) and non-linear devices such as SCR's and triacs. This course is helpful in preparing for job interviews and is also a refresher course for technicians currently employed in the field of electronics. This course may be taken twice for credit.

**ET 190 Introduction to Programmable Logic Controllers (PLCs) 2 Units**

Prerequisite: None  
Corequisite: ET 330.  
Hours: 36 hours LEC  
This course is an introduction to the operation and use of the Programmable Logic Controller (PLC), an electronic device that controls machines and processes. The PLC uses a programmable memory to store instructions and executes specific functions that include on/off control, timing, counting sequencing arithmetic, and data handling. Ladder logic is used in programming and troubleshooting the PLC. May be taken twice for credit.

**ET 192 Introduction to Robotics 2 Units**

Prerequisite: None  
Hours: 36 hours LEC  
This course is an introduction to robotics utilizing the Parallax stamp microcontroller and Boe-Bot robotic vehicle. It explores how robots and microcontrollers interface with common electronic applications. It also investigates unusual and innovative applications for robots and microcontrollers. Field trips are required.

**ET 194 Intermediate Robotics 2 Units**

Prerequisite: None  
Hours: 36 hours LEC  
This course covers advanced robotics utilizing the Parallax stamp microcontroller and Boe-Bot robotic vehicle. Topics include the operation and design of robots using the Robix robotic platform. This course includes how robotics and automation are utilized in industry. Hardware component selection, assembly, and software programming of various types of robotic assemblies are emphasized. The principles of electronics, physics, and engineering as they apply to robotic design are presented. Field trips are required.

**ET 195 Electrical and Mechanical Power and Control Systems 3 Units**

Prerequisite: None  
Hours: 54 hours LEC  
This course is a study of electrical and mechanical power components and systems used in the control and transmission of mechanical and electrical power. Topics include the analysis of electric circuits and controls; programmable logic controllers (PLCs), electromagnetic devices and their use in systems; discrete semiconductor switching devices; hydraulic and pneumatic power devices; types and uses of electric motors and generators as well as power distribution systems. Troubleshooting and repair of hydraulic, pneumatic control equipment and electrical / electronic systems are studied through a number of industry-based projects.

**ET 196 Sensors, Measurement, and Control 2 Units**

Prerequisite: None  
Hours: 36 hours LEC  
This course is a detailed study of the physical world and the sensors which measure its properties. Signals from these sensors are converted for display and used to control physical properties such as temperature or pressure. Lecture and demonstrations reinforce theory and provide experience in sensor identification and troubleshooting. PLCs and STAMP microcontrollers are used to simulate industrial situations.
**Electronics Technology**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ET 200</td>
<td>Computer Aided Drafting for Electronics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Formerly: ET 92</td>
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<tr>
<td></td>
<td>Prerequisite: ET 140, 320 with a grade of “C” or better.</td>
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<tr>
<td></td>
<td>Corequisite: ET 330.</td>
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<tr>
<td></td>
<td>Hours: 54 hours LEC; 54 hours LAB</td>
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<tr>
<td></td>
<td>This course will cover instruction in drawing electronic schematics and fundamental printed circuit board layout, using IBM compatible computers and AutoCAD software. Intended for electronics students, technicians, and engineers, who have had no previous CAD experience.</td>
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</tr>
<tr>
<td>ET 205</td>
<td>CMOS Mask Design I</td>
<td>3</td>
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<tr>
<td></td>
<td>Formerly: ET 96A</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<tr>
<td></td>
<td>Corequisite: ET 330.</td>
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<td></td>
<td>Hours: 54 hours LEC</td>
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<td></td>
<td>This course is an entry level integrated circuit (IC) layout and design in CMOS (Complementary Metal-Oxide-Silicon) technology. This course provides practical experience in drawing logic diagrams, transistor level schematics, cross sectional views, STIK diagrams, and in converting STIKS to the actual layout of the layers that will be used to manufacture the IC. The course stresses application of design rules, area estimation, and pin and bus placements.</td>
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<tr>
<td>ET 206</td>
<td>CMOS Mask Design II</td>
<td>3</td>
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<tr>
<td></td>
<td>Formerly: ET 96B</td>
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<tr>
<td></td>
<td>Prerequisite: ET 205 with a grade of “C” or better.</td>
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<td></td>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
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<td>CMOS Mask Design II is a continuation of CMOS Mask Design I (ET 205). This course introduces more complex logic and design rules for integrated circuit layout. This course also includes practical experience in the use of a Unix-based integrated circuit design tool, Cadence VLE, from Cadence Design Systems.</td>
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<tr>
<td>ET 250</td>
<td>Employability Skills for Technical Careers</td>
<td>2</td>
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<tr>
<td></td>
<td>Formerly: ET 118</td>
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<tr>
<td></td>
<td>Same As: AT 107 and WELD 150</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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<td></td>
<td>This course provides the opportunity of exploring technical careers while developing valuable work and life skills. It is an introduction to a variety of technically-related occupations. Emphasis is placed on exploring technical careers in the Sacramento area. Activities are designed to enhance personal development, employability skills, and self esteem through leadership, citizenship, and character development. Not open to students who have taken AT 107 or WELD 150. AA/AS area 3E.</td>
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<tr>
<td>ET 251</td>
<td>Automotive Electronic Accessories and Installation</td>
<td>2</td>
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<td></td>
<td>Same As: AT 251</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Hours: 27 hours LEC; 27 hours LAB</td>
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<td></td>
<td>This course covers the electrical principles and processes involved in the installation of stereo sound, alarm and other entertainment, electrical and electronic systems and components. Installation safety, circuit diagrams, inspection, and wiring techniques are covered along with installation techniques of fiber optics, Global Positioning (GPS), and other related systems. Steps for acquiring the Mobile Electronics Certified Professional (MECP) certification are covered to complete the course content. A field trip is required. This course in not open to students who have taken the AT 251 course.</td>
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<tr>
<td>ET 294</td>
<td>Topics in Electronics Technology</td>
<td>0.5-5</td>
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<tr>
<td></td>
<td>Prerequisite: To be determined for each topic.</td>
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<td></td>
<td>Hours: 9-90 hours LEC; 27-270 hours LAB</td>
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<td></td>
<td>This is an individualized course developed in cooperation with industry to meet specialized training needs. It may be taken four times with no duplication of topics.</td>
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<tr>
<td>ET 298</td>
<td>Work Experience in Electronics Technology</td>
<td>1-4</td>
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<tr>
<td></td>
<td>Formerly: ET 98</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Corequisite: Maintain a minimum of 7 units.</td>
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<td></td>
<td>Hours: 9-90 hours LEC; 27-270 hours LAB</td>
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<td></td>
<td>This course gives practical experience to students who are training for careers in the electronics industry by providing actual supervised work at various electronics firms within the Sacramento area.</td>
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<tr>
<td>ET 302</td>
<td>Principles of Electricity and Electronics</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 34 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This introductory course explores the field of electronics and electricity. Complete systems such as robotics, Global Positioning Systems (GPS), computers, and home electronics are used to demonstrate component application. The use of electronic simulation software combined with actual hands on lab experiments reinforces theory. Various test equipment such as digital four channel color oscilloscopes, Digital Multi Meters and programmable function generators are used to demonstrate electronic principles and theory of AC, DC, Ohm's law, inductance and capacitance as they apply to voltage and frequency response. Field trips to local electronics industries are required.</td>
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<tr>
<td>ET 307</td>
<td>High Tech Soldering and Fabrication Techniques</td>
<td>2</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<td>This course teaches fundamental soldering techniques required in the Electronics industry. Lecture and lab exercises introduce state of the art processes involving safety, component and tool identification, diagrams, terms, standards, soldering (plated through hole (PTH), surface mount (SMT), fine and ultra fine pitch), de-soldering, electrostatic discharge (ESD), devices and assembly. Field trips are required. This course may be taken twice for credit.</td>
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<tr>
<td>ET 310</td>
<td>Mathematics for DC Circuits Fundamentals</td>
<td>1.5</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Advisory: ET 302</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 27 hours LEC</td>
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<td></td>
<td>This course covers mathematics for DC circuit fundamentals. Uses of powers of ten, algebra and other mathematical concepts necessary for calculation of resistance, DC voltage and current distribution in series, parallel, and combination circuits are covered. Computer-aided learning software including MultiSim 2001 (Electronic Workbench) will be used to assist in understanding how mathematical equations relate to electronic circuitry. AA/AS area 3D &amp; 4C.</td>
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<tr>
<td>ET 311</td>
<td>Mathematics for AC Circuits Fundamentals</td>
<td>1.5</td>
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<td></td>
<td>Prerequisite: ET 310 with a grade of “C” or better.</td>
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<td></td>
<td>Advisory: ET 301</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 27 hours LEC</td>
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<td></td>
<td>This course covers the application of algebra and trigonometry for the mathematical analysis of AC concepts involving resistances and/or reactances in series, parallel and combination circuits. Computer aided learning software including MultiSim 2001 (Electronic Workbench) will be used to assist in applying mathematical equations to electronic circuitry. AA/AS area 3D &amp; 4C.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
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<tr>
<td>ET 322</td>
<td>Semiconductor Devices and Applications</td>
<td>5</td>
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<td></td>
<td>Prerequisite: ET 301 or ET 302 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 54 hours LEC; 108 hours LAB</td>
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<td>This course is a detailed study of semiconductor devices and their circuit applications. Components such as diodes, transistors, and op-amps are studied, including their use and characteristics under operating circuit conditions in such devices as power supplies and amplifiers. Computer laboratory assignments utilizing MultiSim (Electronic WorkBench) are used to assist in understanding how mathematical equations relate to electronic circuitry.</td>
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<tr>
<td>ET 335</td>
<td>Integrated Circuits with Computer Applications</td>
<td>5</td>
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<td>Prerequisite: ET 302 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 54 hours LEC; 108 hours LAB</td>
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<td>This course covers integrated circuits (IC’s) and applications used in industrial and consumer products. Digital theory and applications start with standard Transistor-Transistor Logic (TTL) and Complimentary Metal Oxide Semiconductor (CMOS) logic circuits and progress into complex circuits built on Programmable Logic Devices (PLDs) using Very Large Scale Integration Hardware Description Language (VHDL). Other IC devices and circuits covered include timers, operational amplifiers, Phase-Lock-Loops (PLL) and digital memory. Field trips are required.</td>
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<tr>
<td>ET 337</td>
<td>Advanced Integrated Circuit Applications</td>
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<td></td>
<td>Prerequisite: ET 330 or ET 335 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
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<td>This course is a continuation of Integrated Circuit Applications, ET 335. It includes a comprehensive study of advanced circuits used in various industrial and consumer applications. Topics include advanced operational amplifier circuits; electrical-mechanical transducers; voice recognition and reproduction circuits; motor driver circuits; global positioning circuits (GPS); and computer and human interface circuits. Field trips are required.</td>
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<tr>
<td>ET 369</td>
<td>The Design and Fabrication of Electronics Projects</td>
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<td></td>
<td>Prerequisite: ET 322 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<td>This course provides an opportunity for students to design and build advanced projects. It enables students to work on approved electronics projects outside the scope of typical classroom applications. Students learn the process of planning, design, prototyping, and fabrication while building an actual working project. Completed projects are entered in county and statewide technology such as the California State Fair Industrial Technology competition. A completed project is a course requirement. Projects can be completed individually or in teams. Field trips are required. This course may be taken three times on different projects.</td>
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<tr>
<td>ET 380</td>
<td>Introduction to Electronic Communications</td>
<td>4</td>
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<td></td>
<td>Prerequisite: ET 301 or ET 302 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 54 hours LEC; 54 hours LAB</td>
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<td>This course covers UHF, VHF, microwave, satellite, and fiber optics. AM and FM transmitters, transmission lines, antennas, and receivers are analyzed down to the component level. Propagation, wave theory, decibels, and signal transmission limitations are also covered. Technician safety and proper test equipment use are stressed throughout the course. Field trips are required.</td>
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<tr>
<td>ET 386</td>
<td>Fiber Optic Splicing, Connectivity and Testing</td>
<td>3</td>
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<td></td>
<td>Formerly: ET 152</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
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<td>This is an introductory course in fiber optic theory and operation including the complete fiber optic communication system. It includes fiber optic terminology and instruction in the proper use of tools and equipment associated with fiber optic installation and maintenance. Tests of the fiber optic systems are performed using sophisticated equipment such as optical power meters and Optical Time Domain Reflectometer (OTDR). A field trip is required. This course may be taken twice for credit using different equipment.</td>
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<tr>
<td>ET 387</td>
<td>Advanced Fiber Optics</td>
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<td>Prerequisite: ET 386 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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<td></td>
<td>This course covers advanced fiber optic theory and operation. Fiber optic systems are vital communication links that enable high speed transfer of video, telephone, and data to occur. Testing of fiber optic systems using sophisticated electra-optical test equipment such as the Optical Time Domain Reflectometer (OTDR) is included. This course also introduces the use of computer based software to simplify fiber optic system design. May be taken twice for credit.</td>
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<tr>
<td>ET 420</td>
<td>Microprocessors, Microcontrollers, and Programmable Logic Devices</td>
<td>5</td>
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<td></td>
<td>Prerequisite: ET 330 or ET 335 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 54 hours LEC; 108 hours LAB</td>
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<td>This course is an in-depth study of the hardware and software of microprocessors, microcontrollers and Programmable Logic Devices (PLD). The focus is on the concepts of digital devices such as bus structure, data flow, internal architecture, programming, interfacing, memory, data converters (DAC/ADC), programmable I/O devices and stepper motors. Field trips are required.</td>
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<tr>
<td>ET 421</td>
<td>Advanced Microprocessors, Microcontrollers, and Programmable Logic Devices</td>
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<td></td>
<td>Prerequisite: ET 420 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
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<td>This course is a continuation of ET 420. It focuses on the advanced features of microprocessors, microcontrollers, and Programmable Logic Devices (PLD). Topics include microcontroller assembly language; optical, RF and serial communication techniques; output display design; and developing Reduced Instruction Set Controller (RISC) microprocessors from PLDs. Field trips are required.</td>
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<tr>
<td>ET 490</td>
<td>Advanced Student Projects Laboratory</td>
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<td>Prerequisite: ET 330 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 108 hours LAB</td>
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<td></td>
<td>This course provides an opportunity for students to pursue advanced projects selected by the Electronics department. This course may be taken twice for credit.</td>
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</tbody>
</table>
ARC's program provides the foundation in mathematics, physics, and engineering necessary to transfer to a four-year institution and complete a bachelor's degree in engineering. Students should consult the institution to which they wish to transfer for the specific lower division requirements.

Most lower division engineering programs require the following ARC courses: Mathematics 400, 401, 402, 420; Physics 410, 421, 431; Chemistry 400, and Engineering 401, 413, 420, 430. See also Design & Engineering Technology.

**ENGR 300 Introduction to Engineering** 1 Unit  
Formerly: ENGR 2  
Prerequisite: None  
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320 AND ESLW 320.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This course is an introduction to the engineering and engineering technology profession and their place in industry. It includes an explanation of engineering and engineering technology options and curricula involved. The topics include an emphasis on problem-solving techniques used in engineering and engineering technology. This course is recommended for all entering engineering, engineering technology and design technology students.

**ENGR 305 Basic Technical Drawing** 3 Units  
Prerequisite: None  
Advisory: ENGR 102 or 103 and ENGRD 116; or ESLR 320 and ESLW 320, or placement through the assessment process.  
Course Transferable to CSU  
Hours: 36 hours LEC; 72 hours LAB  
This course introduces the graphical tools and instruments used to generate, analyze and interpret engineering drawings. This class is required for engineering students. Topics include lettering, geometric construction, or orthographic projection, auxiliary drawings, sectioning, and dimensioning.

**ENGR 307 Industrial Materials Testing** 3 Units  
Prerequisite: MATH 100 with a grade "C" or better; and ENGR 102 or 103, and ENGRD 116 with a grade "C" or better; or ESLR 320 and ESLW 320 with a grade "C" or better.  
Advisory: MATH 120.  
Course Transferable to CSU  
Hours: 54 hours LEC; 36 hours LAB  
This course covers the basic properties of materials used in industry. The course emphasizes the practical use of the materials, but uses sufficient theory to understand these applications well. The course covers metals, concretes, plastics, ceramics, glasses, wood, and other composites. This course is primarily intended for design technology, engineering technicians and other technical students.

**ENGR 310 Engineering Survey Measurements** 4 Units  
Formerly: ENGR 10  
Prerequisite: MATH 330.  
Advisory: ENGR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers the basic fundamentals of surveying for engineers. Electronic surveying instruments are used in this course to develop the principles of measurement for distance, elevations and angles. Additional topics include discussions on systematic and random errors, line directions, profiles and cross-sections, traverse computations, horizontal and vertical curves, and earthwork quantity calculations. This course is intended for civil engineers, but may also be required for other programs. (CAN ENGR 10)

**ENGR 312 Engineering Graphics** 3 Units  
Formerly: ENGR 27  
Prerequisite: ENGR 305 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 72 hours LAB  
This course applies the graphical tools needed to analyze, interpret and solve engineering problems. The engineering design process is taught using manual and introductory interactive computer-aided design and drafting (CADD) as tools to solve typical three-dimensional engineering problems. Topics include descriptive geometry, vector graphics, orthogonal projection, and primary and secondary auxiliary views. This course is intended for mechanical and civil engineers, but may also be required for other programs. (CAN ENGR 2)

**ENGR 320 Manufacturing Processes** 3 Units  
Prerequisite: ENGR 312 or DESGN 310; ENGR 103 or 300 or ESLW 340.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
Principles of manufacturing processes in the areas of material removal, addition, joining, and change of form or condition. Hands-on experience in welding, machinery operation, (e.g. lathe, milling machine drill press, etc.) and various casting techniques (sand casting, etc).

**ENGR 401 Introduction to Electrical Circuits and Devices** 3.5 Units  
Formerly: ENGR 17  
Prerequisite: PHYS 421 with a grade of "C" or better.  
Corequisite: MATH 420.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 36 hours LAB  
This course covers the basic fundamentals of electrical circuit theory and analysis for engineers. Topics include circuit analysis techniques, sinusoidal analysis, phasors, first- and second-order circuits with natural and step responses, operational amplifiers, and average power. This course is intended to provide a solid foundation for upper division engineering courses. (CAN ENGR 6)
ENGR 413  Properties of Materials  4.5 Units
Formerly: ENGR 45
Prerequisite: PHYS 410 and CHEM 400 with a grade of "C" or better.
Advisory: ENGWR 300 or ESLR 340.
Course Transferable to UC/CSU
Hours: 72 hours LEC; 27 hours LAB
This is an introductory course in properties of materials used in engineering. This course places emphasis upon the theory underlying the behavior of engineering materials. The course includes a laboratory component, in which work will cover the testing of metals, polymers, composites, wood and other materials. (CAN ENGR 4)

ENGR 420  Statics  3 Units
Formerly: ENGR 35
Prerequisite: PHYS 410 and MATH 401 with a grade of "C" or better.
Advisory: ENGR 305 and MATH 410.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the study of bodies in equilibrium with emphasis on force systems, structures, distributed loads, friction and virtual work. In this course, analytical rather than graphical methods of problem solving will be emphasized. (CAN ENGR 8)

ENGR 428  Engineering Mechanics  3 Units
Prerequisite: Physics 410 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the study of bodies in equilibrium with emphasis on structures and friction, including methods to calculate centroids and moments of inertia. It also includes the fundamental principles of kinematics and kinetics, and the study of motion and force analysis of particles and rigid bodies.

ENGR 430  Dynamics  3 Units
Formerly: ENGR 36
Prerequisite: ENGR 420 and MATH 402 with a grade of "C" or better.
Advisory: MATH 420; ENGWR 300 or ESLW 340.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the basic fundamentals of dynamics for engineers. Topics include kinematics and kinetics of particles, systems of particles and rigid bodies; systems with fixed and rotating axes; and the equations of motion, energy and momentum.
The ARC English Department offers broad study of the fields of written and spoken language. This study teaches skills that are universal to every other discipline. In particular, the ability to read effectively and to write expressively will prove invaluable to any student.

Technical Communication Degree

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 320</td>
<td>Design: Fundamentals</td>
<td>3</td>
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<tr>
<td>ARTNM 310</td>
<td>Design: Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>Design: Color Theory</td>
<td>3</td>
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<tr>
<td>ARTNM 350</td>
<td>Fundamentals of Graphic Design</td>
<td>3</td>
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<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
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<tr>
<td>CISA 306</td>
<td>Intermediate Word Processing</td>
<td>2</td>
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<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1</td>
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<tr>
<td>CISW 300</td>
<td>Web Publishing</td>
<td>3</td>
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<tr>
<td>ENGW 342</td>
<td>Introduction to Technical/Professional Communication</td>
<td>3</td>
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<tr>
<td>ENGW 344</td>
<td>Technical/Professional Communication: Writing Reports (1.5)</td>
<td>1.5</td>
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<tr>
<td>or ENGW 348</td>
<td>Technical/Professional Communication: Plain English (1.5)</td>
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<tr>
<td>or ENGW 350</td>
<td>Technical/Professional Communication: Proposal Writing (1.5)</td>
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<tr>
<td>ENGW 352</td>
<td>Technical/Professional Communication: Writing Technical Manuals</td>
<td>3</td>
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And a minimum of 6 units from the following: 6

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<tbody>
<tr>
<td>ENGW 330</td>
<td>Writing for Publication</td>
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<tr>
<td>ENGW 331</td>
<td>Writing for Publication</td>
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<tr>
<td>ENGW 335</td>
<td>Introduction to Careers in Technical Communication</td>
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<td>ENGW 336</td>
<td>Writing Formal Reports</td>
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<td>Writing Training Materials</td>
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<td>JOUR 401</td>
<td>Newspaper Writing and Reporting</td>
<td>3</td>
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<td>SPEECH 321</td>
<td>Interpersonal Communication</td>
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<tr>
<td>ENGW 430</td>
<td>Creative Writing Workshop</td>
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And a minimum of 12 units from the following: 12

<table>
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<tbody>
<tr>
<td>ARTNM 324</td>
<td>Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 328</td>
<td>Digital Photo Imagery - Photoshop Basics</td>
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</tr>
<tr>
<td>ARTNM 330</td>
<td>Intermediate Digital Photo Imagery</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 352</td>
<td>Design for Publication</td>
<td>3</td>
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<tr>
<td>or CISA 330</td>
<td>Desktop Publishing</td>
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<tr>
<td>and CISA 331</td>
<td>Intermediate Desktop Publishing</td>
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</tr>
<tr>
<td>ARTNM 354</td>
<td>Desktop Prepress</td>
<td>3</td>
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<tr>
<td>ARTNM 402</td>
<td>Intermediate Web Design</td>
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<tr>
<td>ARTNM 404</td>
<td>Interactive Multimedia Basics</td>
<td>3</td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
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</tr>
<tr>
<td>CISW 310</td>
<td>Advanced Web Publishing</td>
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</table>

Associate Degree Requirements: The Technical Communications Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Technical Communication Certificate

Requirements for Certificate 20.5-21.5 units

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<tr>
<td>or CISA 330</td>
<td>Desktop Publishing</td>
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<td>and CISA 331</td>
<td>Intermediate Desktop Publishing</td>
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<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
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<td>CISA 306</td>
<td>Intermediate Word Processing</td>
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<tr>
<td>ENGW 342</td>
<td>Introduction to Technical/Professional Communication</td>
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<tr>
<td>or ENGW 344</td>
<td>Technical/Professional Communication: Writing Reports (1.5)</td>
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<td>or ENGW 350</td>
<td>Technical/Professional Communication: Proposal Writing (1.5)</td>
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<tr>
<td>ENGW 352</td>
<td>Technical/Professional Communication: Writing Technical Manuals</td>
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<td>CISA 340</td>
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<tr>
<td>CISW 300</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CISW 310</td>
<td>Advanced Web Publishing</td>
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English - Creative Writing

ENGCW 400  Creative Writing  3 Units

Prerequisite: ENGW 300 with a grade of “C” or better.

Course Transferable to UC/CSU

Hours: 54 hours LEC

This is a course in creative writing through experience in four genres: short story, poetry, autobiography, and script writing. The course includes analysis of literary models, individual and class criticism of work, and discussion of literary techniques in each genre, such as dialogue, imagery, and narrative. A related objective is to develop critical thinking skills: identifying and defining problems and issues; collecting, analyzing, synthesizing, and evaluating information; and developing conclusions, with special consideration given to the distinctive requirements of each genre. (CAN ENGL 6) AA/AS area 3D

ENGCW 410  Fiction Writing Workshop  3 Units

Prerequisite: None

Advisory: ENGW 300 or ENGCW 400 with a grade of “C” or better.

Course Transferable to CSU

Hours: 54 hours LEC

This course concentrates on fiction writing. Short stories and/or novel chapters written during the semester will be analyzed in constructive, in-class workshops. The elements of literary creation will be critically examined from a writer's perspective through lecture, discussion, assigned readings, and in-class writing exercises. The class includes journaling, the preparation of a portfolio of work completed during the class, and individual conferences.
ENGCW 420  Poetry Writing Workshop  3 Units
Prerequisite: None
Advisory: ENGW 300 or ENGCW 400 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a creative writing course that concentrates on poetry writing. The workshop format will focus on analysis of poetry written in the class. Through lecture, discussion, assigned reading, collaborative writing projects, and in-class writing exercises, the course will examine literary devices in period and contemporary poetry and will demonstrate revising and editing processes. The course requires a portfolio of original work and individual conferences with the instructor.

ENGCW 421  A Short Course in Poetry Writing  1 Unit
Prerequisite: None
Advisory: ENGCW 400.
Course Transferable to CSU
Hours: 18 hours LEC
This course is designed for students writing poetry. Focuses on the analysis of poetry written by students in the class. Study of literary devices in modern and contemporary poetry and practice in revising and editing. Review of publication sources, including the Internet.

ENGCW 430  Creative Non-Fiction Writing Workshop  3 Units
Prerequisite: None
Advisory: ENGW 300 or ENGCW 400 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a creative writing course concentrating on the literary essay. The course will include creative approaches to various kinds of essay writing, which may include memoir, autobiography, reflective writing, prose with poetic elements (prose-poetry), and other fact-based or philosophical writing with a definable literary, stylistic component. In addition, there will be an emphasis on the importance of factual detail and research; on critical examination of published examples of creative nonfiction in the areas of voice, context, and point of view; and on production of several works of creative nonfiction. AA/AS area 3D

ENGCW 440  Screenwriting Workshop  3 Units
Prerequisite: None
Advisory: ENGW 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory writer's workshop in three areas of screenwriting: experimental, documentary, and dramatic film. It includes preparation of three short scripts in those areas plus the viewing and analysis of films representing the three fields. This course introduces career paths in screenwriting, including local government and commercial sources preparing and utilizing film.

ENGCW 441  Advanced Screenwriting Workshop  3 Units
Prerequisite: None
Advisory: ENGCW 400 or 440.
Course Transferable to CSU
Hours: 54 hours LEC
This course instructs students in the writing of a full-length feature or documentary film. Includes three proposals for projects, one of which will be developed through the first act in official screen format (approximately thirty pages), plus scene descriptions for major scenes, character sketches, and plot outlines. Several classic features and documentaries will be shown and analyzed for their writing strengths. Prepares students to finish a full film script using the skills learned in this class.

ENGCW 450  College Literary Magazine  3 Units
Prerequisite: None
Advisory: ENGW 300, ENGW 301, and ENGCW 400.
Course Transferable to CSU
Hours: 54 hours LEC; 18 hours LAB
This course provides experience in evaluating, editing, and sequencing literature in the college magazine of literature and art, The American River Review. The course focuses on poetry, fiction, and creative nonfiction, and it may review layout and art selection, establishing an esthetic relationship between literary content and the visual image for three components of the Review: the magazine itself, an associated Internet site, and a companion DVD. This course also provides experience in soliciting manuscripts and publicity. The course teaches how to organize a literary reading. It may be repeated four times for credit.

ENGED 305  Structure of English  3 Units
Prerequisite: ENGW 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the structure of English grammar, both descriptive and prescriptive. It includes the study and practice of traditional grammar and standard usage, with emphasis on the relationship to writing (2000 word writing requirement) and the teaching of language arts; it also includes an introduction to the history of the English language and selected issues of language acquisition among the culturally diverse population in California schools. It is designed for those who plan to teach or who are especially interested in grammar as it relates to writing.

ENGED 320  Service Learning: Tutoring Elementary Students in Reading  3 Units
Formerly: ENGL 10
Prerequisite: ENGRD 116 with a grade of “C” or better, or placement through assessment.
Corequisite: TB and fingerprint clearance.
Course Transferable to CSU
Hours: 37 hours LEC; 40 hours LAB
This class offers an opportunity to learn and practice basic methods of tutoring elementary school children to read. The class will meet on campus for the first part of the semester to be trained, and then will be assigned to a nearby elementary school where they will have in-depth practice tutoring elementary children who are reading below grade level. This course is one of the two required field experience courses for the CSUS Blended Teacher Preparation Program. This course may be offered in conjunction with a non-profit organization such as SMART Kids. AA/AS area 3E

ENGED 322  Peer Tutoring in English and Reading  1.5-3 Units
Formerly: ENGL 46A
Prerequisite: A grade of “C” or better in the course in which the student is tutoring.
Advisory: ENGW 300, ENGRD 310, and basic familiarity with computers.
Course Transferable to CSU
Hours: 18 hours LEC; 27- hours LAB
This course provides instruction and practical experience for student tutors in English and Reading. The lecture-discussion portion of the course focuses on tutoring techniques and strategies, which will then be applied to tutoring assignments. Lectures will also include a review of key grammatical concepts and reading comprehension as they relate to tutoring. Completion of this course is required for working as a paid tutor in the Reading and Writing Centers. This course is also recommended for any student considering a career in education. May be taken twice for credit.
ENGED 324  Introduction to Elementary Teaching with Field Experience  3 Units

Same As: ECE 350.
Prerequisite: None.
Advisory: ECE 312/PSYC 372 with a grade of C or better.
Course Transferable to CSU.
Hours: 36 hours LEC; 54 hours LAB
This course is a career exploration course with an early field experience for K-8 teaching. It includes a supervised field placement of four hours weekly in a local elementary school in addition to weekly class meetings on campus. It will fulfill one of the early field experiences for the CSUS blended liberal studies majors. Course content includes the profession and culture of teaching, observation skills, communication skills, diversity, and social issues. Field experience will integrate and apply the course content. Not open to students who have completed ECE 350. AA/AS area 3E.

ENGED 340  Technology in the English Classroom: Presentational Software  .5 Units

Formerly: ENGL 11A
Prerequisite: ENGW 301 or 302.
Advisory: Working knowledge of Macintosh or PC.
Course Transferable to CSU.
Hours: 6 hours LEC; 9 hours LAB
This course offers reading and writing instructors the opportunity to experience software, hardware, and Internet tools and to explore the effective integration of these technologies and their related pedagogies into the teaching of English. The course will require specific hands-on activities and development materials using technologies featured within the course. The course work will integrate such presentational technologies as PowerPoint, and web-based presentational tools. Technologies offered within the class will vary as the field of computers and English evolves. This course may be repeated once with a different software package or version.

ENGED 341  Technology in the English Classroom: Collaborative Software  .5 Units

Formerly: ENGL 11B
Prerequisite: ENGW 301 or 302.
Advisory: Working knowledge of Macintosh or PC.
Course Transferable to CSU.
Hours: 6 hours LEC; 9 hours LAB
The course offers reading and writing instructors the opportunity to experience software, hardware, and Internet tools and to explore the effective integration of these technologies and their related pedagogies into the teaching of English. The course will require specific hands-on activities and development materials using technologies featured within the course. The course will integrate such presentational technologies as Daedalus, and CommonSpace. Technologies offered within the class will vary as the field of computers and English evolves. This course may be repeated once with a different software package or emphasis.

ENGED 342  Technology in the English Classroom: Internet Tools  .5 Units

Formerly: ENGL 11C
Prerequisite: ENGW 301 or 302.
Advisory: Working knowledge of Macintosh or PC.
Course Transferable to CSU
Hours: 6 hours LEC; 9 hours LAB
The course offers reading and writing instructors the opportunity to experience software, hardware, and Internet tools and to explore the effective integration of these technologies and their related pedagogies into the teaching of English. The course will require specific hands-on activities and development materials using technologies featured within the course. The course will integrate such Internet-based technologies as e-mail and web-based instructional tools. Technologies offered within the class will vary as the field of computers and English evolves. This course may be repeated once with a different internet emphasis.

ENGED 350  Technology in the English Classroom: Creation of Web Documents  .5 Units

Formerly: ENGL 11D
Prerequisite: ENGW 301 or 302.
Advisory: Working knowledge of Macintosh or PC.
Course Transferable to CSU.
Hours: 6 hours LEC; 9 hours LAB
The course offers reading and writing instructors the opportunity to experience editing software and technologies and to create their own instructional web documents. The course will explore the effective integration of these technologies and their related pedagogies into the teaching of English. The course will require specific hands-on activities and development of materials using such technologies as Netscape and BBEdit, and other web-based editing tools. Technologies offered within the class will vary as the field of computers and English evolves. This course may be repeated once with a different project emphasis.

ENGLB 490  Individualized English (Language and Composition)  1-3 Units

Formerly: ENGL 200
Prerequisite: None.
Hours: 54 hours LEC
Individualized instruction in ENGRWR 51, ENGWR 102 or ENGWR 300. Students who enroll in the course should either have been assessed or have successfully completed the appropriate prior course. Immediate advancement from one course to the next is allowed upon completion of the prescribed work. Students receive three units of credit when they have completed all of the work for the respective course. ENGWR 102 students must take the department proficiency test. Units earned in Language and Composition ENGWR 300 will transfer to the UC or CSU systems. Students who, for legitimate cause, do not complete the course work within a semester may be, at the discretion of the instructor, assigned an "In Progress" grade at the end of the semester, but must enroll again the following semester to complete the work.

ENGLT 300  Introduction to Fiction  3 Units

Formerly: ENGL 28
Prerequisite: ENGW 300 with a grade of "C" or better.
Course Transferable to UC/CSU.
Hours: 54 hours LEC
This course covers the study of fiction as a type of literature. The course will examine a wide range of fiction, critically analyzing plot, setting, character, theme, and style. The course will include British and American works, as well as fiction in translation. (CAN ENGL 18) AA/AS area 3B; CSU area C2; IGETC area 3.

ENGLT 302  Introduction to the Novel  3 Units

Formerly: ENGL 41
Prerequisite: ENGW 300 with a grade of "C" or better.
Course Transferable to UC/CSU.
Hours: 54 hours LEC
This course examines the novel as a type of literature. Representative novels will be read and analyzed in an intense and thorough manner with emphasis on form, content, and style. AA/AS area 3B; CSU area C2; IGETC area 3.
ENGL 303 Introduction to the Short Story 3 Units
Formerly: ENGL 42
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will focus on the development and distinguishing characteristics of the short story; the course includes a range of stories, their backgrounds and criticisms. Lecture-discussion format encourages students to develop their understanding and enjoyment of literature and their analytical skills. Written work is designed to aid students in articulating their own critical evaluations. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 304 Introduction to Poetry 3 Units
Formerly: ENGL 43
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Designed to introduce students to the art of poetry, this course includes analysis and appreciation of poetry as a type of literature, a thorough study of various kinds of poetry, and a brief survey of major poets and movements. It focuses on how to react as a reader and how to help give poetry meaning in the light of one's accumulated feelings, interests, and ideas. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 310 English Literature 3 Units
Formerly: ENGL 35
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of representative works in English literature from the Anglo-Saxon period to the eighteenth century. (CAN ENGL 8) (ENGL SEQ B Sum of ENGL 310 and 311) AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 311 English Literature 3 Units
Formerly: ENGL 36
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of representative works in English literature from the nineteenth and twentieth centuries. (CAN ENGL 10) (ENGL SEQ B Sum of ENGL 310 and 311) AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 320 American Literature 3 Units
Formerly: ENGL 30
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys American literature from the pre-colonial period to the Civil War. Approximately one-third of the semester's reading, discussion, and exploration is devoted to the development and backgrounds of a truly national literature. The larger two-thirds of the semester's study focuses upon the early half of the nineteenth century prior to the Civil War with special emphasis upon eight major writers: Poe, Hawthorne, Emerson, Thoreau, Douglass, Melville, Whitman, and Dickinson. The course also examines aesthetic theories, growth of literary methods, and changes in literary tastes and opinions within the intellectual current of the times. (CAN ENGL 14) (ENGL SEQ C ENGL 320 and 321) AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 321 American Literature 3 Units
Formerly: ENGL 31
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of representative literature from the post-Civil War period until the present. It begins with the end of the Romantic period and follows the rise of Realism. Prose includes local color and social criticism, fiction of the "Lost Generation," and contemporary stories. Poetry includes the many movements from turn-of-the-century to contemporary. (CAN ENGL 16) (ENGL SEQ C ENGL 320 and 321) AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 327 Literature of California 3 Units
Formerly: ENGL 29
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the literature of California in the context of its ethnic, social, political, geographical and intellectual history. The course will examine a wide range of literature (fiction, non-fiction, poetry, memoirs, and essays) including but not limited to Native American legends, early California exploration accounts, prose and poetry from the California heartland, Hollywood crime fiction, and more, with emphasis on what makes the California experience unique. AA/AS area 3B & 3F; CSU area C2.

ENGL 333 African-American Dramatic Literature 3 Units
Formerly: ENGL 37C
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course investigates African-American drama between 1800 and the present. African-American drama of various periods will be compared to the dominant drama of the time to investigate cultural effects on this drama. Protest drama of the 1960s will receive special focus, as will the recent resurgence of African-American drama. AA/AS areas 3B & 3F; CSU area C2; IGETC area 3.

ENGL 334 Asian American Literature 3 Units
Prerequisite: ENGWR 300 with a grade of "C" or better.
Advisory: ENGWR 301.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys autobiographies and fiction written by Asian Americans; the work focuses on the experience of Asian Americans growing up in a culture that is dominated by Eurocentric influences. The selected readings were written in American English in the last 60 years by Filipino-, Chinese-, Japanese-, and Korean-Americans. The course compares and contrasts the perspectives with which these four groups of Asian-American writers shape their portrayals of their immigration, discrimination, and assimilation experiences; further, the course examines the diversities of these experiences both within and across the generations. AA/AS areas 3B & 3F; CSU area C2; IGETC area 3.

ENGL 337 Other American Literatures 3 Units
Formerly: ENGL 37A
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces heretofore neglected works from the 16th to the 20th century which have shaped our culture but are not derived from English or Western European sources. Readings are confined to works produced on this continent from discovery to the present. They include works by the following: Native Americans and European explorers/colonizers; French, Spanish, and Mexican inhabitants and African slaves; Black, Asian, Latino, and contemporary Chicano/Hispanic/Mexican-American writers. Cross-cultural comparisons will reveal characteristics of diverse cultures and will create an inclusive multi-cultural canon. Comparisons will also show how diverse writings fit into the traditional Anglo and Euro-centric canon. AA/AS areas 3B & 3F; CSU area C2; IGETC area 3.
ENGL 338  Native American Literature  3 Units
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the living Native American experience as expressed through Native works of autobiography, fiction, poetry, film, and historical texts. Emphasis is placed on indigenous world views and perspectives. Highlighted are comparisons between the evolving culture of European Americans and that of Native Americans. The course examines how Native literature is a reflection of the historical and cultural movements that have shaped, been shaped by, and interacted with the Native community. Included are samples of Native literary voices from tribes from all areas of the Americas, North, South, and Central. Field trips are required. AA/AS area 3B & 3F; CSU area C2; IGETC area 3.

ENGL 340  World Literature  3 Units
Formerly: ENGL 34
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of world literature by authors of the ancient world to the early seventeenth century. Emphasis is on Western literature; in addition to Greek and Latin masterpieces, the early national literature of Italy, France, and Spain are studied. The entire range of genres is represented and, whenever possible, works are studied in their entirety. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 341  World Literature  3 Units
Formerly: ENGL 33
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the literature of the world from the eighteenth century to the present, with emphasis on European literature. It is designed to establish an understanding of the philosophies of the various cultural periods, as well as the temper of the classicism, romanticism, and realism in literature and the related arts. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 345  Mythologies of the World  3 Units
Formerly: ENGL 26
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to the characters and themes in dominant myths in world literature; creation stories; gods and goddesses; sagas of heroes; journeys to death and rebirth. Theories of the meanings of myths will be discussed. Students will also learn, through selected examples, how characters and stories in myths remain alive in modern literature and culture. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 360  Women in Literature  3 Units
Formerly: ENGL 27
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
The roles women have played both as creators and as protagonists in the art of fiction will be examined in this course. This course includes reading and evaluating literature from a wide range of times, places, and ethnic groups, by both men and women, although emphasis will be on works written by women. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 370  Children and Literature  3 Units
Formerly: ENGL 39
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course is a survey of the best literature past and present, created for children and of criteria for selecting, evaluating, and discussing children's books. It includes discussion of the history of children's literature and of current issues such as censorship, literacy, and multicultural diversity. The course is intended for prospective teachers, ECE majors, parents, and anyone who is or will be in frequent contact with children. It includes reading to children in a formal group situation. AA/AS area 3B; CSU area C2.

ENGL 372  Children and Literature: Storytelling  1 Unit
Formerly: ENGL 39B
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course offers further studies in children's literature, emphasizing the principal types and sources of oral literature for children. Students will study the theories of ways in which storytelling develops cognitive and language skills, social growth, self-esteem, and aesthetic appreciation in children. Studies will include multiculturally diverse story sources of oral literature such as folk tales, legends, dramatic poetry, and family and community histories. Practice in storytelling is included. This course may be repeated twice for credit. AA/AS area 3B & 3F; CSU area C2.

ENGL 374  Children and Literature: Multicultural Literature  1 Unit
Formerly: ENGL 39C
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course surveys fiction and non-fiction written for children about racial and ethnic minority groups in the United States. Readings will include literature written by and about Native Americans, African Americans, Hispanic Americans, and Asian Americans. Books written in non-English languages will also be reviewed. Study will emphasize literary analysis and the values of multicultural literature in the development of children's cultural and aesthetic sensitivity. This course may be repeated twice for credit. AA/AS areas 3B & 3F; CSU area C2.

ENGL 376  Children and Literature: Reader's Theatre  1 Unit
Formerly: ENGL 39D
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course offers further studies in children's literature with emphasis on selecting and adapting children's literature to group writing and reading aloud dramatically in group situations. Criteria for selection and adaptation will be applied to folk literature, plays, short novels, and storybooks. The emphasis will be on using Reader's Theatre preparation to develop the child's understanding and appreciation of literary aesthetics, language skills, and cultural diversity. This course may be repeated twice for credit. AA/AS areas 3B & 3F; CSU area C2.
ENGLT 378 Young People’s Literary Classics 3 Units
Formerly: ENGL 45
Prerequisite: ENGW 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of works which have earned merit as classics written for both young adult and general audiences. Representative writers may include Shakespeare, Dickens, London, Stevenson, Twain, Tolkien, C.S. Lewis, and contemporary, multicultural diverse writers such as J.D. Salinger, Jamake Highwater, Alice Walker, Maya Angelou, and Amy Tan. It includes a discussion of literary form and style, with emphasis on the contributions of such works to the development of literacy and aesthetic appreciation in young readers. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGLT 380 Introduction to Shakespeare 3 Units
Formerly: ENGL 47
Prerequisite: ENGW 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of eight to ten representative dramatic works of Shakespeare and related literary criticism. It includes an examination of the Elizabethan worldview as a context for the plays. Attendance at live Shakespearean performances may be required. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGLT 382 Literary Themes in Dramatic Literature 3 Units
Formerly: ENGL 44
Prerequisite: ENGW 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
The study of drama of a variety of periods and cultures as they reflect recurring themes in literature. Attendance at live theatre productions will be required. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGLT 390 Mystery and Detective Fiction 3 Units
Formerly: ENGL 21
Prerequisite: ENGW 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the study of mystery and detective fiction from beginning to the present. Representative authors are Dickens, Poe, Conan Doyle, Chesterton, Sayers, Hammet, Hillerman, Eco, Graft, Forrest, James, Paretsky, Jance. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGLT 392 Science Fiction and Fantasy 3 Units
Formerly: ENGL 38
Prerequisite: ENGW 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Survey of the principal types of science fiction and fantasy including analysis of traditional as well as contemporary works. AA/AS area 3B; CSU area C2.

ENGLT 493 Short Literary Topics 1-2 Units
Formerly: ENGL 25A
Prerequisite: ENGW 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18-36 hours LEC
This course will provide a brief study of an area of literature or an overview of a literary subject. Specifically, courses might be offered in a particular subgenre (for example, the sonnet or the fairy tale), author, short literary period (for example, the Harlem Renaissance), or theme (for example, the Monster in Literature). Individual course descriptions are provided in the class schedule. The course may be taken four times for a maximum of six units.

ENGLT 494 Topics in Literature 3 Units
Formerly: ENGL 25
Prerequisite: ENGW 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a literature course to be scheduled as needed under a title describing specific content. It provides the opportunity to focus on an in-depth study of specific literary subjects or genres. The course will offer and extensive study of works by significant writers or of literature defined by theme, region, vocation, or human experiences. Possible titles include Retelling Stories, The Love Story, The Far West, The Military Experience in Literature, The Hero in Contemporary Fiction, Humor in American Fiction. May be taken twice for credit. AA/AS area 3B; CSU area C2.

ENGRD 12 Reading Center: Basic Reading Skills 1.5-2 Units
Prerequisite: Placement through assessment process or completion of ESLR 50 with a grade of “C” or better.
Hours: 27-108 hours LAB
The Reading Center offers individualized instructional modules designed to acquire or improve reading skills in specific areas. Course offerings vary, depending upon needs and abilities. A partial list includes the following: Comprehension (beginning-intermediate levels), Vocabulary Development (beginning-intermediate levels), Critical Reading, Study Skills, Spelling Improvement, and ESL Reading/Conversation (non-degree applicable modules). Credit/No Credit. The same module may not be repeated for credit and is not a substitute for any Reading or ESL course. Enrollment is open through the 12th week of the semester. Units are awarded upon the successful completion of modules. May be taken four times for credit with a maximum of six units.

ENGRD 15 Basic Reading Skills 3 Units
Prerequisite: One or more units of ENGRD 12 with “credit” grade, or placement through assessment process.
Advisory: Concurrent enrollment in ENGW 51.
Hours: 54 hours LEC
This course provides instruction in techniques for improving skills basic to all reading. It involves intensive work with word attack, literal comprehension, vocabulary and study skills, to include practice with multicultural reading materials and strategies. Individual work in the Learning Resource Center may be required by the instructor. May be taken twice for credit.

ENGRD 18 Reading Strategies for Success in Certificate Program, Level 1 1.5 Units
Prerequisite: Placement through the assessment process.
Hours: 27 hours LEC
This course is designed to sharpen the reading skills of students enrolled in campus certificate programs. Students will learn contextual vocabulary and spelling and review basic reading and listening skills. Additionally, the course will cover textbook reading techniques and workplace related reading skills. Students will also participate in team-building and role-playing exercises. Additional hours may be required in the Learning Resource Center.

ENGRD 114 College Vocabulary and Spelling 2 Units
Prerequisite: None
Hours: 36 hours LEC
This course provides college vocabulary and spelling skills. Topics include Greek and Latin word parts, phonetic analysis, thematic readings, proofreading, determining meaning of technical terms in academic disciplines, and effective use of learning style strategies. Topics in this course promote college success.
Reading Courses

with corresponding writing courses

Counselor
Student’s placement in a specific level class is determined through consultation with a counselor or by meeting course pre-requisite.

Readiness for college-level reading

ENGRD 15
(Formerly English 270)
Basic Reading Skills
3 units
Corresponding writing level: ENGWR51

ENGRD 12
(Formerly English 268)
Reading Center: Basic Reading Skills
5-2 units
Individualized reading modules
Open entry/exit
Corresponding Writing Center: ENGWR53

College Level (AA/AS degree-applicable)

ENGRD 116
(Formerly English 78)
Proficient Reading
3 units
Corresponding writing level: ENGWR102/ENGWR103

ENGRD 117
(Formerly English 68)
Reading Center: Reading Skills
.5-2 units
Individualized reading modules
Open entry/exit
Corresponding Writing Center: ENGWR104

Transfer Level (satisfies reading competency for AA/AS degree & transfer to CSU)

ENGRD 310
(Formerly English 4)
College Analytical & Speed Reading
3 units
Corresponding writing level: ENGWR300

ENGRD 312
(Formerly English 5)
Academic Textbook Reading
3 units
Corresponding writing level: ENGWR300

ENGRD 314
(Formerly English 6)
Reading Across the Disciplines (RAD)
.5-1 unit, Credit/No Credit
Drop-in program for assistance with reading assignments in academic classes across the disciplines.
Open entry/exit
Corresponding writing program: Writing Across the Curriculum (WAC)

Referral
Instructors may refer a student, or student may self-refer.
Composition Courses
with corresponding reading courses

Counselor
Student’s placement in a specific level class is determined through consultation with a counselor or by meeting course pre-requisite.

Readiness for college-level writing

ENGWR 51
(Formerly English 256)
Developmental Writing
4 units lecture/discussion
Corresponding reading level: ENGRD15

ENGWR 103
(Formerly English 60)
Practical Communication*
3 units lecture/discussion
Corresponding reading level: ENGRD116

ENGWR 104
(Formerly English 54)
Writing Center: Writing Skills
5-2 units Individualized writing modules.
Open entry/exit
Corresponding Reading Center: ENGRD117

ENGWR 53
(Formerly English 254)
Writing Center: Basic Writing Skills
5-2 units Individualized writing modules.
Open entry/exit
Corresponding Reading Center: ENGRD12

College Level
(AA/AS degree-applicable)

ENGWR 102
(Formerly English 58)
Proficient Writing**
3 units lecture/discussion or individualized
Corresponding reading level: ENGRD116

ENGWR 300
(Formerly English 1A)
College Composition*
3 units lecture/discussion or individualized
Corresponding reading levels: ENGRD310/ENGRD 312

ENGWR 301
(Formerly English 1B)
College Composition & Literature

ENGWR 302
(Formerly English 1C)
Advanced Composition & Critical Thinking

Transfer Level
(Transfers to CSU & UC)

ENGWR 301
(Formerly English 1B)
College Composition & Literature

ENGWR 302
(Formerly English 1C)
Advanced Composition & Critical Thinking

ENGWR 53
(Formerly English 254)
Writing Across the Curriculum (WAC)
5-1 unit, Credit/No Credit
Drop-in program for assistance with writing assignments in academic classes across the curriculum.
Open entry/exit
Corresponding reading program: Reading Across the Disciplines (RAD)

* Fulfills writing competency requirement for AA/AS degree.
** Pre-requisite for ENGRD300
ENGRD 116  Proficient Reading  3 Units  
Prerequisite: ENGRD 15 with a grade of "C" or better, or placement through assessment.  
Advisory: Concurrent enrollment in ENGWR 102 or 103.  
Hours: 54 hours LEC  
This course analyzes expository and argumentative essays, textbooks and literature in preparation for ENGRD 310 or 312. It emphasizes recognition of an author’s thesis, supporting details, point of view, purpose and tone through an in-depth analysis of an essay’s introduction, body and conclusion. It will also focus on applying study strategies for comprehending and retaining information from textbooks in preparation for test. Individual work in the Learning Resource Center. Writing Across the Curriculum Program or Reading Across the Disciplines Program may be required. This course may be taken twice for credit.

ENGRD 117  Reading Center: Reading Skills  .5-2 Units  
Prerequisite: Placement through assessment process.  
Advisory: ENGRD 12.  
Hours: 27-108 hours LAB  
The Reading Center offers individualized instructional modules designed to strengthen reading skills in specific areas. Course offerings vary, depending upon needs and abilities. A partial list includes the following: Comprehension (advanced levels), Vocabulary Development (advanced levels), Speed Reading, Critical Reading, Textbook Reading, Reading for the Proficiency Exam, Study Skills, Tutor Training. Credit/No Credit only. The same module may not be repeated for credit and is not a substitute for any Reading or ESL course. Scheduling is flexible. Enrollment is open through the 12th week of the semester. Units are awarded upon the successful completion of modules. May be taken four times for maximum of six units.

ENGRD 310  College Analytical and Speed Reading  3 Units  
Prerequisite: ENGRD 116 with a grade of "C" or better, or placement through assessment process.  
Advisory: Concurrent enrollment in ENGWR 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This overview course covers the theory and practice of critical reading skills and speed needed for successful academic performance with an emphasis on the following: (1) critical and analytical evaluation of college level expository and argumentative essays, (2) development of flexible reading rate and speed, (3) critical analysis and evaluation of research, (4) vocabulary development, and (5) application in multicultural essays, journals, fiction and nonfiction reading. Individual work in the Learning Resource Center, Writing Across the Curriculum or Reading Across the Disciplines programs may be required. May be taken twice for credit. AA/AS area 4B & 3D.

ENGRD 312  Academic Textbook Reading  3 Units  
Prerequisite: ENGRD 116 with a grade of "C" or better, or placement through assessment process.  
Advisory: Concurrent enrollment in ENGWR 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course will concentrate on the refinement of the ability to read, understand and respond to college-level textbooks across the curriculum. Emphasis is on critical thinking, graphs, discipline-based vocabulary, and reading rates as they relate to academic success. AA/AS area 4B & 3D.

ENGRD 314  Reading Across the Disciplines (RAD)  .5-1 Units  
Prerequisite: None  
Corequisite: Enrollment in a transfer level content area course.  
Course Transferable to CSU  
Hours: 27-54 hours LAB  
This course offers individualized instructional modules designed to improve reading skills in the various content area classes. Course offerings vary, depending upon the needs and abilities of the student. A partial list may include the following: textbook comprehension, principles of learning and retention, notetaking, annotating, discipline-based vocabulary, paraphrasing, reading graphics, test taking, speed reading and research techniques. Credit/No Credit. Registration is open through the twelfth week of the semester. May be taken four times for a maximum of two units.

## English - Writing

### ENGRD 43  Spelling  2 Units  
Formerly: ENGL 201  
Prerequisite: None  
Hours: 36 hours LEC  
This course emphasizes the improvement of spelling through study of basic rules of spelling and application of those rules. Readings, writing and individualized spelling lists will be required throughout the course to supplement and reinforce spelling rules.

### ENGRD 51  Developmental Writing  4 Units  
Formerly: ENGL 256  
Prerequisite: One or more units of ENGRD 53 with "credit" grade, or placement through assessment.  
Advisory: Concurrent enrollment in ENGRD 15.  
Hours: 72 hours LEC  
This course focuses on basic writing skills, emphasizing the connection between writing and reading. This course includes reading, studying and responding orally and in writing to short, nonfiction multicultural selections at an appropriate level. The course emphasizes the writing process and development of specific skills within the sentence, paragraph and essay forms in preparation for ENGRD 102 or 103. The course also emphasizes the reading process and development of comprehension skills. One or more hours may be required in the Learning Resource Center. This course may be taken twice for credit.

### ENGRD 52  Writing Strategies for Success in Certificate Programs, Level 1  1.5 Units  
Formerly: ENGL 265  
Prerequisite: Placement through the assessment process.  
Hours: 27 hours LEC  
This course is designed to sharpen the writing skills of students enrolled in campus certificate programs. Topics will include techniques for creating and understanding memos and directions, job-related forms and other work related writing. In addition, listening skills, group interaction techniques, and problem-solving skills will be introduced. Additional hours may be required in the Learning Resource Center.

### ENGRD 53  Writing Center: Basic Writing Skills 5-2 Units  
Prerequisite: Placement through the assessment process or ESLR 50 and ESLW 50 with a grade of "C" or better.  
Advisory: BUSTEC 300 or CISC 300.  
Hours: 27-108 hours LAB  
This course offers individualized instruction modules (mini English courses) that focus on improving basic writing skills, including familiarity with the writing process, sentence writing, and paragraph writing, as well as editing and proofreading. Course offerings vary depending on a student’s needs and skill levels. Computers will be used to produce writing assignments. The same module may not be repeated for credit. This course is not a substitute for any other English course. Registration is open through the twelfth week of the semester. Credit/No Credit only. May be taken three times.
ENGWR 102  Proficient Writing  3 Units
Formerly: ENGL 58
Prerequisite: ENGWR 51 with a grade of "C" or better, or placement through assessment process.
Advisory: Concurrent enrollment in ENGRD 116.
Hours: 54 hours LEC
This course emphasizes topic selection, prewriting, organization of ideas, and development of introductory, body, and concluding paragraphs for expository and argumentative essays in preparation for ENGWR 300. It also includes the review and further development of sentence writing and editing skills and analysis of selected readings. One or more additional hours in the Learning Resource Center or Writing Across the Curriculum or Reading Across the Disciplines programs may be required. The course includes a departmental proficiency exam.

ENGWR 103  Practical Communication  3 Units
Formerly: ENGL 60
Prerequisite: ENGWR 51 with a grade of "C" or better, or placement through assessment process.
Advisory: Concurrent enrollment in ENGRD 116.
Hours: 54 hours LEC
This course will present methods of organizing ideas and writing for college and career: reports, resumes, business correspondence. It will include research techniques and intensive review of grammar, spelling and mechanics. The course is designed for students who do not plan to transfer. One or more additional hours per week in the Learning Resource Center may be required. AA/AS area 3D

ENGWR 104  Writing Center: Writing Skills  .5-2 Units
Formerly: ENGL 54
Prerequisite: Completion of at least 1 unit of ENGWR 53 or placement through assessment process.
Advisory: BUS/TEC 300 or CISC 300.
Hours: 27-108 hours LAB
This course offers individualized instruction modules (mini English courses) that focus on improving writing skills, including intermediate to advanced sentence, paragraph, and essay writing, research paper writing, literary analysis, as well as editing and proofreading. Course offerings vary depending on a student's needs and skill levels. Computers will be used to produce writing assignments. The same module may not be repeated for credit. This course is not a substitute for any other English courses. Registration is open through the twelfth week of the semester. Credit/No Credit only. May be taken three times.

ENGWR 105  College Timed Writing Workshop  1 Unit
Prerequisite: ENGWR 102 with a letter grade of A, B, C, D or INC.
Hours: 18 hours LEC
This course provides a structured approach to improving timed essay writing skills. It includes reviewing and practicing essay writing principles particularly in limited-time situations such as final essay exams: understanding writing assignments, structuring and developing paragraphs and essays, and editing and correcting errors in grammar and mechanics. This course does not replace ENGWR 102. This course may be taken twice. Credit/No Credit only.

ENGWR 142  Writing in the Workplace: Essentials of Practical Communication  1 Unit
Formerly: ENGL 62
Prerequisite: None
Hours: 18 hours LEC
This course is designed to sharpen the skills of workplace writers. It helps them identify their audience and then establish a purpose and strategy for successful written communication. The course also reviews sentence patterns and punctuation as well as principles of usage, especially as they are applied in the workplace. Teamwork and peer editing are practiced. Students keep a portfolio of their memos, letters, and other writing assignments.

ENGWR 300  College Composition  3 Units
Prerequisite: ENGWR 102 with a grade of "C" or better, or placement through assessment process.
Advisory: Concurrent enrollment in ENGRD 310 or 312.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course emphasizes writing, reading, and critical thinking skills essential for successful completion of a four-year college program. Writing assignments include expository and argumentative papers (6,500 words minimum for course). A research paper written in the MLA format is required. Works read and analyzed will include essays exhibiting a variety of structures and styles. One or more additional hours per week may be required in the Learning Resource Center or the Writing Across the Curriculum or Reading Across the Disciplines programs. (CAN ENGL 2) (ENGL SEQ A Sum of ENGWR 300 and 301) AA/AS area 3D; CSU area A2; IGETC area 1A

ENGWR 301  College Composition and Literature 3 Units
Formerly: ENGL 1B
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
1) This course offers further study and practice in analytical reading and writing. 2) It covers principles of logic such as reasoning inductively and deductively, recognizing logical fallacies, and suspending judgments. 3) Assigned readings include novels, short stories, poems, plays, biographies, and literary criticism. Essays written for the course (6,500 words minimum) generalize from the texts to present carefully reasoned arguments. At least one essay will include citations from secondary sources, documented according to current MLA format. Attendance at a live theatre production may be required. One or more additional hours per week in the Learning Resource Center or Writing Across the Curriculum or Reading Across the Disciplines programs may be required. (CAN ENGL 4) (ENGL SEQ A Sum of ENGWR 300 and 301) AA/AS area 3D; CSU area A3; IGETC area 1B

ENGWR 302  Advanced Composition and Critical Thinking  3 Units
Formerly: ENGL 1C
Prerequisite: ENGWR 300 with a grade of "C" or better.
Advisory: English 4.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course further develops analytical skills through writing and discussion. It examines methods by which people are persuaded to think, believe, and/or act. It also includes analyses of arguments or expressions of opinions for their validity and soundness. Finally, it focuses on critically assessing, developing, and effectively expressing opinions on issues, including cultural diversity. It emphasizes thinking clearly and organizing thought carefully by using principles of logic. The course includes writing a minimum of 6,500 words. AA/AS area 3D; CSU area A3; IGETC area 1B

ENGWR 330  Writing for Publication  3 Units
Formerly: ENGL 14A
Prerequisite: None
Advisory: ENGWR 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory course on writing nonfiction for publication. Emphasis will be on developing a saleable magazine article; finding ideas and analyzing print and online publications; writing a query letter; researching and interviewing; organizing, writing, and illustrating an article. AA/AS area 3D
ENGWR 331  Writing for Publication  3 Units
Formerly: ENGL 14B
Prerequisite: None
Advisory: ENGWR 300 or 330 with a grade of "C" or better.
Course Transferrable to CSU
Hours: 54 hours LEC
This course offers a marketing approach to selling nonfiction writing. The course surveys print and online publication, including consumer magazines, trade journals, specialty publications, regional magazines, and local markets. Topics include an analysis of a variety of magazine article styles and types; writing and sending articles to the marketplace; individual and class criticism of student manuscripts. Emphasis is on increasing freelance writing production. The course may be taken twice for credit.

ENGWR 342  Introduction to Technical/Professional Communication  3 Units
Formerly: ENGL 13A
Prerequisite: None
Advisory: ENGWR 102 or 103 or placement through assessment process.
Course Transferrable to CSU
Hours: 54 hours LEC
This course emphasizes principles of reader-centered writing for the workplace, focusing specifically on aspects of technical and professional communication. The course teaches the writing of documents used in businesses, academia, industry, and government. These documents may include memos, letters, brochures, reports, procedures, proposals, grants, scientific reports, web sites, software documentation, and case studies. The course may include team projects that require collaboration outside the classroom. One or more additional hours per week may be required in the Learning Resource Center. AA/AS area 3D

ENGWR 344  Technical/Professional Communication: Writing Reports  1.5 Units
Prerequisite: None
Advisory: ENGWR 103.
Course Transferrable to CSU
Hours: 27 hours LEC
This course emphasizes the writing of reports for the workplace and for technical and scientific disciplines. The course covers audience analysis, standard report formats, research techniques, and concise, grammatical writing.

ENGWR 348  Technical/Professional Communication: Plain English  1.5 Units
Prerequisite: None
Advisory: ENGWR 102 or 103.
Course Transferrable to CSU
Hours: 27 hours LEC
This course emphasizes the use of clear, concise English in professional writing. The course begins with a brief review of English grammar and then covers common writing problems. The course also teaches professional editing techniques.

ENGWR 350  Technical/Professional Communication: Proposal Writing  1.5 Units
Prerequisite: None
Advisory: ENGWR 342.
Course Transferrable to CSU
Hours: 27 hours LEC
This course emphasizes the writing of proposals. It includes planning, writing, and evaluating proposals, both formal and informal, solicited and unsolicited. Special attention is given to requests for proposal (RFPs) and how to respond to them. The use of workplace projects is encouraged. A collaborative project is required.

ENGWR 352  Technical/Professional Communication: Writing Technical Manuals  3 Units
Prerequisite: None
Advisory: ENGWR 342.
Course Transferrable to CSU
Hours: 54 hours LEC
This course is designed for professionals in design technology, computer science, engineering, and communications. This course explains how to design and write technical manuals for the users, technical support staff, and developers of technical products. The course offers strategies for audience and task analysis, product learning, document design, drafting, procedure writing, and revision. Desktop publishing tools are used to produce a portfolio-quality manual.

ENGWR 354  Introduction to Careers in Technical Communication  1 Unit
Prerequisite: None
Advisory: ENGWR 102 or 103.
Course Transferrable to CSU
Hours: 18 hours LEC
This course examines trends in the profession of technical writing, including job opportunities, salaries, responsibilities, requirements, and tools. Permanent employment is compared to independent contracting and contracting with agencies. Visiting technical writers describe a day on the job and share tips for getting started. Topics include letters of application, resumes, and portfolios.

ENGWR 356  Writing Formal Reports  1 Unit
Prerequisite: None
Advisory: ENGWR 342 or 344.
Course Transferrable to CSU
Hours: 18 hours LEC
This technical writing course covers all the elements of formal reports, including how to write letters of transmittal, create title pages, automatically generate tables of contents, write executive summaries, format pages, and prepare glossaries and appendices. Style lessons focus on controlling tone, tense, person, and voice.

ENGWR 358  Writing Training Materials  1 Unit
Prerequisite: None
Advisory: ENGWR 342 or 344.
Course Transferrable to CSU
Hours: 18 hours LEC
This technical writing course focuses on developing training materials, including student handbooks, instructor guides, and other instructional aids. The course surveys instructional design theory and the impact of technology in the form of CBT (Computer-Based Training) and WBT (Web-Based Training).

ENGWR 480  Honors College Composition  3 Units
Formerly: ENGL 1A-H
Prerequisite: Placement through assessment process.
Course Transferrable to UC/CSU
Hours: 54 hours LEC
This honors composition course requires the analysis of professional essays and at least one full-length volume of non-fiction that exhibit complexity in both subject and structure. It emphasizes writing carefully reasoned, stylistically sophisticated essays of varying lengths and in varying rhetorical modes; at least one of those essays requires research and appropriate MLA documentation. Essays written during the term will total at least 6,500 words. One or more additional hours per week in the Learning Resources Center or Writing Across the Curriculum or Reading Across the Disciplines programs may be required. AA/AS area 3D; CSU area A2; IGETC area 1A.
ENGWR 481  Honors College Composition and Literature  
3 Units  
Formerly: ENGL 1B-H  
Prerequisite: Cumulative GPA of 3.0 or higher; ENGWR 300 or ENGWR 480 Honors with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This is an advanced course in critical reasoning and writing about literature. It examines the four major genres—the novel, the short story, poetry, and drama by authors representing diverse perspectives. It will explore principles of formal and informal logic, characteristics of sophisticated writing, and means of recognizing logical fallacies. Written analyses will total at least 6,500 words and will include material from secondary sources, cited and documented according to MLA format. Attendance at a live theater production may be required. One or more additional hours per week in the Learning Resource Center or Writing Across the Curriculum or Reading Across the Disciplines programs may be required. AA/AS area 3D; CSU area A3; IGETC area 1B.

ENGWR 482  Honors Advanced Composition and Critical Thinking  
3 Units  
Formerly: ENGL 1C-H  
Prerequisite: Cumulative GPA of 3.0 or higher; ENGWR 300 or ENGWR 480 Honors with a grade of “C” or better.  
Advisory: ENGRD 310 or 312.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This is a course in critical reasoning, reading, and writing requiring a high level of competence in English composition. Complex texts (essay and book-length works) reflecting a variety of cultural, historical, and philosophical perspectives will be read, discussed, and analyzed. The course includes inductive and deductive reasoning, fallacious reasoning, and use of persuasive language. The minimum word requirement of 6,500 words will be divided among at least four formal essays, ranging from 1,000-3,000 words each, two of which will include primary and secondary research and MLA format. Several group and individual class presentations will be required. AA/AS area 3D; CSU area A3; IGETC area 1B.
American River College offers courses in English as a Second Language (ESL) designed to provide students with a command of the English language necessary to pursue both transfer and career goals.

**ESL 97  
ESL Center: Integrated Topics in ESL  
.5-1 Units**

Prerequisite: ESLL 20, ESLR 20, and ESLW 20 with grades of "C" or better; or placement through the assessment process.

Hours: 27-54 hours LAB
This laboratory course enables English as a Second Language students placed at the novice-high through intermediate-high levels to develop, expand and reinforce multiple English language skills while working independently and/or in small groups. Coursework includes integrated study topics relative to vocabulary and study skills, reading and grammar use, idiomatic language study and application, TOEFL preparation and assorted integrated software programs. Students may register until the twelfth week of the semester as space permits and may earn .5 unit of credit for every 27 hours of work. ESL 97 is graded credit/no-credit and may be taken four times.

**ESL 181  
ESL Center: Skills in ESL  
.5-1.5 Units**

Formerly: ESL 65
Prerequisite: ESLL 310, ESLR 310, and ESLW 310 with a grade of "C" or better or placement through the assessment process.

Advisory: Concurrent enrollment in at least one ESL course at the 320, 330, or 340 level.

Hours: 27-81 hours LAB
Coursework consists of a variety of self-study modules on such topics as grammar, composition, reading, vocabulary, listening, pronunciation, study skills, and work place skills and is designed to develop and reinforce English language skills at advanced levels. Independent work on complex assignments will be required. Credit/No Credit grading only. May be taken for a maximum of 6 units.

**ESL 350  
Advanced Composition and Literature  
4 Units**

Prerequisite: ESLW 340 and ESLR 340 with a grade of "C" or better.  
Course Transferable to UC/CSU

Hours: 72 hours LEC
This course covers reading and interpreting major types of literature, including poetry, drama and fiction. It includes study in critical thinking and essay writing and emphasizes reading, oral, and written analysis of major literary works. Attendance at a live theatre production is encouraged. Students will be required to write at least 6,500 words. AA/AS area 3D; CSU area A3

**ESL - Grammar**

**ESLG 50  
Intermediate-Mid Grammar  
4 Units**

Formerly: ESL 280G
Prerequisite: ESLW 40 with a grade of "C" or better, or placement through the assessment process.

Advisory: Enrollment in an ESL Listening and Speaking, Reading, and/or Writing course at the student's assessed level(s).

Hours: 72 hours LEC
This course concentrates on the fundamental grammatical structures of English at the Intermediate-Mid Level. It focuses on grammatical structures in appropriate contexts. Oral and written practice with an emphasis on sentence structure and verb tenses is included.

**ESLG 310  
Intermediate-High Grammar  
4 Units**

Prerequisite: ESLG 50 with a grade of "C" or better or placement through the assessment process.

Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.

Course Transferable to CSU

Hours: 72 hours LEC
This course focuses on further practice of the forms, meanings, and usage of grammatical structures of English at the intermediate-high level. Verbal practice in class reinforces the structures studied.

**ESLG 320  
Advanced-Low Grammar  
4 Units**

Prerequisite: ESLG 310 with a grade of "C" or better, or placement through the assessment process.

Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.

Course Transferable to CSU

Hours: 72 hours LEC
This course focuses on practice in the forms and meanings of major structures used in writing with an emphasis on clause structure at the advanced-low level. Oral practice reinforces the structures studied. Assignments emphasize sentence structure in the context of longer written work.

**ESL - Listening**

**ESLL 20  
Novice Listening and Speaking  
4 Units**

Formerly: ESL 200L
Prerequisite: None

Advisory: One year of adult school and concurrent enrollment in ESL Reading and Writing courses at the student's assessed level(s) are highly recommended.

Hours: 72 hours LEC
This course focuses on understanding and producing appropriate language utilizing learned phrases and expressions required for everyday communication. Basic clarification strategies will be demonstrated and practiced. English sounds and intonation patterns will be introduced. Credit/no credit grading only. May be taken twice for credit.
ESLL 30  Novice-High Listening and Speaking 4 Units
Formerly: ESL 260L
Prerequisite: Placement through assessment.
Advisory: Concurrent enrollment in an ESL Reading and Writing course at the student’s assessed level.
Hours: 72 hours LEC
This is a course in listening comprehension and practical conversation for non-native English speakers who plan to take college courses. The sounds of American English, stress, rhythm, and intonation patterns will be introduced. Credit/no credit grading only. May be taken twice for credit.

ESLL 40  Intermediate-Low Listening and Speaking 4 Units
Formerly: ESL 270L
Prerequisite: ESLL 30 with a grade of “C” or better, or placement through assessment.
Advisory: Concurrent enrollment in an ESL Reading and Writing course at the student’s assessed level.
Hours: 72 hours LEC
This is a course that develops the listening and speaking skills needed to succeed in college courses. Activities will focus on developing phrases and sentences to communicate ideas in familiar situations. The course includes group and individual listening and speaking activities, an overview of American English sounds, and practice in stress, rhythm, and intonation. May be taken twice for credit.

ESLL 50  Intermediate-Mid Listening and Speaking 4 Units
Formerly: ESL 280L
Prerequisite: ESLL 40 with a grade of “C” or better or placement through assessment.
Advisory: Concurrent enrollment in an ESL Reading and Writing course at the student’s assessed level.
Hours: 72 hours LEC
This is a course to help students understand and be understood in both familiar and unfamiliar situations. Class activities will introduce academic listening and speaking activities and will continue to work on pronunciation skills. May be taken twice for credit.

ESLL 97  ESL Center: Listening Skills in ESL .5-1 Units
Prerequisite: ESLL 20, ESLR 20, and ESLW 20 with grade of “C” or better; or placement through the assessment process.
Hours: 27-54 hours LAB
This laboratory course enables English as a Second Language students placed at the novice-high through high-intermediate levels to develop and reinforce specific listening and speaking skills while working independently and/or in small groups. Coursework includes offerings in listening comprehension, conversational skills, pronunciation, vocabulary and oral grammar topics. Students may register until the twelfth week of the semester as space permits and may earn .5 unit of credit for every 27 hours of work. ESL 97 is graded credit/no-credit and may be taken four times.

ESLL 310  Intermediate-High Listening and Speaking 4 Units
Prerequisite: ESLL 50 with a grade of “C” or better, or placement through assessment.
Advisory: Concurrent enrollment in an ESL Reading and Writing course at the student’s assessed level.
Course Transferable to CSU
Hours: 72 hours LEC
This is a course to further practice and develop listening and speaking for academic purposes, including comprehension of lecture, note-taking, and classroom discussion. This course covers a review of American English sounds with emphasis on understanding and producing stress, rhythm, and intonation patterns to communicate effectively. May be taken twice for credit.

ESLL 320  Advanced-Low Listening and Speaking 4 Units
Prerequisite: ESLL 310 with a grade of “C” or better or placement through assessment.
Advisory: Concurrent enrollment in an ESL Reading and Writing skill course at the student’s assessed level.
Course Transferable to CSU
Hours: 72 hours LEC
This is a course with intensive practice in listening and active participation strategies for American college courses. Activities include listening to extended lectures from various subject areas, refining note-taking skills, participating in in-depth discussions, and giving oral presentations. Practice of pronunciation skills will continue. May be taken twice for credit.

ESLR 20  Novice Reading 4 Units
Formerly: ESL 200R
Prerequisite: None
Advisory: One year of adult school and concurrent enrollment in ESL Writing and Listening/Speaking courses at the student’s assessed levels are highly recommended.
Hours: 72 hours LEC
This course focuses on literal understanding of readings including basic vocabulary. There will be a focus on expanding basic vocabulary through readings, word parts, and word form activities. The concepts of using context and giving personal reactions to readings will be introduced. Credit/no credit grading only. May be taken twice for credit.

ESLR 30  Novice-High Reading 4 Units
Formerly: ESL 260R
Prerequisite: Placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student’s assessed level.
Hours: 72 hours LEC
This course is an introduction to reading words, phrases, and sentences in short texts for non-native speakers who plan to take college courses. It will cover core vocabulary, literal comprehension, and grammar necessary to understand short readings. Credit/no credit grading only. May be taken twice for credit.

ESLR 40  Intermediate-Low Reading 4 Units
Formerly: ESL 270R
Prerequisite: None
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student’s assessed level.
Hours: 72 hours LEC
This course focuses on developing reading skills with an emphasis on building vocabulary, literal comprehension, and fluency. Students will discuss and write about readings.

ESLR 50  Intermediate-Mid Reading 4 Units
Formerly: ESL 280R
Prerequisite: ESLR 40 with a grade of “C” or better or placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student’s assessed level.
Hours: 72 hours LEC
This course focuses on the introduction of academic reading skills, with an emphasis on vocabulary development, literal comprehension, and dictionary skills. Course activities will include understanding, analyzing, discussing and writing responses to ideas expressed in readings.
This laboratory course enables English as a Second Language students placed at the novice-high through intermediate-high levels to develop, expand and reinforce a variety of reading and vocabulary skills while working independently and/or in small groups. Coursework includes topics relative to the development of word parts and form, vocabulary expansion, dictionary skills, as well as comprehension, fluency, and summarization skills. Students may register until the twelfth week of the semester as space permits and may earn .5 unit of credit for every 27 hours of work. ESLR 97 is graded credit/no-credit and may be taken four times.

**ESLR 310 Intermediate-High Reading** 4 Units
Prerequisite: ESLR 310 with a grade of "C" or better, or placement through assessment.
Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.
Course Transferable to CSU
Hours: 72 hours LEC
This course focuses on the introduction of academic reading skills with an emphasis on speed, vocabulary expansion, and comprehension of ideas, and introduces library use. Practice will be provided in understanding, paraphrasing, summarizing, and responding, either orally or in writing, to ideas expressed in reading.

**ESLR 320 Advanced-Low Reading** 4 Units
Prerequisite: ESLR 320 with a grade of "C" or better or placement through assessment.
Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.
Course Transferable to CSU
Hours: 72 hours LEC
This course focuses on refining academic reading skills with an emphasis on speed, vocabulary development, and analytical comprehension. It also will include practice in research and synthesizing skills and extensive writing based on critical analysis of readings.

