The information in this catalog was accurate as of March 14, 2007, and does not reflect changes that may have occurred since that time.
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In this section you will find:

- A welcome from the college president
- The 2007-08 academic calendar
- General information about the college
- Locations and maps
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
# 2007-2008 academic calendar

## summer session 2007

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>End Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins—1st session</td>
<td>June 11</td>
<td></td>
<td>Monday</td>
</tr>
<tr>
<td>Instruction begins—6-week/2nd session</td>
<td>June 25</td>
<td></td>
<td>Monday</td>
</tr>
<tr>
<td>Instruction begins—8-week/2nd session</td>
<td>June 18</td>
<td></td>
<td>Monday</td>
</tr>
<tr>
<td>End of 4-week/1st session</td>
<td>July 5</td>
<td></td>
<td>Thursday</td>
</tr>
<tr>
<td>Independence Day Holiday (College closed)</td>
<td>July 4</td>
<td></td>
<td>Wednesday</td>
</tr>
<tr>
<td>Instruction begins—4-week/2nd session</td>
<td>July 9</td>
<td></td>
<td>Monday</td>
</tr>
<tr>
<td>End of 6-week/1st session</td>
<td>July 19</td>
<td></td>
<td>Thursday</td>
</tr>
<tr>
<td>End of 8-week /1st session</td>
<td>August 2</td>
<td></td>
<td>Thursday</td>
</tr>
<tr>
<td>End of 4-week/2nd session</td>
<td>August 2</td>
<td></td>
<td>Thursday</td>
</tr>
<tr>
<td>End of 6-week/2nd session</td>
<td>August 2</td>
<td></td>
<td>Thursday</td>
</tr>
<tr>
<td>End of 8-week/2nd session</td>
<td>August 9</td>
<td></td>
<td>Thursday</td>
</tr>
</tbody>
</table>

## fall semester 2007*

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>End Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>August 25</td>
<td></td>
<td>Saturday</td>
</tr>
<tr>
<td>Saturday and Sunday classes begin</td>
<td>August 25, 26</td>
<td></td>
<td>Saturday, Sunday</td>
</tr>
<tr>
<td>Labor Day Holiday (College closed)</td>
<td>September 3</td>
<td></td>
<td>Monday</td>
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<tr>
<td>Veterans Day Holiday (College closed)</td>
<td>November 12</td>
<td></td>
<td>Monday</td>
</tr>
<tr>
<td>Last day to drop full semester classes</td>
<td>November 20</td>
<td></td>
<td>Tuesday</td>
</tr>
<tr>
<td>Thanksgiving recess (College closed)</td>
<td>November 22-25</td>
<td></td>
<td>Thursday-Sunday</td>
</tr>
<tr>
<td>End of semester</td>
<td>December 20</td>
<td></td>
<td>Thursday</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>December 21-January 1</td>
<td></td>
<td>Friday-Tuesday</td>
</tr>
<tr>
<td>Semester break</td>
<td>January 2-16</td>
<td></td>
<td>Wednesday-Wednesday</td>
</tr>
</tbody>
</table>

## spring semester 2008*

<table>
<thead>
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<th>Start Date</th>
<th>End Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>January 19</td>
<td></td>
<td>Saturday</td>
</tr>
<tr>
<td>Saturday and Sunday classes begin</td>
<td>January 19, 20</td>
<td></td>
<td>Saturday, Sunday</td>
</tr>
<tr>
<td>King’s Birthday Holiday (College closed)</td>
<td>January 21</td>
<td></td>
<td>Monday</td>
</tr>
<tr>
<td>Lincoln’s Birthday Holiday (College closed)</td>
<td>February 15</td>
<td></td>
<td>Friday</td>
</tr>
<tr>
<td>Washington’s Birthday Holiday (College closed)</td>
<td>February 18</td>
<td></td>
<td>Monday</td>
</tr>
<tr>
<td>Spring Recess (Limited office hours)</td>
<td>March 17-23</td>
<td></td>
<td>Monday-Sunday</td>
</tr>
<tr>
<td>Last day to drop full semester classes</td>
<td>April 20</td>
<td></td>
<td>Sunday</td>
</tr>
<tr>
<td>End of semester (Graduation)</td>
<td>May 21</td>
<td></td>
<td>Wednesday</td>
</tr>
<tr>
<td>Memorial Day Holiday (College closed)</td>
<td>May 26</td>
<td></td>
<td>Monday</td>
</tr>
</tbody>
</table>

*During Fall and Spring semester, classes are offered in additional formats to enhance student opportunity including but not limited to: 1st and 2nd eight week sessions; 1st, 2nd and 3rd five 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 11:30 p.m. for registration and adding and dropping classes, except when down due to maintenance.
Introduction

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.
**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) 485-6000
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.
In this section you will find:

- Application
- Assessment
- Orientation
- Counseling
- Registration
- Financial aid
**your first four steps**

You probably have many questions about becoming a student at American River College. You will find answers to these questions throughout this catalog, or through your discussion with your counselor, but as an incoming student, you need to be familiar with the four steps you will need to complete before enrolling in classes:

- **Step 1. Application**
- **Step 2. Assessment**
- **Step 3. Orientation**
- **Step 4. Counseling**

**step 1. application**

You may apply to ARC and enroll for classes here or at any of the other colleges in our district (including Cosumnes River College, Folsom Lake College, Sacramento City College) by going online to eServices through the ARC website [www.arc.losrios.edu].

Personal assistance is available at the ARC eServices Center, located on the north side of the cafeteria. Enrollment options are explained below.

Your online application will be processed quickly and you will soon receive information on how to proceed toward enrolling in classes.

**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.

**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.

**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 Enrollment Services 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.

**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 Enrollment Services Office.

**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 Enrollment Services Office at American River College.

Returning students
All students returning after an absence 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.

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.

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. Fees are also assessed based on the number of units (credit hours) in which the student has enrolled. See the “Fees” section of this catalog for more information.

Advanced education for high school students
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 the eligibility 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 the first day of the class the student wishes to take.

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.

Special resources for incoming students
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.

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 Enrollment Services, Counseling, the 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 disabilities. See the While You Are Here section of this catalog for more information.

**EOP&S/College Awareness/CARE Program**

Extended Opportunity Programs and Services (EOP&S) 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.

**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](http://www.arc.losrios.edu/reentry).

**Veterans**

The ARC Veterans Affairs Office, located in the Enrollment Services 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.

**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.

**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 by the identified deadline 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 help the students, with assistance from a counselor, determine the appropriate course placement 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
Student academic progress is monitored and when students seek a new educational goal or experience academic difficulty, a referral is made to see a counselor and/or the appropriate academic and student support service 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 post-secondary institution
   • declared no degree or occupational objective

Challenges to matriculation process
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.

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. All new American River College students are required to participate in the matriculation process (Assessment, Orientation and Counseling) with the exception of those who meet 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 non-disputed components. Students will be asked to sign a document acknowledging receipt of the above information.
step 2. assessment

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 (reading and writing), English as a second language, and mathematics. Testing services are available free of charge 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.

step 3. orientation

Orientation provides new students with important information about college programs and services, including explanations of key concepts that will help a student do better in their first months at ARC, and thus get off to a good start toward completing their educational goals. Orientation can be done in person or online, and information on these options is sent to students after they have applied.

step 4. counseling

All entering students are asked to meet with a counselor, in order to establish an educational plan that suits the student's needs and goals. 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 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, and 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.

enrolling in classes

Once you have applied for admission, you may enroll in classes—also called registering or 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.

It is not desirable or possible for the college to offer each course of instruction every semester, and therefore many of the classes listed in this catalog are not offered each term. The student should check the schedule of classes to determine if a class is to be offered in a given term. When a course is known to be offered only in a given term, the catalog course description includes the information.
special programs

The following programs offer alternative methods for working toward your educational goal, and offer help to students in both enrolling and registering for classes.

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 evening 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 563-3281 or [ACE@arc.losrios.edu].

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.

Evening and Weekend Transfer Academy
The evening and weekend Transfer Academy is designed for working students who wish to pursue a general education transfer degree or who wish to transfer to a four-year college or university.

The courses offered in the academy consist only of those courses that have been accepted in the Intersegmental General Education Transfer Curriculum. For more information refer to the college catalog.

Students should also plan on meeting with a counselor to investigate the Evening and Weekend Transfer Academy, to be assessed, and to learn more about the Associate of Arts degree in General Education Transfer.

The academy offers courses in six-week blocks year-around so that a student may complete all IGETC (transfer) requirements in the academy. With such an opportunity, a student may finish the entire IGETC in the evening and weekend academy in about a year. A student may take up to two courses per six-week session.

other helpful information

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.)

Concurrent enrollment
Students enrolled at American River College may concurrently enroll for college credit at another institution. Students requesting to have completed units considered towards a degree or certificate at American River College must submit an official transcript to Enrollment Services. Concurrent enrollment at another accredited college may impact a student’s eligibility for financial aid at American River College.

Childcare
Childcare is available to eligible students. See Other Services in While You are Here section.

Housing
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 [www.arc.losrios.edu/health].
Scholarships

ARC Foundation scholarships are provided to currently enrolled students 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 2006 over 200 scholarships totaling more than $120,000 were 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.

Student classification

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

Financial aid

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>
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<td>Books/Supplies</td>
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<td>Transportation</td>
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<td>Personal</td>
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</tr>
<tr>
<td>Fees</td>
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<td>728</td>
</tr>
<tr>
<td>Totals</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

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; and 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.
Sources of student financial assistance

Note: General financial aid programs are need-based. Eligibility is determined by application.

<table>
<thead>
<tr>
<th>Type</th>
<th>Federal</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Pell Grant*</td>
<td>Cal Grants A, B, C#</td>
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<tr>
<td></td>
<td>Scholarships</td>
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</tr>
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<td></td>
<td>Supplemental Educational</td>
<td></td>
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<tr>
<td></td>
<td>Opportunity Grant**</td>
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</tr>
<tr>
<td></td>
<td>Stafford***</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Work Study****</td>
<td></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>

* Not all Cal Grants are available to community college students.
* A federal entitlement grant program. Grant is determined by need, units and status.
** 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.
*** 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.
**** 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.

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. Students must:

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 or certificate 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.

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 loan payments

Loan checks are mailed to students in multiple disbursements. Students must be in good standing and be enrolled in a minimum of 6.0 units. Failure to successfully complete 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.
## AP (Advanced Placement) test scores

- Use of AP Test Scores for ARC Credit and GE determined by ARC policy. Use of AP Test Scores for IGETC determined by ARC and IGETC Policy.
- Use of AP test Scores for CSU GE Certification determined by CSU Policy (Lightly Shaded Area)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Scores</th>
<th>ARC Course</th>
<th>Credits</th>
<th>ARC GE Area</th>
<th>IGETC Area</th>
<th>Scores</th>
<th>CSU GE Area</th>
<th>Credits</th>
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<td>3,4,5</td>
<td>C1</td>
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<td>Biology</td>
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<td>BIOL 300</td>
<td>3</td>
<td>A</td>
<td>5B</td>
<td>3,4,5</td>
<td>B2 &amp; B3 (lab)</td>
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<td>BIOL 310 *</td>
<td>4</td>
<td>A</td>
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<td>B2 &amp; B3 (lab)</td>
<td>4</td>
</tr>
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<td>BIOL 400*</td>
<td>5</td>
<td>A</td>
<td>5B</td>
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<td>B2 &amp; B3 (lab)</td>
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<td>CHEM 305 or 400*</td>
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<td>5B</td>
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<td>**</td>
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<td>3,4,5</td>
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<td>3,4,5</td>
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<td>**</td>
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<td>Physics B</td>
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<td>4</td>
</tr>
<tr>
<td>Physics C (electricity &amp; magnetism)</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>3,4,5</td>
<td>B1 &amp; B3</td>
<td>4</td>
</tr>
<tr>
<td>Psychology</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>3,4,5</td>
<td>D9</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3,4,5</td>
<td>SPAN 401</td>
<td>4</td>
<td>B</td>
<td>6</td>
<td>3,4,5</td>
<td>C2</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>3,4,5</td>
<td>C2</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3,4,5</td>
<td>STAT 301</td>
<td>3</td>
<td>D2</td>
<td>2</td>
<td>3,4,5</td>
<td>B4</td>
<td>3</td>
</tr>
</tbody>
</table>

* with department approval upon review of lab reports
** must petition ARC department for credit; see a counselor for more information
11/8/2006
In this section you will find:

- Academic progress
- Fees
- Academic resources
- Student learning outcomes
- Campus life
- Campus security
- Student rights and responsibilities
educational progress

American River College’s academic standards and resources are intended to support a successful learning experience for all students.

We offer many services to help students achieve their educational goals. Students enrolled in degree or certificate programs are expected to demonstrate satisfactory academic progress as defined by the following three general policy requirements:

- Minimum Grade Point Average: Students must achieve and maintain the required grade point average.
- Credits Earned/Credits Attempted: Students must complete a minimum percentage of attempted credits per quarter.
- Degree/Certificate Completion: Students must complete the degree or certificate within the maximum credit limit.

The college recognizes the unique and diverse backgrounds and needs of its students, and while all students are held to the same level of academic excellence, students with special circumstances may petition for special consideration. Students enrolled in special programs are also required to follow the requirements specified by their funding agency. In addition, students receiving federal and/or state financial aid must follow the Financial Aid Satisfactory Progress Policies.

academic standards

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.

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.

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.

Change of address or name

Students must report a change of address immediately to Enrollment Services. Students will be held responsible for all misdirected mail if the address change was not provided. Change of name, social security number, and other information that would affect your student record must be reported in writing to the same office with the proper documents to substantiate the change.

grades and credit

Credit/Unit

The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, laboratory, and activity courses.

Grades and grade point average (GPA)

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (C or better), not computed in GPA</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than C), not computed in GPA but affects progress probation and dismissal</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete, not computed in GPA but affects progress probation and dismissal</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In progress, course transcends semester limitation</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal, not computed in GPA, but affects progress probation and dismissal</td>
<td></td>
</tr>
</tbody>
</table>

Grades and credit grading

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 Enrollment Services by the deadline published in class schedule. The equivalent of an A, B, or C received for the course will be recorded as

\[
\text{Grade Point Average (GPA)} = \frac{\text{Total grade points earned}}{\text{Total units attempted with a letter grade}}
\]

\[
\text{Progress Percentage} = \frac{\text{Total units with a W, I, and NC}}{\text{Total units enrolled}}
\]
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 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 an 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 grade of “in-progress” indicates that a course is still in progress and a final grade has yet to be assigned. 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 (letter) grade being assigned in lieu of the in-progress.

**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 Enrollment Services 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)**

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. See AP (Advanced Placement) Test Scores chart at end of Getting Started section for credit given and ARC course equivalencies.

**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 dis-enrolled 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 repeatability 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.

**Academic renewal without course repetition**

A student may petition to 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. A minimum of 12 consecutive months shall have elapsed since the end of the semester or summer session in which the work to be alleviated was recorded; and a minimum of twelve (12) semester units (or its equivalent) with a grade of C or Credit or better shall have been attained. The coursework must have been completed at a regionally accredited college.
2. Current educational objectives must be discussed with a counselor and the counselor’s recommendation must be included on the petition.
3. No more than 30 units of substandard grades may be discounted.
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 Dean of Enrollment Services.
7. Once elected, the academic renewal cannot be reversed.
8. Academic Renewal is not intended for courses that are required and/or will be repeated.

Academic renewal petitions are available in the Counseling Center.

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.

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.

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.

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 Grades and grade point average (GPA) in While You are Here section.

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 successive semesters.

Readmission following dismissal
A dismissed student may petition to the Dean of Student Services for permission to enroll 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.

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 Enrollment Services.

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 (see Catalog Rights in Programs of Study section) 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.

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.

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 $20 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. See the current class schedule for a full schedule of fees, or visit our website [www.arc.losrios.edu].

Non-resident tuition

Students who have not established legal residence in California will be required to pay a tuition fee in the amount of $193 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 $211 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.

Student Access Card/Universal Transit Pass (UTP) Fee

All students must pay this fee including those receiving BOG Fee Waivers. Students taking less than six units pay $5, students taking six to 11.9 units pay $10. Students taking 12 or more units pay $15. BOG students will be charged half this amount.

Exempted from this fee are students at the Public Safety Training Center, those who are part of the apprenticeship program, and UCD students taking classes at the Sacramento City College Davis Center.

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 Transportation in While You are Here section.

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.

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, Enrollment Services, 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.
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 Enrollment Services. 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.

academic resources

Athletic/Academic Support Services

Athletic/academic support service links student-athletes to academic support programs on the ARC campus. The academic support team will also provide follow-up on individual academic progress throughout the semester. This service is free to all student-athletes.

Beacon Program

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.

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].

ESL 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), Foreign Language and Athlete Academic Assistance.

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. Drop-in individual tutoring assistance is available fall and spring for students needing help for math classes in which they are enrolled.
Library
The ARC Library offers students a place for both research and study. With a quality book collection, scholarly journals, current newspapers, magazine articles, and online databases, the library is a great place to start any research project. Additionally, the library offers a learning environment by providing both individual study carrels and group study rooms. More than 100,000 items are available in the collection and additional materials are easily obtained from the other Los Rios colleges.

Students are welcome to study, search on a topic, use computers for research, and get help in finding information. Online access to the library’s catalog, e-books, and databases is helpful for researching from off campus [www.arc.losrios.edu/library].

The Reference Area, located on the lower level of the library, has 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. Further, ARC students can gain information literacy skills by enrolling in library classes and/or coming to orientation sessions on this lower level of the library. Thirty-minute research appointments are also available allowing students to meet one-on-one with a librarian.

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 individual study carrels, group study rooms, classrooms, and the circulating book collection.

Librarians are on duty every hour the library is open. Call the Reference Desk: (916) 484-8458 or the Circulation Desk: (916) 484-8455.

MESA (Mathematics, Engineering, and Science Achievement) Program
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].

Reading Across the Disciplines (RAD) 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.

Reading Center
The Reading Center offers individualized, self-paced reading modules at a variety of skill levels, ranging from basic skills to college level. Instructors, instructional assistants and tutors work with students on a one-to-one basis to improve their skills in reading comprehension, vocabulary, critical analysis, textbook reading, test-taking techniques and study skills. The Center is designed to appeal to a variety of learning styles for students who can work independently. The Center is open all terms with flexible enrollment deadlines.

Science Study Skills Center
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
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
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

The Writing Center offers individualized, self-paced materials for students who can work independently and who wish to be more successful with their classroom writing assignments. The curriculum is wide ranging from basic skills to transfer level. The center is staffed by instructors, instructional assistants, and tutors, all of whom provide one-on-one help. Students may enroll through the twelfth week of the semester for .5-2 units per semester. The center is opened Monday through Saturday throughout the academic year; it is also open during the summer.

other services

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. Visit the bookstore’s website at book.arc.losrios.edu. 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.

Child Development Center

American River College operates childcare programs for parents who are continuing their education at ARC. The center serves toddlers starting at the age of 18 months 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.

Health Center

The Health Center is located in the administration building and is staffed by registered 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.

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. See Section 4 of this catalog for more on transfer options and about the Center’s services.
campus life

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, off-campus 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.

The Arts

The Fine and Applied Arts (FAA) programs at ARC are highly regarded and nationally recognized in Art, Art New media, Fashion, Culinary Arts, Interior Design, Music, Commercial Music, Theatre and Film. With over 100 events each year, faculty and staff are committed to providing students and the community with quality academic programs that are designed to facilitate the degree seeking/transfer student, vocational student, return-to-learn student, or students who seek a creative activity to enhance their college schedule. Many students and faculty have achieved not only national recognition but international notice of creative and technical skills.

The new state-of-the art theatre, classrooms, practice rooms, and professional-level recording studio is home to the Music and Theatre Departments. Performance opportunities include: plays and musicals, student directed one-acts, Music Circus internships, Fair Oaks Summer Theatre program, the ARC orchestra and chamber ensemble, as well chamber singers, concert choir and many traditional and jazz vocal and instrumental ensembles. The James Kaneko gallery provides an on-going schedule of shows and exhibits, including works by students, faculty and highly regarded local artists.

Clubs and organizations

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. More information is available from the Student Activities Office.

College Hour

Each Thursday noon, the college schedules fewer classes in order to leave open time for special events, speakers, workshops, concerts and other activities.

Intercollegiate athletics

As part of our physical education program, ARC athletics hosts 20 intercollegiate athletic teams. Fall semester sports include cross country (men/women), football (men), golf (women), soccer (men/women), volleyball (women), water polo (men/women). Fall/spring sports include basketball (men/women). Spring semester sports include baseball (men), golf (men), softball (women), swimming and diving (men/women), tennis (men/women), and track and field (men/women).

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 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 publications

The Current, the college newspaper, is published by student staff, 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.
transportation

Parking
Designated student parking areas are located in all parking lots on campus, except in parking lot E and the parking area in front of the Administration Building. (See campus map at the back of this catalog.)

All students wishing to park a motorized vehicle in designated student parking are subject to a parking fee. A parking permit (decal) may be purchased.

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

Instead of a semester permit, students may purchase a daily parking ticket for $1 from machines located in various parking lots, as indicated on the campus map. Students driving motorcycles are encouraged to use parking permits (decals), rather than daily parking tickets.

Parking 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 Friday, 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, or viewed on the ARC website [www.arc.losrios.edu/police].

Regional Transit
Sacramento Regional Transit current serves American River College via four bus routes. Information is available online: on the ARC home page [www.arc.losrios.edu] use the “Quick Links” menu and click on “Bus Routes.” ARC students receive a substantial discount on fares for any bus or light rail service provided by Sacramento Regional Transit (not just for commuting to school), provided via the Universal Transit Pass fee that is assessed as part of the class enrollment process.

campus security

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 commonsense 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 groups 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.
- **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.

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**Non-Discrimination Policy**

American River College, as part of the Los Rios 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 Rios website [www.losrios.edu/legal/GCpolreg].