**ESLR 340 Advanced Reading Skills Through Literature** 4 Units
Prerequisite: ESLR 320 with a grade of "C" or better, or placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student's assessed level.
Course Transferable to CSU
Hours: 72 hours LEC
This course is designed to improve vocabulary and reading skills for the advanced ESL learner. Readings will include various forms of literature from a variety of cultural groups. It covers a wide variety of selections including essays, poetry, drama, short stories and novels. This course emphasizes critical thinking and reading skills needed for academic performance: (1) vocabulary development (2) analysis and comprehension skills (3) flexibility of reading rate. It also emphasizes the comparison contrast of universal and metaphoric themes, as applied in various cultures. AA/AS area 4B.
all forms of written communication including grammar, sentence structure and punctuation, paragraph and essay formats, and related vocabulary and spelling. Students may register until the twelfth week of the semester as space permits and may earn .5 unit of credit for every 27 hours of work. ESLW 97 is graded credit/no-credit and may be taken four times.

**ESLW 310 Intermediate-High Writing 4 Units**  
Prerequisite: ESLW 50 with a grade of “C” or better, or placement through assessment.  
Advisory: Concurrent enrollment in other ESL skills at the student’s assessed level.  
Course Transferable to UC/CSU  
Hours: 72 hour LEC  
This course further develops the ability to respond to a variety of essay assignments. Class discussions and written responses to readings and prompts will exercise critical thinking skills. Control of a range of sentence structures will be refined.

**ESLW 320 Advanced-Low Writing 4 Units**  
Prerequisite: ESLW 310 with a grade of “C” or better or placement through assessment.  
Advisory: Concurrent enrollment in other ESL skills at the student’s assessed level.  
Course Transferable to UC/CSU  
Hours: 72 hour LEC  
This course exercises analytical and logical skills in the production of focused, developed and organized essays on a variety of topics. The course emphasizes sentence variety and the mechanics of English in the context of the essay. Essays will incorporate outside sources as well as personal experience.

**ESLW 340 Advanced Composition 4 Units**  
Prerequisite: ESLW 320 with a grade of “C” or better or placement through assessment.  
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Reading course at the student’s assessed level.  
Course Transferable to UC/CSU  
Hours: 72 hour LEC  
This college composition course applies critical thinking skills to writing. Writing assignments include expository and argumentative prose (8,500 words minimum) based on analysis of a variety of readings. Students will refine summarizing and paraphrasing skills. The course requires writing a research paper with citations and bibliography. AA/AS area 3D & 4A; CSU area A2
Family and Consumer Science Degree

Requirements for Degree Major  19 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 312</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>FCS 301</td>
<td>Life Management</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 320</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>HM 315</td>
<td>Food Theory and Preparation</td>
<td>4</td>
</tr>
<tr>
<td>NUTRI 300</td>
<td>Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

Any 3 unit IDES course.

Associate Degree Requirements: The Family & Consumer Science Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

FCS 301  Life Management  3 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC

This course is a broad based introduction to life survival skills, including effective functioning in changing family structures and societal pressures in the work place. Major topics include values identification, goals, skills for decision-making, time, money, energy, and conflict management, and techniques for improving self-understanding and interpersonal relationships.

FCS 303  Consumer Issues  3 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC

This course explores the role of the consumer in today’s marketplace. It is designed to develop knowledge, techniques and attitudes necessary to become wise consumers. Information to develop skills for purchasing goods and services is provided. The course includes promotional devices, credit and contracts, complaint procedures and consumer protection.

FCS 498  Work Experience in Family and Consumer Science  1-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 60-300 hours LAB

This course provides practical experience in various situations for Family and Consumer Science majors. Students work in cooperating establishments in different areas in Family and Consumer Science. Recommended for those needing practical experience before employment. May be taken four times for credit up to a maximum of six units.
### Fashion Design Degree

The associate degree in Fashion Design develops the skills necessary to coordinate original design concepts with manufacturing, marketing and merchandising practices. Course work includes basic industry sewing, pattern drafting, textiles, historic and current fashion trends, hand and computer illustration and an internship in a fashion-related field.

**Requirements for Degree Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASHN 151</td>
<td>Basic Industry Sewing</td>
<td>2</td>
</tr>
<tr>
<td>FASHN 300</td>
<td>Introduction to the Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 310</td>
<td>Fashion Analysis/Clothing Selection</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 320</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 330</td>
<td>History of Western World Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 342</td>
<td>Fashion Illustration</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 344</td>
<td>Apparel Line Development</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 374</td>
<td>Pattern Making and Design</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 378</td>
<td>Advanced Pattern Making and Design</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 380</td>
<td>Computer Patternmaking</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 382</td>
<td>Collection Design and Production</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 497</td>
<td>Internship in Fashion</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:**

The Fashion Design Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

### Fashion Merchandising Degree

The associate degree in Fashion Merchandising develops the skills necessary for jobs in fashion coordinating, promotion, visual presentation, management, merchandising and retail buying. It also includes an internship in a fashion-related field.

**Requirements for Degree Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>FASHN 300</td>
<td>Introduction to the Fashion Industry</td>
<td>3</td>
</tr>
<tr>
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<td>Fashion Analysis/Clothing Selection</td>
<td>3</td>
</tr>
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<td>3</td>
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</tr>
<tr>
<td>FASHN 393</td>
<td>Fashion Promotion</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 395</td>
<td>Visual Merchandising</td>
<td>2</td>
</tr>
<tr>
<td>FASHN 397</td>
<td>Business Practices for Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 497</td>
<td>Internship in Fashion</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 362</td>
<td>Techniques of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:**

The Fashion Merchandising Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

### Fashion Merchandising Certificate

The certificate in Fashion Merchandising develops the skills necessary for jobs in the retail market. Course work concentrates on fashion coordinating, promotion, visual presentation, management, merchandising and retail buying.

**Requirements for Certificate**

<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>FASHN 393</td>
<td>Fashion Promotion</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 395</td>
<td>Visual Merchandising</td>
<td>2</td>
</tr>
<tr>
<td>FASHN 397</td>
<td>Business Practices for Fashion</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>
Fashion

FASHN 151  Basic Industry Sewing  2 Units
Prerequisite: None
Hours: 18 hours LEC; 54 hours LAB
This course introduces basic fashion industry sewing techniques. Emphasis is on industry standards and specifications concerning construction, assembly, and sequence of operations. No previous sewing experience is required.

FASHN 294  Topics in Fashion  .5-4 Units
Formerly: FASHN 52
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Hours: 9-72 hours LEC
This course is designed to give students an opportunity to study topics in fashion design and/or fashion merchandising not included in current course offerings. May be taken four times up to a maximum of 6 units providing there is no duplication of topics.

FASHN 298  Work Experience in Fashion  1-4 Units
Prerequisite: Current employment or voluntary position.
Hours: 18-72 hours LEC; 60-300 hours LAB
This course reflects supervised work experience in apparel merchandising. Students work in cooperating fashion apparel firms. Class enrollment is dependent upon student being in a paid or volunteer work experience learning environment. May be repeated for credit for a maximum of sixteen units.

FASHN 300  Introduction to the Fashion Industry 3 Units
Formerly: FASHN 10
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of the complex diversity of today's fashion industry. It introduces the process of how the fashion business works in sequential order from the concept to the consumer. It provides an overview of fashion design, production, distribution, and merchandising and will give an understanding of the fashion industry as a whole. Field trips are required.

FASHN 310  Fashion Analysis  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
In this course influences on fashion (social, political, cultural, technological and environmental) will be analyzed and compared with current fashion trends. The function, aesthetics and attitude of dress including image projection, perceptions and gender roles will be explored as a form of silent communication. A generational approach to consumer buying behavior and response towards fashion will be examined. Other aspects of fashion analysis will include identifying apparel details, styles and elements of design.

FASHN 320  Textiles  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study of natural and man-made fibers, methods of fabrication and finishes. Topics include the selection, use and care of modern fabrics as they relate to clothing and home furnishings. (CAN FCS 6)

FASHN 330  History of Western World Fashion  3 Units
Formerly: FASHN 30
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a comprehensive survey of how fashion has been influenced by major world historical events. Selected eras of history are viewed within a cultural, political, and economical context as expressed in dress. Emphasis will include cross cultural influences on major fashion trends throughout selected historical periods of the western world from the time of the Egyptians to the present. AA/AS area 3B; CSU area C1.

FASHN 334  Vintage Costuming  .5-2 Units
Prerequisite: None
Advisory: ENGWR 51 and ENGRD 15, or ESLW 310 and ESLR 310; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 9-18 hours LEC; 27-54 hours LAB
This course covers the factors that influence historical costume design and production. Principles and techniques involved in developing and constructing a period costume. The course will demonstrate these by fabricating their own costumes. The historical period will change each semester. May be taken four times for credit on different topics with a maximum of 8 units. Not open to those who have completed TA 416 on the same topic.

FASHN 342  Fashion Illustration  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to hand and computer generated fashion illustration. Illustration concepts unique to fashion are explored using various hand techniques and computer design software. Application of design elements and principles include color, texture, line, balance, and apparel details.

FASHN 344  Apparel Line Development  3 Units
Prerequisite: FASHN 342 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course applies the skills used in computer-based fashion illustration and design. Emphasis is placed on the principles and elements of design to develop a line of apparel including researching fashion trends, determining a target market, selecting colors and fabrics and designing a line using computer software.

FASHN 374  Pattern Making and Design  3 Units
Prerequisite: FASHN 151 with a grade of "C" or better.
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESLL 320, and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the flat pattern method of apparel design. Drafted slopers from measurements are used to create original designs. Construction techniques are introduced for the completion of these original designs. A field trip is required.
FASHN 378  Advanced Pattern Making and Design  3 Units
Prerequisite: FASHN 374.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course includes advanced pattern-making techniques to include: drafting, draping and grading. It focuses on industry methods of duplicating ready-to-wear apparel. Industry fit specifications and construction techniques will be refined. A field trip will be required.

FASHN 380  Computer Patternmaking  3 Units
Prerequisite: FASHN 378 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This advanced pattern drafting course introduces industry computer software. It makes comprehensive use of patternmaking skills acquired in previous patternmaking classes. Working from a designer's sketch, patterns are drafted and completed. A production pattern is made according to industry requirements and a muslin sample of the garment is constructed.

FASHN 382  Collection Design and Production  3 Units
Prerequisite: FASHN 342 and 374 with grades of "C" or better.
Corequisite: FASHN 378.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course applies the skills obtained in previous design and patternmaking classes. Topics include designing a small collection, creating and modifying patterns, and constructing original garments. The role of accessorizing the completed design is explored, including the use of hats, jewelry, shoes and scarves. Finished collections are showcased on the runway in a fashion show.

FASHN 393  Fashion Promotion  3 Units
Prerequisite: FASHN 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a comprehensive study of promotion and presentation unique to fashion industry. Techniques, applications, and customer appeal related to fashion merchandising concepts are analyzed. Functions and instinctive uses of fashion advertising, publicity and visual merchandising will be explored. The focus will be on special events such as, fashion shows, trunk shows, and the use of promotional videos. Basic media strategy, the role it plays, and its relationship with fashion merchandisers will be examined. Planning and technical skills will be developed through the activity of producing a fashion show. Field trips will be required.

FASHN 395  Visual Merchandising  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course introduces current visual merchandising techniques, equipment, lighting, and materials. The application of principles and practices in arranging and displaying fashion merchandise for single store and chain organization usage are covered. This practical experience with showcases, window, and on-floor displays will provide familiarity with professional fashion promotional presentations. A field trip is required.

FASHN 397  Business Practices for Fashion  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course addresses the practical and business aspects of the fashion industry. Topics include developing a fashion retail business, analyzing the target market and product, researching the industry, selecting a business entity and creating a buying plan. Career opportunities in retail buying and merchandising are also explored.

FASHN 497  Internship in Fashion  3 Units
Formerly: FASHN 59
Prerequisite: For FASHN Design—FASHN 300, 310, 320, 342, 378 with grade of "C" or better; for FASHN MERCH—FASHN 300, 310, 320, 393, 395 with grade of "C" or better.
Course Transferable to CSU
Hours: 18 hours LEC; 150 hours LAB
This course provides opportunity for supervised job internships at fashion-related work sites. Skills and knowledge obtained in fashion courses are utilized. Assistance for the internship search is provided by the coordinator, but placement is not guaranteed.
Fire Technology

Degree: A.A. - Fire Technology
Certificate: Fire Technology

Fire Technology Degree and Certificate

The Fire Technology A.A. degree or certificate focuses on preparation for a career in the fire service. It includes educational opportunities for those currently employed within the fire service, and those within volunteer fire agencies. Courses include those required for transfer to four-year colleges, those required to meet eligibility requirements for employment, and those required for incentive salary increases.

Career Opportunities

A great variety of career opportunities is open to students who successfully complete specific portions of this program of study. There is an urgent demand for trained personnel in such areas as fire investigation, fire prevention, hazardous materials, public education, and firefighter. Financially and professionally rewarding employment in these areas may be found on the local, state, federal and private levels.

Requirements for Degree or Certificate 35 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 200</td>
<td>Emergency Medical Technician I (5)</td>
<td>5</td>
</tr>
<tr>
<td>or PMED 100</td>
<td>Emergency Medical Technician - Basic (5)</td>
<td></td>
</tr>
<tr>
<td>FT 300</td>
<td>Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FT 301</td>
<td>Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FT 302</td>
<td>Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FT 303</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FT 304</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
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<tr>
<td>And a minimum of 15 units from the following:</td>
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<td></td>
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<tr>
<td>FT 110</td>
<td>Fire Apparatus</td>
<td>3</td>
</tr>
<tr>
<td>FT 130</td>
<td>Fire Company Organization and Management</td>
<td>3</td>
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Associate Degree Requirements: The Fire Technology Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

FT 110 Fire Apparatus 3 Units
Formerly: FT 73
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC
This course covers fire apparatus design, specifications and performance capabilities. It also includes the effective utilization of apparatus in fire service emergencies.

FT 130 Fire Company Organization and Management 3 Units
Formerly: FT 61
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC
This course provides a review of fire department organization, planning, organizing and supervising to meet the needs of the fire department, with emphasis on the company officer's role.

FT 132 Fire Service Records and Reports 3 Units
Formerly: FT 62
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC
This course covers fire department records systems, principles of report writing, applications in the area of pre-fire survey, and post-fire reporting.

FT 140 Related Codes and Ordinances 3 Units
Formerly: FT 63
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC
This course includes familiarization and interpretation of national, state and local codes, ordinances and laws which influence the field of fire prevention.

FT 170 Fire Investigation 3 Units
Formerly: FT 65
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC
This course includes determining the cause of fires (accidental, suspicious and incendiary); types of fires, related laws; introduction to incendiary fires; recognizing and preserving evidence; interviewing witnesses and suspects, arrest, detention, and court procedures.

FT 180 Rescue Practices 3 Units
Formerly: FT 68
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC
This course focuses on rescue problems and techniques, emergency rescue equipment; toxic gases, chemicals, diseases, and radiation hazards. Also included are the care of victims including emergency childbirth, respiration and resuscitation, extrication and other emergency conditions.
FT 190  Fire Tactics and Strategy  3 Units
Formerly: FT 66
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC
This course includes principles of fire control through the utilization of manpower, equipment, and extinguishing agents on the fireground.

FT 192  Wildland Fire Control  3 Units
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC
This course covers all aspects of wildland firefighting and introduces new advances in technology for wildland fire suppression.

FT 200  Emergency Medical Technician I (Same as PMED 100)  5 Units
Formerly: FT 77
Same As: PMED 100.
Prerequisite: HEED 310 or current Cardiopulmonary Resuscitation certification
Hours: 72 hours LEC; 72 hours LAB
This course is designed to instruct a student to the level of Emergency Medical Technician I. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with a fire, ambulance or other specialized service. This course is conducted in compliance with Title 22, Division 9, Chapter 2 of the California Code of Regulation and Emergency Medical Technician I. A grade of "C" or better is required for certification as EMT-1. Not open to students who have taken Paramedic 100. May be repeated by students whose EMT certification has expired for less than one year. Persons who hold a valid Emergency Medical Technician I certificate, or a certificate that has been expired for less than one year, shall be admitted. Consists of classroom instruction, simulation and supervised field instruction. May be taken four times for credit.

FT 209  Emergency Medical Technician IFS Refresher Course  1 Unit
Formerly: FT 78
Prerequisite: Valid EMT certificate.
Hours: 20 hours LEC; 4 hours LAB
Persons who hold a valid Emergency Medical Technician I certificate, or a certificate that has been expired for less than one year, shall be admitted. Consists of classroom instruction, simulation and supervised field instruction. May be taken four times for credit.

FT 300  Fire Protection Organization  3 Units
Prerequisite: None
Course Transferrable to CSU
Hours: 54 hours LEC
This course provides an introduction to fire protection, career opportunities and related fire service fields. Topics include 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, and introduction to fire strategy and tactics.

FT 301  Fire Prevention Technology  3 Units
Prerequisite: None
Course Transferrable to CSU
Hours: 54 hours LEC
This course provides fundamental information regarding the history and philosophy of fire prevention. Topics include organization and operation of a fire prevention bureau, use of fire and building codes, fire investigation, identification and correction of fire hazards, plan review, report and record keeping, and duties and responsibilities of a fire prevention officer.

FT 302  Fire Protection Equipment and Systems  3 Units
Prerequisite: None
Corequisite: FIRE 1090 or FT 300.
Course Transferrable to CSU
Hours: 54 hours LEC
This course provides information relating to sprinkler design and the operation of fire detection and alarm systems. Topics include fire cause and effect, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, standpipe systems, and portable fire extinguishers.

FT 303  Building Construction for Fire Protection  3 Units
Prerequisite: None
Corequisite: FIRE 1090 or FT 300.
Course Transferrable to CSU
Hours: 54 hours LEC
This course is the study of the components of building construction that relate to fire safety. Specific focus is on elements of construction and the design of structures that are shown to be key factors when inspecting buildings, pre-planning fire operations and emergency operations at fires. Topics include wood, ordinary, steel, and concrete construction, principles of fire and smoke growth, and fire resistance construction.

FT 304  Fire Behavior and Combustion  3 Units
Prerequisite: None
Corequisite: FIRE 1090 or FT 300.
Course Transferrable to CSU
Hours: 54 hours LEC
This course provides the theories and fundamentals of how and why fires start, spread and are controlled. Topics include an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques.

FT 310  Fire Service Hydraulics  3 Units
Formerly: FT 7
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Course Transferrable to CSU
Hours: 54 hours LEC
This course provides information on obtaining water from various sources of supply, properly routing it through the pump, and discharging it through various devices with the proper pressures for fire suppression.

FT 320  Hazardous Materials  3 Units
Formerly: FT 6
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Course Transferrable to CSU
Hours: 54 hours LEC
This course is an Introduction to the world of hazardous chemicals, including physical properties, uses in industry, and characteristics when involved in spills, fires, and accidents. This course also provides basic hazardous materials information regarding emergency procedures, legal requirements, and compliance to regulations.
Foreign Languages

- French
- German
- Italian
- Japanese

• Mandarin
• Russian
• Spanish

Area: Humanities
Dean: TBD
Phone: (916) 484-8653
Counseling: (916) 484-8572

French

FREN 351  Conversational French, Elementary  3 Units
Formerly: FREN 11A
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 401 level in French. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in French. Emphasis will include oral proficiency and development of French cultural awareness.

FREN 352  Conversational French, Elementary  3 Units
Formerly: FREN 11B
Prerequisite: FREN 351 with a grade of “C” or better or two years of high school French.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 402 level in French. Students will continue the development of oral-aural skills in French through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of French cultural awareness.

FREN 361  Conversational French, Intermediate  3 Units
Formerly: FREN 12A
Prerequisite: FREN 351 with a grade of “C” or better or three years of high school French.
Course Transferable to CSU
Hours: 54 hours LEC
Students will continue the development of oral-aural skills in French through small group conversations and class discussions, both directed and open-ended. Grammar structures, idiomatic expressions, and verb usage will be reviewed. Reports, discussions on current events, assigned readings, and personal interest topics will be used in individual and group presentations.

FREN 362  Conversational French, Intermediate  3 Units
Formerly: FREN 12B
Prerequisite: FREN 352 with a grade of “C” or better or four years of high school French.
Course Transferable to CSU
Hours: 54 hours LEC
Students will continue to develop oral proficiency through emphasis on individual and small group presentation. Simple French readings will be used as a vehicle to continue the study and appreciation of the French culture and folklore through discussions and debates.

FREN 401  Elementary French  4 Units
Formerly: FREN 1A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is an introduction to the language and culture of the French-speaking people. It includes the fundamentals of French pronunciation and grammar, as well as the development of listening, speaking, reading and writing with emphasis on the communicative skills. (CAN FREN 2) (FREN SEQ A Sum of FREN 401 and 402) AA/AS area 3B; IGETC area 6

FREN 402  Elementary French  4 Units
Formerly: FREN 1B
Prerequisite: FREN 401 with a grade of “C” or better or two years of high school French.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a further development of the four basic skills: listening, speaking, reading, and writing. It is a continued study of pronunciation, fundamentals of French grammar and French culture. (CAN FREN 4) (FREN SEQ A Sum of FREN 401 and 402) AA/AS area 3B

FREN 411  Intermediate French  4 Units
Formerly: FREN 2A
Prerequisite: FREN 402 with a grade of “C” or better or three years of high school French.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course includes speaking, listening, and writing practice at the intermediate level; review of French grammar; reading of various texts and further study of historical and cultural background. (CAN FREN 8) (CAN FREN SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3.

FREN 412  Intermediate French  4 Units
Formerly: FREN 2B
Prerequisite: FREN 411 with a grade of “C” or better or four years of high school French.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course continues development of the four basic skills through reading and interpreting various works of French literature, writing summaries, reports and short compositions, and studying the historical and cultural background of French-speaking world. (CAN FREN 10) FREN SEQ B ) AA/AS area 3B; CSU area C2; IGETC area 3

German

GERM 351  Conversational German, Elementary  3 Units
Formerly: GERM 11A
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 401 level in German. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in German. Emphasis will include oral proficiency and development of German cultural awareness.

GERM 352  Conversational German, Elementary  3 Units
Formerly: GERM 11B
Prerequisite: GERM 351 with a grade of “C” or better or two years of high school German
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 402 level in German. Students will continue the development of oral-aural skills in German through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of German cultural awareness.

ITAL 351  Conversational Italian, Elementary  3 Units
Formerly: ITAL 11A
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 401 level in Italian. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in Italian. Emphasis will include oral proficiency and development of Italian cultural awareness.

ITAL 402  Elementary Italian  4 Units
Formerly: ITAL 1B
Prerequisite: ITAL 351 with a grade of "C" or better or two years of high school Italian.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is designed for students at the elementary or 402 level in Italian. Students will continue the development of oral-aural skills in Italian through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of Italian cultural awareness.

ITAL 401  Elementary Italian  4 Units
Formerly: ITAL 1A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is designed for students at the elementary or 402 level in Italian. Students will continue the development of oral-aural skills in Italian through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of Italian cultural awareness.

ITAL 411  Intermediate Italian  4 Units
Formerly: ITAL 1B
Prerequisite: ITAL 401 with a grade of "C" or better or two years of high school Italian.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a continuation of ITAL 401. It includes grammar essentials, further practice in conversation and composition and a continued study of Italian culture. (CAN ITAL 4) (ITAL SEQ A) AA/AS area 3B

ITAL 412  Intermediate Italian  4 Units
Formerly: ITAL 1B
Prerequisite: ITAL 402 with a grade of "C" or better or two years of high school Italian.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a continuation of ITAL 401. It includes grammar essentials, further practice in conversation and composition and a continued study of Italian culture. (CAN ITAL 4) (ITAL SEQ A) AA/AS area 3B

ITAL 352  Conversational Italian, Elementary  3 Units
Formerly: ITAL 11B
Prerequisite: ITAL 351 with a grade of "C" or better or two years of high school Italian.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 402 level in Italian. Students will continue the development of oral-aural skills in Italian through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of Italian cultural awareness.

JAPAN 101  Conversational Japanese, Elementary  3 Units
Formerly: JAPAN 50A
Prerequisite: None
Hours: 54 hours LEC
This class teaches pronunciation, intonation, basic vocabulary, idioms, and grammar of spoken Japanese. The grammar emphasizes word order, postpositions and some conjugation in simple sentences. The course includes introduction to Japanese culture. This course may be repeated once for credit.

JAPAN 401  Elementary Japanese  4 Units
Formerly: JAPAN 1A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This class teaches pronunciation, intonation, basic vocabulary and grammar of spoken Japanese. The grammar emphasizes word order, postpositions and some conjugation in simple sentences. Students are required to learn Hiragana script. The course includes introduction to Japanese culture. (CAN JAPN 2) AA/AS area 3B; IGETC area 6.
### Foreign Languages

**Japanese**

- **JAPAN 402 Elementary Japanese**
  - **Formerly:** JAPAN 1B
  - **Prerequisite:** JAPAN 401 with a grade of “C” or better.
  - **Course Transferable to UC/CSU**
  - **Hours:** 72 hours LEC
  - This course continues teaching vocabulary, idioms, and grammar including more complex subordinate phrases and clauses. In addition to Hiragana, students are required to learn Katakana and simple Kanji ideographs. Discussions on Japanese culture continue. (CAN JAPN 4) AA/AS area 3B.

- **JAPAN 405 Japanese Writing**
  - **Formerly:** JAPAN 20
  - **Prerequisite:** JAPAN 401.
  - **Course Transferable to UC/CSU**
  - **Hours:** 18 hours LEC
  - This is a course in the study of written scripts in the Japanese language. Fundamentals of the Japanese written language will be taught with an emphasis on reading and writing (Hiragana, Katakana, and Kanji) common in daily usage. This course may be taken twice.

**Mandarin**

- **MAND 101 Conversational Mandarin, Elementary**
  - **Formerly:** CHIN 50A
  - **Prerequisite:** None
  - **Hours:** 54 hours LEC
  - This beginning course in conversational Mandarin emphasizes the development of oral language skills essential for understanding and speaking elementary Mandarin useful for everyday communication.

- **MAND 102 Conversational Mandarin, Elementary**
  - **Formerly:** CHIN 50B
  - **Prerequisite:** Chinese 50A with a grade of “C” or better.
  - **Hours:** 54 hours LEC
  - This course is a continuation of Chinese 50A. Further acquisition of language skills in understanding and speaking will be emphasized. Additional vocabulary and sentence patterns will be introduced. Students will gain proficiency in understanding and speaking Mandarin in everyday situations.

- **MAND 401 Elementary Mandarin**
  - **Formerly:** CHIN 11A
  - **Prerequisite:** None
  - **Course Transferable to UC/CSU**
  - **Hours:** 72 hours LEC
  - This beginning course in Mandarin Chinese emphasizes pronunciation drill, sentence pattern analysis, and the development of language skills in listening, speaking, reading, and writing. Character reading and writing are introduced. (CAN CHIN 2); AA/AS area 3B; IGETC area 6.

- **MAND 402 Elementary Mandarin**
  - **Formerly:** CHIN 11B
  - **Prerequisite:** Chinese 11A with a grade of “C” or better.
  - **Advisory:** Chinese 20.
  - **Course Transferable to UC/CSU**
  - **Hours:** 72 hours LEC
  - This course is the continuation of Chinese 11A. Further acquisition of language skills in listening, speaking, reading, and writing will be emphasized. Additional character reading and writing skills will be developed. Students will gain proficiency in understanding and speaking Mandarin in everyday situations. (CAN CHIN 4) AA/AS area 3B.

**Chinese Characters**

- **MAND 405 Chinese Characters**
  - **Formerly:** CHIN 20
  - **Prerequisite:** MAND 401.
  - **Course Transferable to UC/CSU**
  - **Hours:** 18 hours LEC
  - This is a beginning course in the study of Chinese characters. Fundamentals of the Chinese written language will be taught with an emphasis on reading and writing Chinese characters common in daily usage. This course may be taken twice.

**Russian**

- **RUSS 401 Elementary Russian**
  - **Formerly:** RUSS 1A
  - **Prerequisite:** None
  - **Course Transferable to UC/CSU**
  - **Hours:** 72 hours LEC
  - This course includes Russian alphabet pronunciation, grammar, elementary reading, writing and conversation. The grammar emphasizes noun declension and verb conjugation. Discussions on Russian culture is also included. (CAN RUSS 2) AA/AS area 3B; IGETC area 6.

- **RUSS 402 Elementary Russian**
  - **Formerly:** RUSS 1B
  - **Prerequisite:** RUSS 401 with a grade of “C” or better, or two years of high school Russian.
  - **Course Transferable to UC/CSU**
  - **Hours:** 72 hours LEC
  - Continuation of RUSS 401. Further development of listening, speaking, reading, and writing skills. Continued study of Russian grammar fundamentals. Further exposure to Russian character and customs. (CAN RUSS 4) AA/AS area 3B.

- **RUSS 411 Intermediate Russian**
  - **Formerly:** RUSS 2A
  - **Prerequisite:** RUSS 402 with a grade of “C” or better, or three years of high school Russian.
  - **Course Transferable to UC/CSU**
  - **Hours:** 72 hours LEC
  - Intermediate level listening and speaking practice. Further development of grammatical structures. Reading of modern prose. AA/AS area 3B; CSU area C2; IGETC area 3.

- **RUSS 412 Intermediate Russian**
  - **Formerly:** RUSS 2B
  - **Prerequisite:** RUSS 411 with a grade of “C” or better, or four years of high school Russian.
  - **Course Transferable to UC/CSU**
  - **Hours:** 72 hours LEC
  - Continuation of Russian 2A. Reading and interpreting major types of Russian literature (short story, novel, drama, poetry). Practice in speaking and writing. Studying the historical and cultural background. (CAN RUSS 10) AA/AS area 3B; CSU area C2; IGETC area 3.
Spanish

SPAN 311  Conversational Spanish, Intermediate  2 Units
Formerly: SPAN 42A
Prerequisite: SPAN 402 with a grade of "C" or better or two years of high school Spanish.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed at the intermediate level in Spanish with focus on further development of oral-aural skills through conversations and discussions, both directed and spontaneous. Emphasis will be on fostering oral proficiency and further development of Hispanic cultural awareness.

SPAN 312  Conversational Spanish, Intermediate  2 Units
Formerly: SPAN 42B
Prerequisite: SPAN 311 with a grade of "C" or better or three years of high school Spanish.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course is designed at the intermediate level in Spanish with focus on further development of oral-aural skills through conversations and discussions, both directed and spontaneous. Emphasis will be on fostering oral proficiency and further development of Hispanic cultural awareness.

SPAN 351  Conversational Spanish, Elementary  3 Units
Formerly: SPAN 11A
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 401 level in Spanish. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in Spanish. Emphasis will include oral proficiency and development of Hispanic cultural awareness.

SPAN 352  Conversational Spanish, Elementary  3 Units
Formerly: SPAN 11B
Prerequisite: SPAN 351 with a grade of "C" or better or two years of high school Spanish.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary level in Spanish. Students will continue the development of oral-aural skills in Spanish through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of Spanish cultural awareness.

SPAN 361  Conversational Spanish, Intermediate  3 Units
Formerly: SPAN 12A
Prerequisite: SPAN 352 with a grade of "C" or better or three years of high school Spanish.
Course Transferable to CSU
Hours: 54 hours LEC
Students will continue the development of oral-aural skills in Spanish through small group conversations and class discussions, both directed and open-ended. Grammar structures, idiomatic expressions, and verb usage will be reviewed. Reports, discussions on current events, assigned readings, and personal interest topics will be used in individual and group presentations.

SPAN 362  Conversational Spanish, Intermediate  3 Units
Formerly: SPAN 12B
Prerequisite: Spanish 361 with a grade of "C" or better or four years of high school Spanish.
Course Transferable to CSU
Hours: 54 hours LEC
Students will continue to develop oral proficiency through emphasis on individual and small group presentation. Simple Hispanic readings will be used as a vehicle to continue the study and appreciation of the Hispanic culture and folklore through discussions, and debates.

SPAN 401  Elementary Spanish  4 Units
Formerly: SPAN 1A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is an introduction to the language and culture of the Spanish-speaking world. It includes the development of listening, speaking, reading, and writing Spanish with emphasis on the communicative skills, as well as the fundamentals of Spanish pronunciation and grammar. (CAN SPAN 2) (CAN SPAN SEQ A) AA/AS area 3B; IGETC area 6.

SPAN 402  Elementary Spanish  4 Units
Formerly: SPAN 1B
Prerequisite: SPAN 401 with a grade of "C" or better or two years of high school Spanish.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a further development of the four basic skills; listening, speaking, reading, and writing Spanish. It includes emphasis on pronunciation and the fundamentals of Spanish grammar and understanding the diverse cultures of the Spanish-speaking world. (CAN SPAN 4) (SPAN SEQ A) AA/AS area 3B

SPAN 408  Elementary Spanish I Multimedia Enhancement  2 Units
Prerequisite: None
Corequisite: SPAN 401.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed at the introductory level using multimedia with focus on listening and speaking skills in Spanish. Opportunities to practice and speak Spanish in both small and large group formats will be provided in the course. Activities further reinforce what is introduced in Spanish 401. May be taken two times for credit. Credit/no credit only.

SPAN 409  Elementary Spanish II Multimedia Enhancement  2 Units
Prerequisite: SPAN 408.
Advisory: SPAN 402.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed at the introductory level using multimedia with focus on listening and speaking skills in Spanish. The opportunity to practice and speak Spanish in both small and large group formats will be provided in the course. Activities further reinforce what is introduced in Spanish 402. May be taken two times for credit. Credit/no credit only.
Foreign Languages

SPAN 411  Intermediate Spanish    4 Units
Formerly: SPAN 2A
Prerequisite: SPAN 402 with a grade of "C" or better or three years of high school Spanish.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course includes listening and speaking practice at the intermediate level and review of the fundamentals of Spanish grammar. Students begin writing short paragraphs in Spanish. Further study of cultural and historical background is included. (CAN SPAN 8) (SPAN SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3

SPAN 412  Intermediate Spanish    4 Units
Formerly: SPAN 2B
Prerequisite: SPAN 411 with a grade of "C" or better or four years of high school Spanish.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course continues the development of the four basic skills through reading and discussion of major types of Spanish literature (short story, drama, poetry). Writing of paragraphs and short compositions is included. Students read and discuss historical and cultural background of the Spanish speaking world. (CAN SPAN 10) (SPAN SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3

SPAN 418  Intermediate Spanish I Multimedia Enhancement    2 Units
Prerequisite: SPAN 409.
Advisory: SPAN 411.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed at the intermediate level using multimedia with focus on listening and speaking skills in Spanish. Opportunities to practice and speak Spanish in both small and large group formats will be provided in this course. Activities further reinforce what is introduced in Spanish 411. May be taken two times for credit. Credit/no credit only.

SPAN 419  Intermediate Spanish II Multimedia Enhancement    2 Units
Prerequisite: SPAN 418.
Corequisite: SPAN 411.
Course Transferable to CSU
Hours: 36 hour LEC
This course is designed at the intermediate level using multimedia with focus on listening and speaking skills in Spanish. Opportunities to practice and speak Spanish in both small and large group formats will be provided in this course. Activities further reinforce what is introduced in Spanish 411. May be taken two times for credit. Credit/no credit only.

SPAN 437  Spanish for Professionals, Intermediate    3 Units
Formerly: SPAN 14
Prerequisite: SPAN 411 with a grade of "C" or better or four years of high school Spanish.
Course Transferable to CSU
Hours: 54 hours LEC
This is an intermediate course designed for persons in law enforcement, business and finance, social services and medical personnel. The emphasis of the course is on acquiring verbal facility in interviewing, collecting and analyzing data, giving instructions, and general courtesies. The course will help students to acquire language proficiency while reviewing and broadening the grammar foundation attained in elementary Spanish. It will introduce specific vocabulary necessary for professionals to successfully communicate in a professional situation, such as an interview. Cultural and behavioral attitudes appropriate for relating to persons of Hispanic heritage will be compared with other cultures. This course may be taken twice.
Funeral Service Education Degree

The Funeral Service Education program is a two-year associate of science degree that prepares students for entry-level positions in funeral service. The program is designed to meet the prerequisites for licensure and employment in the field of funeral service as funeral directors or embalmers.

NOTE: All courses require a grade of “C” or better and the National Board Examination must be completed before graduation.

Career Opportunities

The student is eligible to take the state board examination to become a licensed funeral director in California. The student also meets the criteria to take the state embalmer’s examination.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

· Graduation from an accredited high school in the United States, or 
  successful completion of General Educational Development (GED) Test or California High School Proficiency Examination (CHSPE).
· BIOL 102 and FSE 100 with a grade of “C” or better.
· Minimum cumulative college GPA of 2.0.
· A Curriculum Planning Summary Sheet dated within the semester the enrollment packet is submitted.
· A completed pre-enrollment application

Enrollment Process

Eligible students are selected for the program according to the following steps:

· Pre-enrollment applications to the program may be obtained from the Health and Education Division Office, the Coordinator of the Funeral Service Education program, or at www.arc.losrios.edu/edhealth/FSE.html. Applications for Spring admission will be available mid-September and must be submitted to the division office no later than the second Friday in December by 4:00 p.m. Applications for the Fall semester will be available mid-April and must be received no later than the second Friday in July by 4:00 p.m.

· Only students who meet the pre-enrollment requirements and follow the pre-enrollment procedures will be considered for the program.
· Selection is based on a random selection process should the number of applicants exceed available space in the program.
· Students admitted to the Funeral Service Education program are required to have a physical examination, required inoculations, drug screen, and background check by the completion of the first semester of the program. Students are responsible for any costs incurred related to meeting the health requirements.
· If a minimum number of qualified applicants are not received, enrollment will be delayed until the following semester, at which time, applicants will need to reapply.

Pre-enrollment Deadlines

Pre-enrollment applications to the program may be obtained from the Health and Education Division Office, the Coordinator of the Funeral Service Education program, or at www.arc.losrios.edu/edhealth/FSE.html. Applications for Spring admission will be available mid-September and must be submitted to the division office no later than the second Friday in December by 4:00 p.m. Applications for the Fall semester will be available mid-April and must be received no later than the second Friday in July by 4:00 p.m.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSE 150</td>
<td>Funeral Service Management</td>
<td>3</td>
</tr>
<tr>
<td>FSE 155</td>
<td>Merchandising in the Funeral Service Industry</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FSE 160</td>
<td>Funeral Service Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>FSE 170</td>
<td>Funeral Services Counseling</td>
<td>3</td>
</tr>
<tr>
<td>FSE 297</td>
<td>Internship in Funeral Service Education</td>
<td>5</td>
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<tr>
<td>PSYC 390</td>
<td>Psychology of Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 301</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 331</td>
<td>Group Discussion</td>
<td>3</td>
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<tr>
<td>CISC 300</td>
<td>Computer Familiarization</td>
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</tr>
<tr>
<td>ENGWR 103</td>
<td>Practical Communication</td>
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<tr>
<td>ENGWR 300</td>
<td>College Composition</td>
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<tr>
<td>CHEM 130</td>
<td>Chemistry for Funeral Services</td>
<td>4</td>
</tr>
<tr>
<td>ESLW 340</td>
<td>Advanced Composition</td>
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<tr>
<td>BIO 102</td>
<td>Introduction to Concepts of Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
<td>3-4</td>
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<tr>
<td>FSE 110</td>
<td>Funeral Directing I</td>
<td>2</td>
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<tr>
<td>FSE 111</td>
<td>Funeral Directing II</td>
<td>2</td>
</tr>
<tr>
<td>FSE 120</td>
<td>Embalming I</td>
<td>3</td>
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<tr>
<td>FSE 121</td>
<td>Embalming II</td>
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<td>FSE 130</td>
<td>Restorative Art</td>
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<td>FSE 140</td>
<td>Pathology</td>
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<td>Group Discussion</td>
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</table>

Associate Degree Requirements: The Funeral Service Education Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website (www.abfse.org).

<table>
<thead>
<tr>
<th>Year</th>
<th># of First-Time Takers</th>
<th># of First-Time Takers Who Passed Both Parts of NBE</th>
<th>% of First-Time Takers Who Passed Both Parts of NBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>1</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>2005</td>
<td>25</td>
<td>21</td>
<td>84%</td>
</tr>
</tbody>
</table>

American River College Catalog 2006-2007
FSE 100  Introduction to Funeral Service Education  2 Units
Prerequisite: None
Advisory: BUS 310 or ENGWR 103; or placement through the assessment process.
Hours: 36 hours LEC
This course is an overview of the history of the funeral service industry. A comprehensive overview of the field of funeral service is covered. Emphasis is on the role and skills of the funeral service practitioner. The course provides insight into the funeral service industry and the career opportunities available.

FSE 110  Funeral Directing I  2 Units
Prerequisite: None
Advisory: BUS 310 or ENGWR 103; or placement through the assessment process.
Enrollment Limitation: Acceptance into the Funeral Service Education program.
Hours: 36 hours LEC
This course is designed to introduce the general practices of funeral directing. It introduces the sociological phenomena that affect all the elements of funeral service including cultural differences, family structures, and factors of change that relate to funeralization. It also includes notification of death, transfer and disposition of bodies, arrangement conferences, pre-planned funerals and post-arrangement follow-up.

FSE 111  Funeral Directing II  2 Units
Formerly: FSE 62
Prerequisite: FSE 110 with a grade of “C” or better.
Hours: 36 hours LEC
This course introduces the basic philosophies of a cross-section of religious and ethnic funeral practices and the role of the funeral practitioner in directing each type. Also included are procedures for fraternal, military, and celebrity funerals.

FSE 120  Embalming I  3 Units
Prerequisite: Acceptance into the Funeral Service Education Program.
Corequisite: FSE 130.
Hours: 54 hours LEC
This course is an introduction to the phenomenon of death in the human body. It includes the processes of preservation, restoration and sanitation in treating the dead human body.

FSE 121  Embalming II  2 Units
Formerly: FSE 61
Prerequisite: FSE 120 and 130 with a grade of “C” or better.
Hours: 36 hours LEC
This course is a continuation of Embalming I. It is the study of vascular anatomy, case analysis, the selection and injection of embalming fluids, and treatment of specific conditions requiring special attention.

FSE 130  Restorative Art  3.5 Units
Prerequisite: FSE 140 with a grade of “C” or better.
Corequisite: FSE 120.
Hours: 54 hours LEC; 27 hours LAB
This course introduces the techniques of creating an acceptable physical appearance of the deceased for the benefit of the survivors. Included are the study of facial features, cosmetics, and restorative treatment for a variety of situations faced by the practitioner.

FSE 140  Pathology  2 Units
Prerequisite: CHEM 130 with a grade of “C” or better.
Corequisite: BIOL 130.
Enrollment Limitation: Acceptance into the Funeral Service Education program.
Hours: 36 hours LEC
This course offers a study of pathological disease conditions and how they affect various parts of the body. Particular conditions that relate to or affect the embalming or restorative art process are emphasized.

FSE 150  Funeral Service Management  3 Units
Formerly: FSE 72
Prerequisite: FSE 111 with a grade of “C” or better.
Hours: 54 hours LEC
This course introduces the basic principles of management as they apply to the practice of the funeral profession. The role and function of an effective manager are explored. Emphasis is placed on the management functions of planning, organizing, motivating, directing, and controlling. Specific areas of funeral service practice and managerial guidelines for those areas are covered. Additionally, theory as it relates to funeral service practice is addressed.

FSE 155  Merchandising in the Funeral Service Industry  3 Units
Formerly: FSE 63
Prerequisite: FSE 110 with a grade of “C” or better.
Corequisite: FSE 111.
Hours: 54 hours LEC
This course introduces the student to merchandising as it applies to the funeral profession. The curriculum is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral related products. The second section examines methods of pricing, display, presentation, and control of funeral merchandise.

FSE 160  Funeral Service Law and Ethics  3 Units
Prerequisite: None
Corequisite: FSE 110.
Hours: 54 hours LEC
This course introduces law and the judicial system as they pertain to the funeral industry. Further, this course covers personal and professional ethics that guide decisions and actions in the proper treatment of the dead.

FSE 165  Merchandising in the Funeral Service Industry  3 Units
Formerly: FSE 63
Prerequisite: FSE 110 with a grade of “C” or better.
Corequisite: FSE 111.
Hours: 54 hours LEC
This course introduces the student to merchandising as it applies to the funeral profession. The curriculum is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral related products. The second section examines methods of pricing, display, presentation, and control of funeral merchandise.

FSE 170  Funeral Services Counseling  3 Units
Formerly: FSE 71
Prerequisite: FSE 111 with a grade of “C” or better.
Corequisite: PSYC 390.
Hours: 54 hours LEC
This course examines communication skills and the role of the funeral director as facilitator, counselor, and caregiver. Included are specific communications and counseling techniques as they are applied in funeral service practice.

FSE 297  Internship in Funeral Service Education  5 Units
Prerequisite: None
Corequisite: FSE 121, FSE 170, and PSYC 390.
Hours: 18 hours LEC; 216 hours LAB
This course provides an opportunity to apply classroom instruction in funeral service education to real-world practice in the community. Interns participate in a onsite lab experience program at an approved off-campus preceptor site.
FSE 1000  California Embalmer’s Examination Review
.5 Units

Prerequisite: None
Advisory: FSE 120.
Hours: 9 hours LEC

This course reviews embalming, restorative art, embalming chemistry, pathology, microbiology, safety, and California laws pertaining to the profession of embalming. The course identifies areas to study while preparing for the California Embalmer’s Examination. Credit/No Credit only.
The General Education Transfer degree is designed for students planning to transfer to a California State University (CSU) or University of California (UC) campus. Completion of this degree ensures that the student has met the requirements to certify either the CSU General Education Pattern or the Intersegmental General Education Transfer Curriculum (IGETC).

Student must complete a minimum of 39 units required to satisfy either the CSU general education requirements or IGETC general education requirements. See the CSU and IGETC lists in the ARC general catalog or consult with a counselor.

**Associate Degree Requirements:**
The General Education: Transfer Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
Geographic Information Systems (GIS) Degree

Geographic Information Systems (GIS) is a powerful technology used to capture, sort, transform, manage, analyze, model, and display spatial information. This technology has a wide range of applications in planning and management decisions by government agencies, business, and industry. The Associate of Science degree in GIS combines technical GIS coursework with subjects in areas to which GIS is commonly applied such as biology, natural resources, marketing, and real estate. Refer to the department web site (http://www.arc.losrios.edu/~earthsci/GIS/GISindex.html) for a suggested sequence of courses.

Career Opportunities

According to an Environmental Sciences Research Institute survey, over 80 percent of the data used for decision-making in government and industry has a spatial component. New areas of rapid growth in GIS include criminal justice, homeland security, marketing, retail site location, resource allocation, banking, health-care planning, disease control, insurance, real estate, and disaster preparedness, management, and response.

Requirements for Degree Major 36-41 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 330</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 334</td>
<td>Introduction to Desktop GIS</td>
<td>4</td>
</tr>
<tr>
<td>GEOG 340</td>
<td>Cartographic Design for GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 344</td>
<td>Spatial Analysis and Modeling in GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 350</td>
<td>Data Acquisition in GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 354</td>
<td>Introduction to the Global Positioning System (GPS)</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 360</td>
<td>Database Design and Management in GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 362</td>
<td>Advanced Database Design and Management in GIS</td>
<td>3</td>
</tr>
</tbody>
</table>

or GEOG 386 Using GIS for Disaster Management (3)

or GEOG 370 Introduction to GIS Programming (2) 2-4

or GEOG 371 Intermediate GIS Programming (4)

GEOG 380 Advanced Desktop GIS 4

GEOG 498 Work Experience in Geography 1-4

And a minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 320</td>
<td>Introduction to Archaeology and World Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 300</td>
<td>The Foundations of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 305</td>
<td>Survey of Biology</td>
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<tr>
<td>BIOL 310</td>
<td>General Biology</td>
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<td>BIOL 352</td>
<td>Conservation Biology</td>
<td>3</td>
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<tr>
<td>BUS 110</td>
<td>Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 320</td>
<td>Environmental Chemistry</td>
<td>4</td>
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<tr>
<td>FT 300</td>
<td>Fire Protection Organization</td>
<td>3</td>
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<tr>
<td>GEOG 300</td>
<td>Physical Geography: Exploring Earth’s Environmental Systems (3)</td>
<td></td>
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<tr>
<td>GEOG 305</td>
<td>Introduction to Oceanography</td>
<td>3</td>
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<tr>
<td>GEOG 310</td>
<td>Human Geography: Exploring Earth’s Cultural Landscapes (3)</td>
<td></td>
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<tr>
<td>GEOG 320</td>
<td>Physical Geography</td>
<td>3</td>
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<tr>
<td>GEOG 325</td>
<td>Earth Science</td>
<td>3</td>
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<tr>
<td>GEOG 330</td>
<td>Introduction to Oceanography</td>
<td>3</td>
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<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>NTR 300</td>
<td>Introduction to Natural Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>NTR 302</td>
<td>Introduction to Wildlife Biology</td>
<td>3</td>
</tr>
<tr>
<td>NTR 304</td>
<td>Introduction to Forestry</td>
<td>3</td>
</tr>
<tr>
<td>NTR 320</td>
<td>Principles of Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PS 300</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>RE 300</td>
<td>California Real Estate Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Geographic Information Systems (GIS) Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Geographic Information Systems (GIS) - Interdisciplinary Applications Certificate

Geographic Information Systems (GIS) is a powerful technology used to capture, sort, transform, manage, analyze, and display spatial information. This technology has a wide range of applications in planning and management decisions by government agencies, business, and industry. The certificate provides a solid technical background in GIS concepts, including spatial analysis, database design, the global positioning system (GPS), and cartography. Completion of the certificate requires an internship in GIS. Refer to the department web site (http://www.arc.losrios.edu/~earthsci/GIS/GISindex.html) for a suggested sequence of classes.

Career Opportunities

According to an Environmental Sciences Research Institute survey, over 80 percent of the data used for decision-making in government and industry has a spatial component. New areas of rapid growth in GIS include criminal justice, homeland security, marketing, retail site location, resource allocation, banking, health-care planning, disease control, insurance, real estate, and disaster preparedness, management, and response.

Requirements for Certificate 30-35 units

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<th>Units</th>
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<tbody>
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<td>GEOG 330</td>
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or GEOG 370 Introduction to GIS Programming (2) 2-4

or GEOG 371 Intermediate GIS Programming (4)

GEOG 380 Advanced Desktop GIS 4

GEOG 498 Work Experience in Geography 1-4
**GEOG 300**  Physical Geography: Exploring Earth's Environmental Systems  3 Units  
*Formerly: GEOG 1*  
*Prerequisite: None*  
*Advisory: MATH 100, ENGRD 116, ENGW 51, or ESLW 310.*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  
This course presents a systematic survey of the physical earth and the natural processes that influence humankind. The course provides an introduction to the use of maps and other tools employed in the analysis of patterns of weather, climate, soils, landforms, and vegetation. (CAN GEOG 2) AA/AS area 3A; CSU area B1; IGETC area 5A.

**GEOG 301**  Physical Geography Laboratory  1 Unit  
*Prerequisite: None*  
*Corequisite: GEOG 300.*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LAB*  
This course is a laboratory study of basic principles and concepts involved in understanding Earth's environmental systems. Labs feature observation, collection, analysis and display of data related to the study of energy, weather and climate, vegetation, soils, landforms, and environmental hazards. Additionally, units feature geographic methods and technology, including interpretation of maps and other geographic imagery, weather instrumentation, the global positioning system (GPS), and relevant computer and Internet applications. Field trips may be required. AA/AS area 3A; CSU area B1; IGETC area 5A.

**GEOG 306**  Weather and Climate  3 Units  
*Prerequisite: None*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  
This course is an introduction to atmospheric processes including energy and moisture exchanges, atmospheric pressure, global circulation, precipitation processes, weather systems, severe weather, and world, regional, and local climate systems. Course content also includes observation and analysis of atmospheric data using charts, weather maps, and radar and satellite imagery from the Internet and other sources. AA/AS area 3A; CSU area B1; IGETC area 5A.

**GEOG 307**  Environmental Hazards and Natural Disasters  3 Units  
*Same As: GEOL 325.*  
*Prerequisite: None*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  
This course covers the environmental effects and applications of Earth-related processes. It focuses on earthquakes, volcanic eruptions, landslides, and flooding; availability and exploitation of natural resources; waste disposal; and global climate change. Humans as a force in environmental change will be emphasized. The course addresses geology, engineering, environmental studies, geography, and science education. One field trip is required. Not open to students who have completed GEOL 325. AA/AS area 3A; CSU area B1.

**GEOG 308**  Introduction to Oceanography  3 Units  
*Same As: GEOG 330.*  
*Prerequisite: None*  
*Advisory: GEOG 300 or GEOL 300.*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  
This course is an integrated study of water on Earth emphasizing physical oceanography. Topics include ocean and shoreline processes, plate tectonics, sea floor morphology, types and distribution of seafloor sediment, ocean sediment transport, ocean chemistry, ocean currents, marine resources, and environmental concerns. Regional oceanographic features are emphasized and a field trip to gain familiarity with regional physical shoreline features is required. This course is not open to students who have completed GEOL 330. AA/AS area 3A; CSU area B1; IGETC area 5A.

**GEOG 309**  Introduction to Oceanography Lab  1 Unit  
*Same As: GEOL 331.*  
*Prerequisite: None*  
*Advisor: GEOG 300 or GEOL 300.*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LAB*  
This course is a laboratory investigation of water on Earth, emphasizing the shape of the sea floor, marine navigation, plate tectonics, sea floor materials and their utilization, the spatial distribution of ocean sediment, the physical and chemical nature of sea water, currents, tides, and marine weather. This course is not open to students who have completed GEOL 331. CSU area B1; IGETC area 5A.

**GEOG 310**  Human Geography: Exploring Earth's Cultural Landscapes  3 Units  
*Formerly: GEOG 2*  
*Prerequisite: None*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  
This course considers the diverse patterns of human development, attitudes, and movement on earth. People's various societal and economic systems and their different levels of interaction with nature are studied. World population and world food systems are surveyed and analyzed. The growth of cities and urban areas are considered, as are aspects of regional planning. The goal is to gain an understanding of people's place on earth and, thus, improve human relations and also people's relationship to the earth. (CAN GEOG 4) AA/AS area 3C & 3F; CSU area D3; IGETC area 4.

**GEOG 320**  World Regional Geography  3 Units  
*Prerequisite: None*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  
This course is a global survey of the world's cultural regions. Basic geographic concepts and ideas are used to study and compare people, resources, landscapes, livelihood and economics, and origins across eight major geographic regions. The interaction of countries and regions, their global roles, and the conflicting pressures of cultural diversity versus globalization are presented. The widening gap between more developed and less developed countries is integrated throughout. Cultural and ethnic diversity, as it pertains to the expanding population of the United States, is also a major component. AA/AS area 3C & 3F; CSU area D3; IGETC area 4.

**GEOG 322**  Geography of California  3 Units  
*Prerequisite: None*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  
This course is a study of the various natural and cultural environments of California, with special emphasis on the interaction of landforms, climate, natural vegetation, soils and resources with people. Historical, political, and economic development within this diverse environment is presented. The diversity of cultures which make up the state's expanding population are studied and compared. Analysis of relevant issues of the day including those based on ethnic and cultural differences form an integral part of this course. AA/AS area 3F & 2C; CSU area D3; IGETC area 4.
GEOG 330 Introduction to Geographic Information Systems 3 Units
Prerequisite: None
Advisory: CISC 300.
Course Transferable to UC/CSU Hours: 54 hours LEC
A Geographic Information System (GIS) is a computer-based data processing tool used to manage and analyze spatial information. Applications of GIS include environmental assessment, analysis of natural hazards, site analysis for business and industry, resource management, and land-use planning. This course introduces the concepts, techniques, and tools of GIS including data acquisition, management, manipulation, and analysis, and cartographic output. AA/AS area 3D

GEOG 334 Introduction to Desktop GIS 4 Units
Prerequisite: None
Advisory: CISC 300.
Course Transferable to CSU Hours: 60 hours LEC; 36 hours LAB
This course provides the foundation for and experience with using desktop geographic information system software. It also provides the conceptual overview and practice needed to take advantage of the software’s display and attribute querying functions. Emphasis is placed on basic GIS software functionality, beginning database construction, spatial analysis/querying, cartographic presentation, and management. Software capabilities for spatial analysis and network analysis are explored. This course may be taken four times on a different software package or version.

GEOG 340 Cartographic Design for GIS 3 Units
Prerequisite: GEOG 330 with a grade of “C” or better.
Advisory: CISC 300 (IBM Compatible Computers and Microsoft Windows).
Course Transferable to CSU Hours: 54 hours LEC
This course provides a comprehensive study of GIS applicable cartography including cartographic principles. Data acquisition methods used in map production, and methods of base map development. The course will include the study of cartography to include history, principles, map projections, map scale, types of thematic maps, and map accuracy. Techniques used in GIS base map development (scanning, digitizing, and coordinate geometry) will be introduced using hands-on exercises. The course will include the production and presentation techniques of professional quality maps. The course will include hands-on work in computer-assisted mapping projects.

GEOG 344 Spatial Analysis and Modeling in GIS 3 Units
Prerequisite: GEOG 330 with a grade of “C” or better.
Advisory: CISC 300 (IBM compatible Computers and Microsoft Windows); STAT 301.
Course Transferable to CSU Hours: 54 hours LEC
This course provides a general survey of the fundamentals of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course is focused on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships quantitative methods, to include measures of central tendency, dispersion, and density, are discussed. Applications of such methods will be presented using empirical data.

GEOG 350 Data Acquisition in GIS 3 Units
Prerequisite: GEOG 330 with a grade of “C” or better.
Course Transferable to CSU Hours: 54 hours LEC
This course is an introduction to the techniques, theory, and practical experience necessary to acquire, convert, and create spatial data. Topics include acquisition of existing GIS data, metadata, formatting and format conversion of digital GIS data, creating digital data utilizing digital cameras and scanners, the utilization of remotely sensed data, and use of the Global Positioning System.

GEOG 354 Introduction to the Global Positioning System (GPS) 1 Unit
Prerequisite: None
Advisory: GEOG 300 and 301.
Course Transferable to CSU Hours: 18 hours LEC
This course introduces the Global Positioning System (GPS). Topics include the basic concepts of GPS and hands-on operation of the technology, computer interfaces, GIS software, and real-world applications.

GEOG 360 Database Design and Management in GIS 3 Units
Prerequisite: GEOG 330 with a grade of “C” or better.
Advisory: CISC 300, CISA 320, CISA 321.
Course Transferable to CSU Hours: 54 hours LEC
This course examines the principles of database management and design including conversion fundamentals, modeling techniques and strategic planning. The needs, alternatives, and pitfalls of database development and conversion are discussed. In addition, this course also includes the examination of various types of data applicable to GIS and examines relevant issues including hardware and software requirements. Particular attention is paid to determining the appropriate methodology, developing a conversion plan, and data quality assurance. This course includes hands-on practical exercises in database management skills.

GEOG 362 Advanced Database Design and Management in GIS 3 Units
Prerequisite: GEOG 360 with a grade of “C” or better.
Advisory: CISA 320, CISA 321, and CISC 300.
Course Transferable to CSU Hours: 54 hours LEC
This course extends the concepts presented in GEOG 360. The advanced applications of organizing, inputting, and editing spatial data are examined and implemented, including topology, performance tuning, spatial service management, and data organization. Traditional spatial database topics are rigorously examined in a GIS context, including data integration, warehousing, complex SQL coding, metadata management, and multi-level security.

GEOG 370 Introduction to GIS Programming 2 Units
Prerequisite: GEOG 334 with a grade of “C” or better.
Course Transferable to CSU Hours: 30 hours LEC; 18 hours LAB
This course is an introduction to GIS programming utilizing such programming languages as Avenue, Map Objects, and ArcObjects. GIS programming allows the user to modify and customize the software’s graphic user interface (GUI), modify GIS tools and commands, create new GIS software tools, automate GIS operations, and integrate GIS functions with other software applications. This course may be taken up to four times on a different software package or version. AA/AS area 3D
GEOG 371  Intermediate GIS Programming  4 Units  
Prerequisite: GEOG 330 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 62 hours LEC; 30 hours LAB  
This course provides skills and concepts necessary to become a proficient GIS applications developer. The course utilizes a programming software (such as ArcObjects or Geoprocessing Tools) in conjunction with a programming language (such as Visual Basic for Applications or VB Script) to develop complex GIS procedures and functions. The course focuses on advanced methods for querying, symbolizing, displaying, and analyzing spatial data. This course may be taken up to four times on a different software package or version.

GEOG 380  Intermediate Desktop GIS with Applications  4 Units  
Prerequisite: GEOG 330 and one course from the following: GEOG 340, 344, 350, or 360 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course provides an overview of a full-feature, powerful desktop GIS software (such as ArcGIS 8.x). Software will be used to apply reprocessing concepts to solving geographic problems. Emphasis is placed on the software's topological data model, geodatabase model, creating and editing spatial data to produce map displays, working with attribute data, and the basics of grid processing. This course may be taken four times on a different software package or version.

GEOG 385  Introduction to Web Based GIS Application Development  4 Units  
Prerequisite: GEOG 330 and CISW 300.  
Advisory: CISW 310.  
Course Transferable to CSU  
Hours: 63 hours LEC; 27 hours LAB  
This course introduces the development of web-based GIS solutions. Web-authoring tools and Internet map servers (such as ArcIMS) will be used to teach the techniques of Internet mapping and interactive user interface design for GIS applications. Focus will be on the theories and principles behind Internet mapping to perform spatial analysis, on GIS application development, and on web design for Internet mapping systems.

GEOG 386  Using GIS for Disaster Management  3 Units  
Prerequisite: GEOG 330 or 334 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 44 hours LEC; 30 hours LAB  
This course provides an introduction to the use of GIS as a powerful tool in disaster management. Techniques and skills in the application of spatial information and analysis technologies to the problems of disaster and complex emergency management are investigated. GIS software and GPS technology are used to visualize, analyze, and represent spatial data in the protection of life, property, and critical infrastructure from natural disasters. Key GIS applications include natural hazard identification and mapping, multi-hazard analysis, shelter planning, mitigation, damage assessment, and recovery monitoring.

GEOG 390  Field Studies in Geography  .5-4 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 3-24 hours LEC; 18-144 hours LAB  
This course involves field study of selected locations of geographic interest. Course content will vary according to field destination but may include topics in physical geography (e.g., plant and animal communities, climate and weather, geology and geomorphology, natural hazards, environmental impacts, etc.), human geography (e.g., cultural landscapes, economic activities, transportation issues, land use patterns, etc.), and/or introduction to tools and techniques used for geographic field research (e.g., map and compass, the Global Positioning System (GPS), Geographic Information Systems (GIS), etc.). Field excursions are required. May be taken 4 times for a maximum of 6 units.

GEOG 498  Work Experience in Geographic Information Systems  1-3 Units  
Formerly: GEOG 48  
Prerequisite: Placement in an agency, private business, non-profit organization, or other entity.  
Corequisite: GEOG 330 and student must be enrolled in a minimum of 7 units, including this course.  
Course Transferable to CSU  
Hours: 18 hours LEC; 75-225 hours LAB  
This course is a directed field study program that provides students with an opportunity to apply classroom instruction in geographic information systems to real-world GIS projects in the community. Students will be under the supervision of an advisor from the college while participating in a short-term work experience program in business or government agency.
Geology is the study of the origin and evolution of the earth, using the principles of mathematics, chemistry, physics, and biology. Geologists study rocks, minerals, and fossils in an effort to draw conclusions about the Earth's observable surface processes, as well as those processes taking place inside the Earth.

GEOL 300  
**Physical Geology**  
3 Units  
Formerly: GEOL 1  
Prerequisite: None  
Advisory: MATH 100, ENGRD 116, ENGWR 51, or ESLW 310; or placement through the assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This in-depth course provides an understanding of the dynamic nature of the earth through the study of earth processes including plate tectonics, plate boundary events and features of the ocean basins, earthquakes and the earth’s interior, mineral and rock systems, ground water, development and destruction of landforms, glaciers, deserts and examples of environmental geology. One field trip experience is required. May be taken separately from the physical geology laboratory. (CAN GEOL 2) (CAN GEOL 6) AA/AS area 3A; CSU area B1; IGETC area 5A.

GEOL 301  
**Physical Geology Laboratory**  
1 Unit  
Prerequisite: None  
Corequisite: GEOL 300.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course encompasses the study and identification of common rocks and minerals, the interpretation and recognition of geologic structures and landforms, interpretation of maps, aerial photographs, remote sensing images, seismic information, analysis of geologic hazards, and field observations of the local geology. (CAN GEOL 2) AA area A; CSU area 3B; IGETC area 5A.

GEOL 305  
**Earth Science**  
3 Units  
Prerequisite: None  
Advisory: MATH 32 and ENGRD 116, ENGWR 51 or ESLW 310; or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This is an introductory science course covering major topics in geology, oceanography, meteorology, astronomy, scientific method and philosophy of science. A field trip may be required. This course is not designed for science and/or geology majors. This course may not be taken with GEOL 301 (Physical Geology Laboratory). AA area 3A; CSU area B1, IGETC area 5A.

GEOL 306  
**Earth Science Laboratory**  
1 Unit  
Prerequisite: None  
Corequisite: GEOL 305.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course emphasizes scientific methods, critical thinking skills, and systematic Earth science laboratory procedures. Topics include weather analysis, rock and mineral identification, study of geologic concepts by means of topographic and geologic maps, and exercises in astronomy and oceanography. This course is not available for credit to students who have completed GEOL 300 or GEOL 301. CSU area B1; IGETC area 5A.

GEOL 310  
**Historical Geology**  
3 Units  
Formerly: GEOL 3  
Prerequisite: None  
Advisory: GEOL 300.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers geologic history of earth as shown by the changing pattern of land and sea and by the succession of fauna and flora. Stratigraphic and other techniques for interpreting the sequence of past geological events are studied. (CAN GEOL 4) (CAN GEOL 4 COMB GEOL 310 & 311); AA/AS area 3A; CSU area B1; IGETC area 5A.

GEOL 311  
**Historical Geology Laboratory**  
1 Unit  
Formerly: GEOL 3L  
Prerequisite: None  
Corequisite: GEOL 310.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is a laboratory study in historical geology. Principles of physical geology and paleontology are applied in the reconstruction of the history of the earth. Exercises in stratigraphy, paleontology and interpretation of geologic maps will be utilized. (CAN GEOL 4 COMB GEOL 310 & 311); CSU area 3B; IGETC area 5A.

GEOL 325  
**Environmental Hazards and Natural Disasters**  
3 Units  
Formerly: GEOL 13  
Same As: GEOG 307.  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers the environmental effects and applications of Earth-related processes. It focuses on earthquakes, volcanic eruptions, landslides, and flooding; availability and exploitation of natural resources, waste disposal and global climate change. Humans as a force in environmental change will be emphasized. The course is designed to address interests in geology, engineering, environmental studies, geography, and science education. One field trip is required. Not open to students who have completed GEOG 307. AA/AS area 3A; CSU area B1.

GEOL 330  
**Introduction to Oceanography**  
3 Units  
Same As: GEOG 308.  
Prerequisite: None  
Advisory: GEOL 300 or GEOL 300.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an integrated study of water on earth emphasizing physical oceanography. Topics include ocean and shoreline processes, plate tectonics, sea floor morphology, types and distribution of seafloor sediment, ocean sediment transport, ocean chemistry, ocean currents, marine resources, and environmental concerns. Regional oceanographic features are emphasized and a field trip to gain familiarity with regional physical shoreline features is required. This course is not open to students who have completed GEOG 308. AA/AS area 3A; CSU area B1; IGETC area 5A.
**GEOL 331  Introduction to Oceanography Lab  1 Unit**  
*Same As: GEOG 309.*  
*Prerequisite: None*  
*Corequisite: GEOG 308 or GEOL 330.*  
*Advisory: GEOG 301 or GEOL 301.*  
*Course Transferable to UC/CSU*  
*Hours: 54 hour LAB*  
This course is a laboratory investigation of water on Earth, emphasizing the shape of the sea floor, marine navigation, plate tectonics, sea floor materials and their utilization, the spatial distribution of ocean sediment, the physical and chemical nature of sea water, currents, tides, and marine weather. This course is not open to students who have completed GEOG 309. CSU area B1; IGETC area 5A.

**GEOL 342  Geology of the National Parks  3 Units**  
*Formerly: GEOL 18*  
*Prerequisite: None*  
*Advisory: GEOL 300 and 301.*  
*Course Transferable to CSU*  
*Hours: 54 hour LEC*  
This course is designed to introduce Earth’s geologic story as revealed by the rocks and landscapes in our National Parks. Attention will focus on how natural earth processes have formed our National Parks and National Monuments. Surface shaping processes such as volcanism, plutonism, deformation, sedimentation, glaciation, and fluvial activity will be studies as displayed in our western parks and monuments. One field trip is required. AA/AS area 3A; CSU area B1.

**GEOL 345  Geology of California  3 Units**  
*Formerly: GEOL 12*  
*Prerequisite: None*  
*Course Transferable to UC/CSU*  
*Hours: 54 hour LEC*  
This course provides a survey of the physical and historical aspects of California geology, emphasizing the linkage of geology and people through economic and social impacts. This course is recommended for non-majors and majors in geology and is of particular value to science, engineering, environmental studies, education, and economics majors. One field trip is required. AA/AS area 3A; CSU area B1.

**GEOL 390  Field Studies in Geology  .5-4 Units**  
*Formerly: GEOL 24*  
*Prerequisite: None*  
*Course Transferable to CSU*  
*Hours: 3-24 hour LEC, 18-144 hour LAB*  
This course involves field trips to selected locations of geologic interest. Course content will vary according to field trip destination but may include topics in physical geology, environmental geology, economic geology, and/or introduction to tools and techniques used for geosciences field research (e.g., map and compass, the Global Positioning System (GPS), Geographic Information Systems (GIS), etc.). Field trip(s) are required. May be taken 4 times for a maximum of 6 units.
Gerontology Degrees/Certificates (Core Requirements)

The Gerontology program at American River College offers continuing education courses for RNs, LVNs, CNAs, RCFE administrators, MFTs, LCSWs, and Nursing Home Administrators.

ARC has gained a reputation as a leader in gerontology studies and has been awarded National Program of Merit Status by the Association for Gerontology in Higher Education. The program is co-host for the Alzheimer’s Aid Society annual conference. This leadership has enriched its offerings and enhanced the career value of an ARC gerontology degree or certificate.

Gerontology Degrees/Certificates (Core Requirements)

<table>
<thead>
<tr>
<th>Core Requirements for Degree or Certificate</th>
<th>30 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 310 Business Communications (3)</td>
<td>3</td>
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<tr>
<td>or ENGWR 103 Practical Communication (3)</td>
<td></td>
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<tr>
<td>or ENGWR 300 College Composition (3)</td>
<td></td>
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<tr>
<td>GERON 300 Sociology of Aging (3)</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 335 Sociology of Aging (3)</td>
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</tr>
<tr>
<td>GERON 302 Psychology of Aging: Adult Development and Aging (3)</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 374 Psychology of Aging: Adult Development and Aging (3)</td>
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</tr>
<tr>
<td>GERON 311 Social Services Designee: Legal Issues and End-of-Life Decisions</td>
<td>1</td>
</tr>
<tr>
<td>GERON 330 Techniques for Communicating with and Validating Older Adults</td>
<td>3</td>
</tr>
<tr>
<td>GERON 334 Reminiscence Therapy (3)</td>
<td>3</td>
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<tr>
<td>or PSYC 379 Reminiscence Therapy (3)</td>
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<tr>
<td>GERON 335 Wellness for Older Adults</td>
<td>3</td>
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<tr>
<td>GERON 340 Nutrition for Healthy Aging (3)</td>
<td>3</td>
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<tr>
<td>or NUTR 324 Nutrition for Healthy Aging (3)</td>
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<tr>
<td>GERON 360 Ethnic Diversity and Aging</td>
<td>0.5</td>
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<tr>
<td>GERON 362 Biology of Aging</td>
<td>0.5</td>
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<tr>
<td>GERON 366 Coping with Death and Related Bereavement</td>
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<tr>
<td>GERON 368 Mental Health and Aging</td>
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</tr>
<tr>
<td>And a minimum of 6 units from the following:</td>
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<tr>
<td>GERON 490 Practices in Gerontology (3)</td>
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</tr>
</tbody>
</table>

Gerontology: Business Degree

The Gerontology: Business degree provides a broad overview of the biological, psychological, and social aspects of aging along with introductory business courses emphasizing the impact of an aging population on business. The focus is on preparation for entry-level positions with private industry, government and non-profit agencies providing goods and services to senior adults and/or preparation for further gerontology/business study at a four-year college or university.

Career Opportunities

Entry-level positions with private industry, government and non-profit agencies providing goods and services to senior adults

Gerontology: Business Degree Requirements

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>30 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>And a minimum of 9 units from the following:</td>
<td>9</td>
</tr>
<tr>
<td>ACCT 101 Fundamentals of College Accounting (3)</td>
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<tr>
<td>or ACCT 301 Financial Accounting (4)</td>
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<tr>
<td>BUS 105 Business Mathematics (3)</td>
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<tr>
<td>or BUS 110 Business Economics (3)</td>
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<tr>
<td>BUS 320 Concepts in Personal Finance (3)</td>
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<tr>
<td>or ECON 320 Concepts in Personal Finance (3)</td>
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<tr>
<td>BUS 330 Managing Diversity in the Workplace (3)</td>
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<tr>
<td>BUS 340 Business Law (3)</td>
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<tr>
<td>GERON 304 Ethical Issues and Client’s Rights (3)</td>
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<tr>
<td>or HSER 310 Ethical Issues and Client’s Rights (3)</td>
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<tr>
<td>MGMT 300 Introduction to Modern Management (3)</td>
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<tr>
<td>or MGMT 362 Techniques of Management (3)</td>
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<tr>
<td>MGMT 304 Introduction to Management Functions (3)</td>
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</tr>
</tbody>
</table>

Gerontology: Case Management/Social Services Degree

The Gerontology: Case Management/Social Services degree provides a broad overview of the biological, psychological, and social aspects of aging along with introductory human services and psychology courses emphasizing the diverse needs of an aging population. The focus is on preparation for entry-level positions with private industry, government and non-profit agencies providing case management and/or social services to senior adults and/or preparation for further gerontology/case management/social services study at a four-year college or university.

Career Opportunities

Entry-level positions with private industry, government and non-profit agencies providing case management and/or social services to senior adults

Case Management/Social Services Degree Requirements

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>30 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>And a minimum of 9 units from the following:</td>
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<tr>
<td>GERON 310 Social Service Designee: Role and Responsibility (2.5)</td>
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<tr>
<td>GERON 312 Social Services Designee: Fieldwork (1)</td>
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<tr>
<td>HSER 300 Introduction to Human Services (5)</td>
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<tr>
<td>HSER 310 Ethical Issues and Client’s Rights (3)</td>
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<tr>
<td>or GERON 304 Ethical Issues and Client’s Rights (3)</td>
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</tr>
</tbody>
</table>

American River College Catalog 2006-2007
Gerontology: Environmental Design Degree

The Gerontology: Environmental Design degree provides a broad overview of the biological, psychological, and social aspects of aging along with introductory art and interior design courses emphasizing the environmental needs of an aging population. The focus is on preparation for entry-level positions with private industry, government and non-profit agencies providing design services to senior adults and/or preparation for further gerontology/design study at a four-year college or university.

Career Opportunities

Entry-level positions with private industry, government and non-profit agencies providing design services to senior adults

Gerontology: Health Care Degree

The Gerontology: Health Care degree provides a broad overview of the biological, psychological, and social aspects of aging along with introductory course work emphasizing the health needs of an aging population. The focus is on preparation for entry-level positions with private industry, government and non-profit agencies providing health services to senior adults and/or preparation for further gerontology/health care study at a four-year college or university.

Career Opportunities

Entry-level positions with private industry, government and non-profit agencies providing health services to senior adults

Gerontology: Social Policy/Advocacy Degree

The Gerontology: Social Policy/Advocacy degree provides a broad overview of the biological, psychological, and social aspects of aging along with introductory human services, speech, management, and political science courses emphasizing the social policy and advocacy needs of an aging population. The focus is on preparation for entry-level positions with private industry, government and non-profit agencies providing input to social policy and advocacy for senior adults and/or preparation for further gerontology/social policy/advocacy study at a four-year college or university.

Career Opportunities

Entry-level positions with private industry, government and non-profit agencies providing input to social policy and advocacy for senior adults
**Gerontology: Environmental Design Certificate**

The Gerontology: Environmental Design certificate provides a broad overview of the biological, psychological, and social aspects of aging along with introductory art and interior design courses emphasizing the environmental needs of an aging population. The focus is on preparation for entry-level positions with private industry, government and non-profit agencies providing design services to senior adults.

**Career Opportunities**

Entry-level positions with private industry, government and non-profit agencies providing environmental design services to senior adults

**Gerontology: Environmental Design Certificate 39 units**

<table>
<thead>
<tr>
<th>Core Requirements</th>
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<tbody>
<tr>
<td>And a minimum of 9 units from the following:</td>
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<tr>
<td>ART 102</td>
<td>Design: Fundamentals (3)</td>
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<tr>
<td>IDES 300</td>
<td>Fundamentals of Interior Design (3)</td>
</tr>
<tr>
<td>IDES 330</td>
<td>Beginning Interior Design Studio (3)</td>
</tr>
<tr>
<td>IDES 334</td>
<td>Interior Environment and Space Planning (3)</td>
</tr>
</tbody>
</table>

1Prerequisite required for IDES 334

**Gerontology: Health Care Certificate**

The Gerontology: Health Care certificate provides a broad overview of the biological, psychological, and social aspects of aging along with introductory course work emphasizing the health needs of an aging population. The focus is on preparation for entry-level positions with private industry, government and non-profit agencies providing health services to senior adults.

**Career Opportunities**

Entry-level positions with private industry, government and non-profit agencies providing health services to senior adults

**Gerontology: Health Care Certificate 39 units**

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<tr>
<td>And a minimum of 9 units from the following:</td>
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<tr>
<td>AH 110</td>
<td>Medical Language for Health-Care Providers (3)</td>
</tr>
<tr>
<td>BIOL 102</td>
<td>Introduction to Concepts of Human Anatomy and Physiology (4)</td>
</tr>
<tr>
<td>or BIOL 115</td>
<td>Basic Anatomy and Physiology (3)</td>
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<tr>
<td>GERON 304</td>
<td>Ethical Issues and Client’s Rights (3)</td>
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<tr>
<td>or HSER 310</td>
<td>Ethical Issues and Client’s Rights (3)</td>
</tr>
<tr>
<td>or IDES 334</td>
<td>Interior Environment and Space Planning (3)</td>
</tr>
<tr>
<td>NURSE 100</td>
<td>Nurse Assistant (5.5)</td>
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<tr>
<td>NURSE 101</td>
<td>Home Health Aide (2)</td>
</tr>
<tr>
<td>PET 312</td>
<td>Theory and Techniques of Adapted Physical Education (3)</td>
</tr>
<tr>
<td>PET 313</td>
<td>Laboratory in Adapted Physical Education (1 - 2)</td>
</tr>
<tr>
<td>PSYC 390</td>
<td>Psychology of Death and Dying (3)</td>
</tr>
</tbody>
</table>

1Prerequisite required for NURSE 101

**Gerontology: Recreation Certificate**

The Gerontology: Recreation Certificate provides a broad overview of the biological, psychological, and social aspects of aging along with introductory recreation and physical education courses emphasizing the recreational needs of an aging population. The focus is on preparation for entry-level positions with private industry, government and non-profit agencies providing recreational services to senior adults.

**Career Opportunities**

Entry-level positions with private industry, government and non-profit agencies providing recreational services to senior adults

**Gerontology: Recreation Certificate 39 units**

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<td>GERON 312</td>
<td>Social Services Designee: Fieldwork (1)</td>
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<tr>
<td>HSER 300</td>
<td>Introduction to Human Services (3)</td>
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<tr>
<td>HSER 310</td>
<td>Ethical Issues and Client’s Rights (3)</td>
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<td>or GERON 304</td>
<td>Ethical Issues and Client’s Rights (3)</td>
</tr>
<tr>
<td>or HSER 330</td>
<td>Issues of Diverse Populations (3)</td>
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<tr>
<td>or PSYC 365</td>
<td>Issues of Diverse Populations (3)</td>
</tr>
<tr>
<td>HSER 340</td>
<td>Introduction to Chemical Dependency (3)</td>
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<tr>
<td>or PSYC 400</td>
<td>Introduction to Chemical Dependency (3)</td>
</tr>
<tr>
<td>PSYC 390</td>
<td>Psychology of Death and Dying (3)</td>
</tr>
</tbody>
</table>
Career Opportunities

Entry-level positions with private industry, government and non-profit agencies providing recreational services to senior adults.

Gerontology: Recreation Certificate 39 units

Core Requirements 30 units
And a minimum of 9 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
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<td>Introduction to Activity Coordinator (0.5)</td>
</tr>
<tr>
<td>GERON 432</td>
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</tr>
<tr>
<td>GERON 434</td>
<td>Hearing and Speech - Age Changes (0.5)</td>
</tr>
<tr>
<td>GERON 436</td>
<td>Documentation: State and Federal Regulations Part I (0.5)</td>
</tr>
<tr>
<td>GERON 438</td>
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<tr>
<td>GERON 440</td>
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<tr>
<td>GERON 442</td>
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<td>Effective Leadership Skills (0.5)</td>
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<td>GERON 450</td>
<td>Needs-Based Programming (0.5)</td>
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<tr>
<td>GERON 452</td>
<td>Creating an Activity Program (0.5)</td>
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<tr>
<td>GERON 454</td>
<td>Directed Fieldwork Experience (0.5)</td>
</tr>
<tr>
<td>PET 312</td>
<td>Theory and Techniques of Adapted Physical Education (3)</td>
</tr>
<tr>
<td>PET 313</td>
<td>Laboratory in Adapted Physical Education (1-2)</td>
</tr>
<tr>
<td>RECR 310</td>
<td>Outdoor Recreation (3)</td>
</tr>
<tr>
<td>RECR 320</td>
<td>Recreation Activity Leadership (3)</td>
</tr>
<tr>
<td>RECR 300</td>
<td>Introduction to Recreation and Leisure Services (3)</td>
</tr>
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Requirements for Certificate 4.5 units

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Gerontology: Social Policy/Advocacy Certificate 39 units

Core Requirements 30 units
And a minimum of 9 units from the following:

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<tr>
<td>HSER 310</td>
<td>Ethical Issues and Client's Rights (3)</td>
</tr>
<tr>
<td>or GERON 304</td>
<td>Ethical Issues and Client's Rights (3)</td>
</tr>
<tr>
<td>MGMT 362</td>
<td>Techniques of Management (3)</td>
</tr>
<tr>
<td>POLS 304</td>
<td>Introduction to Government: California (3)</td>
</tr>
<tr>
<td>SPEECH 301</td>
<td>Public Speaking (3)</td>
</tr>
</tbody>
</table>

Activity Coordinator Certificate

The Activity Coordinator certificate provides a comprehensive overview of the role and duties of an activity coordinator in a long-term care facility. The certificate meets State of California, Title 22 (Department of Social Service) requirements for activity coordinator certification.

Career Opportunities

Activity Coordinator in long-term care, assisted living, and retirement facilities.

Requirements for Certificate 6.5 units

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</table>

Social Service Designee Certificate

The Social Service Designee certificate provides a comprehensive overview of the role and duties of a social services designee in a long-term care facility.

Career Opportunities

Social Services Designee in long-term care, assisted living, and retirement facilities.

Requirements for Certificate 4.5 units

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>GERON 310</td>
<td>Social Service Designee: Role and Responsibility (2.5)</td>
</tr>
<tr>
<td>GERON 311</td>
<td>Social Service Designee: Legal Issues and End-of-Life Decisions (1)</td>
</tr>
<tr>
<td>GERON 312</td>
<td>Social Service Designee: Fieldwork (1)</td>
</tr>
</tbody>
</table>

GERON 300 Sociology of Aging 3 Units

Same As: SOC 335.
Prerequisite: None
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320. ESWL 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the aged and aging process with emphasis on social factors affecting and affected by an aging population. It includes an analysis of demographies, history of aging in America, social conditions, resources and support systems, employment, retirement, social class/cultural differences. Not open to students who have completed Sociology 335. AA/AS area 3E; CSU area E1.

GERON 302 Psychology of Aging: Adult Development and Aging 3 Units

Prerequisite: None
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320. ESWL 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the physical, psychological, and social aspects of the aging process including the interactions between the elderly and the rest of society. Topics include an analysis of stereotypes, social bonds, environmental factors, sexuality, physical health, mental health, death, and bereavement. Not open to students who have completed Psychology 374. AA/AS area 3C; CSU area E1.

GERON 304 Ethical Issues and Client's Rights 3 Units

Same As: HSER 310.
Prerequisite: None
Co-requisite: GERON 300 or 320.
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320. ESWL 320 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a comprehensive exploration of the basic ethical issues involving human services delivery. Topics include: professional ethics, confidentiality, counselor and clients' rights and other areas involving ethical controversies. Not open to students who have completed Human Services 310.
GERON 310 Social Service Designee: Role and Responsibility 2.5 Units
Prerequisite: None
Advisory: ENGWR 102 or ENGR 130, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 45 hours LEC
This course covers the role of the Social Service Designee in long-term care. The focus is on family, patient adjustment, and dementia. It also covers documentation for the Social Services Designee working in long-term care.

GERON 311 Social Services Designee: Legal Issues and End-of-Life Decisions 1 Unit
Formerly: GERON 31
Prerequisite: None
Advisory: ENGWR 102 or ENGR 130, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 18 hours LEC
This course covers legal issues involved with long-term care. The focus is on probate, wills, trusts, power of attorney, conservatorship, consent, and right-to-die issues.

GERON 312 Social Services Designee: Fieldwork 1 Unit
Formerly: GERON 32
Prerequisite: GERON 310, 311.
Advisory: ENGWR 102 or ENGR 130, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC, 27 hours LAB
This course provides supervised fieldwork in the role of social services designee in long-term care facility.

GERON 320 Program Assistant 2 Units
Formerly: GERON 33
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course provides the training necessary to become a program assistant in adult day care, adult day health care and residential care. Topics include organization and populations of adult day care, personal care, services, communication, responsibilities, ethics, safety, and dementia. Certificate will be issued upon successful completion of course.

GERON 330 Communicating with and Validating Older Adults 3 Units
Same As: PSYC 378.
Prerequisite: None
Advisory: ENGWR 102 or ENGR 130, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces the basic theory, techniques, and experiences for communication with, validation of, and stimulation of the elderly at different cognitive levels. Not open to students who have completed Psychology 378. AA/AS area E2

GERON 334 Reminiscence Therapy 3 Units
Same As: PSYC 379.
Prerequisite: None
Advisory: ENGWR 102 or ENGR 130, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces the basic theory and techniques of Reminiscence Therapy and provides experience in planning, facilitating, and evaluating reminiscence groups with the elderly in an institutional setting. Not open to students who have completed Psychology 379. AA/AS area E2

GERON 335 Wellness for Older Adults 3 Units
Prerequisite: None
Advisory: ENGWR 102 or ENGR 130, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course explores positive lifestyle choices throughout life which have a positive effect on health and well being. Topics include exercise, nutrition, stress management, chronic disease, and adaptations for disability.

GERON 340 Nutrition for Healthy Aging 3 Units
Same As: NUTR 324.
Prerequisite: None
Advisory: ENGWR 102 or ENGR 130, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to nutritional concerns as they apply to the elderly, their implications in the aging process and the environmental, economic, and cultural factors affecting the nutritional status. Not open to students who have completed NUTR 324.

GERON 350 Physical Therapy Aide 3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to prepare students in the responsibilities of Physical Therapy Aides and to provide a general introduction to the physical therapy field. Basic skills of range of motion exercise, positioning, transfers, and ambulation with assistive devices are covered through lecture and hands-on experiences. This course presents basic anatomy, terminology, and medical issues associated with the physical therapy field.

GERON 360 Ethnic Diversity and Aging .5 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of ethnicity as a factor in the aging process. Emphasis is on values, beliefs and culture, and their impact on the design and delivery of senior services. Credit/No Credit only.

GERON 362 Biology of Aging .5 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the biology of aging and health of the older adult. It focuses on chronic and acute illnesses, normal aging changes, sexuality, nutrition, and strategies for good health. Credit/No Credit only.

GERON 366 Coping with Death and Related Bereavement .5 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This course is an exploration of our societal and personal views of death, dying, and bereavement with the focus on ways in which our Western society treats the subject of death. Topics include right-to-die issues and the theoretical stages of death and bereavement. Credit/No Credit only.
GERON 368 Mental Health and Aging .5 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of mental health as it is impacted by the aging process. Emphasis is on correlates of mental health, incidence of mental illness, depression, dementia, substance abuse, intervention, and mental health resources for seniors. Credit/No Credit only.

GERON 372 Alzheimer’s Workshop .5 Units
Formerly: GERON 46G
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of current information on all aspects of dementia and caregiving issues, focusing on research, legal issues, grief, resources, medication, behavior management and activities. Credit/No Credit only.

GERON 378 Body Mechanics and Safety .5 Units
Formerly: GERON 46I
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of body mechanics emphasizing a problem-solving approach and focusing on basic methods and techniques of positioning, transfer, and ambulation, as well as personal safety, adaptive exercise and assistive devices. Credit/No Credit only.

GERON 380 Nutrition and Aging .5 Units
Formerly: GERON 46K
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course concentrates on the practical aspects of nutrition and aging. Cost effective directions for meeting nutritional needs and food recipes will be included. Information regarding environmental factors implicated in the aging process will be discussed. Credit/No Credit only.

GERON 417 Understanding Licensed Residential Care .5 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This course is an introduction to the philosophy, mission, and operations of residential care. Regulations, rights, and responsibilities of licensees are discussed. Credit/No credit only.

GERON 424 Movement with Meaning .5 Units
Formerly: GERON 361
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course will introduce the importance of movement for seniors and provide examples adapted to specific chronic conditions. Topics covered are Parkinson’s, multiple sclerosis, osteoarthritis, osteoporosis, and Alzheimer’s and other dementias. Credit/No Credit only.

GERON 430 Introduction to Activity Coordinator .5 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 OR ESR 320 and ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course introduces the role and responsibilities of an Activity Coordinator in long term care facilities. Topics will include roles and responsibility, program planning, utilizing volunteers, budget, and working as a team. Credit/No Credit only.

GERON 432 Interviewing and Counseling Techniques with Elderly .5 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 OR ESR 320 and ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of basic counseling and interviewing techniques when working with older adults. The focus is on communication skills, interviewing techniques, and specific therapeutic approaches to working with impaired older persons. Credit/No Credit only.

GERON 434 Hearing and Speech - Age Changes .5 Units
Prerequisite: None
Corequisite: GERON 432.
Advisory: ENGWR 102 or 103, and ENGRD 116 OR ESR 320 and ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of age-related changes in speech and hearing. The techniques for working with impaired older adults and development of positive communication with seniors will be emphasized. Credit/No Credit only.

GERON 436 Documentation: State and Federal Regulations Part I .5 Units
Prerequisite: None
Corequisite: GERON 434.
Advisory: ENGWR 102 or 103, and ENGRD 116 OR ESR 320 and ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of Title 22 regulations and required documentation as it relates to activity coordinators. Topics include activity assessments, social histories, monthly updates, care plans, and quarterly reviews. Credit/No Credit only.

GERON 438 Documentation: State and Federal Regulations Part II .5 Units
Prerequisite: None
Corequisite: GERON 440.
Advisory: ENGWR 102 or 103, and ENGRD 116 OR ESR 320 and ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of state and federal regulations governing activity coordinators in a health care facility and the necessary documentation required to comply with these regulations. Credit/No Credit only.

GERON 440 Etiology of Illness in Later Life .5 Units
Prerequisite: None
Corequisite: GERON 436.
Advisory: ENGWR 102 or 103, and ENGRD 116 OR ESR 320 and ESLW 320.
GERON 442   Social and Psychological Forces of Aging   .5 Units
Prerequisite: None
Corequisite: GERON 438.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the etiology of major illnesses found in the aging population, focusing on indications and contraindications for activities. Credit/No Credit only.

GERON 444   Dementia: Behaviors and Activity   .5 Units
Prerequisite: None
Corequisite: GERON 442.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of dementia and memory loss. Topics will focus on types, characteristics, communications, behavior management, and caregiving of dementia patients. Credit/No Credit only.

GERON 446   Effective Leadership Skills   .5 Units
Prerequisite: None
Corequisite: GERON 444.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the fundamentals of leadership for the activity coordinator. Strategies for information processing, problem solving, and decision making will be included. Credit/No Credit only.

GERON 448   Community Agencies and Resource   .5 Units
Prerequisite: None
Corequisite: GERON 450.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of community resources and how to use them within the health care facility. Credit/No Credit only.

GERON 450   Needs-Based Programming   .5 Units
Prerequisite: None
Corequisite: GERON 442.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 AND ESLW 320 with a grade of "C" or better; OR placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the importance of needs-based activity planning and its impact on the individual in long-term care. The focus is on developing a specific activity designed to meet a specific patient's needs. Credit/No Credit only.

GERON 452   Creating an Activity Program   .5 Units
Prerequisite: None
Corequisite: GERON 448.
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 and ESLW 320 with a grade of "C" or better; OR placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the development of an activity program for seniors in long-term care facilities. Focus is on developing programs to meet the needs of those with differing physical and cognitive abilities, different genders, and different cultural backgrounds. Credit/No Credit only.

GERON 454   Directed Fieldwork Experience   .5 Units
Prerequisite: None
Corequisite: GERON 448.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 3 hours LEC, 18 hours LAB
This course is an opportunity for the student to acquire practical experience working with an activity coordinator in a health care setting. Credit/No Credit only.

GERON 490   Practices in Gerontology   3 Units
Prerequisite: None
Corequisite: GERON 300 or 302.
Course Transferable to CSU
Hours: 18 hours LEC; 108 hours LAB
This course provides advanced study and supervised field experience in public and/or private agencies, businesses or organizations providing services to seniors and senior programs. Students apply concepts, values and skills acquired in other core courses to the process of working with the senior population. Students also develop a resource file of senior services and define areas of interest for employment in senior services. Different cases are discussed each semester. This course may be taken two times for credit.

GERON 498   Work Experience in Gerontology   2-4 Units
Formerly: GERON 48
Prerequisite: None
Corequisite: GERON 1003, and ENGRD 116 or ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 16 hours LEC; 60-225 hours LAB
This course provides supervised practical experience working with the elderly through placement in nursing facilities, day care, respite care, and community agencies. Placement is arranged by the instructor. May be taken more than once for credit for a maximum of six units.

GERON 1000   Home Adaptations for Safety and Independence   .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course explores adaptations to the home environment to promote safety and independence for those with disabilities. Topics include assessment, durable equipment, home modifications and resources. Credit/No Credit only.

GERON 1003   Intergenerational Family Dynamics   .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course focuses on changing dynamics in the family as members are confronted with their own developmental stages and issues related to the aging process. A family systems theory approach is used to examine and analyze communication patterns, areas of conflict and coping strategies in the family. Credit/No Credit only.
GERON 1004  Pharmacology and Aging  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course is an overview of drugs commonly prescribed for the elderly. It also examines how the aging process impacts medication effects, compliance, and adverse reactions. Drug therapy and interactions are also covered. Credit/No Credit only.

GERON 1006  Parkinson’s Disease and Other Movement Disorders  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course explores the current knowledge of Parkinson’s Disease and other movement disorders. Topics include medical treatments and coping mechanisms. Credit/No Credit only.

GERON 1008  Validation: Theory and Practice  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course presents Validation theory as a communication technique used with individuals with differing levels of cognitive ability. Criteria for evaluating stages of dementia and the selection of appropriate techniques are covered. Credit/No credit only.

GERON 1010  Understanding Licensed Residential Care  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course is an introduction to residential care and the role of regulators. Topics include regulatory function and perspective, function of the California Community Care Licensing Division, and rights and responsibilities of licensees. Credit/No Credit only.

GERON 1011  Aging Experience in Asian Families  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course examines the aging experience unique to Asian families. The impact of culture, societal expectations and their effect on family roles, values and beliefs and how these affect care giving is discussed. Focus is on strategies for dealing with stress and social support services for Asian families. Credit/No Credit only.

GERON 1013  Protecting Your Back  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course examines proper spine care and body mechanics. Proper exercises to prevent or minimize back injuries are demonstrated. Credit/No Credit only.

GERON 1014  Aging and Long-term Care  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course provides a broad knowledge of gerontology and long-term care. It covers biological and psychosocial changes of age, dilemmas facing caregivers and care receivers, and decision making when an individual needs long-term care.

GERON 1015  Diabetes and Aging  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course examines the causes and risk factors associated with diabetes, focusing on how the aging body influences these risk factors and the course of the disease. Recommendations for lifestyle changes that can reduce risks and complications associated with diabetes are also presented. Credit/No credit only.

GERON 1016  Issues in Gerontology as Seen through Film  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course examines certain aspects of the aging experience and how media influences society’s perception of age by viewing selected excerpts from films dealing with aging issues. Topics include developmental and cultural perspectives, relationships, sexuality and life review.

GERON 1017  Heart Health and Aging  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course examines the causes and risk factors associated with cardiovascular disease, focusing on how the aging body influences these risk factors and the course of the heart disease and stroke. In addition, recommendations for lifestyle changes that can reduce risks and complications associated with cardiovascular disease are presented.

GERON 1018  Social Security—Past, Present, and Future  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course examines the Social Security, Medicare, and Supplemental Security Income (SSI) programs from before their inceptions through today’s current controversies. Topics include population demographics and their impact on social programs and historical overviews of program development. Credit/No Credit only.

GERON 1020  Demographic Changes and the Effect on Caregiving  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course examines issues surrounding the current “Age Wave” in relationship to the historical views of the elderly, ageism, stereotypes and myths, and how these issues affect caregiving. The implications that an aging society has on health care delivery including acute, sub-acute, and community based services are discussed. Credit/No Credit only.

GERON 1021  Elder Abuse  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course is an overview of elder abuse. It focuses on occurrence, prevention strategies, and resources to prevent elder abuse. Credit/No Credit only.

GERON 1022  Aging and Family Dynamics  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course is an overview of how the aging process affects not only individuals, but also families and relationships. The focus is on changing roles and the relationship strategies for negotiating these transitions to help families resolve aging issues. Credit/No Credit only.

GERON 1023  Interpersonal Relationships  .5 Units  
Prerequisite: None  
Hours: 9 hours LEC  
This course covers listening and communication skills. The focus is on understanding emotions, family involvement, and adaptive behavior in long-term care settings. Demonstrations with role play provides practical experience to enhance understanding. Credit/No Credit only.
GERON 1024  Exploring the Field of Gerontology  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course covers aspects of Gerontology which relate to marketing oneself and developing a business as a provider of services to the elderly. Topics include diversity of the field of Gerontology, resumes, interviews, marketing, and future projections. Credit/No Credit only.

GERON 1025  The Gerontologist  .5 Units
Prerequisite: None
Hours: 9 hours LEC
Course Description: This course examines the field of Gerontology. Topics include the role/responsibilities of the Gerontologist and the educational process required to become a Gerontologist. Current and future employment are covered. Credit/No Credit only.

GERON 1026  Health of Older Women  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course analyzes the uniqueness of older women’s health needs. Topics focus on gender differences, activities of daily living, caregiver role, economics, self-care, and long-term care. Credit/No Credit only.

GERON 1027  HIV/AIDS and the Elderly  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines HIV/AIDS as a disease process and its effect on the aging population. Topics include transmission, universal precautions, treatment options, and psychosocial issues. Credit/No Credit only.

GERON 1028  Men as Caregivers  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course is an overview of specific issues of men as caregivers. Topics include changing roles, research, future projections, and resources relating to men as caregivers. Credit/No Credit only.

GERON 1029  End-Stage Life Care  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course focuses on effective strategies for assisting the dying patient and his/her family. Topics include concepts of sub-acute care, physician-assisted suicide, euthanasia, and the effect of these issues on the elderly population. Credit/No Credit only.

GERON 1030  Legislation: Origin and Influence  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course is an overview of how the political process affects issues of aging and delivery of services. It focuses on means of impact on the legislative process and the influence of this process on community resources for older adults. Credit/No Credit only.

GERON 1031  Stress Management: New Approaches  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines stress from a communication perspective, focusing specifically on caregivers. The concept of high-risk messages is introduced focusing on how stress reactions affect behavior and morale in residential care facilities and other systems of care for the elderly. Emphasis is on how a message is translated and how this translation affects stress, overload, and spill-over effects. Stress management skills are demonstrated. Credit/No Credit only.

GERON 1032  Illness in Later Life  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines chronic diseases associated with age. Topics covered are osteoarthritis, hypertension, diabetes, coronary artery disease, and stroke. In addition, the prevention and management of chronic illness through lifestyle choices are covered. Credit/No Credit only.

GERON 1033  Spirituality, Religion and the Elderly  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines both the right-to-die and right-to-life movements as they address the elderly and the dying. Topics include assisted suicide, advance directives, hospice, and palliative care. Credit/No Credit only.

GERON 1034  Special Need Seniors: Mentally Ill and Homeless  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course is an overview of the unique factors involved in caring for the mentally ill and the homeless senior population. Topics covered are types and stages of mental illness, social stereotypes, resources for the mentally ill, effects of homelessness on elders, acceptance of aged homeless, and resources for elderly homeless. Credit/No Credit only.

GERON 1035  Right-to-Die Movements and Issues  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines the right-to-die and right-to-life movements as they address the elderly and the dying. Topics include assisted suicide, advance directives, hospice, and palliative care. Credit/No Credit only.

GERON 1036  Strategies for Caregivers: Effectively Caring for the Elderly in the Community  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course covers strategies for providing effective care for the elderly, including how it is complicated by dementia, risk reversal, and grief. Common sense strategies for caregiving that not only meet the needs of the elderly but also lessen the caregiving burden are explained. Credit/No Credit only.

GERON 1037  Emotional Health and Aging  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course is an overview of the factors involved in emotional health and aging. Topics include social support systems, having a purpose and role, and hope is also discussed. Credit/No Credit only.

GERON 1038  Religion and Belief Systems  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines religion and belief systems practiced by the elderly population in the U.S. The differences between spirituality and religiosity are discussed, as well as how both are integrated and manifested in the lives of the elderly. Spirituality as a coping mechanism and source of strength and hope is also discussed. Credit/No Credit only.

GERON 1039  Sexuality and Aging  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines basic sexual anatomy and physiology of men and women with emphasis on the changes that occur with aging. Topics include sexuality, menopause, impotence, sexually transmitted diseases, heterosexual, and homosexuality of the older population. Credit/No Credit only.

GERON 1040  Women's Health Needs  .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course is an overview of the factors involved in providing care for older adults. Topics include social support systems, having a purpose and role, goals, effects of stereotypes, the continuation of life skills, and the development of wisdom. Credit/No Credit only.
GERON 1041 Psychological Treatment Modalities and Aging .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course explores different treatment modalities relevant to mental health and aging. Topics include the following therapies as they apply to seniors: grief, cognitive-behavioral, family-intergenerational, and psychoanalytical. Credit/No credit only.

GERON 1042 Life Review and Reminiscence .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course explores the role and techniques of life review and reminiscence in older age and their therapeutic effects. Topics include history of storytelling, group process, facilitating groups, and the art of listening. Credit/No Credit only.

GERON 1043 Caregiving .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines theories and research on caregiving. Topics include developmental stages of aging, managing and defining caregiver roles, palliative care, coping with stress and burnout, and community resources. Credit/No credit only.

GERON 1044 Creativity and Aging .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course covers the diversity of creative expression and the changes which may come with age. Topics include differing definitions of creativity, nurturing life-long creativity, opening new creative paths, and creative exercises. Credit/No Credit only.

GERON 1045 Super Centenarians .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines the new phenomenon of large numbers of people living 100 or more years. Topics include the reasons for this increased longevity and its implications for society. Credit/No credit only.

GERON 1046 Fundamentals of Aging: Working with Older Adults .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course is designed for those who provide direct and indirect care and services for seniors. It focuses on population changes, physical, social and psychological changes with age, ethical choices in working with seniors; independence and dependency; and communication skills. Credit/No Credit only.

GERON 1048 The Graying of America .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines the increase in the aging population and its impact on long-term care. Topics include changes in population groups, life expectancy, family structure, and long-term care. Credit/No Credit only.

GERON 1049 Economics of Aging .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course provides an overview of the economics of retirement including Social Security, pensions, Medicare, and MediCal. It also covers economic problems and proposed solutions, fiduciary abuses and fraud. Credit/No credit only.
HEED 300    Health Science     3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses upon those elements of human behavior which influence the health status of both the individual and the community. Topics include personal fitness, nutrition, sexuality, sexually transmitted disease, drug dependence including alcohol and tobacco, as well as lifestyle disease especially cancer, cardiovascular disease and lung disease. AA/AS are 3E; CSU area E1.

HEED 310    Community CPR     1 Unit
Formerly: HEED 10
Prerequisite: None
Advisory: ENGR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course is designed for individuals requiring certification in American Red Cross (Community CPR). The course includes rescue breathing, first aid for choking and CPR for adults, children, and infants as well as heart attack prevention. May be taken four times.

HEED 311    CPR and Pediatric First Aid     1.5 Units
Same As: ECE 414.
Prerequisite: None
Advisory: ENGR 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 and ESLW 320 with a grade of "C" or better; OR placement through assessment process.
Course Transferable to CSU
Hours: 27 hours LEC
This course covers emergency life saving and first aid techniques involving infants and children. Respiratory distress, non-breathing, unconsciousness, choking, and other pediatric emergencies are addressed. CPR for adults is another major component of this course. The California Child Care first aid certificate examination, the Adult CPR, and the Infant and Child CPR examination are included. ECE 410 and this course fulfill Title 22 (California Department of Social Services) Health and Safety requirements for staff. ECE 414/HEED 311 may be taken four times.

HEED 316    First Aid: Responding to Emergencies     2 Units
Prerequisite: None
Advisory: ENGR 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 and ESLW 320 with a grade of "C" or better; OR placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC
This course provides consistent guidelines that enable the citizen respondent to give appropriate care, regardless of the type of emergency. It is designed for anyone desiring a general knowledge of first aid procedures (parents, foster parents, teachers, recreation majors, police officers, lifeguards, etc.). Situations involving heart attacks, breathing difficulties, lack of pulse, and severe bleeding are covered. Injuries and sudden illnesses are also addressed. The following certification examinations are included: Responding to Emergency (first aid), Adult CPR/AED, and Infant and Child CPR.

HEED 323    Cardio Pulmonary Resuscitation (CPR)/Automated External Defibrillators (AED) for the Professional Rescuer     .5 Units
Prerequisite: Current American Red Cross Community CPR or American Heart Association Basic Life Support Certification.
Advisory: ENGR 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 and ESLW 320 with a grade of "C" or better; OR placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course meets the requirements for Red Cross certification as a professional rescuer. It includes legal considerations, disease transmission, severe bleeding, and moving the victims, as well as professional rescuer situation practice sessions. May be taken four times for credit.

HEED 324    Emergency Response     3 Units
Formerly: HEED 20
Prerequisite: Current Community CPR card.
Advisory: ENGR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
This course meets prerequisites for Emergency Medical Technician (EMT) courses. It is designed for first responders/professional rescuers (i.e., lifeguards, law enforcement, firefighters, search and rescue personnel, etc.). It is recommended for nursing, physical therapy, and athletic training students. This course covers recognition and first aid treatment for: bleeding wounds, fractures, burns, poisoning, respiratory and cardiac emergencies, sudden illnesses as well as primary and secondary victim assessments and emergency rescue and transfer techniques.

HEED 352    Stress Management and Health     3 Units
Same As: PSYC 359.
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course examines productive and nonproductive stress and the influence of various types of stress on health and wellness. Topics include the physiological aspects of stress and its effects on health, assessments of personal coping style, strategies for coping effectively with stress, relaxation techniques, and positive reinforcers. Emphasis is placed on practical application of stress management techniques in daily life. This course is not open to students who have completed PSYC 359. AA/AS 3E; CSU area E1.

HEED 494    Topics in Health Education     .5-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9-54 hours LEC
This course provides opportunities to study contemporary topics in health which are not included in current offerings or which require emphasis beyond existing courses. The course may be taken four times for a maximum of 6 units providing there is no duplication of topics.
The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand today.

**HIST 300  History of Western Civilization  3 Units**  
Formerly: HIST 4  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of western civilization from its origins in the Ancient Middle East until the Renaissance, emphasizing the social, political, economic, cultural, and intellectual forces that have served to shape the modern world. The focus will be on the cultural legacies and contributions of the Ancient Middle East, Greece, Rome, and the Middle Ages to the development of western civilization. (CAN HIST 2) (HIST SEQ A) AA/AS area 3B or 3C; CSU area C2 or D3; IGETC area 3.

**HIST 302  History of Western Civilization  3 Units**  
Formerly: HIST 5  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of western civilization from the Renaissance to the present, emphasizing the interplay of social, political, economic, cultural and intellectual forces in creating and shaping the modern world. The focus will be on the process of modernization, stressing the secularization of western society and examining how war and revolution have served to create our world. (CAN HIST 4) (HIST SEQ A) AA/AS area 3B or 3C; CSU C2 or D3; IGETC area 3.

**HIST 305  Women in Western Civilization  3 Units**  
Formerly: HIST 6  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of women's contributions to the major ideas, institutions and events of Western Civilization. Examines the diversified roles of women from antiquity to the present with emphasis on the interaction of the sexes. Analyzes the effects on the society of the patriarchal structure of the family and consequently the pervasive impact on all institutions of western culture. AA/AS area 3B or 3C; CSU area C2 or D3; IGETC area 3.

**HIST 307  History of World Civilizations to 1500  3 Units**  
Formerly: HIST 11  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
A survey of world civilizations from antiquity to 1500, with particular emphasis on the dynamic interaction and comparison of peoples and cultures. The focus is on the role played by social, political, economic, cultural, and religious forces in shaping the major world civilizations and the legacy of these civilizations for subsequent civilizations and our world today. (CAN HIST 14) AA/AS area 3B or 3C and 3F; CSU area C2 or D3; IGETC area 4.

**HIST 308  History of World Civilizations, 1500 to Present  3 Units**  
Formerly: HIST 12  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
A survey of world civilizations from the 16th century to the present, with particular emphasis on the dynamic interaction of peoples and cultures. The focus is on the role played by social, political, economic, cultural, and religious forces in shaping the major world civilizations and the legacy of these civilizations and our world today. (CAN HIST 16) AA/AS area 3B or 3C and 3F; CSU area C2 or D3; IGETC area 4.

**HIST 310  History of the United States  3 Units**  
Formerly: HIST 17  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of United States history from its European, African, and Native American backgrounds to 1865. The course examines the origin and development of many of this nation's political, social, economic and intellectual institutions including their influences upon contemporary American life. These analyses also emphasize such historical concepts as cause and effect, multiple causation and historical interpretation. (CAN HIST 8) AA/AS area 3C; CSU area D1; IGETC area 4; (HIST SEQ B HIST 310 and 311).

**HIST 311  History of the United States  3 Units**  
Formerly: HIST 18  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of United States History from 1865 to the present. It examines many of America's political, social, economic, and intellectual institutions, including their influences upon contemporary life. This course also examines this nation's increasing involvement in world affairs. These analyses are set within the context of such historical concepts as cause and effect, multiple causation, and historical interpretation. (CAN HIST 10) (HIST SEQ B) AA/AS area 3C; CSU area D1; IGETC area 4.
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<tr>
<th>Course Code</th>
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<th>Units</th>
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<tbody>
<tr>
<td>HIST 318</td>
<td>American Intellectual and Cultural History</td>
<td>3</td>
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<tr>
<td>HIST 323</td>
<td>History of the United States: The American Indian Experience</td>
<td>3</td>
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<tr>
<td>HIST 325</td>
<td>History of Asian/Pacific Americans</td>
<td>3</td>
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<tr>
<td>HIST 327</td>
<td>History of the Chicano/Mexican American</td>
<td>3</td>
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<tr>
<td>HIST 330</td>
<td>Women in American History</td>
<td>3</td>
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<tr>
<td>HIST 340</td>
<td>History of California through 1879</td>
<td>3</td>
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<tr>
<td>HIST 341</td>
<td>History of California: 1879 to Present</td>
<td>3</td>
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</table>

This course is a survey lecture course that examines the history of Asian immigrants and Asian Americans in the United States from 1850 to the present. It includes the process of migration and settlement in the United States by people from east Asia, southeast Asia, south Asia, and the Pacific islands. It examines the historical experience of these groups from a social, political, economic, and cultural perspective, with an emphasis on the following themes: work, family, community formation, government policies, race relations, and ethnic identities. It also addresses the contributions of Asian Americans to the multicultural development of contemporary American society, including the interaction of Asian Americans with people of European, African, Hispanic, and Native descent. AA/AS area 3C & 3F; CSU area D1; IGETC area 4.

This course is a study of the relationship between the development of American and Mexican civilization in the Western Hemisphere. Focus is on the role of the Mexican American experience as it was affected by social, political, and economic events in the U.S. Emphasis is placed on socio-cultural contributions of Mexican Americans to American institutions. AA/AS area 3C; CSU area D1; IGETC area 4.

This course offers a survey of U.S. women's history, including the origin and development of the nation's political, social, economic, and intellectual institutions, from pre-contact indigenous societies to the modern era. The diverse roles and contributions of European American, Native American, African American, Mexican American, and Asian American women are emphasized throughout the course. AA/AS areas 3C & 3F; CSU area D1; IGETC area 4.

This course is a survey of the discovery and settlement of California by the Spanish, the Mexican period, American conquest and occupation, the Gold Rush; and events through the Constitution of 1879. AA/AS area 3C; CSU area C2 and D3; IGETC area 3.

This course is a survey of California late Nineteenth and Twentieth century history emphasizing political, economic and cultural development to the present time. This course fulfills California state requirement in state and local government, but does not meet the requirement in United States Constitution. AA/AS area 3C; CSU area C2 & D3; IGETC area 3.
HIST 343  The California Mother Lode .5-3 Units
Formerly: HIST 31
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to CSU
Hours: 8-54 hours LEC, 3-18 hours LAB
This course is a history of the Mother Lode with emphasis on the Gold Rush Era and its effect on the natural environment of the region. Lecture-lab activities at selected locations in the Mother Lode region complement the classroom instruction. Each combination of classroom and on-site instruction constitutes one half unit of credit. A student may earn a maximum of 3 units. AA/AS area 3C; CSU area D3.

HIST 364  Asian Civilization 3 Units
Formerly: HIST 19
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of Asian Civilization with emphasis on South and East Asia, beginning with dawn of recorded history through 1800. The cultures of India, China, and Japan will be emphasized. AA/AS area 3B or 3C; CSU C2 or D3; IGETC area 3.

HIST 365  Asian Civilization 3 Units
Formerly: HIST 20
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the political, social, economic and cultural transformation of India, China and Japan since 1800. Emphasis on how these cultures responded to meet the changes of Western Civilization. AA/AS area 3B or 3C; CSU area C2 or D3; IGETC area 3.

HIST 367  History of Russia 3 Units
Formerly: HIST 33
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of Russian history from 1861 to the present. The course examines the major social, political, and economic developments that have shaped Russian society and culture. Special attention will be given to Russian culture, politics and protest during the 19th century, the revolutions of 1917 and the Bolshevik rise to power, the creation and expansion of the Soviet state under Stalin, and the decline and collapse of Soviet power. AA/AS area 3C; CSU area C2 and D3; IGETC area 3.

HIST 373  History of Mexico 3 Units
Formerly: HIST 10
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a survey of Indian Mexico, the Spanish conquest and fusion of two cultures; the War of Independence; the age of Santa Ana and the loss of North Mexico; the reign of Diaz; the Revolution of 1910; reconstruction and contemporary Mexico. AA/AS area 3C; CSU area C2 & D3; IGETC area 3.

HIST 480  History of Western Civilization - Honors 3 Units
Formerly: HIST 4H
Prerequisite: Cumulative GPA of 3.0 or above; ENGW 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of western civilization from its origins in the Ancient Middle East until the Renaissance. The emphasis will be on the social, political, economic, cultural and intellectual forces that have served to shape the modern world. The focus will be on challenging students to interpret the past by critically analyzing both primary sources and relevant works by leading historians. AA/AS area 3B or 3C; CSU area C2 or D3; IGETC area 3.

HIST 481  History of Western Civilization - Honors 3 Units
Formerly: HIST 5H
Prerequisite: Cumulative GPA of 3.0 or above; ENGW 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of western civilization from the Renaissance to the present. Emphasis will be on the social, political, economics, cultural and intellectual forces that have served to shape the modern world. The focus will be on challenging students to interpret the past by critically analyzing both primary sources and relevant works by leading historians. AA/AS area 3B or 3C; CSU C2 or D3; IGETC area 3.

HIST 483  History of the United States - Honors 3 Units
Formerly: HIST 17H
Prerequisite: Cumulative GPA of 3.0; ENGW 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an in-depth study of American history from the Colonial through the American Civil War eras. Particular emphasis will be placed on the interrelationships of the developing American political, economic, social, and cultural institutions. AA/AS area 3C; CSU area D1; IGETC area 4.

HIST 484  History of the United States - Honors 3 Units
Formerly: HIST 18H
Prerequisite: Cumulative GPA of 3.0 or above; ENGW 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an intensive study of American history from 1865 to the present day. Particular emphasis will be placed on the interrelationships of American political, economic, social and cultural developments. This course is designed to partially fulfill American Institutions graduation requirements. AA/AS area 3C; CSU area D1; IGETC area 4.

HIST 494  Topics in History .5-4 Units
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to CSU
Hours: 9-72 hours LEC
This course is a historical examination of significant ideas, developments and movements which had a major impact in illuminating the historic growth of civilization in the world. Covering topics from a wide range of academic disciplines including anthropology, economics, engineering, fine arts, history, law, life science, literature, mathematics, philosophy, political science, sociology, psychology and will vary in content and scope with the interests and expertise of both the instructors and the students. Modules of one unit each. In any given semester a student may enroll in from one to three modules. AA/AS area 3C.
Horticulture

Degree: A.S. - Landscape Industry
A.S. - Nursery Industry
Certificates: Landscape Industry
Nursery Industry

Area: Technical Education
Dean: Gabriel Meehan
Phone: (916) 484-8354
Counseling: (916) 484-8572

Landscape Industry Degree

The degree presents horticultural science and provides skills that relate to the landscape construction and maintenance industry. The program concentrates on plant identification, design, installation, irrigation, maintenance, soils sustainability, and disease and pest certification. Work experience is required.

Requirements for Degree Major 32-35 units

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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>HORT 100</td>
<td>Plant Diseases and Pests</td>
<td>3</td>
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<tr>
<td>HORT 105</td>
<td>Pest Control Licensing For Certification</td>
<td>2</td>
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<tr>
<td>HORT 110</td>
<td>Irrigation Design</td>
<td>2</td>
</tr>
<tr>
<td>HORT 298</td>
<td>Work Experience in Horticulture</td>
<td>1-4</td>
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<tr>
<td>HORT 300</td>
<td>Introduction to Horticulture</td>
<td>3</td>
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<tr>
<td>HORT 302</td>
<td>Soils and Plant Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HORT 305</td>
<td>Plant Materials I</td>
<td>3</td>
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<tr>
<td>HORT 306</td>
<td>Plant Materials II</td>
<td>3</td>
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<tr>
<td>HORT 320</td>
<td>Landscape Construction</td>
<td>3</td>
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<td>HORT 322</td>
<td>Landscape Graphics</td>
<td>3</td>
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<tr>
<td>HORT 324</td>
<td>Landscape Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>HORT 326</td>
<td>Landscape Design</td>
<td>3</td>
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</table>

Associate Degree Requirements: The Landscape Industry Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Landscape Industry Certificate

This certificate presents horticultural science and provides skills that relate to the landscape construction and maintenance industry. The focus of this program concentrates on plant identification, design, installation, maintenance, soils sustainability, and disease and pest certification.

Requirements for Certificate 31 units

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<tr>
<td>HORT 105</td>
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<tr>
<td>HORT 110</td>
<td>Irrigation Design</td>
<td>2</td>
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<td>HORT 300</td>
<td>Introduction to Horticulture</td>
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<tr>
<td>HORT 324</td>
<td>Landscape Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>HORT 326</td>
<td>Landscape Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Nursery Industry Degree

This degree provides a broad overview of the science of horticulture as it relates to the nursery industry. The focus of the program covers plant production and sales, plant identification, soils and fertilizers, plant diseases and pests, design and pesticide certification. Work experience is required.

Requirements for Degree Major 30-33 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 100</td>
<td>Plant Diseases and Pests</td>
<td>3</td>
</tr>
<tr>
<td>HORT 105</td>
<td>Pest Control Licensing For Certification</td>
<td>2</td>
</tr>
<tr>
<td>HORT 298</td>
<td>Work Experience in Horticulture</td>
<td>1-4</td>
</tr>
<tr>
<td>HORT 300</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HORT 302</td>
<td>Soils and Plant Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HORT 305</td>
<td>Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>HORT 306</td>
<td>Plant Materials II</td>
<td>3</td>
</tr>
<tr>
<td>HORT 310</td>
<td>Nursery Practices</td>
<td>3</td>
</tr>
<tr>
<td>HORT 312</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 322</td>
<td>Landscape Graphics</td>
<td>3</td>
</tr>
<tr>
<td>HORT 326</td>
<td>Landscape Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Nursery Industry Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Nursery Industry Certificate

This certificate provides a broad overview of the science of horticulture as it relates to the nursery industry. The focus of the program covers plant production and sales, plant identification, soils and fertilizers, plant diseases and pests, design and pesticide certification.

Requirements for Certificate 29 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HORT 100</td>
<td>Plant Diseases and Pests</td>
<td>3</td>
</tr>
<tr>
<td>HORT 105</td>
<td>Pest Control Licensing For Certification</td>
<td>2</td>
</tr>
<tr>
<td>HORT 300</td>
<td>Introduction to Horticulture</td>
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</tr>
<tr>
<td>HORT 302</td>
<td>Soils and Plant Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HORT 305</td>
<td>Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>HORT 306</td>
<td>Plant Materials II</td>
<td>3</td>
</tr>
<tr>
<td>HORT 310</td>
<td>Nursery Practices</td>
<td>3</td>
</tr>
<tr>
<td>HORT 312</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 322</td>
<td>Landscape Graphics</td>
<td>3</td>
</tr>
<tr>
<td>HORT 326</td>
<td>Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
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</tr>
<tr>
<td>HORT 100</td>
<td>Plant Diseases and Pests</td>
<td>3</td>
</tr>
<tr>
<td>HORT 105</td>
<td>Pest Control Licensing For Certification</td>
<td>2</td>
</tr>
<tr>
<td>HORT 110</td>
<td>Irrigation Design</td>
<td>2</td>
</tr>
<tr>
<td>HORT 140</td>
<td>Advanced Student Projects</td>
<td>2</td>
</tr>
<tr>
<td>HORT 298</td>
<td>Work Experience in Horticulture</td>
<td>1-4</td>
</tr>
<tr>
<td>HORT 300</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HORT 302</td>
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</tr>
<tr>
<td>HORT 305</td>
<td>Plant Materials I</td>
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</tr>
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<td>Plant Materials II</td>
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</tr>
<tr>
<td>HORT 310</td>
<td>Nursery Practices</td>
<td>3</td>
</tr>
<tr>
<td>HORT 312</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 314</td>
<td>Greenhouse Operations</td>
<td>3</td>
</tr>
<tr>
<td>HORT 320</td>
<td>Landscape Construction</td>
<td>3</td>
</tr>
<tr>
<td>HORT 322</td>
<td>Landscape Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

This course is a study of local plant diseases and pests including weed problems, recognition of symptoms and causes, plant/insect/disease life cycles, host and habitat relationships and methods of control.

This course covers the laws and regulations for operators, applicators, and advisors including the study of weeds, diseases and insects and accepted standards for control.

This course is a study of water hydraulics, irrigation equipment inclusive of heads, pipes, pumps, clocks, and valves. Irrigation design, which includes preparing plans, dealing with measurement, head layout, pipe sizing and specifications, is covered.

This course provides the student with an opportunity to pursue advanced projects which are selected by the department. This course may be taken twice for credit.

This course provides supervised work experience in the field of horticulture for the purpose of increasing students' understanding of the nature and scope of the operation of horticulture businesses. Class enrollment is dependent upon student being in a paid or volunteer work experience learning environment.

This course is a survey of principles and practices of horticulture designed to improve the knowledge of the home gardener as well as those seeking a career in horticulture. Topics include basic plant structure and function, general knowledge of plant usage, landscape planning and maintenance. AA/AS area 3A.

This course is a study of the identification, habits of growth, cultural requirements and uses of ornamental woody and herbaceous plants used in the California landscape. Emphasis is on those plants best observed in the fall and winter seasons.

This course is a study of the identification, habits of growth, cultural requirements and uses of ornamental woody and herbaceous plants used in the California landscape. Emphasis is on those plants best observed in the fall and winter seasons.

This course is an overview of the practices involved in commercial nursery operations. Topics include selling techniques, displays and advertising, and customer assistance with basic garden practices.

This course is a study of the fundamental principles involved in propagating plants including identification of facilities, equipment and techniques utilized in plant production. Topics include seed and vegetative propagation, media selection and structures.

This course is a study of the problems and practices in the management of greenhouses, including the production of specific greenhouse crops.

This course provides the theory and skills needed in the landscape construction industry. Landscape operations covered include carpentry, masonry, concrete/pavers, irrigation/drainage, low-voltage lighting, soil preparation and drainage, plant materials/turf, plan reading, estimating and bidding in the landscape trades. Field trips are required.

This course is the study of technical drafting skills and freehand graphics including line quality, lettering and organization as it relates to landscape design. It also includes an introduction to three dimensional sketching and the use of a variety of graphics skills and media.
HORT 324  Landscape Maintenance  3 Units
Prerequisite: HORT 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study of landscape maintenance of exterior and interior residential and commercial landscapes, parks, highways, and public buildings. Topics include planting, pruning, watering, fertilizing, pest control and power equipment operation and maintenance. Field trips are required.

HORT 326  Landscape Design  3 Units
Prerequisite: HORT 322 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study of the basic principles and elements of landscape design related to the problem solving process, design theory and composition, functional and design uses of landscape materials, and client and maintenance criteria.

HORT 328  Turf Grass Management  3 Units
Prerequisite: Horticulture 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study of the maintenance and management of turfgrass areas including golf greens, athletic fields, parks, as well as residential lawns.

HORT 330  Small Gas Engines  2 Units
Same As: AT 301.
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course covers troubleshooting, adjusting and maintaining small gas engines and their applications as they pertain to the automotive and horticulture industries. This course is not open to students who have taken AT 301.
# Hospitality Management

**Degree:** A.A. - Hospitality Management: Culinary Arts/Restaurant Management  
**Certificates:** Culinary Arts/Restaurant Management  
Hospitality Management: Restaurant Management  
Introductory Baking

## Culinary Arts/Restaurant Management Degree and Certificate

This degree focuses on basic and advanced culinary techniques, related to both hot food and baking. There is additional emphasis on supervisory and management skills, marketing, law, and financial accountability. The Oak Cafe is a small, fine dining restaurant that provides a management training lab for advanced students in the program.

### Career Opportunities

The hospitality industry is one of the fastest growing market segments available for entry level and professional employees. Businesses including, restaurants, hotels, theme parks, bakeries, cruise ships, caterers and grocery stores are in search of line cooks, entry level and advanced managers, chefs, sous chefs, servers and more.

### Requirements for Degree or Certificate  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 100</td>
<td>Calculations in Foodservice Occupations</td>
<td>3</td>
</tr>
<tr>
<td>HM 110</td>
<td>Management and Supervision in the Hospitality Industry</td>
<td>2</td>
</tr>
<tr>
<td>HM 115</td>
<td>Advertising and Sales in Food Service</td>
<td>2</td>
</tr>
<tr>
<td>HM 120</td>
<td>Beverage Operation</td>
<td>2</td>
</tr>
<tr>
<td>HM 125</td>
<td>Legal Aspects of the Hospitality Industry</td>
<td>2</td>
</tr>
<tr>
<td>HM 300</td>
<td>Becoming a Chef</td>
<td>3</td>
</tr>
<tr>
<td>HM 310</td>
<td>Sanitation, Safety and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>HM 315</td>
<td>Food Theory and Preparation</td>
<td>4</td>
</tr>
<tr>
<td>HM 320</td>
<td>Breads, Yeast Doughs and Pastry</td>
<td>2</td>
</tr>
<tr>
<td>HM 325</td>
<td>Fine Baking and Pastry (European)</td>
<td>2</td>
</tr>
<tr>
<td>HM 340</td>
<td>Cost Control in the Food Service Industry</td>
<td>2</td>
</tr>
<tr>
<td>HM 360</td>
<td>Professional Cooking</td>
<td>3</td>
</tr>
<tr>
<td>HM 370</td>
<td>Dining Room Management</td>
<td>2</td>
</tr>
</tbody>
</table>

*And a minimum of 5 units from the following:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 498</td>
<td>Work Experience in Hospitality Management (1 - 4)</td>
<td>5</td>
</tr>
</tbody>
</table>

*And a minimum of 3 units from the following:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 150</td>
<td>Catering (3)</td>
<td>3</td>
</tr>
<tr>
<td>HM 155</td>
<td>Mediterranean Cuisine (3)</td>
<td>3</td>
</tr>
<tr>
<td>HM 165</td>
<td>Regional American Cuisine (3)</td>
<td>3</td>
</tr>
<tr>
<td>HM 180</td>
<td>Garde Manger (3)</td>
<td>3</td>
</tr>
<tr>
<td>HM 297</td>
<td>Internship in Hospitality Management (1 - 4)</td>
<td>3</td>
</tr>
<tr>
<td>HM 330</td>
<td>Advanced Baking and Pastry (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:** The Hospitality Management: Culinary Arts/Restaurant Management Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

## Hospitality Management: Restaurant Management Certificate

This Certificate provides hands-on learning with an emphasis on supervisory and management skills in the restaurant environment. Management and the front-of-the-house skills are emphasized, with students learning basic culinary skills. The Oak Cafe is a small, fine dining restaurant that provides a management training lab for advanced students in the program.

### Career Opportunities

The continued growth of the hospitality industry has resulted in an increased need for qualified managers, both entry level and advanced, in all levels of restaurants, hotels, bakeries and other food service and hospitality establishments.

### Requirements for Certificate  

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>HM 100</td>
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<tr>
<td>HM 110</td>
<td>Management and Supervision in the Hospitality Industry</td>
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</tr>
<tr>
<td>HM 115</td>
<td>Advertising and Sales in Food Service</td>
<td>2</td>
</tr>
<tr>
<td>HM 120</td>
<td>Beverage Operation</td>
<td>2</td>
</tr>
<tr>
<td>HM 300</td>
<td>Becoming a Chef</td>
<td>3</td>
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<td>HM 310</td>
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<td>Food Theory and Preparation</td>
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<td>HM 340</td>
<td>Cost Control in the Food Service Industry</td>
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<td>Dining Room Management</td>
<td>2</td>
</tr>
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</table>

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<tbody>
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<td>HM 498</td>
<td>Work Experience in Hospitality Management (1 - 4)</td>
<td>5</td>
</tr>
</tbody>
</table>

**Introductory Baking Certificate**

The Introductory Baking certificate provides hands-on learning, focusing on job skills with an emphasis on baking and pastry. It includes production baking, candies, wedding and specialty cakes, plated desserts and artisan breads.

### Requirements for Certificate  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 300</td>
<td>Becoming a Chef</td>
<td>3</td>
</tr>
<tr>
<td>HM 310</td>
<td>Sanitation, Safety and Equipment</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
</tr>
</tbody>
</table>

**Associate Degree Requirements:** The Hospitality Management: Culinary Arts/Restaurant Management Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
HM 100 Calculations in Foodservice Occupations 3 Units
Prerequisite: None
Advisory: MATH 25 or placement through assessment process.
Hours: 54 hours LEC
This course is a study of mathematical principles in the context of commercial food production. Topics include study of recipe conversions and yields, production baking formulas, weights and measures, the metric system, and recipe and food cost analysis.

HM 101 Introductory Culinary Skills 1.5 Units
Prerequisite: None
Hours: 27 hours LEC
This introductory course is designed to provide the foundation for all entry level food preparation courses. It focuses extensively on the development of job skills, equipment utilization, weights, measurements, knife speed and accuracy, as well as kitchen product identification.

HM 110 Management and Supervision in the Hospitality Industry 2 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
The role of management in supervision including profiles of effective management styles, supervision and leadership is covered. Current theories of management and supervision of service industry are introduced.

HM 115 Advertising and Sales in Food Service 2 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
This course is an introductory presentation of principles involved in advertising for food service establishments. Topics covered include menu planning, design and pricing, marketing plans, market information systems, consumer behavior and internal and external promotions.

HM 120 Beverage Operation 2 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
This course is a study of beverages, both alcoholic and non-alcoholic, used in the food service industry. Topics include: beverage composition, production methods and regions, quality, characteristics, uses in drinks and food, beverage service; wine analysis, service and pairing with food; government regulations and licenses. Field trips are included.

HM 125 Legal Aspects of the Hospitality Industry 2 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
This course provides an explanation of legal aspects of the food service industry. Topics include government regulations, patron safety and rights; liability issues for food, alcohol, property and ownership protection; employee issues of fair hire and termination and forms of business organization.

HM 150 Catering 3 Units
Prerequisite: HM 315 with a grade of “C” or better.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment.
Hours: 18 hours LEC; 108 hours LAB
This course covers the business and culinary aspects of catering. Topics include starting a catering business, laws, licenses, taxes, insurance and contracts. Also included are interviewing clients and organizing catered menus and events; pricing menus and services; staffing, equipping, and transporting catered services; culinary techniques; and weddings and receptions. Off-campus catering events are required.

HM 155 Mediterranean Cuisine 3 Units
Prerequisite: HM 315 with a grade of “C” or better.
Advisory: HM 100 and 310.
Hours: 36 hours LEC; 54 hours LAB
This course presents the study of ingredients and culinary techniques used in preparing foods from the Mediterranean including France, Italy, Sicily, Greece, Spain, North Africa and regional focuses within these areas. The laboratory component includes skills development, production and the use of equipment specific to preparation of Mediterranean foods.

HM 165 Regional American Cuisine 3 Units
Prerequisite: None
Advisory: HM 100, 310, and 315.
Hours: 36 hours LEC; 54 hours LAB
This course presents the study of ingredients and culinary techniques used in the preparation of foods from a variety of North American cuisines, including New England, Floribian, Cajun, Californian, Midwestern, Southern, Pacific Northwestern, and others. Topics include the foods indigenous to the regions and the influences of early settlers. The laboratory component includes skills development, production and the use of equipment specific to those individual areas.

HM 180 Garde Manger 3 Units
Prerequisite: HM 315 with a grade of “C” or better.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC; 54 hours LAB
This course focuses on the art of the cold kitchen with emphasis on both modern and classical techniques. Topics covered include hors d’oeuvre, canapés, salads, brining, pickling, curing, and smoking. It also includes basic charcuterie with emphasis on forcemeats, mousseulines, terrines, patés, galantines and sausages.

HM 290 Competitive Culinary Training 2-4 Units
Prerequisite: Hospitality Management 315 with a “C” or better.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment.
Hours: 18 hours LEC; 60-225 hours LAB
This course is a cooperative effort between the college, The American Culinary Federation and The Capital Chef’s Associations. Students will work with instructors and local chefs to prepare themselves to compete in regional and national culinary competitions, using the American Culinary Federation format. Labs will include knife skills and hot food preparation. Field trips to local restaurants will be included to work with local chefs. This course may be taken 4 times for a maximum of 12 units.

HM 297 Internship in Hospitality Management 4 Units
Prerequisite: Must have completed 15 units in Hospitality Management with a grade of “C” or better.
Advisory: MATH 25, ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment process.
Hours: 18 hours LEC; 60-225 hours LAB
This course is a cooperative effort between the college and hospitality industries in the community to provide training through practical on-the-job experience. Internship sponsors/employers assist in the acquisition of skills and application of knowledge learned in the classroom. May be taken 4 times for credit for a maximum of 8 units.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Transferable to CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 300</td>
<td>Becoming a Chef</td>
<td>3</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
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<td></td>
<td>This course will cover the history of the culinary profession, explore the numerous avenues of opportunity, and study the advantages of continuing education in the field. Field trips provide exposure to different types of kitchens, industry food shows, and produce markets. The course covers the backgrounds and approaches of successful chefs and restaurateurs.</td>
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<tr>
<td>HM 310</td>
<td>Sanitation, Safety and Equipment</td>
<td>3</td>
<td>None</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
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<tr>
<td></td>
<td>This course covers all phases of food sanitation; cause, control and investigation of illnesses caused by food contamination; sanitary practices in food preparation, proper dishwashing procedures; sanitation of kitchen, dining room, and all equipment; cleaning materials and procedures; garbage and refuse disposal. The course includes general safety precautions, including elementary first aid; maintenance and operation of appropriate food service equipment; and elements of kitchen planning and types of equipment used.</td>
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<tr>
<td>HM 315</td>
<td>Food Theory and Preparation</td>
<td>4</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 36 hours LEC</td>
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<tr>
<td></td>
<td>This course is a comprehensive study of basic principles of food science and theory and techniques involved in food preparation. A study of the factors that influence foods and the changes which occur in foods during preparation. Emphasis is on basic cooking skills and theory application. (CAN FCS 8)</td>
<td></td>
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<tr>
<td>HM 320</td>
<td>Breads, Yeast Doughs and Pastry</td>
<td>2</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 18 hours LEC</td>
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<td></td>
<td>This course covers theory and principles of doughs, yeast and pastries with emphasis in bread production, sweet and savory doughs, and egg doughs. Topics include: croissant, puff dough, and pate-a-choux, traditional breakfast pastries and American cookies and teacakes. All lectures and laboratory material is intended for students interested in commercial application in restaurants, bakeries and other food service facilities. Laboratory work allows individual and quantity production of products studied.</td>
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<tr>
<td>HM 325</td>
<td>Fine Baking and Pastry (European)</td>
<td>2</td>
<td>HM 320 with a grade of “C” or better.</td>
<td>Yes</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 18 hours LEC</td>
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<td></td>
<td>This course covers the theory and principles of fine baking and pastry with emphasis on the European tradition. Concentration is on cakes, fine pastry, chocolate work, decoration, and classic and modern desserts. All lecture and laboratory material is intended for students interested in commercial application in restaurants, bakeries and other food service facilities. Laboratory work allows individual and quantity production of products studied.</td>
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<tr>
<td>HM 330</td>
<td>Advanced Baking and Pastry</td>
<td>3</td>
<td>HM 310, 320, and 325 with grades of “C” or better.</td>
<td>Yes</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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<td></td>
<td>This course focuses on commercial production of baked products, pastries, candies, restaurant style desserts and wedding cakes. Lecture emphasizes advanced baking science; laboratory hours are spent in commercial production. Products include European style breads, restaurant style plate presentation, frozen desserts, tortes, cakes, sauces, tarts, pulled sugar, piping and chocolate work. Emphasis is placed on production of high quality products and professional presentation. Field trips to professional bakeries are required.</td>
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<tr>
<td>HM 340</td>
<td>Cost Control in the Food Service Industry</td>
<td>2</td>
<td>None</td>
<td>Yes</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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<td></td>
<td>This course covers accounting and cost control principles in the food service industry. It includes the use of accounting techniques to analyze food and labor cost control, business operations, budgeting, financing and profit and loss statements.</td>
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<tr>
<td>HM 360</td>
<td>Professional Cooking</td>
<td>3</td>
<td>HM 315 with a grade of “C” or better.</td>
<td>Yes</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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<td>This course presents the study of intermediate culinary techniques, production standards, recipe analysis, presentation, stocks, sauces, and major ingredients used in professional cooking. The laboratory component includes use of equipment, skills development and time management in the commercial kitchen.</td>
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<tr>
<td>HM 370</td>
<td>Dining Room Management</td>
<td>2</td>
<td>HM 100 and 310.</td>
<td>Yes</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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<td>This course focuses on restaurant management with emphasis on service and the dining room. Topics include the historical view of service, quality and exceeding expectations, methods of service, management of service operations and personnel, internal and external marketing, and daily reports and controls. Work experience component allows for hands-on experience running the dining room of the Oak Café two days a week.</td>
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<tr>
<td>HM 380</td>
<td>Restaurant Management and Production</td>
<td>3</td>
<td>HM 100, 310, 315, 320, 325, and 360 with grades of “C” or better.</td>
<td>Yes</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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<td>This course focuses on restaurant management with emphasis on the kitchen. It includes the study of successful restaurant concepts, food styles and ethnic influences, production methods and standards, menu design, including specific purchasing and cost control, application of sanitation and safety standards, employee scheduling, motivation and supervision, and product marketing. Students practice concepts in the work experience portion of the class as they work in the Oak Café two days a week.</td>
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</tbody>
</table>
HM 494  Topics in Hospitality Management  .5-4 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 9-72 hours LEC
This course is designed to give students an opportunity to study topics in Hospitality which are job oriented and not included in current offerings. The course may be repeated for up to 6 units of credit provided there is no duplication of topics.

HM 498  Work Experience in Hospitality Management  2-4 Units
Formerly: HM 48
Prerequisite: None
Corequisite: Maintain a minimum of 7 units.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 18 hours LEC; 60-225 hours LAB
This course is a cooperative effort between the college and hospitality employers in the community. Discussion topics include performance based objectives, resume writing, interviewing and career planning. May be taken 4 times for credit up to 12 units.
American River College’s counseling and guidance classes are designed to help the student in achieving success in college through a variety of classes, which include study skills, exploration of careers, and field experience in the disabled student services program.

**HCD 111 College Discovery Program**  1 Unit  
*Prerequisite: None*  
*Hours: 18 hours LEC*  
This course is a review of opportunities and resources relevant to student success at American River College. It will focus on goals and objectives, campus requirements, and skills, techniques, and attitudes compatible with student progress. Examination of student services, instructional area, and campus life. May be taken twice for credit.

**HCD 114 Human Potential Seminar**  2 Units  
*Formerly: HCD 53*  
*Prerequisite: None*  
*Hours: 36 hours LEC*  
This course provides an in-depth examination of techniques to be used in enhancing one’s chances for success in college. It is designed to meet the needs of students who are experiencing difficulty in achieving their goals in higher education. It is required for most dismissed students for readmission to the college.

**HCD 117 Adult Opportunity Program**  1 Unit  
*Formerly: HCD 56*  
*Prerequisite: None*  
*Hours: 18 hours LEC*  
This course explores opportunities for adults and assists them with decision making on careers, community service, education and personal enrichment. Includes testing, goal planning and orientation to American River College. Offered on a credit/no credit basis.

**HCD 136 Careers and the World of Work**  3 Units  
*Prerequisite: None*  
*Hours: 54 hours LEC*  
This course provides career planning based on the measurement of aptitude, interest, personality traits, values, and skills. It develops strategies for a career campaign, including cover letter/resume writing. It concentrates on the physical and emotional demands of work, the study of work among professional, technical, and laboring groups, as well as large and small companies.

**HCD 310 College Success**  3 Units  
*Prerequisite: None*  
*Advisory: Eligibility for ENGRD 116 or ESLR 320; ENGRW 102 or 103 or ESLW 320.*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  
This course will cover the skills and knowledge necessary for college success. Topics to be covered include motivation and self discipline, learning styles, memory development, time management, communication skills, goal-setting, study techniques, critical thinking skills, and personal issues that face many college students. Campus resources and college regulations will also be covered. AA/AS area 3E.

**HCD 316 Athletic Seminar**  1 Unit  
*Prerequisite: None*  
*Course Transferable to CSU*  
*Hours: 18 hours LEC*  
This course addresses the concerns and issues of student athletes. Course topics include support services at ARC, educational planning, career planning, study skills, two-year and four-year eligibility rules, recruitment rules, and nutrition.

**HCD 318 Transfer: Making It Happen**  2 Units  
*Prerequisite: None*  
*Course Transferable to CSU*  
*Hours: 36 hours LEC*  
This course provides the necessary tools and skills to successfully transfer from a community college to a four-year college or university. In addition, it demonstrates the applications of knowledge from college research, self-analysis, and differentiation between college selection and majors. AA/AS area 3E.

**HCD 330 Life and Career Planning**  1 Unit  
*Prerequisite: None*  
*Advisory: ENGWR 51 or ESLR 310 or ESLW 310.*  
*Course Transferable to CSU*  
*Hours: 18 hours LEC*  
This course is a comprehensive approach to life and career planning based on extensive measurement of aptitude, interests, personality type, values, and skills. Personal and career goals are formulated using career research and decision-making strategies. Course topics include changing career trends and job search techniques. AA/AS area 3E.

**HCD 331 Career and Job Search Strategies**  1 Unit  
*Prerequisite: None*  
*Advisory: HCD 330.*  
*Course Transferable to CSU*  
*Hours: 18 hours LEC*  
This course is designed to assist in the development of research skills in preparation for future employment in a competitive employment market. Topics include researching career fields, setting specific career/educational goals, and examining employment trends. It also includes resume writing, interview skills, and job search strategies. AA/AS area 3E.

**HCD 336 Exploring Health Careers**  1 Unit  
*Prerequisite: None*  
*Course Transferable to CSU*  
*Hours: 18 hours LEC*  
This course will introduce a wide variety of health-related occupations with particular emphasis on educational programs and career opportunities. Through analysis of interests, personality, and research, an individual college and career plan will be developed. AA/AS area 3E.
HCD 337  Volunteer Experience in Health Careers  1.5 Units
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103 or ESLW 320 or ESLL 320, HCD 336.
Course Transferable to CSU
Hours: 9 hours LEC, 54 hours LAB
This course offers an opportunity to obtain a “hands-on” volunteer health career experience. Placement will be in hospitals, dental offices, physical therapy clinics, animal health centers, or other locations utilizing health professionals. May be taken twice for credit.

HCD 380  Specific Learning Skills Assessment  1 Unit
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course is designed for the student with special learning difficulties who may have a specific learning disability. Individual assessment of learning strengths and weaknesses will be completed to determine eligibility for Learning Disabilities services using criteria mandated by the California community college system. Offered on a credit/no credit basis only.

HCD 382  Specific Learning Strategies  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course provides learning support related to specific learning disabilities. It will present academic strategies to compensate for learning disabilities in order to provide for success in other college course work. May be taken twice for credit.

HCD 384  Field Experience in Disabled Student Programs and Services  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or ESLR 320.
Course Transferable to CSU
Hours: 162 hours LAB
This course provides the student with an in-depth understanding, increased knowledge, and direct application of the techniques and skills required to assist disabled students to be successful in the college setting. The majority of course time will be spent providing support services to students with disabilities. Placement will be determined by the instructor. May be taken three times for credit.

HCD 386  Experiences in Disabled Student Programs and Services  .5-3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or ESLR 320.
Course Transferable to CSU
Hours: 27-162 hours LAB
This course allows students an initial opportunity to provide direct, supervised services to disabled college students, thereby assisting in their adaptation to the physical and academic environment of the community college setting. Placement on campus determined by instructor. Course can be entered up to twelfth (12th) week. May be taken for a maximum of nine (9) units.
Human Services Degree and Certificate

The program in Human Services centers around the broad array of entry level skills and abilities effectively used in social service delivery systems. Coursework includes the twelve helper core function applications in client screening, intake, assessment, orientation, counseling, evaluation, client’s rights, confidentiality, crisis intervention, client education, professional ethics, and reports and record keeping.

Requirements for Degree or Certificate 33 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>HSER 300</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSER 310</td>
<td>Ethical Issues and Client’s Rights (3)</td>
<td>3</td>
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<tr>
<td>or GERON 304</td>
<td>Ethical Issues and Client’s Rights (3)</td>
<td>3</td>
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<tr>
<td>HSER 330</td>
<td>Issues of Diverse Populations (3)</td>
<td>3</td>
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<tr>
<td>or PSYC 365</td>
<td>Issues of Diverse Populations (3)</td>
<td>3</td>
</tr>
<tr>
<td>HSER 340</td>
<td>Introduction to Chemical Dependency (3)</td>
<td>3</td>
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<tr>
<td>or PSYC 400</td>
<td>Introduction to Chemical Dependency (3)</td>
<td>3</td>
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<tr>
<td>HSER 360</td>
<td>Techniques of Interviewing and Counseling</td>
<td>3</td>
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<tr>
<td>or PSYC 305</td>
<td>Personal Growth and Adjustment (3)</td>
<td>3</td>
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<tr>
<td>PSYC 300</td>
<td>General Principles (3)</td>
<td>3</td>
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<tr>
<td>or PSYC 305</td>
<td>Personal Growth and Adjustment (3)</td>
<td>3</td>
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<tr>
<td>PSYC 340</td>
<td>Abnormal Behavior</td>
<td>3</td>
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<tr>
<td>SOC 300</td>
<td>Introductory Sociology</td>
<td>3</td>
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<tr>
<td>And a minimum of 6 units from the following: 6</td>
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<tr>
<td>HSER 362</td>
<td>Practices in Human Services (3)</td>
<td>3</td>
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<tr>
<td>1HSER 362 must be taken twice.</td>
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</table>

Associate Degree Requirements: The Human Services Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Chemical Dependency Studies Degree and Certificate

The program in Chemical Dependency Studies centers around the specific skills and abilities necessary to provide comprehensive drug and alcohol counseling. Course work includes the twelve counselor core function applications in addiction screening, intake, assessment, orientation, counseling, crisis intervention, consultation, clients education, client’s rights, confidentiality, professional ethics, and reports and record keeping.

Career Opportunities

Upon completion of the program a student possesses the coursework required for initial certification as a California drug and alcohol counselor (CDAC).

Requirements for Degree or Certificate 36 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HSER 300</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSER 310</td>
<td>Ethical Issues and Client’s Rights (3)</td>
<td>3</td>
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<tr>
<td>or GERON 304</td>
<td>Ethical Issues and Client’s Rights (3)</td>
<td>3</td>
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<tr>
<td>HSER 330</td>
<td>Issues of Diverse Populations (3)</td>
<td>3</td>
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<tr>
<td>or PSYC 365</td>
<td>Issues of Diverse Populations (3)</td>
<td>3</td>
</tr>
<tr>
<td>HSER 340</td>
<td>Introduction to Chemical Dependency (3)</td>
<td>3</td>
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<tr>
<td>or PSYC 400</td>
<td>Introduction to Chemical Dependency (3)</td>
<td>3</td>
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</tbody>
</table>

Associate Degree Requirements: The Chemical Dependency Studies Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

HSER 341  Physiology and Pharmacology: Alcohol & Other Drugs (3)
HSER 342  Physiology and Pharmacology: Alcohol & Other Drugs (3)
HSER 343  Alcoholism: Intervention, Treatment & Recovery (3)
HSER 344  Alcoholism: Intervention, Treatment & Recovery (3)
HSER 360  Techniques of Interviewing and Counseling
HSER 365  Techniques of Group Counseling
PSYC 300  General Principles (3)
PSYC 305  Personal Growth and Adjustment (3)
PSYC 340  Abnormal Behavior
And a minimum of 6 units from the following: 6
HSER 362 Practices in Human Services (3)
1HSER 362 must be taken twice.

HSER 300 Introduction to Human Services 3 Units
Formerly: HSER 14
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a comprehensive overview of the field of Human Services and an introduction to attitudes and methods that enhance communication skills in human relations and enable effective intervention in problem situations. Emphasis is on the roles and skills of associate professionals such as health workers, activity directors with the elderly, and children’s welfare assistants, group techniques are emphasized. Required for the Human Services and the Chemical Dependency Studies majors.

HSER 310 Ethical Issues and Client’s Rights 3 Units
Same As: GERON 304.
Prerequisite: None
Course: HSER 300 or 320.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Course Transferable to CSU
Hours: 54 hours LEC
This course is a comprehensive exploration of the basic ethical issues involving human services delivery. Topics include: professional ethics, confidentiality, counselor and clients’ right and other areas involving ethical controversies. Not open to students who have completed GERON 304.

HSER 320 Introduction to the Principles of Psychiatric Rehabilitation 3 Units
Formerly: HSER 13
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the principles and practices of psycho-social rehabilitation (PSR) used for working with individuals who have severe mental illness to live successfully in community-based settings. Emphasis is on the roles and skills of unlicensed mental health workers in hospitals, treatment and social rehabilitation settings.

**HSER 330 Issues of Diverse Populations 3 Units**

Same As: PSYC 365.

Prerequisite: None

Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.

Course Transferable to CSU

Hours: 54 hours LEC

This course is a study of the values, problems, issues, concerns and counseling needs of special population groups including the elderly, African Americans, Hispanics, Asians, Native Americans, homosexuals, the poor and terminally ill. It also includes the nature and extent of chemical dependency and other addictive behaviors. Not open to students who have completed PSYC 365. AA/AS areas 3C & 3F; CSU area E1

**HSER 340 Introduction to Chemical Dependency 3 Units**

Same As: PSYC 400.

Prerequisite: None

Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.

Course Transferable to CSU

Hours: 54 hours LEC

This course is a survey that examines the physiological effects of chemical dependency on the individual. Included is an analysis of the effects of substance abuse on the family; the sociological, economic conditions contributing to substance abuse; and a description of community efforts at prevention and treatment. Not open to students who have completed PSYC 400. AA/AS area 3E; CSU area E1.

**HSER 341 Physiology and Pharmacology: Alcohol and Other Drugs 3 Units**

Same As: PSYC 401.

Prerequisite: HSER 340/PSYC 400 with a grade of “C” or better.

Course Transferable to CSU

Hours: 54 hours LEC

This course is a study of the chemical composition of alcohol and the mechanism of action in the body of alcohol and other psychoactive drugs, including opiates, stimulants, depressants, psychotherapeutics, and psychedelics. Also included are the social and psychological implication of tolerance, habituation, and substance abuse of the user and abuser. Not open to students who have completed PSYC 401.

**HSER 342 Alcoholism: Intervention, Treatment and Recovery 3 Units**

Same As: PSYC 402.

Prerequisite: HSER 341/PSYC 401 with a grade of “C” or better.

Course Transferable to CSU

Hours: 54 hours LEC

This course is a study of techniques used in the treatment of chemical dependency and an evaluation of intervention, individual and group counseling, detoxification, twelve step program, therapeutic communities, and aftercare programs. Not open to students who have completed PSYC 402.

**HSER 360 Techniques of Interviewing and Counseling 3 Units**

Formerly: HSER 41

Prerequisite: HSER 300 and PSYC 300 or 305 with a grade of “C” or better.

Corequisite: HSER 310.

Course Transferable to CSU

Hours: 54 hours LEC

This course is a survey of interview-counseling techniques appropriate for paraprofessionals in mental health, corrections, and substance abuse counseling. The course includes theories of family co-dependency and techniques for counseling the family and significant others of substance abusers.

**HSER 362 Practices in Human Services 3 Units**

Prerequisite: None

Corequisite: HSER 300 and HSER 360 or 365

Enrollment Limitation: Completion of the American River College Human Services Agency placement process.

Course Transferable to CSU

Hours: 18 hours LEC; 108 hours LAB

This course provides advanced study and supervised field experience in public and/or private agencies providing mental health, corrections, chemical dependency, and child/adolescent treatment services. Students apply concepts, values, and skills acquired in other core courses to the process of helping others. This course may be taken three times for credit/no credit only.

**HSER 365 Techniques of Group Counseling 3 Units**

Formerly: HSER 42

Prerequisite: HSER 360 with a grade of a “C” or better.

Course Transferable to CSU

Hours: 54 hours LEC

This course covers the basic assumptions of group counseling, and ethical issues are compared, contrasted and analyzed. Primary emphasis is on the use of facilitating skills and group dynamics.