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**ARC Crime Statistics 2003-2005**

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<tr>
<th>Offense Type</th>
<th>On-campus</th>
<th>Non-campus bldgs.</th>
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<td>Sex offenses-forcible</td>
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</table>

*Natomas

On-campus refers to crimes committed on the campus property, non-campus refers to crimes committed at all Outreach Centers and properties that are leased or rented by ARC for instructional purposes.

Non-campus bldgs. only include crimes that occurred in the specific areas and during the specific times used by ARC. It does not include public property.

Public property refers to those areas immediately adjacent to and accessible from the College, including streets, sidewalks, parking facilities, parks etc. It does not include private residences or businesses.

The Los Rios Community College District’s Annual Security Report for American River College includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned by American River College; and on public property within, or immediately adjacent to and accessible from, the campus. The full report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. This report is distributed/posted by October 1 each year. You can obtain a copy of this report by contacting the Los Rios Police Department at (916) 558-2365, or by accessing the following website: www.arc.losrios.edu/clery.
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 Enrollment Services.

student rights & responsibilities

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. Student 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. Student 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.
8. **Computer-Related Crimes**: A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code. Such crimes include, but are not limited to, the following:

a. Knowingly access and without permission alter, damage, delete, destroy or otherwise use any data, computer system or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive or extort, or (b) wrongfully control or obtain money, property or data.
b. Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or residing internal or external to a computer, computer system or computer network.
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 workplace 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 ensure that confidentiality 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, 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 Enrollment Services.

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**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 Associate Vice President, Instruction 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.

ARC 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.

**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.
In this section you will find:

- Degrees and certificates
- Graduation requirements
- General education requirements
- Detailed information on all programs leading to a degree or certificate
degrees and certificates

Students come to American River College to pursue many different educational goals. However, other than those who attend to take only a few classes, most students have one of three objectives: an associate degree, a certificate, and/or transfer to a four-year college or university.

associate degree programs

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:

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)
English
Family & Consumer Science
Fashion Design
Fashion Merchandising
Fire Technology
*Funeral Service Education
General Education - Transfer
*Geographic Information Systems (Geography)
*Geography
Gerontology
Human Services

*Information Systems Security
(Computer Information Science)
Interior Design
Interpreter Training (Sign Language Studies)
Jazz Studies (Music)
Journalism and Mass Communication
*Landscape Industry (Horticulture)
Legal Assisting
Liberal Arts
Liberal Studies
*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 (Horticulture)
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 committee, to provide vocational training for students who are not necessarily seeking a college degree.

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 Analysis
- Automotive Claims Estimator
- Automotive Collision Technology
- Automotive Component Service Technician
- Automotive Service Technician
- Automotive Technology
- Biotechnology
- Business, General
- Chemical Dependency Studies (Human Services)
- Commercial Music: Business
- Commercial Music: Recording
- Computer Networking Management
- Culinary Arts/Restaurant Management
  - (Hospitality Management)
- Culture and Diversity Specialist (ECE)
- Database Management
- Design Technology
- Diesel Mechanics
- Early Childhood Education Management Specialist
- Electronics Systems Technology
- Engineering Technology (Design and Engineering)
- Fashion Design
- Fashion Merchandising
- Fire Technology
- GIS - Interdisciplinary Applications
- Gerontology
- Graphic Design (Art New Media)
- Human Services
- Illustration (Art New Media)
- Infant Specialist (ECE)
- 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 Assisting
- Licensed Vocational Nurse (LVN) 30-unit option
- Management
- Master Teacher (ECE)
- Mechtronics (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/WAFC (Marketing)
- School Age (ECE)
- Sign Language Studies (multiple certificates)
- Site Supervisor (ECE)
- Small Business Management (Business)
- Teacher (ECE)
- 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 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.

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.

<table>
<thead>
<tr>
<th>Certificate Description</th>
<th>Level</th>
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<tr>
<td>Level 1:</td>
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<td>Level 2:</td>
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<td>Level 3:</td>
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<td>Acting (Theatre Arts)</td>
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<td>Activity Coordinator (Gerontology)</td>
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<td>Acute Care Certified Nurse Assistant (Nursing)</td>
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<td>Advanced Electronic Assembly &amp; Telecommunications (Electronics Tech)</td>
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<td>Air Conditioning Service (Automotive Technology)</td>
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<td>Assistant Teacher (Early Childhood Education)</td>
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<td>Associate Teacher (Early Childhood Education)</td>
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<tr>
<td>Basic Electronic Assembly and Telecommunications (Electronics Tech)</td>
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<tr>
<td>Certified Nurse Assistant (Nursing)</td>
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<tr>
<td>Children's Theatre (Theatre Arts)</td>
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<tr>
<td>CMOS Mask Design (Electronics Technology)</td>
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<tr>
<td>Computer Information Security Essentials</td>
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<tr>
<td>Costuming (Theatre Arts)</td>
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<tr>
<td>Digital Repair and Upgrade Technician</td>
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<tr>
<td>Dietary Manager/Dietary Supervisor (Nutrition &amp; Foods)</td>
<td>Level 3</td>
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<tr>
<td>Family Child Care (Early Childhood Education)</td>
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<tr>
<td>Family Service (Early Childhood Education)</td>
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<tr>
<td>Fiber Optics (Electronics Technology)</td>
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<tr>
<td>Film (Theatre Arts)</td>
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<td>Fitness Specialist (Physical Education)</td>
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<tr>
<td>Floristry</td>
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<tr>
<td>Gas Metal Arc and Flux Core Arc Welding Plate</td>
<td>Level 2</td>
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<td>Gas Tungsten Arc Plate and Pipe Welding (Welding)</td>
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<tr>
<td>Home Health Aide (Nursing)</td>
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<tr>
<td>Introduction to Modern Management (Management)</td>
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<tr>
<td>Introduction to Law and Legal Research</td>
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<tr>
<td>Introduction to Leadership in Action</td>
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<tr>
<td>Introductory Baking (Hospitality Management)</td>
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<tr>
<td>Jazz Studies (Music)</td>
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<tr>
<td>Law Office Assistant</td>
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<tr>
<td>Leadership in Action: Psychology &amp; Team Facilitation</td>
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<tr>
<td>Leadership in Action: Systems Thinking</td>
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<td>Leadership in Action: Theory of Knowledge/Prediction</td>
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<td>Leadership in Action: Variation and Statistics</td>
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<td>Leadership Development (Student Government)</td>
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<tr>
<td>Mathematics and Blueprint Interpretation (Welding)</td>
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<td>Modern Management (Management)</td>
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<td>Musical Theatre (Theatre Arts)</td>
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<tr>
<td>Network Administration Essentials - Windows</td>
<td>Level 3</td>
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<tr>
<td>Office Assistant (Business Technology)</td>
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</tr>
<tr>
<td>Parts and Service (Automotive Technology)</td>
<td>Level 3</td>
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<tr>
<td>Program Assistant (Gerontology)</td>
<td>Level 1</td>
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<tr>
<td>Robotics (Electronics Technology)</td>
<td>Level 3</td>
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<tr>
<td>Shielded Metal Arc Plate and Pipe (Welding)</td>
<td>Level 3</td>
</tr>
<tr>
<td>Social Service Designee (Gerontology)</td>
<td>Level 1</td>
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<tr>
<td>Taxation (Accounting)</td>
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<tr>
<td>Technical Theatre (Theatre Arts)</td>
<td>Level 3</td>
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<tr>
<td>Undercar Service (Automotive Technology)</td>
<td>Level 3</td>
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<tr>
<td>Virtual Office Professional</td>
<td>Level 3</td>
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<tr>
<td>Welding Metallurgy and Inspection (Welding)</td>
<td>Level 3</td>
</tr>
</tbody>
</table>
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. The 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 of Technical Education. Apprenticeship programs are available in:

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

career and technical education

The pattern of Career and Technical Education (CTE) course offerings at American River College is designed to be as flexible as possible in meeting student needs. The college encourages CTE 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 CTE 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.

cooperative work experience education & internship program

Cooperative Work Experience Education (Co-op) is a unique, experiential, academic program which allows students to apply what they have learned in the classroom to a work environment. Upon completion of their Co-op Work Experience, students may earn 1-4 units of transferable credit with a letter grade. Co-op serves college interns, volunteers, and employees.

Co-op internships & opportunities

Internships and volunteer experiences provide an opportunity for students to obtain work experience in their major. This activity assists students to develop technical skills, check out possible career choices, build confidence, network with people in the field, and transition for entry into a competitive labor market.

Interested students must apply two or more weeks before classes start and are required to participate in a weekly career management orientation. College credit is earned and internships may be paid or non-paid.

Employees

(Co-op also assists our busy employed students who are interested in advancing within their existing work environment. Through Co-op and the approval of the student’s employer supervisor, students can apply what they have learned in the classroom to their job and earn college credit.

Note: Transferable courses may or may not satisfy lower division major preparation, general education, and/or elective requirements. Please meet with a counselor for specific transfer course evaluation

How the Co-op Work Experience and Internship Program works

There are two types of Co-op organization plans:

Parallel plan:
- During the semester, students must enroll in a minimum of seven units including a Work Experience orientation.
- During summer session, students must enroll in one class in addition to a Work Experience orientation.

Alternate plan:
- Full-time enrollment one semester and work full-time the following semester. Concurrent enrollment will be limited to one class.

Occupational work experience (298/498)

Provides students with opportunities to develop or add marketable skills related to their major study programs.

Eligible students must:
- Be working in a paid or non-paid internship, job, or volunteer opportunity. Students not currently in an internship opportunity who would like assistance should contact the Co-op Work Experience & Internship office located in the Career Center in the Student Services Building.
- Students must have a cooperating employer by the end of the third week of the full semester or first week of a nine week (or summer session) to remain in the program.
- With employer’s assistance, establish new or expand on-the-job skills that will be documented.
programs of study

• Attend a weekly career management orientation or qualify for the “Returning Co-op Student” status. However, attendance is required for everyone for the first orientation meeting or as stated by the instructor.

• Understand Work Experience requirements and unit limitations as defined by your major department requirements. Talk to an advisor or faculty in your major department.

• Register for 1-4 units. One unit of credit may be earned for each 75 hours of paid work experience or for 60 hours of non-paid work experience. A total of 16 units may be earned in Occupational Work Experience.

Returning Student Status:

• Your grade and units are earned based on your work performance and outside homework assignments that emphasize career transition.

For more information, call 916.484.8182 or visit our website: https://wexp.losrios.edu/

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**General Work Experience (198)**

General work experience education assists students in learning about the world of work and is open to all students regardless of major. Like occupational work experience, it is designed for students wanting to apply skills learned in the classroom to their actual job.

**Eligible students must:**

• Be working in a paid job or volunteer opportunity.
  Students not currently in an internship opportunity who would like assistance should contact the Co-op Work Experience & Internship office located in the Career Center in the Student Services Building.

• Students must have a cooperating employer by the end of the third week of the full semester or first week of a nine week (or summer session) to remain in the program.

• With employer's assistance, establish new or expand on-the-job skills that will be documented.

• Attend a weekly career management orientation or qualify for the “Returning Co-op Student” status. However, attendance is required for everyone for the first two orientations.

• Register for 1-3 units (Work Experience 198). One unit of credit may be earned for each 75 hours of paid work experience or for 60 hours of volunteer work experience. A total of 6 units may be earned in General Work Experience.

**Co-op Work Experience (198/298/498)**

Co-op has two different ways to qualify for the program:

**New (1st Time Co-op) Student Status:**

• You are working a paid or non-paid internship, job, or volunteer opportunity.

• You must attend the 18 hour orientation that meets each week. This orientation will cover workforce/career transition issues.

• Your grade and units are earned based on your performance in the workplace (developing new skills) and classroom assignments.

**Returning Student Status:**

• You have completed a Co-op class with a grade of “C” or better, at ARC.

• You are working a paid or non-paid internship, job, or volunteer opportunity.

• No orientation is required for this status except for the first orientation meeting. However, you must establish new on-the-job skills with your employer and complete all the necessary program forms as stated by your instructor.

**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 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.

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Programs of Study

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.

course numbering
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).

1-99 Basic Skills and Developmental courses are numbered 1-99. They are not acceptable for associate degree or transfer credit.

100-299 College-level, non-transfer courses are numbered 100-299. They are primarily occupational or technical and meet associate degree requirements such as apprenticeships and fire technology. Some are acceptable for transfer by four-year institutions offering degrees in similar subject matter. Check with your counselor.

300-499 College-level, transfer courses are numbered 300-499. They meet requirements for associate degrees and are generally accepted for transfer to four-year institutions to meet major, general education, breadth, or elective credit requirements. Check with your counselors regarding transferability of course to the University of California, private colleges, and out-of-state universities.

1000-1999 Courses at the 1000 level are typically continuing education courses for working professionals who need to update their skills for employment or licensure. The number range 1000-1999 also includes contract education courses offered by the Sacramento Regional Public Safety Training Center and other college units. The 1000 number may also be used for tutoring and other attendance-only courses such as Supervised Tutoring (e.g., HSER 1000 or HCD 1000), and for block scheduling purposes (e.g., Learning Community courses).

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.

Catalog rights and related requirements
For purposes of graduation from any of the colleges of the Los Rios District, students who remain in attendance in one regular session (quarter, semester or summer session) at any California community college, or any combination of California community colleges, campuses of the California State University, the University of California, or any accredited institution of higher education, may elect to meet the requirements in effect at the Los Rios college from which the student intends to graduate, in one of three ways:

1. Requirements in effect at the time of admission to a Los Rios college, or
2. Requirements in effect at the time the student originally enrolled in an accredited college or university, or
3. Requirements in effect at the intended date of graduation from a Los Rios college.

Please note:
- A college may authorize or request substitution for discontinued courses.
- Students changing their major field of study may be required to complete those requirements for the major in effect at the point of change.
- For purposes of this section, “attendance” means taking classes in at least one semester, quarter, or summer session in each calendar year. Absence for attendance at another accredited institution shall not be considered an interruption in attendance.
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 1989 – Spring 2003, 1-99 numbered courses taken after Spring 2003, & 1,000 or higher numbered courses) 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. ARC’s general education requirements are listed on the next page.

4. 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.

   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. Passing an acceptable college writing course taken at a *regionally accredited college in the U.S. with a grade of C or better.

      c. Possession of an AA/AS or higher from 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 or higher from 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 a Los Rios Math Competency Test.

      d. Possession of a BA/BS or higher from a *regionally accredited college in the U.S.
### I. Humanities – One course from the following (3 units minimum):

- ART 300, 320, 322, 324, 418, 430, 440; ARTH 300, 302, 308, 310, 322, 333, 334, 480; ARTNM 305, 310; ARTPH 340; ECE 361, 363; ENGLT 300, 302, 303, 304, 310, 311, 320, 321, 322, 333, 334, 337, 338, 340, 341, 345, 360, 370, 372, 374, 376, 378, 380, 382, 390, 392, 403, 494; FASHN 330; FREN 401, 402, 411, 412; GERM 401, 402, 411, 412; HIST 300, 302, 308, 309, 360, 369; 481, 483, 485; HUM 300, 310, 320, 326, 331, 360, 365; IDES 310, 312; ITAL 401, 402, 411; JAPAN 401, 402; MAND 401, 402; MUFHL 300, 308, 310, 311, 312, 313, 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, 360, 435, 480

### II. Language & Rationality – Two courses (6 units minimum):

a. One course from the following: (3 units minimum)

- BUS 310; ENGW 303, 300, 480; ESLW 340;

b. One additional course from the following: (3 units minimum)

- ANTH 340, AT 105; BUS 105; CISA 305, 315, 320; CISC 300, CISIP 315, 317, 320, 340, 350, 360, 400, 440; ET 310, 311; ENGEC 400, 430; ENGRD 310, 312; ENGW 301, 302, 330, 342, 481, 482; ESL 350; GEOG 330, 375; JOUR 300; MGMT 360; MATH 120, 300, 310, 320, 325, 330, 340, 342, 344, 350, 370, 400; PHIL 320, 323, PSYC 330; SPEECH 301, 331, 361; STAT 301, 481; WELD 140

### III. 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, CIS 300, ECE 330, 350, ECON 321, ENGED 320, 324, ET 250; GERON 300, 330; HCD 310, 318, 330, 331, 336; HEED 300, 352; HSER 340; INDIS 325; LIBR 318, 325; MATH 315; NUTRI 300, 302, 305; PSYC 340, 342, 354, 356, 358, 359, 370, 378, 379, 390, 400, 481; SOC 335, SPEECH 321; WELD 150

### IV. Natural Science – One course from the following (3 units minimum):

- ANTH 300, 301, 480; ASTR 300, 400; BIOL 102, 115, 116, 300, 303, 305, 350, 352, 370, 400, 430, 431, 482; CHEM 305, 309, 310, 320, 325, 334, 400; GEOG 300, 301, 306, 307, 308; GEOL 300, 301, 305, 310, 325, 330, 342, 345; HORT 300; NATR 300, 302, 304, 320, 332; NUTRI 300, 302; PHYS 310, 311, 312, 350, 410; PS 300, 301; PSYC 310, 311

### V. Social & Behavioral Sciences – (6 units minimum):

a. AMERICAN INSTITUTIONS: One course from the following: (3 units minimum)

- HIST 310, 318, 320, 322, 323, 325, 327, 330, 483, 484; POLS 301;

b. SOCIAL/BEHAVIORAL SCIENCES: One additional course from the following (3 units minimum)

- ANTH 310, 312, 320, 331, 332, 334, 341, BUS 110, 300, 320, 330, 345; ECE 312, 314, 340; ECON 302, 304, 320, GEOG 310, 320, 322, GERON 302, HIST 300, 309, 310, 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; SOC 300, 301, 320, 325, 342, 350; SOCS 310, 312

### VI. Ethnic/Multicultural Studies – (3 units minimum)

- ANTH 310, 312, 333, 360, 365, 369; ARTH 322; BIOL 322; BUS 330, DANCE 300, ECE 430, ENGLT 321, 323, 334, 335, 336, 372, 374, 376; GEOG 310, 320, 322, HIST 300, 308, 320, 321, 323, 325, 330, HUM 320, 330, HSER 330, MUFHL 310, 330, NUTRI 310; PSYC 361, 365; SILA 330; SOC 320, 342, SPEE 325; TA 300, 310

**Note:**

* *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 above.**
student learning outcomes
(General Education)

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.

VI. 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.

prerequisites, corequisites & 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 instruc-
Accounting Degree
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.

Career Opportunities
The Accounting degree is designed for a variety of student objectives. The degree includes courses required for immediate employment in accounting positions. Also, these courses meet the requirements of governmental employers for promotional exams. Students seeking transfer to four-year universities will meet the transfer requirements of financial accounting (ACCT 301) and managerial accounting (ACCT 311). Individuals with existing Bachelor’s Degrees can also use these courses to meet the requirements to take the exam for Certified Public Accountant.

Requirements for Degree 42 Units
ACCT 101 Fundamentals of College Accounting 3
ACCT 103 Intermediate Accounting - Part I 4
ACCT 104 Intermediate Accounting - Part II 4
ACCT 107 Auditing 3
ACCT 111 Cost Accounting 3
ACCT 301 Financial Accounting 4
ACCT 311 Managerial Accounting 4
BUS 110 Business Economics (3) 3
or ECON 302 Principles of Macroeconomics (3) 3
BUS 300 Introduction to Business 3
BUS 340 Business Law 3
And a minimum of 8 units from the following: 8
ACCT 108 Careers in Accounting (1)
ACCT 109 Professional Ethics for Accountants (1)
ACCT 121 Payroll Accounting (3)
ACCT 125 Federal and State Taxation (4)
ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts (4)
ACCT 153 Governmental Accounting (3)
ACCT 341 Accounting on the Microcomputer (2)
ACCT 343 Computer Spreadsheet Applications for Accounting (2)
ACCT 498 Work Experience (1)

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
ACCT 101 Fundamentals of College Accounting 3
ACCT 301 Financial Accounting 4
ACCT 311 Managerial Accounting 4
ACCT 341 Accounting on the Microcomputer 2
ACCT 343 Computer Spreadsheet Applications for Accounting 2
BUS 340 Business Law 3
And a minimum of 9 units from the following: 9
ACCT 103 Intermediate Accounting - Part I (4)
ACCT 104 Intermediate Accounting - Part II (4)
ACCT 107 Auditing (3)
ACCT 108 Careers in Accounting (1)
ACCT 109 Professional Ethics for Accountants (1)
ACCT 111 Cost Accounting (3)
ACCT 121 Payroll Accounting (3)
ACCT 125 Federal and State Taxation (4)
ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts (4)
ACCT 153 Governmental Accounting (3)

Accounting Clerk Certificate
The Accounting Clerk certificate provides fundamental occupational training and preparation for entry level accounting clerk positions. The program includes basic accounting and specialized courses designed for the accounting workplace, including small business accounting, technology, and basic business principles.

Requirements for Certificate 18 Units
ACCT 101 Fundamentals of College Accounting 3
ACCT 121 Payroll Accounting 3
ACCT 341 Accounting on the Microcomputer 2
BUS 105 Business Mathematics 3
BUS 310 Business Communications 3
CISA 315 Introduction to Electronic Spreadsheets 2
A minimum of 2 units from the following: 2
ACCT 108 Careers in Accounting (1)
ACCT 343 Computer Spreadsheet Applications for Accounting (2)
ACCT 498 Work Experience in Accounting (1 - 4)
BUSTEC 310 Introduction to Word/Information Processing (1 - 3)
CISA 305 Beginning Word Processing (2)
### 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>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 125</td>
<td>Federal and State Taxation</td>
<td>4</td>
</tr>
<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>
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</tbody>
</table>

*Appropriate 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.

### ACCT 101 Fundamentals of College Accounting 3 Units

**Advisory:** BUS 105 or MATH 100; and ENGWR 102 or 103, and ENGRD 116 or ESLR 320 and ESLW 320.

**Hours:** 54 hours LEC

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.

### ACCT 103 Intermediate Accounting - Part I 4 Units

**Prerequisite:** ACCT 301 with a grade of “C” or better.

**Hours:** 72 hours LEC

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.