**HSER 494 Topics in Human Services 3 Units**

Formerly: HSER 16

Prerequisite: None

Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW 320 or placement through the assessment process.

Course Transferable to CSU

Hours: 54 hours LEC

This course is a concentrated study of current issues in the field of psychosocial rehabilitation. Topics will reflect contemporary issues and problems in the areas of treatment, recovery, advocacy, and future trends. Emphasis will be in the promotion and support of community-based systems of service.

**HSER 498 Work Experience In Human Services 1-4 Units**

Formerly: HSER 48

Prerequisite: None

Course Transferable to CSU

Hours: 18-72 hours LEC
Humanities courses at ARC emphasize the connections between the arts of major cultures in a process which analyzes the core values of a specific age or place. Art, literature, music, and philosophy are viewed in the historical contexts of classical and modern Europe, the cultures of the Americas, and the civilizations of the East. Courses also provide introductions to the Middle East and to the biblical traditions of the Old and New Testament.

**HUM 300 Classical Humanities 3 Units**  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of Western culture that focuses on the human values expressed through painting, sculpture, architecture, music, literature, and philosophy. Emphasis is on the civilizations of Greece, Rome, and the Middle Ages. AA/AS area 3B; CSU area C2; IGETC area 3.

**HUM 310 Modern Humanities 3 Units**  
Prerequisite: None  
Advisory: ENGW 102, ENGW 103, or ESLW 320; or placement through the assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This course is a survey of Western culture that focuses on the human values expressed through painting, sculpture, architecture, music, literature, and philosophy. Emphasis is on the period from the Renaissance to the Modern Age. AA/AS area 3B; CSU area C2; IGETC area 3.

**HUM 320 Asian Humanities 3 Units**  
Prerequisite: None  
Advisory: ENGW 102, 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This course surveys traditions, cultures, literature, art, music and film of India, China, and Japan from ancient times to the present. Emphasis is on the inter-relationships of the arts, literatures and philosophies in their historical contexts within each geographical area. AA/AS areas 3B & 3F; CSU area C2; IGETC area 3.

**HUM 322 Humanities of the Ancient Near East 3 Units**  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
A study of the arts, cultures, and philosophies of the ancient civilizations of Mesopotamia, Egypt, and Palestine, from the development of writing (c. 3100 B.C.) to the Roman Empire (c. 30 B.C.). Emphasis on the literature, art, and architecture of each, as products of technological and political achievements. AA/AS area 3B; CSU area C2; IGETC area 3.

**HUM 325 Humanistic Interaction, Development, and Contemporary Issues 3 Units**  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This course surveys the cultures of the Middle East, with an emphasis on the analysis and appreciation of the arts, architecture, music, and sacred and secular texts of Egypt, Israel, Saudi Arabia, Iran, Iraq, Turkey and other countries from ancient to modern times, as they apply to cultural and political developments. AA/AS area 3B; CSU area C2; IGETC area 3.

**HUM 330 Asian Humanities 3 Units**  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
Fine arts of the Western Hemisphere from antiquity to contemporary times, with an emphasis on an awareness of and a sensitivity to the literature, philosophy, sculpture, art, architecture, and music of the past and present, and a special attention to the distinctively American aspects of those arts and their difference from the European tradition. AA/AS areas 3B & 3F; CSU area C2; IGETC area 3.

**HUM 332 Humanities of the Americas 3 Units**  
Prerequisite: None  
Advisory: ENGW 102, 103, or ESLW 320 or placement by assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This course provides a literary and cultural approach to the American culture. The course will explore the ancient Native American societies of the Americas, and their influence on the development of the modern American culture. AA/AS area 3B; CSU area C2; IGETC area 3.

**HUM 350 Introduction to the Old Testament (The Hebrew Bible) 3 Units**  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320, and ENGRD 116.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This course provides a literary and historical approach to The Hebrew Bible. The course will explore the ancient Israelite society prior to the Common Era through a study of the Old Testament of the Bible, cultural artifacts, and other writings of contemporaneous societies of the ancient near east. AA/AS area 3B; CSU area C2; IGETC area 3.

**HUM 360 Introduction to the New Testament 3 Units**  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This is a course whose approach is historical and cultural and situates the documents of the early Christian community in relation to both Judaism, out of which it grew, and the Roman world. Important topics include origin of the gospels, the nature of inspiration, origin and development of the early Church and the role of Paul. AA/AS area 3B; CSU area C2; IGETC area 3.

**HUM 365 Honors Classical Humanities 1 Unit**  
Prerequisite: 3.0 or better cumulative GPA.  
Corequisite: HUM 300 and ENGW 300.  
Course Transferable to UC/CSU  
Hours: 18 hour LEC  
This honors course supplements HUM 300. It is an in-depth investigation of seminal works and thought in Western culture from antiquity to the Renaissance. The seminar format requires significant reading and presentation commitments. CSU area 3C.
HUM 482  Honors Modern Humanities  1 Unit
Prerequisite: 3.0 or better cumulative GPA.
Corequisite: HUM 310 and ENGWR 300.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This honors course supplements Humanities 310. It is an in-depth investigation of seminal works and thought in Western culture from the Renaissance to the present. The seminar format requires significant reading and presentation commitments. CSU area 3C.

HUM 494  Topics in Humanities  .5-4 Units
Prerequisite: None
Advisory: ENGWR 102 or ESLW 320 or placement through assessment.
Course Transferable to CSU
Hours: 9-72 hours LEC
This course will provide the opportunity for concentrated study on specialized topics in the Humanities. Each offering focuses on the integration of arts and ideas in the works of a particular time and place and/or illuminates a selected theme. Refer to class schedule for current topic. Individual field trips may be required. Course may be taken for a maximum of 6 units.
Interior Design

Degree: A.A. - Interior Design
Certificates: Kitchen and Bath Design
Interior Retail Merchandising
Para-Professional Interior Design Assistant

Interior Design Degree

The A.A. degree in interior design provides a foundation of education and skills for students in the ever-expanding field of interior design, or employment upon graduation. Topics include space planning, building and life-safety codes and the American Disabilities Act, reading construction documents, architectural and furniture history and much more for a comprehensive curriculum. This degree includes an internship within the interior design industry.

Career Opportunities

Within the field of interior design there are a variety of career options. Residential design by itself or with a specialty of kitchen and bath design, transgenerational design, home office and theater design. Commercial design includes space planning, hospitality (restaurant, hotel, cruise ship) design, set design, historical and adaptive re-use design are just to name a few. Product design, retail sales, buyer, manufacturer’s representative, facilities managers are part of the interior design field as well.

Requirements for Degree Major 47 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ART 320</td>
<td>Design: Fundamentals</td>
<td>3</td>
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<tr>
<td>FASHN 320</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>IDES 300</td>
<td>Fundamentals of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>IDES 310</td>
<td>History of Interior Architecture and Furnishings I</td>
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</tr>
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<td>History of Interior Architecture and Furnishings II</td>
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<tr>
<td>IDES 351</td>
<td>Codes and Universal Access Lab</td>
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<tr>
<td>IDES 354</td>
<td>Reading Construction Documents</td>
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<td>IDES 497</td>
<td>Internship in Interior Design (1 - 4)</td>
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<td>ART 323</td>
<td>Design: Color Theory (3)</td>
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<td>ARTH 302</td>
<td>Art: Stone Age Through the Middle Ages (3)</td>
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<tr>
<td>ARTH 308</td>
<td>Renaissance Tradition in Art (3)</td>
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<td>ARTH 310</td>
<td>Modern Art (3)</td>
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<td>ARTH 322</td>
<td>Art History of the Non-Western World (3)</td>
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<tr>
<td>DESIGN 100</td>
<td>Introduction to Computer Aided Drafting and Design (CADD) (3)</td>
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<tr>
<td>DESIGN 320</td>
<td>Three Dimensional Graphics and Design (3)</td>
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</tbody>
</table>

Associate Degree Requirements: The Interior Design Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Area: Fine & Applied Arts
Dean: Dr. David Nezhnham
Phone: (916) 484-8433
Counseling: (916) 484-8572

Kitchen and Bath Design Certificate

This certificate covers the design of efficient and aesthetic kitchens and baths, including space considerations, equipment, materials, building codes and human factors. Designing for clients with special needs, working with challenging spaces, and theme design are included. Residential lighting is included. This certificate facilitates the needs of those trying to pass the National Kitchen and Bath Association certification exam.

Career Opportunities

Students completing this certificate can have careers in the kitchen and bath industry. It might include being a designer, a product representative, or showroom work.

Requirements for Certificate 29 units

<table>
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<tr>
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<tbody>
<tr>
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<td>Beginning Interior Design Studio</td>
<td>3</td>
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<td>IDES 334</td>
<td>Interior Environment and Space Planning</td>
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<td>IDES 341</td>
<td>Intermediate CADD for Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>IDES 342</td>
<td>CADD for Kitchen and Bath Design</td>
<td>2</td>
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<tr>
<td>IDES 350</td>
<td>Codes and Universal Access for Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>IDES 354</td>
<td>Reading Construction Documents</td>
<td>2</td>
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<tr>
<td>IDES 361</td>
<td>Beginning Kitchen Design</td>
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<tr>
<td>IDES 362</td>
<td>Advanced Kitchen Design</td>
<td>3</td>
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<tr>
<td>IDES 375</td>
<td>Beginning Bath Design</td>
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<td>IDES 376</td>
<td>Advanced Bath Design</td>
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<td>Advanced Bath Design</td>
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<td>IDES 376</td>
<td>Advanced Bath Design</td>
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<tr>
<td>IDES 498</td>
<td>Work Experience in Interior Design (1 - 4)</td>
<td>3</td>
</tr>
</tbody>
</table>

Interior Retail Merchandising Certificate

The Level I certificate in interior design provides a foundation of education and skills for students in the ever-expanding field of interior design, or employment upon completion. Topics include the materials of interior design, architectural and furniture history, business practices and much more for a comprehensive curriculum.

Career Opportunities

Within the field of interior design there are a variety of career options; residential design by itself or home office and theater design. Retail sales, buyer, manufacturer’s representative, facilities managers are part of our field too.

Requirements for Certificate 24 units

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<tbody>
<tr>
<td>ART 320</td>
<td>Design: Fundamentals</td>
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<td>FASHN 320</td>
<td>Textiles</td>
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<td>IDES 300</td>
<td>Fundamentals of Interior Design</td>
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<td>ART 323</td>
<td>Design: Color Theory (3)</td>
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<td>ARTH 398</td>
<td>Renaissance Tradition in Art (3)</td>
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<td>ARTH 310</td>
<td>Modern Art (3)</td>
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<td>ARTH 322</td>
<td>Art History of the Non-Western World (3)</td>
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<tr>
<td>DESIGN 100</td>
<td>Introduction to Computer Aided Drafting and Design (CADD) (3)</td>
<td></td>
</tr>
<tr>
<td>DESIGN 320</td>
<td>Three Dimensional Graphics and Design (3)</td>
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</tbody>
</table>
Para-Professional Interior Design Assistant Certificate

The Level II certificate in interior design provides a foundation of education and skills for students in the ever-expanding field of interior design, or employment upon graduation. Topics include space planning, building and life-safety codes and the Americans with Disabilities Act, reading construction documents, architectural and furniture history and much more for a comprehensive curriculum. This degree includes an internship within the interior design industry.

Career Opportunities

Within the field of interior design there are a variety of career options. Residential design by itself or with a specialty of kitchen and bath design, transgenerational design, home office and theater design. Commercial design includes space planning, hospitality (restaurant, hotel, cruise ship) design, set design, historical and adaptive re-use design are just to name a few. Product design, retail sales, buyer, manufacturer's representative, facilities managers are part of the interior design field as well.

Requirements for Certificate 47 units

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>IDES 332</td>
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<td>IDES 351</td>
<td>Codes and Universal Access Lab</td>
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<tr>
<td>IDES 354</td>
<td>Reading Construction Documents</td>
<td>2</td>
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<tr>
<td>IDES 497</td>
<td>Internship in Interior Design</td>
<td>1 - 4</td>
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<td>And a minimum of 3 units from the following:</td>
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<tr>
<td>ART 300</td>
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<td>ART 325</td>
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<td>DESIGN 320</td>
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<tr>
<td>ART 320</td>
<td>Design: Fundamentals (5)</td>
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<tr>
<td>FASHN 320</td>
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<td>IDES 340</td>
<td>Beginning CADD for Interior Design (3)</td>
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</tbody>
</table>

IDES 110 Estimating and Calculating for Interior Design 3 Units

Prerequisite: None

Hours: 54 hours LEC

This course includes techniques for accurately calculating yardage and materials of interior products for residential and commercial installations. Field trips are required.

IDES 298 Work Experience In Interior Design 1-4 Units

Formerly: IDES 98

Prerequisite: None

Hours: 18-72 hours LEC

IDES 300 Fundamentals of Interior Design 3 Units

Formerly: IDES 20

Prerequisite: None

Advisory: ENGWR 102 or 103 and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESLL 320, and ESLW 320 with a grade of "C" or better; or placement through assessment process.

Course Transferable to CSU

Hours: 54 hours LEC

This introductory survey course addresses various aspects of the interior design industry and profession. It includes the study and application of design principles and elements; influences of historical, cultural and functional design factors; the selection and arrangement of interior furnishings and materials; and an overview of career options in interior design. Field trips are required.

IDES 310 History of Interior Architecture and Furnishings I 3 Units

Formerly: IDES 30

Prerequisite: None

Advisory: ENGWR 102 or 103 and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESLL 320, and ESLW 320 with a grade of "C" or better; or placement through assessment process.

Course Transferable to CSU

Hours: 54 hours LEC

This course covers the historical relationship between the decorative arts, period furniture and interior architecture from antiquity through English Regency. Emphasis is placed on identification of specific furniture styles and architectural features. AA/AS area 3B

IDES 312 History of Interior Architecture and Furnishings II 3 Units

Formerly: IDES 31

Prerequisite: None

Advisory: ENGWR 102 or 103 and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESLL 320, and ESLW 320 with a grade of "C" or better; or placement through assessment process.

Course Transferable to CSU

Hours: 54 hours LEC

This course covers the historical relationship between the decorative arts, period furniture and interior architecture from the American Colonial periods through Modern and Contemporary. Emphasis is on style development as it relates to socio-economic and political factors of the times, as well as identification of specific furniture styles and architectural features. Asian, African, Mid-Eastern and other non-western styles are included. AA/AS area 3B
IDES 322 Materials of Interior Design  3 Units
Formerly: IDES 24
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the industry, technology, products, and specification issues of interior finish materials. Textiles, floor coverings, paint and wall coverings, window treatments, furnishings and surface materials lighting, plumbing fixtures and appliances will be included. Field trips required.

IDES 324 Interior Design Business Practices  3 Units
Formerly: IDES 28
Prerequisite: None
Advisory: CISC 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the business and practical aspects of interior design. Topics include ethical practices, methods of compensation, establishing clients' budget, estimating costs, purchasing, billing, marketing, and sales. Field trips are required.

IDES 326 Interior Design Sales  3 Units
Prerequisite: IDES 324 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers various aspects of selling proposed residential and commercial design projects. Included are personal presentation, selling techniques, making the sale, closing the deal, job completion and follow up. Field trips are required.

IDES 330 Beginning Interior Design Studio  3 Units
Formerly: IDES 26
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers basic manual drafting and presentation techniques for interior designers. Topics include development of floor plans, furniture arrangements, and elevations for interior space planning. Presentation boards and other methods of presentation are explored.

IDES 332 Interior Illustration and Rendering  3 Units
Formerly: IDES 37
Prerequisite: IDES 330 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers procedures for developing finished presentation drawings and boards for interior design. It includes methods for illustrating plan views, elevations, mechanical and free-hand perspectives to scale, shades, shadows and techniques for color application.

IDES 334 Interior Environment and Space Planning  3 Units
Formerly: IDES 35
Prerequisite: IDES 330 and 350 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers the analysis and application of design concepts and space planning techniques. It includes resources necessary to creatively solve problems relative to the function and quality of human environments. Topics include the integration of barrier-free design, the ADA (Americans with Disabilities Act), resource management and environmental psychology design. Field trips are required.

IDES 340 Beginning CADD for Interior Design  3 Units
Prerequisite: IDES 330 with a grade of "C" or better.
Advisory: IDES 334.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course employs beginning CADD (computer and drafting design) for interior design projects. Floor plans, space planning, elevations, and perspectives are created. Field trips are required.

IDES 341 Intermediate CADD for Interior Design  3 Units
Prerequisite: IDES 340 with a grade of "C" or better.
Advisory: IDES 334.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a continuation of the CADD skills developed in IDES 340. It also includes placing floorplans into viewports, adding attributes, and the creation of customized toolbars. Field trips are required.

IDES 342 CADD for Kitchen and Bath Design  2 Units
Prerequisite: IDES 341 with a grade of "C" or better.
Course Transferable to CSU
Hours: 24 hours LEC; 36 hours LAB
This kitchen and bath course explores the technical aspects of creating interior design construction documents using CADD software. This advanced CADD course uses software specifically for the kitchen and bath industry. Remodels as well as new construction are included. Field trips are required.

IDES 350 Codes and Universal Access for Interior Design  2 Units
Formerly: IDES 36
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process; CISC 300.
Course Transferable to CSU
Hours: 36 hours LEC
This course explores local, state and federal regulations, codes and specifications concerning life-safety issues, and barrier-free access (American Disabilities Act universal design requirements) relative to residential and contract design. Special attention is given to performance, health-safety, and barrier-free design when estimating and preparing specifications for space planning, materials and furnishings/products.

IDES 351 Codes and Universal Access Lab  1 Unit
Prerequisite: IDES 334 and IDES 350 with a grade of "C" or better.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process; MATH 32 or placement through assessment process; CISC 300.
Course Transferable to CSU
Hours: 54 hours LAB
This course applies the content and skills from IDES 350 to various design scenarios requiring universal design, barrier-free design and ADA (Americans with Disabilities Act) compliance. Projects are drafted following prescribed criteria.

IDES 354 Reading Construction Documents  2 Units
Formerly: IDES 33
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process; MATH 32 or placement through assessment process; CISC 300.
Course Transferable to CSU
Hours: 36 hours LEC
This course covers the language of construction documents and specifications including: symbols, conventions, scales, nomenclature, contract documents, specifications and uniform building codes.
IDES 361  Beginning Kitchen Design  3 Units
Prerequisite: IDES 330 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the design of efficient and aesthetic kitchens. Space considerations, equipment, materials, building codes and human factors are included. This course facilitates the needs of those trying to pass the National Kitchen and Bath Association certification exam. Field trips are required.

IDES 362  Advanced Kitchen Design  3 Units
Prerequisite: IDES 361 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a continuation of IDES 361. It refines the skills needed to design efficient and aesthetically pleasing kitchens. Designing for clients with special needs, working with challenging spaces, and theme design are covered. Residential lighting is included. This course facilitates the needs of those trying to pass the National Kitchen and Bath Association certification exam. Field trips are required.

IDES 375  Beginning Bath Design  3 Units
Prerequisite: IDES 330 and 350 with grades of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the design of efficient and aesthetic bathrooms. Space consideration, equipment, appropriate materials, building codes and other design considerations are included. This course facilitates the needs of those trying to pass the National Kitchen and Bath Association certification exam. Field trips are required.

IDES 376  Advanced Bath Design  2 Units
Prerequisite: IDES 375 with a grade of “C” or better.
Course Transferable to CSU
Hours: 24 hours LEC; 36 hours LAB
This course is a continuation of IDES 375. It refines the skills needed to design efficient and aesthetically pleasing bathrooms. Designing for clients with special needs, working with challenging spaces, and theme design are covered.

IDES 494  Topics in Interior Design  2-4 Units
Prerequisite: None
Advisory: CISC 300; ENGRD 116 with a grade of “C” or better; OR placement through assessment process.
Course Transferable to CSU
Hours: 36-72 hours LEC
This course is designed to provide an opportunity to study topics in Interior Design not included in current course offerings. Examples include kitchen & bath design; barrier-free design; in depth period style design. May be taken 3 times up to a maximum of 6 units without duplication of topics.

IDES 497  Internship in Interior Design  3 Units
Prerequisite: Internship placement and IDES 300, 310, 312, 322, 324, 332, 334, 351, and 354 with a grade of “C” or better.
Advisory: CISC 300.
Course Transferable to CSU
Hours: 18 hours LEC; 160 hours LAB
This course provides opportunity for supervised job internships at interior design related work sites. Skills and knowledge obtained in Interior Design courses will be utilized. Assistance for the internship search is provided by the program coordinator, but placement is not guaranteed. The lecture portion only may be offered on-line.

IDES 498  Work Experience in Interior Design  1-4 Units
Prerequisite: IDES 341, 362, and 376 with grades of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 120-300 hours LAB
This course provides supervised work experience in interior design and home furnishing placements. Students work in furniture stores, or with designers and design establishments. Essential aspects of the home furnishing trade are covered. Job placement is not guaranteed but assistance is provided by the coordinator. Field trips are required.
Journalism and Mass Communication Degree

This program is a comprehensive exposure to mass communication and communications media. Students learn the inner workings of a variety of media, including print, broadcast and Web. Courses cover all areas of news writing, public relations, graphics, design, photojournalism, and newspaper and Web production.

Career Opportunities

This program gives students the opportunity to prepare for entry-level positions as writers, reporters, photographers, designers, copy editors, and fact checkers for small- and mid-size newspapers, newsletters, or magazines; newsletter or in-house publication writers, editors, and designers; copy editors for all communications media; technical writers or editors; desktop publishers or designers; or other positions that include writing, editing, photography, and/or page layout and design.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 411</td>
<td>Photography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 311</td>
<td>History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 300</td>
<td>Newswriting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 310</td>
<td>Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 360</td>
<td>Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 404</td>
<td>Editing and Production</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 300</td>
<td>Introduction to Philosophy (3)</td>
<td>3</td>
</tr>
<tr>
<td>or PHIL 310</td>
<td>Introduction to Ethics (3)</td>
<td>3</td>
</tr>
<tr>
<td>POLS 332</td>
<td>Law and Society (3)</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 345</td>
<td>Law and Society (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 401</td>
<td>College Newspaper Production (2)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JOUR 405</td>
<td>Publications Production Skills Lab (0.5 - 3)</td>
<td></td>
</tr>
</tbody>
</table>

*JOUR 401 must be taken three times.

Associate Degree Requirements: The Journalism and Mass Communication Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

JOUR 150       Public Relations Media Techniques       3 Units
Prerequisite: None
Hours: 54 hours LEC
Study of public relations techniques; scientific polling techniques and their practical application to various projects, and the role of public relations in business, education, entertainment, social service and other fields.

JOUR 300       Newswriting and Reporting       3 Units
Formerly: JOUR 20A
Prerequisite: None
Advisory: Ability to keyboard.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers evaluating, gathering and writing news in accepted journalistic style under newsroom conditions. It includes personal interviews, speeches, meetings and other event coverage. The role of the reporter and the legal and ethical issues related to reporting are also examined. (CAN JOUR 2) AA/AS area 3D.

JOUR 301       Advanced Newswriting and Reporting       3 Units
Formerly: JOUR 20B
Prerequisite: JOUR 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the development of advanced skills of reporting, interviewing and writing in the range of work handled by a general assignment reporter, with emphasis on research in depth, critical analysis and story format.

JOUR 310       Mass Media and Society       3 Units
Formerly: JOUR 10
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the mass media; history, philosophy, structure and trends, as well as the theories which help to explain effects and importance as social institutions. It includes an exploration of economics, technology, law, ethics and social issues, including cultural and ethnic diversity. (CAN JOUR 4) AA/AS area 3C; CSU area D3.

JOUR 350       Writing for Broadcasting       3 Units
Formerly: JOUR 21
Prerequisite: JOUR 300, ability to type.
Course Transferable to CSU
Hours: 54 hours LEC
Theory and technique of writing for the broadcast media. Includes reporting for radio and television news, writing and storyboarding commercials and public service programming, and an introduction to production techniques. Recommended for students who plan to work in broadcasting, instructional media and related fields.
JOUR 360  Photojournalism  3 Units
Formerly: JOUR 44
Prerequisite: ART 411.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
Theory and technique of telling stories with pictures, including the technical aspects of camera and darkroom, composition, lighting and an introduction to the role of the photojournalist and pertinent legal and ethical issues.

JOUR 401  College Newspaper Production  2 Units
Formerly: JOUR 30
Prerequisite: JOUR 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 108 hours LAB
This course provides weekly deadline experience in research and analysis, writing, editing, photography and design phases of the campus’ student newspaper. It includes desktop publishing and digital photo-imaging. It may be taken four times for credit. Some universities limit transfer credit; see the department adviser or your counselor.

JOUR 404  Editing and Production  3 Units
Prerequisite: None
Advisory: JOUR 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides instruction and practice in editing and design, including page makeup, copy editing, photo editing, legal/ethical issues and production methods for newspapers, magazines and other publications. It also includes preparing, planning and organizing publications.

JOUR 405  Publications Production Skills I  0.5-3 Units
Prerequisite: None
Corequisite: JOUR 404.
Advisory: JOUR 300.
Course Transferable to CSU
Hours: 27-162 hours LAB
This course provides applicable skills to enhance editing and production skills learned in JOUR 404. It also includes instruction in photo illustrations, infographics, typography and project management. May be taken 4 times for credit.
## Legal Assisting Degree

The Legal Assisting degree is a two year A.A. degree. The program includes general education requirements in addition to legal specialty classes. Legal courses cover basic substantive and procedural areas including civil litigation, legal research and writing, contracts and torts in preparation for an entry level position as a legal assistant. The associate degree program is in full compliance with California Business and Professions Code section 6450 regarding preparation for work in this field.

### Career Opportunities

Career opportunities for Legal Assistants have an excellent outlook. According to the US Department of Labor’s Job Outlook, legal assistant jobs are projected to grow faster than average through 2012. This translates to an increase of 21% to 35%.

Legal assistants find employment in both the State and Federal government as well as private practice and corporate settings.

### Requirements for Degree Major 30 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 300</td>
<td>Introduction to the Law and Legal Assisting</td>
<td>3</td>
</tr>
<tr>
<td>LA 310</td>
<td>Civil Procedures and Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LA 312</td>
<td>Torts and Personal Injury</td>
<td>3</td>
</tr>
<tr>
<td>LA 314</td>
<td>Contract Law for Legal Assistants</td>
<td>3</td>
</tr>
<tr>
<td>LA 320</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LA 321</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 12 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>LA 330</td>
<td>Family Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LA 332</td>
<td>Administrative Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LA 334</td>
<td>Criminal Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LA 340</td>
<td>Techniques of Interview</td>
<td>3</td>
</tr>
<tr>
<td>LA 342</td>
<td>Evidence</td>
<td>3</td>
</tr>
<tr>
<td>LA 350</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>LA 360</td>
<td>Corporations Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 362</td>
<td>Estate Planning and Probate Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LA 364</td>
<td>Landlord Tenant Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 366</td>
<td>Basic Bankruptcy Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 368</td>
<td>Workers’ Compensation Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 497</td>
<td>Internship in Legal Assisting</td>
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</tr>
</tbody>
</table>

### Associate Degree Requirements

The Legal Assisting Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

### LA 310 Civil Procedures and Litigation 3 Units

Formerly: LA 11  
Prerequisite: None  
Corequisite: LA 312 or 314.  
Advisory: ENGWR 300 or ESLW 340.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an introduction to the California legal system with emphasis on understanding the practical aspects of litigation and the proper procedures required by statutes and rules of court. The phases of California court procedure, including State and Federal constitutional limitations, jurisdiction, venue, pleadings, and motions will be covered. The course also includes the forms by which matters are submitted to the court system from pre-litigation through appeals.

### LA 312 Torts and Personal Injury 3 Units

Formerly: LA 12  
Prerequisite: None  
Corequisite: LA 300.  
Advisory: ENGWR 300 or ESLW 340.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an overview of substantive tort law as it applies to personal injury (PI) cases. It introduces tort concepts such as negligence, intent, and strict liability, including the elements required to prove liability and defenses available to litigants. This course covers pretrial procedures such as discovery, settlement preparation, and witness and trial preparation.

### LA 314 Contract Law for Legal Assistants 3 Units

Formerly: LA 13  
Prerequisite: None  
Corequisite: LA 300. Advisory: ENGWR 300 or ESLW 340.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides the legal assistant with knowledge of basic contract principles, including formation, validity, defenses, rights of third parties, performance, breach, remedies and damages.

### LA 320 Legal Research 3 Units

Formerly: LA 14A  
Prerequisite: None  
Advisory: ENGWR 300 or ESLW 340.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to familiarize the legal assistant with the basic tools of legal research in both federal and California law, with emphasis on California materials. Location and use of primary and secondary sources will be studied. The elements of a court decision and how to brief a case will be studied.

### LA 321 Legal Writing 3 Units

Formerly: LA 14B  
Prerequisite: LA 320, and ENGWR 300 or ESLW 340 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is an introductory course to the American legal system; its history and function. It provides an overview of several important areas of law such as torts and crimes and the legal assistant’s role in the system.
This course is a continuation of LA 320. It includes the application of research methods to gather information which may be used in a variety of written products. Information will be synthesized into various documents typically used in the law office. Documents created may include interoffice memoranda, court briefs, and letters to clients.

LA 330  Family Law and Procedure  3 Units
Formerly: LA 20
Prerequisite: LA 300 with a grade of “C” or better.
Advisory: LA 320.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to familiarize the legal assistant with California Family Law relating to dissolution procedures, property issues and non-marital relationships. Legal procedures, preparation of necessary forms and their significance will be emphasized.

LA 332  Administrative Law and Procedure  3 Units
Formerly: LA 21
Prerequisite: None
Advisory: LA 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to familiarize the legal assistant with administrative law and procedure in general with specific emphasis on California law and procedure.

LA 334  Criminal Law and Procedure  3 Units
Formerly: LA 23
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course provides the paralegal with a background in both substantive crimes and criminal procedure. It includes a detailed study of the operation of the criminal justice system, from arrest and filing of charges through trial, conviction and appeal.

LA 340  Techniques of Interview  1 Unit
Formerly: LA 22
Prerequisite: LA 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course provides general background information about basic communication and relates this information to the skills used by a legal assistant in interviewing clients and witnesses.

LA 342  Evidence  3 Units
Formerly: LA 24
Prerequisite: None
Advisory: LA 310.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to familiarize the legal assistant with the rules for the admission of evidence in federal and state courts.

LA 350  Law Office Management  3 Units
Formerly: LA 25
Prerequisite: LA 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the legal assistant’s role in law office management. Law office accounting, time and records management and communication skills are examined. Legal ethics, career development and coping with stress are also discussed.

LA 360  Corporations Law  3 Units
Formerly: LA 26
Prerequisite: None
Advisory: LA 300; ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 103 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces the legal assistant to corporation terminology and legal requirements governing corporations.

LA 362  Estate Planning and Probate Procedure  3 Units
Formerly: LA 27
Prerequisite: LA 300 and 320 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to estate planning and the manner in which property may be held and ways it can be transferred. Testate and intestate probate procedures will also be included.

LA 364  Landlord Tenant Law  3 Units
Formerly: LA 28
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the most common types of landlord-tenant disputes. Litigation and non-litigation matters covered.

LA 366  Basic Bankruptcy Law  3 Units
Formerly: LA 29
Prerequisite: None
Advisory: Legal Assisting 332; ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course serves as a basic primer related to the practical aspects of representing debtors or creditors within the bankruptcy system.

LA 368  Workers’ Compensation Law  3 Units
Formerly: LA 30
Prerequisite: None
Advisory: LA 300 and LA 312.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides an overview of the Workers’ Compensation Law in California. The focus will be on the procedural aspects of handling a Workers’ Compensation claim from both the applicant’s side and the defense side.

LA 497  Internship in Legal Assisting  2-4 Units
Formerly: LA 48
Prerequisite: LA 300, 310, and 320 with a grade of “C” or better.
Corequisite: Maintain a minimum of seven (7) units.
Course Transferable to CSU
Hours: 18 hours LEC; 60-225 hours LAB
This is a course of supervised work experience in law firms or public agencies available to legal assisting students. May be taken twice for credit for a maximum of 4 units.
The Liberal Arts degree is designed for students wishing to pursue a general broad-based educational program. Courses are selected from a variety of subject areas. This major prepares students for career advancement and transfer to a four-year college or university.

**Requirements for Degree Major**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 3 units from the following: Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Transfer-level Natural Science courses</td>
<td></td>
</tr>
<tr>
<td>A minimum of 3 units from the following: Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Transfer-level Humanities courses</td>
<td></td>
</tr>
<tr>
<td>A minimum of 6 units from the following: Social &amp; Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Transfer-level Social &amp; Behavioral Sciences courses</td>
<td></td>
</tr>
<tr>
<td>A minimum of 3 units from the following: Language &amp; Rationality</td>
<td>3</td>
</tr>
<tr>
<td>Transfer-level Language &amp; Rationality courses</td>
<td></td>
</tr>
<tr>
<td>A minimum of 9 units from the following:</td>
<td>9†</td>
</tr>
<tr>
<td>Transfer-level courses chosen from the following areas:</td>
<td></td>
</tr>
<tr>
<td>Natural Science, Humanities, Social &amp; Behavioral Sciences and Language &amp; Rationality</td>
<td></td>
</tr>
</tbody>
</table>

†This requirement may be completed with 7 or 8 units instead of 9 units if a 4 - 5-unit course is taken from Natural Sciences.

**Associate Degree Requirements:** The Liberal Arts Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
Liberal Studies

Liberal Studies Degree

The Liberal Studies degree provides a broad acquaintance with the major branches of human knowledge. It emphasizes the fields of natural science, social sciences, humanities, composition, mathematics, and critical thinking.

Requirements for Degree Major 57 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 305</td>
<td>Survey of Biology</td>
<td>4</td>
</tr>
<tr>
<td>ECE 312</td>
<td>Child Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 372</td>
<td>Child Development (3)</td>
<td></td>
</tr>
<tr>
<td>ECON 302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGW 400</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGED 305</td>
<td>Structure of English</td>
<td>3</td>
</tr>
<tr>
<td>ENGW 300</td>
<td>College Composition</td>
<td>3</td>
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<tr>
<td>ENGW 301</td>
<td>College Composition and Literature (3)</td>
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<tr>
<td>or ENGW 302</td>
<td>Advanced Composition and Critical Thinking (3)</td>
<td></td>
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<tr>
<td>or ENGW 481</td>
<td>Honors College Composition and Literature (3)</td>
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<tr>
<td>GEOL 305</td>
<td>Earth Science</td>
<td>3</td>
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<tr>
<td>HIST 307</td>
<td>History of World Civilizations to 1500 (3)</td>
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<tr>
<td>and HUM 310</td>
<td>Modern Humanities (3)</td>
<td></td>
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<tr>
<td>or HIST 308</td>
<td>History of World Civilizations, 1500 to Present (3)</td>
<td></td>
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<tr>
<td>and HUM 300</td>
<td>Classical Humanities (3)</td>
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<tr>
<td>HIST 310</td>
<td>History of the United States (3)</td>
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<tr>
<td>or HIST 311</td>
<td>History of the United States (3)</td>
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<tr>
<td>HIST 330</td>
<td>Women in American History (3)</td>
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<tr>
<td>or HSER 330</td>
<td>Issues of Diverse Populations (3)</td>
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<tr>
<td>or PSYC 365</td>
<td>Issues of Diverse Populations (3)</td>
<td></td>
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<tr>
<td>or SOC 320</td>
<td>Minorities in America (3)</td>
<td></td>
</tr>
<tr>
<td>or TA 306</td>
<td>Diversity in American Drama (1960 to Present)</td>
<td></td>
</tr>
<tr>
<td>MATH 310</td>
<td>Mathematical Discovery</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 321</td>
<td>Basic Musicianship</td>
<td>3</td>
</tr>
<tr>
<td>POLS 302</td>
<td>Introduction to Government: Foreign</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 301</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>
And a minimum of 8 units from the following: 8
Any transfer lever foreign language course (numbered 300-499).

Associate Degree Requirements: The Liberal Studies Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
Library courses provide a general introduction to basic library and research resources.

**LIBR 302  Basic Library Skills  1 Unit**

Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This survey course is an introduction to library skills. It examines how information is organized, introduces library services and resources, and teaches basic search strategies when using print and electronic sources. Access to and use of an academic library is required.

**LIBR 318  Library Research and Information Literacy  1 Unit**

Prerequisite: None  
Advisory: LIBR 302.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This course will help students acquire the information competency skills necessary to conduct academic or personal research. It provides a step-by-step guide to the research process that is applicable to term papers, course work and life-long learning. AA/AS area 3E

**LIBR 320  Internet Research Skills  1 Unit**

Formerly: LIBR 35  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course focuses on using the Internet as a research tool. It will provide strategies in locating, retrieving and evaluating information available over the Internet. It will give hands-on practice in developing effective research techniques.

**LIBR 325  Introduction to Internet and Searching Strategies  3 Units**

Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an introductory survey to the content, use, and the evaluation of electronic information sources. Emphasis is placed on the effective use of the Internet as a research tool. This course covers Internet resources, online databases, email, newsgroups, listservs, blogs and the invisible web. Database search strategies and techniques are covered. Historical and social issues surrounding the Internet are also discussed. AA/AS area 3E

**LIBR 494  Topics in Library  .5-4 Units**

Prerequisite: None  
Course Transferable to CSU  
Hours: 9-72 hours LEC  
This course will focus on special topics in library and information science. Topics will emphasize accessing and using information and information systems. This course may be taken four times for credit on different topics for a maximum of six units.
Management Degree

This program is intended for those who wish to progress to positions of responsibility in their respective industry. Its strong management focus provides the knowledge and skills needed to progress into management positions. Topics include management communication, human resources, organizational behavior, diversity management, and business computer applications.

Requirements for Degree Major 33-34 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Fundamentals of College Accounting</td>
<td>3 - 4</td>
</tr>
<tr>
<td>or ACCT 301 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 110 Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 302 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 310 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 360 Management Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 330 Managing Diversity in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 300 Introduction to Modern Management</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 362 Techniques of Management</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 304 Introduction to Management Functions</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 372 Human Relations and Organizational Behavior</td>
<td>3</td>
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<tr>
<td>And a minimum of 3 units from the following:</td>
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<tr>
<td>BUSTEC 305 Introduction to Office Technology</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 310 Introduction to Word/Information Processing (1 - 3)</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305 Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315 Introduction to Electronic Spreadsheets</td>
<td>2</td>
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<tr>
<td>CISA 340 Presentation Graphics</td>
<td>2</td>
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<td>And a minimum of 6 units from the following:</td>
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<tr>
<td>BUS 210 The Business Plan</td>
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<tr>
<td>BUS 212 Marketing for Small Businesses</td>
<td>1</td>
</tr>
<tr>
<td>BUS 214 Financing a Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 216 Essential Records for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 218 Management Skills for the Small Business</td>
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</tr>
<tr>
<td>BUS 220 Retailing and Merchandising for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 350 Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Any management course</td>
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</table>

Associate Degree Requirements: The Management Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Management Certificate

This program is designed for those who wish to progress from entry-level positions in management and related areas. Topics include human resources, business law, management communication, and organizational behavior.

Requirements for Certificate 24 units

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<tr>
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<tr>
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<td>MGMT 304 Introduction to Management Functions</td>
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<td>MGMT 308 Personnel and Human Resources Management</td>
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<td>3</td>
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<tr>
<td>And a minimum of 3 units from the following:</td>
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<tr>
<td>CISC 300 Computer Familiarization (1)</td>
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<tr>
<td>or ACCT 103 Intermediate Accounting - Part I (3)</td>
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<tr>
<td>BUS 105 Business Mathematics</td>
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<td>BUS 210 The Business Plan</td>
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<td>BUS 212 Marketing for Small Businesses</td>
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<td>1</td>
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<tr>
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<tr>
<td>BUS 218 Management Skills for the Small Business</td>
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<tr>
<td>BUS 360 Management Communication</td>
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</tr>
<tr>
<td>BUS 310 Business Communications (3)</td>
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<tr>
<td>MKT 310 Selling Profession</td>
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<tr>
<td>MGMT 174 Social Responsibility and Ethics in Management</td>
<td>3</td>
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<tr>
<td>MGMT 300 Introduction to Modern Management</td>
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<tr>
<td>MGMT 362 Techniques of Management</td>
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</tbody>
</table>
| Modern Management Degree                                             | 37-38 units

Requirements for Degree Major

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<tr>
<td>MGMT 300 Modern Management</td>
<td>3</td>
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<tr>
<td>MGMT 320 Modern Management: Variation and Statistics</td>
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<tr>
<td>MGMT 321 Modern Management: Variation and Statistics II</td>
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<tr>
<td>MGMT 330 Teams and Team Facilitation</td>
<td>3</td>
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<tr>
<td>MGMT 352 Team Development</td>
<td>3</td>
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<tr>
<td>MGMT 340 Management and Systems Thinking</td>
<td>3</td>
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<tr>
<td>MGMT 341 Management and Systems Thinking</td>
<td>3</td>
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<tr>
<td>MGMT 350 Organizational Learning: Theory of Knowledge</td>
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<tr>
<td>MGMT 351 Modern Management: Theory of Knowledge II:</td>
<td>3</td>
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<tr>
<td>Area: Business</td>
<td></td>
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<tr>
<td>Associate Vice President:</td>
<td></td>
</tr>
<tr>
<td>Dr. Kathleen Wishnick</td>
<td></td>
</tr>
<tr>
<td>Phone: (916) 484-8622</td>
<td></td>
</tr>
<tr>
<td>Counseling: (916) 484-8572</td>
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</tbody>
</table>
Management

Associate Degree Requirements: The Modern Management Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Modern Management Certificate

Requirements for Certificate 27 Units

- **MGMT 300** Introduction to Modern Management 3
- **MGMT 320** Modern Management: Variation and Statistics I 3
- **MGMT 321** Modern Management: Variation and Statistics II 3
- **MGMT 330** Teams and Team Facilitation 3
- **MGMT 332** Team Development 3
- **MGMT 340** Management and Systems Thinking I 3
- **MGMT 341** Management and Systems Thinking II 3
- **MGMT 350** Organizational Learning: Theory of Knowledge 3
- **MGMT 351** Modern Management: Theory of Knowledge II: Organizational Implementation 3

Introduction to Modern Management Certificate

Requirements for Certificate 15 units

- **MGMT 300** Introduction to Modern Management 3
- **MGMT 320** Modern Management: Variation and Statistics I 3
- **MGMT 330** Teams and Team Facilitation 3
- **MGMT 340** Management and Systems Thinking I 3
- **MGMT 350** Organizational Learning: Theory of Knowledge 3

Appreciation of Systems/Systems Thinking Certificate

Requirements for Certificate 9 units

- **MGMT 300** Introduction to Modern Management 3
- **MGMT 340** Management and Systems Thinking I 3
- **MGMT 341** Management and Systems Thinking II 3

Psychology and Team Facilitation Certificate

Requirements for Certificate 9 units

- **MGMT 300** Introduction to Modern Management 3
- **MGMT 330** Teams and Team Facilitation 3
- **MGMT 332** Team Development 3

Theory of Knowledge/Prediction Certificate

Requirements for Certificate 9 units

- **MGMT 300** Introduction to Modern Management 3
- **MGMT 350** Organizational Learning: Theory of Knowledge 3
- **MGMT 351** Modern Management: Theory of Knowledge II: Organizational Implementation 3

Variation and Statistics Certificate

Requirements for Certificate 9 units

- **MGMT 300** Introduction to Modern Management 3
- **MGMT 320** Modern Management: Variation and Statistics I 3
- **MGMT 321** Modern Management: Variation and Statistics II 3

**MGMT 100** Management of Change 3 Units
Formerly: MGMT 61
Prerequisite: None
Hours: 54 hours LEC
This course focuses on the development of effective management response to organizational change. Emphasis is placed on identifying how change affects the lives of organizational members and synthesizing the proper response to reduce stress at all levels. How to facilitate change in an organization and its effect on personal change and growth are explored.

**MGMT 102** Management of Conflicts/IBA 1 Unit
Formerly: MGMT 62
Prerequisite: None
Hours: 18 hours LEC
This course focuses on the development of skills of dealing with differences and finding ways of reaching mutual agreements amicably. It is based on the work of the Harvard Negotiation Project on improving skills in conflict resolution and agreement making by separating the people from the problem. It is about win-win negotiations, adding a process to address issues in relationships. This course teaches attendees multipurpose process to foster good relationships and better communications.

**MGMT 110** Preparing to Join a Team 1 Unit
Prerequisite: None
Hours: 18 hours LEC
This course introduces individuals who have had prior working experience in areas that were individual based, and individuals who have not had work experience to team membership. It focuses on team membership, team development processes, ones learning styles, and ones contribution to the development of a team.

**MGMT 111** Skills for Team Members 1 Unit
Prerequisite: None
Hours: 18 hours LEC
This course introduces individuals who have had prior working experience in areas that were individual based, and individuals who have not had work experience to team development. Topics include beginning stages of team development, team mechanics, and group dynamics of an effective team.

**MGMT 112** Adapting to the Team Workplace 1 Unit
Prerequisite: None
Hours: 18 hours LEC
This course introduces individuals who have had prior working experience in areas that were individual based, and individuals who have not had work experience to the team workplace. They will learn how to measure the team’s performance level, experience the team development stages and develop and use planning and participation tools for teams. Topics will include: how to measure a team performance level, team developmental stage, planning and participation stage, planning and participation stages for teams in a classroom-lab-setting.

**MGMT 120** Self-Leadership for Personal Excellence, Module A 1 Unit
Formerly: MGMT 67A
Prerequisite: None
Hours: 18 hours LEC
This course is designed as an introduction for those who are interested in examining the practical application of self-leadership tools. It explores introductory concepts in the areas of the sources of leadership, external and personal factors, the impact of beliefs, the power of self-rewards, imagination and creativity. This course emphasizes the connection between effective self-leadership and effective leadership of others.
MGMT 121  Self-Leadership for Personal Excellence, Module B  1 Unit
Formerly: MGMT 67B
Prerequisite: None
Hours: 18 hours LEC
This course is designed as a continuation for those who are interested in examining the practical application of self-leadership tools. It expands the areas of the sources of leadership, external and personal factors, the impact of beliefs, the power of self-rewards, imagination and creativity, and introduces the concepts of team self-leadership, and the application of tools to empower change. This course emphasizes the connection between effective self-leadership and effective leadership of others.

MGMT 122  Self-Leadership for Personal Excellence, Module C  1 Unit
Formerly: MGMT 67C
Prerequisite: None
Hours: 18 hours LEC
This course is the last in a series of courses designed for those who are interested in examining the practical application of self-leadership tools. It further explores the areas of the sources of leadership, external and personal factors, the impact of beliefs, the power of self-rewards, imagination and creativity, team self-leadership, and the application of tools to empower change. This course will validate and reinforce the need for individuals to assist attendees in applying the examined principles to influence their own life and career. This course emphasizes the connection between effective self-leadership and effective leadership of others.

MGMT 130  Applying Quality Tools  1-3 Units
Formerly: MGMT 70
Prerequisite: None
Hours: 18-54 hours LEC
This course is designed for those interested in examining the practical application of quality principles. It explores the areas of quality concepts, customer focus, tools and techniques, and the process. This course sets the foundation of a learning organization and provides training that will enable individuals to turn their organizations into an empowered group of motivated, educated, and committed leaders.

MGMT 142  Project Management Techniques and Software  3 Units
Same As: CISA 160.
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or ESLW 320 or CISC 300.
Hours: 54 hours LEC
This is an introductory course covering the responsibilities of a project manager. It includes the knowledge needed to manage a project, control costs and schedule resources. It will also introduce the use of project management software to track project resources, tasks and milestones. Not open to students who have taken CISA 160.

MGMT 174  Social Responsibility and Ethics in Management  3 Units
Formerly: MGMT 87
Prerequisite: None
Corequisite: MGMT 300.
Hours: 54 hours LEC
This course examines the new ethical climate, the problems which need to be confronted and analyzed; and the role integrity plays in the survival and productivity of American organizations in both the private and public sectors. Course work and studies will incorporate daily news events as well as text materials, AA/AS area 3C.

MGMT 294  Topics in Management  .5-.5 Units
Prerequisite: To be determined with each topic.
Hours: 9-90 hours LEC, 27-125 hours LAB
This is an individualized course developed in cooperation with industry and/or government to meet specialized training needs.

MGMT 300  Introduction to Modern Management  3 Units
Formerly: MGMT 1
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
This course examines the underlying principles and practices of modern management, and how both individuals and organizations can implement them. Such concepts as Continuous Process Improvement, Total Quality Management, and Customer Focused Management are presented.

MGMT 304  Introduction to Management Functions  3 Units
Formerly: MGMT 19
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or CISC 300 or ESLW 320 or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This is a basic course in management that introduces a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed.

MGMT 308  Personnel and Human Resources Management  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the complex study and analysis of such areas as civil rights, labor law, the “Human Resources” organization and various management theories currently found in both public and private sector organizations.

MGMT 320  Modern Management: Variation and Statistics I  3 Units
Prerequisite: MGMT 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course continues the extension of the basic business statistical knowledge introduced in MGMT 300, with a focus on understanding variation, variation patterns, and how statistical tools can be used to improve existing processes. It also focuses on the support and use of Statistical Process Control (SPC). Emphasis is placed on the immediate application of the tools to the workplace, emphasizing administrative, white collar environments. Course requires team participation.

MGMT 321  Modern Management: Variation and Statistics II  3 Units
Prerequisite: MGMT 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course is the second in the series of two integrated courses in Modern Management on the application of the understanding and knowledge of variation and statistics. The class focuses on practical application of the knowledge and tools of the design-of-experiments (DOE) using the Taguchi methods and the Taguchi Loss Function in the development and design of administrative and service processes. Emphasis is placed on immediate application in the administrative/service environment. Course requires team participation.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 330</td>
<td>Teams and Team Facilitation</td>
<td>3</td>
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</tbody>
</table>
| Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC |
| This course continues the expansion of the basic business knowledge of teams introduced in MGMT 300. It focuses on practical application of the knowledge and tools of metalinguistics and individual/group psychological character. Emphasis is placed on the immediate application of the tools to the workplace, emphasizing administrative, white collar environments. Course requires team participation outside of class. |

| MGMT 332    | Team Development                                  | 3     |
| Formerly: MGMT 4B  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC |
| This course focuses on the extension of the basic business knowledge of teams, with a focus on practical application of the knowledge and tools of Neuro Linguistic Programming (NLP) and Human Dynamics approach to psychology to assist in the design and delivery of administrative and service products/offerings. Emphasis is placed on the immediate application of the tools to the workplace, emphasizing administrative, white collar environments. Course requires team participation outside of class. |

| MGMT 340    | Management and Systems Thinking I                 | 3     |
| Formerly: MGMT 5A  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC |
| This course focuses on the extension of the basic business knowledge of systems. It is based on practical application of the knowledge and tools of Systems Thinking. Essential Process Analysis/Synthesis is used as the tool for appraising and revising the design and delivery of administrative and service products/offerings. Emphasis is also placed on the tools of Fuzzy Thinking, and the theory of Living Systems in the workplace. The need to recognize/counter the main obstacle to systems change, fear, is also closely examined. Course requires team participation outside of class. |

| MGMT 341    | Management and Systems Thinking I                 | 3     |
| Formerly: MGMT 5B  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC |
| This course focuses on both individual and organizational system's changes that are essential if the quality model is to properly function. Expanding on the teachings of MGMT 300, especially the principals of Profound Knowledge (as set forward by Dr. W. Edwards Deming), the set expands the concept of human capabilities of systems members and demonstrates the need for the addition of Emotional Intelligence at Work, as an essential component of any system. The course will make extensive use of the Internet for understanding and sharing state-of-the-art systems thinking. Course requires team participation. |

| MGMT 350    | Organizational Learning: Theory of Knowledge      | 3     |
| Formerly: MGMT 6A  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC |
| This course continues the study of "Profound Knowledge", as described by Dr. W. Edwards Deming. It focuses on the Theory of Knowledge, customer service, and organization leadership based on integrity. It emphasizes basic team formation/member psychology and the total quality impact in society, the organization, the team, and individual lives. |

| MGMT 351    | Modern Management: Theory of Knowledge II:        | 3     |
| Organizational Implementation |
| Formerly: MGMT 6B  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC |
| This class continues the expansion of the attendees understanding and ability to utilize the concept of "Profound Knowledge" as described by Dr. W. Edwards Deming. The class focuses of the Theory of Knowledge (the ability to make accurate predictions of system activity), the formation of the "New Leadership" in executive teams, and the importance of developing an internal education/training effort using the newest principles of Action Learning as practiced by many Fortune 500 companies. |

| MGMT 360    | Management Communication                          | 3     |
| Prerequisite: None  
Advisory: BUS 100 or ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment.  
Course Transferable to CSU  
Hours: 54 hours LEC |
| This course provides skill training in coping with communication problems in organizations. It includes the study of the communication process, the analysis of the barriers to effective oral and written communication, and the development of guidelines to improve interpersonal relations within an organization through the effective methods of communication. AA/AS area 3D |

| MGMT 362    | Techniques of Management                          | 3     |
| Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment.  
Course Transferable to CSU  
Hours: 54 hours LEC |
| This course is designed for supervisors and other entry level managers as well as those entering mid-management positions. It focuses on primary management functions of planning, organizing, controlling, and leading. Related skills such as time management, cost control, performance evaluation, motivation, communication techniques, and the social responsibility of managers are also emphasized. The course provides a clear understanding of management tasks as well as skill development in essential management activities. |

| MGMT 372    | Human Relations and Organizational Behavior       | 3     |
| Prerequisite: None  
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 310 and ESLW 310.  
Course Transferable to CSU  
Hours: 54 hours LEC |
| This course emphasizes the psychology of human relations management. It covers human interaction principles that build confidence, competence and positive attitudes in work organizations. Topics include the basis for human behavior, perception, communication, motivation, performance improvement, group behavior, ethics and social responsibility. |
Marketing Degree

The Marketing degree provides an opportunity for students to acquire knowledge and training for careers in sales, advertising, and marketing. The competency-based curriculum is designed to prepare students for a variety of positions and to provide basic training for advancement to management positions and for transfer to four-year universities.

Requirements for Degree Major

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<td>or ECON 302</td>
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<td>BUS 300</td>
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<td>Principles of Marketing</td>
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<td>MKT 310</td>
<td>Selling Professionally</td>
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<td>MKT 312</td>
<td>Retailing</td>
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<td>MKT 314</td>
<td>Advertising</td>
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<td>CIS 340</td>
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<td>And a minimum of 7 units from the following:</td>
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<tr>
<td>BUS 320</td>
<td>Concepts in Personal Finance</td>
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<tr>
<td>BUS 350</td>
<td>Managing Diversity in the Workplace</td>
<td>3</td>
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<td>BUS 350</td>
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<td>Introduction to Electronic Spreadsheets</td>
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<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
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<td>CISA 330</td>
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<tr>
<td>GEOG 330</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
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<tr>
<td>MGMT 308</td>
<td>Personnel and Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 372</td>
<td>Human Relations and Organizational Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Marketing Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Advertising and Sales Promotion Degree

This degree program covers the general areas of marketing. In addition it provides the knowledge and skills necessary to pursue a career in advertising. Graduates should qualify for employment opportunities with retail and general business organizations, advertising agencies, and advertising media (radio, television, magazines, newspapers and outdoor) companies.

Career Opportunities

Sales, copywriter, in-house communications, public relations, technical communications, media planner, media buyer.

Retail Management Degree

The Retail Management program builds on the general business curriculum and prepares students for a leadership role in the retail industry. Depending upon the size of the retail company, retail managers are responsible for one or more parts of a retail operation including sales, marketing, buying, merchandising, operations, inventory control, human resources, and finance.

Career Opportunities

Buyer, department manager, store director, sales associate, account executive, merchandiser, sales manager.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting</td>
<td>3 - 4</td>
</tr>
<tr>
<td>or ACCT 301</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Business Economics</td>
<td>3</td>
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<tr>
<td>or ECON 302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS 310</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 345</td>
<td>Law and Society</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>MGMT 304</td>
<td>Introduction to Management Functions</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>
MKT 310  Selling Professionally  3 Units
MKT 312  Retailing  3 Units
MKT 314  Advertising  3 Units

And a minimum of 7 units from the following:

- BUS 330  Managing Diversity in the Workplace (3)
- or BUS 105  Business Mathematics (3)
- or BUS 224  Customer Service (1)
- or BUS 214  Financing a Small Business (1)
- or BUS 150  Retail/Wholesale Operations Management (3)
- or BUS 210  The Business Plan (1)
- or BUS 220  Retailing and Merchandising for the Small Business (1)
- or BUS 350  Small Business Management/Entrepreneurship (3)
- or CBSC 305  Introduction to the Internet (1)
- or or CISA 330  Desktop Publishing (2)
- or CISA 320  Introduction to Database Management (1)
- or MGMT 372  Human Relations and Organizational Behavior (3)
- or MGMT 362  Techniques of Management (3)
- or MGMT 360  Management Communication (3)
- or MGMT 308  Personnel and Human Resources Management (3)

Associate Degree Requirements: The Retail Management Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Retail Management (WAFC) Certificate

The program gives an overview of the retail industry and the skills needed to succeed within this arena. It is designed to provide training for those wishing to be owners, managers, and employees of retail organizations. The Retail Management certificate meets the needs of industry leaders such as the Western Association of Food Chains (WAFC).

Career Opportunities

Buyer, department supervisor, store director, entrepreneur, customer service representative.

Requirements for Certificate  31-32 units

- ACCT 101  Fundamentals of College Accounting (5)  3-4
- or ACCT 301  Financial Accounting (4)
- BUS 100  English for the Professional (3)  3
- or BUS 310  Business Communications (3)
- BUS 105  Business Mathematics  3
- CDA 305  Beginning Word Processing  2
- CDA 315  Introduction to Electronic Spreadsheets  2
- MGMT 304  Introduction to Management Functions  3
- MGMT 308  Personnel and Human Resources Management  3
- MGMT 372  Human Relations and Organizational Behavior  3
- MKT 300  Principles of Marketing  3
- MKT 312  Retailing 3 SPEECH 301 Public Speaking (3)  3
- or SPEECH 321  Interpersonal Communication (3)

MKT 134  Basics of Importing  1.5 Units
Prerequisite: None
Hours: 27 hours LEC
This course covers the steps involved in importing a product or service. The course includes an introduction to the United States Customs Service, customs brokers, duty rate, basic laws affecting imports, currency exchange, letters of credit, storage and transportation of shipments.

MKT 300  Principles of Marketing  3 Units
Formerly: MKT 20
Prerequisite: None
Advisory: ENGR 102 or ENGR 103 and ENGRD 116, or ESLR 320 and ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course will examine in detail the four functions of marketing: product, promotion, price, and place. The marketing concept will be the basis for the entire course. The external marketing factors of environment, competition, government regulation, and consumer behavior will be studied also.

MKT 310  Selling Professionally  3 Units
Prerequisite: None
Advisory: ENGR 102 or ENGR 103 and ENGRD 116, ESLR 320 and ESLW 320, or placement through assessment; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course demonstrates the importance of effective selling techniques. This course will examine and present the qualifications necessary to achieve success in professional selling. This course also emphasizes the development of a business personality and its application to the approach, direction, and closing of a sale. Different types of selling experience such as direct, industrial, wholesale, and retail are covered. This class is recommended for those entering any field of business careers.

MKT 312  Retailing  3 Units
Prerequisite: None
Advisory: ENGR 102 or ENGR 103 and ENGRD 116, ESLR 320 and ESLW 320, or placement through assessment; MKT 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of modern retail store operation with emphasis on consumer behavior, store location and layout, pricing, organization, promotion, merchandising, and pertinent legislation.

MKT 314  Advertising  3 Units
Prerequisite: None
Advisory: ENGR 102 or ENGR 103 and ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment; MKT 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of the marketing promotional mix with special emphasis on the field of advertising. The course will cover the advertising message from initial research through the final advertising message. Different advertising media will be examined and compared.

MKT 332  Advertising on the Internet (Electronic Commerce)  3 Units
Prerequisite: None
Advisory: ENGR 102 or ENGR 103 and ENGRD 116; or ESLR 320 and ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course addresses the process of advertising in the electronic commerce environment. It focuses on discussing on-line marketing. The effects of electronic commerce on market research, demographics and traditional advertising channels and case studies of successful models will be studied and examined.
Mathematics & Statistics

Degree: A.S. - Mathematics
A.S. - Mathematics-Physical Science

Area: Mathematics
Dean: Mary Jones
Phone: (916) 484-8215
Counseling: (916) 484-8572

Mathematics Degree

The A.S. degree in mathematics provides a foundation of mathematics for students in preparation for transfer to a four-year program in mathematics or statistics. Course work includes a three-semester calculus series, differential equations, linear algebra, and statistics and/or symbolic logic.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 400</td>
<td>Calculus I</td>
<td>5</td>
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<tr>
<td>MATH 401</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 402</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 410</td>
<td>Introduction to Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 420</td>
<td>Differential Equations</td>
<td>4</td>
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</table>

And a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>PHIL 325</td>
<td>Symbolic Logic (3)</td>
</tr>
<tr>
<td>or MATH 320</td>
<td>Symbolic Logic (3)</td>
</tr>
<tr>
<td>STAT 481</td>
<td>Introduction to Probability and Statistics - Honors (3)</td>
</tr>
<tr>
<td>or STAT 301</td>
<td>Introduction to Probability and Statistics (3)</td>
</tr>
</tbody>
</table>

Mathematics/Physical Science Degree

This program provides a broad study in fields of physical science and mathematics. It provides a good foundation for transfer to a four-year program in science.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
</table>
| Transfer-level courses selected from:
(1) Science: could be astronomy, and/or chemistry, and/or engineering, and/or geology, and/or physical geography, and/or physical science and/or physics.
(2) Math: could be mathematics and/or statistics.

A minimum of 18 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 100</td>
<td>Elementary Algebra</td>
</tr>
</tbody>
</table>

Prerequisite: MATH 32 with a grade of "C" or better or placement through assessment.

Hours: 90 hours LEC
This course includes the fundamental concepts and operations of algebra with problem solving skills emphasized. Topics include properties of real numbers, linear equations and inequalities, integer exponents, polynomials, and factoring polynomials. Other topics include rational exponents and rational/radical expressions with associated equations. Additional topics introducing the rectangular coordinate system, focus on graphs and equations of lines, systems of linear equations/inequalities, and solving quadratic equations. AA/AS area 4C.
MATH 110  Elementary Geometry  5 Units  
Prerequisite: MATH 100 with a grade of “C” or better or placement through the assessment process.
Hours: 90 hours LEC
This course covers aspects of elementary geometry. Topics include terms and definitions, properties of parallel lines and parallelograms, congruent and similar triangles, properties of triangles, right triangles, and basic trigonometry. Later topics include properties of circles, construction of loci, areas, and volumes. The course also emphasizes problem solving strategies, elementary logic, and reading and writing proofs. AA/AS area 4C.

MATH 120  Intermediate Algebra  5 Units  
Formerly: MATH 53
Prerequisite: MATH 100 with a grade of “C” or better, or placement through assessment.
Hours: 90 hours LEC
This course reviews and extends the concepts of elementary algebra with problem solving skills emphasized throughout. Topics which are reviewed and extended include linear and quadratic equations, factoring polynomials, rational expressions, exponents, radicals, equations of lines, and system of equations. New topics include graphs and their translations and reflections, functions, exponential and logarithmic functions, graphs of quadratic and polynomial functions, nonlinear systems of equations, polynomial and rational inequalities, and an introduction to conic sections. AA/AS area 3D and 4C.

MATH 300  Introduction to Mathematical Ideas  3 Units  
Formerly: MATH 1
Prerequisite: Mathematics 120 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on the problem-solving skills necessary to solve both real-life and nontraditional mathematics problems. Problem-solving strategies presented in this course include: drawing a diagram, eliminating possibilities, making a systematic list, looking for a pattern, guessing and checking, solving an easier related problem, working backward, algebraic representation, finite differences, and other related techniques. Divergent thinking, group work, and the clear presentation of mathematical work will be emphasized throughout the course. AA/AS area 3D and 4C; CSU area B3.

MATH 301  Mathematical Discovery  3 Units  
Formerly: MATH 2
Prerequisite: Mathematics 110 and 120 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
In this course students will explore mathematical patterns and relations, and formulate and prove conjectures. Topics from number theory, probability, statistics, sets, matrices, and number theory. Not recommended for students entering elementary school teaching or business administration majors. (CAN MATH 2) AA/AS area 3D and 4C; CSU area B3.

MATH 302  Exploratory Field Experience in Mathematics  3 Units  
Prerequisite: MATH 120 with a grade of “C” or better.
Enrollment Limitation: Current TB clearance is required prior to work in schools. Fingerprinting may also be required.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an education-based field experience in mathematics allowing students to explore teaching as a career choice. Students are assigned to area schools to observe and/or assist in a mathematics classroom. Students have the opportunity to learn and practice essential skills to assist younger students with their progress through the mathematics sequence, and to learn about social, cultural, and educational issues related to mathematics and the school environment. Weekly seminars allow students to share experiences and compare observations. This course is recommended for those who may wish to pursue a single-subject credential in mathematics. AA/AS area 3E

MATH 303  Calculus for Business and Economics  3 Units  
Prerequisite: MATH 120 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed around applications of mathematics in economic and business contexts. Specific topics include functions and related business formulas, tables and graphs, finance (interest and exponential models in economics), rates of change including applications and optimization, and linear programming. AA/AS area 3D & 4C; CSU area B3.

MATH 304  Modern Business Mathematics  3 Units  
Prerequisite: MATH 120 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers aspects of elementary geometry. Topics include terms and definitions, properties of parallel lines and parallelograms, congruent and similar triangles, properties of triangles, right triangles, and basic trigonometry. Later topics include properties of circles, construction of loci, areas, and volumes. The course also emphasizes problem solving strategies, elementary logic, and reading and writing proofs. AA/AS area 4C.

MATH 305  Problem-Solving  3 Units  
Prerequisite: MATH 120 with a grade of “C” or better, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers a variety of problem-solving skills necessary to solve both real-life and nontraditional mathematics problems. Problem-solving strategies presented in this course include: drawing a diagram, eliminating possibilities, making a systematic list, looking for a pattern, guessing and checking, solving an easier related problem, working backward, algebraic representation, finite differences, and other related techniques. Divergent thinking, group work, and the clear presentation of mathematical work will be emphasized throughout the course. AA/AS area 3D and 4C; CSU area B3.
Mathematics Courses

Math 10
Overcoming Math Anxiety
(formerly Math 202)
1 unit

Math 25
Computational Arithmetic
(formerly Math 204)
3 units

Math 300
Introduction to Mathematical Ideas
(formerly Math 1)
3 units

Math 110
Elementary Geometry
(formerly Math 52)
5 units

Math 325
Problem Solving
(formerly Math 3)
3 units

Math 120
Intermediate Algebra
(formerly Math 53)
5 units

Math 310
Mathematical Discovery
(formerly Math 2)
3 units

Math 320
Introduction to Symbolic Logic
(formerly Math 12)
3 units

Math 340
Calculus for Business and Economics
(formerly Math 43)
3 units

Math 350
Pre Calculus
(formerly Math 29)
5 units

Math 342
Modern Business Mathematics
(formerly Math 44)
3 units

Math 351
Calculus for Social & Life Sciences II
(formerly Math 16B)
3 units

Math 370
Precalculus
(formerly Math 29)
5 units

Math 361
Intro to Probability & Statistics
(formerly Math 1)
3 units

Math 350
Calculus for Social & Life Sciences I
(formerly Math 16A)
3 units

Math 330
Trigonometry
(formerly Math 15)
3 units

Math 340
Calculus for Business and Economics
(formerly Math 43)
3 units

Math 320
Introduction to Symbolic Logic
(formerly Math 12)
3 units

Math 400
Calculus I
(formerly Math 9A)
5 units

Math 420
Introduction to Linear Algebra
(formerly Math 35)
3 units

Math 401
Calculus II
(formerly Math 9B)
5 units

Math 421
Calculus III
(formerly Math 9C)
5 units

Math 402
Calculus III
(formerly Math 9C)
5 units

Math 401
Calculus II
(formerly Math 9B)
5 units

Math 421
Calculus II
(formerly Math 9B)
5 units

Math 402
Calculus III
(formerly Math 9C)
5 units

Math 403
Calculus III
(formerly Math 9D)
5 units

Math 404
Calculus IV
(formerly Math 100)
5 units

Math 405
Differential Equations
(formerly Math 106)
4 units

Boxes with dashed lines indicate courses available as Math 1000 in the Math Learning Center.
MATH 344  Finite Mathematics  3 Units  
Formerly: MATH 42  
Prerequisite: MATH 120 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This course covers sets, probability and combinatorics, expected value,  
matrix theory, systems of equations and inequalities, linear programming,  
and mathematics of finance with emphasis on applications in business admin-  
istration, biological sciences, and social science. It also includes computer  
applications. (CAN MATH 12) AA/AS area 3D and 4C; CSU area  
B3; IGETC area 2  

MATH 350  Calculus for the Life and Social Sciences I  3 Units  
Prerequisite: MATH 330 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This course covers functions, limits, and derivatives, and introduces anti-  
derivatives. Algebraic and computational techniques are emphasized in  
applications from business, and social and biological sciences. It is not  
required for math or engineering majors. (CAN MATH 30) (MATH  
SEQ D) AA/AS area 3D and 4C; CSU area B3; IGETC area 2.  

MATH 351  Calculus for the Life and Social Sciences II  3 Units  
Formerly: MATH 16B  
Prerequisite: MATH 350 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This course is the continuation of MATH 350. It covers integration and  
differentiation of commonly used functions, and applications of analytic  
geometry and calculus. (CAN MATH 32) (MATH SEQ D) AA/AS area  
4C; CSU area B3; IGETC area 2  

MATH 360  Introduction to Scientific Graphing Calculators  1 Unit  
Formerly: MATH 28  
Prerequisite: MATH 330 with a grade of “C” or better or placement through  
assessment.  
Course Transferable to CSU  
Hours: 18 hour LEC  
This course introduces the basic functions and applications of scientific  
graphic calculators. It covers plotting, evaluating, and solving functions.  
It also discusses calculator-based solutions of problems from algebra and  
trigonometry; and introduces techniques that will be useful in subsequent  
courses like precalculus and calculus. A calculator of a model and type that  
will be specified by instructor is required.  

MATH 370  Pre-Calculus Mathematics  5 Units  
Prerequisite: MATH 330 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 90 hour LEC  
This course includes application and graphing of polynomial, logarithmic,  
exponential and trigonometric functions, as well as systems of linear and  
non-linear equations and inequalities. It also covers analytic geometry  
including straight lines, conic sections, graphing and curve sketching. (CAN  
MATH 16) AA/AS area 3D and 4C; CSU area B3; IGETC area 2.  

MATH 400  Calculus I  5 Units  
Prerequisite: MATH 370 with a grade of “C” or better.  
Advisory: Students who took Precalculus in a non-college setting should confirm  
adequate preparation for Math 400 using ARC’s Math Self-Assessment System.  
Course Transferable to UC/CSU  
Hours: 90 hour LEC  
This course is an introduction to differential and integral calculus. It in-  
cludes limits, continuity, differentiation and integration of algebraic, trigo-  
nometric, logarithmic, exponential and other transcendental functions.  
Some applications are also included. (CAN MATH 18) (MATH SEQ B)  
AA/AS area 3D and 4C; CSU area B3; IGETC area 2  

MATH 401  Calculus II  5 Units  
Prerequisite: MATH 400 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 90 hours LEC  
This course is a continuation of MATH 400. Its content will include tech-  
niques of integration, improper integrals, indeterminate forms, applications  
of integration, infinite series, parametric equations and polar coordinates.  
(CAN MATH 20) (MATH SEQ B ) AA/AS area 4C; CSU area B3; IGETC area 2  

MATH 402  Calculus III  5 Units  
Prerequisite: MATH 401 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 90 hours LEC  
This course is a continuation of MATH 401. It includes calculus of func-  
tions of more than one variable, partial derivatives, extreme of functions  
of more than one variable, multiple integration, development of the vector  
calculus, line integrals, three dimensional analytic geometry and the theo-  
rems of Green, Gaus (Divergence), and Stokes. (CAN MATH 22)  
(MATH SEQ C) AA/AS area 4C; CSU area B3; IGETC area 2  

MATH 410  Introduction to Linear Algebra  3 Units  
Formerly: MATH 35  
Prerequisite: MATH 400 with a grade of “C” or better.  
Advisory: MATH 402.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course provides an introduction to linear algebra including matrices,  
determinants, vector spaces, linear transformations, eigenvectors. It is in-  
tended for majors in mathematics, engineering, economics, science and  
related fields. (CAN MATH 26) AA/AS area 4C; CSU area B3; IGETC area 2.  

MATH 420  Differential Equations  4 Units  
Formerly: MATH 9D  
Prerequisite: Mathematics 401 with a grade of “C” or better.  
Advisory: MATH 402.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
This course is a study of ordinary differential equations with emphasis on  
linear equations and systems of linear equations. It includes infinite series  
and, Laplace transform and matrix methods of solution. It stresses applica-  
tions to engineering problems. It is recommended for electrical, mechan-  
ical, industrial, ceramic, and petroleum engineers, and for mathematics and  
physical science majors. (CAN MATH 24) AA/AS area 4C; CSU area B3; IGETC area 2.  

MATH 481  Honors Applications of Calculus  1 Unit  
Formerly: MATH 8H  
Prerequisite: Cumulative GPA of 3.0 or better; MATH 402 with a grade of "C"  
or better, and ENGWR 300 or 480 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This course focuses on professional applications of mathematics in such  
fields as biomathematics, economics, political science, computer science,  
earth science, social sciences and psychology. AA/AS area 4C
MATH 1000  Individualized Mathematics  3-5 Units  
Prerequisite: None  
Advisory: Determine or confirm placement using ARC’s Math Self-Assessment System.  
Hours: 90 hours LEC  
This program is an open-entry/open-exit, independent study approach for students wishing to take MATH 32 (Prealgebra, 3 units), MATH 100 (Elementary Algebra, 5 units), or MATH 120 (Intermediate Algebra, 5 units). During the first class meeting, students choose the specific course in which to enroll. For students who do not have a prerequisite, course placement should be determined by ARC’s on-line self-assessment system. Students who complete one course may advance immediately to the next one. Students may choose to complete a course in one semester (or less), or take up to two semesters. Unit credit is only awarded for the semester in which the course is completed. Students who receive a notation of “In Progress” must register in the same individualized course the following semester in order to complete the course and receive full unit credit. Computer-based instruction is an integral component. Work may be done on campus (computers available) or off campus (software runs on PC Windows or Macintosh w/virtual PC software).

Statistics

STAT 301  Introduction to Probability and Statistics  3 Units  
Formerly: STAT 1  
Prerequisite: MATH 120 with a grade of “C” or better.  
Advisory: ENGRD 116.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course will introduce basic concepts of probability and statistics. It will include analysis of data, probability, distributions, tests of hypothesis, estimation, regression and correlation, and analysis of variance. Related application to psychology, social science, natural science, business and engineering will be explored. A scientific calculator that has a stat package (2-variable) is used throughout the course. (CAN STAT 2) AA/AS area 3D and 4C; CSU area B3; IGETC area 2.

STAT 481  Introduction to Probability and Statistics - Honors  3 Units  
Formerly: STAT 1H  
Prerequisite: Cumulative GPA of 3.0 or better; MATH 120 with a grade of “C” or better, and ENGWR 300 or 480 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introduction to the concepts of statistics with a strong emphasis on the understanding and appreciation of the role of statistics in real life situations including computer analysis of real data. In addition to the topics presented in STAT 301, this honors course will include either additional topics of non-parametric statistics, design-of-experiment issues ensuring validity, analysis of variance and multiple regression or an applied research term paper using statistical methods and data collected from a work environment. AA/AS area 3D & 4C; CSU area B3; IGETC area 2.
The music program includes vocal and instrumental components, as well as courses in music, history, and theory. The general program is designed to provide students with a foundation in music theory and history. In addition, ARC provides degrees and certificates in commercial music, and a certificate in jazz studies. Performance opportunities in both vocal and instrumental music enhance a student's understanding and skill levels.