### ACCT 104 Intermediate Accounting - Part II 4 Units

**Prerequisite:** ACCT 301 with a grade of “C” or better.

**Advisory:** ACCT 103.

**Hours:** 72 hours LEC

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.

### ACCT 107 Auditing 3 Units

**Prerequisite:** ACCT 301 with a grade of “C” or better. **Advisory:** ACCT 103 and 104.

**Hours:** 54 hours LEC

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.

### ACCT 108 Careers in Accounting 1 Unit

**Hours:** 18 hours LEC

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.

### ACCT 109 Professional Ethics for Accountants 1 Unit

**Prerequisite:** ACCT 301 with a grade of “C” or better.

**Advisory:** ACCT 107.

**Hours:** 18 hours LEC

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 rulings 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.

### ACCT 111 Cost Accounting 3 Units

**Prerequisite:** ACCT 311 with a grade of “C” or better.

**Hours:** 54 hours LEC

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.

### ACCT 121 Payroll Accounting 3 Units

**Prerequisite:** ACCT 101 with a grade of “C” or better. **Advisory:** CISA 315.

**Hours:** 54 hours LEC

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.

### ACCT 125 Federal and State Taxation 4 Units

**Prerequisite:** ACCT 301 with a grade of “C” or better.

**Hours:** 72 hours LEC

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.

### ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts 4 Units

**Prerequisite:** ACCT 125 with a grade of “C” or better.

**Hours:** 72 hours LEC

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.
ACCT 141  Quick Books (R) for Small Business  1 Unit
Same As: BUS 230.
Advisory: ENGWR 102 or 103 or ESLR 320 and ESWL 320; BUS 350.
Hours: 18 hours LEC
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.

ACCT 153  Governmental Accounting  3 Units
Prerequisite: ACCT 301 with a grade of “C” or better.
Hours: 54 hours LEC
This course covers accounting and financial reporting for govern-
mental units and institutions with emphasis on the accounting stan-
dards prescribed by the Governmental Accounting Standards Board
(GASB). Additional topics include governmental budgeting and
budgetary controls. This course is typically offered Spring semester
only.

ACCT 301  Financial Accounting  4 Units
Advisory: ACCT 101; ENGWR 102 or 103 and ENGRD 116 or ESRF
320 and ESWL 320; MATH 100 or BUS 105.
General Education: TCSU BUS 110
Course Transferable to UC/CSU
Hours: 72 hours LEC
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 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.
General Education: TCSU BUS 120
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 manag-
ers 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 account-
ing systems, and explores the commonalities of automated systems in
general. This course may be taken twice on different software appli-
cations 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 spread-
sheets. Projects include business transactions, accounts receivable,
inventory, payroll, special journals, financial statements, financial
analysis, and other accounting topics. The course focuses on accu-
ricy, clarity, creativity, adaptability, and presentation skills.

ACCT 498  Work Experience in Accounting  1-4 Units
Enrollment Limitation: Must be enrolled in a minimum of 7 units at
ARC.
Course Transferable to CSU
Hours: 18 hours LEC; 60-225 hours LAB
This course is supervised work experience in accounting for the pur-
pose of practical experience in accounting careers. Students must be
employed in a paid or volunteer work experience environment. This
course may be taken twice for a maximum of 8 units.
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 18 Units

ANTH 300 Physical Anthropology (3) 3
or ANTH 480 Honors Physical Anthropology (3)
ANTH 301 Physical Anthropology Laboratory 1
ANTH 310 Cultural Anthropology 3
ANTH 320 Introduction to Archaeology and World Prehistory 3
And a minimum of 8 units from the following: 8
ANTH 311 Cultural Anthropology Discussion (1)
ANTH 312 Anthropology of Gender (1)
ANTH 315 Cultures in Focus (3)
ANTH 330 Magic, Witchcraft, and Religion (3)
ANTH 333 American Indians of California (3)
ANTH 334 Native Peoples of North America (3)
ANTH 335 Research Methods in Anthropology (3)
ANTH 341 Introduction to Linguistics (3)
ANTH 370 Primatology (3)
ANTH 372 Primatology Field Studies (2)
ANTH 494 Topics in Anthropology (1-4) 1

1A maximum of 2 units only from ANTH 494 may be 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 300 Physical Anthropology 3 Units

Advisory: ENGRD 116; OR placement through assessment process.
General Education: AA/AS Area IV; CSU Area B2; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is an introductory laboratory designed to provide opportunities 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 the fossil evidence for human evolution. Field trip may be required.

ANTH 310 Cultural Anthropology 3 Units

Advisory: ENGRD 116; OR placement through assessment process.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D1; IGETC Area 4A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the various customs, traditions, and forms of social organizations in both Western and non-Western societies. Multicultural perspectives are examined for such topics including subsistence methods, belief and religious system, linguistics, trade and economic systems, arts, kinship systems, marriage and family systems, technology, and changes due to internal and external forces.

ANTH 311 Cultural Anthropology Discussion 1 Unit

Advisory: 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 relativity" is examined.

ANTH 312 Anthropology of Gender 1 Unit

Advisory: 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

Advisory: ENGRD 116; OR placement through assessment process.
General Education: AA/AS Area V(b); CSU Area D1; IGETC Area 4A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides information regarding development issues in emerging countries of the world. The course examines the historical and cultural context of development and diversity in pluralistic societies. Globalization and technological changes are examined as they influence ideological aspects of culture. Problems such as overpopulation, underemployment, famine, and women's issues, are discussed within their cultural context.
ANTH 320  Introduction to Archaeology and World Prehistory  3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320; OR placement through assessment process.
General Education: AA/AS Area V(b); CSU Area D1; IGETC Area 4A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the theories, concepts, and methods employed by the archaeologist in the study of human history and pre-history. The development and diverse evolution of social and cultural systems is emphasized. The challenges and achievements of non-literate and traditional cultures, diverse communities, and social classes over time are also explored.

ANTH 330  Magic, Witchcraft, and Religion  3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320; OR placement through assessment process.
General Education: AA/AS Area V(b); CSU Area D1
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in traditional societies of Africa, Asia, aboriginal Australia, Oceania, South America, Native North America and elsewhere. Attention is also given to world religions. Emphasis is on understanding the role of beliefs and rituals within their given social contexts, as well as on a broader comparison to derive insight into the general functions of beliefs and rituals in human life.

ANTH 333  American Indians of California  3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320; OR placement through assessment process.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D1; CSU Area D3; IGETC Area 4A
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.

ANTH 334  Native Peoples of North America  3 Units
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: 54 hours LEC
This course is an introductory survey of traditional Native American societies. It describes the peoples and cultures of North America and emphasizes native ecological adaptations, languages, social organizations, religions, mythologies and world views, and artistic representations. It also explores the interrelatedness of Indigenous Native American groups through trade, intermarriage and other forms of cultural exchange. Field trips may be required.

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 336  Anthropology of Language  3 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
General Education: AA/AS Area IV; CSU Area B2; IGETC Area 5B
Hours: 54 hours LEC
This course provides an introduction to the science of physical anthropology. This seminar style honors course approaches the topical material through class discussion which encourages problem solving and critical thinking. The topical focus is on training in research methodology and observational techniques. Field studies may focus on the Chimpanzee Project under the Jane Goodall Institute. Field trips will be required.

ANTH 370  Primatology Field Studies  2 Units
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 Chimpanzee Program under the Jane Goodall Institute. Field trips will be required.

ANTH 372  Primatology  3 Units
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of “C” or better.
General Education: AA/AS Area IV; CSU Area B2; IGETC Area 5B
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. Weekly topical issues will be presented in a case study format. 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 primate and the fossil evidence of human evolution.

ANTH 374  Topics in Anthropology  1-3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320.
Course Transferable to CSU
Hours: 18-54 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 Department of 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.

**Requirements for Degree or Certificate: 36.5 Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CARPT 100</td>
<td>Introduction to Carpentry</td>
<td>0.2</td>
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<tr>
<td>CARPT 102</td>
<td>Worker Safety and Tool Skills</td>
<td>1.4</td>
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<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>1.3</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>
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<tr>
<td>CARPT 162</td>
<td>Blueprint Reading-Commercial</td>
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<tr>
<td>CARPT 170</td>
<td>Roof Framing</td>
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<tr>
<td>CARPT 180</td>
<td>Stair Building</td>
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<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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<tr>
<td>CARPT 298</td>
<td>Work Experience in Carpenters Apprenticeship</td>
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</table>

**Associate Degree Requirements:** The Carpenter 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.

**Drywall/Lathing Apprenticeship**
The Drywall/Lathing Apprenticeship program concentrates on training apprentices to the specific levels required for the construction industry and has been approved by the State of California Department of Apprenticeship Standards. Training emphasis includes safety, metal framing, blueprint reading, exterior/interior wall finishes, welding, residential and commercial construction process, building codes, estimation, and various construction topics.
Career Opportunities

Upon completion of the Drywall/Lathing Apprenticeship degree, students may find employment in the following sectors: government, residential and commercial construction and maintenance, utilities, and facilities management. Students may further their career as a licensed contractor.

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

Requirements for Degree or Certificate  41 Units

<table>
<thead>
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<td>DRLTH 100</td>
<td>Introduction to the Trade</td>
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<tr>
<td>DRLTH 102</td>
<td>Basic Applications</td>
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<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>
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<tr>
<td>DRLTH 130</td>
<td>Welding I</td>
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<tr>
<td>DRLTH 131</td>
<td>Welding II</td>
<td>1.5</td>
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<tr>
<td>DRLTH 140</td>
<td>Exterior/Advanced Fire Control System and Partitions</td>
<td>1.5</td>
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<tr>
<td>DRLTH 142</td>
<td>Exterior Systems and Trains</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 150</td>
<td>Interior Metal Lathing System, Sound Control</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 160</td>
<td>Ceilings, Shaft Protection and Demountable Partitions</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 162</td>
<td>Arches, Furring and Advanced Systems</td>
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<tr>
<td>DRLTH 170</td>
<td>Advanced Construction Techniques</td>
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<tr>
<td>DRLTH 298</td>
<td>Work Experience Drywall/Lathing Apprenticeship (1-4)</td>
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And a minimum of 16 units from the following:  16

Requirements for Degree or Certificate  50.7 Units

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<thead>
<tr>
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<th>Course Title</th>
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<tbody>
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<td>ELECT 110</td>
<td>Electrical Apprenticeship I</td>
<td>5</td>
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<td>ELECT 111</td>
<td>Electrical Apprenticeship II</td>
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<tr>
<td>ELECT 120</td>
<td>Electrical Apprenticeship III</td>
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<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>
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<tr>
<td>ELECT 131</td>
<td>Electrical Apprenticeship VI</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 140</td>
<td>Electrical Apprenticeship VII</td>
<td>3.3</td>
</tr>
<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>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 151</td>
<td>Electrical Apprenticeship X</td>
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<tr>
<td>ELECT 298</td>
<td>Work Experience in Electricians Apprenticeship</td>
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</tbody>
</table>

Associate Degree Requirements: The Drywall/Lathing 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

This program provides instruction in the installation, operation, and maintenance of the electrical distribution systems in commercial and industrial sites. Topics include safety training, AC and DC electrical theory, metering, electronics, use of electrical codes, raceways, conductors, grounding, motors, transformers, fire alarm systems, fiber optics, instrumentation, building automation and heating, ventilating and air conditioning (HVAC) systems.

Career Opportunities

Upon completion of the electrical program, students may find employment in the following industry sectors: government, commercial and industrial construction and maintenance, utilities, and facilities management. With the degree, students may further their career as licensed contractors.

For more information contact:
Program Director
2836 El Centro Rd.
Sacramento, CA 95833
(916) 646-6688

Requirements for Degree or Certificate  18 Units

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

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.
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.

For more information contact:
Program Director
3524 51st Ave
Sacramento, CA 95823
(916) 428-7420

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.

Sheet Metal Service Technician Apprenticeship

This is a five-year construction trade program.

For more information contact:
Program Director
1624 Silica Avenue
Sacramento, CA 95815
(916) 922-9381

American River College Catalog 2007-2008
Art Degree

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 30 Units

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<tr>
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<th>Title</th>
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<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>ART 302</td>
<td>Three Dimensional Design</td>
<td>3</td>
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<tr>
<td>ARTH 302</td>
<td>Art: Stone Age Through the Middle Ages</td>
<td>3</td>
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<tr>
<td>ARTH 308</td>
<td>Renaissance Tradition in Art (3)</td>
<td>3</td>
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<tr>
<td>or ARTH 310</td>
<td>Modern Art (3)</td>
<td>3</td>
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<td>and a minimum of 15 units from the following:</td>
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<tr>
<td>ART 300</td>
<td>Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 304</td>
<td>Figure Drawing and Composition (3)</td>
<td>3</td>
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<tr>
<td>ART 305</td>
<td>Figure Drawing and Composition (3)</td>
<td>3</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>
<td>3</td>
</tr>
<tr>
<td>ART 314</td>
<td>Introduction to Illustration (3)</td>
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<tr>
<td>or ARTNM 370</td>
<td>Introduction to Illustration (3)</td>
<td>3</td>
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<tr>
<td>ART 322</td>
<td>Design: Image and Content (3)</td>
<td>3</td>
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<td>ART 323</td>
<td>Design: Color Theory (3)</td>
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<tr>
<td>ART 324</td>
<td>Collage and Assemblage (3)</td>
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<tr>
<td>ART 327</td>
<td>Painting (3)</td>
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<td>ART 328</td>
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<td>ART 329</td>
<td>Painting II (4)</td>
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<td>ART 336</td>
<td>Watercolor Painting (3)</td>
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<td>ART 337</td>
<td>Intermediate Watercolor Painting (3)</td>
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<tr>
<td>ART 361</td>
<td>Printmaking; Survey (3)</td>
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<tr>
<td>ART 371</td>
<td>Foundry Casting for Sculpture (3)</td>
<td>3</td>
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<tr>
<td>ART 372</td>
<td>Sculpture (3)</td>
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<tr>
<td>ART 373</td>
<td>Sculpture (3)</td>
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<tr>
<td>ART 375</td>
<td>Figure Sculpture (3)</td>
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<tr>
<td>ART 382</td>
<td>Metal Design: Emphasis in Mixed Media (3)</td>
<td>3</td>
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<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>
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<td>ART 390</td>
<td>Ceramics (3)</td>
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<tr>
<td>ART 391</td>
<td>Intermediate Ceramics (3)</td>
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<td>ART 398</td>
<td>Ceramic Murals and Tiles (5)</td>
<td>5</td>
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<tr>
<td>ART 420</td>
<td>Film Making (2)</td>
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<tr>
<td>ART 422</td>
<td>Film Making (3)</td>
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<td>ART 430</td>
<td>Art and Children (3)</td>
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<td>ART 432</td>
<td>Art for Children Practicum (2 - 4)</td>
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<td>ART 440</td>
<td>Artists’ Materials and Techniques (3)</td>
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<td>ART 442</td>
<td>Art Gallery Operations (2)</td>
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<td>ART 444</td>
<td>Art Gallery and Portfolio Preparation (3)</td>
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<td>ART 300</td>
<td>Introduction to 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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<td>ARTH 333</td>
<td>Introduction to Islamic Art (3)</td>
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<td>ARTH 334</td>
<td>International Contemporary Art (3)</td>
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<tr>
<td>ART 483</td>
<td>Honors Art History of the Non-Western World (1)</td>
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</table>

Associate Degree Requirements: The 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
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 294 Topics in Art .5-4 Units
Hours: 9-36 hours LEC, 0-108 hours LAB
This course is designed to give students an opportunity to study topics in art not included in current course offerings. It may be taken four times with no duplication of topics.

ART 300 Elementary Drawing and Composition 3 Units
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ELSW 320, or placement through assessment process.
General Education: AA/AS Area I; CSU Area C1
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.
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
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 ARTNM 320.

ART 314  Introduction to Illustration  3 Units
Same As: ARTNM 320
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 ARTNM 370.

ART 320  Design: Fundamentals  3 Units
Same As: ARTNM 310
Advisory: ENGWR 102 or 103, ENGRD 116; OR ESLR 320 and ESLW 320; OR placement through assessment process.
General Education: AA/AS Area I; CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on the fundamentals of design, 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. Design principles are applied through a series of studio projects that are derived from the study of both historical schools of art as well as contemporary theory. The elements of line, shape, form, spatial relationships, value and color are analyzed in concert with their use by artists throughout history. Projects utilize a wide range of tools, media, and presentation techniques. This course is not open to students who have completed ARTNM 310.

ART 322  Design: Image and Content  3 Units
Prerequisite: ART 320 with a grade of “C” or better.
General Education: AA/AS Area I
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course will survey the history of the art of illustration. The course will evaluate the appropriate use of 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.

ART 323  Design: Color Theory  3 Units
Prerequisite: ART 320 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers studio problems in the use and understanding of color, including its application to works of art, interior design and graphics, basics of color theory and color interchange. It also includes image and composition as related to the use of color both functionally and creatively. Field trips may be required.

ART 324  Collage and Assemblage  3 Units
Advisory: ENGWR 102 or 103, ESLR 320 or ESLW 320 or placement through assessment process
General Education: AA/AS Area I; CSU Area C1
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course investigates the alteration and creation of a dimensional surface with found and constructed materials. Topics on the history of collage and assemblage and the application of historical and contemporary techniques and concepts provide the impetus for production of works of art. Development of a personal visual language is fundamental to this course.

ART 327  Painting  3 Units
Prerequisite: ART 300 or 320.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers the techniques and materials of oil painting. Projects are based on twentieth century painting contributions and the use of formal values as they relate to expression. This course is designed to encourage creative expression. May be taken twice for credit. (CAN ART 10)

ART 328  Painting  3 Units
Prerequisite: ART 327 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a continuation of ART 327. It covers artistic style, style development and general and specific criticism in painting. Different artists and topics are covered each semester. This course may be taken twice for credit. Field trips may be required.
ART 329  Painting II 3 Units
Prerequisite: ART 327 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course will survey the creative strategies of contemporary painting. Topics include post-modern ideas such as: image/text, the blending of 2D and 3D form, and combining multiple styles and techniques within a single artwork. This course may be taken twice.

ART 336  Watercolor Painting 3 Units
Prerequisite: ART 300 or 320 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the medium of transparent watercolor. It covers techniques of brush painting, traditional and contemporary approaches to composition, color relationships, and artistic style in watercolor. Different artists and topics are covered each semester. This course may be taken twice for credit.

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 contemporary methods 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
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
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
General Education: CSU Area C1
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.

ART 371  Foundry Casting for Sculpture 3 Units
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the techniques, metallurgy, and practice of casting bronze and aluminum for sculpture using the sand molding method. Emphasis is placed on historical examples, design, techniques, vocabulary and safety. Patterns are utilized directly with sand to create sculptures in metal. Different artists and topics are covered each semester. This course may be taken four times for credit.

ART 372  Sculpture 3 Units
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers 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.

ART 373  Sculpture 3 Units
Prerequisite: ART 372.
Advisory: ENGW 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 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 wood, found objects, and other materials. It utilizes a problem-solving format in order to develop knowledge of technical process, formal vocabulary, and individual expression. It examines both historical and contemporary approaches in developing form and content. It develops the ability to process visual information and create expressive objects in three dimensions.

ART 374  Sculpture Lab 1-2 Units
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
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 382  Metal Design: Emphasis in Mixed Media 3 Units
Advisory: ENGW 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 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 383  Metal Design: Emphasis in Fabrication  3 Units
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESWL 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 fabrication design. Basic methods and techniques for use with silver and base metals will be covered. May be taken twice for credit.

ART 384  Metal Design: Emphasis in Casting  3 Units
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESWL 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 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
Corequisite: Current enrollment in ART 382 or 383 or 384.
Course Transferable to 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 twice for credit.

ART 390  Ceramics  3 Units
General Education: CSU Area C1
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 potters wheel. Different methods of glazing and firing are studied.

ART 391  Intermediate Ceramics  3 Units
Prerequisite: ART 390 with a grade of “C” or better.
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
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 398  Ceramic Murals and Tiles  3 Units
Prerequisite: ART 390 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is a course in ceramic mural and tile methods and techniques. It explores the technical and creative process of site specific mural and tile making including bas relief, press molds, various surface treatments, and installation methods. Focus is placed on an in-depth examination of the history of ceramic tiles and murals. Different artists, techniques, and projects are explored each semester. This course may be taken four times for credit.

ART 420  Film Making  2 Units
General Education: CSU Area C1
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 film making. Work by contemporary film makers 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.

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
Advisory: 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 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
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
Advisory: ENGWR 102 or 103, ESLL 320 or ESLR 320 or ESLW 320, or placement through assessment process
General Education: AA/AS Area I
Course Transferable to CSU
Hours: 54 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.

ART 442  Art Gallery Operations  2 Units
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
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 308  Renaissance Tradition in Art  3 Units
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
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.

ARTh 310  Modern Art  3 Units
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study and discussion of the factors determining the historical evolution 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.

ARTh 322  Art History of the Non-Western World  3 Units
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a worldwide survey of trends in art and architecture identified works of art produced by artists from Muslim countries and regions. This course includes but is not limited to visual examples from Arabic, Persian and Indian cultures. Field trips may be required. AA/AS area 3B

ARTh 333  Introduction to Islamic Art  3 Units
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course studies the art and culture of Islam. It primarily focuses on Islamic art and architecture and provides fundamental information on the formation of Islamic art, its history and philosophy. It identifies works of art produced by artists from Muslim countries and regions. This course includes but is not limited to visual examples from Arabic, Persian and Indian cultures. Field trips may be required. AA/AS area 3B

ARTh 334  International Contemporary Art  3 Units
Prerequisite: ARTh 300, ARTh 310, or HUM 310 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
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 also required.
ARTH 480  Honors Introduction to Art  3 Units  
Prerequisite: GPA of 3.0 or above; ENGRW 300 or 480 with a grade of “C” or better  
General Education: AA/AS Area I; CSU Area C1  
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.

ARTH 481  Stone Age through Middle Ages, Honors  1 Unit  
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 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  
Prerequisite: Cumulative GPA of 3.0 or above; ENGRW 300 or 480 with a grade of “C” or better.  
Corequisite: ARTH 308.  
General Education: CSU Area C1  
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.

ARTH 483  Honors Art History of the Non-Western World  1 Unit  
Prerequisite: Cumulative GPA of 3.0 or above; ENGRW 300 or 480 with a grade of “C” or better.  
Corequisite: ART 322.  
General Education: CSU Area C1  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This honors course, a supplement to ART 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 of India, Africa, Asia, the Americas, the Arctic, Australia and Oceania. The time period covered is from the stone age to the eighteenth century.
ARTPH 350  Documentary Photography  3 Units
Prerequisite: ARTPH 300 or 305 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides instruction in documentary photography and photojournalism techniques. Film developing, printing and digital processing are emphasized. A portfolio including an extensive photo essay or documentary project is required. A 35mm single lens reflex (SLR) camera or a digital camera with manual options as well as darkroom and portfolio supplies are required. Field trips may be required.

ARTPH 360  Studio Lighting  3 Units
Prerequisite: ARTPH 300 or 305 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study in studio lighting techniques used in photography. Topics include lighting ratios, correct exposure using an electronic flash, basic portraiture, advertising, choice of camera formats and film, white balance adjustments, and color temperature. It also includes study of the history of studio photography. Black and white, color, and digital processes are included. A 35mm single lens reflex (SLR) or digital camera with manual option as well as darkroom and portfolio supplies are required. Field trips are required.

ARTPH 490  Photography Lab  1 Unit
Corequisite: Concurrent enrollment in: ARTPH 300, ARTPH 305, ARTPH 310, ARTPH 320, ARTPH 340, ARTPH 350, ARTPH 360, ARTPH 370, or ARTPH 495.
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 co-requisites.
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 40.5 Units

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 300</td>
<td>Elementary Drawing and Composition</td>
<td>3</td>
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<tr>
<td>ART 320</td>
<td>Design: Fundamentals (3)</td>
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<tr>
<td>or ARTNM 310</td>
<td>Design: Fundamentals (3)</td>
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<tr>
<td>ART 323</td>
<td>Design: Color Theory</td>
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<td>ARTH 310</td>
<td>Modern Art</td>
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<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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<td>And a minimum of 24 units from the following:</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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<td>ARTNM 303</td>
<td>Graphic Design: Typography (3)</td>
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<td>ARTNM 324</td>
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<td>ARTNM 332</td>
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<td>ARTNM 352</td>
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<td>ARTNM 354</td>
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<td>ARTNM 358</td>
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<td>ARTNM 370</td>
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<td>or ART 314</td>
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<td>ARTNM 401</td>
<td>Introduction to Web Development and Design (3)</td>
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<td>ARTNM 420</td>
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<td>3D Character Modeling and Rigging (3)</td>
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<td>Special Effects and Texturing in 3D Animation (3)</td>
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<tr>
<td>CISW 300</td>
<td>Web Publishing (3)</td>
<td></td>
</tr>
</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.

Degree: A.A. - Art New Media
A.A. - Technical Communication

Certificates: Graphic Design
Illustration
3D Animation
Web Design
Technical Communication

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>
</tr>
</thead>
<tbody>
<tr>
<td>ART 323</td>
<td>Design: Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 302</td>
<td>Digital Basics for Art New Media</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTNM 303</td>
<td>Graphic Design: Typography</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 305</td>
<td>History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 310</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ART 320</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 325</td>
<td>Intermediate Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 328</td>
<td>Digital Photo Imagery - PhotoShop Basics (3)</td>
<td></td>
</tr>
<tr>
<td>ARTNM 330</td>
<td>Intermediate Digital Photo Imagery (3)</td>
<td></td>
</tr>
<tr>
<td>ARTNM 332</td>
<td>Digital Video (3)</td>
<td></td>
</tr>
<tr>
<td>ARTNM 352</td>
<td>Design for Publication (3)</td>
<td></td>
</tr>
<tr>
<td>ARTNM 354</td>
<td>Digital Prepess (3)</td>
<td></td>
</tr>
<tr>
<td>ARTNM 356</td>
<td>Advanced Projects In Graphic Design (3)</td>
<td></td>
</tr>
<tr>
<td>ARTNM 450</td>
<td>Portfolio for Art New Media (3)</td>
<td></td>
</tr>
<tr>
<td>ARTNM 497</td>
<td>Internship in Art New Media (1-4)</td>
<td></td>
</tr>
</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>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 304</td>
<td>Figure Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>Design: Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 327</td>
<td>Painting (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ART 336</td>
<td>Watercolor Painting (3)</td>
<td></td>
</tr>
<tr>
<td>ARTH 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>
</tr>
<tr>
<td>ARTNM 310</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ART 320</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
</tbody>
</table>
ARTNM 324  Digital Design  3
ARTNM 326  Digital Painting  3
ARTNM 370  Introduction to Illustration (3)  3
or ART 314  Introduction to Illustration (3)  3
ARTNM 404  Interactive Multimedia Basics  3
ARTNM 405  Digital 2D Animation  3
ARTNM 450  Portfolio for Art New Media  3

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>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 304</td>
<td>Figure Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 375</td>
<td>Figure Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 411</td>
<td>Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 420</td>
<td>Film Making</td>
<td>2</td>
</tr>
<tr>
<td>ARTNM 302</td>
<td>Digital Basics for Art New Media</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTNM 320</td>
<td>Facial Expression and Anatomy (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ART 306</td>
<td>Facial Expression and Anatomy (3)</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 326</td>
<td>Digital Painting</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 328</td>
<td>Digital Photo Imagery - PhotoShop Basics</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 420</td>
<td>Introduction to Digital 3D Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 421</td>
<td>3D Character Modeling and Rigging</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 422</td>
<td>3D Character Animation</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 423</td>
<td>Special Effects and Texturing in 3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 425</td>
<td>Short Film in 3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 450</td>
<td>Portfolio for Art New Media</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 497</td>
<td>Internship in Art New Media</td>
<td>1-4</td>
</tr>
</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  42.5-45.5 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTNM 302</td>
<td>Digital Basics for Art New Media</td>
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<tr>
<td>ARTNM 310</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ART 320</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 325</td>
<td>Intermediate Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 328</td>
<td>Digital Photo Imagery - PhotoShop Basics</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 330</td>
<td>Intermediate Digital Photo Imagery</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 332</td>
<td>Digital Video</td>
<td>3</td>
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<tr>
<td>ARTNM 352</td>
<td>Design for Publication</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 401</td>
<td>Introduction to Web Development and Design (3)</td>
<td>3</td>
</tr>
<tr>
<td>or CISW 307</td>
<td>Introduction to Web Development and Design (3)</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 402</td>
<td>Intermediate Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 404</td>
<td>Interactive Multimedia Basics (3)</td>
<td>3</td>
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<tr>
<td>or CISW 365</td>
<td>Interactive Multimedia Basics (3)</td>
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<tr>
<td>ARTNM 410</td>
<td>Interactive Multimedia Projects (4)</td>
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<tr>
<td>or CISW 471</td>
<td>Interactive Multimedia Projects (4)</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>
<td>1-4</td>
</tr>
<tr>
<td>CISW 300</td>
<td>Web Publishing</td>
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</table>

Technical Communication Degree

Requirements for Degree  42.5 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 325</td>
<td>Design: Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 303</td>
<td>Graphic Design: Typography</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>CSC 320</td>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CISW 300</td>
<td>Web Publishing</td>
<td>3</td>
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<tr>
<td>ENGWR 342</td>
<td>Introduction to Technical/Professional Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 344</td>
<td>Technical/Professional Communication: Writing Reports (1.5)</td>
<td>1.5</td>
</tr>
<tr>
<td>or ENGWR 348</td>
<td>Technical/Professional Communication: Plain English (1.5)</td>
<td>1.5</td>
</tr>
<tr>
<td>or ENGWR 350</td>
<td>Technical/Professional Communication: Proposal Writing (1.5)</td>
<td>1.5</td>
</tr>
<tr>
<td>ENGWR 352</td>
<td>Technical/Professional Communication: Writing Technical Manuals</td>
<td>3</td>
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</tbody>
</table>

And a minimum of 6 units from the following:

- ENGWR 450 | College Literary Magazine (3) | 3 |
- ENGWR 339 | Writing for Publication (3) | 3 |
- ENGWR 331 | Writing for Publication (3) | 3 |
- ENGWR 354 | Introduction to Careers in Technical Communication (1) | 1 |
- ENGWR 356 | Writing Formal Reports (1) | 1 |
- ENGWR 358 | Writing Training Materials (1) | 1 |
- JOUR 300 | News Writing and Reporting (3) | 3 |
- JOUR 401 | College Newspaper Production (2) | 2 |
- SPEECH 321 | Interpersonal Communication (3) | 3 |
- or SPEECH 331 | Group Discussion (3) | 3 |

And a minimum of 12 units from the following:

- ARTNM 324 | Digital Design | 3 |
- ARTNM 328 | Digital Photo Imagery - PhotoShop Basics | 3 |
- ARTNM 330 | Intermediate Digital Photo Imagery (3) | 3 |
- ARTNM 352 | Design for Publication | 3 |
- or CISA 330 | Desktop Publishing (2) | 2 |
- and CISA 331 | Intermediate Desktop Publishing (2) | 2 |
- ARTNM 354 | Digital Prepress (3) | 3 |
- ARTNM 402 | Intermediate Web Design | 3 |
- ARTNM 404 | Interactive Multimedia Basics (3) | 3 |
- CISA 315 | Introduction to Electronic Spreadsheets (2) | 2 |
- CISA 340 | Presentation Graphics (2) | 2 |
- CISW 310 | Advanced Web Publishing (4) | 4 |

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>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTNM 352</td>
<td>Design for Publication (3)</td>
<td>3-4</td>
</tr>
</tbody>
</table>
- or CISA 330 | Desktop Publishing (2) | 2 |
- and CISA 331 | Intermediate Desktop Publishing (2) | 2 |
- CISA 305 | Beginning Word Processing | 2 |
- CISA 306 | Intermediate Word Processing | 2 |
- ENGWR 342 | Introduction to Technical/Professional Communication | 3 |
- ENGWR 344 | Technical/Professional Communication: Writing Reports (1.5) | 1.5 |
- or ENGWR 348 | Technical/Professional Communication: Plain English (1.5) | 1.5 |
- or ENGWR 350 | Technical/Professional Communication: Proposal Writing (1.5) | 1.5 |
- ENGWR 352 | Technical/Professional Communication: Writing Technical Manuals | 3 |
ARTNM 302  Digital Basics for Art New Media  
Course Transferable to CSU  
Hours: 18 hours LEC; 27 hours LAB  
This course is an introduction to the digital environment for Art New Media. Topics of MAC OS, digital vocabulary, scanning, saving and file formats will be included. Distinctions between vector, bitmap, and page layout applications will be made using Adobe Illustrator, Adobe Photoshop, and Adobe InDesign.

ARTNM 303  Graphic Design: Typography  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
Graphic design is the art of visual communication and this course introduces the tools and concepts of visual thinking, with an emphasis on the potential of typography as an effective communications tool. Historical overviews, portfolio development and client presentation are paired with the terminology and visual language of design are applied through the creation and evaluation of individual projects.

ARTNM 305  History of Graphic Design  
General Education: AAAS Area A1; CSU Area C1  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course covers the history of visual communications as developed by ancient cultures through the present with an emphasis on commercial design, illustration, typographic development and technological invention. It includes modern graphic design movements of the 20th century through the expansive media innovations of today. An analysis of design from a wide range of sources and cultures is a primary focus.

ARTNM 310  Design: Fundamentals  
Same As: ART 320  
Advisory: ENGRD 116, ENGRD 116 and/or ESLR 320, ESL 320, ESLW 320, OR placement through assessment process.  
General Education: AAAS Area A1; CSU Area C1  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course focuses on the fundamentals of design, 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. Design principles are applied through a series of studio projects that are derived from the study of both historical schools of art as well as contemporary theory. The elements of line, shape, form, spatial relationships, value and color are analyzed and applied in their use by artists throughout history. Projects utilize a wide range of tools, media, and presentation techniques. This course is not open to students who have completed ART 320.

ARTNM 320  Facial Expression and Anatomy  
Same As: ART 306  
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  
Advisory: ART 300 or 320 and CISC 300 (Macintosh) and ENGRD 116 or ESLR 320, ESL 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 portfolio quality projects. A field trip is required. This course may be taken four times on different platforms.

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  
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  
Advisory: ART 320, CISC 300 (Macintosh), ENGRD 116, ENGRD 116 with a grade of “C” or better; or ESLR 320, ESL 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: ART 419 or 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  3 Units
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 352  Design for Publication  3 Units
Advisory: ART 320 and ARTNM 302
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the basic operating principles of digital page layout software using Adobe InDesign. Principles of typography and the development of the printed page are applied to individual portfolio quality projects. Areas of focus include book, magazine and newspaper design, as well as publications such as newsletters, journals and catalogs. An overview of promotions such as fliers, posters and brochures is also included. This course may be taken four times on different software versions.

ARTNM 354  Digital Prepress  3 Units
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
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
Advisory: ARTTH 300 and ARTNM 302.
Course Transferable to CSU
Hours: 18 hours LEC; 54 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, jewelry, ceramics and digital media are selected and digitized for production. These files are used as visual content for the American River Review. This course may be taken two times for credit.

ARTNM 359  College Magazine: Design and Production  3 Units
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
Advisory: CISC 306 or CISW 300
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.

ARTNM 401  Introduction to Web Development and Design  3 Units
Same As: CISW 307
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 328, ARTNM 401, or CISW 307 with a grade of “C” or better, or placement through the assessment process.
Advisory: ARTNM 330 and 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  
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  
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  
Same As: CISW 471  
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  
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 marionette. 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: 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  
Advisory: ARTNM 420 or TA 310.  
Course Transferable to CSU  
Hours: 18 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 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**  
**Advisory:** MATH 100 and 110  
**General Education:** AA/AS Area IV; CSU Area B1; IGETC Area 5A  
**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.

**ASTR 400  Astronomy Laboratory  1 Unit**  
**Corequisite:** ASTR 300  
**General Education:** AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A  
**Course Transferable to UC/CSU**  
**Hours:** 54 hours LAB  
This course covers the practical use of a telescope for both visual observation and astrotopography. 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.

**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 5-week courses 3 times during the semester.
- 5-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 word 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 or Certificate**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
<th>Final Semester</th>
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</thead>
<tbody>
<tr>
<td>AT 100 Technical Basics</td>
<td>AT 110 Automotive Brakes</td>
<td>AT 130 Manual Drive Trains and Axles</td>
<td>AT 310 Heating and Air-Conditioning Systems</td>
<td>AT 315 Advanced Engine/Chassis Electrical</td>
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<tr>
<td>AT 105 Mathematics for</td>
<td>AT 311 Suspension and</td>
<td>AT 313 Automatic Transmission and Transaxles</td>
<td>AT 322 Engine Performance and Electronic Engine Controls</td>
<td>AT 323 Clean Air Car Course</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Steering Systems</td>
<td>AT 314 Automotive Engine Repair</td>
<td>AT 316 Engine Performance and Electronic Engine Controls</td>
<td>AT 324 Engine Performance and Electronic Engine Controls</td>
</tr>
<tr>
<td>AT 180 Automotive Data</td>
<td>AT 312 Electrical Systems</td>
<td>AT 317 Engine Performance and Electronic Engine Controls</td>
<td>AT 325 Clean Air Car Course</td>
<td>AT 326 Engine Performance and Electronic Engine Controls</td>
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<tr>
<td>Acquisition</td>
<td>AT 318 Engine Performance and Electronic Engine Controls</td>
<td>AT 327 Clean Air Car Course</td>
<td>AT 328 Engine Performance and Electronic Engine Controls</td>
<td>AT 329 Clean Air Car Course</td>
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<td>AT 320 Clean Air Car Course</td>
<td>AT 321 Engine Performance and Electronic Engine Controls</td>
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<td>AT 323 Clean Air Car Course</td>
<td>AT 324 Engine Performance and Electronic Engine Controls</td>
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</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 Collision Technology Degree and Certificate

Requirements for Degree or Certificate \[25.5 \text{ Units}\]

- AT 121 Automotive Collision - Removal and Replacement of Non-Structural Components and Damage Analysis 2.5
- AT 122 Automotive Collision - Non-Structural Repairs 2.5
- AT 123 Automotive Collision - Structural Panel & Component Repairs 2.5
- AT 124 Automotive Refinishing Technology 2.5
- AT 126 Automotive Collision Estimating 2
- AT 310 Heating and Air-Conditioning Systems 4
- AT 311 Suspension and Steering Systems 4
- AT 312 Electrical Systems 4
- WELD 103 Gas Metal Arc Welding of Sheet Steel 1.5

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 or Certificate \[40 \text{ Units}\]

- AT 100 Technical Basics for the Automotive Professional 2
- AT 105 Mathematics for Automotive Technology 3
- AT 110 Automotive Brakes 4
- AT 130 Manual Drive Trains and Axles 4
- AT 140 Advanced Automotive Skill and Speed Development 4
- AT 180 Automotive Data Acquisition 3
- AT 310 Heating and Air-Conditioning Systems 4
- AT 311 Suspension and Steering Systems 4
- AT 312 Electrical Systems 4
- AT 313 Automatic Transmission and Transaxes 4
- AT 314 Automotive Engine Repair 4

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.

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 or Certificate \[60 \text{ Units}\]

- AT 100 Technical Basics for the Automotive Professional 2
- AT 105 Mathematics for Automotive Technology 3
- AT 110 Automotive Brakes 4
- AT 130 Manual Drive Trains and Axles 4
- AT 180 Automotive Data Acquisition 3
- AT 310 Heating and Air-Conditioning Systems 4
- AT 311 Suspension and Steering Systems 4
- AT 312 Electrical Systems 4
- AT 313 Automatic Transmission and Transaxes 4
- AT 320 Engine Performance Technology 12
- AT 321 Engine Performance Technology 12

Associate Degree Requirements: The Automotive 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.

Diesel Mechanics Degree and Certificate

Requirements for Degree or Certificate \[54 \text{ Units}\]

- AT 105 Mathematics for Automotive Technology 3
- AT 110 Automotive Brakes 4
- AT 130 Manual Drive Trains and Axles 4
- AT 150 Diesel Technology 10
- AT 151 Diesel Technology 10
- AT 310 Heating and Air-Conditioning Systems 4
- AT 311 Suspension and Steering Systems 4
- AT 312 Electrical Systems 4
- AT 313 Automatic Transmission and Transaxes 4
- AT 314 Automotive Engine Repair 4
- WELD 300 Introduction to Welding 3

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 \[16 \text{ Units}\]

- AT 100 Technical Basics for the Automotive Professional 2
- AT 105 Mathematics for Automotive Technology 3
- AT 180 Automotive Data Acquisition 3
- AT 310 Heating and Air-Conditioning Systems 4
- AT 312 Electrical Systems 4

Automotive Claims Estimator Certificate

Requirements for Certificate \[21 \text{ Units}\]

- AT 100 Technical Basics for the Automotive Professional 2
- AT 105 Mathematics for Automotive Technology 3
- AT 126 Automotive Collision Estimating 2
- AT 127 Automotive Collision Estimating II 2
- AT 310 Heating and Air-Conditioning Systems 4
- AT 311 Suspension and Steering Systems 4
- BUS 212 Marketing for Small Businesses 1
- BUS 218 Management Skills for the Small Business 1
- BUS 224 Customer Service 1

And a minimum of 1 unit from the following:

- BUSTEC 300 Beginning Keyboarding/Applications (1 - 3)

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, Heat-

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
AT 100 Technical Basics for the Automotive Professional 2
AT 105 Mathematics for Automotive Technology 3
AT 110 Automotive Brakes 4
AT 130 Manual Drive Trains and Axles 4
AT 180 Automotive Data Acquisition 3
AT 310 Heating and Air-Conditioning Systems 4
AT 311 Suspension and Steering Systems 4
AT 312 Electrical Systems 4
AT 313 Automatic Transmission and Transaxles 4
AT 314 Automotive Engine Repair 4

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
AT 100 Technical Basics for the Automotive Professional 2
AT 105 Mathematics for Automotive Technology 3
AT 107 Employability Skills for Technical Careers 2
AT 143 Automotive Parts and Service Advising 3
AT 180 Automotive Data Acquisition 3
BUS 100 English for the Professional 3
And a minimum of 1 unit from the following: 1
AT 298 Work Experience in Automotive Technology (1 - 4)

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
AT 100 Technical Basics for the Automotive Professional 2
AT 105 Mathematics for Automotive Technology 3
AT 130 Manual Drive Trains and Axles 4
AT 140 Advanced Automotive Skill and Speed Development 4
AT 180 Automotive Data Acquisition 3
AT 210 Advanced Automatic Transmission and Transaxle 4
AT 312 Electrical Systems 4
AT 313 Automatic Transmission and Transaxles 4

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
AT 100 Technical Basics for the Automotive Professional 2
AT 110 Automotive Brakes 4
AT 145 Automotive Exhaust System 4
AT 180 Automotive Data Acquisition 3
AT 311 Suspension and Steering Systems 4

AT 10 General Automotive Maintenance 2 Units
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
Hours: 36 hours LEC; 27 hours LAB
This course presents theoretical and practical training for entry-level automotive technicians. It presents 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
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.

AT 105 Mathematics for Automotive Technology 3 Units
General Education: AA/AS Area II(b)
Hours: 54 hours LEC
This course covers mathematics as it relates to the automotive trades. Metric system, fraction, decimal equivalents, basic equations, ratio and proportion, gear and pulley ratios, power, efficiency, torque and thrust are covered.

AT 106 Automotive Dealership Operations 2 Units
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 department's positions and operations. Customer Satisfaction Index (CSI) and the Bureau of Automotive Repair (BAR) are discussed. Field trips to local dealerships may be required.
AT 107  Employability Skills for Technical Careers  2 Units
Same As: ET 250 and WELD 150
General Education: AA/AS Area III(b)
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.