Music Degree

Core Requirements for Degree Major 26 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFH 310</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUFH 311</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUFH 400</td>
<td>Music Theory</td>
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<tr>
<td>MUFH 401</td>
<td>Music Theory</td>
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<tr>
<td>MUFH 410</td>
<td>Advanced Music Theory</td>
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<tr>
<td>MUFH 411</td>
<td>Advanced Music Theory</td>
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<td>MUIVI 420</td>
<td>Applied Music</td>
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<tr>
<td>MUIVI 423</td>
<td>Applied Music</td>
<td>1</td>
</tr>
</tbody>
</table>

Guitarists/Pianists Concentration 34 units

And a minimum of 8 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP 310</td>
<td>Orchestra (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 330</td>
<td>Concert Band (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 340</td>
<td>Symphonic Band (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 350</td>
<td>College Choir (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 360</td>
<td>Chamber Singers (2)</td>
<td>2</td>
</tr>
</tbody>
</table>

Instrumentalists Concentration 34 units

And a minimum of 8 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP 310</td>
<td>Orchestra (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 330</td>
<td>Concert Band (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 340</td>
<td>Symphonic Band (2)</td>
<td>2</td>
</tr>
</tbody>
</table>

Vocalists Concentration 34 units

And a minimum of 8 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP 350</td>
<td>College Choir (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 360</td>
<td>Chamber Singers (2)</td>
<td>2</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Music Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Jazz Studies Degree

Requirements for Degree Major 38 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFH 315</td>
<td>Jazz History</td>
<td>3</td>
</tr>
<tr>
<td>MUFH 330</td>
<td>World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUFH 400</td>
<td>Music Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUFH 401</td>
<td>Music Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUFH 410</td>
<td>Advanced Music Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUFH 420</td>
<td>Beginning Jazz Theory</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 340</td>
<td>Beginning Piano</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 385</td>
<td>Jazz Styles and Improvisation (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 390</td>
<td>Beginning Jazz and Popular Vocal Styles (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 400</td>
<td>Beginning Jazz Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 420</td>
<td>Applied Music</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 421</td>
<td>Applied Music</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 425</td>
<td>Applied Music - Jazz</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 426</td>
<td>Applied Music - Jazz</td>
<td>1</td>
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And a minimum of 8 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP 320</td>
<td>Jazz Band (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 400</td>
<td>Vocal Ensemble</td>
<td>2</td>
</tr>
</tbody>
</table>

Commercial Music: Business Degree

Requirements for Degree Major 33 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MUFH 321</td>
<td>Basic Musicianship</td>
<td>3</td>
</tr>
<tr>
<td>MUFH 330</td>
<td>World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 110</td>
<td>The Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 111</td>
<td>The Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 112</td>
<td>The Business of Music/Artist Management</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 113</td>
<td>The Business of Music/Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 120</td>
<td>Contemporary Songwriting</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210</td>
<td>The Business Plan</td>
<td>1</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Marketing for Small Businesses</td>
<td>1</td>
</tr>
<tr>
<td>BUS 214</td>
<td>Financing a Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Essential Records for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 218</td>
<td>Management Skills for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Retailing and Merchandising for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Customer Service</td>
<td>1</td>
</tr>
<tr>
<td>BUS 226</td>
<td>Loss Prevention and Security</td>
<td>1</td>
</tr>
<tr>
<td>BUS 228</td>
<td>Selling Techniques for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 230</td>
<td>QuickBooks (R) for Small Business</td>
<td>1</td>
</tr>
</tbody>
</table>
Associate Degree Requirements: The Commercial Music: Business Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Commercial Music: Recording Degree

Requirements for Degree Major 36 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 321</td>
<td>Basic Musicianship</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 330</td>
<td>World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 140</td>
<td>Beginning Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 110</td>
<td>The Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 120</td>
<td>Contemporary Songwriting</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 140</td>
<td>Concert Sound Reinforcement</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 334</td>
<td>Introduction to Musical Instrument Digital Interface (MIDI)</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 342</td>
<td>Recording Studio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 344</td>
<td>Recording Studio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 350</td>
<td>Recording Studio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 352</td>
<td>Recording Studio Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210</td>
<td>The Business Plan</td>
<td>1</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Marketing for Small Businesses</td>
<td>1</td>
</tr>
<tr>
<td>BUS 214</td>
<td>Financing a Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Essential Records for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 218</td>
<td>Management Skills for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Retailing and Merchandising for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Customer Service</td>
<td>1</td>
</tr>
<tr>
<td>BUS 226</td>
<td>Loss Prevention and Security</td>
<td>1</td>
</tr>
<tr>
<td>BUS 228</td>
<td>Selling Techniques for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 230</td>
<td>QuickBooks (R) for Small Business</td>
<td>1</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Commercial Music: Recording Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Commercial Music: Audio Production Certificate

Requirements for Certificate 31 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 321</td>
<td>Basic Musicianship</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 330</td>
<td>World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 110</td>
<td>The Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 140</td>
<td>Concert Sound Reinforcement</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 334</td>
<td>Introduction to Musical Instrument Digital Interface (MIDI)</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 342</td>
<td>Recording Studio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 344</td>
<td>Recording Studio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 350</td>
<td>Recording Studio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 352</td>
<td>Recording Studio Techniques</td>
<td>3</td>
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</table>

And a minimum of 6 units from the following:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ET 300</td>
<td>DC Theory and Circuit Fundamentals (2.5)</td>
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<tr>
<td>ET 301</td>
<td>AC Theory and Circuit Fundamentals (2.5)</td>
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<tr>
<td>ET 306</td>
<td>Electronics Fabrication and Soldering Techniques (2)</td>
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</tr>
<tr>
<td>ET 310</td>
<td>Mathematics for DC Circuit Fundamentals, Part I (1.5)</td>
<td></td>
</tr>
<tr>
<td>ET 311</td>
<td>Mathematics for AC Circuit Fundamentals, Part II (1.5)</td>
<td></td>
</tr>
<tr>
<td>MUP 320</td>
<td>Jazz Band (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 330</td>
<td>Concert Band (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 350</td>
<td>College Choir (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUP 424</td>
<td>Commercial Music Ensemble (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 111</td>
<td>The Business of Music (3)</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 112</td>
<td>The Business of Music/Artist Management (3)</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 113</td>
<td>The Business of Music/Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 120</td>
<td>Contemporary Songwriting</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 121</td>
<td>Contemporary Songwriting</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 335</td>
<td>Intermediate Musical Instrument Digital Interface (MIDI) (2)</td>
<td>2</td>
</tr>
</tbody>
</table>

Commercial Music: Music Business Certificate

Requirements for Certificate 33 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 321</td>
<td>Basic Musicianship</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 330</td>
<td>World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 110</td>
<td>The Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 111</td>
<td>The Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 112</td>
<td>The Business of Music/Artist Management</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 113</td>
<td>The Business of Music/Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 120</td>
<td>Contemporary Songwriting</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210</td>
<td>The Business Plan</td>
<td>1</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Marketing for Small Businesses</td>
<td>1</td>
</tr>
<tr>
<td>BUS 214</td>
<td>Financing a Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Essential Records for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 218</td>
<td>Management Skills for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Retailing and Merchandising for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Customer Service</td>
<td>1</td>
</tr>
<tr>
<td>BUS 226</td>
<td>Loss Prevention and Security</td>
<td>1</td>
</tr>
<tr>
<td>BUS 228</td>
<td>Selling Techniques for the Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 230</td>
<td>QuickBooks (R) for Small Business</td>
<td>1</td>
</tr>
</tbody>
</table>

Music Fundamentals/History & Lit.

**MUFHL 100**  Music Listening  2 Units
Formerly: MUFHL 57
Prerequisite: None
Hours: 36 hours LEC
Development of listening techniques for the student without previous musical involvement by means of lectures, recordings and films. Includes current and historic aspects of the musical experience. AA/AS area 3B

**MUFHL 300**  Introduction to Music  3 Units
Prerequisite: None
Advisory: ENGRD 110 or ESLR 320 or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed for students with no previous knowledge of music. Music will be discussed with historical perspective providing a thorough understanding and ability to define and describe terms, elements and characteristics of music. Units will include basic fundamentals of performance, listening skills development, critique and analysis of significant classic music examples, and differentiation of historical styles. AA/AS area 3B; CSU area C1; IGETC area 3.

**MUFHL 308**  Introduction to Music: Rock & Roll  3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines social, political, cultural, and economic issues as they relate to the history of Rock & Roll music. It includes guided listening and video presentations to show the evolution of Rock from its roots to current stylistic trends. This course requires no previous musical study. AA/AS area 3B.
Music

MUFHL 310 Survey of Music History and Literature 3 Units  
Formerly: MUFHL 10  
Prerequisite: None  
Advisory: ENGRD 312, or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of the history of music including its composers and most significant works from the beginning of history to the Baroque period. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. (CAN MUS 8) AA/AS area 3B; CSU area C1; IGETC area 3.

MUFHL 311 Survey of Music History and Literature 3 Units  
Prerequisite: None  
Advisory: ENGRD 102 or 103 and ENGRD 316 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of the history of music including its composers and most significant works from the Classical period to the present. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. AA/AS area 3B; CSU area C1; IGETC area 3.

MUFHL 315 Jazz History 3 Units  
Formerly: MUFHL 12  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an historical, comprehensive, and comparative listeners' survey of the traditions of Jazz music from around the world and in the United States, in which concepts of ethnicity, ethnocentrism, racism, ageism, class differences, and gender issues will be addressed. Guided listening presentations will show how African and early African-American musical traditions have led to the development of various improvisational forms and styles, including Ragtime, Swing, Bebop, Free Jazz, Fusion, and Acid Jazz. Jazz styles of the Americas, Asia, Africa, India, and Europe will be covered. AA/AS area 3B & 3F; CSU area C1; IGETC area 3.

MUFHL 321 Basic Musicianship 3 Units  
Prerequisite: None  
Corequisite: MUIVI 340 or MUIVI 370.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course includes the basic fundamentals of music notation and performance skills including scales, chords, sight-singing, music dictation, harmonic progression, and form. AA/AS area 3B; CSU area C1; IGETC area 3.

MUFHL 330 World Music 3 Units  
Prerequisite: None  
Advisory: ENGRD 102 or ENGRWR 103 and ENGRD 116, or ESLR 320 and ESLL 320, or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 54 hour LEC  
This course is a comprehensive, comparative listener survey of the folk ethnic, dance, and ceremonial music traditions around the world and in the United States. Concepts of ethnicity, ethnocentrism, racism, ageism, class differences, and gender issues will be addressed. Guided listening presentations will show how traditional forms and styles have led to the urban, professional music popular in many countries today know as “World Beat.” Music of the Americas, Africa, Asia, Australia and Europe will be compared. AA/AS area 3B & 3F; CSU area C1; IGETC area 3.

MUFHL 400 Music Theory 4 Units  
Formerly: MUFHL 3A  
Prerequisite: Knowledge of musical notation.  
Corequisite: MUIVI 340 or piano audition.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course is a study of scales, intervals, triads, diatonic harmonies, part writing, rhythms, sight singing, ear training, dictation, history and performance. It includes analysis and composition and is required for music majors. (CAN MUS 2) AA/AS area 3B; CSU area C1; IGETC area 3.

MUFHL 401 Advanced Music Theory 4 Units  
Formerly: MUFHL 4A  
Prerequisite: MUFHL 400 with a grade of “C” or better.  
Advisory: MUIVI 341.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course is a continuation of MUFHL 400. It provides a more in-depth study of scales, intervals, triads, diatonic harmonies, part writing, rhythms, sight singing, ear training, dictation, history and performance. It includes analysis and composition and is required for music majors. (CAN MUS 4) CSU area C1; IGETC area 3.

MUFHL 410 Advanced Music Theory 4 Units  
Formerly: MUFHL 4B  
Prerequisite: MUFHL 410.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course is a continuation of MUFHL 410. It includes a more indepth study of 16th and 18th century counterpoint, fugue, variation, altered chords, sonata allegro and rondo forms, and late 19th and 20th century writing techniques; practice in rhythmical, melodic, harmonic and contrapuntal sight singing, ear training and dictation. Required for music majors. CSU area C1; IGETC area 3.

MUFHL 411 Advanced Music Theory 4 Units  
Formerly: MUFHL 4C  
Prerequisite: MUFHL 411.  
Advisory: MUIVI 351.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course is a continuation of MUFHL 410. It includes a more indepth study of 16th and 18th century counterpoint, fugue, variation, altered chords, sonata allegro and rondo forms, and late 19th and 20th century writing techniques; practice in rhythmical, melodic, harmonic and contrapuntal sight singing, ear training and dictation. Required for music majors. CSU area C1; IGETC area 3.

MUFHL 420 Beginning Jazz Theory 2 Units  
Formerly: MUFHL 3C  
Prerequisite: MUFHL 400 with a grade of “C” or better.  
Advisory: MUIVI 400.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 18 hours LAB  
This course introduces the elements of jazz theory including harmonic, melodic and formal analysis in the jazz idiom.

MUFHL 421 Advanced Jazz Theory 2 Units  
Formerly: MUFHL 3D  
Prerequisite: MUFHL 420.  
Advisory: MUIVI 400.  
Course Transferable to CSU  
Hours: 36 hours LEC; 18 hours LAB  
This course provides a continuation of jazz concepts presented in MUFHL 420. The emphasis will be advanced elements of jazz theory including harmonic, melodic and formal analysis in the jazz idiom.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Course Transferable to UC/CSU</th>
<th>Hours:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUIVI 310</td>
<td>Voice Class</td>
<td>2</td>
<td>Formerly: MUIVI 22A</td>
<td>Course Transferable to UC/CSU</td>
<td>36</td>
<td>Emphasizes the development of the individual's voice. Solos are learned and performed in class. CSU area C1</td>
</tr>
<tr>
<td>MUIVI 311</td>
<td>Voice Class</td>
<td>2</td>
<td>Formerly: MUIVI 22B</td>
<td>Course Transferable to UC/CSU</td>
<td>36</td>
<td>This course emphasizes the continued development of the individual's voice. Solos are learned and performed in class.</td>
</tr>
<tr>
<td>MUIVI 320</td>
<td>Voice Class, Intermediate</td>
<td>2</td>
<td>Formerly: MUIVI 23A</td>
<td>Course Transferable to UC/CSU</td>
<td>36</td>
<td>This course is a study of vocal exercise and intellectual analysis for the development of efficient singing techniques and skills in performing vocal literature. Performance in class is essential.</td>
</tr>
<tr>
<td>MUIVI 321</td>
<td>Voice Class, Intermediate</td>
<td>2</td>
<td>Formerly: MUIVI 23B</td>
<td>Course Transferable to UC/CSU</td>
<td>36</td>
<td>This course focuses on the practical application of bel canto technique with emphasis on English and Italian diction and literature. Performance in class is essential.</td>
</tr>
<tr>
<td>MUIVI 340</td>
<td>Beginning Piano</td>
<td>2</td>
<td>Formerly: MUIVI 43A</td>
<td>Course Transferable to UC/CSU</td>
<td>36</td>
<td>This course is designed for students interested in piano as a medium of expression and enjoyment, and for prospective nursery, kindergarten and elementary teachers. It is required for music majors who do not demonstrate equivalent piano proficiency. (CAN MUS 22) CSU area C1</td>
</tr>
</tbody>
</table>

**Music**
### MUIVI 386  Jazz Styles and Improvisation  2 Units
Formerly: MUIVI 43B  
Prerequisite: MUIVI 385.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 18 hours LAB  
This is the study of advanced instrumental and vocal applications of jazz improvisation. This course may be taken twice for credit.

### MUIVI 390  Beginning Jazz and Popular Vocal Styles  2 Units
Formerly: MUIVI 25A  
Prerequisite: MUIVI 310 or audition.  
Course Transferable to CSU  
Hours: 36 hours LEC; 18 hours LAB  
This course offers instruction in the stylistic and performance elements of jazz and popular solo singing styles and repertoire including blues, R & B, pop, rock, and country. This course may be taken twice for credit.

### MUIVI 391  Advanced Jazz and Popular Vocal Styles  2 Units
Formerly: MUIVI 25B  
Prerequisite: MUIVI 390 or audition.  
Course Transferable to CSU  
Hours: 36 hours LEC; 18 hours LAB  
This course offers further instruction in the stylistic and performance elements of jazz and popular solo singing styles and repertoire including the blues, R & B, pop, rock, and country. This course may be taken twice for credit.

### MUIVI 400  Beginning Jazz Piano  2 Units
Formerly: MUIVI 33A  
Prerequisite: MUIVI 340.  
Advisory: MUFHL 400.  
Course Transferable to CSU  
Hours: 36 hours LEC; 18 hours LAB  
This course is an introduction to the fundamentals of jazz piano. Topics include left-hand voicings, tritone substitution, and scale theory applications to the keyboard. Requires at least five hours per week outside preparation.

### MUIVI 401  Intermediate Jazz Piano  2 Units
Formerly: MUIVI 33B  
Prerequisite: MUIVI 400.  
Advisory: MUFHL 400.  
Course Transferable to CSU  
Hours: 36 hours LEC; 18 hours LAB  
This course is intermediate studies in jazz piano. Topics include stride voicings, block chords, Salsa and Latin comping and “Fourth” chords. Requires at least five hours per week outside preparation.

### MUIVI 420  Applied Music  1 Unit
Formerly: MUIVI 38A  
Prerequisite: Audition.  
Corequisite: Enrolled in 2 units from: MUP 310, 330, 340, 350, or 360 and enrolled in 4 units from: MUFHL 400, 401, 410, or 411.  
Course Transferable to UC/CSU  
Hours: 7 hours LEC; 191 hours LAB  
This is the first course in a four-part series and offers individualized instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance and jazz music majors.

### MUIVI 421  Applied Music  1 Unit
Formerly: MUIVI 38B  
Prerequisite: MUIVI 420 and audition.  
Corequisite: Enrolled in 2 units from MUP 310, 330, 340, 350, or 360 and enrolled in 4 units from MUFHL 400, 401, 410, or 411.  
Course Transferable to UC/CSU  
Hours: 7 hours LEC; 191 hours LAB  
This is the second course in a four-part series and offers individualized instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance and jazz music majors.

### MUIVI 422  Applied Music  1 Unit
Formerly: MUIVI 38C  
Prerequisite: MUIVI 421 and audition.  
Corequisite: Enrolled in 2 units from MUP 310, 330, 340, 350, or 360 and enrolled in 4 units from MUFHL 400, 401, 410, or 411.  
Course Transferable to UC/CSU  
Hours: 7 hours LEC; 191 hours LAB  
This is the third course in a four-part series and offers individualized instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance and jazz music majors.

### MUIVI 423  Applied Music  1 Unit
Formerly: MUIVI 38D  
Prerequisite: MUIVI 422 and audition.  
Corequisite: Enrolled in 2 units from MUP 310, 330, 340, 350, or 360 and enrolled in 4 units from MUFHL 400, 401, 410, or 411.  
Course Transferable to UC/CSU  
Hours: 7 hours LEC; 191 hours LAB  
This is the fourth course in a four-part series and offers individualized instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance and jazz music majors.

### MUIVI 425  Applied Music - Jazz  1 Unit
Formerly: MUIVI 38E  
Prerequisite: MUIVI 421 and audition.  
Corequisite: Enrolled in 4 units from MUFHL 400 or 401, or enrolled in 2 units from MUFHL 420 or 421; and enrolled in MUP 320, 400, or 424.  
Course Transferable to UC/CSU  
Hours: 7 hours LEC; 191 hours LAB  
This is the third course in a four-part series specializing in individualized jazz instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance and jazz music majors.

### MUIVI 426  Applied Music - Jazz  1 Unit
Formerly: MUIVI 38F  
Prerequisite: MUIVI 425 and audition.  
Corequisite: Enrolled in 4 units from MUFHL 400 or 401, or enrolled in 2 units from MUFHL 420 or 421; and enrolled in 2 units from MUP 320, 400, or 424.
MUIVI 430  Beginning Organ  1 Unit
Formerly: MUIVI 33
Prerequisite: Keyboarding proficiency; student must be able to play a composition for piano comparable in difficulty to a Bach Two-Part Invention.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course introduces the fundamental skills in organ. Required for organ majors. May be taken twice for credit. CSU area C1

MUIVI 431  Intermediate Organ  1 Unit
Formerly: MUIVI 34
Prerequisite: Two semesters of MUIVI 430.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a continuation of MUIVI 430. It includes the further development of skills relative to music written for the organ. Required for organ majors. May be taken twice for credit.

MUIVI 440  Brass Instruction  1 Unit
Formerly: MUIVI 26
Prerequisite: Ability to play a brass instrument.
Course Transferable to UC/CSU
Hours: 9 hours LEC, 27 hours LAB
This course provides specialized instruction including all aspects of applied literature and performance on a brass instrument. This course may be taken four times for credit. CSU area C1

MUIVI 442  String Instruction  1 Unit
Formerly: MUIVI 28
Prerequisite: Ability to play a string instrument.
Course Transferable to UC/CSU
Hours: 9 hours LEC, 27 hours LAB
This course provides specialized instruction including all aspects of applied literature and performance on a string instrument. This course may be taken four times for credit. CSU area C1

MUIVI 444  Woodwind Instruction  1 Unit
Formerly: MUIVI 29
Prerequisite: Ability to play a woodwind instrument.
Course Transferable to UC/CSU
Hours: 9 hours LEC, 27 hours LAB
This course provides specialized instruction including all aspects of applied literature and performance on a woodwind instrument. This course may be taken four times for credit. CSU area C1

MUIVI 446  Percussion Instruction  1 Unit
Formerly: MUIVI 27
Prerequisite: Ability to play a percussion instrument.
Course Transferable to UC/CSU
Hours: 9 hours LEC, 27 hours LAB
This course provides specialized instruction including all aspects of applied literature and performance on percussion instruments. This course may be taken four times for credit. CSU area C1

MUP 310  Orchestra  2 Units
Prerequisite: Ability to play a musical instrument.
Course Transferable to UC/CSU
Hours: 18 hours LEC, 54 hours LAB
This course is the study and performance of orchestral repertoire. It is open to those who play an orchestral instrument. Field trips are required. This course may be taken four times for credit. CSU area C1

MUP 311  Advanced Orchestra  1-2 Units
Prerequisite: MUP 310 (8 units).
Course Transferable to CSU
Hours: 54-108 hours LAB
This course is the continuing study and performance of orchestral repertoire. Additional topics include experience in conducting, rehearsal technique and section leading. Field trips may be required. This course may be taken four times.

MUP 320  Jazz Band  2 Units
Prerequisite: Ability to play at least one instrument commonly used in jazz ensemble; audition required.
Course Transferable to UC/CSU
Hours: 18 hours LEC, 54 hours LAB
This course is the study and performance of Jazz Band repertoire. Public performance and field trips required. May be taken four times for credit. CSU area C1

MUP 321  Advanced Jazz Band  1-2 Units
Prerequisite: MUP 320 (8 units); audition.
Course Transferable to CSU
Hours: 54-108 hours LAB
This course is the continuing study and performance of Jazz Band repertoire. Additional topics include experience in conducting, rehearsal technique and section leading. Public performance and field trips are required. This course may be taken four times for credit.

MUP 327  Chamber Jazz Ensemble  2 Units
Prerequisite: Ability to play at least one instrument commonly found in a jazz ensemble; audition required.
Course Transferable to CSU
Hours: 18 hours LEC, 54 hours LAB
This course examines and evaluates techniques of chamber jazz group organization, jazz arranging, and jazz improvisation. Chamber jazz recording techniques are analyzed focusing on studio etiquette, microphone setup, headphone mix, and playback critique. Public performance and field trips are required. This course may be taken four times for credit.

MUP 328  Advanced Chamber Jazz Ensemble  2 Units
Prerequisite: Completion of 8 units of MUP 327 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC, 54 hours LAB
This course examines and evaluates advanced techniques of chamber jazz ensemble organization. Ensemble members select music, formulate rehearsal strategy, conduct rehearsals, and set up and evaluate group performances. Public performances and field trips are required. This course may be taken four times for credit.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUP 330</td>
<td>Concert Band</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<tr>
<td></td>
<td>Advisory: Ability to read musical notation and play a band instrument; brass and woodwind players should know all basic range fingerings and all major and harmonic minor scales from memory; percussion players should know ten basic rudiments including single and double stroke rolls, 5, 7, and 9 stroke rolls, flams, paradiddles, and ruffs.</td>
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<tr>
<td></td>
<td>Course Transferable to UC/CSU</td>
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<tr>
<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<tr>
<td></td>
<td>This course studies and performs concert band literature. It is designed for a large ensemble of brass, woodwinds, and percussion instruments. Rehearsal will include a variety of music. Public performances, festivals, field trips, and tours are required. This course may be taken four times for credit. CSU area C1</td>
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<tr>
<td>MUP 331</td>
<td>Advanced Concert Band</td>
<td>1-2</td>
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<tr>
<td></td>
<td>Prerequisite: MUP 330</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 54-108 hours LAB</td>
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<tr>
<td></td>
<td>This course is the continuing study and performance of concert band literature. It is designed for a large ensemble of brass, woodwind, and percussion instruments. Additional topics include experience in conducting, rehearsal technique and section leading. Public performances, festivals, field trips, and tours are required. This course may be taken four times.</td>
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<tr>
<td>MUP 340</td>
<td>Symphonic Band</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisite: Audition</td>
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<tr>
<td></td>
<td>Advisory: Ability to read musical notation and play a band instrument; brass and woodwind players should know all basic range fingerings and all major and harmonic minor scales from memory; percussion players should know ten basic rudiments including single and double stroke rolls, 5, 7, and 9 stroke rolls, flams, paradiddles, and ruffs.</td>
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<td></td>
<td>Course Transferable to UC/CSU</td>
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<tr>
<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course studies and performs advanced symphonic band literature, designed for a large ensemble of brass, woodwind, and percussion instruments. Rehearsal will include a wide variety of music. Public performances, festivals, field trips, and tours are required. This course may be taken four times for credit. CSU area C1</td>
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<tr>
<td>MUP 341</td>
<td>Advanced Symphonic Band</td>
<td>1-2</td>
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<tr>
<td></td>
<td>Prerequisite: MUP 340 (8 units) and audition.</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 54-108 hours LAB</td>
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<td></td>
<td>This course is the continuing study and performance of advance symphonic band literature. It is designed for a large ensemble of brass, woodwind, and percussion instruments rehearsing a wide variety of music. Additional topics include experience in conducting, rehearsal technique and section leading, Public performances, festivals, field trips, and tours are required. This course may be taken four times.</td>
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<tr>
<td>MUP 345</td>
<td>Wind Ensemble</td>
<td>2</td>
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<td></td>
<td>Prerequisite: Ability to play an instrument found in a wind or chamber ensemble; audition required.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course offers the study and performance of various styles of wind literature designed for one-on-a-part performance. Chamber music literature, rehearsal technique, and performance practices are examined. Public performances and field trips may be required. This course may be taken four times for credit.</td>
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<tr>
<td>MUP 350</td>
<td>College Choir</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisite: Ability to match pitch through assessment.</td>
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<td></td>
<td>Advisory: Previous singing experience and/or ability to read music notation.</td>
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<td></td>
<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course is the study and performance of choir literature including classical works, contemporary pieces, and music of many diverse cultures. Public performances, festivals, and field trips are required. This course may be taken four times for credit.* CSU area C1</td>
<td></td>
</tr>
<tr>
<td>MUP 352</td>
<td>Advanced Concert Choir</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 8 units of MUP 350 with a grade of &quot;C&quot; or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<tr>
<td></td>
<td>This course is the study and performance of advanced choir literature including classical works, contemporary pieces, and music of many diverse cultures. Ensemble members may conduct pieces and lead sectionals. Public performances, festivals, and field trips are required. This course may be taken four times for credit.</td>
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<tr>
<td>MUP 360</td>
<td>Chamber Singers</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisite: Audition including sight singing and aural skills assessment.</td>
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<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<tr>
<td></td>
<td>This course is an advanced choral ensemble of limited size performing a wide variety of music. Public performances, festivals, and field trips are required. This course may be taken four times for credit. CSU area C1</td>
<td></td>
</tr>
<tr>
<td>MUP 361</td>
<td>Advanced Chamber Singers</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 8 units of MUP 360 with a grade of &quot;C&quot; or better. The audition includes sight singing and aural skills assessment.</td>
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<td></td>
<td>Advisory: Ability to match pitch required. Previous singing experience and/or ability to read music notation.</td>
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<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<tr>
<td></td>
<td>This course is an advanced choral ensemble of limited size performing a wide variety of music. Public performances, festivals, and field trips are required. This course may be taken four times for credit.</td>
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<tr>
<td>MUP 370</td>
<td>Rehearsal and Performance - Musical Theatre Ensemble (Same as Theatre Arts 466)</td>
<td>.5-3</td>
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<tr>
<td></td>
<td>Same As: TA 466.</td>
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<td></td>
<td>Prerequisite: Audition</td>
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<td>Course Transferable to UC/CSU</td>
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<td>Hours: 27-162 hours LAB</td>
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<td>This course explores the development of a musical theatre production presented before the campus and community. A different production will be presented each semester the course is offered. May be taken four times for credit up to a maximum of 12 units. Not open to students who have completed TA 466.</td>
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<tr>
<td>MUP 400</td>
<td>Vocal Ensemble</td>
<td>2</td>
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<tr>
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<td>Prerequisite: Audition required; the audition will include sight singing, aural skills, improvisation and the preparation of a short musical excerpt.</td>
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<td>Course Transferable to UC/CSU</td>
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<tr>
<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<tr>
<td></td>
<td>This course is an advanced choral ensemble of limited size with an instrumental accompaniment performing a wide variety of music in the jazz style. Public performances, festivals and field trips required. This course may be taken four times for credit. CSU area C1</td>
<td></td>
</tr>
</tbody>
</table>
MUP 401  Advanced Vocal Ensemble - Jazz Choir  1-2 Units
Prerequisite: MUP 400 (8 units) and audition; the audition will include sight singing, aural skills, improvisation and the preparation of a short musical excerpt. Course Transferable to CSU
Hours: 54-108 hours LAB
This course is the continuing study of vocal jazz ensemble repertoire. Additional topics include experience in conducting, rehearsal technique and section leading. Public performances, festivals, and field trips required. This course may be taken four times for credit.

MUP 410  Woodwind Ensemble  1 Unit
Prerequisite: Ability to play a woodwind instrument. Course Transferable to UC/CSU
Hours: 9 hours LEC, 27 hours LAB
This course is designed for small ensemble experience and practice for woodwind players. Public performance and field trips are required. The course may be taken four times for credit. CSU area C1.

MUP 412  Percussion Ensemble  1 Unit
Prerequisite: Ability to play a percussion instrument. Course Transferable to UC/CSU
Hours: 9 hours LEC, 27 hours LAB
This course is a study of percussion ensemble literature. Public performance and filed trips are required. This course may be taken four times for credit. CSU area C1.

MUP 414  String Ensemble  1 Unit
Prerequisite: Ability to play a string (orchestra) instrument. Course Transferable to UC/CSU
Hours: 9 hours LEC, 27 hours LAB
This course is a study of string literature including duets, trios, quartets or ensembles. Public performance and field trips are required. The course may be taken four times for credit.

MUP 416  Brass Ensemble  1 Unit
Prerequisite: Ability to play a brass instrument. Course Transferable to UC/CSU
Hours: 9 hours LEC, 27 hours LAB
This course is designed for small ensemble experience and practice for brass players. Public performances and field trips are required. This course may be taken four times. CSU area C1.

MUP 418  Piano Ensemble  1 Unit
Prerequisite: Advanced keyboard proficiency, advanced technical and sight reading ability required; audition. Course Transferable to UC/CSU
Hours: 9 hours LEC, 27 hours LAB
This course is limited to advanced students. Emphasis is on artistic interpretation and performance of two-piano music. It is recommended for piano majors. May be taken four times for credit.

MUP 420  Special Ensemble Participation  1-2 Units
Prerequisite: Audition. Advisory: ENGW 102 or ENGW 103 and ENGRD 116 or ESLW 320 or ESLW 320 or placement through assessment process. Course Transferable to UC/CSU
Hours: 54-108 hours LAB
This course is open to all students who sing or play musical instruments. Instrumentation of groups will vary, including jazz combo, piano quintet, guitar ensemble, and related music as well as choral groups. This course may be taken four times.

MUP 424  Commercial Music Ensemble  2 Units
Prerequisite: Ability to play at least one instrument or vocalize in a popular style; performers must also sight read and improvise; audition required. Course Transferable to CSU
Hours: 18 hours LEC, 54 hours LAB
The Commercial Music Ensemble studies and performs contemporary commercial music. Rock styles, rhythm and blues, country, funk, contemporary jazz, world beat, and other areas associated with popular music will be studied. Public performances and field trips are required. This course may be taken four times. CSU area C1.

Specializations in Music

MUSM 110  The Business of Music  3 Units
Formerly: MUSM 50A
Prerequisite: None
Hours: 54 hours LEC
This course covers the processes of the music industry. This includes record contracts, record producers and agent/managers. The course also defines the duties of recording and performing artists.

MUSM 111  The Business of Music  3 Units
Formerly: MUSM 50B
Prerequisite: MUSM 110.
Hours: 54 hours LEC
This course covers the fundamentals and organization of the music business. It includes the duties of attorneys, publishers, and radio. The course also defines and analyzes publishing, agreements, merchandising contracts, trademark and servicemark points, radio and record industry relations.

MUSM 112  The Business of Music/Artist Management  3 Units
Formerly: MUSM 50C
Prerequisite: None
Hours: 54 hours LEC
This course covers definitions, duties and agreements of artist management. Topics include functions of a personal manager and artist, guidelines to career planning, choosing managers, record company relations and other team players. The course will also analyze the personal manager agreement and organize an artist’s tour.

MUSM 113  The Business of Music/Promotion  3 Units
Formerly: MUSM 50D
Prerequisite: None
Hours: 54 hours LEC
This course covers the processes of music promotion. Activities include definitions of promotion, developing media/industry fan lists and assembling a promotion packet. The course also discusses current internet strategies and technology for promotion. In addition, a campaign for album release and distribution is discussed and planned.

MUSM 114  The Business of Music, Advanced  3 Units
Prerequisite: MUSM 111, MUSM 112, and MUSM 113 with a grade of “C” or better.
Hours: 54 hours LEC
The course meets the requirements at an advanced high level of application and integration into the music industry majors. Course contents include application, evaluation and formulation of recording contracts, publishing and management agreements, and career plans at a high level with an integration into the music industry.
MUSM 120  Contemporary Songwriting  3 Units
Formerly: MUSM 51A
Prerequisite: MUFHL 321.
Hours: 54 hours LEC
This course covers the processes of lyric evaluation, song format and music styles. Production techniques, publishing, and marketing strategies will also be included.

MUSM 121  Contemporary Songwriting  3 Units
Formerly: MUSM 51B
Prerequisite: MUSM 120.
Hours: 54 hours LEC
This course is an overview of live concert sound reinforcement. Topics to be covered include basic sound system theory/applications, and study of individual sound system component operation (microphones, mixers, effects, power amplifiers, speaker systems). Demonstrations, discussions, and a hands-on approach will provide ways to troubleshoot, sound check, and mix sound for live performance, and touring. This course may be taken twice for credit.

MUSM 140  Concert Sound Reinforcement  2 Units
Formerly: MUSM 61
Prerequisite: None
Hours: 36 hours LEC; 18 hours LAB
This course is an introduction to the rapidly evolving use of professional music software and MIDI electronic instruments. Various music hardware options, including keyboards, synthesizers, samplers, computers and drum machines, will be explored. A series of MIDI projects will cover music sequencing, notation, and CAI (computer-assisted instruction) software. Field trips are required.

MUSM 334  Introduction to Musical Instrument Digital Interface (MIDI)  2 Units
Formerly: MUSM 32
Prerequisite: None
Advisory: MUFHL 321 or MUIVI 340.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an introduction to the rapidly evolving use of professional music software and MIDI electronic instruments. Various music hardware options, including keyboards, synthesizers, samplers, computers and drum machines, will be explored. A series of MIDI projects will cover music sequencing, notation, and CAI (computer-assisted instruction) software. Field trips are required.

MUSM 335  Intermediate Musical Instrument Digital Interface (MIDI)  2 Units
Prerequisite: MUSM 334 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course covers techniques in MIDI composition and arranging. Concepts to be covered include film and video scoring, synchronization techniques, integrating MIDI and digital audio, and using sound editing software.

MUSM 342  Recording Studio Techniques  3 Units
Formerly: MUSM 41A
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is the first course in a four-part series and covers entry level techniques in audio/music production, studio design, and recording console functions. It also covers microphone fundamentals and applications, multi-track recording, and MIDI concepts. Field trips are required. This course may be taken twice for credit. CSU area C1
Natural Resources Management is broadly defined as the art, science and business of managing, conserving and preserving non-renewable and renewable natural resources such as air, water, land and their biological resources for the benefit of present and future generations. Today’s natural resource technicians and professionals need a strong foundation in ecological and natural resource science as well as specific technical skills related to natural resource management.

## Natural Resources Degree

### Requirements for Degree Major: 40.5-42.5 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 305</td>
<td>Natural History</td>
<td>4</td>
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<tr>
<td>BIOL 310</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 344</td>
<td>Technical/Professional Communication: Writing Reports</td>
<td>1.5</td>
</tr>
<tr>
<td>GEOG 330</td>
<td>Introduction to Geographic Information Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>or GEOG 334</td>
<td>Introduction to Geographic Information Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>or CISC 300</td>
<td>Computer Familiarization (1)</td>
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</tr>
<tr>
<td>or CISA 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
<td></td>
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<tr>
<td>or CISA 305</td>
<td>Beginning Word Processing (2)</td>
<td></td>
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<tr>
<td>or CISA 306</td>
<td>Intermediate Word Processing (2)</td>
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<tr>
<td>GEOL 300</td>
<td>Physical Geology (3)</td>
<td></td>
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<tr>
<td>or GEOG 300</td>
<td>Physical Geography: Exploring Earth’s Environmental Systems (3)</td>
<td></td>
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<tr>
<td>NATR 300</td>
<td>Introduction to Natural Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>NATR 302</td>
<td>Introduction to Wildlife Biology</td>
<td>3</td>
</tr>
<tr>
<td>NATR 304</td>
<td>Introduction to Forestry</td>
<td>3</td>
</tr>
<tr>
<td>NATR 310</td>
<td>Natural Resource Measurements (4)</td>
<td>4</td>
</tr>
<tr>
<td>or NATR 311</td>
<td>Natural Resource Measurements-Land Surveying Methods (1)</td>
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<tr>
<td>and NATR 312</td>
<td>Natural Resource Measurements-Field Methods and Study Design (1)</td>
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<tr>
<td>and NATR 313</td>
<td>Natural Resource Measurements-Vegetation Analysis and Forest Sampling (1)</td>
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<tr>
<td>and NATR 314</td>
<td>Natural Resource Measurements-Aquatic Resource Sampling (1)</td>
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<tr>
<td>NATR 320</td>
<td>Principles of Ecology</td>
<td>3</td>
</tr>
<tr>
<td>NATR 330</td>
<td>Identification of Native Trees and Shrubs</td>
<td>4</td>
</tr>
<tr>
<td>STAT 301</td>
<td>Introduction to Probability and Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Associate Degree Requirements: The Natural Resources Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

## Natural Resources Certificate

### Requirements for Certificate: 20 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR 300</td>
<td>Introduction to Natural Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>NATR 302</td>
<td>Introduction to Wildlife Biology</td>
<td>3</td>
</tr>
<tr>
<td>NATR 304</td>
<td>Introduction to Forestry</td>
<td>3</td>
</tr>
<tr>
<td>NATR 310</td>
<td>Natural Resource Measurements (4)</td>
<td>4</td>
</tr>
<tr>
<td>or NATR 311</td>
<td>Natural Resource Measurements-Land Surveying Methods (1)</td>
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<tr>
<td>and NATR 312</td>
<td>Natural Resource Measurements-Field Methods and Study Design (1)</td>
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<tr>
<td>and NATR 313</td>
<td>Natural Resource Measurements-Vegetation Analysis and Forest Sampling (1)</td>
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<tr>
<td>and NATR 314</td>
<td>Natural Resource Measurements-Aquatic Resource Sampling (1)</td>
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<tr>
<td>NATR 320</td>
<td>Principles of Ecology</td>
<td>3</td>
</tr>
<tr>
<td>NATR 330</td>
<td>Identification of Native Trees and Shrubs</td>
<td>4</td>
</tr>
</tbody>
</table>

### NATR 294  Topics in Natural Resources .5-5 Units

Prerequisite: To be determined for each topic. 
Advisory: ENGRD 116 or ESLR 320. 
Hours: 9-90 hours LEC; 27-270 hours LAB 
Topics in natural resources management will be examined through various course offerings designed to cover field study activities and subjects relevant to natural resources and forestry not covered by regular catalog offerings. Topics and field study locations vary. Course content and unit credit to be determined by instructional area. Course topics may include advanced subjects related to wildlife, fisheries, conservation biology, forest resources and management, restoration ecology or aquatic ecology. Field trips required. This course may be taken four times.

### NATR 298  Work Experience in Natural Resources 1-4 Units

Prerequisite: None 
Hours: 18-72 hours LEC

### NATR 300  Introduction to Natural Resource Management 3 Units

Prerequisite: None 
Course Transferable to UC/CSU 
Hours: 54 hours LEC 
This course is an overview of ecosystems and natural resource management. It considers non-renewable and renewable natural resources such as water, land, soils, air, wildlife and their vegetative communities. Additionally, this course provides a greater appreciation and understanding of the field of natural resource management, current human threats, and the protection and maintenance of natural resource systems. Field trips are required. AA/AS area 3A.

### NATR 302  Introduction to Wildlife Biology 3 Units

Prerequisite: None 
Course Transferable to CSU 
Hours: 36 hours LEC; 54 hours LAB 
This course is an introduction to Wildlife Biology and the basic principles and techniques related to the practice of Wildlife Management. Emphasis is based on ecological principles of populations and communities as they relate to the interdependence of wildlife and human populations. This course includes the discussion of the social, political and biological implications of Wildlife Management. Additionally, this course includes habitat and population sampling, radio telemetry and the development of a wildlife management plan. Field trips are required. AA/AS area 3A.

### NATR 304  Introduction to Forestry 3 Units

Formerly: NATR 5 
Prerequisite: None 
Course Transferable to UC/CSU 
Hours: 54 hours LEC 
This course covers basic biological and physical science concepts important to a general understanding in forestry. Topics include forest history, forests of the United States, general tree taxonomy, forest ecology, soils, silvics, insects and diseases of forest trees, role of fire in forest management, forest measurements, multiple use management, forest issues and policies. Field trips are required. AA/AS area 3A.
### Natural Resources

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR 306</td>
<td>Introduction to Range Management</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course examines the historical developments of range management and theory and application of grazing strategies. This course focuses on the effects of grazing on range ecosystems, the taxonomy and physiology of range plants, ruminant nutrition and physiology. In addition, sampling techniques of field vegetation, the use of fire and other methods for range conversion and maintenance are explored. Field trips are required.</td>
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<tr>
<td>NATR 310</td>
<td>Natural Resource Measurements 4</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 54 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course provides basic natural resource measurement and survey skills. Included are elementary surveying, public land surveying, distance and direction measurement, topographic map reading, stream flow measurement, basic aquatic and water quality sampling. It focuses on forest and herbaceous vegetation sampling techniques such as transects and quadrates. Also included are the fundamentals of wildlife sampling techniques such as radio telemetry, population sampling techniques, Global Positioning Systems (GPS), Geographic Information Systems (GIS), and use of the internet as a research tool. Field trips are required.</td>
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<tr>
<td>NATR 311</td>
<td>Natural Resource Measurements-Land Surveying Methods</td>
<td>1</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 9 hours LEC; 27 hours LAB</td>
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<td></td>
<td>This course provides basic natural resource land survey skills. Included in this course are elementary surveying, public land survey, distance and direction measurements, and topographic map reading. Field trips are required.</td>
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<tr>
<td>NATR 312</td>
<td>Natural Resource Measurements-Field Methods and Study Design</td>
<td>1</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 9 hours LEC; 27 hours LAB</td>
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<td></td>
<td>This course provides basic statistics and study design as well as fundamental wildlife sampling techniques and an introduction to field applications of Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Field trips are required.</td>
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<tr>
<td>NATR 313</td>
<td>Natural Resource Measurements-Vegetation Analysis and Forest Sampling 1</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 9 hours LEC; 27 hours LAB</td>
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<td></td>
<td>This course provides basic forest and vegetation sampling skills. Included in this course are forest sampling techniques such as tree heights, diameters, volume, and age. Vegetation sampling techniques such as quantitative and semi-quantitative analysis, and single species surveys will be covered. Field trips are required.</td>
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<tr>
<td>NATR 314</td>
<td>Natural Resource Measurements-Aquatic Resource Sampling 1</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 9 hours LEC; 27 hours LAB</td>
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<td></td>
<td>This course provides basic aquatic resource sampling skills. Included in this course are stream flow measurements and water quality sampling. Sampling techniques for fisheries and other aquatic organisms will also be addressed. Field trips are required.</td>
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<tr>
<td>NATR 320</td>
<td>Principles of Ecology 3</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
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<td>This course covers basic principles of ecology, including the physical and biological factors of different environments in relation to the distribution of plants and animals. Emphasis will be on the management of ecosystems using ecological principles and the understanding of current ecological issues. Field trips are required. AA/AS area 3A.</td>
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<tr>
<td>NATR 325</td>
<td>Black Bear Ecology and Management in California 2</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 27 hours LEC; 27 hours LAB</td>
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<td></td>
<td>This course explores the natural history, habitat, and management of the black bear. Topics include the distribution, abundance, physiology, reproduction, and behavior of black bears. A field trip into black bear country is required to allow observation of bear sign and appreciation of the natural habitat of this animal.</td>
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<tr>
<td>NATR 326</td>
<td>Analysis of a Predator-The Mountain Lion 1.5</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<tr>
<td></td>
<td>Hours: 27 hours LEC</td>
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<td></td>
<td>This course explores the natural history and political history of the mountain lion. Topics include the distribution and abundance of mountain lions in California and throughout western North America; the important ecological role of these predators; problems associated with mountain lions, and the legal status of mountain lions in California. A field trip into mountain lion country is required to allow observation of lion sign and appreciation of the natural habitat of this predator.</td>
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<tr>
<td>NATR 330</td>
<td>Identification of Native Trees and Shrubs 4</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 54 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course will focus on the identification of native trees and shrubs of California by means of plant keys. In addition, this course will also include sight identification of some grasses, and other herbaceous and wetland plants. The ecology of vegetative communities and the natural history of native plants will be explored. A collection of at least seventy-five plant specimens is required. Field trips are required.</td>
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<tr>
<td>NATR 332</td>
<td>Wildflowers of the Sacramento Region 4</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 54 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course focuses on the wildflowers of the Sacramento Region. The identification, distribution, and interrelationships of herbaceous plants in their natural environment, ecological principles, and representative plant communities are examined. Special emphasis will be given to the study of plant families in our local grasslands, vernal pools, oak woodlands and foothills, and the use of taxonomic keys. AA/AS area 3A.</td>
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<tr>
<td>NATR 340</td>
<td>John Muir “Conservationist” 2</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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<td></td>
<td>This course covers the life, writings and philosophy of one of the founders of the American Conservation Movement. This course focuses on John Muir’s significant contributions to the formation of the National Park System. This course is recommended to Elementary and Secondary Educa-</td>
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</tbody>
</table>
tors and those interested in natural resources, conservation and California history. Some class sessions will be held at the Muir National Historical Site in Martinez, the Muir Redwoods and Yosemite National Park. Field trips are required.

NATR 342  Forest Resource Protection  4 Units
Formerly: NATR 24
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course examines impacts to forest resources by destructive agents such as plant diseases, insects, fire, animals, and weather. Identification of causal agents and principles of forest protection are covered along with practical management concepts. Field trips are required.

NATR 498  Work Experience in Natural Resources  2-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 0-18 hours LEC; 0-150 hours LAB
This course is a cooperative effort between the college and a federal, state, local, private or nonprofit organizations involved in natural resource planning, management or public information. Internship sponsors assist students in acquisition of skills and the application of knowledge learned in the classroom. In addition to applied job related skills, students will be provided general employment training and skills such as: resume writing, job applications, taking job interviews, how to look for jobs and develop job performance objectives.
Registered Nursing Degree

Nursing is a health care profession that requires knowledge of biological, behavioral and physical sciences. The Nursing Program consists of a combination of general education and nursing courses with related laboratory experiences. Successful completion of the program qualifies the student to take the National Council Licensure Examination (NCLEX-RN) to become registered as a nurse and eligible for employment.

A grade of “C” or better is required in each nursing course for progression in the program and for an Associate Degree in Science - Nursing. There are required morning, afternoon, evening, and weekend clinical experiences that may change with limited notice. The student is responsible for providing uniforms, laboratory fees, malpractice insurance, necessary equipment, and transportation to off-campus laboratory locations.

Note: In accordance with Regulation 480 of the State Board of Registered Nursing, a person convicted of any offense other than a minor traffic violation, may not qualify to be licensed as a registered nurse. If there are any questions regarding this matter, please contact the State Board of Registered Nursing, or visit their website at www.rn.ca.gov.

Career Opportunities

Employment in the field for registered nurses is excellent locally and nationally. The registered nurse enjoys a well compensated, rewarding, highly flexible career, which should continue in the future. This field is expanding; growth in the job market is projected.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- Graduation from an accredited high school (graduates from outside the United States must have transcripts evaluated by an approved independent agency), or successful completion of General Education Development (GED) or California High School Proficiency Exam (CHSPE). These requirements are defined by the current Nurse Practice Act, Title 16, California Code of Regulations, Section 1412.
- A cumulative G.P.A. of 3.0 in the following science prerequisites: BIOL 430, BIOL 431, and BIOL 440 or BIOL 442.
- A grade of “C” or better and a cumulative college GPA of 2.5 in the following courses: ENGWR 300, NUTRI 300, and PSYC 300.
- Eligibility for ENGRD 310 or 312.
- Current curriculum planning summary sheet (within the semester in which the pre-enrollment packet is being submitted).
- In-progress grades will not be accepted for prerequisite courses.
- Transfer-In Policy: Send a letter requesting transfer addressed to, American River College, Nursing Department, attention: Director of Nursing, 4700 College Oak Drive, Sacramento, CA 95841. The letter must contain the following information: 1.) Semester you are seeking admittance. 2.) Transcripts from all colleges attended (need not be official). 3.) Course description of course work completed outside of the Los Rios College District. 4.) Skills list from previous nursing courses. Note: Transfer students must meet all program entry requirements. Requests for transfer into the nursing program is subject to space available.

Enrollment Process

Eligible students are selected for the program according to the following steps:

- Pre-enrollment applications and deadlines are available from the Admissions and Records office, Nursing Department, or the ARC website at www.arc.losrios.edu/edhealth/nursing.html.
- Selection is based on a computerized random selection process from among the qualified applicants.
- Only students who meet the educational and pre-nursing requirements and follow the pre-enrollment procedures will be considered for the program. Meeting all these requirements does not guarantee acceptance into the program.
- Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the Nursing admissions committee.
- The student accepted into the Nursing program is required to have a physical examination, inoculations, drug screen, background check, current CPR card and malpractice insurance prior to the start of the semester.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Requirements for Degree Major</th>
<th>71-72 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 310 Cultural Anthropology (3)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 430 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 431 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 440 General Microbiology (4)</td>
<td>4 - 5</td>
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<tr>
<td>or BIOL 442 General Bacteriology (5)</td>
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<tr>
<td>ENGWR 300 College Composition</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 400 Fundamentals of Medical-Surgical Nursing I</td>
<td>10.5</td>
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<tr>
<td>or SOC 300 Introductory Sociology (5)</td>
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<tr>
<td>NURSE 410 Maternal/Child and Medical-Surgical Nursing II</td>
<td>10.5</td>
</tr>
<tr>
<td>NURSE 420 Psychiatric and Medical-Surgical Nursing III</td>
<td>10.5</td>
</tr>
<tr>
<td>NURSE 430 Management of Multiple Patients &amp; Medical - Surgical Nursing IV</td>
<td>10.5</td>
</tr>
<tr>
<td>NUTRI 300 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 300 General Principles</td>
<td>3</td>
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<tr>
<td>SPEECH 301 Public Speaking (3)</td>
<td>2</td>
</tr>
<tr>
<td>or SPEECH 331 Group Discussion (3)</td>
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</tbody>
</table>

1BIOL 430, 440, and 442 have a prerequisite of an introductory college chemistry course with a grade of “C” or better. Please check catalog course descriptions.

2SPEECH 301 or 331 must be taken either prior to or concurrently with NURSE 400.

3SOC 300 or ANTH 310 must be taken either prior to or concurrently with NURSE 410.

Associate Degree Requirements: The Registered Nursing Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
LVN to RN Career Mobility Degree

The Career Mobility Program for the Licensed Vocational Nurse (LVN) consists of a combination of general education and nursing courses with related laboratory experiences. The LVN Career Mobility program is offered in conjunction with Sacramento City College (SCC). Successful completion of the program qualifies the student to take the National Licensing Examination to become registered as a nurse and eligible for employment.

A grade of “C” or better is required in each nursing course for progression in the program and for an Associate Degree in Science - Nursing. There are required morning, afternoon, evening, and weekend clinical experiences that may change with limited notice. The student is responsible for providing uniforms, laboratory fees, malpractice insurance, necessary equipment, and transportation to off-campus laboratory locations.

Note: In accordance with Regulation 480 of the State Board of Registered Nursing, a person convicted of any offense other than a minor traffic violation, may not qualify to be licensed as a registered nurse. If there are any questions regarding this matter, please contact the State Board of Registered Nursing, or visit their website at www.rn.ca.gov.

Career Opportunities

Employment in the field for registered nurses is excellent locally and nationally. The registered nurse enjoys a well compensated, rewarding, highly flexible career, which should continue in the future. This field is expanding; growth in the job market is projected.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- Possession of a current California Vocational Nurse (LVN) license at the time of application.
- Completion of a minimum of six months of recent LVN work experience, preferably in the medical-surgical area.
- A cumulative G.P.A. of 3.0 in the following science prerequisites: BIOL 430, BIOL 431, and BIOL 440 or BIOL 442.
- A grade of “C” or better and a cumulative G.P.A. of 2.5 in the following ARC prerequisite courses: ENGRD 300, NUTRI 300, PSYC 300, SPEECH 301 or SPEECH 331, and SOC 300 or ANTH 310; or in the following SCC prerequisite courses: COMM 301 or 331, ENGRWR 300, FCS 324, FCS 340, PSYC 300, and SOC 300 or ANTH 310.
- Eligibility for ENGRD 310 or 312.
- Current curriculum planning summary sheet within the semester in which the pre-enrollment packet is being submitted.

Enrollment Process

Eligible students are selected for the program according to the following steps:

- Pre-enrollment applications and deadlines for the LVN-to-RN Career Mobility Program are available from the Nursing Department at either ARC or SCC.
- Selection is based on a computerized random selection process from among the qualified applicants and is subject to space availability.
- Only students who meet the educational and pre-nursing requirements and follow the pre-enrollment procedures will be considered for the program. Meeting all these requirements does not guarantee acceptance into the program.
- Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the Nursing admissions committee.

- The student accepted into the Nursing program is required to have a physical examination, inoculations, drug screen, background check, current CPR card and malpractice insurance prior to the start of the semester.

Requirements for Degree Major 75-76 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 430</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 431</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 440</td>
<td>4-5</td>
</tr>
<tr>
<td>or BIOL 442</td>
<td></td>
</tr>
<tr>
<td>ENGRWR 300</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 400</td>
<td>10.5</td>
</tr>
<tr>
<td>NURSE 410</td>
<td>10.5</td>
</tr>
<tr>
<td>NURSE 305</td>
<td>4</td>
</tr>
<tr>
<td>NURSE 420</td>
<td>10.5</td>
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<tr>
<td>NURSE 430</td>
<td>10.5</td>
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<tr>
<td>NUTRI 300</td>
<td>3</td>
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<tr>
<td>PSYC 300</td>
<td>3</td>
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<tr>
<td>or ANTH 310</td>
<td></td>
</tr>
<tr>
<td>or SPEECH 301</td>
<td>3</td>
</tr>
<tr>
<td>or SPEECH 331</td>
<td></td>
</tr>
</tbody>
</table>

1BIOL 430, 440, and 442 have a prerequisite of an introductory college chemistry course with a grade of “C” or better. Please check catalog course descriptions.
2ANTH 310, SOC 300, SPEECH 301 and SPEECH 331 may be taken after enrollment in the program, but must be completed before taking NURSE 420.
3Credit for NURSE 400 and 410 will be given after evaluation of LVN program transcripts.

Associate Degree Requirements: The LVN to RN Career Mobility Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Acute Care Certified Nurse Assistant Certificate

This certificate expands on previously learned Certified Nurse Assistant (CNA) theory to incorporate the holistic care and health needs of the adult patient in the acute care setting. This program introduces the student to the roles and responsibilities of the acute care nurse assistant. Students who successfully complete the course will receive a Certificate of Completion.

Note: Successful completion of Nurse 102 requires attendance at all class and clinical experiences to meet DHS minimum hour requirements.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- Proof of successful completion of a Department of Health Services (DHS) approved Certified Nurse Assistant (CNA) course or copy of current, active status CNA certificate.
- TB test within the last six months or a chest x-ray within one year prior to entrance into nurse 102.
- Physical exam within one year prior to entrance into NURSE: 102.

Requirements for Certificate 7.5 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSE 100</td>
<td>5.5</td>
</tr>
<tr>
<td>NURSE 102</td>
<td>2</td>
</tr>
</tbody>
</table>

American River College Catalog 2006-2007
Certified Nurse Assistant Certificate

The Certified Nurse Assistant (CNA) certificate program provides instruction in the holistic care and health needs of people over 65 years of age, who live in long-term care facilities. Students who successfully complete the program will receive a Certificate of Completion. The program will also prepare the student to take the State of California competency examination for certification as a nurse assistant.

Note: Successful completion of Nurse 100 requires attendance at all class and clinical experiences to meet Department of Health Services minimum hour requirements.

Career Opportunities

Certified Nurse Assistants (CNA) have a wide variety of work opportunities. The most common work placement is in long term care facilities. Additionally, the CNA may find work in acute care settings, medical offices, and walk-in medical clinics.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- TB test within the past six months or a chest x-ray within one year prior to entrance.
- Physical exam within one year prior to entrance.
- ESLW 40, ESLR 40, and ESSL 40; or ENGRD 15 and ENGW 51; or placement by ARC Assessment Center.

Enrollment Process

Eligible students are selected for the program according to the following steps:

- Attendance at a mandatory orientation session prior to the first class.
- Submission of “Live-Scan” electronic fingerprinting (processing fee required); obtain after class registration, but prior to first class. Bring receipt copy to nursing department before the first class.
- Submission of a money order for $15.00 made out to the Department of Health Services (DHS). This is a Nurse Assistant application fee. No cash or personal checks accepted. Submit with “Live-Scan” receipt to the nursing department prior to the first class.

Requirements for Certificate 5.5 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSE 100</td>
<td>Nurse Assistant</td>
<td>5.5</td>
</tr>
</tbody>
</table>

Home Health Aide Certificate

This certificate expands on previously learned Certified Nurse Assistant (CNA) theory to incorporate the holistic care and health needs of the elderly homebound person. This program introduces the student to the roles and responsibilities of the home health aide. Students who successfully complete the course will receive a Certificate of Completion. The State of California will certify the CNA as a Home Health Aide after successful course completion and without further testing.

Note: Successful completion of the Nurse 101 requires attendance at all class and clinical experiences to meet DHS minimum hour requirements.

Career Opportunities

The Home Health Aide may expand on the CNA work setting to include the homebound client.

NURSE 100 Nurse Assistant 5.5 Units

Prerequisite: Must have proof of having a physical exam within one year. TB test within six months or a chest x-ray within one year. ESLW 40, ESLR 40, and ENGRD 15 and ENGW 51 with a grade of “C” or better; OR placement through assessment.

Hours: 63 hours LEC; 110 hours LAB

This course is required preparation for the State of California Department of Health Services exam for Nurse Assistant Certification. Emphasis is on the gerontological nurse assistant role and responsibilities as a health care team member. Other key components in this course are principles of asepsis, infection control, and patient care skills, as well as emotional, social, and spiritual needs of the resident in non-acute care settings.

NURSE 101 Home Health Aide 2 Units

Prerequisite: NURSE 100 with a grade of “C” or better or current California Nurse Assistant Certification.

Hours: 27 hours LEC; 27 hours LAB

This course focuses on home health aide responsibilities: personal and rehabilitation nursing care in the home, skills of maintaining a safe home environment, meal planning and preparation, emotional care of the home-bound, and home emergency procedures.

NURSE 102 Acute Care Certified Nursing Assistant 2 Units

Prerequisite: NURSE 100 with a grade of “C” or better or current California Nurse Assistant Certification.

Hours: 27 hours LEC; 27 hours LAB

This course is designed as a supplemental educational program for Certified Nursing Assistants (CNAs) to meet current industry demands for employment as an Acute Care Nursing Assistant (ACNA). The course will present the expanded scope of practice of the CNA with emphasis on safe and competent nursing and personal care skills and service in accordance with the needs description provided by the acute care facilities.

NURSE 110 Physical Assessment for Health Care Providers 2 Units

Prerequisite: NURSE 400 or higher (or equivalent); RN or LVN licensure; or CNA certification.

Hours: 36 hours LEC

This course is designed for health care professionals and Allied Health students desiring to expand their physical assessment skills. Advanced physical assessment of all major body systems will be included across the life span. Additional topics include nutritional, psychosocial, cognitive, and activity assessment. This course fulfills BRN continuing education requirements.
NURSE 111  Basic Electrocardiography (ECG) Interpretation 1 Unit
Prerequisite: None
Advisory: NURSE 420 with a grade of "C" or better, or RN or LVN licensure.
Hours: 18 hours LEC
This course covers basic electrocardiography (ECG) interpretation. Topics include atrial functional and ventricular rhythm recognition. This course also fulfills Board of Registered Nursing (BRN) and Emergency Medical Services (EMS) requirements for continuing education.

NURSE 112  Bedside Cardiac Assessment 1 Unit
Prerequisite: None
Advisory: Completion of NURSE 420 or LVN or RN licensure. 
Hours: 18 hours LEC
This class is designed for health care professionals and students who wish to improve their cardiac assessment skills. Topics include heart sounds, chest pain assessment, risk factor identification, physical finds, and anatomy and physiology overview. This course will satisfy BRN continuing education requirements.

NURSE 113  Laboratory Value Interpretation and Diagnostic Studies 1 Unit
Prerequisite: None
Advisory: Completion of NURSE 400 or RN or LVN Licensure or CNA certificate. 
Hours: 18 hours LEC
This class is designed for health care professionals and students who wish to update and improve their knowledge of current lab values and diagnostic testing. This course will satisfy BRN continuing education requirements.

NURSE 122  Strategies for Clinical Success 1 Unit
Prerequisite: None
Enrollment Limitation: Acceptance into ARC nursing program.
Hours: 18 hours LEC
This course is designed for incoming NURSE 400 nursing students who have little or no familiarity with hospital based nursing and are unaware of all the responsibilities a nurse has in a medical-surgical hospital unit. The focus of the course is achieving clinical success. Topics include Registered Nurse (RN) responsibilities, Kardex review, medical terminology, shift workflow and organization, worksheet formulation and utilization, and discussion of common laboratory and diagnostic tests.

NURSE 305  Transition To Associate Degree Nursing 4 Units
Prerequisite: Acceptance into the Career Mobility Program.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This bridge course is designed for the Licensed Vocational Nurse (LVN) who is admitted for advanced placement into the second year of the Associate Degree Nursing Program. Critical thinking skills necessary for successful role transition are emphasized throughout the course. Topics include care of adult and geriatric clients with specific medical-surgical nursing disorders, assessment skills, pharmacology, nursing process, theory-based nursing practice, legal/ethical issues, cultural and ethnic diversity, and the educator role of the RN. Concurrent acute care hospital laboratory experience emphasizes critical thinking, problem solving, and decision-making implementing nursing theory to practice.

NURSE 310  Pharmacology and Implications for Health Care Practitioners 2 Units
Prerequisite: None
Advisory: Health related occupations.
Course Transferable to CSU
Hours: 36 hours LEC
This course will detail the principles of drug therapy as it applies to its effect in treating disease. The course will also study the metabolism and action of drugs with an emphasis on absorption, duration of action, distribution in the body and adverse drug reactions. The major drug classes and related implications for people receiving drugs that affect the body systems, prevent and treat pain, infections and malignant neoplasms will be discussed. Drugs that alter psychogenic behavior and sleep patterns will be included.

NURSE 320  Medical Dosage Calculations 1.5 Units
Prerequisite: None
Advisory: Math 25 or higher.
Course Transferable to CSU
Hours: 27 hours LEC
This course prepares health professionals to calculate oral and parenteral drug dosages with a focus on safety and accuracy. It also presents three systems of measurements and conversion of one system. Calculation accuracy is emphasized by clinical scenarios that apply critical thinking skills.

NURSE 360  Physical Therapy Aide 3 Units
Same As: GERON 350.
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320; and ENGWR 102 or 103, or ESLW 320; or placement through the assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to prepare student for the responsibilities of Physical Therapy Aide and to provide a general introduction to the physical therapy field. Basic skills of range of motion, exercise, positioning, transfers, and ambulation with assistive devices are covered through lecture and hands-on experiences. The course presents basic anatomy, terminology and medical issues associated with the field of physical therapy.

NURSE 400  Fundamentals of Medical-Surgical Nursing I 10.5 Units
Prerequisite: None
Corequisite: SPEECH 301 or 331.
Enrollment Limitation: Acceptance into the Associate Degree Nursing program.
Course Transferable to CSU
Hours: 81 hours LEC; 324 hours LAB
This course provides an introduction to nursing utilizing Orem's model, theory and practice related to providing patient care with an emphasis on basic nursing skills and the nursing process. Life cycle concepts and their impact on self-care and health are included, with particular emphasis on the senior adult. Professional role development and ethical issues are introduced. Concurrent laboratory experience takes place in subacute and acute care settings.

NURSE 410  Maternal/Child and Medical-Surgical Nursing II 10.5 Units
Prerequisite: NURSE 400 with a grade of "C" or better.
Corequisite: ANTH 310 or SOC 300.
Enrollment Limitation: SPEECH 301 or 331.
Course Transferable to CSU
Hours: 81 hours LEC; 324 hours LAB
This course applies the concepts of Orem's model of self-care that are applied to care of the newborn, child, middle and senior adult. Pathophysiological and pathopsychological factors creating health deviations are emphasized. Supervision is provided in the utilization of the nursing process. Legal issues relevant to health care and their implications are studied. Concurrent laboratory experience takes place in medical-surgical and maternal/child health settings. Field trips are required.
NURSE 420  Psychiatric and Medical-Surgical Nursing III  10.5 Units

Prerequisite: NURSE 410 with a grade of "C" or better.
Course Transferable to CSU
Hours: 81 hours LEC; 324 hours LAB
In this course, concepts of Orem’s nursing model of self-care theory are applied to the psychiatric and medical-surgical patient. Pathophysiological and pathopsychological factors creating health deviations are emphasized. Independence is encouraged and supported in the utilization of the nursing process. Introductory concepts of nursing leadership and management are explored. Community resources and experiences relevant to the course of study are included. Concurrent laboratory experiences take place in the psychiatric and medical-surgical settings. Field trips are required.

NURSE 430  Management of Multiple Patients and Medical - Surgical Nursing IV  10.5 Units

Prerequisite: NURSE 420 with a grade of "C" or better.
Course Transferable to CSU
Hours: 81 hours LEC; 324 hours LAB
In this course, concepts of Orem’s nursing model of self-care theory are applied to care of the middle and senior adult. Focus is on nursing management of a group of acutely ill patients and participation in the health care team. Pathophysiological and pathopsychological factors creating health deviations are emphasized. Priorities are given to the utilization of the nursing process in making and evaluating decisions. Related laboratory experience take place in the medical-surgical and home health settings. The transition from student to graduate nurse is explored through study of the Nurse Practice Act and discussion of the problems, responsibilities, and challenges confronting the registered nurse. Concurrent laboratory experiences take place in acute care and home health setting. Field trips are required.

NURSE 1000  NCLEX-RN Review  1 Unit

Prerequisite: NURSE 420 with a grade of "C" or better.
Corequisite: NURSE 430.
Hours: 18 hours LEC
This course prepares the student to take the NCLEX-RN (National Council Licensure Examination-Registered Nurse) by application of computer test-taking skills, identifying knowledge deficits and implementing strategies for reducing knowledge deficits in a self-directed learning environment. This course may be taken twice. Credit/No Credit only.

Allied Health

AH 110  Medical Language for Health-Care Providers  3 Units

Prerequisite: None
Hours: 54 hours LEC
This course is an orientation to medical language; basic structure of medical terms and their components-prefixes, suffixes, roots, and combining forms-with emphasis on analyzation, meaning, spelling and pronunciation. The course builds a medical vocabulary applicable to the specialties of medicine, the system of the body, names of major diseases, and terms used in physical examination, diagnosis, and treatment.
The Dietary Manager/Dietary Service Supervisor Certificate provides certification for employment in nutritional care and dietary management within a health-care facility, such as a skilled nursing facility. This certificate program meets the California State Department of Health Service's requirements for certification.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 315</td>
<td>Food Theory and Preparation</td>
<td>4</td>
</tr>
<tr>
<td>NUTRI 110</td>
<td>Nutritional Care Management</td>
<td>3</td>
</tr>
<tr>
<td>NUTRI 112</td>
<td>Clinical Experience Modified Diets</td>
<td>2</td>
</tr>
<tr>
<td>NUTRI 120</td>
<td>Management of the Dietary Department in Health Care Facilities</td>
<td>3</td>
</tr>
<tr>
<td>NUTRI 122</td>
<td>Clinical Experience in Health Care Facilities</td>
<td>2</td>
</tr>
</tbody>
</table>

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**NUTRI 110  Nutritional Care Management  3 Units**

*Prerequisite: None*

*Corequisite: NUTRI 112.*

*Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.*

*Hours: 54 hours LEC*

This course is a study of medical nutrition therapies as used in health care facilities. The emphasis is on the modification of diets for various dietary needs. The topics discussed include normal nutrition, medical nutrition therapy, food/drug interactions, nutritional care management of the Long Term Care resident, and cultural foods.

**NUTRI 112  Clinical Experience - Nutritional Care Management  2 Units**

*Formerly: NUTRI 96*

*Prerequisite: Current TB clearance and other immunizations required by clinical facility.*

*Corequisite: NUTRI 110.*

*Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.*

*Hours: 18 hours LEC; 90 hours LAB*

This course includes 90 hours of clinical experience in the dietary departments of participating acute care hospitals and long-term care facilities. The clinical experience is performed under professional supervision. The topics discussed include normal and life cycle nutrition, disorders of the GI tract, diabetes, wasting disorders, nutrition and mental health.

**NUTRI 120  Management of the Dietary Department in Health Care Facilities  3 Units**

*Formerly: NUTRI 67*

*Prerequisite: None*

*Corequisite: NUTRI 122.*

*Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320 or placement through assessment process; MATH 32 or placement through assessment process.*

*Hours: 54 hours LEC*

This course reviews the standards of management and food preparation as it applies to quantity food production in health care facilities. The topics discussed include types and components of food production systems, workflow, menu implementation, emergency planning, maintenance of equipment, food production procedures, sanitation and safety, and dietary staff schedules and management.

**NUTRI 122  Clinical Experience in Health Care Facilities  2 Units**

*Formerly: NUTRI 95*

*Prerequisite: Current TB clearance and other immunizations required by the clinical facility.*

*Corequisite: NUTRI 120.*

*Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320 or placement through assessment process.*

*Hours: 18 hours LEC; 90 hours LAB*

This course is designed to be taken concurrently with NUTRI 120 - Management of the Dietary Department in Health Care Facilities. This course includes 90 hours of clinical experience in the dietary departments of participating acute hospitals and long-term care facilities. The clinical experience is performed under professional supervision.
### Nutrition & Foods

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Advisory</th>
<th>Course Transferable to</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTRI 294</td>
<td>Topics in Nutrition and Foods</td>
<td>.5-4</td>
<td>None</td>
<td>Formerly: NUTRI 52</td>
<td>UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>Hours: 9-72 hours LEC</td>
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<tr>
<td>NUTRI 300</td>
<td>Nutrition</td>
<td>3</td>
<td>None</td>
<td>Formerly: ESLL 320 or placement through process</td>
<td>UC/CSU</td>
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<tr>
<td></td>
<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 54 hours LEC</td>
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<tr>
<td>NUTRI 302</td>
<td>Nutrition for Physical Performance</td>
<td>3</td>
<td>None</td>
<td>Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116; or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment</td>
<td>CSU</td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 54 hours LEC</td>
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<tr>
<td>NUTRI 305</td>
<td>Nutrition for Health</td>
<td>2</td>
<td>None</td>
<td>Course Transferable to CSU</td>
<td>UC/CSU</td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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<tr>
<td>NUTRI 307</td>
<td>Nutrition for Fitness</td>
<td>2</td>
<td>None</td>
<td>Course Transferable to CSU</td>
<td>UC/CSU</td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC</td>
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</tr>
</tbody>
</table>

**Course Descriptions:**

- **NUTRI 294 Topics in Nutrition and Foods**: This course provides opportunities to study current, controversial topics in nutrition which are either not included in current offerings or require emphasis beyond that offered in existing courses. The course may be taken four times for a maximum of 6 units providing there is no duplication of topics.

- **NUTRI 300 Nutrition**: This is an in-depth study of the essential nutrients and their functions, and the chemical compositions of foods and their utilization in the body. This course includes discussion of the nutritional values of foods, current topics in nutrition, and individuals’ nutrition needs throughout the life cycle. This course is not open to students who have completed NUTRI 302. (CANCFS 2) AA/AS area 3A, E2; CSU area E1

- **NUTRI 302 Nutrition for Physical Performance**: This course presents a comprehensive study of nutrition and fitness as they interrelate and apply to fitness and sport skill training and to athletic performance. The course includes an in-depth study of essential nutrients and functions, chemical compositions of foods and their use in the body as they relate to physical performance. Specifically, nutrition is related to muscle strength development, cardiovascular fitness, and body composition. Emphasis on current nutrition practices related to athletic performance. Designed for individuals interested in the study of how nutrition enhances athletic performance. Not open to students who have completed NUTRI 300. AA/AS area 3A & 3E

- **NUTRI 304 Nutrition for Health**: This course presents a study of nutrition and fitness designed to increase an awareness of food, nutrition, and physical activity and their interrelationships. Topics include diet selection and food preparation. This course is designed for those interested in general wellness. AA/AS area 3E

- **NUTRI 307 Nutrition for Fitness**: This course is part of the Fitness Specialist Certificate Program. Basic principles of nutrition are studied and the ramifications of nutrition on fitness training. Not open to students who have completed PET 402.
To be eligible for enrollment in the program, the student must meet the following criteria:

- Graduation from an accredited high school in the United States, or successful completion of General Education Development (GED) or the California High School Proficiency Exam (CHSPE).
- Students with a high school diploma from a school outside the United States must have transcripts evaluated by an approved independent agency. Such cases will be evaluated on an individual basis.
- A cumulative college GPA of 2.0 and a grade of “C” or better in BIOL 102, or BIOL 430 and BIOL 431, or other college human anatomy and physiology course with a lab which includes all human systems; a grade of “C” or better in NURSE 320 or PMED 105.
- Current curriculum planning summary sheet within the semester in which the pre-enrollment packet is being submitted.

Eligible students are selected for the program according to the following steps:

- Pre-enrollment applications to the program may be obtained from the Health and Education Division office or at www.arc.losrios.edu/edhealth/paramed.html. Applications for Spring admission will be available by September and must be submitted to the division office no later than the first Friday in December by 4:00 p.m. Please refer to the Paramedic Information Sheet for the most current information.

- Only students who meet the educational requirements and follow the pre-enrollment procedures will be considered for the program. Meeting all of these requirements does not guarantee enrollment in the program.

- Class size is limited. If the pre-enrollment pool is greater than the program capacity, students are chosen based on a computerized random selection process from among the qualified candidates.

- Students accepted into the Paramedic program are required to have a physical examination, inoculations, drug screen, background check, and malpractice insurance prior to entering the second semester.
PMED 105 Prehospital Calculations .5 Units
Formerly: PMED 64
Prerequisite: Current certification as an EMT-basic in the state of California, as required by Title 22.
Advisory: MATH 32.
Hours: 9 hours LEC
This course provides basic instruction in calculating medication dosages in the pre-hospital setting.

PMED 110 Introduction to Advanced Prehospital Care 12 Units
Prerequisite: Acceptance into the Paramedic Program.
Hours: 144 hours LEC; 216 hours LAB
This course contains the didactic material and the related skills necessary to establish a foundation for subsequent prehospital assessment and management. Topics include anatomy and physiology, pharmacology, intravenous therapy, basic and advanced life support, electrocardiography, medical-surgical, pediatric, obstetrics, and psychiatric/geriatric problems. Crisis intervention, strategies, and medical legal concepts are also discussed.

PMED 120 Clinical Internship 6 Units
Formerly: PMED 52
Prerequisite: PMED 110, with a grade of “C” or better; current Emergency Medical Technician I certification.
Hours: 36 hours LEC; 216 hours LAB
This course is designed to provide an opportunity to apply the cognitive knowledge and skills gained in the Paramedicine course to patient care in a hospital setting. This course provides for increasing assessment techniques and advanced skills.

PMED 130 Prehospital Field Internship 14 Units
Prerequisite: PMED 120 with a grade of “C” or better.
Enrollment Limitation: Current EMT-Basic(I) certification. After enrollment, all students are required to successfully complete a background check prior to starting a field internship assignment.
Hours: 54 hours LEC; 600 hours LAB
Under the direct supervision and evaluation of a licensed paramedic or a mobile intensive care nurse, the intern completes a prehospital field experience. This internship provides the paramedic student with hands-on prehospital experience and is the final course in the series preparing the student for a California paramedic license.

PMED 140 Pediatric Advanced Life Support Certification (PALS) .5 Units
Prerequisite: Current Provider CPR Basic Cardiac Life Support card or county-approved equivalent certificate. Current licensure as a paramedic, nurse, physician, allied health professional or current enrollment in an allied health program.
Hours: 6 hours LEC; 12 hours LAB
This course provides education modules for health care professionals specific to pediatric emergencies. Certification in pediatric advanced life support is granted to students who successfully complete the course. This course may be taken four times.

PMED 142 Advanced Cardiac Life Support Certification .5 Units
Prerequisite: Current Provider CPR Basic Cardiac Life Support card or equivalent licensure as a paramedic, nurse, physician, allied health professional or current enrollment in an Allied Health program.
Hours: 6 hours LEC; 12 hours LAB
This course provides education modules for health care professionals specific to pediatric emergencies. Certification in advanced cardiac life support is granted to students who successfully complete the course. This course may be taken four times.

PMED 160 Introductory Wilderness Medicine 2 Units
Formerly: PMED 61
Prerequisite: Current certification in provider level Cardiopulmonary Resuscitation.
Advisory: Basic First Aid.
Hours: 27 hours LEC; 27 hours LAB
This course provides the didactic material and related skills necessary to establish a foundation of medical care in the wilderness setting. Anatomy and physiology, care of traumatic injuries, patient assessment, environment injuries, medical emergencies, and common simple wilderness medical problems are included. Additionally, basic wilderness survival for the initial responder, and selecting and caring for wilderness medical equipment and supplies will be covered. This course emphasizes improvised care options, and long term care in field settings.