AT 110  Automotive Brakes  4 Units
Corequisite: AT 100.
Hours: 54 hours LEC; 54 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 are covered. This course meets Automotive Service Excellence (ASE) A5 standards.

AT 121  Automotive Collision - Removal and Replacement of Non-Structural Components and Damage Analysis  2.5 Units
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
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
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
Hours: 27 hours LEC; 54 hours LAB
This course covers the principles and theory of paint finish application, tinting and blending, corrosion protection, and evaluating color mismatch problems. It also covers OSHA, EPA, Clean Air Act, and VOC regulations and compliance. 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
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
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
Corequisite: AT 100.
Hours: 54 hours LEC; 54 hours LAB
This course covers the basics of manual transmission and transaxles principles and service. Topics include clutches, manual transmissions and transaxles, drive line and shafts, differentials/limited slip differentials, and four-wheel drive/all-wheel drive. This course meets Automotive Service Excellence (ASE) standard A3.

AT 140  Advanced Automotive Skill and Speed Development  4 Units
Corequisite: AT 110, 130, 311, 312, and 314.
Hours: 54 hours LEC; 54 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.
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<th>Course Title</th>
<th>Units</th>
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<td>Automotive Parts and Service Advising</td>
<td>3</td>
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<tr>
<td>AT 145</td>
<td>Automotive Exhaust System</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 165</td>
<td>Advanced DSO/Scanner Operations</td>
<td>1.5</td>
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<tr>
<td>AT 172</td>
<td>BAR A-6 Alternative - Electrical and Electronic Systems Training</td>
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<tr>
<td>AT 173</td>
<td>BAR A-8 Alternative - Engine Performance Systems</td>
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<td>AT 174</td>
<td>BAR Approved L1 Alternative- Advanced Engine Performance/Emission Systems</td>
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<tr>
<td>AT 175</td>
<td>BAR OBD (On Board Diagnostics) II Update Course</td>
<td>1.5</td>
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<tr>
<td>AT 176</td>
<td>Bureau of Automotive Repair (BAR) Emissions Update</td>
<td>.5-.1</td>
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<tr>
<td>AT 180</td>
<td>Computerized Auto Shop Technical Manuals</td>
<td>3</td>
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<tr>
<td>AT 190</td>
<td>Advanced Student Projects</td>
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<tr>
<td>AT 201</td>
<td>ASE A-1 Engine Repair Test Preparation</td>
<td>.5</td>
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<tr>
<td>AT 202</td>
<td>ASE A-2 Auto Transmission and Transaxles Test Preparation</td>
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**AT 143 Automotive Parts and Service Advising 3 Units**

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**

Prerequisite: AT 100 with a grade of “C” or better. Hours: 54 hours LEC, 54 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 Automotive Service Excellence (ASE) 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 student 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**

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 handheld 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**

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**

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**

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**

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**

Hours: 54 hours LEC

This course covers all aspects of automotive data retrieval and usage including location and using online 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.

**AT 190 Advanced Student Projects 2 Units**

Prerequisite: Must have a grade of “C” 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.

**AT 201 ASE A-1 Engine Repair Test Preparation .5 Units**

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.

**AT 202 ASE A-2 Auto Transmission and Transaxles Test Preparation .5 Units**

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.
AT 203  ASE A-3 Manual Drive Trains and Axles Test Preparation .5 Units  

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.

AT 204  ASE A-4 Suspension and Steering Test Preparation .5 Units  

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.

AT 205  ASE A-5 Brakes Test Preparation .5 Units  

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.

AT 206  ASE A-6 Electrical/Electronic Systems Test Preparation .5 Units  

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.

AT 207  ASE A-7 Heating & Air Conditioning Test Preparation .5 Units  

Hours: 9 hours LEC  
This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-7 Heating & Air Conditioning examination by reviewing ASE-style test questions and heating & air conditioning information. Credit/No Credit only. This course may be taken four times.

AT 208  ASE A-8 Engine Performance Test Preparation .5 Units  

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.

AT 209  ASE L-1 Advanced Engine Performance Specialist Test Preparation .5 Units  

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.

AT 210  Advanced Automatic Transmission and Transaxle 4 Units  

Prerequisite: AT 313 with a grade of “C” or better.  
Hours: 54 hours LEC; 54 hours LAB  
This course builds on AT 313, covering 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 dynamometer testing.

AT 251  Automotive Electronic Accessories and Installation 2 Units  

Same As: ET 251  
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 is not open to students who have taken the ET 251 course.

AT 294  Topics in Automotive Technology - New and Emerging Occupations .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.

AT 298  Work Experience in Automotive Technology 1-4 Units  

Hours: 18-72 hours LEC  
This course is designed for students to earn college credit by combining volunteer or paid work experience and classroom training. Using their jobs as learning situations, the students join with their employers and the college in establishing learning objectives to be accomplished during the semester.

AT 301  Small Gas Engines 2 Units  

Same As: HORT 330  
Course Transferable to CSU  
Hours: 18 hours LEC; 54 hours LAB  
This course covers basic operational theory, servicing, adjusting and the maintenance of small gas engines as they pertain to the automotive and horticulture industries. This course is not open to students who have taken HORT 330.

AT 310  Heating and Air-Conditioning Systems 4 Units  

Corequisite: AT 100.  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course is an introduction to automotive heating and air conditioning theory. It meets Automotive Service Excellence (ASE) standard A7 and combines performance testing and repair practices as utilized in the industry.
AT 311  Suspension and Steering Systems  4 Units  
Corequisite: AT 100.  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course is an introduction to advanced principles and service of suspension and steering systems, including alignment of equipment, alignment procedures, and the diagnosis and repair of suspension components. It meets Automotive Service Excellence (ASE) A6 certification standards.

AT 312  Electrical Systems  4 Units  
Corequisite: AT 100 and 105.  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers the principles, operation, and diagnosis of automotive electrical systems including fundamentals of electricity (DC), electrical circuits, battery operation, fundamentals of magnetism, charging systems, starting systems and electrical schematics. This course meets Automotive Service Excellence (ASE) certification standards for the A6 electrical certification with completion of AT 315 and either AT 320 or AT 322.

AT 313  Automatic Transmission and Transaxles  4 Units  
Corequisite: AT 100.  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers the basics of automatic transmission and transaxle principles and service. Topics include hydraulic principles, diagnosis and service, power conversion, and automatic transmission operation. AT 313 and AT 210 together meet Automotive Service Excellence (ASE) standard A2.

AT 314  Automotive Engine Repair  4 Units  
Corequisite: AT 100 and 105.  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers the principles, operation and diagnosis of automotive engines including basic engine operation and construction, parts identification and location, engine disassembly procedures, engine diagnosis using metric and English measurement systems, engine repair and rebuilding procedures, and engine reassembly procedures. Completion of AT 314 and either AT 320 or AT 322 meets Automotive Service Excellence (ASE) A1 standards.

AT 315  Advanced Engine/Chassis Electrical  4 Units  
Prerequisite: AT 312 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers the principles of advanced diagnosis of engine and chassis electrical systems; including power windows, power seats, power locks (including key-less entry), multi-plexing systems, computer controlled charging systems, navigation systems, factory installed accessory circuits and hybrid powertrain control systems. This course meets Automotive Service Excellence (ASE) certification standards for the A6 electrical certification with the completion of AT 312 and either AT 320 or AT 322.

AT 320  Engine Performance Technology  12 Units  
Prerequisite: AT 312 and 314 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 108 hours LEC; 324 hours LAB  
This course covers the principles and diagnosis of the following systems: chassis electrical, engine electrical, engine mechanical, conventional and electronic computer-controlled ignition systems, basic fuel injection, and basic computer systems. Also included is extensive troubleshooting with use of hand-held test equipment, lab oscilloscopes, scanners, digital storage oscilloscopes (DSO) and 4- and 5-gas analyzers. It meets Automotive Service Excellence (ASE) A8 and completes A-1 and A-6 requirements when AT 312, AT 314 and AT 315 are completed.

AT 321  Engine Performance Technology  12 Units  
Prerequisite: AT 320 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 108 hours LEC; 324 hours LAB  
This course covers theory, operation, and diagnosis of fuel delivery and emission control systems. Fuel supply, electronic feedback carburetors, mechanical and electronic fuel injection, emission components as well as operation and diagnosis are also presented. Course includes Bureau of Automotive Repair (BAR) Basic Area Clean Air Course, Enhanced Area Clean Air Course, and BAR Update Courses.

AT 322  Engine Performance & Electronic Engine Controls  6 Units  
Prerequisite: AT 312 and 314 with grades of “C” or better  
Course Transferable to CSU  
Hours: 72 hours LEC; 108 hours LAB  
This course covers the principles, operation, and diagnosis of automotive engine performance systems including engine mechanics, ignition, fuel delivery and electronic engine controls. Instruction includes extensive troubleshooting, use of diagnostic test equipment, lab oscilloscopes, scantools, and emission analyzers. This course meets Automotive Service Excellence (ASE) certification standards for the A8 engine performance certification with completion of AT 323.

AT 323  Clean Air Car Course  6 Units  
Prerequisite: AT 322 (Engine Performance & Electronic Engine Controls) with a grade of “C” or better or one year work experience in automotive engine performance  
Course Transferable to CSU  
Hours: 72 hours LEC; 108 hours LAB  
This course covers the Bureau of Automotive Repair (BAR) certified Basic and Advanced Clean Air Car Course, which now includes the former On Board Diagnostics (OBD) II update course, and the BAR 03/04 and 05/06 update courses. Topics include: smog check laws, rules and regulations; exhaust emission analysis; emission control systems diagnosis; smog inspection procedures; digital storage oscilloscopes (DSO) usage; loaded mode emission testing and smog check failure diagnosis. It is required for first-time licensed technicians or for those whose license has been expired for more than one year. This course may be taken four times for credit.

AT 324  Enhanced Area Clean Air Car  2 Units  
Prerequisite: AT 325 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 Oscilloscopes (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 Degree**

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<td>or ENGWR 302</td>
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<td>or ENGWR 342</td>
<td>Introduction to Technical/Professional Communication</td>
<td>3</td>
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<td>STAT 301</td>
<td>Introduction to Probability and Statistics</td>
<td>3</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.

**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**

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And a minimum of 1 unit from the following: 1

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</tr>
<tr>
<td>BIOL 498</td>
<td>Polymerase Chain Reaction (PCR) Methods</td>
<td>1</td>
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</tbody>
</table>

**BIOL 102 Introduction to Concepts of Human Anatomy and Physiology 4 Units**

General Education: AA/AS Area IV
Hours: 54 hours LEC, 54 hours LAB

This course examines body systems from an anatomical and physiological point of view. It meets the minimum requirements for licensed vocational nursing, paramedic, gerontology, and funeral services programs. The basic anatomy and physiology of all the body systems will be covered with an emphasis on developing vocabulary in each area. Activities will include microscope work, simple physiology experiments and demonstrations, and using models and simple dissections to learn anatomy.

**BIOL 115 Basic Anatomy and Physiology 3 Units**

General Education: AA/AS Area IV
Hours: 54 hours LEC

This course provides instruction involving basic human anatomy and physiology of the skin, skeletal, muscular, nervous, circulatory, and lymphatic systems. It is designed for medical assistants, medical secretaries, medical transcriptionists, and hazardous materials technicians. BIOL 115 and 116 compose a complete study of the basic anatomy and physiology of the human body.

**BIOL 116 Basic Anatomy and Physiology 3 Units**

General Education: AA/AS Area IV
Hours: 54 hours LEC

This course provides instruction involving basic human anatomy and physiology. This course is designed for medical assisting majors, medical secretaries, and other health-related technologies. It covers body organization, basic chemistry, cells, and tissues. In addition, BIOL 116 covers respiratory, digestive, urinary, endocrine, and
reproductive systems. Either BIOL 115 OR 116 may be taken first, however, both courses are necessary for a complete study of human anatomy and physiology

**BIOL 117  Basic Anatomy and Physiology Lab 1 Unit**  
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 technicians. This course is not acceptable in registered nursing and respiratory care programs.

**BIOL 118  Basic Anatomy and Physiology Laboratory 1 Unit**  
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**  
General Education: AA/AS Area IV; CSU Area B2; IGETC Area 5B  
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.

**BIOL 303  Survey of Biology 4 Units**  
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3  
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.

**BIOL 305  Natural History 4 Units**  
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B  
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, habitats to the adaptations organisms have evolved to live in their environment. Although this is a broad survey course, emphasis will be placed on the animal kingdom and on local environments. A variety of field trips opportunities allow 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.

**BIOL 310  General Biology 4 Units**  
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B  
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.

**BIOL 320  Field Botany 3 Units**  
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**  
General Education: AA/AS Area VI  
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. Sight recognition and plant use will be emphasized. An analysis of ethnicity and ethnocentrism is included.

**BIOL 330  Natural History of Insects 3 Units**  
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**  
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.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<th>General Education</th>
<th>Course Transferable to UCI/CSU</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BIOL 342</td>
<td>The New Plagues: New and Ancient Infectious Diseases Threatening World Health</td>
<td>3</td>
<td>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.</td>
<td>AA/AS Area IV; CSU Area B2; IGETC Area 5B</td>
<td>UC/CSU</td>
<td>54 hours LEC</td>
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<td>BIOL 350</td>
<td>Environmental Biology</td>
<td>3</td>
<td>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.</td>
<td>AA/AS Area IV; CSU Area B2; IGETC Area 5B</td>
<td>UC/CSU</td>
<td>54 hours LEC</td>
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<td>BIOL 352</td>
<td>Conservation Biology</td>
<td>3</td>
<td>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 scientific processes and methodology. Statewide and local environments will be highlighted. Field trips and a semester project may be required.</td>
<td>AA/AS Area IV; CSU Area B2; IGETC Area 5B</td>
<td>UC/CSU</td>
<td>54 hours LEC</td>
<td>-</td>
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<td>BIOL 370</td>
<td>Introduction to Marine Environment</td>
<td>4</td>
<td>This course is an introduction to oceanography and marine biology. It includes the study of sea water, 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.</td>
<td>AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B</td>
<td>UC/CSU</td>
<td>54 hours LEC; 54 hours LAB</td>
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<tr>
<td>BIOL 390</td>
<td>Natural History Field Study</td>
<td>.5-4</td>
<td>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.</td>
<td>-</td>
<td>UC/CSU</td>
<td>3-24 hours LEC; 18-144 hours LAB</td>
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<td>BIOL 400</td>
<td>Principles of Biology</td>
<td>5</td>
<td>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.</td>
<td>CSU Area B2; CSU Area B3; IGETC Area 5B</td>
<td>UC/CSU</td>
<td>54 hours LEC; 108 hours LAB</td>
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</table>
BIOL 440 General Microbiology 4 Units
Prerequisite: CHEM 305, 309, 310, or 400 with a grade of “C” or better
General Education: CSU Area B2; CSU Area B3; IGETC Area 5B
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.

BIOL 442 General Bacteriology 5 Units
Prerequisite: CHEM 305, 310, or 400 with a grade of “C” or better
General Education: CSU Area B2; CSU Area B3; IGETC Area 5B
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.

BIOL 460 Biology of Cancer 3 Units
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
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 physics 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
Same As: CHEM 482
Prerequisite: Cumulative GPA of 3.0 or above; CHEM 400 and BIOL 400 with a grade of “C” or better; ENGR 300 or 480 with a grade of “C” or better.
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 two times for credit.

BIOL 482 Honors Introduction to Marine Environment 4 Units
Prerequisite: Cumulative GPA of 3.0 or above; ENGR 300 or 480 with a grade of “C” or better.
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B
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.

BIOL 490 Science Skills and Applications .5 Units
Corequisite: Current enrollment in a science course.
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.

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
Course Transferable to UC/CSU
Hours: 36 hours LAB
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; 27-60 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 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>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>ECON 302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 304</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 340</td>
<td>Calculus for Business and Economics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 342</td>
<td>Modern Business Mathematics</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 7 units from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 343</td>
<td>Computer Spreadsheet Applications for Accounting</td>
<td>2</td>
</tr>
<tr>
<td>or ACCT 341</td>
<td>Accounting on the Microcomputer</td>
<td>2</td>
</tr>
<tr>
<td>BUS 320</td>
<td>Concepts in Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 330</td>
<td>Managing Diversity in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>CISA 318</td>
<td>Exploring Spreadsheet Software</td>
<td>1</td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
<td>2</td>
</tr>
<tr>
<td>CISA 330</td>
<td>Desktop Publishing</td>
<td>2</td>
</tr>
<tr>
<td>CISC 308</td>
<td>Exploring Computer Environments and the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CISC 350</td>
<td>Introduction to Data Communications</td>
<td>1</td>
</tr>
<tr>
<td>or CISC 305</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>MGMT 304</td>
<td>Introduction to Management Functions</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 300</td>
<td>Introduction to Modern 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 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.

<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>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business Mathematics</td>
<td>3</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>3</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>BUS 330</td>
<td>Managing Diversity in the Workplace</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>

**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, retrain or upgrade skills.

<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>3</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>BUS 340</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CISP 300</td>
<td>Computer Familiarization</td>
<td>1</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>

**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.
CISA 315  Introduction to Electronic Spreadsheets (2)
CISA 320  Introduction to Database Management (1)
CISA 340  Presentation Graphics (2)
MGMT 362  Techniques of Management (3)

**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.

<table>
<thead>
<tr>
<th>Requirements for Degree</th>
<th>33-34 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Fundamentals of College Accounting (3)</td>
<td>3 - 4</td>
</tr>
<tr>
<td>or ACCT 301 Financial Accounting (4)</td>
<td></td>
</tr>
<tr>
<td>BUS 105 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110 Business Economics (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 302 Principles of Macroeconomics (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 300 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350 Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 304 Introduction to Management Functions (3)</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 362 Techniques of Management (3)</td>
<td></td>
</tr>
<tr>
<td>MKT 300 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 312 Retailing</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

| BUS 341 Accounting on the Microcomputer (2) | |
| ACCT 343 Computer Spreadsheet Applications for Accounting (2) | |
| BUSTEC 305 Introduction to Office Technology (1) | |
| BUSTEC 310 Introduction to Word/Information Processing (1 - 3) | |
| One or more Computer Information Science courses | |

And a minimum of 3 units from the following:

| BUS 210 The Business Plan (1) | |
| BUS 212 Marketing for Small Businesses (1) | |
| BUS 214 Financing a Small Business (1) | |
| BUS 216 Essential Records for the Small Business (1) | |
| BUS 218 Management Skills for the Small Business (1) | |
| BUS 220 Retailing and Merchandising for the Small Business (1) | |
| BUS 224 Customer Service (1) | |
| BUS 226 Loss Prevention and Security (1) | |
| BUS 228 Selling Techniques for the Small Business (1) | |

**Associate Degree Requirements:** The Small Business 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.

**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.

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>24-25 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Fundamentals of College Accounting (3)</td>
<td>3 - 4</td>
</tr>
<tr>
<td>or ACCT 301 Financial Accounting (4)</td>
<td></td>
</tr>
<tr>
<td>BUS 210 The Business Plan</td>
<td>1</td>
</tr>
<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 340 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350 Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>CISC 300 Computer Familiarization</td>
<td>1</td>
</tr>
<tr>
<td>MKT 300 Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 7 units from the following:

| ACCT 121 Payroll Accounting (3) | |
| ACCT 341 Accounting on the Microcomputer (2) | |
| BUS 218 Management Skills for the Small Business (1) | |
| BUS 220 Retailing and Merchandising for the Small Business (1) | |
| BUS 224 Customer Service (1) | |
| BUS 226 Loss Prevention and Security (1) | |
| BUS 228 Selling Techniques for the Small Business (1) | |
| MKT 312 Retailing (3) | |
| MKT 314 Advertising (3) | |
| Any CIS course | |

**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**

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.

General Education: AA/AS Area II(b)

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.

**BUS 110 Business Economics 3 Units**

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.

General Education: AA/AS Area V(b)

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.

**BUS 150 Retail/Wholesale Operations Management 3 Units**

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisory &amp; Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210</td>
<td>The Business Plan</td>
<td>1</td>
<td>ENGWR 51 and ENGRD 15, ESLR 310 and ESLW 310; BUS 105, 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Marketing for Small Businesses</td>
<td>1</td>
<td>ENGWR 51 and ENGRD 15, ESLR 310 and ESLW 310; BUS 105, 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 214</td>
<td>Financing a Small Business</td>
<td>1</td>
<td>ENGWR 51 and ENGRD 15, ESLR 310 and ESLW 310; BUS 105, 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Essential Records for the Small Business</td>
<td>1</td>
<td>ENGWR 51 and ENGRD 15, ESLR 310 and ESLW 310; BUS 105, 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 218</td>
<td>Management Skills for the Small Business</td>
<td>1</td>
<td>ENGWR 51 and ENGRD 15, ESLR 310 and ESLW 310; BUS 105, 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Retailing and Merchandising for the Small Business</td>
<td>1</td>
<td>ENGWR 51 and ENGRD 15, ESLR 310 and ESLW 310; BUS 105, 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Customer Service</td>
<td>1</td>
<td>ENGWR 51 and ENGRD 15, ESLR 310 and ESLW 310; BUS 105, 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 226</td>
<td>Loss Prevention and Security</td>
<td>1</td>
<td>ENGWR 51 and ENGRD 15, ESLR 310 and ESLW 310; BUS 105</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 228</td>
<td>Selling Techniques for the Small Business</td>
<td>1</td>
<td>ENGWR 51 and ENGRD 15, ESLR 310 and ESLW 310; BUS 350, MKT 300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 230</td>
<td>QuickBooks® for Small Business</td>
<td>1</td>
<td>ENGWR 102 or ENGRD 116, ESLR 320 and ESLW 320; BUS 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 236</td>
<td>Accounting for Small Business</td>
<td>1</td>
<td>BUS 105, MKT 300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 18 hours LEC</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Call Center Customer Service</td>
<td>3</td>
<td>BUS 105, 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 54 hours LEC</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Call Center Operations</td>
<td>2</td>
<td>BUS 105, 350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours: 36 hours LEC</td>
</tr>
</tbody>
</table>

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.

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.

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.

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.

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.

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
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
Advisory: 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
Advisory: ENGRD 116, or ESLR 320 and ESLW 320.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D3
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 other areas.

BUS 310  Business Communications  3 Units
Prerequisite: BUS 100 or ENGRD 102 with a grade of “C” or better; or placement through the assessment process.
Advisory: BUSTEC 300
General Education: AA/AS Area III(a)
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.

BUS 320  Concepts in Personal Finance  3 Units
Same As: ECON 320
Advisory: ENGRD 051 and ENGRD 015; OR ESLR 310 and ESLW 310; AND BUS 105.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D2
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.

BUS 330  Managing Diversity in the Workplace  3 Units
Advisory: ENGRD 102 or 103, and ESLR 320 and ESLW 320 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.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3
Course Transferable to CSU
Hours: 54 hours LEC
The course examines the leadership skills and abilities needed to manage a multicultural workspace. A primary focus is placed upon the workplace impact of various historical, social, and cultural experience/perspectives related to gender, age, ethnicity, and disability. Workplace issues related to the diversity of the American consumer and global consumer impact on the United States are analyzed.

BUS 340  Business Law  3 Units
Advisory: ENGRD 102 or ENGRD 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
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 process.
General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4H
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 will be 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.

BUS 350  Small Business Management/Entrepreneurship  3 Units
Advisory: ENGRD 102 or ENGRD 103 and ENGRD 116 or ESLR 320 and ESLW 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
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 37-38 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting (3)</td>
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<tr>
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<td>BUS 100</td>
<td>English for the Professional</td>
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<td>BUS 300</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
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</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>
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<td>or CISA 126</td>
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<tr>
<td>BUSTEC 127</td>
<td>Outlook: Tools (1)</td>
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<tr>
<td>or CISA 127</td>
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</tr>
<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>
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</tr>
<tr>
<td>CISA 321</td>
<td>Intermediate Database Management</td>
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<tr>
<td>CISC 306</td>
<td>Introduction to Web Page Creation</td>
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</tr>
<tr>
<td>MGMT 300</td>
<td>Introduction to Modern Management (5)</td>
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</tr>
<tr>
<td>or MGMT 304</td>
<td>Introduction to Management Functions (3)</td>
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<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>
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<tr>
<td>and a minimum of 3 units from the following:</td>
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<tr>
<td>BUSTEC 310</td>
<td>Introduction to Word/Information Processing (1 - 3)</td>
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</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.

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

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>Business Communications</td>
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<td>BUSTEC 101</td>
<td>Computer Keyboarding: 10-Key</td>
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<tr>
<td>BUSTEC 110</td>
<td>Business Procedures for Professional Success</td>
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<tr>
<td>BUSTEC 127</td>
<td>Outlook: Tools (1)</td>
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<tr>
<td>or CISA 127</td>
<td>Outlook: Tools (1)</td>
<td></td>
</tr>
<tr>
<td>BUSTEC 305</td>
<td>Introduction to Office Technology</td>
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<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
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<tr>
<td>BUSTEC 310</td>
<td>Introduction to Word/Information Processing (1 - 3)</td>
<td></td>
</tr>
</tbody>
</table>

Law Office Assistant

This certificate provides the skills needed for entry-level clerical positions in law offices. The course work emphasizes workforce skills including an introduction to the use of terms particular to the legal field.

Career Opportunities

Typical career opportunities are entry-level clerical positions in a law office.

Requirements for Certificate: 12-16 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>LA 300</td>
<td>Introduction to Law and the American Legal System</td>
<td>3</td>
</tr>
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<td>LA 350</td>
<td>Law Office Management</td>
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<tr>
<td>BUS 100</td>
<td>Keyboarding Skills (1 - 3)</td>
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<tr>
<td>or BUSTEC 300</td>
<td>Beginning Keyboarding/Applications (1 - 3)</td>
<td></td>
</tr>
<tr>
<td>BUSTEC 122</td>
<td>Workplace Behavior and Communication Technologies</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 305</td>
<td>Introduction to Office Technology</td>
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</tr>
<tr>
<td>BUSTEC 310</td>
<td>Introduction to Word/Information Processing (1 - 3)</td>
<td></td>
</tr>
</tbody>
</table>

1A total of 3 units from these courses must be taken.
2Must be taken for 3 units.

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.
### Career Opportunities

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

### Requirements for Degree - 29-30 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
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<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting (3)</td>
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<td>Business Communications</td>
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<td>Computer Keyboarding: 10-Key</td>
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</tr>
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<td>BUSTEC 110</td>
<td>Business Procedures for Professional Success</td>
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<td>Outlook: Basics (1)</td>
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</tr>
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<td>BUSTEC 127</td>
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</tr>
<tr>
<td>or CISA 127</td>
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</tr>
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<td>BUSTEC 305</td>
<td>Introduction to Office Technology</td>
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<td>BUSTEC 313</td>
<td>Presentations for the Business Professional</td>
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<td>BUSTEC 322</td>
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<tr>
<td>BUSTEC 300</td>
<td>Beginning Keyboarding/Applications (1 - 3)</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>BUSTEC 310</td>
<td>Introduction to Word/Information Processing (1 - 3)</td>
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</tr>
</tbody>
</table>

### Associate Degree Requirements: The Office Administration 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 Certificate

This certificate provides the skills needed for entry-level office positions in business and industry. The course work emphasizes workforce skills in generating financial statements, formatting business correspondence, writing effectively, organizing business information, communicating with individuals, and working on teams.

### Career Opportunities

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

### Requirements for Certificate - 21-22 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 101</td>
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<td>BUS 110</td>
<td>Business Procedures for Professional Success</td>
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<td>BUS 122</td>
<td>Workplace Behavior and Communication Technologies</td>
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<tr>
<td>BUS 126</td>
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<tr>
<td>or CISA 126</td>
<td>Outlook: Basics (1)</td>
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</tr>
<tr>
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<td>Introduction to Office Technology</td>
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<td>And a minimum of 3 units from the following:</td>
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<td>BUSTEC 301</td>
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</tr>
<tr>
<td>BUSTEC 310</td>
<td>Introduction to Word/Information Processing (1 - 3)</td>
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</tr>
</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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSTEC 125</td>
<td>Office Assistant Training</td>
<td>7</td>
</tr>
</tbody>
</table>

### 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.

### Requirements for Certificate - 23 Units

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>English for the Professional</td>
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<td>BUS 101</td>
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<td>BUS 122</td>
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<td>BUS 126</td>
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<td>BUSTEC 305</td>
<td>Introduction to Office Technology</td>
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<td>BUSTEC 350</td>
<td>Virtual Office Careers and Technologies</td>
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<td>BUS 498</td>
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<td>CISA 320</td>
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<td>CISC 305</td>
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<tr>
<td>CISC 320</td>
<td>Operating Systems (1)</td>
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</tbody>
</table>

### Office Technology Certificate

This certificate offers technological skills in preparation for first-time employment, re-entry, or career advancement in a variety of office careers. Program topics include keyboarding/word processing, integrated office applications, organization and supervision of office activities, office procedures, business communications, critical thinking, and report writing.
Virtual Office Professional Certificate

This certificate program offers preparation as an independent entrepreneur providing administrative, creative, and technical services to clients in virtual environments. This emerging profession encourages working from home.

Career Opportunities

Typical career opportunities include administrative professional, executive and/or personal assistant, real estate virtual assistant, online assistant, meeting planner, travel planner, desktop publisher, graphic designer, clerical recruiter, newsletter editor, virtual meetings organizer, and virtual office assistant.

Requirements for Certificate: 18 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
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<td>Computer Keyboarding: 10-Key</td>
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<tr>
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<td>Beginning Keyboarding/Applications (1 - 3)</td>
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<td>BUSTEC 310</td>
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<tr>
<td>CISC 300</td>
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<tr>
<td>CISC 306</td>
<td>Introduction to Web Page Creation (1)</td>
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</tr>
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</table>

BUSTEC 100  Keyboarding Skills  1-3 Units

Advisory: BUSTEC 300, or ability to touch type.
Hours: 12-36 hours LEC; 18-54 hours LAB

This course is designed for individuals with keyboarding skills (ability to touch type) who want to improve their speed and accuracy. Individualized skill improvement plans are based on computerized assessment of keyboarding speed and accuracy. Enroll any time throughout the semester. Earn one unit of credit for each module successfully completed. Certification testing is available. Individuals interested in beginning keyboarding should enroll in BUSTEC 300. Credit/No Credit only.

BUSTEC 101  Computer Keyboarding: 10-Key  1 Unit

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  Business Procedures for Professional Success  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, record 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

Advisory: BUSTEC 300, ENGRD 15, and ENGRW 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

Advisory: ENGRW 102 or ENGRW 105 and ENGRD 116 or ESLR 320 and ESLR 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 spreadsheet 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
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 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
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
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: 12-36 hours LEC; 18-54 hours LAB
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 - memorandums, 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
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
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
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 reviews basic word/information processing and introduces intermediate and advanced formatting for correspondence, tables, reports, newsletters, presentations, Internet documents, and other business-related documents. Related topics include integrated office applications, macros, managing multiple-user documents, and e-mail. This course is divided into three one-unit modules. Units earned in this course are based on modules successfully completed. This course may be taken four times on different modules or software packages/versions 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
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
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 environment.
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  
**Advisory:** ENGWR 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:** 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.  
**General Education:** AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A  
**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.

CHEM 306  Introduction to Chemistry  5 Units  
**Prerequisite:** CHEM 305 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 and ESLW 320 with a grade of “C” or better; OR placement through assessment process.  
**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, ENGWR 102, ESLR 320, ESLW 320, and MATH 120; or placement through the assessment process.  
**General Education:** AA/AS Area IV; CSU Area B1; CSU Area B3  
**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.

CHEM 310  Chemical Calculations  4 Units  
**Prerequisite:** MATH 100 with a grade of “C” or better  
**Corequisite:** MATH 120  
**Advisory:** ENGRD 116 or ESLR 320; or placement through assessment process.  
**General Education:** AA/AS Area IV  
**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.

CHEM 320  Environmental Chemistry  4 Units  
**Prerequisite:** MATH 32 with a grade of “C” or better.  
**Corequisite:** ENGRD 116 or ESLR 320; or placement through assessment process.  
**General Education:** AA/AS Area IV  
**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.

CHEM 325  Pollution, Poisons, and Planet Earth  4 Units  
**Advisory:** MATH 32; ENGRD 116 or ESLR 320  
**General Education:** AA/AS Area IV; CSU Area B1; CSU Area B3  
**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.

CHEM 334  Chemistry in the Kitchen  3 Units  
**General Education:** AA/AS Area IV  
**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.
CHEM 400  General Chemistry  5 Units
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 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.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
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, thermodynamics, kinetics, and electrochemistry. A brief introduction to organic chemistry is included. Laboratory work is devoted to investigations of the theoretical work discussed in lecture.

CHEM 401  General Chemistry  5 Units
Prerequisite: CHEM 400 with a grade of “C” or better
General Education: CSU Area B1; CSU Area B3; IGETC Area 5A
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 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.

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, premedical, 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 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
Prerequisite: CHEM 401 with a grade of “C” or better
General Education: CSU Area B1; CSU Area B3; IGETC Area 5A
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.

CHEM 430  Molecular Modeling  1 Unit
Prerequisite: CHEM 420 or 423.
Advisory: CHEM 420 or 423.
Course Transferable to CSU
Hours: 18 hours LEC
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, thermochemistry, electrophilic and nucleophilic substitutions, complexes, and spectroscopy.

CHEM 480  Honors General Chemistry  1 Unit
Prerequisite: CHEM 400 with a grade of “C” or better; ENGWR 300 or 480 with a grade of “C” or better; 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
Same As: BIOL 480
Prerequisite: Cumulative GPA of 3.0 or above; CHEM 400 and BIOL 400 with a grade of “C” or better; GPA of 3.0 or better.
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 two times for credit.
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: [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 (MCSE) 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: [25-26 Units]

- ACCT 101 Fundamentals of College Accounting (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)
- CSC 320 Operating Systems (1)
- CSC 323 Linux Operating System (1)
- CIS 350 Introduction to Data Communications (1)
- CIS 361 Microcomputer Support And Repair (3)
- CIS 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)
and  CISA 321  Intermediate Database Management (1)
CISA 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)
CISN 301  Ethical Hacking (2)
CISN 350  Disaster Recovery (3)
CISS 310  Advanced Web Publishing (4)

CISCO Concentration  44-46 Units
Core Requirements  25-26
CISC 324  Intermediate Linux Operating System  1
CISN 110  Networking Technologies - Preparation for N+ Certification (2)
and  CISN 111  Intermediate Networking Technologies - Preparation for N+ Certification (2)
or  CISN 119  TCP/IP Protocols (3)
CISN 140  CISCO Networking Academy (CCNA): Data Communication and Networking Fundamentals (3)
CISN 141  CISCO Networking Academy (CCNA): Networking Theory and Routing Technologies (3)
CISN 142  CISCO Networking Academy (CCNA): Advanced Routing and Switching (3)
CISN 143  CISCO Networking Academy (CCNA): Wide Area Network and Project-Based Learning (3)
And a minimum of 3 units from the following:  3
CISA 405  Scripting for Applications (3)
CISP 453  Introduction to Systems Programming in UNIX (4)
CISS 325  Network Security and Firewalls (5)

LINUX Concentration  43-44 Units
Core Requirements  25-26
CISC 324  Intermediate Linux Operating System  1
CISN 110  Networking Technologies - Preparation for N+ Certification (2)
CISN 111  Intermediate Networking Technologies - Preparation for N+ Certification (2)
CISN 119  TCP/IP Protocols (3)
CISN 120  Beginning Network Administration with Linux (3)
CISN 121  Network Administration with Linux: LAN Services (2)
CISN 122  Network Administration with Linux: Internet Services (2)
And a minimum of 3 units from the following:  3
CISP 400  Object Oriented Programming with C++ (4)
CISP 453  Introduction to Systems Programming in UNIX (4)
CISS 342  Implementing Linux Operating System Security (3)

WINDOWS Concentration  44-45 Units
Core Requirements  25-26
CISN 110  Networking Technologies - Preparation for N+ Certification (2)
CISN 111  Intermediate Networking Technologies - Preparation for N+ Certification (2)
CISN 300  Network Systems Administration (3)
CISN 302  Intermediate Network Systems Administration (3)
CISN 307  Windows Active Directory Services (3)
CISN 308  Internetworking with TCP/IP (3)
or  CISN 119  TCP/IP Protocols (3)
And a minimum of 3 units from the following:  3
CISA 405  Scripting for Applications (3)
CISP 370  Beginning Visual Basic (4)
CISS 341  Implementing Windows Operating System Security (3)

Associate Degree Requirements: The CIS: Computer Networking 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: 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 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.
- 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.

Core Requirements for Certificate  8 Units
CISC 325  Linux Operating System (1)
CISC 350  Introduction to Data Communications (1)
CISC 361  Microcomputer Support And Repair (3)
CISS 310  Network Security Fundamentals (3)

CISCO Concentration  21 Units
Core Requirements  8
CISC 324  Intermediate Linux Operating System (1)
CISN 140  CISCO Networking Academy (CCNA): Data Communication and Networking Fundamentals (3)
CISN 141  CISCO Networking Academy (CCNA): Networking Theory and Routing Technologies (3)
CISN 142  CISCO Networking Academy (CCNA): Advanced Routing and Switching (3)
CISN 143  CISCO Networking Academy (CCNA): Wide Area Network and Project-Based Learning (3)

LINUX Concentration  23 Units
Core Requirements  8
CISC 324  Intermediate Linux Operating System (1)
CISN 110  Networking Technologies - Preparation for N+ Certification (2)
CISN 111  Intermediate Networking Technologies - Preparation for N+ Certification (2)
CISN 119  TCP/IP Protocols 3  CISN 120  Beginning Network Administration with Linux (3)
CISN 121  Network Administration with Linux: LAN Services (2)
CISN 122  Network Administration with Linux: Internet Services (2)

WINDOWS Concentration  24 Units
Core Requirements  8
CISN 110  Networking Technologies - Preparation for N+ Certification (2)
CISN 111  Intermediate Networking Technologies - Preparation for N+ Certification (2)
CISN 300  Network Systems Administration (3)
CISN 302  Intermediate Network Systems Administration (3)
CISN 307  Windows Active Directory Services (3)
CISN 308  Internetworking with TCP/IP (3)
or  CISN 119  TCP/IP Protocols (3)
CIS: Computer Programming Degree

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.

Career Opportunities

Upon completion of the computer programming degree, a student has the minimum qualifications as an entry-level programmer/developer.

Core Requirements for Degree 7 Units

CISC 310 Introduction to Computer Information Science 3

or CISC 321 Intermediate Database Management (1)

and CISP 350 Database Programming (3)

C++ Concentration 22 Units

Core Requirements 7

CISP 300 Algorithm Design/Problem Solving 3

CISP 360 Introduction to Structured Programming 4

CISP 400 Object Oriented Programming with C++ 4

CISP 430 Data Structures 4

COBOL Concentration 21 Units

Core Requirements 7

CISP 300 Algorithm Design/Problem Solving 3

CISP 320 COBOL Programming 4

CISP 321 Advanced COBOL Programming 4

CISP 457 Computer Systems Analysis and Design 3

Java Concentration 21 Units

Core Requirements 7

CISP 300 Algorithm Design/Problem Solving 3

CISP 360 Introduction to Structured Programming 4

CISP 401 Object Oriented Programming with Java 4

CISP 457 Computer Systems Analysis and Design 3

Visual Basic Concentration 21 Units

Core Requirements 7

CISP 300 Algorithm Design/Problem Solving 3

CISP 370 Beginning Visual Basic 4

CISP 371 Intermediate Visual Basic 4

CISP 457 Computer Systems Analysis and Design 3

Visual Basic Concentration 21 Units

Associate Degree Requirements: The CIS: Computer Programming 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 Degree

The CIS: Database Management degree focuses on 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 Degree 37-38 Units

ACCT 101 Fundamentals of College Accounting (3) 3 - 4

or ACCT 301 Financial Accounting (4) 4

BUS 110 Business Economics (3) 3

or ECON 302 Principles of Macroeconomics (3) 3

BUS 300 Introduction to Business 3

BUS 310 Business Communications (3) 3

or ENGWR 300 College Composition (3) 3

CISA 315 Introduction to Electronic Spreadsheets 2

CISA 320 Introduction to Database Management 1

CISA 321 Intermediate Database Management 1

CISC 310 Introduction to Computer Information Science 3

CISC 320 Operating Systems 1

CISP 300 Algorithm Design/Problem Solving 3

CISP 350 Database Programming 3

CISP 370 Beginning Visual Basic 4

CISW 300 Web Publishing 3

CISW 410 Middleware Web Scripting 4

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: 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 introductory business courses.

Requirements for Degree 36 Units

BUS 310 Business Communications 3

CISA 305 Beginning Word Processing 2

CISA 306 Intermediate Word Processing 2

CISA 315 Introduction to Electronic Spreadsheets 2

CISA 316 Intermediate Electronic Spreadsheets 2

CISA 320 Introduction to Database Management 1

CISA 321 Intermediate Database Management 1

CISA 330 Desktop Publishing 2

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CIS 340  Presentation Graphics  2
CISA 405  Scripting for Applications  3
CISC 306  Introduction to Web Page Creation  1
CISC 310  Introduction to Computer Information Science  3
CISC 320  Operating Systems  1
CISC 323  Linux Operating System  1
CISP 370  Beginning Visual Basic  4

And a minimum of 1 unit from the following:
BUS 310  Business Communications  3

And a minimum of 2 units from the following:
ACCT 341  Accounting on the Microcomputer (2)

And a minimum of 3 units from the following:
ACCT 343  Computer Spreadsheet Applications for Accounting (2)
CISA 126  Outlook: Basics (1)
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)
CISW 300  Introduction to Information Systems Security (1)
CISW 370  Designing Accessible Web Sites (1)

*Taken on the Windows operating system.

Associate Degree Requirements: The CIS: Microcomputer Applications Certificate is a 24-unit program that covers all the objectives of the Computing Technology Industry Association (CompTIA) A+ certification exam. 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.

**Requirements for Certificate** 24 Units

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
<td>3</td>
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<td>CISA 305</td>
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<td>CISA 306</td>
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<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 395</td>
<td>Introduction to the Internet</td>
<td>1</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 350</td>
<td>Introduction to Data Communications</td>
<td>1</td>
</tr>
</tbody>
</table>

*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 in today’s business environment. Course work includes learning 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.

**Requirements for Degree** 30 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 310</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CISA 160</td>
<td>Project Management Techniques and Software</td>
<td>3</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 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>CISC 361</td>
<td>Microcomputer Support And Repair</td>
<td>3</td>
</tr>
<tr>
<td>CISC 362</td>
<td>Microcomputer and Applications Support</td>
<td>2</td>
</tr>
<tr>
<td>CISC 363</td>
<td>Advanced Microcomputer Support and Repair</td>
<td>2</td>
</tr>
<tr>
<td>CISC 370</td>
<td>Ethical Hacking</td>
<td>2</td>
</tr>
</tbody>
</table>

*Taken on the Windows operating system.

Associate Degree Requirements: The CIS: PC Support Management Certificate is a 60-unit program that covers all the objectives of the Computing Technology Industry Association (CompTIA) A+ certification exam. See ARC graduation requirements.

**CIS: PC Support Certificate**

The CIS: PC Support certificate involves learning the use of a microcomputer’s hardware, software and networking 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 Associates (CompTIA) A+ certification exam.

**Requirements for Certificate** 24 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>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 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>CISC 361</td>
<td>Microcomputer Support And Repair</td>
<td>3</td>
</tr>
<tr>
<td>CISC 362</td>
<td>Microcomputer and Applications Support</td>
<td>2</td>
</tr>
<tr>
<td>CISC 363</td>
<td>Advanced Microcomputer Support and Repair</td>
<td>2</td>
</tr>
<tr>
<td>CISC 370</td>
<td>Ethical Hacking</td>
<td>2</td>
</tr>
</tbody>
</table>

*Taken on the Windows operating system.