PMED 161 Advanced Wilderness Medicine 2 Units
Prerequisite: PMED 160 or EMT, or other health care provider such as nurse or doctor.
Hours: 27 hours LEC; 27 hours LAB
This course allows the student to gain an advanced level of medical care in the wilderness setting. Anatomy and physiology, improvised airway control, principles of musculoskeletal care, integration of field, synthesis of wilderness medicine and urban care, and common simple wilderness medical problems are included. Additionally, basic wilderness survival for the wilderness responder, and selecting and caring for wilderness medical equipment and supplies will be covered. This course emphasizes improvised care options, and long term care in remote field settings.

PMED 165 EMS Search and Technical Rescue 2 Units
Prerequisite: None
Hours: 27 hours LEC; 27 hours LAB
This course provides the student with a foundation in several technical rescue disciplines. Practical applications of water rescue, low angle and high angle rescue, and urban search and rescue are covered. Additionally, basic survival skills in rescue environments for the EMT/Paramedic, and selecting and caring for rescue equipment and supplies will be covered. This course emphasizes scenario-based learning in safely assessing, managing and pre-planning for the technical rescue environment.

PMED 240 Pediatric Advanced Life Support-Recertification .5 Units
Prerequisite: None
Enrollment Limitation: Current American Heart Association Pediatric Advanced Life Support Provider Card or county-approved equivalent certificate.
Hours: 8 hours LEC; 3 hours LAB
This course provides specific pediatric modules for health care professionals. It provides recertification according to the American Heart Association’s Pediatric Advanced Life Support standards and guidelines. This course may be taken four times.

PMED 242 Advanced Cardiac Life Support-Recertification .5 Units
Prerequisite: None
Enrollment Limitation: Current American Heart Association Advanced Cardiac Life Support Provider Card or county-approved equivalent certificate.
Hours: 8 hours LEC; 3 hours LAB
This course provides education modules specific for adult cardiac emergencies for health care professionals. It provides recertification according to the American Heart Association’s Advanced Cardiac Life Support standards and guidelines. This course may be taken four times.
PMED 1000  Emergency Medical Technician - Basic: Recertification  1 Unit

Formerly: PMED 202
Prerequisite: Current certification as an Emergency Medical Technician - Basic.
Hours: 20 hours LEC; 4 hours LAB
This course provides current Emergency Medical Technicians - Basic with continuing education modules to satisfy recertification requirements of local/state and National EMS organizations. EMS related topics include airway management, cardiopulmonary resuscitation, patient assessment, spinal management, medical/legal documentation, vital signs and extrication techniques. May be taken four times. Credit/No Credit only.
Philosophy is the logical examination of the fundamental issues that people have pondered for more than 2500 years. What is reality and what is beauty? What is knowledge and truth? What is good and just? Philosophy courses are directed toward understanding these and other questions in their historical and cultural contexts, and applying insights to contemporary life. The study of philosophy is a key component in improving one’s critical thinking skills.

PHIL 300  Introduction to Philosophy  3 Units
Formerly: PHIL 6
Prerequisite: None
Advisory: ENGRD 116, or ESLR 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This class is an inquiry into the traditional and historical views of Western Civilization’s perennial human problems, e.g., peace, truth, equality, good and happiness, which provides a clarification of the problems as well as ultimate justification of each claim. It focuses on critical thinking techniques and applies them to selected philosophical topics such as human freedom, the nature and limits of knowledge, skepticism, empiricism, rationalism and the application of these to politics. (CAN PHIL 2) AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 310  Introduction to Ethics  3 Units
Formerly: PHIL 5
Prerequisite: None
Advisory: ENGRD 116, or ESLR 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of ideas proposed by important philosophers to describe and understand the conceptual foundations of ethical thought and judgment. (CAN PHIL 4) AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 315  Ethics and Morals in Business  3 Units
Formerly: PHIL 15
Prerequisite: None
Advisory: ENGRD 116, or ESLR 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Ever since the Industrial Revolution, there have been problems and issues concerning the moral and ethical nature of various business endeavors. This course will examine most of the important issues of economic activity, e.g., property rights, employee rights, stockholders’ rights and the responsibilities of all of these—all of them with appropriate moral issues and criteria. This course will rely on the great moral philosophers to help address these issues, using the economists to set the issues.

PHIL 320  Logic and Critical Reasoning  3 Units
Formerly: PHIL 4
Prerequisite: None
Advisory: ENGRD 116, or ESLR 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to basic principles of good reasoning. It focuses on recognizing arguments and identifying their premises and conclusions. It examines the distinction between inductive and deductive standards of evaluation and includes an overview of types of inductive reasoning, deductive argument patterns, use and misuse of language, and fallacious reasoning. Practical application to everyday life is emphasized. (CAN PHIL 6) AA/AS area 3D; CSU area A3.

PHIL 325  Symbolic Logic  3 Units
Same As: MATH 320.
Prerequisite: PHIL 320 or MATH 110; and MATH 120 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers an introduction to symbolic logic including the logic of sentences (the statement of calculus) and the logic of classes and relations (the predicate calculus) together with an introduction to the nature and development of deductive systems. Applications include examples of logic used in elementary mathematics and the analysis of verbal arguments. Not open to students who have completed MATH 320. AA/AS area 3D; CSU area B3

PHIL 330  History of Classical Philosophy  3 Units
Formerly: PHIL 20
Prerequisite: None
Advisory: ENGRD 116, or ESLR 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This class addresses the development of philosophical thinking in the West from the pre-Socratic philosophers to Thomas Aquinas, its bearing on some contemporary issues in philosophy, and its influence in shaping philosophy as we know it today. (CAN PHIL 8) AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 331  History of Modern Philosophy  3 Units
Formerly: PHIL 21
Prerequisite: None
Advisory: ENGRD 116, or ESLR 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course traces the development of philosophical thinking in the West from the Renaissance to the present, and addresses its bearing on contemporary issues, and its influence in shaping the modern world. AA/AS area 3B; CSU area C2; IGETC area 3.
PHIL 350  Philosophy of Religion  3 Units
Formerly: PHIL 10
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to a philosophical examination of religion. This examination typically includes an analysis of basic religious concepts such as God, the afterlife, the soul, faith, karma, good and evil. It also includes an investigation into religious experience as well as arguments for and against various forms of religious belief. AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 353  Religions of the Far East  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers an introduction to the major religions of the Far East: Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism and Shinto. The origins, myths, basic teachings, development and modern forms of each religion will be surveyed through comparison and contrast with each other and with Western tradition in order to clarify concepts and practices. The present influences of these religions on Western culture and on the relationship between cultures will be of focal interest. AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 354  Religions of the West  3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Study of the origins, history, development, important teachings, mythology and modern forms of the major Western religions: Judaism, Christianity and Islam. Zoroastrianism, a forerunner of these, will also be examined in detail. In order to clarify concepts and practices, comparison and contrast with other religions will be used as a basis for discussion. The influences of these religions on the Western world will be identified and examined. AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 360  Philosophy of Social Sciences  3 Units
Formerly: PHIL 7
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This class is a survey of classic and modern thought on basic problems selected from at least two of the following fields: Theories of reality, political philosophy, philosophy of religion, and esthetics. The emphasis will be on the application of representative views of modern life. AA/AS area 3B; CSU area C2 & D3; IGETC area 4.
Certificates: Fitness Specialist

The ARC physical education program offers a wide variety of courses that improve physical fitness, sport skills, and dance performance abilities.

The UC system has a limitation on the number of units of physical education courses which can be transferred. The CSU system has no such limitation, but there are restrictions placed on the number of physical education units which can be applied toward the major. Refer to the catalog of the transfer institution of your choice for detailed information.

All activity classes are open to both men and women unless noted. Students may enroll in more than one physical education class at the same time. They may not enroll in more than two sections of the activity during the same semester.

Semester activity courses may be taken up to four times in each activity area (e.g. four Tennis, four Weight Training, four Modern Dance, etc.) unless otherwise noted in the units column. The prefixes "ADAPT, DANCE, FITNS, PACT, TMACT, and SPORT" refer to courses used to satisfy the physical education requirement.

Courses which are designated with a PET prefix are theory-oriented rather than activity-oriented and DO NOT satisfy the graduation requirements.

Fitness Specialist Certificate

This one-year program prepares students for employment in the health and fitness industry and equips them with the knowledge and hands-on experience necessary to begin a career in the dynamic field of fitness. Upon completion of this certificate, the students are prepared to take national certification exams such as the American College of Sports Medicine (ACSM) or the American Council of Exercise (ACE).

Career Opportunities

The fitness certificate program is ideal for anyone desiring an entry-level position as a personal trainer, fitness center or health club employee, group exercise instructor, or strength and conditioning coach.

Requirements for Certificate 17.5 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PET 400</td>
<td>Applied Physiology of Exercise</td>
<td>2</td>
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<tr>
<td>PET 401</td>
<td>Applied Kinesiology</td>
<td>2</td>
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<tr>
<td>PET 402</td>
<td>Nutrition for Fitness</td>
<td>2</td>
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<tr>
<td>PET 403</td>
<td>Fitness and Exercise Assessment</td>
<td>1</td>
</tr>
<tr>
<td>PET 404</td>
<td>Identification and Management of Fitness Injuries</td>
<td>2</td>
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<tr>
<td>PET 405</td>
<td>Special Populations</td>
<td>1</td>
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<tr>
<td>PET 406</td>
<td>Techniques of Instruction - Strength Training</td>
<td>2</td>
</tr>
<tr>
<td>PET 407</td>
<td>Techniques of Instruction - Aerobics and Group Fitness</td>
<td>2</td>
</tr>
<tr>
<td>PET 408</td>
<td>Administration of Fitness Programs</td>
<td>2</td>
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<td>And a minimum of 1.5 units from the following:</td>
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<tr>
<td>PET 497</td>
<td>Internship in Physical Education - Theory (1 - 4)</td>
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Adapted PE

ADAPT 310 Adapted Lifetime Sports 1 Unit
Prequisite: A physician's statement verifying: 1) the disability, 2) contraindications, and 3) recommended activities.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This class is designed for individuals with physical disabilities who are confined to a wheelchair or who are ambulatory, but more successful in sports when using a wheelchair. Sports will include, but not be limited to, basketball, quad rugby, volleyball, badminton, and tennis. AA/AS area 3E; CSU area E2.

ADAPT 314 Wheelchair Sports and Games 1 Unit
Prequisite: A physician's statement verifying: 1) the disability, 2) contraindications, and 3) recommended activities.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This class is designed for individuals with physical disabilities who are confined to a wheelchair or who are ambulatory, but more successful in sports when using a wheelchair. Sports will include, but not be limited to, basketball, quad rugby, volleyball, badminton, and tennis. AA/AS area 3E; CSU area E2.

ADAPT 330 Adapted Weight Training and Fitness 1 Unit
Prequisite: A physician's statement verifying: 1) the disability, 2) contraindications, and 3) recommended activities.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
Adapted weight training and fitness is designed for the student who is unable to participate in a general physical education activity class. This course includes individualized programs of physical fitness exercises, including isometric, isokinetic and isotonic activities to develop strength, flexibility and cardiorespiratory endurance. AA/AS area 3E; CSU area E2.

ADAPT 332 Adapted Aquatics 1 Unit
Prequisite: A physician's statement verifying: 1) the disability, 2) contraindications, and 3) recommended activities.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
Adapted aquatics is an individualized swimming, water safety, and fitness class designed for individuals with disabilities who are precluded from general physical education classes. It focuses on cardiovascular endurance, range of motion, mobility, muscular strengthening, and muscular endurance. AA/AS area 3E; CSU area E2.
ADAPT 337 Adapted Walk and Wheel  1 Unit  
Prerequisite: A physician's statement verifying: 1) the disability, 2) contraindications, and 3) recommended activities.  
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This class is designed for the student who is unable to participate in a general physical education activity class. Individualized programs are designed which include walking or wheeling for cardiovascular endurance and specific exercises for muscular strength, muscular endurance, and flexibility. Small group games and activities are included to promote fitness and fun. AA/AS area 3E; CSU area E2.

DANCE 340 Social Dance  1 Unit  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
The beginning level course covers the basic vocabulary and steps of jazz dance. Subjects studied include: basic technique, turns, leaps, and floor work. Steps from hip hop, street, rock and modern jazz styles are used in center combinations and there will be an opportunity for student choreography. The intermediate course further develops jazz dance technique while working towards multiple turns, quick study skills and performance confidence. The emphasis will be on more complicated routines and there will be an opportunity for independent choreography. AA/AS area 3E; CSU area E2.
DANCE 350  Country Western Line Dance  1 Unit  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
The beginning course covers basic tap technique, warm-ups, drills and rhythm forms. The class will focus on basic steps and beginning level group routines with an emphasis on balance, alignment and rhythm analysis. The intermediate course includes tap technique, warm-ups, drills and rhythm forms at the intermediate level. The class will focus on intermediate steps, riffs, and group routines with an emphasis on clean taps, speed, and rhythm analysis. AA/AS area 3E; CSU area E2.

DANCE 360  Tap Dance  1 Unit  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
The beginning course covers basic tap technique, warm-ups, drills and rhythm forms. The class will focus on basic steps and beginning level group routines with an emphasis on balance, alignment and rhythm analysis. The intermediate course includes tap technique, warm-ups, drills and rhythm forms at the intermediate level. The class will focus on intermediate steps, riffs, and group routines with an emphasis on clean taps, speed, and rhythm analysis. AA/AS area 3E; CSU area E2.

DANCE 374  Dance Production  3 Units  
Prerequisite: By audition; requires specific skills such as performance ability and dependability, double turns, 90 degree kick and work on and intermediate level, or with equivalent skills as determined by the instructor.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This is a lecture/performance class with an emphasis on performance skills, intermediate dance technique, and student choreography for performance. AA/AS area 3E; CSU area E2.

DANCE 375  Jazz Dance Performance Group  3 Units  
Prerequisite: By audition; requires specific skills such as performing ability and dependability, double turns, 90 degree kick and work on an intermediate to advanced level.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a jazz dance lecture/performance for intermediate to advanced dancers with an emphasis on community outreach, dance demonstrations and performance. The history of jazz dance in America is covered. Opportunity for ethnic styles to be compared and contrasted. Student choreography and performance are included. Students will learn lecture demonstration organizational skills. AA/AS area 3E; CSU area E2.

DANCE 376  Choreography  1 Unit  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course covers basic elements of choreography and provides an opportunity to explore choreographic structure. Choreographic concepts will be introduced, developed, and applied to various dance styles in a manner appropriate for all levels of dance skill. Emphasis will be on the choreographic process. AA/AS area 3E; CSU area E2.

DANCE 377  Theatre Dance  1 Unit  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is designed to provide students with the opportunity to experience theatre dance and gain skills in musical theatre movement. Movement covered will include choreographed routines, audition techniques for musical theatre dance and basic group and partnering skills. There will be an opportunity for student choreography. AA/AS area 3E; CSU area E2.

FITNS 303  Dance Aerobics  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
A physical conditioning program designed to increase cardiovascular efficiency, flexibility and endurance through choreographed dances, and rhythmic exercises. AA/AS area 3E; CSU area E2.

FITNS 305  Hip Hop Aerobics  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
Based on hip hop dance movement, this course is designed to promote cardiovascular fitness, flexibility, and overall strength by incorporating hip hop dance style, level changes, and rhythm into an aerobic and anaerobic conditioning program. AA/AS area 3E; CSU area E2.

FITNS 306  Aerobics: Cardio-Kickboxing  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course emphasizes proper alignment, execution, and timing of faster paced movements from kickboxing, boxing, and aerobic dance to improve cardiovascular fitness. AA/AS area 3E; CSU area E2.

FITNS 307  Aerobic Mix Workout  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course includes a variety of aerobic activities that provide a new approach to each workout. The emphasis is on rotating aerobic forms such as aerobic dance, step, cardio-kickboxing, and aerobic circuit to keep the workouts challenging and interesting. Basic heart rate calculations, nutrition, and workout facts will be covered. AA/AS area 3E; CSU area E2.
FITNS 308  Step Aerobics  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
A physical conditioning program designed to improve cardiovascular fitness and encourage better endurance, flexibility and strength through the use of step aerobics training methods. This course includes instruction in rhythmic, choreographed step routines, basic stretch and toning exercises and provides information related to overall health and fitness. AA/AS area 3E; CSU area E2.

FITNS 310  Aqua Aerobics  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
No swimming skills needed. A fitness course using the resistance of water for low/no weight bearing improvement in cardiovascular fitness, muscular endurance, flexibility and strength. The course will include exercises leading to deep and shallow water workouts and provides information related to overall health and fitness. AA/AS area 3E; CSU area E2.

FITNS 312  Aquatic Fitness  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: Swimming, Advanced; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a self-paced “overload” method of training using a workout approach that stresses aerobic and anaerobic fitness. Deep and shallow water running will be emphasized, stroke efficiency, and lap swimming will be included. AA/AS area 3E; CSU area E2.

FITNS 314  Deep Water Jogging  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This fitness course uses the resistance of water for non-weight bearing exercises. Emphasis will be on cardiovascular fitness, muscular endurance, strength and flexibility. Progress will be monitored through appropriate fitness testing. No swimming skills are needed. An optional flotation belt will be provided. AA/AS area 3E; CSU area E2.

FITNS 316  Lap Swimming  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: Swimming, Advanced; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course includes a workout approach that emphasizes aerobic and anaerobic fitness through lap swimming. It is a self-paced class and utilizes interval training, cardiovascular conditioning, swimming technique, and aerobic training principles. AA/AS area 3E; CSU area E2.

FITNS 331  Boot Camp Fitness  1 Unit
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed as an intense boot camp fitness class conducted on and off campus using indoor and outdoor facilities. Training includes aerobic, anaerobic conditioning, strength and endurance training, individual and team fitness concepts. May be taken four times for credit. AA/AS area 3E; CSU area E2.

FITNS 332  Off Season Conditioning  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: High school varsity or college level sport participation; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed to enhance the fitness level of out-of-season athletes so they will be more fully prepared for the competitive season. It includes aerobic conditioning, speed work, plyometric training, agility drills, flexibility, and strength training. AA/AS area 3E; CSU area E2.

FITNS 340  Fire Fitness I - Fire Academy Recruit  4 Units
Formerly: PER 1
Prerequisite: Successful completion of Fire Academy pre-fitness test.
Advisory: High school varsity or college level sport participation; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 48 hours LEC; 72 hours LAB
This course is an activity and lecture class for the cadets in the Sacramento Regional Fire Academy. The course includes instruction in an in-depth understanding of the concepts of exercise and nutrition. A regular physical fitness training program will be conducted toward improving cardiovascular endurance, muscular strength and body flexibility. The class will address improving the cadet’s level of fitness and offer job-related fitness training. AA/AS area 3E; CSU area E2.

FITNS 341  Fire Fitness II- In Station Fitness  2 Units
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Enrollment Limitation: Fire Fitness Training - Fire Academy Recruit.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This is a physical fitness course for employed fire fighters. It includes medical testing, physical fitness testing, lectures on fitness, nutrition, and stress management, and individually programmed workouts for fire fighters, with periodic progress testing. As a legally mandated occupational requirement, this course may be repeated annually by firefighters. AA/AS area 3E; CSU area E2.

FITNS 350  Fitness And Weight Control  2 Units
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is designed to assess and improve physical fitness levels, and encourage a healthy attitude toward figure evaluation and weight control. Students receive instruction concerning the theories and practical activities involved in obtaining and maintaining an appropriate level of physical fitness. AA/AS area 3E; CSU area E2.
Physical Education

FITNS 351  Exercise, Balance and Mobility  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is specifically designed for adults starting a fitness program. It provides safe and effective exercises to gain balance, flexibility and mobility. Students develop a personal fitness program that can also be carried out at home. Periodic fitness assessments measure progress in individualized fitness program. AA/AS area 3E; CSU area E2.

FITNS 353  Individualized Physical Fitness  .5-1 Units
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 27-54 hours LAB
This course emphasizes a personalized approach to attaining a higher level of physical fitness. After two weeks of orientation and assessment, individualized workout programs will be established and monitored. Students may then attend workout sessions during any of the published “open hour” time periods up to 100 minutes of credit per day. Fitness assessments are made on a monthly basis. AA/AS area 3E

FITNS 380  Circuit Weight Training  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course presents the student with a system of exercising with weights that provides a balanced approach to physical fitness training. There will be an emphasis on increasing strength, muscle endurance, cardiovascular endurance and flexibility while decreasing body fat. AA/AS area 3E; CSU area E2.

FITNS 381  Weight Training  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course provides instruction in weight training and methods that promote muscular strength and endurance. Attention is also given to muscle tone, flexibility, and cardiovascular fitness. AA/AS area 3E; CSU area E2.

FITNS 385  Weight Training for Competition  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: Circuit Weight Training, Weight Training, Beginning, Advanced; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a strength/power training program for students involved in intercollegiate athletics. It is designed to develop strength, power, and muscle endurance appropriate to specific athletic events. AA/AS area 3E; CSU area E2.

FITNS 392  Yoga  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course in Hatha Yoga emphasizes breathing, stretching, and relaxing techniques. Yoga positions and philosophies are examined. This course may be taken four times. AA/AS area 3E; CSU area E2.

FITNS 395  Stretch  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course emphasizes stretching for health and increased range of motion. It is designed to provide an individualized approach to stretching and includes pre- and post-stretching techniques for specific activities such as sports, dance, or repetitive stress work-related movements. AA/AS area 3E; CSU area E2.

FITNS 400  Body Fitness (Walking or Jogging)  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course promotes physical well-being through stress reduction and weight control. Attention is given to increasing cardiovascular efficiency, muscular strength and endurance. Individual workout schedules are based on heart rate readings related to a variety of training methods. AA/AS area 3E; CSU area E2.

FITNS 405  Marathon Training  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course emphasizes a personal approach to attaining a higher level of fitness through the attempt to complete a marathon (26.2 miles) in one day. Individual workout programs will be established and monitored to include endurance and self-pacing. Pre- and post-fitness testing will also be evaluated. AA/AS area 3E; CSU area E2.

FITNS 412  Martial Arts: Taekwondo  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a physical fitness program that concentrates on muscle development, improvement of coordination and flexibility, and increased aerobic capacity through the practice of various poomsae, sparring techniques and self-defense movements used in martial arts. It is offered at beginning, intermediate, and advanced levels. This course may be taken four times. Fields trips may be required. AA/AS area 3E; CSU area E2.

FITNS 438  Water Safety Instructor (Lifeguard Training)  3 Units
Formerly: PER 1
Prerequisite: A valid Advanced First Aid Certificate, and Advanced Swimming with a grade of “C” or better.
Corequisite: HEED 316 or 322
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course includes teaching techniques and preparation for instructing swim courses. The emphasis is on teacher training, life guarding knowledge and skills. Completion of this course with a grade of “B” or better confers an American Red Cross Certification for “Lifeguard Training” and “Water Safety Instructor.” AA/AS area 3E; CSU area E2.
FITNS 440  Swimming  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: Advisory. ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course includes scoring, fundamentals, techniques, rules and social etiquette of bowling. It is designed to accommodate the beginning, intermediate and advanced bowler. This course may be taken four times. AA/AS area 3E; CSU area E2.

FITNS 450  Self-Defense for Women  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: Advisory. ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed to develop certain skills, knowledge, and attitude, which are important in defending or avoiding physical attack. AA/AS area 3E; CSU area E2.

PACT 300  Archery  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: Advisory. ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
The course in beginning archery emphasizes safety, knowledge, and basic skill development in a variety of beginning bow and arrow shooting activities. The intermediate course includes instruction and practice in more advanced skills of archery. It will also review basic techniques with an emphasis on development of the physical and mental strengths necessary to perform at greater distances with greater accuracy. AA/AS area 3E; CSU area E2.

PACT 310  Badminton  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: Advisory. ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course in beginning badminton includes basic fundamentals, techniques, rules and social etiquette of badminton as well as singles and doubles competition. The intermediate course includes a review of basic fundamentals, techniques and rules. The emphasis is on skills and techniques such as play strategies for singles and doubles and shot selection for various play situations. AA/AS area 3E; CSU area E2.

PACT 320  Bowling  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers fundamentals, rules, individual and team strategies appropriate to intercollegiate baseball. AA/AS area 3E; CSU area E2.
Physical Education

SPORT 311  Basketball, Intercollegiate-Men, Fall  1 Unit
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 with a grade of
“C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or
placement through assessment process.
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. May be taken three
times for credit. AA/AS area 3E; CSU area E2.

SPORT 312  Basketball, Intercollegiate-Men, Spring  1 Unit
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 with a grade of
“C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or
placement through assessment process.
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. May be taken three
times for credit. AA/AS area 3E; CSU area E2.

SPORT 316  Basketball, Intercollegiate-Women, Fall  1 Unit
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 with a grade of
“C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or
placement through assessment process.
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. May be taken three
times for credit. AA/AS area 3E; CSU area E2.

SPORT 317  Basketball, Intercollegiate-Women, Spring  1 Unit
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 with a grade of
“C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or
placement through assessment process.
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. May be taken three
times for credit. AA/AS area 3E; CSU area E2.

SPORT 320  Cross Country, Intercollegiate-Men  2 Units
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW
320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU
area E2.

SPORT 325  Cross Country, Intercollegiate-Women  2 Units
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW
320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU
area E2.

SPORT 330  Football, Intercollegiate-Men  2 Units
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW
320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU
area E2.

SPORT 340  Golf, Intercollegiate-Men  2 Units
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW
320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU
area E2.

SPORT 345  Golf, Intercollegiate-Women  2 Units
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW
320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU
area E2.

SPORT 350  Soccer, Intercollegiate-Men  2 Units
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW
320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU
area E2.

SPORT 355  Soccer, Intercollegiate-Women  2 Units
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW
320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU
area E2.

SPORT 365  Softball, Intercollegiate-Women  2 Units
Prerequisite: Tryout.
Advisory: ENGW 102 or ENGW 103, ENGRD 116 or ESLR 320, ESLW
320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy
appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU
area E2.
SPORT 370  Swimming and Diving, Intercollegiate-Men  2 Units  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course in swimming and diving for men includes fundamentals, rules, individual technique and team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 375  Swimming and Diving, Intercollegiate-Women  2 Units  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course in swimming and diving includes fundamentals, rules, individual technique and team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 380  Tennis, Intercollegiate-Men  2 Units  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 385  Tennis, Intercollegiate-Women  2 Units  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 390  Track and Field, Intercollegiate-Men  2 Units  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 395  Track and Field, Intercollegiate-Women  2 Units  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 405  Volleyball, Intercollegiate-Women  2 Units  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 410  Water Polo, Intercollegiate-Men  2 Units  
Prerequisite: None  
Advisory: ENGRD 116, ENGWR 102, ENGWR 103, ESLR 320, and ESLW 320; or placement through the assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course is an intercollegiate sport providing opportunity for competition in men's water polo. This course provides water polo fundamentals and skills and includes rules, individual and team strategy appropriate for intercollegiate athletic competition. This course may be taken 3 times for credit.

SPORT 415  Water Polo, Intercollegiate-Women  2 Units  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course in water polo for women includes fundamentals, rules, individual technique, and team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

Team Activity

TM ACT 300  Soccer, Indoor  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is designed to provide a greater awareness and understanding of indoor soccer by teaching the skills, strategy, and rules that govern the play of indoor soccer. AA/AS area 3E; CSU area E2.

TM ACT 302  Soccer - Outdoor  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
The beginning course is designed to give students a greater awareness and understanding of soccer by teaching the skills and strategy of soccer and rules that govern the play of soccer. The advanced course is designed to provide a greater awareness of soccer by teaching advanced skills, strategy, and rules that govern the play of soccer. AA/AS area 3E; CSU area E2.
Physical Education

**TMACT 310  Baseball**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: High school varsity or college level baseball; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course emphasizes defense, offense, pitching, base running, team strategy, and conditioning for advanced baseball. AA/AS area 3E; CSU area E2.

**TMACT 320  Basketball**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: One year of varsity high school or college level basketball; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course features tournament scrimmage play to improve offensive, defensive, and team skills for advanced basketball. AA/AS area 3E; CSU area E2.

**TMACT 330  Volleyball**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
The beginning course is designed to develop basic volleyball skills through lecture, demonstration, drills, and practice games. Students will gain a better understanding of and appreciation for volleyball and will be provided with opportunities for skill development. The intermediate course is designed to develop intermediate skills. Lecture and demonstration will provide the knowledge to continue this activity at a higher skill level. The advanced course is designed to develop advanced skills in those students who have already participated at the elementary level. Lecture and demonstration will provide the knowledge to continue this activity at a higher skill level. AA/AS area 3E; CSU area E2.

**TMACT 340  Football**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: High school or college level football experience; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course emphasizes instruction in advanced techniques of offensive and defensive football skills. AA/AS area 3E; CSU area E2.

**TMACT 350  Softball, Fast Pitch**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: High school varsity or college level softball; ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This is a course emphasizing defense, offense, pitching, base running, and hitting. Emphasis will be placed on team offensive and defensive strategies at an advanced playing level. AA/AS area 3E; CSU area E2.

**TMACT 352  Softball, Slow Pitch**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is designed to develop basic softball skills and understanding of slow pitch rules in tournament format. AA/AS area 3E; CSU area E2.

**TMACT 360  Team Sports**  
1 Unit  
Formerly: PER 3  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is designed to develop basic softball skills and understanding of slow pitch rules in tournament format. AA/AS area 3E; CSU area E2.

**TMACT 365  Intramural Sports/Campus Recreation**  
1 Unit  
Formerly: PER 3  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
A class for students interested in increasing their own sports/physical fitness skills and in promoting particular sports/physical fitness activities among other students. This course is intended to provide recreational, competitive and instructional opportunities other than on-going programs. This course may be taken four times. Grading is on a credit/no credit basis. AA/AS area 3E; CSU area E2.

**PET 302  Introduction to Physical Education** 2 Units  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC  
This course includes opportunities and responsibilities associated with physical education leadership. Theory, history and principles of physical education will be covered.

**PET 307  Mental Skills for Sports Performance** 3 Units  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides a concentrated study of competition and motivation for sports. It also includes the study of the brain’s impact on muscular activity in athletic performance. Stress management, goal setting, peak performance, adaptability, sport imagery training, and effective practice are covered.
PET 312 Theory and Techniques of Adapted Physical Education 3 Units
Prerequisite: None
Corequisite: PET 313.
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54-hour LEC
This course provides students with an orientation to specific disabilities and important principles of physical activity for individuals with disabilities. Basic knowledge of movement related terminology, exercise principles and concepts, transfer techniques, and characteristics of specific disabilities as they relate to exercise will be covered. This class is invaluable for students interested in pursuing a career in physical therapy, nursing, adapted physical education, physical education, or fields requiring one to work with individuals with disabilities.

PET 313 Laboratory in Adapted Physical Education 1-2 Units
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54-108 hours LAB
This course offers practical experience in the implementation of physical activity for students with disabilities. This course may be taken three times.

PET 330 Care and Prevention of Athletic Injuries 3 Units
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to injury prevention, injury care, and rehabilitation of athletic injuries. It includes basic information of sports injuries, their causes and treatments.

PET 334 Practical Applications in Athletic Training/ Sports Medicine 3 Units
Prerequisite: None
Corequisite: PET 330.
Advisory: BIOL 430, ENGRD 116 or ESLR 320, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 and ESLW 320 with a grade of "C" or better; OR placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC, 54 hours LAB
This course is designed to provide an overall experience of the sports medicine/athletic training profession. Topics include common evaluation and rehabilitative techniques, modality usage, and advanced taping and wrapping methods.

PET 340 Theory of Baseball 1 Unit
Prerequisite: None
Advisory: High school or college level baseball playing experience; ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course develops a thorough understanding of baseball. Emphasis is on learning and understanding basic concepts of training, individual techniques, strategies, and systems of defense, offense, pitching, base running, and field maintenance. Philosophies and drills are included. May be taken twice for credit.

PET 344 Theory of Basketball 1 Unit
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course develops a thorough understanding of basketball. Emphasis is on lecture, demonstrations, and videos of basic fundamental basketball skills, team strategy, offensive and defensive strategies, conditioning drills, and a variety of philosophical methods of how the game is played. May be taken twice.

PET 350 Theory of Football 1 Unit
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course covers current problems and new trends in football with emphasis on basic fundamentals, team defense and offense. May be taken twice.

PET 356 Theory of Softball 1 Unit
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course develops a thorough understanding of softball. The emphasis is on lecture and demonstration of basic fundamental softball skills, team strategy, offensive and defensive strategy, conditioning drills and a variety of philosophical methods of how the game is played. May be taken twice.

PET 362 Theory of Swimming 1 Unit
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
The course covers all aspects of competitive swimming, including the scientific principles of stroke biomechanics, physiology and psychology of training, workout design, and meet management. Includes a review of current regulations of the National Collegiate Athletic Association and the Commission on Athletics. May be taken twice.

PET 366 Theory of Tennis, Tactics and Strategy 2 Units
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course covers instruction in strategy and tactics with emphasis on percentage tennis, theory of angles, and play on different surfaces. Instruction in better stroking through appropriate shot selection and the physics of stroking. May be taken twice.

PET 368 Theory of Track & Field 1 Unit
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course covers each track and field event and will emphasize the techniques and training methods essential to successful performance. Collegiate track and field rules and procedures for conducting a meet are discussed. May be taken twice.
PET 372  Theory of Volleyball  1 Unit
Prerequisite: Completion of a college level volleyball course with a grade of "C" or better, or concurrent enrollment in Intermediate or Advanced Volleyball.
Corequisite: TMACT 330 - Volleyball.
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course develops a thorough understanding of the many aspects of the game including training/conditioning, individual techniques, offense strategy/systems, and defense strategy/systems. Particular emphasis is on the importance of individual proficiency and team tactics. May be taken twice for credit.

PET 400  Applied Physiology of Exercise  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course is part of the Fitness Specialist Certificate Program and examines how the body functions under conditions of exercise stress. It covers the practical applications of muscle function, cardiorespiratory functions, training techniques, and the effect of environmental conditions on exercise.

PET 401  Applied Kinesiology  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course, a part of the Fitness Specialist Certificate Program, will discuss movement as it relates to exercise. It will include analysis of movements in sport skills, stressing the contributions made by the muscular and skeletal systems.

PET 402  Nutrition for Fitness  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course is part of the Fitness Specialist Certificate Program. Basic principles of nutrition are studied and the ramifications of nutrition on fitness training.

PET 403  Fitness and Exercise Assessment  1 Unit
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course is part of the Fitness Specialist Certificate Program. It covers the assessment of cardiorespiratory endurance, body fat, muscular strength and endurance, blood pressure, and the evaluation of the results of such tests.

PET 404  Identification and Management of Fitness Injuries  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course is part of the Fitness Specialist Certificate Program. This course addresses elementary human anatomy and its relationship to physical activity. Athletic training methods and protective equipment are covered. Treatment and rehabilitation of injuries as they relate to fitness training will be presented.

PET 405  Special Populations  1 Unit
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course for the Fitness Specialist Certificate Program will cover the effects of exercise on special populations and to modify exercise based on age and medical conditions. Special groups discussed will include seniors; children; the physically impaired, and individuals with coronary heart disease, diabetes, asthma, obesity, low back pain, arthritis, or pregnancy.

PET 406  Techniques of Instruction - Strength Training  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course, part of the Fitness Specialist Certificate Program, is designed to provide a thorough review of strength training. The course studies anatomy and physiology as they apply to strength training, training sequences, available equipment, and safety factors. Included in this course is the development of strength training routines.

PET 407  Techniques of Instruction - Aerobics and Group Fitness  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course is part of the Fitness Specialist Certificate Program and covers teaching a variety of fitness activities to groups of individuals. Emphasis will be on how to design a physiologically safe and effective aerobic exercise class.

PET 408  Administration of Fitness Programs  2 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course is part of the Fitness Specialist Certificate Program. It serves as an introduction to the administration of fitness programs including business operations, office procedures, and facility and equipment considerations.

PET 494  Topics in Physical Education Theory  .5-4 Units
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 9-72 hours LEC
This umbrella course provides concentrated study of a variety of current fitness issues. Topics will reflect contemporary concerns for physical fitness, performance in competitive sport, and wellness. May be taken up to 3 units of credit.

PET 497  Internship in Physical Education - Theory  1.5 Units
Prerequisite: A grade of "C" or better in at least 8 units from the following courses: PET 400, 401, 402 (or NUTR 307), 403, 404, 405, 406, 407, 408.
Course Transferable to CSU
Hours: 9 hours LEC, 54 hours LAB
This course is designed to provide students in the Fitness Specialist Certificate Program with practical experience in screening, performing fitness assessment tests, and formulating an exercise prescription based on fitness test indicators. In addition to the lecture schedule, there will be additional practicum hours to be arranged at local fitness centers and health clubs.
Degree: A.S. - Mathematics & Physical Science

Mathematics/Physical Science Degree

This program provides a broad study in fields of physical science and mathematics. It provides a good foundation for transfer to a four-year program in science.

Requirements for Degree Major 18 units

A minimum of 18 units from the following:

Transfer-level courses selected from:
(1) Science: could be astronomy, and/or chemistry, and/or engineering, and/or geology, and/or physical geography, and/or physical science and/or physics.
(2) Math: could be mathematics and/or statistics.

Associate Degree Requirements: The Mathematics/Physical Science Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Physical Science

PS 300 Introduction to Physical Science 3 Units
Prerequisite: None
Advisory: MATH 32.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the fundamental concepts of astronomy, geology, physics, chemistry and meteorology. It is designed for the student with little or no science background. It is not recommended for science, mathematics, or engineering majors. AA/AS area 3A; CSU area B1; IGETC area 5A.

PS 301 Physical Science Laboratory 1 Unit
Prerequisite: None
Corequisite: PS 300.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This laboratory course provides hands-on experiments in several disciplines in the physical sciences. Study of geologic, weather and topographic maps, star charts and use of tools, equipment and methods of science are also covered. AA/AS area 3A; CSU area B1; IGETC area 5A.

Physics

PHYS 310 Conceptual Physics 3 Units
Prerequisite: None
Advisory: MATH 100.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers mechanics of particles, rigid bodies and fluids. The PHYS 410, 421, 431 sequence is required for majors in physics, chemistry or engineering. The course includes lecture, laboratory and problem discussion sections. (CAN PHYS 8) (PHYS SEQ B) AA/AS area 3A; CSU area B1; IGETC area 5A.
**PHYS 421  Electricity and Magnetism  4 Units**  
Prerequisite: PHYS 410 with a grade of “C” or better.  
Advisory: MATH 402.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers an in-depth treatment of electricity and magnetism. It involves problem solving with an emphasis on physics problems that require integral calculus. (CAN PHYS 12); (PHYS SEQ B).

**PHYS 431  Heat, Waves, Light and Modern Physics  4 Units**  
Formerly: PHYS 4C  
Prerequisite: PHYS 410 with a grade of “C” or better.  
Advisory: MATH 402.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers thermodynamics and heat, statistical mechanics, waves and sound, light, quantum concepts, and nuclear physics. (CAN PHYS 14); (PHYS SEQ B).
International Studies Certificate

The International Studies Certificate is designed to benefit students who are interested in international issues. Course work focuses on issues ranging from economy and trade to culture, politics, and environment from a transnational perspective.

Requirements for Certificate 29 units

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<thead>
<tr>
<th>Course</th>
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<tr>
<td>ANTH 310</td>
<td>Cultural Anthropology</td>
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<tr>
<td>HIST 307</td>
<td>History of World Civilizations to 1500</td>
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<td>or HIST 308</td>
<td>History of World Civilizations, 1500 to 1500</td>
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<td>Introduction to International Relations</td>
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<td>And a minimum of 8 units from the following:</td>
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<td>Transfer level foreign language courses (numbered 300-499).</td>
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<td>And a minimum of 9 units from the following:</td>
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<td>MUFL 330</td>
<td>World Music</td>
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<td>Religions of the Far East</td>
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POLS 301  Introduction to Government: United States 3 Units

Prerequisite: None

Advisory: ENGW 102 or 103, and ENGR 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course analyzes the U.S. government’s historic origins, philosophical and theoretical justification, constitutional structures and how these institutions work. It examines and describes the procedural aspects of the political system; campaigns; elections; lobbying; legislating; and execution and adjudication of law. It provides an analysis of contemporary problems and issues. It also describes California state and local governments’ constitutional base, structures and functions, political process, problems and issues. (CAN GOVT 2) AA/AS area 3C; CSU area D2; IGETC area 4.

POLS 302  Introduction to Government: Foreign 3 Units

Prerequisite: None

Advisory: ENGW 102 or 103, and ENGR 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course comparatively examines the political systems of selected Western European, Eastern European, Asian, Middle Eastern, African, and Latin American countries. Emphasis is on the formation of political institutions, political culture, citizen and interest participation, political parties, and bureaucratic public policy roles. AA/AS area 3C; CSU area D3; IGETC area 4.

POLS 304  Introduction to Government: California 3 Units

Prerequisite: None

Advisory: ENGW 102 or 103, and ENGR 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better.

Course Transferable to CSU

Hours: 54 hours LEC

This course covers the essential organization, institutions and processes of California state and local government. It fulfills the California State University requirement for state and local government, but not the requirement for the U.S. Constitution.

POLS 310  Introduction to International Relations 3 Units

Prerequisite: None

Advisory: ENGW 102 or 103, and ENGR 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course is a survey of the international political system. The focus will be on global issues as they relate to the nation-state system, the role of non-state actors, Global North and Global South relations, globalization, the proliferation of weapons of mass destruction, armed conflict and its causes, regional and hemispheric relations, and international political economy. AA/AS area 3C; CSU area D3; IGETC area 4.
Political Science

**POLS 322 Political Ideologies 3 Units**
Same As: BUS 345
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferrable to UC/CSU
Hours: 54 hours LEC
This course is a survey of competing ideological approaches to government and politics. It provides comparative and historical analyses of various ideologies. Emphasis is on the theories, values, and assumptions that make up various political ideologies and their effects on political systems. AA/AS area 3C; CSU area D3; IGETC area 4.

**POLS 330 Constitutional Rights 3 Units**
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferrable to UC/CSU
Hours: 54 hours LEC
This course is a survey of American constitutional rights and civil liberties. Emphasis is placed on analysis of U.S. Supreme Court decisions and related materials dealing with issues arising under the Bill of Rights and the 14th Amendment to the U.S. Constitution. AA/AS area 3C; CSU area D3.

**POLS 332 Law and Society 3 Units**
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferrable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the Anglo-American Common Law System with emphasis upon the nature and purpose of law. The evolution of legal concepts as a reflection of the social environment, and the basic organization and functioning of the American judicial system presented from a theoretical rather than a practical viewpoint through analysis of selected cases and reading materials. Not to be taken in place of BUS 340 (Business Law) where required. Not open to students who have taken BUS 345. AA/AS area 3C; CSU area D3; IGETC area 4.
Psychology Degree

Psychology focuses on the study of behavior of humans and other animals. It involves both pure and practical application of science to matters of everyday life.

Career Opportunities

The Psychology degree is designed to facilitate students’ successful transfer to four-year programs that prepare them for advanced study in a variety of graduate programs. Psychologists with graduate degrees and professional certificates have a broad range of employment opportunities including, but not limited to, clinical practice, research, and teaching. Clinical psychologists work in a variety of settings and with a wide range of clients. Research psychologists work in a range of fields associated with the study of human behavior, including biomedical, sports psychology, and cognitive neuroscience.

Requirements for Degree Major 18 units

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<tr>
<td>PSYC 300</td>
<td>General Principles</td>
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<td>PSYC 310</td>
<td>Biological Psychology</td>
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<td>PSYC 320</td>
<td>Social Psychology</td>
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<td>PSYC 330</td>
<td>Introductory Statistics for the Behavioral Sciences</td>
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<td>PSYC 335</td>
<td>Research Methods in Psychology</td>
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<td>ECE 312</td>
<td>Child Development</td>
<td>3</td>
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<tr>
<td>or PSYC 372</td>
<td>Child Development</td>
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<td>Geron 302</td>
<td>Psychology of Aging; Adult Development and Aging</td>
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<td>or PSYC 374</td>
<td>Psychology of Aging; Adult Development and Aging</td>
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<td>HSER 330</td>
<td>Issues of Diverse Populations</td>
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<td>or PSYC 365</td>
<td>Issues of Diverse Populations</td>
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<td>HSER 340</td>
<td>Introduction to Chemical Dependency</td>
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<td>or PSYC 400</td>
<td>Introduction to Chemical Dependency</td>
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<td>HSER 342</td>
<td>Alcoholism: Intervention, Treatment &amp; Recovery</td>
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<td>or PSYC 402</td>
<td>Alcoholism: Intervention, Treatment &amp; Recovery</td>
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<td>PSYC 305</td>
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<td>PSYC 354</td>
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<td>Psychology of Women in a Multicultural Society</td>
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<td>PSYC 383</td>
<td>Introduction to Organizational Psychology</td>
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<td>PSYC 390</td>
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<td>3</td>
</tr>
<tr>
<td>And a minimum of 3 units from the following:</td>
<td></td>
<td></td>
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<tr>
<td>ECE 312</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 372</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>Geron 302</td>
<td>Psychology of Aging; Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 374</td>
<td>Psychology of Aging; Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HSER 330</td>
<td>Issues of Diverse Populations</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 365</td>
<td>Issues of Diverse Populations</td>
<td>3</td>
</tr>
<tr>
<td>HSER 340</td>
<td>Introduction to Chemical Dependency</td>
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</tr>
<tr>
<td>or PSYC 400</td>
<td>Introduction to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>HSER 342</td>
<td>Alcoholism: Intervention, Treatment &amp; Recovery</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 402</td>
<td>Alcoholism: Intervention, Treatment &amp; Recovery</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 305</td>
<td>Personal Growth and Adjustment</td>
<td>3</td>
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<tr>
<td>PSYC 340</td>
<td>Abnormal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 354</td>
<td>Marriage, The Family and Alternatives</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 356</td>
<td>Human Sexuality</td>
<td>3</td>
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<tr>
<td>PSYC 361</td>
<td>Psychology of Women in a Multicultural Society</td>
<td>3</td>
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<tr>
<td>PSYC 370</td>
<td>Human Development: A Life Span</td>
<td>3</td>
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<tr>
<td>PSYC 383</td>
<td>Introduction to Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 390</td>
<td>Psychology of Death and Dying</td>
<td>3</td>
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</table>

Associate Degree Requirements: The Psychology Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
### PSYC 330  Introductory Statistics for the Behavioral Sciences  3 Units

Formerly: PSYC 5  
Prerequisite: PSYC 300 with a grade of "C" or better; MATH 120.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course focuses upon the concepts and application of descriptive and inferential statistics in psychology and other behavioral sciences. Topics include hypothesis testing, correlation, chi-square, and analysis of variance procedures. (CAN PSY 6) AA/AS area 3D; CSU area B3; IGETC area 2A.

### PSYC 331  Introduction to Statistics for the Behavioral Science - Lab  1 Unit

Prerequisite: None  
Corequisite: PSYC 330.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This lab complements Introduction to Statistics for the Behavioral Sciences (PSYC 330) and/or Research Methods in Psychology (PSYC 335) by providing hands-on experience and facilitated instruction in the use of both the SPSS and Microsoft Excel computer software programs. Emphasis is on the techniques of software-assisted applied statistical analysis and data presentation using these software packages.

### PSYC 335  Research Methods in Psychology  3 Units

Formerly: PSYC 4  
Prerequisite: PSYC 300.  
Corequisite: PSYC 330 or STAT 301.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course covers the planning and execution of research studies in the behavioral sciences. Crucial topics include hypothesis formation, review of professional literature, research design, collection of data, statistical analysis and scientific report writing. (CAN PSY 8)

### PSYC 340  Abnormal Behavior  3 Units

Prerequisite: PSYC 300 or 305 with a grade of "C" or better.  
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an exploration of the broad questions of normality and abnormality. Topics include the investigation of specific mental, emotional, and behavioral difficulties and current approaches to psychological intervention including present community mental health practices. It considers the contribution of social, biological and psychological factors to the development and persistence of behavior disorders. AA/AS area 3E; CSU area D3 & E1; IGETC area 4.

### PSYC 342  Behavior Modification: Theory and Application  3 Units

Formerly: PSYC 32  
Prerequisite: PSYC 300 or 305.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course reviews methods of changing behavior through the systematic application of learning principles. It examines the philosophical and research foundations for behavioral psychology as well as the controversy surrounding behaviorism. The emphasis is on practical applications including institutional settings, schools, child behavior management, smoking, alcohol abuse, sexual dysfunction, assertiveness and cognitive restructuring. AA/AS area 3E; CSU area E1.

### PSYC 354  Marriage, The Family and Alternatives  3 Units

Formerly: PSYC 24  
Prerequisite: None  
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is a study of a marriage, the family and alternatives from historical, sociological and psychological viewpoints. Topics will include the structure and functions of the family, childrearing, gender roles, mate selection, the sexual revolution, conflict crisis, divorce, and alternatives to traditional marriage. (CAN FCS 12) AA/AS area 3E; CSU area E1.

### PSYC 356  Human Sexuality  3 Units

Formerly: PSYC 25  
Prerequisite: None  
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course provides an overview of human sexual behavior from birth through adulthood. Sexuality is explored from historical, cultural, psychological, physiological, sociological and legal viewpoints. AA/AS area 3E; CSU area E1.

### PSYC 358  Principles of Interpersonal Relationships  3 Units

Prerequisite: None  
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an introduction to the principles involved in effective interpersonal relationships. Topics will include interpersonal feedback, self-disclosure, listening, the role of emotions, conflict resolution, personal values, and self-awareness. Emphasis is on methods to enhance relationships at home, work, and school. AA/AS 3E; CSU area E1.

### PSYC 359  Stress Management and Health  3 Units

Same As: HEED 352.  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course examines productive and nonproductive stress and the influence of various types of stress on health and wellness. Topics include the physiological aspects of stress and its effects on health, assessments of personal coping style, strategies for coping effectively with stress, relaxation techniques, and positive reinforcers. Emphasis is placed on practical application of stress management techniques in daily life. This course is not open to students who have completed HEED 352. AA/AS area 3E; CSU area E1.

### PSYC 361  Psychology of Women in a Multicultural Society  3 Units

Formerly: PSYC 16  
Prerequisite: None  
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a study of the psychological effects of society upon women. Emphasis will be on the exploration of sociocultural, gender-role, sex-role, stereotyping, and intrapersonal and interpersonal factors in the development of women. AA/AS areas 3C & 3F; CSU area D3.
PSYC 365  Issues of Diverse Populations  3 Units  
Formerly: PSYC 19  
Same As: HSER 330.  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is a study of the values, problems, issues, concerns and counseling needs of special population groups including the elderly, African Americans, Hispanics, Asians, Native Americans, homosexuals, the poor and terminally ill. It also includes the nature and extent of chemical dependency and other addictive behaviors. Not open to students who have completed HSER 330, AA/AS area 3C & 3F; CSU area E1.

PSYC 370  Human Development: A Life Span  3 Units  
Formerly: PSYC 18  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course examines human development across the lifespan, from conception through death, by focusing on development from the perspectives of physiology, cognition, and psychology along with the interaction among these three domains. Seeing development as an on-going process and the practical application of this knowledge are emphasized. This course is designed as a foundation for careers in educational, social, psychological, and medical fields as well as providing a better understanding of one’s own developmental process. AA/AS area 3C or 3E; CSU area D3 or E1.

PSYC 372  Child Development  3 Units  
Same As: ECE 312.  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a study of the growth and development of children from the prenatal stage through adolescence. For each stage of development, the physical, cognitive, linguistic, social-moral, and emotional aspects of development, with attention to both typical as well as atypical development in each area is discussed. Included are the influences of culture, family, and the environment. This material is designed as a foundation for careers in educational, social, psychological, and medical fields as well as providing a better understanding of one’s own developmental process. AA/AS area 3C or 3E; CSU area D3 or E1.

PSYC 374  Psychology of Aging: Adult Development and Aging  3 Units  
Same As: GERON 302.  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers the physical, psychological, and social aspects of the aging process including the interactions between the elderly and the rest of society. Topics include an analysis of stereotypes, social bonds, environmental factors, sexuality, physical health, mental health, death, and bereavement. Not open to students who have completed Gerontology 302. AA/AS area 3C; CSU area E1.

PSYC 378  Communicating with and Validating Older Adults  3 Units  
Same As: GERON 330.  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; or ESR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course introduces the basic theory, techniques, and experiences for communication with, validation of, and stimulation of the elderly at different cognitive levels. Not open to students who have completed Gerontology 330.

PSYC 379  Reminiscence Therapy  3 Units  
Formerly: PSYC 35  
Prerequisite: None  
Advisory: PSYC 300, 330, and 335.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course involves an investigation of beliefs, attitudes, anxieties, and behaviors associated with dying and death. Included will be information relevant to suicide, life-threatening illnesses, bereavement, euthanasia and various philosophical views on the phenomenon of death. AA/AS area 3C; CSU area E1.

PSYC 383  Introduction to Organizational Psychology  3 Units  
Formerly: PSYC 9  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESR 320, ESR 320, or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides an overview of the field of Organizational Psychology with the specific focus on motivation, leadership, organizational assessment, personnel selection, training, and the application of psychological research techniques in the work environment. AA/AS area 3C.

PSYC 390  Psychology of Death and Dying  3 Units  
Formerly: PSYC 18  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESR 320, ESR 320, or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course involves an investigation of beliefs, attitudes, anxieties, and behaviors associated with dying and death. Included will be information relevant to suicide, life-threatening illnesses, bereavement, euthanasia and various philosophical views on the phenomenon of death. AA/AS area 3E; CSU area E1.

PSYC 400  Introduction to Chemical Dependency  3 Units  
Formerly: PSYC 35  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESR 320, ESR 320, or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is a survey that examines the physiological effects of chemical dependency on the individual. Included is an analysis of the effects of substance abuse on the family; the sociological, economic conditions contributing to substance abuse; and a description of community efforts at prevention and treatment. Not open to students who have completed HSER 340. AA/AS area 3E; CSU area E1.
**Psychology**

**PSYC 401**  
**Physiology and Pharmacology: Alcohol and Other Drugs**  
3 Units  

*Formerly: PSYC 36*  
*Same As: HSER 341.*  
*Prerequisite: HSER 340/PSYC 400 with a grade of "C" or better.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*  

This course is a study of the chemical composition of alcohol and the mechanism of action in the body of alcohol and other psychoactive drugs, including opiates, stimulants, depressants, psychotherapeutics, and psychedelics. Also included are the social and psychological implication of tolerance, habituation, and substance abuse of the user and abuser. Not open to students who have completed HSER 341.

**PSYC 402**  
**Alcoholism: Intervention, Treatment and Recovery**  
3 Units  

*Formerly: PSYC 37*  
*Same As: HSER 342.*  
*Prerequisite: HSER 341/PSYC 401 with a grade of "C" or better.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*  

This course is a study of techniques used in the treatment of chemical dependency and an evaluation of intervention, individual and group counseling, detoxification, twelve step program, therapeutic communities, and aftercare programs. Not open to students who have completed HSER 342.

**PSYC 480**  
**Honors General Principles**  
3 Units  

*Formerly: PSYC 1H*  
*Prerequisite: 3.0 or better cumulative GPA; ENGWR 300 or 480 with a grade of "C" or better; and eligibility for ENGRD 310.*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  

This course is for psychology majors, behavioral science majors and other students who desire a challenging, critical thinking and issues oriented introduction to general principles. Topics include the scientific method, statistics, biological determinants and general processes of behavior such as development, learning, verbal behavior, intelligence, perception, motivation, emotion, personality and mental health. Using a seminar style, the focus will be on encouraging thorough analysis and evaluation of psychological theories and research studies as they relate to practical, everyday issues. AA/AS area 3C; CSU area D3; IGETC area 4.

**PSYC 481**  
**Honors Abnormal Behavior**  
3 Units  

*Prerequisite: Cumulative GPA of 3.0 or above; PSYC 300 or PSYC 480 with a grade of "C" or better; ENGWR 300 or ENGWR 480 with a grade of "C" or better.*  
*Course Transferable to UC/CSU*  
*Hours: 54 hours LEC*  

This course is for psychology majors, behavioral science majors and other students who desire a challenging, critical thinking and issues oriented introduction to general principles. Topics include the scientific method, statistics, biological determinants and general processes of behavior such as development, learning, verbal behavior, intelligence, perception, motivation, emotion, personality and mental health. Using a seminar style, the focus will be on encouraging thorough analysis and evaluation of psychological theories and research studies as they relate to practical, everyday issues. AA/AS area 3E; CSU area D3 & E1; IGETC area 4.
Public Safety

STC Certified Core Courses
Traffic Accident Investigations Series
POST and STC Certified Courses for Perishable Skills
POST and STC Certified Instructors Courses
Law Enforcement In-Service

Area: Sacramento Regional Public Safety
Training Center
5146 Arnold Avenue
McClenn, CA 95652
Dean: Richard W. McKee
Phone: (916) 570-5000
Counseling: (916) 484-8572
Website: www.arc.losrios.edu/safety

The Sacramento Regional Public Safety Training Center (SRPSTC), operated by American River College, is dedicated to providing high quality training and educational programs for public safety personnel. The center offers entry-level and advanced, in-service instruction, in areas that meet the needs of individuals as well as public and private agencies.

All courses meet the academic standards of the Los Rios Community College District. These courses may be certified by the California Commission on Peace Officers Standards and Training (POST), California Standards and Training for Corrections (STC), California Correctional Peace Officer Standards and Training (CPOST) and the California State Fire Marshal's Office. Most courses presented at the SRPSTC are offered in an intensive, concentrated, short-term format.

Graduates from the basic core courses may be eligible for employment in county and city law enforcement agencies specializing in police, corrections and/or probation.

Technical/Professional Development (In-Service) courses

Technical training and in-service courses are geared primarily for law enforcement officers, correctional officers, probation officers or other individuals within the criminal justice system. Individuals taking these courses generally are seeking technical knowledge and skills for professional enhancement or they are mandated by POST, STC, CPOST or the California State Fire Marshal's Office. Technical courses involving instructor certification may require a proficiency skills test prior to registration. California Statute or prerequisites may restrict student registration into some courses.

Program Costs and Registration

Additional information and course reservations are available by calling the center at (916) 570-5000 or visit our website at www.arc.losrios.edu/safety. Students are required to pay for the cost of the materials consumed during the training course and established community college enrollment fees.

Contract Partnerships

The Sacramento Regional Public Safety Training Center, Los Rios Community College District and select local and regional agencies have partnered to establish additional training options for the Public Safety Professional/Student. Courses offered through our Contract partnership meet all of the regulatory standards set by the Los Rios Community College District, American River College, POST, CPOST and/or STC. California Statute or prerequisites may restrict student registration into some courses.

County of Sacramento

- For information on the Basic Academy, contact the Sacramento Sheriff’s Training Academy, 1000 River Walk Way, Carmichael, CA 95608, call (916) 874-1098, or visit the webpage at: www.sacsheriff.com/divisions/dtrf/acadmnf.cfm.
- For information regarding in-service training course, contact the Sheriff’s Department, Division of Training and Reserve Forces at (916) 874-1098 or visit the webpage at www.sacsheriff.com/divisions/dtrf/inservice.cfm.
- For information regarding the P.C. 832 Modular Training, contact the Division of Training and Reserve Forces at (916) 875-0006, or visit the website: www.sacsheriff.com/divisions/dtrf/po832.cfm.

City of Sacramento

- For information on the Communications courses, call (916) 264-7248 or visit the Communications Training webpage at: www.sacpd.org/Academy/CTO.htm.
- For information about Community Service Officer training at the Academy, call (916) 264-8264 or visit the CSO Training webpage at www.sacpd.org/Academy/CSO.htm.
- For information on the Basic Police Academy, call (916) 566-2418 or visit the Academy website at: www.sacpd.org/Academy/default.htm.
- For information regarding in-service training course, contact the Division of Training and Reserve Forces at (916) 874-1098, or visit the webpage at: www.sacsheriff.com/divisions/dtrf/acadmnf.cfm.

USDA Forest Service

- For information on courses presented by USDA Forest Service, call (916) 643-2263.

Regional Fire and Rescue Training Authority (JPA)

- For information on courses presented by Regional Fire and Rescue Training Authority call (916) 566-4400.

Sacramento Metropolitan Fire District

- For information on courses presented by the Sacramento Metropolitan Fire District, call (916) 566-4400 or visit the district’s training website at www.cityofsacramento.org/fire/training.html.

Sacramento City Fire Department

- For information on courses presented by the Sacramento Fire Department call (916) 264-5266 or visit the Division of Training webpage at: www.cityofsacramento.org/fire/training.html

California Department of Forestry

- For information on courses presented by the California Department of Forestry, call (530) 647-5292 or e-mail: chris.anthony@fire.ca.gov.
Sacramento Regional Chaplain's Program

- For information on courses presented by the Sacramento Regional Chaplain's Program, call (916) 857-1801 or visit their website at: www.sacchaplains.com.

Additional information regarding training programs offered by the Sacramento Regional Public Safety Training Center and any one of its Contract partners, is available by contacting any staff member at (916) 570-5000 or any staff member of the agency's training division.
Real Estate Degree

The associate degree program in real estate focuses on the practical application and concepts utilized in real estate markets and career fields. Course work includes real estate principles, legal aspects, practice, finance, economics and appraisal.

Career Opportunities

Real estate salesperson; real estate broker; real estate appraiser; small business owner

Requirements for Degree Major 34-35 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>ACCT 101 Fundamentals of College Accounting</td>
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<tr>
<td>or ACCT 301 Financial Accounting</td>
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<tr>
<td>BUS 300 Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS 310 Business Communications</td>
<td>3</td>
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<tr>
<td>or MGMT 360 Management Communication</td>
<td>3</td>
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<tr>
<td>BUS 340 Business Law</td>
<td>3</td>
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<tr>
<td>MKT 300 Principles of Marketing</td>
<td>3</td>
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<tr>
<td>RE 300 California Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RE 310 Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 320 Real Estate Finance</td>
<td>3</td>
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<tr>
<td>RE 330 Legal Aspects of Real Estate</td>
<td>3</td>
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<tr>
<td>RE 340 Real Estate Appraisal</td>
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<tr>
<td>And a minimum of 1 unit from the following:</td>
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<tr>
<td>BUS 210 The Business Plan</td>
<td>1</td>
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<tr>
<td>BUS 212 Marketing for Small Businesses</td>
<td>1</td>
</tr>
<tr>
<td>CISC 300 Computer Familiarization</td>
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<tr>
<td>CISC 305 Introduction to the Internet</td>
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<tr>
<td>And a minimum of 3 units from the following:</td>
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<td>BUS 320 Concepts in Personal Finance</td>
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<tr>
<td>MKT 310 Selling Professionally</td>
<td>3</td>
</tr>
<tr>
<td>MKT 314 Advertising</td>
<td>3</td>
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<tr>
<td>RE 360 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 390 Real Estate Investment Analysis</td>
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</table>

Associate Degree Requirements: The Real Estate Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Real Estate Certificate

This certificate introduces the basic concepts of the real estate career field. Topics include the principles of real estate, law, economics, finance, practice and appraisal.

Requirements for Certificate 24 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>RE 300 California Real Estate Principles</td>
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<td>RE 310 Real Estate Practice</td>
<td>3</td>
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<tr>
<td>RE 320 Real Estate Finance</td>
<td>3</td>
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<tr>
<td>RE 330 Legal Aspects of Real Estate</td>
<td>3</td>
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<tr>
<td>RE 340 Real Estate Appraisal</td>
<td>3</td>
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<tr>
<td>And a minimum of 3 units from the following:</td>
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<tr>
<td>ACCT 101 Fundamentals of College Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 301 Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110 Business Economics</td>
<td>3</td>
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</tbody>
</table>

Area: Business

Associate Vice President: Dr. Kathleen Wishnick
Phone: (916) 484-8622
Counseling: (916) 484-8572

ECON 302 Principles of Macroeconomics (3)
or ECON 304 Principles of Microeconomics (3)
RE 360 Real Estate Economics (3)
RE 390 Real Estate Investment Analysis (3)
And a minimum of 6 units from the following:
ACCT 101 Fundamentals of College Accounting (3)
or ACCT 301 Financial Accounting (4)
or ACCT 311 Managerial Accounting (4)
BUS 105 Business Mathematics (3)
BUS 300 Introduction to Business (3)
BUS 310 Business Communications (3)
or MGMT 360 Management Communication (3)
BUS 340 Business Law (3)
MKT 300 Principles of Marketing (3)
MKT 310 Selling Professionally (3)
MKT 314 Advertising (3)

Note: The California Department of Real Estate gives the exams and issues the Real Estate Salesperson and Broker's Licenses. Students should contact DRE at the start of this program to verify individual requirements.

RE 141 Advanced Appraisal 3 Units
Prerequisite: RE 340 with a grade of "C" or better.
Advisory: MATH 100.
Hours: 54 hours LEC
This course covers the appraisal of real estate through the proper application of the sales comparison, depreciated cost, and income capitalization approaches to value; income-producing properties are used as examples throughout the course. The presentation of the subject matter is traditional and follows procedures recommended for use by the leading appraisal societies. Appraisal theory and current appraisal practice are introduced, discussed, and, where possible, illustrated with local examples.

RE 190 Real Property Management 3 Units
Formerly: RE 95
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320 and ESLW 320.
Hours: 54 hours LEC
In this class, the student will learn about the day-to-day operation and management of real property including; marketing procedures, leases, maintenance, accounting and economics, record-keeping, management forms, legal requirements, laws, human relations, employer responsibilities and management.

RE 200 Real Estate Organization and Office Administration 3 Units
Prerequisite: None
Advisory: Real Estate license or 12 units of course work in real estate.
Hours: 54 hours LEC
This course is designed for real estate brokers or those about to become brokers. It covers the various types of real estate brokerage and the knowledge, motivation, and preparation necessary to organize and manage a brokerage office.
Real Estate

RE 300 California Real Estate Principles 3 Units
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
The fundamental real estate course covering the basic laws and principles of California real estate, giving understanding, background, and terminology necessary for advanced study in specialized courses. This course is required by the California Department of Real Estate prior to taking the real estate salesperson’s examination.

RE 310 Real Estate Practice 3 Units
Formerly: RE 82
Prerequisite: None
Advisory: RE 300; ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the day-to-day operations in real estate roles and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Basic laws and practices of California real estate, provide the students with understanding, background, and terminology necessary for advanced study in specialized courses. Applies toward the educational requirements for the broker's examination.

RE 320 Real Estate Finance 3 Units
Prerequisite: None
Advisory: RE 300; ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course surveys real estate financing, including lending policies and problems in financing transactions in residential apartments, commercial and special purpose properties. Methods of financing properties are emphasized. This course meets one of the educational requirements to qualify for the California Department of Real Estate broker's examination.

RE 330 Legal Aspects of Real Estate 3 Units
Prerequisite: None
Advisory: RE 300; ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course surveys California real estate laws, including methods of ownership, estates, transfers, financing instruments, foreclosures, leasing, contracts, and agency. This course meets one of the educational requirements to qualify for the California Department of Real Estate broker's examination.

RE 340 Real Estate Appraisal 3 Units
Formerly: RE 84
Prerequisite: None
Advisory: RE 300; ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course will cover the purposes of appraisals, the appraisal process, the different approaches to value, and the methods and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property but will include an introduction to the valuation of income producing property. This course applies toward the educational requirements for the broker's examination.

RE 350 Real Estate Economics 3 Units
Prerequisite: None
Advisory: RE 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the nature and classification of real estate and real estate investments. Topics include economic development of real property, real estate cycles and market trends, and governmental and private sector influence on the economics of real estate. It is recommended that this course be taken last in the real estate series. This course meets one of the educational requirements to qualify for the California Department of Real Estate broker's examination.

RE 370 Introduction to Escrow Procedures 3 Units
Formerly: RE 86
Prerequisite: None
Advisory: RE 300; ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the functions and responsibilities of the escrow holder, including actual preparation of escrow instructions and documents in a typical real estate transaction. It also includes audit, disbursement, the issuance of closing statements and analysis of title insurance policies.
Recreation Management Degree

This degree prepares for an entry-level career in the rapidly growing field of recreation and leisure services. It explores the many career fields in recreation including public service, private recreation, outdoor recreation and leadership positions.

Career Opportunities

Careers in recreation include jobs in park facilities and services in federal, state, municipal and voluntary nonprofit agencies. Commercial and private recreation also provide opportunities for employment. Travel and tourism, club management, resort recreation, food and beverage services, lodging, professional sports, entertainment and cultural services are very much a part of the exploding recreation and leisure services market.

Requirements for Degree Major 25-29 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 312 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 372 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>GERON 302 Psychology of Aging: Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 374 Psychology of Aging: Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HEED 316 First Aid: Responding to Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>PET 312 Theory and Techniques of Adapted Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PET 313 Laboratory in Adapted Physical Education</td>
<td>1-2</td>
</tr>
<tr>
<td>RECR 300 Introduction to Recreation and Leisure Services</td>
<td>3</td>
</tr>
<tr>
<td>RECR 310 Outdoor Recreation</td>
<td>3</td>
</tr>
<tr>
<td>RECR 320 Recreation Activity Leadership</td>
<td>3</td>
</tr>
<tr>
<td>RECR 498 Work Experience in Recreation</td>
<td>1-4</td>
</tr>
<tr>
<td>SPEECH 301 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPEECH 331 Group Discussion</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Recreation Management Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

RECR 300 Introduction to Recreation and Leisure Services 3 Units

Prerequisite: None
Advisory: ENGWR 102, ENGRD 116 or ESLR 320, ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
Overview of recreation, park and leisure services. A basic course describing and interpreting recreation as a form of community services. The nature, scope and significance of leisure and recreation as a social force in contemporary society. Emphasis placed on the role of the professional leader in organizing recreation programs and services, operations, facilities and resources. Field trips required. (CAN REC 2)

RECR 310 Outdoor Recreation 3 Units

Prerequisite: None
Advisory: ENGWR 102, ENGRD 116 or ESLR 320, ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
Orientation to job opportunities; trends, problems and issues in public and private outdoor recreation agencies. Philosophies and operating purposes of federal, state and local governmental outdoor recreation facilities. Field trips to outdoor recreation areas required.

RECR 320 Recreation Activity Leadership 3 Units

Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is a basic course for recreation majors, involving a study of essential elements and basic principles of organization and leadership of various types of recreation programs. It covers the methods and materials used in planning and conducting organized recreation programs in public and private agencies. Special emphasis will be placed on the role of the face-to-face leader in organizing recreational programs in a variety of settings. Required of all recreation majors. (CAN REC 4)

RECR 498 Work Experience in Recreation 1-4 Units

Prerequisite: None
Advisory: ENGWR 102, ENGRD 116 or ESLR 320, ESLW 320.
Course Transferable to CSU
Hours: 18-72 hours LEC
This course gives practical experience to students who are training for recreation leadership, by providing actual supervised work at various playgrounds and recreation facilities within the Sacramento area (teen centers, swimming pools, gymnasiums, school areas, etc.)
The ARC Respiratory Care Program

The program is accredited by the Commission on Accreditation of Allied Health Programs. Successful completion of the program qualifies the graduate to apply for the Credentialing examinations offered through the State of California and the National Board for Respiratory Care.

Respiratory Care Degree

This degree is designed to prepare licensed respiratory care practitioners. It focuses on the treatment and management of patients with conditions affecting the cardiopulmonary system. Courses include physical assessment, medical gas administration, life-supporting mechanical ventilation, pharmacology, neonatal/pediatric therapy, and specialized cardiopulmonary procedures.

NOTE: All degree major courses require a grade of “C” or better.

Career Opportunities

The outlook for respiratory care practitioners is expected to grow in the coming years due to the large increase in the elderly population, the impact of environmental problems that have contributed to breathing problems, and technological advances that are prolonging the lives of those suffering from heart attack, cancer and accidents, as well as premature babies. In addition, an increasing number of practitioners have branched out into alternate care settings such as nursing homes, physicians’ offices, home health agencies, specialized care hospitals, medical equipment supply companies, and patients’ homes.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:
- Graduation from an accredited high school in the United States or successful completion of the General Educational Development (GED) Test or California High School Proficiency Examination (CHSPE) as defined by the current requirements of the State of California and National Board for Respiratory Care.
- BIOL 430 with a grade of “C” or better.
- MATH 100 or equivalent with a grade of “C” or better.
- Minimum cumulative college GPA of 2.0.
- A Curriculum Planning Summary Sheet dated within the semester the enrollment packet is submitted.

Enrollment Process

Eligible students are selected for the program according to the following steps:
- Applications to the program may be obtained at the Health and Education Building, Room 770 or online at www.arc.losrios.edu/edhealth/respcare.html, and are due in the Health and Education office no later than 4:00 p.m. the second Friday in October.
- Selection is based on a computerized random selection process from among the qualified applicants.
- Only students who meet the pre-enrollment requirements and follow the pre-enrollment procedures will be considered for the program.
- The student accepted into the Respiratory Care program is required to have a physical examination, inoculations, drug screen, background check, and malpractice insurance.

The student is responsible for providing laboratory coats, laboratory fees, malpractice insurance and transportation to off-campus facilities. There may be morning, afternoon or evening clinical experiences in a variety of clinical settings with limited notice.

NOTE: In accordance with Article 5 of the Respiratory Care Practice Act, a person convicted of any offense other than a minor traffic violation, may not qualify to be licensed as a Respiratory Care Practitioner. Questions regarding this matter must be directed to the Respiratory Care Board, Board of Medical Quality Assurance.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 430</td>
<td>Anatomy and Physiology</td>
<td>5</td>
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<tr>
<td>BIOL 431</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 440</td>
<td>General Microbiology</td>
<td>4</td>
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<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
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<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CISC 300</td>
<td>Computer Familiarization</td>
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<tr>
<td>ENGWR 300</td>
<td>College Composition (3)</td>
<td>3-4</td>
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<tr>
<td>or ESLW 340</td>
<td>Advanced Composition (4)</td>
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<tr>
<td>MATH 100</td>
<td>Elementary Algebra</td>
<td>5</td>
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<tr>
<td>PHYS 310</td>
<td>Conceptual Physics</td>
<td>3</td>
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<tr>
<td>PSYC 300</td>
<td>General Principles</td>
<td>3</td>
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<tr>
<td>RC 110</td>
<td>Introduction to Health Care for the Respiratory Care Practitioner</td>
<td>2</td>
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<tr>
<td>RC 111</td>
<td>Applied Cardiopulmonary Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RC 112</td>
<td>Patient Assessment - Introduction to Clinical Problem Solving</td>
<td>2</td>
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<tr>
<td>RC 113</td>
<td>Patient Assessment Techniques</td>
<td>2</td>
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<tr>
<td>RC 120</td>
<td>Pharmacology for Respiratory Care</td>
<td>3</td>
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<tr>
<td>RC 121</td>
<td>Cardiopulmonary Pathophysiology</td>
<td>3</td>
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<tr>
<td>RC 122</td>
<td>Theory and Techniques I - Fundamental Respiratory Care</td>
<td>5</td>
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<td>RC 123</td>
<td>Fundamental Respiratory Care Techniques</td>
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<tr>
<td>RC 130</td>
<td>Theory II - Adult Critical Care Techniques/</td>
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</tr>
<tr>
<td></td>
<td>Special Procedures</td>
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<tr>
<td>RC 131</td>
<td>Techniques II - Adult Critical Care Techniques/Special Procedures</td>
<td>1</td>
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<tr>
<td>RC 132</td>
<td>Clinical Application: Adult Critical Care Techniques/ Special Procedures</td>
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<tr>
<td>RC 140</td>
<td>Theory III - Respiratory Care in Specialty Areas</td>
<td>3</td>
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<tr>
<td>RC 141</td>
<td>Techniques III - Neonatal/Pediatric and Cardiopulmonary Rehabilitation Techniques</td>
<td>1</td>
</tr>
<tr>
<td>RC 142</td>
<td>Clinical Application: Neonatal/Pediatric and Cardiopulmonary Rehabilitation Techniques</td>
<td>6</td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Respiratory Care Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
RC 110 Introduction to Health Care for the Respiratory Care Practitioner  2 Units  
Formerly: RC 51A  
Prerequisite: Acceptance into the Respiratory Care Program.  
Corequisite: RC 111 and 112.  
Hours: 36 hours LEC  
The course describes the organizational context of the U.S. health care system as it relates to the role and function of respiratory care practitioners. It focuses on the skills of communication and human interaction within the context of the modern health care delivery system. It also presents the ethical, legal, interprofessional and economics aspects of health care. It also identifies health care related safety techniques including universal precautions and infection control. Critical thinking processes are presented as a basis for comprehension of course content.

RC 111 Applied Cardiopulmonary Physiology  3 Units  
Formerly: RC 51B  
Prerequisite: Acceptance into the Respiratory Care Program.  
Corequisite: RC 110 and 112; BIOL 431.  
Hours: 54 hours LEC  
This course provides a foundation for the development of critical thinking skills necessary for the clinical practice of respiratory care. It gives a comprehensive overview of the cardiopulmonary system with emphasis on applied physiology expanding on the concepts introduced in anatomy and physiology, and provides in depth information on ventilation, gas transport and acid-base balance, including interpretation of data and the relationship of physiological principles to patient care.

RC 112 Patient Assessment - Introduction to Clinical Problem Solving  2 Units  
Formerly: RC 51C  
Prerequisite: Acceptance into the Respiratory Care Program.  
Corequisite: RC 110, 111, and 113.  
Hours: 36 hours LEC  
The course presents a clinically oriented guide to assessment of the patient's cardiopulmonary system with emphasis on its application to respiratory care procedures. It also describes assessment procedures, equipment, and the interpretation of results arising from the gathered information.

RC 113 Patient Assessment Techniques  2 Units  
Formerly: RC 51L  
Prerequisite: Acceptance into Respiratory Care program.  
Corequisite: RC 110, 111, and 112.  
Hours: 108 hours LAB  
The course consists of laboratory introduction of skills and procedures as well as supervised clinical experience, with emphasis on the application of theories and techniques related to fundamental respiratory care procedures. Focus is on the application of skills learned in previous respiratory care courses while developing new skills related to medical gas, humidity, aerosol medication administration, hyperinflation therapies and chest physiotherapy.

RC 120 Pharmacology for Respiratory Care  3 Units  
Formerly: RC 52A  
Prerequisite: RC 110, 111, 112, and 113 with a grade of “C” or better.  
Corequisite: RC 121, 122, 123;  
Hours: 54 hours LEC  
The course covers the concepts and principles of pharmacology required in the practice of respiratory care, including medications, actions, dosages, routes of administration and adverse reactions. It also includes patient education of medication delivery devices, patient monitoring devices, utilization techniques, and the standards for therapeutic efficacy in relation to asthma, chronic obstructive pulmonary disease and smoking cessation.

RC 121 Cardiopulmonary Pathophysiology  3 Units  
Formerly: RC 52B  
Prerequisite: RC 110, 111, 112 with a grade of “C” or better.  
Corequisite: RC 120 and 122.  
Hours: 54 hours LEC  
This course covers the manifestations of cardiopulmonary and related diseases encountered in respiratory care practice. It presents the causes for and general treatment, as well as respiratory care treatment of these diseases. It also includes the evaluation for possible diagnoses, treatment approaches and evaluation of patient response to treatment for possible modification.

RC 122 Theory and Techniques I - Fundamental Respiratory Care  3 Units  
Formerly: RC 52C  
Prerequisite: RC 110, 111, 112, and 113 with a grade of “C” or better.  
Corequisite: RC 120, 121, and 123; and PHYS 310.  
Hours: 54 hours LEC  
The course presents the principles of medical gas delivery devices; humidity, aerosol and hyperinflation therapies and chest physiotherapy. It also presents the application, patient assessment, patient monitoring, and the evaluation of the efficacy of medical gas, humidity, aerosol and hyperinflation therapies and chest physiotherapy.

RC 123 Fundamental Respiratory Care Techniques  2 Units  
Formerly: RC 52L  
Prerequisite: RC 110, 111, 112, and 113 with grade of “C” or better.  
Corequisite: RC 120, 121, 122.  
Hours: 108 hours LAB  
The course consists of laboratory introduction of skills and procedures as well as supervised clinical experience, with emphasis on the application of theories and techniques related to fundamental respiratory care procedures.

RC 130 Theory II - Adult Critical Care Techniques/ Special Procedures  3 Units  
Formerly: RC 53A  
Prerequisite: RC 120, 121, 122 with a grade of “C” or better.  
Corequisite: RC 131.  
Hours: 54 hours LEC  
The course presents the principles of airway management, mechanical ventilatory support of the adult, hemodynamic monitoring, metabolic assessment, hyperbaric oxygen therapy and the transport of the mechanically ventilated adult. It presents advanced cardiopulmonary life support techniques.

RC 131 Techniques II- Adult Critical Care Techniques/ Special Procedures  1 Unit  
Prerequisite: RC 120, 121, 122, and 123 with grades of “C” or better.  
Corequisite: RC 130 and 132.  
Hours: 54 hours LAB  
The course provides in class laboratory practice in airway management, including intubation, suctioning and bronchoscopy to adult patients in critical care units. It further provides in class laboratory practice in non-invasive and invasive mechanical ventilatory support, including ventilator settings/adjustments, monitoring, adjusting ventilators to improve oxygenation and/or ventilation and discontinuance from ventilatory support on adult patients in critical care units.
Respiratory Care

**RC 132**  
**Clinical Application: Adult Critical Care Techniques/Special Procedures**  
6 Units  
Prerequisite: RC 120, 121, 122, and 123 with grades of "C" or better.  
Corequisite: RC 130 and 131.  
Enrollment Limitation: Meet the health requirements of the Los Rios Community College District for Allied Health programs and certification in Basic Life Support for the Health Care Provider.  
Hours: 324 hours LAB  
This course provides clinical practice in the application of airway management, including intubation, suctioning and bronchoscopy to adult patients in critical care units. It further provides clinical practice in application of non-invasive and invasive mechanical ventilatory support, including ventilator settings/adjustments, monitoring, adjusting ventilators to improve oxygenation and/or ventilation and discontinuance from ventilatory support on adult patients in critical care units.

**RC 140**  
**Theory III - Respiratory Care in Specialty Areas**  
3 Units  
Formerly: RC 54A  
Prerequisite: RC 130, 131 with a grade of "C" or better; current certification of advanced cardiopulmonary life support.  
Corequisite: RC 141  
Hours: 54 hours LEC  
This course presents the principles of neonatal/pediatric respiratory care, including basic and advanced techniques as well as transport of mechanically ventilated newborns and children. It also presents the principles underlying cardiopulmonary rehabilitation, including patient assessment, stress testing, reconditioning techniques, psychosocial aspects specific to the home setting and long term ventilator care.

**RC 141**  
**Techniques III - Neonatal/Pediatric and Cardiopulmonary Rehabilitation Techniques**  
1 Unit  
Prerequisite: RC 130 and 131 with grades of "C" or better.  
Corequisite: RC 140 and 142.  
Hours: 54 hours LAB  
This course provides in class laboratory practice in medical gas, humidity/aerosol, hyperinflation and bronchial hygiene therapies, airway management and non-invasive and invasive mechanical ventilatory support as applied to neonatal and pediatric patients in specialized critical care units. It also provides practice in pulmonary rehabilitation techniques, cardiopulmonary stress testing, sleep studies and respiratory care techniques in the home setting.

**RC 142**  
**Clinical Application: Neonatal/Pediatric and Cardiopulmonary Rehabilitation Techniques**  
6 Units  
Prerequisite: RC 130, 131, and 132 with grades of "C" or better.  
Corequisite: RC 140 and 141.  
Enrollment Limitation: Meet the health requirements of the Los Rios Community College District for Allied Health programs and certification in Advanced Cardiac Life Support (ACLS).  
Hours: 324 hours LAB  
This course provides clinical practice in the application of medical gas, humidity/aerosol, hyperinflation and bronchial hygiene therapies, airway management and non-invasive and invasive mechanical ventilatory support as applied to neonatal and pediatric patients in specialized critical care units. It further provides practice in the application of pulmonary rehabilitation techniques, cardiopulmonary stress testing, sleep studies and respiratory care techniques in the home setting. Field trips are required.
General Science Degree

This program provides a broad study in the fields of biological and physical sciences in preparation for transfer to a four-year program and continuation of studies in upper division science courses.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>18 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 18 units from the following:</td>
</tr>
</tbody>
</table>

Transfer level courses in addition to other graduation requirements. One laboratory course in a physical science and one laboratory course in a biological science must be included. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics, and zoology.

Associate Degree Requirements: The General Science Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
### Sign Language Studies: Business Degree and Certificate

The program in Sign Language Studies: Business provides an introductory overview of American Sign Language, the Deaf community in a cultural context and the psychosocial dynamics of people who want to pursue training in business management while working in the Deaf community.

#### Requirements for Degree Major or Certificate - 40 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSER 300</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 100</td>
<td>Management of Change</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 372</td>
<td>Human Relations and Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 300</td>
<td>Introduction to Modern Management</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 362</td>
<td>Techniques of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 360</td>
<td>Management Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 300</td>
<td>General Principles</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 305</td>
<td>Personal Growth and Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>SILA 305</td>
<td>American Sign Language 1</td>
<td>4</td>
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<tr>
<td>SILA 306</td>
<td>American Sign Language 2</td>
<td>4</td>
</tr>
<tr>
<td>SILA 315</td>
<td>American Sign Language 3</td>
<td>4</td>
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<td>SILA 316</td>
<td>American Sign Language 4</td>
<td>4</td>
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<tr>
<td>SILA 330</td>
<td>Impact of Deafness</td>
<td>3</td>
</tr>
<tr>
<td>SILA 332</td>
<td>Educating Deaf People</td>
<td>3</td>
</tr>
<tr>
<td>SILA 498</td>
<td>Work Experience in Sign Language Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

- SILA 316 American Sign Language 4 (4 units)
- SILA 350 Impact of Deafness (3 units)
- SILA 332 Educating Deaf People (3 units)
- And a minimum of 3 units from the following:
  - SILA 498 Work Experience in Sign Language Studies (1 - 4)

#### Associate Degree Requirements: The Sign Language Studies: Business Associate in Arts (AA) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

### Sign Language Studies: Human Services Degree and Certificate

The program in Sign Language Studies: Human Services provides an introductory overview of American Sign Language, the Deaf community in a cultural context and the psychosocial dynamics of people working in the Deaf community. The certificate also emphasizes development of skills related to paraprofessional services in an educational or social services agency which serves deaf clients.

#### Requirements for Degree Major or Certificate - 40 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HSER 300</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 300</td>
<td>General Principles</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 305</td>
<td>Personal Growth and Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>SILA 305</td>
<td>American Sign Language 1</td>
<td>4</td>
</tr>
<tr>
<td>SILA 306</td>
<td>American Sign Language 2</td>
<td>4</td>
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<tr>
<td>SILA 315</td>
<td>American Sign Language 3</td>
<td>4</td>
</tr>
<tr>
<td>SILA 322</td>
<td>Numbers, Fingerspelling, Classifiers</td>
<td>3</td>
</tr>
<tr>
<td>SILA 330</td>
<td>Impact of Deafness</td>
<td>3</td>
</tr>
<tr>
<td>SILA 332</td>
<td>Educating Deaf People</td>
<td>3</td>
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<tr>
<td>INTRP 300</td>
<td>Ethics and Professional Standards of Interpreting</td>
<td>3</td>
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<tr>
<td>INTRP 305</td>
<td>Consecutive Interpreting</td>
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<tr>
<td>INTRP 307</td>
<td>Text Analysis and Translation: ASL and English</td>
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<td>INTRP 310</td>
<td>Introduction to Deaf Blind Interpreting</td>
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<td>INTRP 312</td>
<td>Introduction to Oral Transmission</td>
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<td>INTRP 325</td>
<td>Simultaneous Interpreting</td>
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<tr>
<td>INTRP 330</td>
<td>Transliteration</td>
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<tr>
<td>INTRP 340</td>
<td>Abnormal Behavior</td>
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<td>INTRP 390</td>
<td>Work Experience in Sign Language Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Associate Degree Requirements: The Sign Language Studies: Human Services Associate in Arts (AA) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

### Sign Language Studies: Interpreter Training Degree

The Sign Language Studies Interpreting program provides an integrated series of coursework in American Sign Language (ASL) and ASL/English interpretation. A foundation in ASL discourse and interpretation is established through theoretical models and a knowledge base. The emphasis is on the practical application of these models and knowledge in the areas of human relations, language skills, interpreting skills and professionalism. The general education requirements complete the sequence of coursework to attain the A.A. degree as it is required by the Registry of Interpreters of the Deaf by 2008.

#### Requirements for Degree Major - 54 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SILA 305</td>
<td>American Sign Language 1</td>
<td>4</td>
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<tr>
<td>SILA 306</td>
<td>American Sign Language 2</td>
<td>4</td>
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<tr>
<td>SILA 315</td>
<td>American Sign Language 3</td>
<td>4</td>
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<tr>
<td>SILA 316</td>
<td>American Sign Language 4</td>
<td>4</td>
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<tr>
<td>SILA 320</td>
<td>American Sign Language Discourse</td>
<td>3</td>
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<tr>
<td>SILA 322</td>
<td>Numbers, Fingerspelling, Classifiers</td>
<td>3</td>
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<tr>
<td>SILA 330</td>
<td>Impact of Deafness</td>
<td>3</td>
</tr>
<tr>
<td>SILA 332</td>
<td>Educating Deaf People</td>
<td>3</td>
</tr>
<tr>
<td>INTRP 300</td>
<td>Ethics and Professional Standards of Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>INTRP 305</td>
<td>Consecutive Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>INTRP 307</td>
<td>Text Analysis and Translation: ASL and English</td>
<td>3</td>
</tr>
<tr>
<td>INTRP 310</td>
<td>Introduction to Deaf Blind Interpreting</td>
<td>0.5</td>
</tr>
<tr>
<td>INTRP 312</td>
<td>Introduction to Oral Transmission</td>
<td>0.5</td>
</tr>
<tr>
<td>INTRP 325</td>
<td>Simultaneous Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>INTRP 330</td>
<td>Transliteration</td>
<td>3</td>
</tr>
<tr>
<td>INTRP 390</td>
<td>Work Experience in Sign Language Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

- INTRP 340 Abnormal Behavior (3 units)

#### Associate Degree Requirements: The Sign Language Studies: Interpreter Associate in Arts (AA) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
**Sign Language Studies**

**Sign Language Studies: Interpreter Training Certificate**

The Sign Language Studies Interpreting program provides an integrated series of coursework in American Sign Language (ASL) and ASL/English interpretation. A foundation in ASL discourse and interpretation is established through theoretical models and a knowledge base. The emphasis is on the practical application of these models and knowledge in the areas of human relations, language skills, interpreting skills and professionalism.

**Requirements for Certificate**

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<td>INTRP 300</td>
<td>Ethics and Professional Standards of Interpreting</td>
<td>3</td>
</tr>
</tbody>
</table>

*Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: INTRP 330, 332, 498.*

**Course Transferable to CSU**

**Hours: 54 hours LEC**

This course provides a working knowledge of the profession of interpreting. It includes the history of the interpreting field, the Registry of Interpreters for the Deaf Code of Ethics, interpersonal relations, the roles and responsibilities of interpreters, and an overview of the settings involved.

**INTRP 305** Consecutive Interpreting 3 Units

*Prerequisite: SILA 320 and SILA 322 with a grade of “C” or better.*

**Course Transferable to CSU**

**Hours: 54 hours LEC**

This course provides basic skills in consecutive sign language interpreting (sign-to-voice and voice-to-sign). Primary emphasis includes a theoretical analysis of the interpreting process, reinforcement of ASL skills, and development of the fundamental interpreting skills.

**INTRP 307** Text Analysis and Translation: ASL and English 3 Units

*Prerequisite: SILA 316 with a grade of “C” or better.*

**Course Transferable to CSU**

**Hours: 54 hours LEC**

This course compares and contrasts the grammatical structures and patterns of American Sign Language and English. Comparison of the phonology, morphology, and syntax found in ASL and English will be the focus, with emphasis on the practical use of such knowledge.

**INTRP 310** Introduction to Deaf Blind Interpreting 0.5 Units

*Prerequisite: INTRP 300 with a grade of “C” or better.*

**Course Transferable to CSU**

**Hours: 9 hours LEC**

This course provides students exposure to, background in, and techniques for working with members of the deaf-blind community.

**INTRP 312** Introduction to Oral Transmission 0.5 Units

*Prerequisite: INTRP 300 with a grade of “C” or better.*

**Course Transferable to CSU**

**Hours: 9 hours LEC**

This course provides exposure to, background in, and techniques for oral transmission and interaction with oral deaf people.

**INTRP 314** Introduction to Multicultural Communication 0.5 Units

*Prerequisite: SILA 316 with a grade of “C” or better.*

**Advisory: INTRP 305.**

**Course Transferable to CSU**

**Hours: 9 hours LEC**

This course is an introduction to the field of multicultural communication. The focus will be on cultural and linguistic diversity, personal life experiences, and on enhancing racial and ethnic diversity in the interpreting profession.
**Sign Language Studies**

**INTRP 320**  
**Simultaneous Interpreting**  
3 Units  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Advisory: SILA 330, 332, 498.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides intermediate knowledge and skill development in the area of simultaneous interpreting. Both sign to voice and voice to sign interpreting skills will be incorporated. Primary emphasis includes an application of the interpreting process, a focus on analytical and composition skills, and incorporation of cultural considerations.

**INTRP 325**  
**Transliteration**  
3 Units  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Advisory: SILA 330, 332, 498.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides basic skills in transliteration. Both sign to voice and voice to sign transliterating skills will be incorporated. Primary emphasis includes language/client assessment, contact signing forms, semantic appropriateness, syntactic considerations, lipshadowing, lip-reading, and finger-spelling reception and production.

**INTRP 330**  
**Introduction to Educational Interpreting, K-12**  
1 Unit  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is an introduction to interpreting in the educational setting with a focus on the elementary and secondary levels of education. Emphasis will be on vocabulary development and enrichment specific to educational interpreting, resource development, team building, roles and responsibilities, communicating with children, and ethics.

**INTRP 332**  
**Introduction to Educational Interpreting, Post Secondary**  
1 Unit  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is an introduction to interpreting in the educational setting with a focus on the post secondary level of education. Emphasis will be on vocabulary development and enrichment specific to educational interpreting, resource development, team building, roles and responsibilities, and ethics.

**INTRP 334**  
**Introduction to Medical Interpreting**  
1 Unit  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is an introduction to interpreting in the medical setting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

**INTRP 336**  
**Introduction to Performing Arts Interpreting**  
1 Unit  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is an introduction to interpreting in the performing arts setting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

**INTRP 338**  
**Introduction to Social Services and Employment Interpreting**  
1 Unit  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is an introduction to interpreting in the social services/employment setting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

**INTRP 340**  
**Introduction to Telephone, Television and Remote Relay Interpreting**  
.5 Unit  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an introduction to interpreting using the telephone, via television and video and remote relay interpreting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

**INTRP 342**  
**Introduction to Religious Interpreting**  
.5 Unit  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an introduction to interpreting in the religious setting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

**INTRP 344**  
**Introduction to Working with a Certified Deaf Interpreter**  
.5 Unit  
Prerequisite: INTRP 305 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an introduction to interpreting with a certified deaf interpreter (CDI). Definition of roles, resource building, introductory knowledge, team development, and ethics are considered.

**INTRP 346**  
**Specialized Vocabulary: Math and Computers**  
.5 Unit  
Prerequisite: SILA 316 with a grade of “C” or better.  
Advisory: INTRP 305.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course provides an opportunity to develop specialized discourse for use in future interpreting assignments. The focus of the class will include use of general resources in ASL and English and the development of vocabulary and resources related to mathematics and computers.

**INTRP 348**  
**Specialized Vocabulary: Science & Geography**  
.5 Unit  
Prerequisite: SILA 316 with grade of “C” or better.  
Advisory: INTRP 305.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course provides the opportunity to develop specialized discourse for use in future interpreting assignments. The focus of the class will include use of general resources in ASL and English and the development of vocabulary and resources related to scientific terms and locational signs.

**INTRP 498**  
**Work Experience in Sign Language Studies - Interpreting**  
1-3 Units  
Prerequisite: SILA 330, 332, 498 with a grade of “C” or better.  
Corequisite: INTRP 325.  
Course Transferable to CSU  
Hours: 9 hours LEC; 30-190 hours LAB  
This course involves supervised work experience and career guidance in...
Sign Language Studies

SILA 305  American Sign Language 1  4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is a beginning course in a series of four courses in the visual-gestural processes of sign language. It provides instructional activities to become competent in communication with deaf people. The emphasis is on nonverbal communication. AA/AS area 3B; IGETC area 6.

SILA 306  American Sign Language 2  4 Units
Prerequisite: SILA 305 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is the second in a series of four courses in American Sign Language. The emphasis is on nonverbal communication. Topics presented include grammatical features such as descriptors, differentiation between cardinal/ordinal numbers, contrastive structure, temporal aspect markers and temporal sequencing. AA/AS area 3B

SILA 315  American Sign Language 3  4 Units
Prerequisite: SILA 306 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is the third in a series of four courses in American Sign Language. It emphasizes expressive and receptive nonverbal communication skills between signers who have preliminary American Sign Language syntactical and lexical skills. It provides an understanding of deaf cultural processes by identifying behaviors and norms from activities assigned in the class. It also includes dialogues that involve asking, empathizing, negotiating and agreeing or disagreeing. AA/AS area 3B; CSU area C2

SILA 316  American Sign Language 4  4 Units
Prerequisite: SILA 315 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is the last in a series of four courses in American Sign Language. It emphasizes expressive communication skills that involve making major life decisions, role shifting sequences in situations involving two or more people, narrating factual information, explaining rules and/or processes, games, narrating accidents, and using money. It incorporates information and activities previously learned about Deaf Culture into these narratives. AA/AS area 3B; CSU area C2

SILA 320  American Sign Language Discourse  3 Units
Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: SILA 498.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces signing beyond the conversational level. Complex and diverse signed situations are presented to improve both expressive and receptive skills. The focus will be on the diversity of register, affect, and style in American Sign Language.

SILA 322  Numbers, Fingerspelling, Classifiers  3 Units
Prerequisite: SILA 316.
Course Transferable to CSU
Hours: 54 hours LEC
This course will focus on providing more advanced experiences and communication techniques with expressive and receptive fingerspelling, the use of classifiers, and the use of ASL number systems (numbers will include but not be limited to cardinal, ordinal, informational numbers: numbers related to time, temporal aspect signs, measurements, sports, and mathematical numbers).

SILA 330  Impact of Deafness  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of four institutions which have critical impact on the psycho-social development of people: family, education, work, and society. It provides awareness and sensitivity to the unique challenges of deafness and how they influence personal-social and communication competencies of the deaf person. Student selected visits to community events are required. AA/AS area 3C and 3F

SILA 332  Educating Deaf People  3 Units
Prerequisite: None
Advisory: ENGWR 102, 103 or ESLW 320 or placement by assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This is a survey course of topics related to educating deaf children, adults, and multi-handicapped individuals. It also covers teaching methods and philosophies, school placement issues, child development, and methods of coping with developmental stages. Field trips may be required.

SILA 340  ASL and the Deaf Community  .5 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This module introduces linguistic features of ASL and the socio-linguistic dynamics of the Deaf Community. Credit/no credit only.

SILA 342  Intercultural Communication  .5 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This module will explore personal and cultural values, behaviors, perceptions, and assumptions of the Deaf and hearing people who work with them. Included is the application of intercultural techniques for effective interaction and communication. Credit/no credit only.

SILA 344  Number Systems in ASL  .5 Units
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides hands-on experiences using ASL numbers with the cardinal/ordinal, incorporation and unique systems. Credit/no credit only.

SILA 346  Fingerspelling I  .5 Units
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides hands-on experiences with fingerspelling. Credit/no credit only.
Sign Language Studies

SILA 348  Fingerspelling II  .5 Units
Prerequisite: SILA 346.
Course Transferable to CSU
Hours: 9 hours LEC
This module will expand upon the skills learned in Fingerspelling I and introduces a more sophisticated fingerspelling usage as used by members of the Deaf Community. Credit/no credit only.

SILA 350  Classifiers  .5 Units
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides extensive hands-on experience with using basic and complex classifiers. Credit/no credit only.

SILA 352  Signing for Dependency Situations  .5 Units
Prerequisite: None
Advisory: SILA 306.
Course Transferable to CSU
Hours: 9 hours LEC
This module will provide information related to the signs used by the Deaf community related to alcohol, sex, and drug abuse. Credit/no credit only.

SILA 354  Life Situations  .5 Units
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module will provide hands-on experiences with signs that relate to food shopping, preparing food, common household chores, and holiday seasons. Credit/no credit only.

SILA 356  Pronominals  .5 Units
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This course will focus on advanced pronoun use with expressive and receptive skill in use of pronominals through hands-on activities. Credit/no credit only.

SILA 358  Everyday Conversations Used by Deaf People  .5 Units
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module is an introduction to expressions, colloquialisms, vocabulary and cultural experiences that are used by Deaf people in their everyday lives. Credit/no credit only.

SILA 360  Non-Verbal Communication  .5 Units
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides an introduction to gesture and mime processes that are fundamental to American Sign Language. Credit/no credit only.

SILA 362  Introduction to the Interpreting Profession  .5 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This module will include discussion of trends, training requirements, certification requirements, traits and characteristics needed to become a successful interpreter in the Deaf community. Credit/No credit only.

SILA 364  Political and Legal Signs  .5 Units
Prerequisite: None
Advisory: SILA 306.
Course Transferable to CSU
Hours: 9 hours LEC
This module introduces signs related to advocacy efforts, the political/legislative process, and the legal system as it relates to the Deaf community. Credit/no credit only.

SILA 366  Basic Medical Signs  .5 Units
Prerequisite: None
Advisory: SILA 306.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides hands-on experiences with commonly used medical signs. Credit/no credit only.

SILA 368  Signs for Sports  .5 Units
Prerequisite: None
Advisory: SILA 306.
Course Transferable to CSU
Hours: 9 hours LEC
This module addresses signs related to sports, sports events, and recreational activities enjoyed by members of the Deaf community. Credit/no credit only.

SILA 370  Non-Manual Signals in ASL  .5 Units
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module illustrates the importance of non-manual signals in ASL. Discussion will relate to the role of non-manual signals as adverbs as grammatical distinctions in certain clauses, and as linked with a specific sign. Credit/no credit only.

SILA 494  Topics in Sign Language Studies  .5-3 Units
Prerequisite: SILA 305.
Course Transferable to CSU
Hours: 9-54 hours LEC
Each module is a study of a specific topic or a technique in the area of sign language or deafness. Credit/no credit only.

SILA 498  Work Experience in Sign Language Studies 1-3 Units
Prerequisite: SILA 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC, 30-190 hours LAB
This course is supervised practical experience working with deaf clients. Under supervision of an agency mentor, the student provides entry-level paraprofessional services based on their skill level and other applicable experiences such as tutoring, note taking, communication aide, peer counselor, office assistant, administrative aide, instructional aide services. May be taken four times for credit for a maximum of 8 units.
Social Science Degree

Requirements for Degree 18 units

Transfer level courses in addition to graduation requirements. Courses must be selected from four of the following areas: anthropology, economics, geography, history, philosophy, political science, psychology (except PSYC 335), and sociology.

Associate Degree Requirement: The Social Science Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

International Studies Certificate

The International Studies Certificate is designed to benefit students who are interested in international issues. Course work focuses on issues ranging from economy and trade to culture, politics, and environment from a transnational perspective.

Requirements for Certificate 29 units

ANTH 310 Cultural Anthropology 3
HIST 307 History of World Civilizations to 1500 (3) 3
or HIST 308 History of World Civilizations, 1500 to Present (3)
POLI 302 Introduction to Government: Foreign 3
POLI 310 Introduction to International Relations 3

And a minimum of 8 units from the following:

Transfer level foreign language courses (numbered 300-499).

And a minimum of 9 units from the following:

ANTH 330 Magic, Witchcraft, and Religion 3
ARTH 322 Art History of the Non-Western World 3
ECON 302 Principles of Macroeconomics 3
ECON 304 Principles of Microeconomics 3
ENGL 330 World Literature 3
ENGL 341 World Literature 3
ENGL 345 Mythologies of the World 3
GEOG 310 Human Geography: Exploring Earth's Cultural Landscapes 3
GEOG 320 World Regional Geography 3
HIST 300 History of Western Civilization 3
HIST 302 History of Western Civilization 3
HIST 305 Women in Western Civilization 3
HIST 307 History of World Civilizations to 1500 (3)
HIST 308 History of World Civilizations, 1500 to Present 3
HIST 364 Asian Civilization 3
HIST 365 Asian Civilization 3
HIST 373 History of Mexico 3
HIST 480 History of Western Civilization - Honors 3
HIST 481 History of Western Civilization - Honors 3
HUM 300 Classical Humanities 3
HUM 310 Modern Humanities 3
HUM 320 Asian Humanities 3
HUM 322 Humanities of the Ancient Near East 3
HUM 330 Humanities of the Americas 3
MUSIC 330 World Music 3
PHIL 350 Philosophy of the Far East 3
PHIL 355 Philosophy of the West 3
POLI 301 Introduction to Government: United States 3
POLI 322 Political Ideologies 3
SOC 300 Introductory Sociology 3

SOCSC 310 International Studies - Peace and Conflict Studies 3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
ENGWR 102 or 103, and ENGRD 116 with a grade of C or better; OR ESLR 320 and ESLW 320 with a grade of C or better; OR placement through assessment process.*This course examines the political and socio-economic causes of peace and conflict. It also includes an analysis of inter- and intra-state war, terrorism, ethnic conflict, gender issues and conflict, Just War Theory, post-conflict reconciliation and peace in international relations. AA/AS area 3C; CSU area D3; IGETC area 4.

SOCSC 312 International Studies - Current International Development Issues 3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
ENGWR 102 or 103, and ENGRD 116 with a grade of C or better; OR ESLR 320 and ESLW 320 with a grade of C or better; OR placement through assessment process.*This course deals with current socio-economic and political issues in developing countries. It presents alternative theories of development with a particular focus on the issues of globalization including political and social change. AA/AS area 3C; CSU area D3; IGETC area 4.
Sociology is the study of human behavior in society focusing on the study of systems, and how individuals live, work, and interact within them.

**SOC 300**  
**Introductory Sociology**  
3 Units  
Formerly: SOC 1A  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
Examines society in terms of the interactions of groups and cultures. Involves a consideration of family, government, education and religion as basic American institutions. Emphasis on scientific method of approach. (CAN SOC 2) AA/AS area 3C; CSU area D3; IGETC area 4.

**SOC 301**  
**Social Problems**  
3 Units  
Formerly: SOC 1B  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
Survey of social problems of present day American culture including a study of their causes and an evaluation of proposed solutions and methods of treatment. Attention is directed to unemployment, poverty, physical and mental disease, delinquency, crime and related problems. (CAN SOC 4) AA/AS area 3C; CSU area D3; IGETC area 4.

**SOC 315**  
**Introduction to Corrections**  
3 Units  
Formerly: SOC 15  
Prerequisite: PSYC 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course covers the development, function and administration of federal, state, county and city law enforcement institutions. Causes and impact of crime and delinquency upon society. Treatment programs at local, state and federal correctional institutions, adult and juvenile, including probation and parole. Lectures, field trips, interviews and report writing.

**SOC 320**  
**Minorities in America**  
3 Units  
Prerequisite: None  
Advisory: ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course examines patterns of racial and ethnic group relations in the United States of America. The course employs basic sociological approaches to the study of race and ethnicity, with an emphasis on a comparative analysis of historical, social, and economic factors affecting intergroup and intragroup dynamics. The topics include prejudice, discrimination, racism, racial and ethnic stratification, assimilation patterns among groups, demographic shifts, civil rights and other related topics. AA/AS area 3C & 3F; CSU area D3; IGETC area 4.

**SOC 325**  
**Chicano Culture**  
3 Units  
Formerly: SOC 6  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course examines the individual Chicano(a) and his culture pattern within the United States; the acquisition of his culture, innovation, adaptation and direction of his cultural development. AA/AS area 3C; CSU area D3; IGETC area 4.

**SOC 335**  
**Sociology of Aging**  
3 Units  
Same As: GERON 300.  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course examines the aged and aging process with emphasis on social factors affecting and affected by an aging population. It includes an analysis of demographics, history of aging in America, social conditions, resources and support systems, employment, retirement, social class/cultural differences. Not open to students who have completed GERON 300. AA/AS area 3E; CSU area E1.

**SOC 342**  
**Women in American Culture**  
3 Units  
Formerly: SOC 20  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an examination of Native American, Anglo American, African American, Hispanic American, and Asian American women’s roles in American society within a historical and cross-cultural perspective. The focus of this course is an analysis and discussion of gender relations in the home, family, the work place, and the treatment of women in the mass media and in the health care system. AA/AS area 3C & 3F; CSU area D3; IGETC area 4.
295/495 Independent Studies in Subject 1-4 Units
Formerly: Independent Studies 49I
Prerequisite: College courses basic to the study
An Independent Studies course involves an individual student or small group of students in study; research, or activities beyond the scope of regularly offered courses, pursuant to agreement among the college, faculty member, and student(s). Studies having to do with transfer programs are numbered 495, and studies related to two-year vocational programs are numbered 295. For more information see Instructional Program: Independent and Special Study in the front of the catalog.

299/499 Experimental Offering in (Subject) 1-4 Units
Formerly: Special Studies 49
Prerequisite: College course basic to the study
An experimental offering scheduled to provide students with the opportunity to pursue studies of special interest which are not covered in established catalog courses. Specific studies are designated according to the subject field to be studied. Studies having to do with transfer programs are numbered 499, and studies related to two-year vocational programs are numbered 299.
The number-one skill identified by employers is the ability to communicate clearly in both oral and written form. The number-two skill identified by employers is the ability to work effectively as a member of a team. Speech courses can help provide good communications skills so important in the workplace.

SPEECH 301 Public Speaking 3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a course in oral composition and delivery. It focuses on the organization of supporting materials, methods of securing interest, and the presentation of information and ideas in oral communication situations typically found in the business and social community. Video recording equipment may be used as an aid to the student's self-analysis and improvement. (CAN SPCH 4) AA/AS area 3D; CSU area A1; IGETC area 1C.

SPEECH 302 Persuasive Speech 3 Units
Formerly: SPEE 2
Prerequisite: SPEE 301.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a detailed study emphasizing persuasive discourse through an understanding of basic communication principles. Emphasis will be placed on the use of proofs, language and logical thinking. Video taping equipment may be used as an aid to the student's self-analysis and improvement. CSU area A3.

SPEECH 305 Oral Interpretation 3 Units
Formerly: SPEE 5
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an analysis and oral performance of prose and poetry with a focus on the communication of the literature's intellectual, emotional and aesthetic content. This course is designed to deepen appreciation of literary forms, structure and values. This is not a course in reading improvement. AA/AS area 3B; CSU area C2.

SPEECH 311 Argumentation and Debate 3 Units
Formerly: SPEE 3
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on the theory, methods and application of argumentation and debate. It considers the use of evidence and appeals in the advocacy of dissenting propositions. (CAN SPCH 6) CSU area A3.

SPEECH 321 Interpersonal Communication 3 Units
Formerly: SPEE 10
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on personal communication transactions with emphasis on the acquisition of techniques and skills essential to self-actualization and to establishing authentic relationships. Through simulated communication experiences and structured exercises, the student may experiment with a variety of alternative communication behaviors. (CAN SPCH 8) AA/AS area 3E; CSU area E1.

SPEECH 323 Listening 3 Units
Formerly: SPEE 6
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the listener in communication. The student will learn about the variables in listening and will learn to listen for a variety of purposes, such as listening for helping others, listening for critical evaluation, listening for content, and listening for aesthetic pleasure. The student will work for competence in listening skills in both formal and professional settings.

SPEECH 325 Intercultural Communication 3 Units
Formerly: SPEE 14
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This class is an introduction to the challenges and rewards of intercultural communication in everyday situations. The course is designed to increase understanding of variations and commonalities in communication patterns across cultures and prepare students for more effective communication. Emphasis is on both international cultural variance and subcultural or group-based experiential background variance. AA/AS area 3F.

SPEECH 331 Group Discussion 3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to increase students' understanding of group communication and to prepare students to function more effectively in groups. Focus is on communication in task and social groups. The subject matter deals with communication concepts and behaviors in problem-solving, decision-making, leadership, group roles, norms and conformity. Several written group analyses and one major research paper are required in most sections. (CAN SPCH 10) AA/AS area 3D; CSU area A1; IGETC area 1C.

SPEECH 361 The Communication Experience 3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course provides students with an introduction to basic skills and concepts necessary for effective communication in a variety of contexts. Topics include effective listening, facilitation of interpersonal relationships, conflict resolution, practical group experience, and speech making. AA/AS area 3D
**SPEECH 363  Introduction to Communication Theory**  
3 Units

Formerly: SPEE 8  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This course is an introduction to the symbolic process of human communication through the study of basic communication models, fundamental theory, and relevant research findings, including the intrapersonal, and sociocultural levels. Emphasis will be on achieving an understanding of the communication process, its component elements, and its significance in human affairs.

**SPEECH 371  Voice and Diction**  
3 Units

Formerly: SPEE 7  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This course focuses on the overall improvement of vocal quality. Emphasis is on drills involving breath control, resonance, pitch and inflection thereby developing confidence in speaking. The International Phonetic Alphabet will be studied. This course is not recommended for special therapy or as a second language speech course. (CAN DRAM 6)

**SPEECH 373  Forensics Laboratory**  
2 Units

Formerly: SPEE 4  
Prerequisite: None  
Course Transferable to CSU  
Hours: 108 hours LAB  

This course is a laboratory course giving practice in preparing for and participating in the Students Speaker's Bureau and intercollegiate competition. This course may be taken four times for credit.
These courses are designed for students elected to student government positions. The American River College Student Association (S.A.) is recognized as the voice of students. Those enrolled have a variety of opportunities to serve on the student senate and/or college committees.

**Leadership Development Certificate**

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>17 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 301</td>
<td>Introduction to Government: United States</td>
</tr>
<tr>
<td>SGVT 300</td>
<td>Introduction to Student Government</td>
</tr>
<tr>
<td>SGVT 310</td>
<td>Leadership Development</td>
</tr>
<tr>
<td>And a minimum of 9 units from the following:</td>
<td>9</td>
</tr>
<tr>
<td>ANTH 310</td>
<td>Cultural Anthropology (3)</td>
</tr>
<tr>
<td>PHIL 310</td>
<td>Introduction to Ethics (3)</td>
</tr>
<tr>
<td>or PHIL 320</td>
<td>Logic and Critical Reasoning (3)</td>
</tr>
<tr>
<td>PSYC 300</td>
<td>General Principles (3)</td>
</tr>
<tr>
<td>or PSYC 305</td>
<td>Personal Growth and Adjustment (3)</td>
</tr>
<tr>
<td>SOC 301</td>
<td>Social Problems (3)</td>
</tr>
<tr>
<td>or SOC 342</td>
<td>Women in American Culture (3)</td>
</tr>
<tr>
<td>SPEECH 331</td>
<td>Group Discussion (3)</td>
</tr>
<tr>
<td>or SPEECH 301</td>
<td>Public Speaking (3)</td>
</tr>
<tr>
<td>or SPEECH 302</td>
<td>Persuasive Speech (3)</td>
</tr>
</tbody>
</table>

**SGVT 300**  
*Introduction to Student Government*  
2 Units

*Formerly: SGVT 1*

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 18 hours LEC; 54 hours LAB*

This course is a study of the legal, educational and philosophical basis of student government. It is designed for students interested in or participating in student government. This course provides practical experience in student government, in the administration of student programs, and participation on faculty and administrative committees. May include field trips to other campuses, area conferences, and state conferences. May be taken three times for credit.

**SGVT 310**  
*Leadership Development*  
3 Units

*Formerly: SGVT 2*

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 54 hours LEC*

This course is designed to provide emerging and existing student leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates group exercises, films, and contemporary readings on leadership.
Theatre Arts: Acting Degree

The Acting degree provides training in the areas of acting, voice, movement, improvisation, and dramatic styles. The course work and theatrical production activities are arranged to provide opportunities for students to develop an appreciation for theatre, to improve in the knowledge and skills necessary for work in the theatrical arts professions, and to transfer to a four-year theatre program.

Career Opportunities

Students with an Acting A.A. degree may go into directing, acting, teaching, and film/television.

<table>
<thead>
<tr>
<th>Requirements for Degree Major</th>
<th>27 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 300 Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TA 350 Theory and Techniques of Acting I (3) or TA 480 Honors Theory and Techniques of Acting (3)</td>
<td>3</td>
</tr>
<tr>
<td>TA 351 Theory and Techniques of Acting II</td>
<td>3</td>
</tr>
<tr>
<td>TA 356 Acting for the Camera I (3) or TA 357 Acting for the Camera - II (3) or TA 362 Styles of Acting: Classical (3) or TA 366 Styles of Acting: Modern (3)</td>
<td>2</td>
</tr>
<tr>
<td>TA 420 Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>TA 437 Stage Make-up I</td>
<td>2</td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
<td>2</td>
</tr>
<tr>
<td>TA 404 Techniques of Puppetry (3)</td>
<td></td>
</tr>
<tr>
<td>TA 422 Stage Lighting (3)</td>
<td></td>
</tr>
<tr>
<td>TA 424 Advanced Technical Theatre (3)</td>
<td></td>
</tr>
<tr>
<td>TA 430 Costume Construction (3)</td>
<td></td>
</tr>
<tr>
<td>TA 434 Vintage Costuming (0.5 - 2)</td>
<td></td>
</tr>
<tr>
<td>TA 435 History and Theory of Costuming (3)</td>
<td></td>
</tr>
<tr>
<td>TA 440 Arts Management (3)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
<td>2</td>
</tr>
<tr>
<td>TA 460 Rehearsal and Performance (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 461 Rehearsal and Performance - Drama (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 462 Rehearsal and Performance - Comedy (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 463 Rehearsal and Performance - Classical (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 464 Rehearsal and Performance - Children's Show (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 465 Rehearsal and Performance - Musical (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 475 Fundamentals of Repertory Production (1 - 6)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
<td>2</td>
</tr>
<tr>
<td>TA 356 Acting for the Camera I (3)</td>
<td></td>
</tr>
<tr>
<td>TA 357 Acting for the Camera - II (3)</td>
<td></td>
</tr>
<tr>
<td>TA 362 Styles of Acting: Classical (3)</td>
<td></td>
</tr>
<tr>
<td>TA 366 Styles of Acting: Modern (3)</td>
<td></td>
</tr>
<tr>
<td>TA 375 Voice, Diction and Dialects (3)</td>
<td></td>
</tr>
<tr>
<td>TA 377 Musical Theatre Techniques (3)</td>
<td></td>
</tr>
<tr>
<td>TA 390 Directing and Play Production (3)</td>
<td></td>
</tr>
<tr>
<td>TA 397 Introduction to Readers' Theatre (3)</td>
<td></td>
</tr>
<tr>
<td>TA 400 Creative Drama for Children (3)</td>
<td></td>
</tr>
<tr>
<td>TA 406 Children's Theatre (3)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 4 units from the following:</td>
<td>4</td>
</tr>
<tr>
<td>Two TA courses not used to fulfill other requirements for the major.</td>
<td></td>
</tr>
<tr>
<td>Earned by participation in two productions.</td>
<td></td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Theatre Arts: Acting Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Theatre Arts: Technical Degree

The Technical Theatre degree provides a broad overview of theatre with an emphasis on exploring the technical elements of theatre. Coursework includes stagecraft, lighting, costuming, makeup, sound and puppetry, together with opportunities for practical participation in productions. The program is designed to prepare students for work as technicians and crew, or to transfer to four-year colleges in preparation to be designers.

Career Opportunities

Students with a Technical Theatre A.A. may work in theatre, film, TV or entertainment venues as technicians or designers in the areas of scenery, lighting, sound, properties, costumers, makeup, or stage management.

<table>
<thead>
<tr>
<th>Requirements for Degree Major</th>
<th>28 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 300 Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TA 350 Theory and Techniques of Acting I (3) or TA 480 Honors Theory and Techniques of Acting (3)</td>
<td>3</td>
</tr>
<tr>
<td>TA 420 Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
<td>2</td>
</tr>
<tr>
<td>TA 460 Rehearsal and Performance (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 461 Rehearsal and Performance - Drama (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 462 Rehearsal and Performance - Comedy (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 475 Fundamentals of Repertory Production (1 - 6)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 7 units from the following:</td>
<td>4</td>
</tr>
<tr>
<td>TA 300 Introduction to the Theatre</td>
<td></td>
</tr>
<tr>
<td>TA 356 Acting for the Camera I (3)</td>
<td></td>
</tr>
<tr>
<td>TA 357 Acting for the Camera - II (3)</td>
<td></td>
</tr>
<tr>
<td>TA 360 Styles of Acting (3)</td>
<td></td>
</tr>
<tr>
<td>TA 362 Styles of Acting: Classical (3)</td>
<td></td>
</tr>
<tr>
<td>TA 366 Styles of Acting: Modern (3)</td>
<td></td>
</tr>
<tr>
<td>TA 370 Theatre Movement (2)</td>
<td></td>
</tr>
<tr>
<td>TA 375 Voice, Diction and Dialects (3)</td>
<td></td>
</tr>
<tr>
<td>TA 377 Musical Theatre Techniques (3)</td>
<td></td>
</tr>
<tr>
<td>TA 390 Directing and Play Production (3)</td>
<td></td>
</tr>
<tr>
<td>TA 397 Introduction to Readers' Theatre (3)</td>
<td></td>
</tr>
<tr>
<td>TA 400 Creative Drama for Children (3)</td>
<td></td>
</tr>
<tr>
<td>TA 406 Children's Theatre (3)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 6 units from the following:</td>
<td>6</td>
</tr>
<tr>
<td>Three TA courses not used to fulfill other requirements for the major</td>
<td></td>
</tr>
</tbody>
</table>

Associate Degree Requirements: The Theatre Arts: Technical Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.
The Acting certificate provides training in the theories and techniques of acting. The training starts with the basic principles of acting and refines them through theoretic, rehearsal and performance processes. The curriculum is designed to introduce and develop the craft of acting through transferable courses.

**Career Opportunities**

Students with an acting certificate may go into acting, directing, film, teaching, and many other careers where oration and presentation are key components.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 351</td>
<td>Theory and Techniques of Acting II</td>
<td>3</td>
</tr>
<tr>
<td>TA 370</td>
<td>Theatre Movement</td>
<td>2</td>
</tr>
<tr>
<td>TA 375</td>
<td>Voice, Diction and Dialects</td>
<td>3</td>
</tr>
<tr>
<td>TA 437</td>
<td>Stage Make-up I</td>
<td>2</td>
</tr>
<tr>
<td>And a minimum of 3 units from the following:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TA 356</td>
<td>Acting for the Camera I (3)</td>
<td></td>
</tr>
<tr>
<td>TA 357</td>
<td>Acting for the Camera - II (3)</td>
<td></td>
</tr>
<tr>
<td>TA 362</td>
<td>Styles of Acting: Classical (3)</td>
<td></td>
</tr>
<tr>
<td>TA 366</td>
<td>Styles of Acting: Modern (3)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 3 units from the following:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TA 406</td>
<td>Children's Theatre (3)</td>
<td></td>
</tr>
<tr>
<td>TA 460</td>
<td>Rehearsal and Performance (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 461</td>
<td>Rehearsal and Performance - Drama (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 462</td>
<td>Rehearsal and Performance - Comedy (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 463</td>
<td>Rehearsal and Performance - Classical (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 464</td>
<td>Rehearsal and Performance - Children's Show (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 465</td>
<td>Rehearsal and Performance - Musical (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 466</td>
<td>Rehearsal and Performance - Musical Ensemble (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 475</td>
<td>Fundamentals of Repertory Production (1 - 6)</td>
<td></td>
</tr>
</tbody>
</table>

The Children's Theatre certificate provides the knowledge needed to create theatrical productions for children. Coursework includes acting, improvisation, voice, technical theatre, and theatre productions for children.

**Career Opportunities**

Students with a Children's Theatre certificate may work as actors or directors in children's theatre, or utilize their skills to augment careers in elementary education, recreation, or arts programs.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 344</td>
<td>Improvisation and Theatre Games (2)</td>
<td>2 - 3</td>
</tr>
<tr>
<td>or TA 370</td>
<td>Theatre Movement</td>
<td>2</td>
</tr>
<tr>
<td>or TA 375</td>
<td>Voice, Diction and Dialects</td>
<td>3</td>
</tr>
<tr>
<td>TA 350</td>
<td>Theory and Techniques of Acting I</td>
<td>3</td>
</tr>
<tr>
<td>TA 400</td>
<td>Creative Drama for Children (3)</td>
<td>1 - 3</td>
</tr>
<tr>
<td>or TA 404</td>
<td>Techniques of Puppetry (3)</td>
<td></td>
</tr>
<tr>
<td>or ENGL 372</td>
<td>Children and Literature: Storytelling (1)</td>
<td></td>
</tr>
<tr>
<td>TA 420</td>
<td>Stagecraft (3)</td>
<td>2 - 3</td>
</tr>
<tr>
<td>or TA 430</td>
<td>Costume Construction (3)</td>
<td></td>
</tr>
<tr>
<td>or TA 437</td>
<td>Stage Make-up I</td>
<td>2</td>
</tr>
<tr>
<td>And a minimum of 3 units from the following:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TA 406</td>
<td>Children's Theatre (3)</td>
<td></td>
</tr>
<tr>
<td>TA 475</td>
<td>Fundamentals of Repertory Production (1 - 6)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Any TA course not used to fulfill other requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Costuming certificate provides training in the skills needed to create theatrical costumes. Coursework includes costume construction, history of costume, patterning, and makeup.

**Career Opportunities**

The student with a costuming certificate may work creating and maintaining costumes for theatre, film, TV, advertising, and other entertainment fields.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASHN 342</td>
<td>Fashion Illustration (3)</td>
<td>3</td>
</tr>
<tr>
<td>or FASHN 374</td>
<td>Pattern Making and Design (3)</td>
<td></td>
</tr>
<tr>
<td>TA 404</td>
<td>Techniques of Puppetry (3)</td>
<td>3</td>
</tr>
<tr>
<td>or TA 420</td>
<td>Stagecraft (3)</td>
<td></td>
</tr>
<tr>
<td>or FASHN 320</td>
<td>Textiles (3)</td>
<td></td>
</tr>
<tr>
<td>TA 430</td>
<td>Costume Construction</td>
<td>3</td>
</tr>
<tr>
<td>TA 435</td>
<td>History and Theory of Costuming (3)</td>
<td>3</td>
</tr>
<tr>
<td>or FASHN 330</td>
<td>History of Western World Fashion (3)</td>
<td></td>
</tr>
<tr>
<td>TA 437</td>
<td>Stage Make-up I</td>
<td>2</td>
</tr>
<tr>
<td>And a minimum of 1 unit from the following:</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>TA 460</td>
<td>Rehearsal and Performance (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 1 unit from the following:</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>FASHN 334</td>
<td>Vintage Costuming (0.5 - 2)</td>
<td></td>
</tr>
<tr>
<td>TA 434</td>
<td>Vintage Costuming (0.5 - 2)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 1 unit from the following:</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>TA 433</td>
<td>Costume Production (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>TA 460</td>
<td>Rehearsal and Performance (0.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>1TA 460 must include wardrobe crewing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2TA 460 must include costume construction.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Film certificate concentrates on the critical study of film as an art form and societal influence. Coursework includes history of film, film genres, diversity in film, acting for the camera and filmmaking.

**Career Opportunities**

Students may go into the field of film or TV as actors, directors, producers, critics, and technicians.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 310</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>TA 314</td>
<td>History of Film: 1880's through 1950's</td>
<td>3</td>
</tr>
<tr>
<td>TA 315</td>
<td>History of Film: 1950's to Present</td>
<td>3</td>
</tr>
<tr>
<td>TA 318</td>
<td>Diversity in American Film</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 3 units from the following:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 420</td>
<td>Film Making (2)</td>
<td></td>
</tr>
<tr>
<td>TA 320</td>
<td>Cinema Genres (3)</td>
<td></td>
</tr>
<tr>
<td>TA 356</td>
<td>Acting for the Camera I (3)</td>
<td></td>
</tr>
</tbody>
</table>

The Musical Theatre certificate synthesizes the performance skills of movement, acting, and singing with the musical theatre script/song. The training starts with the basic principles of musical theatre techniques and refines them through the choreographic, theoretic, and performance processes. The curriculum is designed to introduce and develop the craft of musical theatre through transferable courses.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 406</td>
<td>Children’s Theatre (3)</td>
<td></td>
</tr>
<tr>
<td>TA 475</td>
<td>Fundamentals of Repertory Production (1 - 6)</td>
<td></td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Any TA course not used to fulfill other requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Career Opportunities

Students with a Musical Theatre certificate may go into acting or directing careers in musical theatre or may augment careers in education, recreation and arts programs.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE 377</td>
<td>Theatre Dance</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 310</td>
<td>Voice Class</td>
<td>2</td>
</tr>
<tr>
<td>TA 351</td>
<td>Theory and Techniques of Acting II</td>
<td>3</td>
</tr>
<tr>
<td>TA 370</td>
<td>Theatre Movement</td>
<td>2</td>
</tr>
<tr>
<td>TA 377</td>
<td>Musical Theatre Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TA 382</td>
<td>Voice Class, Beginning Jazz and Popular Vocal Styles</td>
<td>2</td>
</tr>
<tr>
<td>TA 383</td>
<td>Advanced Jazz and Popular Vocal Styles</td>
<td>2</td>
</tr>
<tr>
<td>TA 465</td>
<td>Rehearsal and Performance - Musical (0.5 - 3)</td>
<td>3</td>
</tr>
<tr>
<td>TA 466</td>
<td>Styles of Acting: Classical (3)</td>
<td>1</td>
</tr>
<tr>
<td>TA 467</td>
<td>Styles of Acting: Modern (3)</td>
<td></td>
</tr>
<tr>
<td>TA 475</td>
<td>Voice, Diction and Dialects (3)</td>
<td></td>
</tr>
</tbody>
</table>

### Technical Theatre Certificate

The Technical Theatre certificate provides training in the skills needed to develop and maintain the technical aspects of productions in theatre, film, TV, and entertainment venues. Coursework includes scenery, lighting, props, stage management, sound, costuming, and puppetry.

**Career Opportunities**

Students with a Technical Theatre certificate may become stagehands, set builders, lighting and sound technicians, makeup artists, properties artisans, or stage managers in theatre, film or TV.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE 310</td>
<td>Jazz Dance</td>
<td>1</td>
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<tr>
<td>DANCE 320</td>
<td>Ballet (1)</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 360</td>
<td>Tap Dance (1)</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 311</td>
<td>Voice Class</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 320</td>
<td>Voice Class, Intermediate (2)</td>
<td></td>
</tr>
<tr>
<td>MUIVI 321</td>
<td>Voice Class, Intermediate (2)</td>
<td></td>
</tr>
<tr>
<td>MUIVI 390</td>
<td>Beginning Jazz and Popular Vocal Styles</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 391</td>
<td>Advanced Jazz and Popular Vocal Styles</td>
<td>2</td>
</tr>
<tr>
<td>TA 362</td>
<td>Styles of Acting: Classical (3)</td>
<td>1</td>
</tr>
<tr>
<td>TA 366</td>
<td>Styles of Acting: Modern (3)</td>
<td></td>
</tr>
<tr>
<td>TA 375</td>
<td>Voice, Diction and Dialects (3)</td>
<td></td>
</tr>
</tbody>
</table>

### Theatre Arts

**TA 300  Introduction to the Theatre 3 Units**

**Formerly: TA 1**

**Prerequisite:** None

**Advisory:** ENGRD 116 or ESLW 320, or placement through assessment.

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course surveys the literary, cultural and historical aspects of theatre arts. It is an audience oriented, non-performance theatre arts course open to all students. (CAN DRAM 18) AA/AS area 3B; CSU area C1; IGETC area 3.

**TA 302  History and Theory of the Theatre I 3 Units**

**Formerly: TA 2A**

**Prerequisite:** None

**Advisory:** ENGRD 116 or ESLW 320, ESLW 320, or placement through assessment process.

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course is a survey of the history of theatre from the Greeks through the 17th century. The history and development of theatre and drama are studied in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance. The course is recommended for students planning to major in theatre, humanities, English or speech. AA/AS area 3B; CSU area C1; IGETC area 3.

**TA 303  History and Theory of the Theatre II 3 Units**

**Formerly: TA 2B**

**Prerequisite:** None

**Advisory:** ENGRD 116 or ESLW 320, ESLW 320, or placement through assessment process.

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course is a survey of the history of theatre from the 17th century through modern theatre. The history and development of theatre and drama are studied in relationship to cultural, political, and social conditions of the time. Recommended for students planning to major in theatre, humanities, English or speech. AA/AS area 3B; CSU area C1; IGETC area 3.

**TA 306  Diversity in American Drama (1960 to Present) 3 Units**

**Formerly: TA 4**

**Prerequisite:** None

**Advisory:** ENGRD 116 or ESLW 320, or placement through assessment process.

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course surveys the theatrical (not the literary) expression of native-American, African-American, Latino, and Asian-American theatre from 1960 to the present, including the social, political, cultural, and economic climate in which the theatre was created, and other special interest group theatrical expression as appropriate. AA/AS area 3B & 3F; CSU area C1; IGETC area 3.

**TA 310  Introduction to Film 3 Units**

**Formerly: TA 6**

**Prerequisite:** None

**Advisory:** ENGRD 116 or ESLW 320, or placement through assessment process.

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course explores the artistic, business, and social elements of modern film. It examines the elements that go into making films: acting, directing, cinematography, writing and editing. It investigates the techniques used to manipulate the audience into fear, laughter and sadness; and compares the commercial box office hit and “movie star” to enduring artistic films and actors. The class will view and analyze films to evaluate filmmaking techniques and the impact of films and the movie business on society. AA/AS area 3B; CSU area C1; IGETC area 3.
TA 312 History of Film 3 Units
Formerly: TA 7
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an historical and critical survey of film as an art form. It
explores the evolution of artistic and technical facets of production in
features, documentary and experimental films. AA/AS area 3B; CSU area
C1; IGETC area 3.

TA 314 History of Film: 1880's through 1950's 3 Units
Formerly: TA 7A
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an historical and critical survey of film as an art form. It
explores the evolution of artistic and technical facets of production in
features, documentary and experimental films. AA/AS area 3B; CSU area
C1; IGETC area 3.

TA 315 History of Film: 1950's to Present 3 Units
Formerly: TA 7B
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an historical and critical survey of film as an art form. It
explores the evolution of artistic and technical facets of production in
features, documentary and experimental films. AA/AS area 3B; CSU area
C1; IGETC area 3.

TA 318 Diversity in American Film 3 Units
Formerly: TA 8
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys the cinematic expression of artists often underrepre-
sented in the main-stream media such as women, Native-Americans, Afri-
can-Americans, Latinos, Asian-Americans and gays and lesbians. Media
stereotypes and the social, political and cultural climate that created them
will be covered through films, lecture and discussion. AA/AS area 3B and
3F; CSU area C1; IGETC area 3.

TA 320 Cinema Genres 3 Units
Formerly: TA 9
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course studies one or more film topics or genres. It explores specific
types of film in depth concentrating on historical and technical changes in
that genre. It covers the style of directing, acting and design for that genre.
It examines specific actors, directors, writers, cinematographers, producers,
and/or studios who specialized in that area. This course may be taken four
times for credit on different topics. AA/AS area 3B

TA 344 Improvisation and Theatre Games 2 Units
Formerly: TA 18A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This class will include theatre games and improvisational exercises designed
to develop trust and cooperation, mental acuity, and physical and vocal
range as an actor. Improvisation technique will be built from the ground
up, providing a strong foundation for advanced work in non-scripted per-
formance and also in modern rehearsal technique that involves extensive
use of improvisation.

TA 350 Theory and Techniques of Acting - I 3 Units
Formerly: TA 15A
Prerequisite: None
Advisory: ENGRD 102 or 103 and ENGRD 116 or ESLR 320 and ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course explores the major theories and techniques of acting, including
improvisation, physical expressiveness, voice production, character portray-
al and scene work. (CAN DRAM 8) AA/AS area 3B; CSU area C1; IGETC
area 3.

TA 351 Theory and Techniques of Acting - II 3 Units
Formerly: TA 15B
Prerequisite: None
Advisory: ENGRD 102 or 103 and ENGRD 116 or ESLR 320 and ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the application of acting theories and techniques to scripts
of realistic drama, memorized scenes, various acting exercises and audition
pieces—all of which are presented in the classroom. (CAN DRAM 22)

TA 356 Acting for the Camera - I 3 Units
Formerly: TA 19
Prerequisite: TA 350 or TA 480 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory course in the theory and technique of acting for film
and video, focusing on the differences between stage acting and acting for
the camera. Scenes and commercials are enacted and played back on video-
tape for class critiquing.

TA 357 Acting for the Camera - II 3 Units
Prerequisite: TA 356 with a “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course builds upon the principles learned in Acting for the Camera I,
developing advanced skills of acting for film and television. Monologues,
commercials and scenes are enacted and played back on video for class
critiquing.

TA 360 Styles of Acting 3 Units
Formerly: TA 16
Prerequisite: TA 350 or 480 with a grade of “C” or better.
Advisory: TA 300 and 351.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
Investigation of styles of acting through lectures and prepared scenes from
representative classic and modern plays and one-act plays.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>TA 362</td>
<td>Styles of Acting: Classical</td>
<td>3</td>
</tr>
<tr>
<td>TA 366</td>
<td>Styles of Acting: Modern</td>
<td>3</td>
</tr>
<tr>
<td>TA 370</td>
<td>Theatre Movement</td>
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<tr>
<td>TA 375</td>
<td>Voice, Diction and Dialects</td>
<td>3</td>
</tr>
<tr>
<td>TA 377</td>
<td>Musical Theatre Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TA 390</td>
<td>Directing and Play Production</td>
<td>3</td>
</tr>
<tr>
<td>TA 397</td>
<td>Introduction to Readers' Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TA 400</td>
<td>Creative Drama for Children</td>
<td>3</td>
</tr>
<tr>
<td>TA 404</td>
<td>Techniques of Puppetry</td>
<td>3</td>
</tr>
<tr>
<td>TA 406</td>
<td>Children's Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

**TA 362 Styles of Acting: Classical**
Prerequisite: TA 16A
Advisory: TA 16B, TA 350 or 480 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB

This course explores the styles of acting required for Classic Theatre from the Greeks through Restoration. It will examine the actor's approach to the text as well as the voice and movement needs of classic styles. Styles include Greek, Commedia dell' Arte, Shakespeare, Comedy of Manners, and Restoration.

**TA 366 Styles of Acting: Modern**
Prerequisite: TA 350 or 480 with a grade of "C" or better.
Advisory: TA 300, 351.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB

This course explores the styles of acting required for modern the theatre from 1875 to the present. It will examine the actor's approach to modern texts as well as the voice and movement needs of modern styles. Styles include Realism and Theatre of the Absurd.

**TA 370 Theatre Movement**
Formerly: TA 17
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB

This course is an active participation and performance experience designed to provide opportunities in discovery and solving movement tasks of the actor. The course incorporates exercises to expand the individual's movement for characters and scenes, as well as training in specific movement areas, such as combat, period style, and dance. The course may be taken four times for credit.

**TA 375 Voice, Diction and Dialects**
Formerly: TA 20
Prerequisite: None
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, EWLW 320; or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course focuses on the overall improvement of vocal quality. It emphasizes self-improvement drills involving breath control, resonation, pitch, inflection and articulation. The course covers the study and application of the international Phonetic Alphabet, and will also include a special study and application of stage dialects and/or accent rendition. It explores monologue and dialogue performances, and develops confidence in speaking and voice production. The emphasis is for theatre arts majors.

**TA 377 Musical Theatre Techniques**
Prerequisite: Theatre Arts 350 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB

This course is a performance oriented course integrating acting and singing skills through the creation of a whole, unified character. The course is both an introduction for students with little or no previous musical theatre experience and a continuing performance forum for those with previous training. Primary emphasis in this course is placed on the three core areas of musical theatre performance: acting, singing, and movement. Field trips may be required.

**TA 390 Directing and Play Production**
Formerly: TA 29
Prerequisite: TA 351 with a grade of "C" or better.
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, EWLW 320; or placement through assessment.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB

This course is an introduction to directing and the elements of play production. It includes the process of preparing and analyzing a script for production, casting the show, blocking and rehearsing actors, and dealing with technical and promotion needs. It also includes directing scenes and preparing a prompt book. CSU area C1

**TA 397 Introduction to Readers' Theatre**
Formerly: TA 23
Prerequisite: None
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, EWLW 320; or placement through assessment.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB

This is an introductory course to group oral performance of literature. The course explores the analysis of poetry, prose and drama with a goal of adapting literary materials for group performance. Students develop analytical and performance skills which culminate in Reader's Theatre presentations.

**TA 400 Creative Drama for Children**
Formerly: TA 26
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC

This course will explore basic drama forms to help the drama leader guide children in developing their own dramatic skills. The course provides instruction on how to infuse drama, pantomime, improvisation, and creative role-playing into school curriculum and recreational programs. This class is designed for anyone who interacts with pre-school and elementary age children.

**TA 404 Techniques of Puppetry**
Formerly: TA 24
Prerequisite: None
Advisory: ENGWR 51 and ENGRD 15 or ESLW 310 and ESLR 310; or placement through assessment.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB

This course explores puppetry as a dramatic medium. Topics to be covered include: history and development of puppetry; puppet design and creation; puppet manipulation and improvisation; and puppet play production techniques and applications.

**TA 406 Children's Theatre**
Formerly: TA 25
Prerequisite: Audition
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB

This course explores children's literature in performance through dramatic presentations of fiction, drama and poetry for an audience of children or young people. It provides the opportunity to analyze and experience the production process from script to stage. Class participation includes the development of a touring children's production. No prior theatrical experience is required. Recommended for theatre, education, early childhood education and recreation majors. Public performances and regular field trips are required. AA/AS area 3B; CSU area C1
# Theatre Arts

## TA 420  Stagecraft  3 Units
**Prerequisite:** None  
Advisory: MATH 25, ENGWR 51 and ENGRD 15.  
Course Transferable to UC/CSU.  
*Hours: 36 hours LEC; 72 hours LAB*  
This course is an introduction to backstage and the creation of scenery for theatre, film and television. It covers design styles, painting, set construction, set movement techniques, properties construction, lighting, and technical work interview for backstage positions in stage management, costuming, properties, and public relations. Field work will include projects with an existing arts organization.  
(CAN DRAM 12)

## TA 422  Stage Lighting  3 Units
**Prerequisite:** None  
Advisory: MATH 25, ENGWR 51 and ENGRD 15.  
Course Transferable to UC/CSU.  
*Hours: 36 hours LEC; 72 hours LAB*  
This course is an introduction to the basic concepts of lighting for stage, film and television. The course covers the planning of lighting from the basics of electricity, equipment and control, to the design elements of color, space, scenery and movement to produce a lighting design.  
(CAN DRAM 10)

## TA 424  Advanced Technical Theatre  3 Units
**Prerequisite:** TA 420 and 422.  
Course Transferable to UC/CSU.  
*Hours: 36 hours LEC; 72 hours LAB*  
This course is an advanced study dealing with technical theatre production techniques and design in the areas of scenery, props, lighting, sound, scenic painting, rigging and stage management through individual projects and participation in major productions. May be taken twice for credit.

## TA 430  Costume Construction  3 Units
**Prerequisite:** None  
Advisory: ENGWR 51 and ENGRD 15 or ESLW 310 and ESLR 310, or placement through assessment.  
Course Transferable to UC/CSU.  
*Hours: 36 hours LEC; 54 hours LAB*  
This course explores the basic areas of costume construction: fabrics, color, patterns, sewing techniques, costume pieces and accessories. Period styles, costume analysis and basic design are also covered. Costume construction will be for theatrical productions. Students gain experience by constructing costumes for theatrical productions. May be taken twice for credit.

## TA 433  Costume Production  3 Units
**Prerequisite:** None  
Advisory: TA 430.  
Course Transferable to CSU.  
*Hours: 27-162 hours LAB*  
This course explores the process of developing costumes for theatrical productions through the set-up, creation, and assembly of costumes for mainstage productions. Projects focus on developing sewing, craft, and patterning skills, clothing alteration methods and working with fabrics, hats and accessories, dyes and textile paints as utilized in each production. Additionally the course examines the design process and period styles associated with each production. This course is open to all skill levels. It may be taken four times for a maximum of twelve units.

## TA 434  Vintage Costuming  .5-2 Units
**Prerequisite:** None  
Advisory: ENGWR 51 and ENGRD 15 or ESLW 310 and ESLR 310, or placement through assessment.  
Course Transferable to UC/CSU.  
*Hours: 9-18 hours LEC; 27-54 hours LAB*  
This course covers the factors that influence historical costume design and production. It also includes the principles and techniques involved in developing and constructing a period costume. Costumes will be fabricated for both theatrical productions and individual projects. The historical period will change each semester. May be taken four times for credit on different topics with a maximum of 8 units. Not open to those who have completed FASHN 334.

## TA 435  History and Theory of Costuming  3 Units
**Formerly:** TA 35  
**Prerequisite:** None  
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.  
Course Transferable to CSU.  
*Hours: 54 hours LEC*  
This is a survey course of historical periods as portrayed through fashion and costumes from the cradle of civilization through modern times. The impact of social, political, cultural and economic issues on costuming is explored, as is the effect of costumes on society. Students integrate design elements with historical styles to create designs for theatrical costumes.  
AA/AS area 3B; CSU area C1

## TA 437  Stage Make Up - I  2 Units
**Prerequisite:** None  
Course Transferable to UC/CSU.  
*Hours: 18 hours LEC; 54 hours LAB*  
This course covers the basic techniques of theatrical makeup. It explores makeup materials, color and light, and modeling techniques in the development of makeup designs for youth, middle and old age, historical persons, stylized faces, clowns, animals, and fantasy makeup.  
(CAN DRAM 14)

## TA 440  Arts Management  3 Units
**Prerequisite:** None  
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320 or placement through the assessment process.  
Course Transferable to CSU.  
*Hours: 36 hours LEC; 54 hours LAB*  
This course is a general survey class in arts management with emphasis on organization, marketing/development, and financial management. It includes promotion and publicity, house management, box office operations and public relations. Field work will include projects with an existing arts organization.

## TA 452  One-Act Play Workshop  3 Units
**Formerly:** TA 46  
**Prerequisite:** TA 350 or 480, and TA 351 or 360 or 420 or 422.  
Course Transferable to UC/CSU.  
*Hours: 36 hours LEC; 54 hours LAB*  
This course explores the play production process. Class members collaborate in the analysis, preparation and production of one-act plays through participation as either directors, writers, actors, or technicians. The process culminates in public performances. May be taken four times for credit.

## TA 460  Rehearsal and Performance  .5-3 Units
**Formerly:** TA 47  
**Prerequisite:** Audition/Interview.  
Course Transferable to UC/CSU.  
*Hours: 27-162 hours LAB*  
This course provides a workshop training experience in the preparation and performance of collegiate theatre productions. Actors audition with the director of acting, singing or dancing roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit.
TA 461  Rehearsal and Performance - Dram  .5-3 Units

Formerly: TA 47A
Prerequisite: Audition.
Course Transferable to UC/CSU
Hours: 27-162 hours LAB
This course provides a workshop training experience in the preparation and performance of dramatic theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 462  Rehearsal and Performance - Comedy  .5-3 Units

Formerly: TA 47B
Prerequisite: Audition.
Course Transferable to UC/CSU
Hours: 27-162 hours LAB
This course provides a workshop training experience in the preparation and performance of comedy theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 463  Rehearsal and Performance - Classical  .5-3 Units

Formerly: TA 47D
Prerequisite: Audition.
Course Transferable to UC/CSU
Hours: 27-162 hours LAB
This course provides a workshop training experience in the preparation and performance of classical theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 464  Rehearsal and Performance - Children's Show  .5-3 Units

Formerly: TA 47E
Prerequisite: Audition.
Course Transferable to CSU
Hours: 27-162 hours LAB
This course provides a workshop training experience in the preparation and performance of children's theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 465  Rehearsal and Performance - Musical  .5-3 Units

Formerly: TA 47C
Prerequisite: Audition.
Course Transferable to UC/CSU
Hours: 27-162 hours LAB
This course provides a workshop training experience in the preparation and performance of musical theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 466  Rehearsal and Performance - Musical Theatre Ensemble (Same as MUP 370)  .5-3 Units

Same As: MUP 370.
Prerequisite: Audition.
Course Transferable to UC/CSU
Hours: 27-162 hours LAB
This course explores the development of a musical theatre production presented before the campus and community. A different production will be presented each semester the course is offered. May be taken four times for credit for a maximum of 12 units. Not open to students who have completed MUP 370.

TA 470  Rehearsal and Performance II  .5-3 Units

Prerequisite: Theatre Arts 461, 462, 463, 464, 465, and 466 with a grade of "C" or better and audition.
Course Transferable to UC/CSU
Hours: 27-162 hours LAB
This course provides intermediate level workshop training experiences in the preparation and performance of dramatic theatre productions. It examines the techniques of play production through practical audition rehearsal and performance for the actor, director and stage manager. It explores the design and technical elements of a production through practical experience opportunities in set construction, costumes, makeup, lighting, sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 472  Rehearsal and Performance III  .5-3 Units

Prerequisite: Theatre Arts 470 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 27-162 hours LAB
This course provides intermediate level workshop training experiences in the preparation and performance of dramatic theatre productions. It examines the techniques of play production through practical audition rehearsal and performance for the actor, director and stage manager. It explores the design and technical elements of a production through practical experience opportunities in set construction, costumes, makeup, lighting, sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 475  Fundamentals of Repertory Production  .5-6 Units

Formerly: TA 44
Prerequisite: Audition/Interview.
Course Transferable to UC/CSU
Hours: 0-36 hours LEC; 27-216 hours LAB
This repertory production workshop provides for participation in one or more productions, working in all areas of theatre including acting, scenery, lighting, costumes, make-up and theatre publicity, and culminates in performances at the end of the session. May be taken four times for credit up to a maximum of 12 units.

TA 477  Repertory Production - II  .5-6 Units

Prerequisite: Theatre Arts 475 with a grade of "C" or better and audition.
Course Transferable to UC/CSU
Hours: 0-36 hours LEC; 27-216 hours LAB
This repertory production workshop provides for intermediate opportunities in one or more productions, working in all areas of theatre including acting, stage managing, scenery, lighting, costumes, make-up and theatre publicity, and culminates in performances at the end of the session. May be taken four times for credit up to a maximum of 12 units.
Theatre Arts

**TA 478 Repertory Production - III** .5-6 Units
Prerequisite: TA 477 with a grade of “C” or better and audition.
Course Transferable to UC/CSU
Hours: 0-36 hours LEC; 27-216 hours LAB
This repertory production workshop provides for advanced opportunities in one of more productions, working in all areas of theatre including acting, stage managing, scenery, lighting, costumes, make-up and theatre publicity, and culminates in performances at the end of the session. May be taken four times for credit for a maximum of 12 units.

**TA 480 Honors Theory and Techniques of Acting** 3 Units
Formerly: TA 15A-H
Prerequisite: 3.0 or better cumulative GPA; two semesters of high school drama.
Corequisite: ENGWR 300 or 480.
Course Transferable to UC/CSU
Hours: 54 hours LEC
The major theories and techniques of acting, including improvisation, physical expressiveness, voice production, and memorized scenes. Supplementary reading and writing required. Attendance at live theatrical performances required. AA/AS area 3B; CSU area C1; IGETC area 3.

**TA 481 Honors Seminar in History of Film** 1 Unit
Formerly: TA 7H
Prerequisite: A cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of “C” or better.
Corequisite: TA 312 or 314 or 315.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This honors course (a supplement to TA 312, 314, and 315) provides a seminar for advanced students to view and analyze additional films important to the development of cinematic art to analyze and criticize those films in terms of acting, directing, writing, editing, cinematography, and genre. May be taken twice with different corequisites. CSU area C1.

**TA 494 Topics in Theatre Arts** .5-3 Units
Formerly: TA 42
Prerequisite: None
Course Transferable to CSU
Hours: 0-54 hours LEC; 27-162 hours LAB
This course is designed to give students an opportunity to study topics in theatre which are not included in current course offerings. May be taken four times for credit for a maximum of 12 units on different topics.

**TA 498 Work Experience in Theatre Arts** 1-4 Units
Formerly: TA 48
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 60-300 hours LAB
This course provides a supervised work experience in a professional theatre setting. Students may be assigned to work the box office, wardrobe, scenery construction, properties, lighting and sound, stage management, costuming, makeup, design, or acting. May be taken four times for a maximum of 8 units.
HSER 1000  Supervised Tutoring  0 Units
Formerly: HSER 300
Prerequisite: None
Corequisite: Student must be enrolled in a college credit course and be referred by an instructor or counselor.
Hours: hours LAB
This course offers individualized tutoring designed to assist students to increase their success in college courses. Course content will vary depending upon the adjunct course. Attention will be given to essential study skills and utilization of campus learning resources. Students may enroll for support of more than one college course per semester. This course may be repeated in subsequent semesters.

INDIS 1  Becoming an Effective Student  3 Units
Formerly: INDIS 270
Prerequisite: None
Hours: 54 hours LEC
Introductory course which includes a review of techniques and skills necessary for successful completion of college level courses. Includes a survey of current requirements for various curricular and vocational goals as well as orientation to college, self, and career. Problems of personality development and mental health are considered.

INDIS 100  Effective Study Skills  1 Unit
Formerly: INDIS 52
Prerequisite: None
Advisory: ENGWR 51 with a grade of "C" or better or placement through assessment process
Hours: 18 hours LEC
This course is designed to assist students to obtain the skills and knowledge necessary for success in college. A focus will be placed on communication skills, goal-setting, learning styles, evaluating web resources, and effective study skills such as time management, memory enhancement, note-taking techniques, textbook reading, exam preparation and exam anxiety.

INDIS 320  Introduction to Tutor Training  1 Unit
Formerly: INDIS 12A
Prerequisite: None
Advisory: A grade of "B" or better in the course the student will serve as a tutor.
Course Transferable to CSU
Hours: 18 hours LEC
This course is offered in coordination with the American River College Tutorial Services Program. It is designed to train students to become effective tutors.

INDIS 321  Introduction to Group Tutoring  1 Unit
Formerly: INDIS 12B
Prerequisite: None
Advisory: A grade of "B" or better in course to be tutored. Faculty recommendation to be a Beacon Learning Assistant or Learning Resource Center group tutor.
Course Transferable to CSU
Hours: 9 hours LEC, 27 hours LAB
This course is offered in coordination with the Beacon Peer-Assisted Learning Program and the Tutorial Services Program. It is designed to familiarize the Learning Assistant with the role of the tutor and the methods of effective group tutoring. This course emphasizes collaborative, interactive approaches to learning in a group setting.

INDIS 325  Tutoring High School Students  3 Units
Formerly: INDIS 10
Prerequisite: Placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
A program offered in coordination with high schools. The course will include a four week introductory training period. Tutors will work at a selected high school twice per week with assigned tutees. Recommended for students majoring in teacher preparation. May be taken twice for credit.
AA/AS area E2; CSU area E1

INDIS 330  Group Leadership Processes  1-4 Units
Formerly: INDIS 47
Prerequisite: An introductory course in psychology, sociology or speech.
Course Transferable to CSU
Hours: 18-72 hours LEC
Designed to offer and to prepare students for necessary experiences in group processes as participants and as leaders. Students will be given opportunities to assume group leadership roles and to practice effective oral communication as they assist new students with general information about the college and its curriculum.