**Requirements for Certificate** 24 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>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 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>CISC 361</td>
<td>Microcomputer Support And Repair</td>
<td>3</td>
</tr>
<tr>
<td>CISC 362</td>
<td>Microcomputer and Applications Support</td>
<td>2</td>
</tr>
<tr>
<td>CISC 363</td>
<td>Advanced Microcomputer Support and Repair</td>
<td>2</td>
</tr>
<tr>
<td>CISC 370</td>
<td>Ethical Hacking</td>
<td>2</td>
</tr>
</tbody>
</table>

*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</th>
<th>33 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CIS 323</td>
<td>Linux Operating System</td>
</tr>
<tr>
<td>CIS 324</td>
<td>Intermediate Linux Operating System</td>
</tr>
<tr>
<td>CISS 110</td>
<td>Networking Technologies - Preparation for N+ Certification</td>
</tr>
<tr>
<td>CISS 111</td>
<td>Intermediate Networking Technologies - Preparation for N+ Certification</td>
</tr>
<tr>
<td>CISS 300</td>
<td>Network Systems Administration</td>
</tr>
<tr>
<td>CISS 302</td>
<td>Intermediate Network Systems Administration</td>
</tr>
<tr>
<td>CISS 307</td>
<td>Windows Active Directory Services</td>
</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals</td>
</tr>
<tr>
<td>CISS 325</td>
<td>Network Security and Firewalls</td>
</tr>
<tr>
<td>CISS 341</td>
<td>Implementing Windows Operating System Security (3)</td>
</tr>
<tr>
<td>or CISS 342</td>
<td>Implementing Linux Operating System Security (3)</td>
</tr>
<tr>
<td>CISS 350</td>
<td>Disaster Recovery</td>
</tr>
<tr>
<td>CISS 360</td>
<td>Computer Forensics and Investigation</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.

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>23 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 323</td>
<td>Linux Operating System</td>
</tr>
<tr>
<td>CISS 324</td>
<td>Intermediate Linux Operating System</td>
</tr>
<tr>
<td>CISS 300</td>
<td>Network Systems Administration</td>
</tr>
<tr>
<td>CISS 302</td>
<td>Intermediate Network Systems Administration</td>
</tr>
<tr>
<td>CISS 307</td>
<td>Windows Active Directory Services</td>
</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals</td>
</tr>
<tr>
<td>CISS 325</td>
<td>Network Security and Firewalls</td>
</tr>
<tr>
<td>CISS 341</td>
<td>Implementing Windows Operating System Security (3)</td>
</tr>
<tr>
<td>or CISS 342</td>
<td>Implementing Linux Operating System Security (3)</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

| CISS 110 | Networking Technologies - Preparation for N+ Certification (2) |
| CISS 111 | Intermediate Networking Technologies - Preparation for N+ Certification (2) |
| CISS 140 | CISCO Networking Academy (CCNA): Data Communication and Networking Fundamentals (3) |
| CISS 301 | Ethical Hacking (2) |

**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.

<table>
<thead>
<tr>
<th>Core Requirements for Certificate</th>
<th>7 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 310</td>
<td>Introduction to Computer Information Science</td>
</tr>
<tr>
<td>CISS 320</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CISP 457</td>
<td>Computer Systems Analysis and Design</td>
</tr>
</tbody>
</table>

**C++ Concentration Requirements**

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>22 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP 300</td>
<td>Algorithm Design/Problem Solving</td>
</tr>
<tr>
<td>CISP 360</td>
<td>Introduction to Structured Programming</td>
</tr>
<tr>
<td>CISP 400</td>
<td>Object Oriented Programming with C++</td>
</tr>
<tr>
<td>CISP 430</td>
<td>Data Structures</td>
</tr>
</tbody>
</table>

**Java Concentration Requirements**

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>18 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP 300</td>
<td>Algorithm Design/Problem Solving</td>
</tr>
<tr>
<td>CISP 360</td>
<td>Introduction to Structured Programming</td>
</tr>
<tr>
<td>CISP 401</td>
<td>Object Oriented Programming with Java</td>
</tr>
</tbody>
</table>

**Visual Basic Concentration Requirements**

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>22 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISA 321</td>
<td>Intermediate Database Management</td>
</tr>
<tr>
<td>CISP 300</td>
<td>Algorithm Design/Problem Solving</td>
</tr>
<tr>
<td>CISP 350</td>
<td>Database Programming</td>
</tr>
<tr>
<td>CISP 370</td>
<td>Beginning Visual Basic</td>
</tr>
<tr>
<td>CISP 371</td>
<td>Intermediate Visual Basic</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.

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>12 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals</td>
</tr>
<tr>
<td>CISS 325</td>
<td>Network Security and Firewalls</td>
</tr>
<tr>
<td>CISS 341</td>
<td>Implementing Windows Operating System Security (3)</td>
</tr>
<tr>
<td>or CISS 342</td>
<td>Implementing Linux Operating System Security (3)</td>
</tr>
<tr>
<td>CISS 360</td>
<td>Computer Forensics and Investigation</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.

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>12 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 310</td>
<td>Introduction to Windows Server 2003</td>
</tr>
<tr>
<td>CISS 325</td>
<td>Windows Server Security and Management</td>
</tr>
<tr>
<td>CISS 341</td>
<td>Implementing Windows Active Directory (2)</td>
</tr>
<tr>
<td>or CISS 342</td>
<td>Implementing Linux Operating System Security (3)</td>
</tr>
<tr>
<td>CISS 360</td>
<td>Windows Server Administration</td>
</tr>
</tbody>
</table>
**Requirements for Certificate**  
**12 Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISW 300</td>
<td>Network Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>CISW 302</td>
<td>Intermediate Network Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>CISW 307</td>
<td>Windows Active Directory Services</td>
<td>3</td>
</tr>
<tr>
<td>CISW 408</td>
<td>Internetworking with TCP/IP</td>
<td>3</td>
</tr>
</tbody>
</table>

**Technical Communication Degree**  
**Requirements for Degree**  
**42.5 Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTN 310</td>
<td>Design: Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ARTN 311</td>
<td>Design: Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ARTN 303</td>
<td>Graphic Design: Typography</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>CISW 320</td>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CISW 330</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>ARTN 348</td>
<td>Technical/Professional Communication: Plain English</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTN 350</td>
<td>Technical/Professional Communication: Proposal Writing (1.5)</td>
<td>3</td>
</tr>
<tr>
<td>ARTN 352</td>
<td>Technical/Professional Communication: Writing Technical Manuals</td>
<td>3</td>
</tr>
</tbody>
</table>

**And a minimum of 6 units from the following:**  
6

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 356</td>
<td>Introduction to Technical/Professional Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 344</td>
<td>Technical/Professional Communication: Writing Reports (1.5)</td>
<td>1.5</td>
</tr>
<tr>
<td>ENGR 354</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
<td>2</td>
</tr>
<tr>
<td>CISA 340</td>
<td>Presentation Graphics</td>
<td>2</td>
</tr>
<tr>
<td>CISW 310</td>
<td>Advanced Web Publishing</td>
<td>4</td>
</tr>
</tbody>
</table>

**And a minimum of 12 units from the following:**  
12

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTN 324</td>
<td>Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTN 328</td>
<td>Digital Photo Imagery - PhotoShop Basics (3)</td>
<td>3</td>
</tr>
<tr>
<td>ARTN 330</td>
<td>Intermediate Digital Photo Imagery</td>
<td>3</td>
</tr>
<tr>
<td>ARTN 352</td>
<td>Design for Publication</td>
<td>3</td>
</tr>
<tr>
<td>CISA 330</td>
<td>Desktop Publishing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 331</td>
<td>Intermediate Desktop Publishing</td>
<td>2</td>
</tr>
<tr>
<td>ARTN 354</td>
<td>Digital Prepress</td>
<td>3</td>
</tr>
<tr>
<td>ARTN 402</td>
<td>Intermediate Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTN 404</td>
<td>Interactive Multimedia Basics</td>
<td>3</td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
<td>2</td>
</tr>
<tr>
<td>CISA 340</td>
<td>Presentation Graphics</td>
<td>2</td>
</tr>
<tr>
<td>CISW 310</td>
<td>Advanced Web Publishing</td>
<td>4</td>
</tr>
</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>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTN 310</td>
<td>Design: Fundamentals</td>
<td>3-4</td>
</tr>
<tr>
<td>CISA 330</td>
<td>Desktop Publishing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 331</td>
<td>Intermediate Desktop Publishing</td>
<td>2</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>ENGR 356</td>
<td>Introduction to Technical/Professional Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 344</td>
<td>Technical/Professional Communication: Writing Reports (1.5)</td>
<td>1.5</td>
</tr>
<tr>
<td>ENGR 354</td>
<td>Technical/Professional Communication: Plain English (1.5)</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 350</td>
<td>Technical/Professional Communication: Proposal Writing (1.5)</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 352</td>
<td>Technical/Professional Communication: Writing Technical Manuals</td>
<td>3</td>
</tr>
</tbody>
</table>
CISA 126  Outlook: Basics  1 Unit
Same As: BUSTEC 126
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
Advisory: BUSTEC 300
Hours: 18 hours LEC
This Outlook 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
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
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 MGMT 142.

CISA 171 Introduction to Adobe Acrobat  1 Unit
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
Advisory: CISC 300
General Education: AA/AS Area II(b)
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.

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
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
Advisory: CISC 100 and the ability to touch type.
General Education: AA/AS Area II(b)
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.
CISA 316  Intermediate Electronic Spreadsheets  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  
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  
Advisory: BUSTEC 300 and CISC 300  
General Education: AA/AS Area II(b)  
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; assessing, searching, and updating files, and designing and producing printed reports. This course may be taken four times for credit on a different software package or version.

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 on a different software package or version.

CISA 330  Desktop Publishing  2 Units  
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  
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  
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  
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 software focusing on word processing, spreadsheets, the Internet and email.

CISC 294  Topics in Computer Information Science - Core  .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.

CISC 300  Computer Familiarization  1 Unit  
Advisory: ENGRD 116 or ESLR 320, and the ability to touch type.  
General Education: AA/AS Area II(b); AA/AS Area III(b)  
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.
CISC 305  Introduction to the Internet  1 Unit
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 con-nect, 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
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 and Extensible Hypertext Markup Language (XHTML) is introduced. This course may be taken four times for credit on a different software package or version.

CISC 308  Exploring Computer Environments and the Internet  1 Unit
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
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
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 program-ming concepts, productivity software, employment opportunities, and the social impact of the computer.

CISC 320  Operating Systems  1 Unit
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 322  Linux Operating System  1 Unit
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 com-pared. It also includes decision-making logic, looping, nesting, and other scripting tools will be used.

CISC 325  Introduction to Data Communications  1 Unit
Advisory: CISC 300 and ability to touch type.
Course Transferable to CSU
Hours: 18 hours LEC
This course introduces business data communication concepts, sys-tems, 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 350  Introduction to Local Area Networks  1 Unit
Advisory: CISC 320 and 350.
Course Transferable to CSU
Hours: 18 hours LEC; 18 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, re-sponsibilities of the system administrator, and basic network security principles. The course may be taken for credit four times on a differ-ent Windows operating system.

CISC 351  Microcomputer Support and Repair  3 Units
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 comput-ers. It includes training to troubleshoot hardware to a field replace-able 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 grades of ‘C’ or better.
Corequisite: CISC 361.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
The course is an in-depth investigation of the technical skills, busi-ness skills, soft skills, and self-management skills technicians need to provide effective customer service and support in an information technology (IT) environment. Customer service and problem solving skills needed for success in a small or large business environment are introduced. Work experience serving as a student intern in computer support is required through an internship in one of the American River College (ARC) computer classrooms/labs.
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 personal computer (PC) support. Hands-on skills include advanced component installation and configuration, troubleshooting component hardware, and configuring and troubleshooting major operating systems and networking hardware. This course is a preparation for the Computing Technology Industry Association (CompTIA) A+ Certification exam.

CISC 498  Work Experience in Computer Information Science  1-4 Units  
Corequisite: Must be enrolled in a minimum of 7 units including work experience.  
Course Transferable to CSU  
Hours: 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 110  Networking Technologies - Preparation for N+ Certification  2 Units  
Corequisite: CISC 350.  
Advisory: CISC 361.  
Hours: 27 hours LEC; 27 hours LAB  
This course is an introductory, hands-on course in networking software and hardware. Topics covered include modems, communication protocols, local and wide area networks, intra and inter networks, network architectures, topologies, and the Open Systems Interconnect (OSI) model. CISN 110 and CISN 111 are preparation for industry N+ certification test.

CISN 111  Intermediate Networking Technologies - Preparation for N+ Certification  2 Units  
Prerequisite: CISN 110 with a grade of “C” or better.  
Advisory: CISC 361.  
Hours: 27 hours LEC; 27 hours LAB  
This course is an intermediate, hands-on course in networking software and hardware. Topics covered will include network operating systems setup, analyzing network performance, diagnosing, repairing of network problems, and network security techniques. CISN 110 and CISN 111 are preparation for industry N+ certification test.

CISN 119  TCP/IP Protocols  3 Units  
Advisory: CISC 350.  
Hours: 54 hours LEC  
This course covers the TCP/IP protocol suite for the Internet. Information to support and manage TCP/IP is provided.

CISN 120  Beginning Network Administration with Linux  3 Units  
Prerequisite: CISC 323 with a grade of “C” or better.  
Advisory: CISC 324.  
Hours: 45 hours LEC; 27 hours LAB  
This course covers the basics of installation and administration of the Linux Network Operating System. Topics include installation of the Linux server, connecting to a network, utilizing network utilities, administering and maintaining network printing, protecting network data, and installing network applications. This course also covers planning, accessing, and managing file systems, planning and implementing login and file system security, administering and maintaining user accounts, upgrading the kernel, and backing up servers.

CISN 121  Network Administration with Linux: LAN Services  2 Units  
Prerequisite: CISN 120 with a grade of “C” or better.  
Advisory: CISN 119.  
Hours: 27 hours LEC; 27 hours LAB  
This course covers Linux network administration of local area network (LAN) services. Topics focus on server and LAN services including the network file system (NFS), share resources between Linux and Microsoft Windows using Server Message Block (SMBs), network information service (NIS), virtual network computing (VNC), remote network access, the secure shell (SSH) vs. telnet, X-windows as a network service, and dynamic host configuration protocol (DHCP). The course also covers the command scheduler (cron), monitoring and logging system activities and system events (sylog), as well as installing and configuring MySQL Structured Query Language (SQL) database management service.

CISN 122  Network Administration with Linux: Internet Services  2 Units  
Prerequisite: CISN 120 with a grade of “C” or better.  
Advisory: CISN 119.  
Hours: 27 hours LEC; 27 hours LAB  
This course covers Linux network administration of Internet services. Topics focus on server and TCP/IP services including the Internet services daemon (XINETD), file transfer protocol (FTP), email, domain name service (DNS), firewall, secure shell, and proxy services. Installing and configuring the Apache Web Server and Webmin (the Linux web based administration tool) are introduced.

CISN 140  Cisco Networking Academy (CCNA)®: Data Communication and Networking Fundamentals  3 Units  
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 analyses. 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)®: 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)®: 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)®: 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  
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 permissions 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 (WINS) is covered, as well as publishing, replication and the backup of the directory services data base. 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  
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 mail 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 102 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
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 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 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
General Education: AA/AS Area II(b)
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.

CISP 317  Computer Organization and Assembly Language Programming  4 Units
Prerequisite: CISP 300 with a grade of "C" or better
General Education: AA/AS Area II(b)
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.

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, pre-emption and multitasking are also introduced.

CISP 320  COBOL Programming  4 Units
Prerequisite: CISP 300, 340, 365, or 370 with a grade of "C" or better
Advisory: CISP 317
General Education: AA/AS Area II(b)
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 file 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 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 file 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
Advisory: CISC 310, CISP 300, and MATH 120
General Education: AA/AS Area II(b)
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. Emphasis is placed on solving problems in engineering and the physical sciences. Appropriate for all majors in engineering, science, and mathematics.

CISP 350  Database Programming  3 Units
Advisory: CISA 320, CISC 321, CISP 310, and CISP 300
General Education: AA/AS Area II(b)
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.
CISP 360  Introduction to Structured Programming  
4 Units
Prerequisite: CISP 300, 320, 340, or 370 with a grade of "C" or better
General Education: AA/AS Area II(b)
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.

CISP 370  Beginning Visual Basic  
4 Units
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. This course may be taken four times on a different software version. (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 372  Beginning Visual Basic for Applications  
Programming  
1 Unit
Course Transferable to CSU
Hours: 15 hours LEC; 9 hours LAB
This course introduces Visual Basic for Applications (VBA) programming for the purposes of application automation and customization. It includes basic programming concepts such as variables, control structures and subroutines. The use of elementary user interface controls are also included in this course.

CISP 400  Object Oriented Programming with C++  
4 Units
Prerequisite: CISP 360 with a grade of "C" or better
Advisory: CISC 323
General Education: AA/AS Area II(b)
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.

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
Course Transferable to UC/CSU
General Education: AA/AS Area II(b); CSU Area B4
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.

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: CISP 300 or 370 with a grade of "C" or better.
Advisory: CISC 305 and 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.
CISS 300  Introduction to Information Systems Security  1 Unit
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
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
Advisory: CISN 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 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.

CISS 341  Implementing Microsoft Windows Operating Systems Security  3 Units
Prerequisite: CISS 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course provides in-depth explanations of Microsoft Windows operating system security features as well as step-by-step configuration guides for proper operating system security configuration. The knowledge and skills needed in order to maintain the integrity, authenticity, availability, and privacy of data are covered.

CISS 342  Implementing UNIX/Linux Operating System Security  3 Units
Prerequisite: CISS 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course presents in-depth explanations of the UNIX/Linux operating system security features as well as step-by-step configuration guides for proper operating system configuration. Topics include data and system integrity, authenticity, availability, and privacy of data.

CISS 350  Disaster Recovery  3 Units
Prerequisite: CISS 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course provides methods for identifying vulnerabilities and implementing countermeasures to prevent and mitigate failure risks for the business enterprise. Topics include disaster recovery, development of a disaster recovery plan, and development and implementation of disaster recovery policies and procedures.

CISS 360  Computer Forensics and Investigation  3 Units
Prerequisite: CISS 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course introduces the methods used to conduct a computer forensics investigation. Topics include an overview of computer forensics as a profession, the computer investigation process, operating systems boot processes and disk structures, data acquisition and analysis, technical writing, ethics, and a review of standard computer forensics tools. The course topics map to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification.

CISW 300  Web Publishing  3 Units
Advisory: CISC 300 and CISC 305.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to publishing on the World Wide Web. Topics include creating web pages with the Hyper Text Markup Languages (HTML), organizing a series of pages into a web site, and uploading web pages to a server. The course makes extensive use of the computer tools necessary to insert HTML tags, create images, and view web documents. It also prepares apprentice web designers and publishers to identify the information dissemination needs of a client, design an appropriate web solution, and implement it.

CISW 307  Introduction to Web Development and Design  3 Units
Same As: ARTNM 401
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  
Advisory: CISC 306 or CISW 300  
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 students who have completed 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  
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 405  ActionScript for Flash  3 Units  
Prerequisite: ARTNM 404 or CISW 365 with a grade of “C” or better.  
Advisory: CISP 300 or CISW 400.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course introduces Macromedia Flash users to programming with ActionScript to animate, process data, and create dynamic content. It emphasizes the object-oriented capabilities of Macromedia Flash, and instructs how to use ActionScript objects, methods, events, properties, and functions, with an eye toward ActionScript best practices.

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 a 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**  
Same As: ARTNM 410  
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 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DESGN 100</td>
<td>Introduction to Computer Aided Drafting and Design (CADD)</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 102</td>
<td>Intermediate Computer Aided Drafting and Design (CADD)</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 300</td>
<td>Introduction to Design Resources</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 308</td>
<td>Three Dimensional Design-Solids Modeling</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 310</td>
<td>Graphic Analysis</td>
<td>3</td>
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<tr>
<td>DESGN 320</td>
<td>Three Dimensional Graphics and Design</td>
<td>3</td>
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<tr>
<td>DESGN 330</td>
<td>Machine Design</td>
<td>4</td>
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<tr>
<td>DESGN 340</td>
<td>Architecture and Construction</td>
<td>5</td>
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<tr>
<td>DESGN 350</td>
<td>Surveying and Construction Measurement Techniques (4)</td>
<td>4</td>
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<tr>
<td>ENGR 310</td>
<td>Engineering Survey Measurements</td>
<td>4</td>
</tr>
<tr>
<td>DESGN 360</td>
<td>Commercial Engineering Design and Drafting</td>
<td>5</td>
</tr>
<tr>
<td>DESGN 405</td>
<td>Advanced Computer-Aided Drafting and Design (CADD)</td>
<td>3</td>
</tr>
</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 design and drafting (CADD), chemistry, manufacturing processes, engineering materials and other subjects necessary for the well trained engineering technician.