INDIS 400  Teaching Online  1 Unit
Formerly: INDIS 11A
Prerequisite: ENGWR 300 with a grade of "C" or better.
Advisory: Working knowledge of Macintosh/PC.
Course Transferable to CSU
Hours: 18 hours LEC
This course offers the opportunity to integrate the usage of software, hardware, and Internet tools and their related pedagogies into online teaching. The course will require specific hands-on activities and development of materials using technologies featured within the course. This course will provide a brief overview of how to teach a course online. The course will show how to facilitate a class discussion online, how to create quizzes online, and how to send and receive assignments online.
Welding Technology

Degree: A.S. - Welding Technology

Certificates: Gas Metal Arc Plate and Pipe
Gas Tungsten Arc Plate & Pipe Welding
Mathematics & Blueprint Interpretation
Shielded Metal Arc Plate and Pipe
Welding Metallurgy and Inspection

The ARC Program

The American Welding Society (AWS) nationally accredits American River College’s welding program. ARC has met all the requirements of the AWS QC4 Standards for Accreditation of Test Facilities for their Certified Welder Program. AWS certification is recognized by the welding industry as an important step in professional development.

Welding Technology Degree

The Welding Technology degree provides skills and knowledge in manual and semi-automatic welding processes used in the metal fabrication and construction industries. Instruction covers materials, equipment, procedures, testing techniques as well as safety and blueprint reading. Competencies include techniques of joining ferrous and non-ferrous metals by the use of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW), and welding procedures.

Career Opportunities

Welding certification is recognized by the welding industry as an important step in the profession. The American Welding Society (AWS) nationally accredits American River College’s welding program. The ARC welding program has met all the requirements of the AWS QC4 standards for Accreditation of Test Facilities for their Certified Welder Program.

Graduating students may find positions in oil refineries, nuclear power plants, aerospace, structural buildings, bridge construction, auto industry, and small commercial fabricating shops.

Requirements for Degree Major 37 units

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>WELD 102</td>
<td>Introduction to Welding Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>WELD 116</td>
<td>Welding Inspection</td>
<td>2</td>
</tr>
<tr>
<td>WELD 130</td>
<td>Gas Tungsten Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 133</td>
<td>Gas Metal Arc Welding, Semi-Automatic Processes</td>
<td>3</td>
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<tr>
<td>WELD 134</td>
<td>Gas Metal Arc Welding of Non-Ferrous Metals</td>
<td>2</td>
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<tr>
<td>WELD 135</td>
<td>Gas Metal Arc Welding (GMAW)-Pipe</td>
<td>3</td>
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<tr>
<td>WELD 140</td>
<td>Mathematics for Welding Technicians</td>
<td>3</td>
</tr>
<tr>
<td>WELD 300</td>
<td>Introduction to Welding</td>
<td>3</td>
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<tr>
<td>WELD 320</td>
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<tr>
<td>WELD 322</td>
<td>Advanced Pipe Welding in Shielded Metal Arc</td>
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</tr>
<tr>
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<td>Gas Tungsten Arc Welding (Pipe)</td>
<td>3</td>
</tr>
<tr>
<td>WELD 342</td>
<td>Symbol Reading, Layout and Fabrication</td>
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</tr>
</tbody>
</table>

Mathematics and Blueprint Interpretation (144 hours) Certificate

The Mathematics and Blueprint Interpretation certificate promotes competence in solving mathematical and manufacturing problems that apply to the welding trade. It emphasizes metal placement, measurement and layout of tools used in construction, and the fundamentals of blueprint reading.

Requirements for Certificate 9 units

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</table>

Gas Metal Arc Plate and Pipe (252 hours) Certificate

The Gas Metal Arc Welding certificate promotes competence in welding with different types of metal transfer, constant voltage power sources, different types of shielding gases, and electrode selection on various joint designs. Instruction is provided in gas metal and flux cored arc welding on fillet and groove welds to specific structural and pipe standards.

Requirements for Certificate 11 units

<table>
<thead>
<tr>
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<td>Gas Metal Arc Welding, Semi-Automatic Processes</td>
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<td>3</td>
</tr>
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<td>Introduction to Welding</td>
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</tbody>
</table>

Gas Tungsten Arc Plate and Pipe Welding (180 hours) Certificate

The Gas Tungsten Arc Welding certificate promotes competence in welding ferrous and nonferrous materials. Emphasis is on proper use of gas tungsten arc welding (GTA) equipment setup requirements, process variables, material requirements, and welding procedures that are in compliance with industry standards.

Requirements for Certificate 9 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>WELD 150</td>
<td>Gas Tungsten Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 300</td>
<td>Introduction to Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 332</td>
<td>Gas Tungsten Arc Welding (Pipe)</td>
<td>3</td>
</tr>
</tbody>
</table>
Shielded Metal Arc Plate and Pipe (270 hours) Certificate

The Shielded Metal Arc Welding plate and pipe certificate promotes competence in plate and pipe welding. Emphasis is on power sources, electrode selection on various joint designs, techniques, and positions in welding. Instruction includes safety and proper procedures in making fillet and groove welds that are in compliance with structural and pipe welding codes.

Requirements for Certificate 12 Units

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<thead>
<tr>
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<tbody>
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<tr>
<td>WELD 322</td>
<td>Advanced Pipe Welding in Shielded Metal Arc</td>
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</table>

Welding Metallurgy and Inspection (270 hours) Certificate

The Welding Metallurgy and Inspection certificate provides the science of metallurgy and weld inspection. Emphasis is on the identification and selection of iron and steel, mechanical and physical properties of metals and crystal structures of metals, rules and regulations of the welding construction industry, and principles, requirements and methods of inspection.

Requirements for Certificate 14 Units

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>WELD 102</td>
<td>Introduction to Welding Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>WELD 116</td>
<td>Welding Inspection</td>
<td>2</td>
</tr>
<tr>
<td>WELD 117</td>
<td>Ultrasonic Testing Level One</td>
<td>3</td>
</tr>
<tr>
<td>WELD 118</td>
<td>Ultrasonic Testing Level Two</td>
<td>3</td>
</tr>
<tr>
<td>WELD 300</td>
<td>Introduction to Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

WELD 101 Introduction to Welding and Cutting 1 Unit

Prerequisite: Acceptance into a registered apprenticeship program. Hours: 9 hours LEC, 27 hours LAB

This course is an introduction to welding processes for apprentices. Shielded metal arc, oxyacetylene cutting on joint designs, and positions used in industry are taught. Safety in arc welding and oxyacetylene cutting is also covered.

WELD 102 Introduction to Welding Metallurgy 3 Units

Prerequisite: WELD 300. Hours: 54 hours LEC, 36 hours LAB

This course introduces production of iron and the manufacture of iron and steel in shapes and forms used in industry. The focus is on identification and selection of iron and steels, mechanical and physical properties of metals, and crystal structure of metals. Additionally failure and deformation, the heat treating of steel, and the metallurgy of welds will be covered.

WELD 103 Gas Metal Arc Welding of Sheet Steel 1.5 Units

Prerequisite: None Hours: 18 hours LEC, 27 hours LAB

This course covers technique application and joint design used in the auto body repair and sheet steel manufacturing industries. Sheet steel applications in the areas of steel decks, panels, storage racks, and joint framing members are presented using Gas Metal Arc Short Circuit Transfer process. Proper safety welding techniques are also covered.

WELD 104 Introduction to Metal Fabrication and Sculpture .5-3 Units

Same As: ART 120. Prerequisite: None Hours: 0-36 hours LEC, 27-54 hours LAB

This course covers metal sculpture techniques, design principles and materials used for sculpture, functional and nonfunctional art forms, on ferrous and non-ferrous metals. Techniques on the major welding processes such as shielded metal arc, gas metal arc, gas tungsten arc and oxy-acetylene are an integral part of the course as well as related safety issues. Different artists and topics are covered each semester. ART 120 and/or WELD 104 may be taken 4 times for a total of 6 units.

WELD 107 Welding Equipment Maintenance 2 Units

Prerequisite: None Hours: 27 hours LEC, 27 hours LAB

This course covers the basics of welding equipment maintenance, troubleshooting and repair. Electrical and electronically controlled circuits are discussed and tested. Overall theory of operation and safety are presented as well as maintenance scheduling, and the use of electronic test equipment and other measuring devices. A field trip is required.

WELD 115 Code Welding 2 Units

Prerequisite: WELD 300 with a grade of "C" or better. Hours: 18 hours LEC, 54 hours LAB

This course provides individualized training for welder performance qualification. Welders select the code, metal, process, and position to be used. Code and test requirements are presented. This course may be taken four times for credit using a different code, metal, process, or position.

WELD 116 Welding Inspection 2 Units

Prerequisite: WELD 300. Hours: 36 hours LEC

This course covers the welding requirements for any type of welded structure made from commonly used carbon and low-alloy steel construction. It includes the rules and regulations for the welding construction industry and the principles, requirements, and methods of inspection. Weld measurement and discontinuities for evaluation acceptance using a variety of tools are taught.

WELD 117 Ultrasonic Testing Level One 3 Units

Prerequisite: None Hours: 45 hours LEC, 27 hours LAB

This course covers the theory, technique application, and evaluation techniques used in the material processing, welding, and inspection industries. Ultrasonic testing as applied to industry practices such as building construction, aeronautics, shipbuilding, materials fabrication, and many others are covered. Proper safety techniques are also covered. Successful completion of this course certifies that the requirements of ASNT TCI-A for UT level 1 are met.

WELD 118 Ultrasonic Testing Level Two 3 Units

Prerequisite: WELD 117 with a grade of "C" or better. Hours: 45 hours LEC, 27 hours LAB

This course covers advanced theory, technique application, and evaluation techniques used in the material processing, welding, and inspection industries. Advanced ultrasonic testing as applied to industry practices such as building construction, aeronautics, shipbuilding, materials fabrication and many others are covered. Proper safety techniques are also covered. Successful completion of this course certifies that the requirements of ASNT TCI-A for UT level II are met.
WELD 123  Welding Certification to D1.5 Bridge Code  1 Unit
Prerequisite: WELD 320 with a grade of “C” or better.
Hours: 9 hours LEC, 27 hours LAB
This course covers the welding requirements of the American Association of State Highway and Transportation Officials (AASHTO) for welded highway bridges made from carbon and low-alloy constructional steels. It includes the general requirements for welder certification under this code. This course provides welding procedures for certification in accordance with ANSI/AASHTO/AWS D1.5 Bridge Welding Code, an American National Standard.

WELD 130  Gas Tungsten Arc Welding  3 Units
Formerly: WELD 64
Prerequisite: None
Corequisite: WELD 300.
Hours: 36 hours LEC; 54 hours LAB
This course covers tungsten inert gas welding of aluminum, stainless steel, and other metals used in industry.

WELD 133  Gas Metal Arc Welding, Semi-Automatic Processes  3 Units
Formerly: WELD 65A
Prerequisite: None
Corequisite: WELD 300.
Hours: 36 hours LEC; 54 hours LAB
This course will cover automatic wire feed welding covering fine through heavy wire welding on steel plate gauges of varying thickness. Joint design, gas variations and all welding positions are covered.

WELD 134  Gas Metal Arc Welding of Non-Ferrous Metals  2 Units
Formerly: WELD 65B
Prerequisite: WELD 133 with a grade of “C” or better.
Hours: 18 hours LEC; 54 hours LAB
This course will cover semiautomatic wire feed welding covering fine through heavy wire welding on non-ferrous steel plate gauge of varying thickness. Joint design, gas variations and all welding positions are covered. Emphasis is on aluminum, stainless steels, and mixtures of gases. Introduction to open groove plate and pipe of mild steel using Gas Metal Arc and Flux Cored Arc Welding processes. A performance qualification test is optional at end of course.

WELD 135  Gas Metal Arc Welding (GMAW)-Pipe  3 Units
Prerequisite: WELD 133.
Hours: 36 hours LEC; 54 hours LAB
The course will cover the areas of low-pressure heating, air-conditioning, refrigeration, and water supply as well as some gas and chemical systems. The short circuit metal transfer will be used on all gas metal arc welding (GMAW) pipe connection.

WELD 140  Mathematics for Welding Technicians  3 Units
Formerly: WELD 66A
Prerequisite: None
Hours: 54 hours LEC
This course covers practical mathematics as they are applied to technical and trade work. It involves applying mathematics principles to the welding trade. Areas covered are common fractions, decimal fractions, percentages, practical algebra, rectangles, triangles, metric measurement, measuring instruments, strength of materials and essentials of trigonometry. Problems involving labor and cost of material are also covered. AA/AS area 3D and 4C.

WELD 150  Employability Skills for Technical Careers  2 Units
Same As: AT 107 and ET 250
Prerequisite: None
Hours: 36 hours LEC
This course provides the opportunity of exploring technical careers while developing valuable work and life skills. It is an introduction to a variety of technically-related occupations. Emphasis is placed on exploring technical careers in the Sacramento area. Activities are designed to enhance personal development, employability skills, and self esteem through leadership, citizenship, and character development. Not open to students who have completed AT 107 or ET 250. AA/AS area E2.

WELD 290  Advanced Student Projects  2 Units
Prerequisite: WELD 300 with a grade of “C” or better.
Hours: 108 hours LAB
This course provides an opportunity to pursue advanced projects selected by the welding department. This course may be taken twice for credit.

WELD 294  Topics in Welding  .5-5 Units
Prerequisite: To be determined for each topic.
Hours: 9-90 hours LEC; 27-270 hours LAB
Individualized course developed in cooperation with industry to meet specialized training needs. This course may be taken four times with different topics.

WELD 300  Introduction to Welding  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to welding processes: shielded metal arc, gas metal arc, flux-cored gas shield and self shield, gas tungsten arc, oxyacetylene cutting and welding on joint designs and positions used in industry. Safety in arc, oxyacetylene welding and cutting is also covered.

WELD 320  Shielded Metal Arc Welding (Stick Electrode Welding)  3 Units
Prerequisite: WELD 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course will cover pre-employment training for welding technicians. Emphasis on developing manipulative proficiency in the use of shielded metal-arc welding in the flat, horizontal, vertical and overhead positions on light and heavy gauge material. Emphasis will also be placed on groove welding of plate, limited and unlimited thickness in accordance with D1.1 Structural Welding Code. May be taken twice for credit.

WELD 321  Shielded Metal Arc Welding (Stick Electrode Welding)  3 Units
Formerly: WELD 62B
Prerequisite: WELD 320 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is a continuation of skills and content begun in Welding 320. Emphasis will also be placed on pipe welding procedures and welding techniques. May be taken twice for credit.
**WELD 322  Advanced Pipe Welding in Shielded Metal Arc**  
3 Units  
Prerequisite: WELD 321 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
The course covers the application of an electric welding process: shielded metal arc is used to join low-pressure piping systems that carry water, residential natural gas, non-corrosive and non-combustible piping systems. High pressure critical piping systems such as steam pipe, pipe lines, boilers, offshore oil-rigs and other critical heavy duty application of piping systems are covered.

**WELD 332  Gas Tungsten Arc Welding (Pipe)  3 Units**  
Prerequisite: WELD 130 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course covers the application of low-pressure and high-pressure critical piping systems such as in oil, gas, nuclear, and chemical industries.

**WELD 342  Symbol Reading, Layout and Fabrication**  
3 Units  
Prerequisite: None  
Corequisite: WELD 300.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course will cover blueprint and welding symbol interpretation. Metal layout, measurement, marking and layout tools used in construction; techniques of fabrication and assembly methods. Concentration on fundamentals of blueprint reading and topics as basic lines and views, dimensions, notes and specification, structural shapes, sections, detail and assembly.
Faculty Statement

Faculty Statement of Professional Ethics

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

ARC Academic Senate
ABDUL, ALISHER (1997) Mathematics
M.S., Moscow St. University; B.S. National University; Ph.D., Moscow Institute of Technology & Physics

ABRAHAM, LOIS ANN (2003) English
B.A., M.A., CSU Chico

ADCOCK, DAVID E. (1982) Nursing
A.A., Caníada College; B.A., UC Davis; M.A., Chapman College

AGUILAR, GARY (1999) Design Technology
B. Architecture., Cal Poly, San Luis Obispo

ALEJANDRE, BECKY (1992) Nutrition
B.A., UC Riverside; M.A.; Loma Linda University

ALLEGRE, ROBERT (1977) Vice President, Administrative Services
B.A., Claremont Men's College; M.B.A., Golden Gate University

ALLRED-POWLESS, JEANNETTE (2003) Physical Education
B.S., CSU Northridge; M.S., University of West Florida, Pensacola

ANDERSON, RICK D. (2001) Physical Education
B.S., M.S., CSU Sacramento

ANDRE, PAUL (1996) Mathematics
B.S., University of Minnesota; M.A., CSU Sacramento

ANDRE, SUSAN (1999) Counseling
B.S., CSU Fullerton; M.A., San Jose State University

ANTOS, DAMON (2002) Computer Information Science
B.S., Cal Poly, San Luis Obispo; M.S., Rutgers State University

ARDANS, R. DIANE (1992) Accounting
A.S., Solano Community College; B.S., UC Berkeley; M.B.A., Golden Gate University. Certified Public Accountant.

ARELLANES, PAUL (2006) Physical Education
A.A., Cosumnes River College; B.S., CSU Sacramento; M.S., US Sports Academy, Daphne, Alabama

ARRIETA, CORINNE (2006) Spanish
B.A., Grove City College; M.A., California State University

ATWATER, KEITH (2002) Humanities
B.A., Chapman College; M.A., College of Notre Dame; M.A., CSU Sacramento

AUBERT, JOHN E. (1999) Geography
B.A., CSU Stanislaus; M.A., UC Davis

AUCCON-RATCLIFF (2003) Nursing
B.S.N., Point Loma College; M.A. Nursing, University of Iowa

AUYEUNG, TAK (2000) Computer Information Science
M.S., Ph.D., U.C. Davis

BAKER, GREGORY (2000) Business
B.A., M.S., Chapman University; B.S., University of Maryland

BARCELLOS, ANTHONY (1987) Mathematics
A.A., Porterville College; B.S., California Institute of Technology; M.S., CSU Fresno

BATES, BRIAN (1998) Humanities
B.A., Otterbein College; M.A., M.Ed., University of Arizona

BATES, ROBERT G. (1969) English
B.A., Wheaton College; M.A., CSU Long Beach

BELL, HERBERT G. (1990) Engineering
B.S., Northeastern University, Boston; B.S., University of Vermont, Burlington; M.S., UC Davis; Ph.D., University of San Francisco

B.A., University of New Mexico, M.F.A., Wichita State University

B.A., UC Davis; M.A., CSU Sacramento

BERTOGLIO, NANCY ANN (1996) Reading
B.A., UC Davis; M.A., CSU Sacramento

BETHEL, PAUL (2003) History
B.A., San Francisco State University; CSU Long Beach

BLACK, BETHANI, A (2000) Physical Education
A.S., Ventura College; B.S., CSU Fresno; M.S., US Sports Academy, Daphne, AL; CR/M.A., Chapman University

BLACK, ERIC (2005) Physical Education
B.S., San Jose State University, M.A., Saint Mary's College, Moraga

BLANCHARD, BARBARA (1997) Dean, CSIT
B.S., University of Illinois; M.S., University of Arizona

BONSEHAM, JACQUELINE (2003) Nursing
M.S.N., B.S.N., CSU Sacramento

BOVARD, VICTORIA (1997) Psychology
B.A., University of Texas; M.A., UC Berkeley

BOYLE, ROBERT (1980) Automotive Technology
A.A., American River College

BRACCO, PAUL (2000) English as a Second Language
B.A., University of Rochester, New York; M.A., CSU Sacramento

BRADSHAW, KATHRYN (2003) Biology
B.A., University of California, Santa Cruz, M.S., CSU Sacramento

BRECHER, JANET (2000) Computer Information Science
A.A., Sacramento City College; B.S., M.B.A., CSU Sacramento

BRENCHLEY-JACKSON, JOAN LEE (1995) Biology
B.S., M.S., Ph.D., UC Davis

BRITTINGHAM, DANA LYNN (1998) Counselor
B.A., CSU Northridge; M.S., CSU Sacramento

BROWN, JAMES M. (1982) Electronics
A.A., American River College, B.V.E., CSU Sacramento

BROZOVICH, TOM J. (1965) Art
M.A., UCLA

B.A., M.A., CSU Sacramento

B.A., Hiram College, Ohio; M.S., Illinois Institute of Technology

A.A., Laney College, B.A.; CSU Stanislaus; M.A., National University

BURLESON, KATHRYN B. (1987) Theatre Arts
B.A., CSU Sacramento; M.F.A., UC Davis

CAMPANELLI, JEANNE (1988) English
A.A., Yuba College; B.A., M.A., CSU Sacramento

CAMPANELLI, JEANNE (1988) English
A.A., Yuba College; B.A., M.A., CSU Sacramento
Faculty and Administrators

CAMPBELL, DOLORES DELGADO (1977) Social Science
B.S., University of Texas; M.A., M.S., CSU Sacramento

CASE, KRISTIN G. (1994) Chemistry
B.A., U.C. Berkeley; Ph.D., U.C. Davis

CASE, LYNDA (2001) English
A.A., Sierra College; B.A., UC Davis; M.A., CSU Sacramento

B.A., Boston College; M.A., Arizona State University

CERVANTES, ALINA (2001) Early Childhood Education
B.A., UC Davis; M.A., CSU Sacramento

B.A., CSU Chico; M.L.S., University of Oregon

CHAO, PAMELA HUANG (1996) Sociology
B.A., M.A., University of Chicago

CHEN, CHUPING (1998) Economics
B.A.S., UC Davis; M.A., CSU Sacramento

CHOW, LORRAINE (1997) Early Childhood Education
B.S., UC Davis; M.A., UC Santa Barbara

CHRISTIANSEN, CHERYLE L. (1990) Nursing
B.S., University of Wisconsin, Madison; M.S.N., University of Nebraska Medical Center, Omaha

CHUN, ERIC (1988) Music
B.A., California Lutheran University

M.S. UC Irvine, Irvine, CA; B.A., UC Berkeley, Berkeley, CA

CLARK, CHRISTOPHER (2005) Counselor
A.A. West Valley College, M.S., B.A., San Francisco State University

CLARKE, ARLENE G. (1989) English
B.A., M.A., San Francisco State University; Ph.D., UC Berkeley

COLDIRON, JOHN L. (1979) Respiratory Care
A.A., A.S., San Bernardino Valley College; B.A., CSU Stanislaus; R.R.T. CRTT, RCP

COLLIHAN, KATHLEEN (2001) Political Science
B.S., Santa Clara University; M.A., San Jose State University; Ph.D., UC Santa Barbara

A.A., College of the Sequoias; B.A., M.A., CSU Sacramento

COOPER, MICHAELA B. (2005) English
B.A. equiv., Eberhardt-Karls-Universitaet, Tuebingen, Germany; B.A., CSU Sacramento, Ph.D., George Washington University, Washington D.C.

COLLINS, LYNNE (1991) English
B.A., M.A., San Francisco State University

CONDOS, MARC (2002) Computer Information Science
B.S., CSU Fresno; M.A., CSU, Sacramento

CORCORAN, AMANDA (2002) English
B.A., M.A., Texas Tech University

COWIN, CHARLES H. (1968) Chemistry
B.S., M.S., San Jose State University

CREIGHTON, ANN (1999) English as a Second Language
B.A., Arizona State University; M.A., CSU Los Angeles; M.A., University of Michigan

CRONIN, KATHLEEN (2005) Counselor
B.A., UC Santa Barbara; M.A., San Francisco State University

CRUMP, DANIEL (1996) Librarian
B.A., UC Irvine; M.S.L.S., University of Southern California

CUDZILO, MILDRED (1988) Counseling
B.A., Denison University, Ohio; M.A. Ed., Stanford University; M.A., University of Kansas

CULLIVAN, KRISTIN (2003) Speech
B.A., M.A. San Francisco State University

DAVIS, ARON (2004) Funeral Service
B.A., CSU Sacramento

DAVIS, WILLIAM (2004) MESA/CCCP
A.S., Santa Rosa Junior College; B.A., M.A., Sonoma State University; M.S., Ph.D., UC Davis

DAYTON, THOMAS (1988) Reading
B.A., M.A., CSU Sacramento

DeCEW-JURACH, PAMELA K. (1994) Speech
B.A., CSU Sacramento; M.A., Penn State University

DECKERT, WALTER (2002) Mathematics
B.S., University of Nebraska; M.S. Naval Post Grad School; Ph.D., Pennsylvania State University

De LAPP, JAN (1999) Early Childhood Education
B.A., M.A., CSU Sacramento

DeLEON, JANE (1989) English
A.B., UC Davis; Ph.D., Stanford, University

DeLEON, LEONEL (1991) Mathematics
B.A., M.A., CSU, Fresno

DELGADO, DIANE (2005) EOP&S
A.A., Portland Community College; B.A., Marylhurst University; M.S., Portland State University

DELGADO, LISA (2003) Physical Education
A.A., College of the Siskiyous; B.A., M.A., CSU Chico

DePAOLI, LISA A. (2005) ESL
A.A., Sierra College; B.A., M.A., University of Nevada, Reno

DIAMOND, ROBERT V. (1999) Accounting
B.S., M.B.A., CSU Sacramento

DILLON, DONALD E. (1999) PE/Head Football Coach
B.A., CSU Sacramento

DOLDE, JUDY (1993) Nursing
R.N., St Joseph College of Nursing; B.S.N; CSU Sacramento; M.A., CSU Sacramento

DUAX, PAUL L. (2001) Speech
B.A., Loras College, Iowa; M.A., UC Davis

DUMAIS, LAURENCE (1999) Computer Information Science
A.A. San Jose City College; B.A., San Jose State University, M.S., Golden Gate University

DUNNE, ROXINE (2001) Learning Disabilities
M.A., CSU Sacramento
ECKERMAN, PAMELA J. (1993) Biology
A.A., American River College; B.S., M.S., UC Davis

EIFERTSEN, DYNE CHANE (2003) Music
D.M.A., University of Washington; M.M., University of Massachusetts

B.S., M.S., UC Davis

ENGLISH, JOANNE C. (1989) Physical Education
B.S., CSU, Sacramento; M.S., Washington State University

ENNENGA, LINDA (1997) Counseling
B.A., M.S., CSU Sacramento

ENSHAI, AZIN (1999) Mathematics
B.A., University of Rhode Island; M.A., CSU Sacramento

B.S., California State University, Sacramento; M.T., UC Davis

EVANGELISTI, FRED (1998) Electronics Technology
A.A., American River College; B.A., CSU Sacramento; M.A.V.E., Consortium of CSU

B.A., Rutgers University-Douglass College; M.L.S., San Jose State University

FERTEL, Kristine (2003) ESL
B.A. UC Riverside; M.A., San Francisco State University

FISH, MELISSA (2002) Office Administration
B.A., Boston College; M.B.A., CSU Sacramento

FISHER, LARRY W. (1972) Library
B.A., San Francisco State University; M.L.S., San Jose State University; M.A., National University

FORTMAN, ANITA (2005) Counselor
B.S., CSU; M.S., University of Arizona

FOUNTAIN, PAULINE (1997) Reading
A.A., American River College; B.A., M.A., CSU Sacramento

A.A., Columbia College; B.S., CSU Stanislaus; M.S., UC Davis

M.S.N., Case Western Reserve University; G.N.M., Frontier School of Midwifery; B.S.N., University of Utah

FRATELLO, NATASHA (2002) Psychology
A.A., Ventura College; B.A., UC Santa Barbara; M.S., University of La Verne

A.S., Sierra Community College; B.V.E., CSU Sacramento

FULGHAM, ROIETTA G. (1976) Business
B.S., M.S., Utah State University

FURLONG, CANDACE (1992) Nursing
B.S.N., Sonoma State University; M.S.N., UC San Francisco

GAMBER, JOHN (1997) English as a Second Language
A.B., Rutgers University; M.A., UC Berkeley; M.A., UC Davis

GAMST, DAVID S. (1969) Speech
B.A., San Francisco State University; M.A., CSU Los Angeles

GARDNER, DOUGLAS F. (1960) Art
A.A., Sacramento City College; B.A., M.A., CSU Sacramento

GARRETT, MARK D (1991) Counselor
B.S., Southwestern Oklahoma State University; M.S., CSU Sacramento

A.A., Golden West College; A.S., American River College; B.S., Cal Poly

GESSFORD, SHERYL A. (1982) Dean, Health and Education
B.S., Oregon State University; M.Ed., University of Portland

GIBSON, HAROLD J. (1982) Automotive Technology
A.A., American River College

GIBSON, PATRICE V. (1991) Anthropology
B.A., M.A., Ph.D., UCLA

GILLOGLY, BARBARA G. (1992) Psychology
A.A., American River College; B.A., M.A., CSU Sacramento; Ph.D., UC Davis

B.M., Indiana University; M.M., Eastman School of Music, New York, Ed.D., University of Sarasota

A.A., Santa Rosa Junior College B.S./B.A., University of Tulsa; M.A., Saint Mary’s College

GIUSTI, ANTHONY (2001) Nutrition
B.S., M.S., UC Davis

B.S., Cal Poly; Ph.D., U.C.Davis

GONZALEZ, ROBERT (2000) Business
B.A., B.S., CSU Sacramento; M.B.A., Loyola Marymount University; J.D., Loyola Law School

GOOLD, GRANT (1997) Paramedic Instructor/Coordinator
B.S., CSU Sacramento; M.P.A./H.S.A. University of San Francisco

BOURDINE, TRACI, L (2000) English
B.A., UC, Davis; B.A., San Francisco State University

GREEN, RENE (1976) Automotive Technology
B.S., M.A., CSU Consortium, Sacramento

A.A., Chabot College; B.S., CSU Chico

GRIFFITH, SCOTT (1995) Engineering Tech Prep Director
B.S., University of Oregon; M.S., University of Oregon; M.A., Ed.D., University of San Francisco

GUNSAULS, DARLINE (2003) Sign Language Studies
B.S., Gallaudet University, Washington D.C.

GUPTA, SHASHI (1991) Mathematics
B.A., Miranda College, India; M.A., University of Delhi, India

HAFLICH, GERALD (2002) Physical Education
A.A., Ventura Junior College; B.S., CSU Sacramento; M.S., US Sports Academy

HALLE, JOEL (2003) Accounting
B.S., M.B.A., California State University, Sacramento

HALSETH, ANDREW (2002) Mathematics
A.A., Solano College; B.A., M.A., San Diego State University
HANSON, PAUL (1997)  
Physical Education  
B.A., Cal Poly, San Luis Obispo; M.S., CSU Sacramento

HARPER, ERIC (2002)  
Auto Tech  
A.S., Sierra College

HARRISON, WEI-JEN (1971)  
Mathematics  
B.S., CSU Los Angeles; M.A., Washington State University

HARTIN, ROBERT (2002)  
Counseling  
B.A., UC Davis; M.A., CSU, Sacramento

HARTMAN, CAROL M. (2001)  
Journalism  
B.A., University of Illinois; M.A., University of Madison, Wisconsin

HASHIMA, EDWARD (1999)  
History  
M.A., Ph.D., UCLA

HAYES, REBECCA W. (2001)  
Computer Information Science  
M.A., University of San Francisco; B.S., CSU Sacramento

HERLACHE, MARSHA (1999)  
Business Education  
B.S., University of Montana; M.A., University of San Francisco

HERNANDEZ, CECILIA (1998)  
Physics/Physical Science  
B.S., M.S., University of Puerto Rico

HERRELL, KIM (2002)  
Counseling  
B.A., UC Davis; M.S., University of LaVerne

HERRLINGER, GARY D. (1985)  
Design Technology  
B.S., UC Davis; M.A., CSU Sacramento

HESS, JOHN F. (2000)  
English  
B.A., CSU, Humboldt; M.A., CSU, Sonoma

HESS, KRISTA (1998)  
English as a Second Language  
B.A., M.A., CSU Sacramento

HICKS, DIANA L. (2001)  
English  
A.A., American River College; B.A., M.A., CSU Sacramento

HIGGINS, KEVIN J. (1987)  
Physical Education  
B.S., CSU, Sacramento; M.S., South Dakota State University

HIJAZI, NIDAL (2003)  
Sociology  
B.S. Santa Clara University; M.A., UC Davis

HINKS, LYLE (1978)  
Sign Language Studies  
B.A., Gallaudet College; M.A., CSU Northridge

HOGSTEDT, STEVEN (1999)  
Counseling  
B.A., San Diego State University; M.S., CSU Sacramento

HOGGAN, PATRICK (2002)  
English as a Second Language  
B.A., Brigham Young University; M.A., UC Davis

HOLDEN, DENNIS (1991)  
Philosophy  
B.A., UCLA; M.A., Ph.D., UC Irvine

Chemistry  
B.S., University of Hawaii; M.S., UC Davis

HOOD, THOMAS (2004)  
Sacramento Safety Training Center  
A.A., Merritt College, B.A., CSU Sacramento, M.P.A. Golden Gate University

HOOVER, JODIE (2002)  
Art  
B.F.A., M.A., Alfred University; M.F.A., University of Buffalo

HORTON, MARGARET J. (1985)  
Computer Information Science  
B.A., University of Kansas; M.A., Western Michigan University

HOWE, SUSAN R. (1996)  
English  
B.S., M.A., CSU Sacramento

HUGHES, RALPH E (1991)  
Music  
B.A., M.A., CSU Sacramento, D.M.A. (Conducting) University of South Carolina

HUNT, CHARLES H. (1981)  
Physics  
B.S., UC Berkeley; M.A., Ph.D., UC Davis

IANNONE, ALBERT J. (1994)  
Fire Technology/Coordinator  
A.A. American River College; E.O. National Fire Academy, Emmits- bert, MD; M.P.A., B.V.E., CSU Sacramento

IRVIN, ROBERT (1997)  
Computer Information Science  
B.A., M.B.A., Golden Gate University

JAMES, JON (1980)  
Enabling/Counseling  
B.A., M.S., CSU Sacramento

JAMES, JON (1980)  
Enabling/Counseling  
B.A., M.S., CSU Sacramento

JAQUES, KATHLEEN E. (1994)  
English as a Second Language  
B.A., University of Alaska; M.A. CSU Sacramento

JOHNSTON, DIANA LYNN (2003)  
Nursing  
BSN, M.S., CSU Sacramento

Dean, Student Services  
B.A., Stanford University; J.D., UC Davis School of Law

JONES, MARY (2004)  
Dean, Math  
M.A., Consortium of California State University

Chemistry  
B.S., Ph.D., UC Davis

JOYE, ALLYSON, C. (2001)  
English as a Second Language  
B.A., UC Davis; M.A., Monterey Institute

JUPE, DOUG A. (2005)  
Physical Education  
A.A., American River College and Sacramento City College; B.S., M.S., Cal Baptist University, Riverside

KARELIUS, MICHAEL R. (1976)  
Mathematics  
B.A., Claremont Men’s College; M.A., Claremont Graduate School

KARP, ADAM (1999)  
Spanish  
B.A., Ph.D., UC Davis

KELLER, ROBERT (2000)  
Computer Information Science  
B.A., CSU Fullerton

KIEFFER, DIETER M. (2001)  
Accounting  
A.A., B.S., Metropolitan State College, Denver; M.B.A., University of Denver

KINUTHIA, F. KAMAU (2001)  
Economics  
B.A., Principia College, Illinois; M.S., UC Davis

KLEEMAN, JOANN (1988)  
Nursing  
A.S., Long Beach City College; B.S.N., Sonoma State University; M.S.N., University of San Francisco

KLIER, JULIE ANN (2003)  
Reading  
M.Ed., National University, Sacramento

KNIIRK, BRIAN (1999)  
Hospitality Mgmt.  
B.S., Cal Poly, Pomona; M.B.A., University of Southern California

KOMURA, KEIKO (1999)  
English as a Second Language  
A.A. Sacramento City College; B.A., UC Davis; M.A., CSU Sacramento
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Schools/Universities</th>
</tr>
</thead>
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<tr>
<td>Kronick, Louise (1980)</td>
<td>Counseling</td>
<td>B.A., UC Berkeley; M.S., CSU Sacramento</td>
</tr>
<tr>
<td>Kubo, Kenneth M. (1998)</td>
<td>Biology</td>
<td>B.S., Stanford; Ph.D., UC San Francisco</td>
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<td>Leeman-Conley, Marsha</td>
<td>Instruct. Dev. Coordinator</td>
<td>B.A., UC Davis; Ph.D., University of Sydney, Australia</td>
</tr>
<tr>
<td>Lehman, Craig (2000)</td>
<td>Early Childhood Education</td>
<td>A.A. Sacramento City College; B.A., Pacific Oaks College; M.S., UC Davis</td>
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<td>L'estrange, Michael</td>
<td>Computer Information Science</td>
<td>A.A., Sacramento City College, B.A., CSU Sacramento</td>
</tr>
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<td>Limmaneeprasert, Oranit</td>
<td>ESL</td>
<td>B.A., Michigan State University; M.A., Ph.D., University of Hawaii</td>
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<td>Logan, Thomas E. (2000)</td>
<td>English</td>
<td>B.A., San Francisco State University; M.A., Ph.D., UC Davis</td>
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<td>Lopez, David (2000)</td>
<td>Philosophy</td>
<td>A.A. Solano College; B.A., CSU Sacramento; M.A., Ph.D., UC Davis</td>
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<td>Loucks, Stuart (2000)</td>
<td>Physics</td>
<td>B.S., M.S., UCLA</td>
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<td>Ludovina, Ceydy B.</td>
<td>Spanish</td>
<td>B.S., Universidad de las Americas; M.A., UC San Diego</td>
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<td>Lymann, Robert G.</td>
<td>English</td>
<td>A.A., American River College B.A., M.A., CSU Sacramento</td>
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<td>Macgowan, Paul (1997)</td>
<td>Horticulture</td>
<td>B.S., M.S., Cal Poly, San Luis Obispo</td>
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<td>Maddock, Pamela D.</td>
<td>Art</td>
<td>B.A., Colorado University; M.F.A. Washington State University</td>
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<tr>
<td>Magri, Ken (1991)</td>
<td>Art</td>
<td>California College of Arts and Crafts, Oakland; B.A., CSU Chico; M.A., CSU Sacramento</td>
</tr>
<tr>
<td>Maguire-Fong, Mary Jane(1989)</td>
<td>Early Childhood Education</td>
<td>B.A., M.S., UC Davis</td>
</tr>
<tr>
<td>MANDUCA, JERRY A. (2005)</td>
<td>SRPSTC</td>
<td>A.A., American River College; B.A., Union Institute and University, Sacramento; M.S., CSU Long Beach</td>
</tr>
<tr>
<td>Mar, James K. (1976)</td>
<td>Counseling</td>
<td>A.A., Sacramento City College; A.A., American River College; B.A., San Francisco State University; M.S., CSU Sacramento</td>
</tr>
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<td>Martin, Eric (1999)</td>
<td>Paramedics</td>
<td>B.A., CSU, Chico; M.A., University of Nevada</td>
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<td>Martinez, Marlene</td>
<td>Biology</td>
<td>B.S., U.C. Davis; Ph.D., UC Berkeley</td>
</tr>
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<td>Maryatt, Victoria</td>
<td>Nursing</td>
<td>B.S.N., M.S.N., University of San Francisco</td>
</tr>
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<td>Mathis, Jacqueline</td>
<td>EOP&amp;S</td>
<td>M.S.W., San Jose State University</td>
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<td>Matsunoto, Gerald</td>
<td>Mathematics</td>
<td>B.S., M.S., Ph.D., UC Berkeley</td>
</tr>
<tr>
<td>Matsunami, Joline R.</td>
<td>Physical Education</td>
<td>A.A., Rio Hondo Community College; B.S., Cal Poly; M.A., Eastern Washington University</td>
</tr>
<tr>
<td>Mays, Judy (2005)</td>
<td>Counselor</td>
<td>B.A., Bakersfield Community College; B.A., CSU Bakersfield; M.A., Cal Poly, San Luis Obispo; Ph.D., University of Texas</td>
</tr>
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<td>Sign Language Studies</td>
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<td>Mathematics</td>
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<td>Biology</td>
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<td>Library</td>
<td>B.A., Antioch College, Yellow Springs, Ohio; M.L.I.S., University of Pittsburgh, Pittsburgh</td>
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<td>McCurry, Aileen</td>
<td>Mathematics</td>
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<td>Mathematics</td>
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<td>McKee, Richard W.</td>
<td>Dean, SRPSTC</td>
<td>B.A., CSU Sacramento; M.A., University of Phoenix, Sacramento</td>
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<td>Mckenzie, Katy</td>
<td>Physical Education</td>
<td>A.A., Modesto Junior College; B.A., CSU Fresno; M.A., St. Mary’s College</td>
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<td>Meador, Dianne</td>
<td>Chemistry</td>
<td>B.S., University of Wisconsin; Ph.D., UC Davis</td>
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<td>B.A., University College, Ireland; M.A., CSU Sacramento</td>
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<td>Nursing</td>
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<td>Merkel, Sydney Ann</td>
<td>Humanities</td>
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<td>English</td>
<td>B.A., Westmont College; M.A., UC Davis</td>
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MESSER, CARTER-RYAN (2001) Mathematics  
M.A., B.S., UCLA  

B.S., Southern Illinois University; M.A., CSU San Bernardino; M.S., Golden Gate University; Ph.D., La Salle University;  

MILLER, BONNIE (1998) Counseling  
B.S., M.S., CSU Sacramento  

A.A., American River College; B.A., M.S., CSU Sacramento  

MILLER, JANET H. (2005) Biology  
B.A. Idaho State University and Brigham Young University; M.S., CSU Sacramento.  

MITCHELL, MATT (2003) Mathematics  
B.S., U.C. Davis; M.A., CSU, Sacramento  

MOKHTARZADA, SHAHLA (1992) Sociology  
B.A., M.S., M.A., Ph.D., UC Davis  

MOLINA-KANAE, MARTINA (2005) Counseling  
M.S., University of LaVerne  

B.A., M.A., CSU Sacramento  

MOORE, JUSTIN A. (2005) Biology  
B.S., CSU Fresno; M.S., UC Davis; M.A.  

MORENO, MINERVA (1993) Engineering  
B.S., University of Morelos, Cuernavaca, Mexico; M.S., University of Waterloo, Ontario, Canada  

A.A., Shasta Junior College; B.A., CSU Chico; M.A., University of San Francisco  

B.S., M.B.A., University of Colorado  

MURAKAMI, DEAN M (1990) Psychology  
B.A., Harbor Junior College; B.A., CSU Long Beach; Ph.D., UC Riverside  

B.S., M.A.T., UC Davis; M.A., Univ. of Hawaii, Manoa  

B.S., Cal Poly, Pomona; M.B.A., CSU Turlock  

NEAL, ROBIN (2000) Dean, Enrollment Services  
B.A., University of La Verne; M.A., Saint Mary's College  

NEGLEY, JAMES P. (1970) Recreation  
B.A., CSU Sacramento; M.A. Central Michigan University; Ph.D., Brigham Young University  

NIELSEN, BETTY (1988) Art New Media  
B.F.A., Minneapolis College of Art and Design; M.F.A., UC Davis  

NELSON, ELIZABETH L. (2005) Psychology  
B.A., Trinity University, San Antonio; M.A., UC Santa Barbara; Ph.D., Oklahoma State University, Stillwater  

B.M., University of the Pacific-Tallahassee; M.M., University of the Pacific, Tallahassee; Ph.D., Florida State University  

NOBLES, GLORIA J. (1990) Computer Information Science  
B.S., Tennessee State University, Nashville; M.S., National University, Sacramento  

B.S., M.S., Tuskegee Institute; M.B.A., Golden Gate University; Ed.D., University of San Francisco  

NORDELL, RANDALL (2005) Business  
B.S., CSU Stanislaus; M.A., Fresno Pacific University; Credential, CSU Fresno; Ed.D., Argosy University  

NUGENT, MARY LOU (1999) English  
B.A., CSU Hayward; A.B. UC Berkeley; M.A., CSU Sacramento  

R.N., B.S.N., P.H.N., UC San Francisco; M.S., Chapman College  

B.S., M.A.T., UC Davis  

O'NEAL, JEFFERY (1998) Director, Applied Biotechnology  
B.S., M.S., Southern Illinois University  

OREY, RALPH R. (1970) Physical Education  
B.A., Eastern Washington State College; M.A., Stanford University  

OWINGS, COLLEEN (1996) Vice President of Instruction  
B.A., Pacific Lutheran University; M.S., Western Oregon State  

OTT, LYNN M. (2001) Biology/Health Science  
B.A., University of Pacific; M.A., Ph.D., UC Davis  

PANTOJA, ANDREA (2003) Psychology  
B.A., Federal University of Pernambuco, Brazil, M.S., Ph.D., University of Utah  

B.A., M.A., CSU Sacramento  

PATT, BRUCE E. (1974) Dean, Outreach & Information  
B.A., M.A., CSU Sacramento  

PEARSON, RUDY N. (1995) History  
B.S., Fresno Pacific College; M.S., Ph.D., Washington State University  

PERRAULT, PRISCILLA (1988) Counseling  
B.A., M.A., CSU Sacramento  

B.S., M.S., UC Davis  

PETERSON, MARTI ANN (2003) College Nurse  
B.S.N., CSU Sacramento; M.S./F.N.P., CSU Sacramento/UC Davis  

B.S., Portland State University; M.S., Stanford University  

PETERSON, SUSAN E. (2001) Nursing  
B.S.N., Statewide Nursing; M.S.N., UC San Francisco  

POLLARD, MARGARET P. (2001) Accounting  
B.A., UCLA; M.B.A., CSU Sacramento  

B.A., M.S., CSU Sacramento  

POON, GORDON (1999) Vice President, Student Services  
B.A., Saint Mary's College; M.S., University of Southern California
POTTORFF, CAROL J. (1983)  
B.A., University of Arizona; M.A., CSU Sacramento  
Reading

PROAPS, ROBERT (1967)  
B.S., J.D., University of San Francisco  
Business

PURCELL, CHARLES W. (1975)  
B.S., California State Polytechnic University, San Luis Obispo; M.A., CSU Sacramento  
Horticulture

QUINTERO, ROBERT A. (2000)  
B.A., M.S., San Francisco State University  
Counseling

RAMIREZ, RICHARD A. (2000)  
B.A., CSU, Northridge; M.S., San Francisco State University  
Counseling

RAMOS, FRANK S. (1979)  
B.V.E., M.A.V.E., CSU Consortium, Sacramento  
Welding

RASOR, LORI T. (2000)  
B.A., M.S., CSU Sacramento  
Counseling

RAU, MARK J. (2000)  
B.A., University of Massachusetts; M.A., University of Wisconsin  
English as a Second Language

READ, KATHLEEN A. (1987)  
B.A., M.A., CSU Sacramento  
Learning Resources Center

REED, MELINDA W. (2001)  
B.A., M.A., CSU Sacramento  
English as a Second Language

REESE, MARK ALAN (2003)  
A.A., American River College  
Welding

REITZ, NANCY (1981)  
B.A., Kalamazoo College; M.S., UC Davis  
Chemistry

RENNER, PHILIP D. (1970)  
B.A., San Francisco State University; M.S., Oregon State University  
Geography

RESKE, MARSHA H. (2001)  
A.A., Santa Rosa Junior College; B.S., State University of New York; M.A., Nova Southeastern University  
Beacon/LRC Coordinator

RICHEY-WARD, DIANE (2000)  
B.A., CSU Hayward; M.A., CSU Sacramento  
Art

RIDGEWAY, THEODORE A. (2000)  
B.A., Amherst College; M.A., University of Wisconsin  
Math

RIVERA, RAFAEL (2005)  
B.A., UC Davis; M.S., CSU Sacramento; Credential CSU Sacramento  
Counselor

ROADCAP, GORDON (2002)  
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English

ROBBINS, MINA M. (1967)  
B.S., UC Berkeley; M.S., Ph.D., UC Davis  
Psychology

ROBERTS-LAW, LISA E. (1991)  
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Counselor

RODGERS, KATHERINE G. (2005)  
B.A., Smith College; Ph.D., Yale University  
English

ROLLER, JUDITH L. (1990)  
B.A., UC Davis; M.S., CSU Fullerton; M.S., CSU Los Angeles  
Reading

ROONEY, SUE ANN (1989)  
B.A., CSU Sacramento; M.A., St. Mary’s College  
Reading

ROSE, RONALD K. (1970)  
B.S., M.S., Cal Poly  
Mathematics

ROSENTHAL, RACHEL E. (1994)  
B.S., Oklahoma State University; M.S., UC Davis; M.A., CSU Sacramento  
Dean, Plan., Res. & Dev.

ROY, RINA B. (1991)  
B.S.C., University of Calcutta, India; Ph.D., University of Florida  
Chemistry

ROY, DEBOLEENA (2001)  
B.S., M.S., Jadavpur University, India; Ph.D., Texas Tech University  
Chemistry

RUBIO, CHRISTIE E. (1988)  
B.A., M.A., CSU Sacramento  
English

RUEDAS, MANUEL (1988)  
B.A., Solano Community College; B.A., UC Davis; M.S., CSU Sacramento  
Counseling

RUSSELL, GAIL (2002)  
B.A., San Francisco State University  
Theatre Arts

RUTAGANIRA, THOMAS (2000)  
M.S., National University of Zaire; M.S., Ph.D., UC Davis  
Math

RYTHER, CHRISTOPHER (2005)  
A.A., Santa Barbara City College; B.S., Central Washington University; Ellensburg; M.S., St. Mary’s College  
Paramedic

SABZEVARY, IRAJ (1999)  
B.A., National University; M.A.; CSU Sacramento  
Computer Information Science

SACCO, TANJA L. (2005)  
B.S., Biola University, La Mirada; M.A., CSU Fullerton  
Math

SACHAU, MICHAEL (2005)  
B.A., Sacramento City College; B.A., UC Davis; M.S. CSU Sacramento  
Counselor

SAKAKIHARA, PAUL (1975)  
B.A., UC Santa Barbara; M.S., University of Southern California  
EOP&S Counselor

SALLADARRE, RAYMOND (2003)  
B.A., Lycee Hotelier des Pyrenees  
Hospitality Management

SAMAAN, MARY W. (1976)  
B.A., Cairo University, Egypt; M.S., CSU Sacramento  
Human Services

SANDER, ELMER J. (1962)  
B.S., University of Arizona  
Mathematics

SANDERS, PHILLIP (1998)  
B.A., M.A., Chadron State College  
Student Activities Coordinator

SCHENONE, JANINE L. (2001)  
B.A., Northwestern University, Illinois; M.A., UC Davis  
English

SCHNEIDER, HAROLD (1990)  
B.A., University of Omaha; M.F.A., UC Irvine  
English

SELF, DIAN E. (1996)  
B.A., M.A., CSU Sacramento  
History

SESSANO, NANCY (1988)  
B.A., M.S., CSU Sacramento  
Psychology/Human Services

SENNA, DEBORAH (1990)  
A.A., American River College; B.A., M.A., CSU Sacramento  
English
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SHAHROK, RENEE (1997)  Biology
B.S., M.S., UC Davis

SHELDON, MICHAEL (2003)  Art
B.A., University of Nevada, Reno, M.A., CSU Sacramento, M.F.A., UC Davis

SHOEMAKE, LINDA (1996)  Librarian
A.A., American River College; B.A., CSU, Sacramento; M.L.S., San Jose State University

SHUBB, ALISA M. (1998)  Speech
B.A., M.A., UC Davis

SIEGFRIED, RODNEY D. (1982)  Dean, English
B.A., CSU, Hayward; M.A., San Francisco State University

SIFTA, DAVID (1991)  Design Technology
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SIPES, JAMES M. (2001)  Automotive Technology
A.A., Sierra College

STEWART, MARCIA B. (1987)  Nursing
B.S.N., M.S.N., Duke University

STEWART, MARK A. (1992)  Psychology
B.S., Brigham, Young University; Ph.D., University of Norte Dame

STOCKDALE, GEOFFREY P. (2002)  Speech
A.A., Sacramento City College; B.A., M.A., CSU Sacramento

STOEHMANN, MATTHEW (2002)  Art New Media
B.F.A., State University of New York; M.F.A., Ohio University

B.B.A., B.A., McKendree College; M.A., Southern Ill. University; M.B.A., Golden Gate University

STURM, TIMOTHY (2002)  Library
B.A., Arizona State University; M.A., University of Arizona

SUKKARY-STOLBA, SOHEIR (1976)  Anthropology
B.A., Cairo University, Egypt; M.A., CSU Sacramento; Ph.D., UC Davis

B.S., U.S. Air Force Academy; M.A., UCLA

SWEET, MICHAEL (1999)  Biology
B.S., University of Iowa; M.A., UC Santa Cruz

TABARES, TRESSA (2002)  Political Science
B.A., E. Connecticut State University; M.A., Ph.D., UC Davis

THAMES, BRENDA (2002)  Matriculation Coordinator
B.A., UC, Berkeley; M.S.W., M.P.A., University of Southern California

B.A., UC Berkeley; M.A., San Jose State University; Ph.D., Washington State University

THILGEN, CHRISTINE (1997)  Legal Assisting
A.D.N., San Joaquin Delta; J.D., University of the Pacific, McGeorge School of Law

THOMAS, DIXIE (1997)  Early Childhood Education
B.A., CSU Chico; M.A., CSU Sacramento

A.A., American River College; M.S., National University; B.A., CSU Chico

B.M., Wichita State University; M.M., D.M.A., University of Southern California

THOMSEN, CHARLES E. (1999)  Geography
B.A., UCLA; M.A., CSU Chico

TORRANO, MARY E. (2001)  Biology
B.A., San Joaquin Delta; B.S., UC Davis; M.A., San Francisco State University

TUBEROS, KATHLEEN (1997)  Physical Education
B.A., CSU Fresno; M.A., Azusa Pacific University

TOWERS, ROBERT (1964)  Physical Education
B.A., Mesa Junior College, B.A, Colorado State College, M.S., Syracuse University
B.S., University of Washington; M.S., New Mexico State University; Ph.D., UC Davis

TUCKER, JEFFREY (1985) Theatre Arts  
B.A., Whitworth College, Washington; M.F.A., Smith College

UNMACK, CYNTHIA (2004) Political Science  
B.A., CSU, Fullerton; M.A., CSU, Sacramento; Ph.D., UC, Davis

B.V.E., CSU; Graduate of California Culinary Academy

VALLE, JESUS (2002) English  
A.A., Central Arizona College; B.A., M.A., Stanford University

WADDELL, WILMOND (1985) Earth Science  
B.A., UC Santa Barbara; M.S., University of Utah

WADDELL, WILMOND (1997)  
B.S., North Central University, M.A., CSU Dominguez Hills; Ed.D., Argosy University

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WADDLE, WILMOND (1985)  
Coord., Basic Acad., SRPSTC

B.S., M.A., UC Davis

WALKER, PAMELA D. (2001) Associate VP of Instruction  
B.S., Eastern Oregon State College; M.A., CSU Sacramento; Ed.D., University of San Francisco

WALTON, TRUDY J. (2006) Associate VP of Student Success  
B.S., Cal Poly; M.S., National University

WARD, SUE E. (1998) Gerontology/Psychology  
A.A., Golden West College; B.A., San Francisco State University; M.A., CSU Sacramento

WARMAN, JAMES L. (1971) Respiratory Care  
R.R.T., B.A., UCLA; M.A., CSU Sacramento

WATSON, JANE S. (2001) Reading  
A.A., Fresno City College; B.S., K-12 CSU Fresno; M.A., CSU Sacramento

WEINER, JOSHUA J. (2005) History  
B.A., UC Santa Cruz; M.A., Ph.D., Northeastern University

WEISSBART, BRIAN (2005) Chemistry  
B.S., UC Riverside; Ph.D., UC Davis

WILLIAMS, SAMUEL (2000) Theatre Arts  
B.A., Slippery Rock University, Philadelphia; M.F.A., UC Davis

A.A., Sacramento City College; B.A., CSU Sacramento; Ed.D., University of San Francisco

WOOLSEY, MARCELLA J. (1998) Biology/Anatomy/Physiology  
B.A., Southern College, Tennessee; M.A., Loma Linda University; Ph.D., UC Davis

B.A., M.A., Queens College, City University of New York

WON, DEAN K. (2005)  
B.A., San Joaquin Delta College; B.S., UC Davis; M. Ed., University of the Pacific, Stockton; Ph.D., UCLA

WORLEY, KATRINA M. (2005) Anthropology  
B.A., M.A., CSU Sacramento

WRIGHTSON, WILLIAM C. (1991) History  
M.A., UC, Santa Barbara

YAMAMURA, WHITNEY I. (1991) Dean, ARC Natomas Center  
B.S., M.A., CSU Sacramento

YASUDA, TAMI (1976) Physical Education  
B.A., M.A., CSU Sacramento

YOUNG, JIAYI DIANA (2001) Art New Media  
B.A., Lawrence University; M.S., Kansas State University; M.F.A., Washington State University

A.A., Sacramento City College; M.H.A., B.H.S., Chapman University

YOUNG, SHIH-WEN MICHAEL (2003) Physics/Physical Science  
B.S., National Taiwan Normal University; Ph.D., Kansas State University; Manhattan

YOUNGS, CYNTHIA A. (2001) Reading  
B.A., Winona State University; M.A., Oakland University, Michigan

ZADRA, JOANNA (1999) English as a Second Language  
B.A., Stanford University; M.A., CSU Sacramento

M.S. & B.S., UC Berkeley

ZARZANA, LINDA (1989) Chemistry  
B.S., UC Davis; M.S., CSU Sacramento
I. **Preamble**

(Approved by the Los Rios Community College Board of Trustees, June 3, 1970, revised March 6, 1996).

The policy statement below, relating to students’ rights and responsibilities is based upon three fundamental concepts:

A. College students, citizens of the United States and foreign guests are members of the academic community. They have the same rights and freedoms that all citizens have as students, and must comply with federal and state laws and statutes. In addition, students must also comply with Los Rios Board policies and individual college rules and regulations.

B. The president of a college in the district serves as the chief administrator of the college and is responsible for the overall supervision of the operation of the college in conformity with the directives and duties as defined by the district chancellor and consistent with the policies of the Board of Trustees.

C. In any conflict relating to student discipline, students shall be informed in writing of charges to be brought against them and be given an opportunity to defend these charges.

II. **Students’ rights**

In the context of these concepts, students’ rights consist of the following:

A. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval except as provided by published district policy, statutes, or campus regulation. These publications shall do the following:

1. Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

2. State on the editorial page that the opinions expressed are not necessarily those of the college or the student body.

B. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.

C. Students shall have the right to hear speakers on any subject and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on each campus subject to regulations that assure the regular functioning of the institution. The policies and regulations shall include reasonable provisions for the time, place and manner of conducting these activities, but shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia. Expression which is obscene, libelous or slanderous according to current legal standards, 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 or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited.

D. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and to join student organizations subject to published campus and district regulations.

E. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision making that affects their academic future with the exception of staff appointment, termination and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by a campus-designated student, faculty, administrative committee. In addition, student representatives shall be members of all faculty and administrative committees related to students’ concerns; such student representatives shall have a vote as committee members.

F. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students’ records will be released only on the written consent of the students or as provided by law.

G. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time, however, students are responsible for maintaining standards of academic performance established in advance for each course in which they are enrolled.

H. Students shall have the right to file a grievance as outlined in the procedures of the District Student Grievance Policy, in the event of an alleged breach of their rights. (See Policy# P2412, R2412)

III. **Students’ responsibilities**

Admission to college assumes the expectation that the student will be a responsible member of the college community; will obey the law; comply with the published rules and regulations of the college; respect the rights, privileges and property of the other members of the college community; and not interfere with legitimate college affairs. Students will assume the responsibility for their conduct. In the case of student conduct which involves an alleged or proven violation of criminal law, the disciplinary authority of the college will not be used to duplicate the function of criminal authority. Disciplinary action may be taken if the conduct also involves a violation of district or campus policy.

IV. **Student conduct code**

The California Education Code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules and regulations. (Section 66300, Chapter 5 Rules of Student Conduct; E.C. 76030 Authority to suspend or expel.)

All students enrolling at American River College assume an obligation to abide by all College rules and regulations. These regulations are described in the Los Rios Community College District Board of Trustee Policies, Section 2400 Student Rights and Responsibilities/ 2440 Standards of Conduct and Due Process. Students who choose not to abide by these standards will be subject to college sanctions and disciplinary measures.

The president of the college may authorize the suspension of a student for good cause (E.C. 76033) which is defined for numerous offenses which includes:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

4. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.

5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

7. Good cause is further defined, but is not limited to the following:
   a. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression and distribution of materials.
   b. Obstruction or disruption of teaching, research, administrative disciplinary procedures or other college activities, including its community service activity, or of other authorized activities on college-controlled premises.
   c. Theft of or non-accidental damage to property of the college or a member of the college community or campus visitor while on campus or at college-sponsored events.
   d. Unauthorized entry to or use of college facilities.
   e. Dishonesty, such as cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identifications.
   f. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or designated representative.
   g. Use, possession, distribution or being under the influence of alcoholic beverages, narcotics or dangerous drugs on college property or at college-sponsored events.
   h. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
   i. Violation of any order of a College President, notice of which has been given prior to such violation, and when order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the college newspaper, by posting on an official bulletin board designated for this purpose or by any other means reasonably calculated to inform students of its provisions.
   j. Attempting to do any of the causes for disciplinary action identified above.
   c. Knowingly and without permission use or cause to be used computer services.
   d. Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.
   e. Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user of a computer, computer system or computer network.
   f. Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.
   g. Knowingly and without permission access or cause to be accessed any computer, computer system or computer network.
   h. Knowingly introduce any computer contaminant into any computer, computer system or computer network.

No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance, or pursuant to Penal Code Section 502 or other laws specifically authorizing such.

V. Student Grievance Policy

The Student Grievance procedure shall be available to any student who believes an action or decision of the district or college staff has adversely affected his/her status, and/or rights as outlined under II. STUDENTS’ RIGHTS. Grievances relating to grades are subject to Education Code 76224 (a) which reads:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

The complete text of the district’s policy, regulation, and timeline on Student Grievance is available in the office of the Dean of Enrollment Services. Students who wish to exercise a grievance can receive policy and procedural steps from the Dean of Enrollment Services.

The College Student Grievance Officer may assist the student in the procedural steps of a student grievance. The name and location of the College Student Grievance Officer can be obtained from the office of the Vice President, Student Services.

(Revised by Los Rios CCD Board of Trustees, July 8, 1992)

VI. Sexual harassment

Sexual harassment policy

It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and work place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Where evidence of harassment is found, appropriate corrective action shall be taken.
Definition of sexual harassment

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.

3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

B. For the purpose of further clarification, sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.

2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

3. Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.

4. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Complaint procedure and impact

Any individual who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the District’s Affirmative Action Regulation R-2423. Throughout the procedures, the College President and the College/District Affirmative Action Officers will insure that confidentially will be maintained and that due process will be followed with respect to both parties. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student. In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action will be taken. Sexual harassment policy, procedural steps and forms are available from the campus Equity Officer, Dr. Pam Walker, Associate Vice President, Instruction at 484-8405.

VII. Student and family access to records

The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students and parents of dependent students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the office of the Dean of Enrollment Services.

District Regulation 2265 provides for the release, without student consent, of Student Directory Information, i.e. student’s name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended. In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student’s name, address and telephone number for recruitment purposes. Students have the right to refuse the release of directory information by submitting a written statement to the Admissions and Records Office.
American River College is a drug-free campus

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. We therefore ask you to actively support the creation of a drug and alcohol free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse. If you or someone you know is having problems with alcohol or drugs, contact one of the agencies listed on this page.

District policy

Los Rios Community College District policy 2443 states that the District “...is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and a drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989”.

Legal sanctions

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance. Controlled substances include; cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

If you abuse drugs of alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, you can be suspended, expelled, and/or criminally prosecuted. The penalties for the more common offenses are:

- Possession or use of alcohol: year in jail and/or fine
- Possession of marijuana (oz): criminal citation and fine
- Possession of cocaine: imprisonment in a state prison
- Sales of any illegal drug: imprisonment in a state prison
- Possession or use of alcohol by a minor; one year in jail and/or fine
- If you are a student employee, you may be terminated
- You are required to report any convictions within five days of the occurrence
- You will be ineligible for financial aid

Health consequences

Occasional misuse may cause:

- Impaired learning due to drowsiness, memory loss and indifference to academic achievement.
- Impaired judgment leading to accidents, unwanted pregnancy, sexually transmitted diseases, violent behavior, and financial problems
- Any drug used intravenously can spread AIDS or hepatitis.

Use or misuse of controlled substances can lead to overdose, sudden death, liver disease, psychological disorders, brain damage; long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

For confidential assistance and referral:

- On Campus Counseling .................................................. 484-8572
- Sacramento County Alcoholism & Drug Programs .......... 875-5736
- Alcoholics Anonymous ...................................................... 454-1100
- The Effort, Inc. ............................................................... 325-5556
- Chemical Dependency Center for Women ...................... 448-2951
- Narcotics Anonymous ..................................................... 732-2299
- New Horizons Counseling Center .................................. 485-1211
- People Reaching Out ...................................................... 971-3300

Smoking policy

It is the American River College policy that no smoking be permitted inside buildings, or outside within 30 feet of building entrances. This policy is to be enforced through common courtesy.
Reporting Sexual Assault

1.0 Procedure

1.1 It is the objective of the College, in accord with EC67385, that students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the College shall receive information and referral to treatment. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

2.0 Notification

2.1 Any student, faculty or staff member who is a victim of sexual assault at a College facility as defined above should notify the Campus Police Department. With the consent of the victim, the Campus Police Department will notify the Dean of Student Services and Campus Health Center.

3.0 Legal reporting

3.1 Pursuant to legal requirements the Campus Police Department will notify the appropriate local law enforcement agency of the reported sexual assault.

3.2 In accord with the Campus Crime Awareness and Security Act of 1990, the College, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publications/mailings.

3.3 In case of violent crimes considered to be a threat to other students and employees, the College shall make timely reports, respecting the confidentiality of the victim, to the College community in a manner that will aid in the prevention of similar occurrences.

4.0 Campus services and resources

4.1 Upon notification of a sexual assault, the Campus Police Department will make available to the victim a description of campus resources and services available to the victim as well as appropriate off-campus services. This listing of resources and services shall be updated each September 1 or more frequently as required.

4.2 The listing of resources and services shall be available through the Campus Police Department, the Counseling Center and the Health Center.

4.3 A victim of sexual assault shall be provided with information about the existence of at least the following options: criminal prosecutions, civil prosecutions, the disciplinary process through the college, the availability of mediation, academic assistance alternatives, and mental health counseling.

5.0 Case management

5.1 A victim of sexual assault shall be kept informed by the College President/designee of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.

5.2 The Counseling Center and Health Center shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

6.0 Confidentiality and requests for information

6.1 The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students and parents will be handled by the College Public Information Office in accord with these regulations, the Family Educational Rights and Privacy Act applicable California Education and Administrative Code sections, and Los Rios Community College District Policy.

7.0 Dissemination of Procedure

7.1 These procedures shall be published in all student, faculty and staff handbooks and shall be given to any student or employee who is the victim of sexual assault.
Safety at American River College is everybody's business. Students, staff and faculty are partners with the college in creating an atmosphere that is safe and encourages learning. American River College is a diverse community within a community. During the school year, we have over 30,000 students, 350 full-time faculty, over 365 part-time faculty and a support staff of 223 working together. At the same time, the college is very much a part of the greater Sacramento metropolitan area.

The college, in accordance with its mission statement, is a community center for lifelong learning through education, cultural, and recreational programs. Many community members visit and use the services the college offers seven days a week. The college strives to be accessible to the community and welcomes the use of its facilities.

No community, of course, can be totally risk-free in today's society. American River College strongly believes it has a major role in providing a safe learning environment, but, also, is realistic enough to recognize that students, staff and faculty must come together in a strong partnership and use common sense precautions to reduce the opportunity for criminal/anti-social activities. Crime happens in our society. We have no magical formula to stop it at our campus. Thefts, assaults and other crimes happen at American River just as at any other college campus.

To reduce the possibility that any student may be exposed to potential hazards, American River College has taken many steps, described herein, to reduce whatever risks there may be. All of us can further reduce risks by thinking about personal safety and taking common sense precautions.

Safety programs at American River College are under the direction of the Director of Administrative Services. We have a proactive approach to campus safety that is best viewed as education, prevention and our ability to respond to questionable events.

**Education**

The key to crime prevention is an awareness gained through education. At American River College, the college Police department, staff, faculty and students work together and take responsibility for their own safety and are ready to help others in time of need. This is a very potent force.

The vast majority of incidents on college campuses can be avoided if the college population recognizes they are potential victims and take basic precautions, such as using the "buddy system" when walking at night, locking car doors and not leaving valuables unattended. The College Police department is available to meet with groups or individuals and discuss anti-crime tactics or any anti-social activities.

American River encourages reporting of all crimes, even minor crimes, and any suspicious activity. The College Police department would rather have a hundred unfounded calls of suspicious activities than miss one call when a crime is occurring. We need to know about crimes that occur. If we are not informed of a crime, we cannot advise and help students and staff. Crimes occurring on campus should be reported immediately to a College Police Officer. When appropriate, the College Police will contact the Sacramento Sheriff's department for assistance and/or to conduct an investigation. A College Police report will be made; a copy of the report will be made available to the reporting individual provided he/she is the victim of the crime. Officers may be contacted by telephone or by coming to the College Police office located on the west side of the Gym parking lot.

College police officers are available to address classes about prevention of crime. Additionally, the Student Association has hosted forums on crime prevention at which outside experts as well as college police officers have offered common-sense approaches to avoid becoming a victim of a crime. American River College offers a major in Chemical Dependency Studies which is accredited by the California Alcoholism and Drug Counselors Educational Program. American River College is committed to a drug-free campus. Violators will be subject to disciplinary procedures.

Forums are held throughout the year by the campus Health Center and Student Association on issues of substance abuse. A special program, the Beaver Athletic Assistance Program, has been developed to offer support and advise to student athletes on drug and alcohol abuse. The college offers its facilities for weekly meetings of Alcoholics Anonymous and Narcotics Anonymous. These meetings are offered at times convenient for students and advertised widely to students.

This information is updated annually and is available to all students, employees and applicants. Additional information is available from College Police personnel. Any serious crime involving potential bodily harm will be reported promptly to staff and students.

**Prevention**

The college actively supports crime prevention through a number of programs. These include:

- **Emergency automotive assistance.** While not mechanics, campus police officers are equipped and trained to start cars with dead batteries or unlock non-electric car doors when keys have been left inside the automobile. Proper identification is required for the performance of these services.

- **Lighting.** A major effort has been made to upgrade the lighting in the interior of the campus to reduce areas of darkness. Continuing progress is being made on upgrading the lighting in campus parking lots.

- **Firearms.** Firearms are not permitted on campus except for professional law enforcement officers. Persons with firearms on campus will be subject to disciplinary action. (LRCCD Regulation 2441)

- **Alcohol.** Consumption of or being under the influence of alcohol while on campus is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2443)

- **Emergency telephones.** Outdoor emergency telephones are strategically located throughout the campus. These phones are marked and easily identified by a blue light. When accessed, these emergency telephones will automatically connect the caller to the College Police department.

- **Illegal drugs.** The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2441 and 2443)

- **Sexual harassment.** Sexual harassment in any situation is unacceptable and is in violation of state and federal laws and regulations. Corrective action will be taken where evidence of sexual harassment is found. (LRCCD Policy 2423)

- **Hate violence.** Any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group will not be tolerated. Appropriate action will be taken where evidence of hate violence is found.

- **Sexual assault.** In accord with California Education Code section 67385, students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the college shall receive information and referral to treatment. The campus procedure relative to incidents of sexual assault is contained in student/staff handbooks, class schedules and in the counseling and campus health centers.
Los Rios Police Department
American River College crime statistics 2002-2004

<table>
<thead>
<tr>
<th>Offense type</th>
<th>Total on-campus</th>
<th>Non-campus buildings</th>
<th>Public property*</th>
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<td>Aggravated Assault</td>
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<td>Arson</td>
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<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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<td>Manslaughter-Negligent</td>
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<td>Murder &amp; Non-Negligent Manslaughter</td>
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<td>Robbery</td>
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<td>Sex Offenses-Forcible</td>
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<tr>
<td>Sex Offenses-Non-Forcible</td>
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<td>Liquor Law Violations (arrests)</td>
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<td>Drug Abuse Violations (arrests)</td>
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<tr>
<td>Weapons Possession (arrests)</td>
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<td>1</td>
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<td>Hate Crimes (by prejudice)</td>
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<td>(Race)</td>
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<tr>
<td>(Gender)</td>
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<td>(Religion)</td>
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<tr>
<td>(Disability)</td>
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</table>

*Information provided by the Sacramento Sheriff’s Department. Sacramento Police statistics pending.

- Computer Related Crimes. Tampering, interference, damage and unauthorized access to lawfully-created computer data and computer systems is a violation of Penal Code 502 (LRCCD Policy 2441.)

Response

American River College employs P.O.S.T. certified police officers and community service officers who have public safety experience and are sworn peace officers under California Education Code 72330. While on campus, they are empowered to conduct investigations and make arrests for violations and infractions they observe. They are responsible to assist in providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations, and promoting crime prevention. All campus police officers have current certification in CPR and first aid.

The officers patrol in fully equipped vehicles and are dispatched through a central communication center. At those times when there is no dispatcher (after 10 p.m. and on weekends), the officers are available by cellular telephone at 764-7860.

The College Police department coordinates its activities with the Sacramento Sheriffs department. All officers are in radio communication with the Sheriffs department while on duty.

Los Rios Police Department

On-Campus crime statistics 2002-2004
(Offenses listed below are not required to be disclosed by the colleges under the Clery Act)

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<thead>
<tr>
<th>Offense type</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Grand Theft (theft value over $400)</td>
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<td>Petty Theft (theft value under $400)</td>
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<td>Bicycle Theft (numbers are reflected in Grand/Petty Theft categories)</td>
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<tr>
<td>Theft from Vehicle</td>
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<tr>
<td>Vandalism</td>
<td>37</td>
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## Patrons Chair Award for Faculty

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<th>Date</th>
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<tbody>
<tr>
<td>1962</td>
<td>Louis Heinrich</td>
<td>Biology</td>
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<tr>
<td>1964</td>
<td>Douglas Burris</td>
<td>Business</td>
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<tr>
<td>1965</td>
<td>Robert Frank</td>
<td>Philosophy</td>
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<td>1966</td>
<td>Guilbert DuMont</td>
<td>Philosophy</td>
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<tr>
<td>1967</td>
<td>James Worthersoe, Ph.D.</td>
<td>History</td>
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<tr>
<td>1968</td>
<td>Dorothy Edwards</td>
<td>Business</td>
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<td>1969</td>
<td>Donald Weiskopf</td>
<td>Recreation</td>
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<td>1970</td>
<td>Parks Whitmer, Ed.D</td>
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<tr>
<td>1971</td>
<td>Al Baeta</td>
<td>Physical Education</td>
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<td>1972</td>
<td>Bruce Swinehart</td>
<td>Biology</td>
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<td>1973</td>
<td>Charles Borowiak, Ed.D</td>
<td>Psychology</td>
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<tr>
<td>1974</td>
<td>Marjorie McLain</td>
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<td>1975</td>
<td>Jack Badaracco, Ed.D</td>
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<td>1976</td>
<td>John Lucena</td>
<td>Physical Education</td>
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<tr>
<td>1977</td>
<td>Ernest Droge</td>
<td>Electronics</td>
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<tr>
<td>1978</td>
<td>Katherine Stewart</td>
<td>Counseling</td>
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<tr>
<td>1979</td>
<td>Mary Lou Neasham, Ph.D</td>
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<td>1980</td>
<td>Bud Gardner</td>
<td>English</td>
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<td>1981</td>
<td>Jan Aldrich</td>
<td>Psychology</td>
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<td>1982</td>
<td>Louis Quint, Ed.D</td>
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<td>1983</td>
<td>Robert Striplin, J.D.</td>
<td>History/Political</td>
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## Patrons Meritorius Service Award for Classified Staff

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<tbody>
<tr>
<td>1979</td>
<td>Darlene McCormick</td>
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<tr>
<td>1980</td>
<td>Helen Demaree</td>
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<tr>
<td>1981</td>
<td>Peggy Feiten</td>
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<td>1982</td>
<td>Gerry Abel</td>
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<td>1983</td>
<td>Mary Lease</td>
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<td>1984</td>
<td>Bernice Baber</td>
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<td>1985</td>
<td>Margaret Heintz</td>
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<td>1986</td>
<td>Claire Haley</td>
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<td>1987</td>
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<td>1988</td>
<td>Epifania Fajardo</td>
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<td>1989</td>
<td>Lynn Couch</td>
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<td>1990</td>
<td>Carolyn Johnson</td>
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<td>1991</td>
<td>Sharon Helms</td>
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<td>1992</td>
<td>Stephen Perithman</td>
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<td>1993</td>
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<td>1995</td>
<td>Gin Ferro</td>
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<td>1996</td>
<td>Sharon Kelley</td>
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<td>1997</td>
<td>Marnell Nicknig</td>
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<td>1998</td>
<td>Sandra Cleary</td>
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<tr>
<td>1999</td>
<td>Charlene Parsons</td>
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<td>2000</td>
<td>Connie Ferrara</td>
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<td>2001</td>
<td>Margaret Cowan</td>
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<td>2002</td>
<td>Diane Cromwell</td>
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<tr>
<td>2003</td>
<td>Debby Ondricka</td>
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<td>2004</td>
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<td>2005</td>
<td>Dianne Ramos</td>
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<td></td>
<td>Regena Tiner-Miller</td>
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## Patrons Meritorius Service Award for Management Staff

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<td>1979</td>
<td>Max McDonald</td>
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<td>Dr. Jeanne Good</td>
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<td>1981</td>
<td>Richard Parker</td>
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<td>1982</td>
<td>Myron G. Nadolski</td>
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<td>1983</td>
<td>Richard V. Luchessi</td>
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<td>Dr. Khe Ba Do</td>
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