Career Opportunities

Upon completion of the A.S. degree the engineering technician will be prepared to go directly into 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 41-44 Units

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CHEM 305</td>
<td>Introduction to Chemistry (5)</td>
<td>4 - 5</td>
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<tr>
<td>or CHEM 310</td>
<td>Chemical Calculations (4)</td>
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</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>
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<tr>
<td>DESGN 100</td>
<td>Introduction to Computer Aided Drafting and Design (CADD)</td>
<td>3</td>
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<td>Introduction to Design Resources (3)</td>
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<td>Industrial Materials Testing (3)</td>
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<tr>
<td>DESGN 308</td>
<td>Three Dimensional Design-Solids Modeling</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 310</td>
<td>Graphic Analysis</td>
<td>3</td>
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<tr>
<td>or ENGR 312</td>
<td>Engineering Graphics (3)</td>
<td></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

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<tr>
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<td>Chemical Calculations (4)</td>
<td></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>
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<td>Introduction to Computer Aided Drafting and Design (CADD)</td>
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<td></td>
</tr>
</tbody>
</table>
DESIGN 300  Introduction to Design Resources (3)  3 - 3

DESIGN 308  Three Dimensional Design-Solids Modeling (3)

DESIGN 310  Graphic Analysis (3)

DESIGN 315  Introduction to Electronic Spreadsheets (2)

DESIGN 320  Operating Systems (1)

DESIGN 330  Machine Design (4)  3 - 4

DESIGN 340  Architecture and Construction (5)  5

DESIGN 350  Surveying and Construction Measurement Techniques (4)  4

DESIGN 360  Commercial Engineering Design and Drafting (5)

DESIGN 365  Commercial Engineering Design and Drafting (5)

DESGN 308  Three Dimensional Design-Solids Modeling (3)

or ENGR 310  Engineering Survey Measurements (4)

or MATH 350  Calculus for the Life and Social Sciences I  3

or MATH 351  Calculus for the Life and Social Sciences II  3

or PHYS 350  General Physics  4

or PHYS 360  General Physics  4

or STAT 301  Introduction to Probability and Statistics  3

And a minimum of 3 units from the following:

One or more transfer level Humanities course (numbered 300-499)

And a minimum of 3 units from the following:

One or more transfer level Language and Rhetorics course (numbered 300-499)

And a minimum of 6 units from the following:

Transfer level Social Science courses (numbered 300-499)

DESIGN 100  Introduction to Computer Aided Drafting and Design (CADD)  3 Units

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

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 covers the preparation for professional 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

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

Course Transferable to CSU

Hours: 54 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: DESIGN 300, DESGN 100, and DESGN 320 with a grade of “C” or better.

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.

**DESGN 310 Graphic Analysis**  
**3 Units**  
**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.

**DESGN 320 Three Dimensional Graphics and Design**  
**3 Units**  
**Advisory:** ENGWR 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.

**DESGN 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.

**DESGN 340 Architecture and Construction**  
**5 Units**  
**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.

**DESGN 350 Surveying and Construction Measurement Techniques**  
**4 Units**  
**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.

**DESGN 360 Commercial Engineering Design and Drafting**  
**5 Units**  
**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.

**DESGN 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.

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  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 300</td>
<td>Introduction to Early Childhood Education</td>
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<tr>
<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>
<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>
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<tr>
<td>ECE 321</td>
<td>Advanced Principles and Practices in ECE</td>
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<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>
</tr>
<tr>
<td>ECE 420</td>
<td>Administration of Child Development Centers</td>
<td>2-5</td>
</tr>
<tr>
<td>or ECE 424</td>
<td>Adult Supervision: Mentoring in a Collaborative Learning Setting</td>
<td>(2)</td>
</tr>
<tr>
<td>ECE 430</td>
<td>Culture and Diversity in Early Childhood Education</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>ECE 305</td>
<td>Introduction to Family Child Care</td>
<td>1</td>
</tr>
<tr>
<td>ECE 316</td>
<td>Mass Media and Young Children</td>
<td>1</td>
</tr>
<tr>
<td>ECE 325</td>
<td>Guidance and Discipline for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 330</td>
<td>Infant Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 356</td>
<td>Programs for the School-Age Child</td>
<td>3</td>
</tr>
</tbody>
</table>

32-33 Units

Certificates Leading to Child Development Permits

ARC also offers a sequence of certificates that guide students in working their way up the California Development Permit matrix. Students who complete the following certificates will, upon verification of required experience, be recommended to the Commission on Teacher Credentialing for issuance of Child Development Permits.

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>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<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>
</tbody>
</table>

6 Units
**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

<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>
</tbody>
</table>

**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 requirements 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

<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>
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<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 ECE</td>
<td>4</td>
</tr>
<tr>
<td>ECE 331</td>
<td>Education and Care of Infants in Group Settings (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ECE 356</td>
<td>Programs for the School-Age Child (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ECE 404</td>
<td>Children with Special Needs (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>Health and Safety in Child Care Settings</td>
<td>1</td>
</tr>
<tr>
<td>ECE 424</td>
<td>Adult Supervision: Mentoring in a Collaborative Learning Setting</td>
<td>2</td>
</tr>
<tr>
<td>ECE 430</td>
<td>Culture and Diversity in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

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: Natural Science or a course satisfying the Mathematics Competency requirement; (2) English: Language & Rationality; (3) Humanities; and (4) Social Sciences: Social & Behavioral Sciences.

**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.

**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.

**Core Requirements for Certificate** 42 Units

<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 ECE</td>
<td>4</td>
</tr>
<tr>
<td>ECE 331</td>
<td>Education and Care of Infants in Group Settings (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ECE 356</td>
<td>Programs for the School-Age Child (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ECE 404</td>
<td>Children with Special Needs (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>Health and Safety in Child Care Settings</td>
<td>1</td>
</tr>
<tr>
<td>ECE 424</td>
<td>Adult Supervision: Mentoring in a Collaborative Learning Setting</td>
<td>2</td>
</tr>
<tr>
<td>ECE 430</td>
<td>Culture and Diversity in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

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: Natural Science or a course satisfying the Mathematics Competency requirement; (2) English: Language & Rationality; (3) Humanities; and (4) Social Sciences: Social & Behavioral Sciences.

**Art with Children** 48 Units

**Core Requirements** 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ECE 361</td>
<td>Introducing Young Children to Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>ART 320</td>
<td>Design: Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART 432</td>
<td>Art for Children Practicum (2 - 4)</td>
<td></td>
</tr>
<tr>
<td>ARTH 300</td>
<td>Introduction to Art (3)</td>
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</table>

**Children’s Health, Safety and Nutrition** 48 Units

**Core Requirements** 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 415</td>
<td>Children’s Health, Safety and Nutrition (3)</td>
<td>3</td>
</tr>
<tr>
<td>or NUTRI 320</td>
<td>Children’s Health, Safety and Nutrition (3)</td>
<td></td>
</tr>
<tr>
<td>NUTRI 300</td>
<td>Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<td>3</td>
</tr>
<tr>
<td>ECE 312</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
</tr>
<tr>
<td>ECE 321</td>
<td>4</td>
</tr>
<tr>
<td>ECE 331</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
<tr>
<td>ECE 422</td>
<td>3</td>
</tr>
<tr>
<td>ECE 424</td>
<td>3</td>
</tr>
<tr>
<td>ECE 430</td>
<td>1</td>
</tr>
<tr>
<td>ECE 432</td>
<td>3</td>
</tr>
<tr>
<td>or NUTRI 320</td>
<td>3</td>
</tr>
<tr>
<td>ECE 450</td>
<td>5</td>
</tr>
<tr>
<td>ECE 460</td>
<td>5</td>
</tr>
<tr>
<td>or NUTRI 320</td>
<td>3</td>
</tr>
<tr>
<td>ECE 480</td>
<td>2</td>
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</tbody>
</table>

And a minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 305</td>
<td>3</td>
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<tr>
<td>ECE 316</td>
<td>1</td>
</tr>
<tr>
<td>ECE 325</td>
<td>3</td>
</tr>
<tr>
<td>ECE 330</td>
<td>3</td>
</tr>
<tr>
<td>ECE 356</td>
<td>3</td>
</tr>
<tr>
<td>ECE 361</td>
<td>3</td>
</tr>
<tr>
<td>ECE 363</td>
<td>3</td>
</tr>
<tr>
<td>or NUTRI 320</td>
<td>3</td>
</tr>
<tr>
<td>or NUTRI 320</td>
<td>3</td>
</tr>
<tr>
<td>ECE 432</td>
<td>3</td>
</tr>
</tbody>
</table>

And a minimum of 22 units from the following:

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.

**Culture & 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.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 410</td>
<td>Health and Safety in Child Care Settings</td>
<td>1</td>
</tr>
<tr>
<td>ECE 430</td>
<td>Culture and Diversity in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 432</td>
<td>Leadership in Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

**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>
</tr>
</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>
</tr>
</tbody>
</table>

And a minimum of 4 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 498</td>
<td>Work Experience in Early Childhood Education (1 - 4)</td>
<td>1</td>
</tr>
</tbody>
</table>

ECE 498 must be taken with placement in family child care home.

**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 (Title 22) early care and education program, serving infants through preschool-age children.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 330</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>
</tr>
<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 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>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>Introduction to Early Childhood Education</td>
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<tr>
<td>ECE 312</td>
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<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 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>
</tr>
<tr>
<td>ECE 410</td>
<td>Health and Safety in Child Care Settings</td>
<td>1</td>
</tr>
</tbody>
</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.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</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>
</tr>
</tbody>
</table>

And a minimum of 4 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 498</td>
<td>Work Experience in Early Childhood Education (1 - 4)</td>
<td>1</td>
</tr>
</tbody>
</table>

ECE 498 must be taken with placement in family child care home.

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## 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 294</td>
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<tr>
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<td>3</td>
</tr>
<tr>
<td>ECE 305</td>
<td>1</td>
</tr>
<tr>
<td>ECE 312</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
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<td>ECE 420</td>
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<td>ECE 422</td>
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<tr>
<td>ECE 498</td>
<td>1-4</td>
</tr>
<tr>
<td>ECE 300</td>
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</tbody>
</table>

1: ECE 498 must be taken with placement in a management position in a licensed child care facility.

### 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.

### Requirements for Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ECE 300</td>
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</tbody>
</table>

### ECE 120 Effective Discipline for Foster Parents

**Hours: 18 hours LEC**

This course provides foster parents discipline techniques which are effective in the production of positive behaviors in the children and youth placed in their care. The parenting theories of Fay, Cline and Fay’s “Love and Logic” are emphasized. This course meets requirements for continuing education for Sacramento County licensed foster parents or kinship care providers.

### ECE 122 Competence in Diversity

**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 498 Work Experience in Early Childhood Education

**Hours: 18 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 300 Introduction to Early Childhood Education

**Course Transferable to CSU**

**Hours: 54 hours LEC**

This course is an introduction to early childhood education, including 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

**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 312 Child Development

**Same As: PSYC 372**

**Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; or ESSL 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.**

**General Education: AA/AS Area V(b); CSU Area D9; CSU Area E1; IGETC Area 4I**

**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.

### ECE 314 The Child, the Family and the Community

**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
Course Transferable to CSU
Hours: 18 hours LEC
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 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 325  Guidance and Discipline for Young Children  3 Units
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
General Education: AA/AS Area III(b)
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.

ECE 331  Education and Care of Infants in Group Settings  3 Units
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
Advisory: ECE 312 or PSYC 372
General Education: AA/AS Area III(b)
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.

ECE 356  Programs for the School-Age Child  3 Units
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
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
General Education: AA/AS Area I
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.
ECE 363  Music and Movement with Young Children  3 Units

General Education: AA/AS Area I
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.

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
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
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: 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 the 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
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: 54 hours LEC
This course examines basic nutrition, health, and safety needs of children from the prenatal period through school age. Topics include identification of nutrients in foods as they affect a child’s physical and mental development and standards for the maintenance of optimal health, safety, and nutrition status of children at home and in group care. Projects relating to children’s nutrition, health, and safety are required as part of the course. This course is not open to students who have taken 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
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
General Education: AA/AS Area V(b); AA/AS Area VI
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.

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
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 455  Environment Rating Scales in Early Childhood Programs  1 Unit
Course Transferable to CSU
Hours: 18 hours LEC
This course examines Environment Rating Scales (Infant/Toddler, Early Childhood, School Age Programs and Family Child Care) as a tool for quality improvement in a variety of child development programs. Emphasis is given to theory and best practices in order to evaluate classrooms, materials, and interactions between adults and children.

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, inflation, and money and banking. Microeconomics studies decision-making at the individual household, business firm, and industry levels. Microeconomics topics include theories of the firm and consumer behaviors.

Courses offered by the Economics Department are designed to satisfy general education requirements at American River College, and they are transferable to the CSU system, the UC system, and other fine institutions of higher learning in the United States. Furthermore, these economics courses will provide students with essential tools to analyze contemporary national and international economic issues.

**ECON 302 Principles of Macroeconomics 3 Units**
Advisory: MATH 100 with a grade of “C” or better; 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.
General Education: AA/AS Area V(b); CSU Area D2; IGETC Area 4B
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.

**ECON 304 Principles of Microeconomics 3 Units**
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; Math 100 with a grade of “C” or better; OR placement through assessment process.
General Education: AA/AS Area V(b); CSU Area D2; IGETC Area 4B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is concerned with individuals and business firms and how they interact in the marketplace to determine prices, output, employment, and efficient utilization of economic resources. Topics include marginal utility, costs of production and natural resource economics. Additionally, it covers resource allocation under conditions of competition, monopoly, oligopoly, and monopolistic competition.

**ECON 320 Concepts in Personal Finance 3 Units**
Same As: BUS 320
Advisory: ENGRD 116, ENGWR 102, ENGWR 103, ESLR 320, and ESLW 320; ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320; OR placement through assessment process.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D2
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 BUS 320.
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 microcontrollers.

**Career Opportunities**

This degree or certificate provides students with the knowledge to successfully enter a variety of electronics and telecommunications 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. Obtaining the degree or certificate improves the opportunities for quality employment and career advancement.

<table>
<thead>
<tr>
<th>Requirements for Degree</th>
<th>37 Units</th>
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<tbody>
<tr>
<td>ET 112</td>
<td>Communications Units 3</td>
</tr>
<tr>
<td>ET 115</td>
<td>Fiber Optics and Telecommunication Cabling 4</td>
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<tr>
<td>ET 143</td>
<td>Computer Upgrade, Repair, and Assembly 2</td>
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<tr>
<td>ET 302</td>
<td>Principles of Electricity and Electronics 4</td>
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<tr>
<td>ET 307</td>
<td>High Tech Soldering and Fabrication Techniques 2</td>
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<tr>
<td>ET 310</td>
<td>Mathematics for DC Circuit Fundamentals, Part I 1.5</td>
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<tr>
<td>ET 311</td>
<td>Mathematics for AC Circuit Fundamentals, Part II 1.5</td>
</tr>
<tr>
<td>ET 322</td>
<td>Semiconductor Devices and Applications 5</td>
</tr>
<tr>
<td>ET 335</td>
<td>Integrated Circuits with Computer Applications 5</td>
</tr>
<tr>
<td>ET 380</td>
<td>Introduction to Electronic Communications 4</td>
</tr>
<tr>
<td>ET 420</td>
<td>Microcontrollers and Digital Signal Processors 5</td>
</tr>
</tbody>
</table>

**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. Obtaining the degree or the certificate improves the opportunities for quality employment and career advancement.
with added electronics and telecommunications theory and laboratory practice make this an ideal certificate for those wishing to upgrade and update their electronics skills.

**Requirements for Certificate** 17 Units
1st Semester
- ET 115 Fiber Optics and Telecommunications Cabling 4
- ET 302 Principles of Electricity and Electronics 4
- ET 307 High Tech Soldering and Fabrication Techniques 2

Other Semesters
- ET 143 Computer Upgrade, Repair, and Assembly 2
- ET 322 Semiconductor Devices and Applications 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.

**Career Opportunities**
By earning a CMOS Mask Design Certificate students are qualified for a wide variety of employment opportunities at an entry level position in the semiconductor industry. Experience using state of the art design software allows students hands on experience using the same programs used by industry. Incorporating semiconductor theory along with semiconductor physical design rules and concepts make this an ideal certificate for those desiring employment in the semiconductor manufacturing industry.

**Requirements for Certificate** 12 Units
- CISC 320 Operating Systems 1
- ET 205 CMOS Mask Design I 3
- ET 206 CMOS Mask Design II 3
- ET 355 Integrated Circuits with Computer 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.

**Career Opportunities**
The Digital Repair and Upgrade Technician certificate prepares the student for a wide variety of jobs in the computer industry such as network communication cable installer, interface troubleshooter, and fiber optic installer.

**Requirements for Certificate** 11-14 Units
- CISC 320 Operating Systems 1
- CISC 361 Microcomputer Support And Repair 3
- CISC 363 Advanced Microcomputer Support and Repair 2
- 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

**Basic Electronics and Telecommunications Certificate**
The Basic Electronics and Telecommunication certificate provides training in basic electronics theory and applications, telecommunication copper and fiber optic systems, and surface mount soldering devices (SMD). 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 and Telecommunications certificate.

**Career Opportunities**
The Basic Electronics and Telecommunications certificate is designed for anyone wanting to enter the electronics or telecommunications industry. This certificate satisfies the requirements of a variety of entry-level positions such as printed circuit board (PCB) assembler, telecommunication field technician, or rework technician.

**Requirements for Certificate** 10 Units
- ET 115 Fiber Optics and Telecommunications Cabling 4
- ET 302 Principles of Electricity and Electronics 4
- ET 307 High Tech Soldering and Fabrication Techniques 2

**Advanced Electronics and Telecommunications Certificate**
This Advanced Electronics and Telecommunications certificate provides training in electronic system component identification and characteristics; computer component identification, repair, and upgrading; semiconductor theory and application; power supply design and operation; telecommunication copper and fiber optic systems; and advanced troubleshooting. This certificate is designed to be completed in two semesters.

**Career Opportunities**
The Advanced Electronics and Telecommunications certificate enables those students who have completed this certificate or are currently working in industry to quickly progress up the career ladder. More skills in the critical areas along

**Associate Degree Requirements:** The Mechatronics 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.

**Requirements for Degree or Certificate** 36 Units
1st Semester
- ET 302 Principles of Electricity and Electronics 4
- DESIGN 100 Introduction to Computer Aided Drafting and Design (CADD) 3
- WELD 300 Introduction to Welding 3

Other Semesters
- DESIGN 102 Intermediate Computer Aided Drafting and Design (CADD) 3
- ENGR 307 Industrial Materials Testing 3
- ET 143 Computer Upgrade, Repair, and Assembly 2
- ET 192 Introduction to Robotics 2
- ET 194 Intermediate Robotics 2
- ET 195 Electrical and Mechanical Power and Control Systems 3
- MATH 100 Elementary Algebra 5
- MGMT 360 Management Communication 3
- PHYS 310 Conceptual Physics 3
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, installation, 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.

Career Opportunities

The Fiber Optic certificate prepares the student to obtain entry level employment in a wide variety of positions in the telecommunication and fiber optic industry. It is also valuable for people working in the industry to upgrade their skill level to include the newest advancements in fiber technology.

Requirements for Certificate 17 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ET 115</td>
<td>Fiber Optics and Telecommunication Cabling</td>
<td>4</td>
</tr>
<tr>
<td>ET 302</td>
<td>Principles of Electricity and Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ET 380</td>
<td>Introduction to Electronic Communications</td>
<td>4</td>
</tr>
<tr>
<td>ET 386</td>
<td>Fiber Optic Splicing, Connectivity and Testing</td>
<td>3</td>
</tr>
<tr>
<td>ET 387</td>
<td>Advanced Fiber Optics</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

Requirements for Certificate 15 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 192</td>
<td>Introduction to Robotics</td>
<td>2</td>
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<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 196</td>
<td>Sensors, Measurement, and Control</td>
<td>2</td>
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<td>ET 302</td>
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</table>

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

**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 302 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

**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

**Advisory:** 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

**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
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 143 Computer Upgrade, Repair, and Assembly 2 Units
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 154 Wireless Communication Systems 1.5 Units
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
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
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
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
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
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
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 micro controllers are used to simulate industrial situations.

ET 205 CMOS Mask Design I 3 Units
Corequisite: ET 330.
Hours: 54 hours LEC
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.

ET 206 CMOS Mask Design II 3 Units
Prerequisite: ET 205 with a grade of “C” or better.
Hours: 36 hours LEC; 54 hours LAB
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.

ET 250 Employability Skills for Technical Careers 2 Units
Same As: AT 107 and WELD 150
General Education: AA/AS Area III(b)
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.
### ET 251  Automotive Electronic Accessories and Installation  2 Units

**Same As:** AT 251  
**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 is not open to students who have taken the AT 251 course.

### ET 294  Topics in Electronics Technology .5-5 Units

**Prerequisite:** To be determined for each topic.  
**Hours:** 9-90 hours LEC; 27-270 hours LAB  
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.

### ET 298  Work Experience in Electronics Technology  1-4 Units

**Corequisite:** Maintain a minimum of 7 units.  
**Hours:** 9-90 hours LEC; 27-270 hours LAB  
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.

### ET 302  Principles of Electricity and Electronics  4 Units

**Course Transferable to CSU**  
**Hours:** 54 hours LEC; 54 hours LAB  
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.

### ET 307  High Tech Soldering and Fabrication Techniques  2 Units

**Advisory:** ET 302.  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC; 54 hours LAB  
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.

### ET 310  Mathematics for DC Circuit Fundamentals, Part I  1.5 Units

**General Education:** AA/AS Area II(b)  
**Prerequisite:** ET 310 with a grade of "C" or better  
**Course Transferable to CSU**  
**Hours:** 27 hours LEC  
This course covers the application of algebra and trigonometry for the mathematical analysis of DC 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.

### ET 311  Mathematics for AC Circuit Fundamentals, Part II  1.5 Units

**Prerequisite:** ET 310 with a grade of "C" or better  
**Course Transferable to CSU**  
**Hours:** 27 hours LEC  
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.

### ET 322  Semiconductors and Nanotechnology  5 Units

**Prerequisite:** ET 302 with a grade of "C" or better  
**Advisory:** ET 310 and 311.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC; 108 hours LAB  
This course is a detailed study of semiconductor and nanotechnology devices and their applications. Semiconductor manufacturing and components such as diodes, transistors, op-amps, and field programmable analog arrays (FPAA), including their use in complex circuits are covered. Nanotechnology theory and devices including the present and possible future applications are studied. Field trips are required.

### ET 335  Integrated Circuits with Computer Applications  5 Units

**Prerequisite:** ET 302 with a grade of "C" or better.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC; 108 hours LAB  
This course covers integrated circuits (ICs) and applications used in industrial and consumer products. Digital theory and applications start with standard transistor-transistor logic (TTL) and complementary 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). Field trips are required.

### ET 337  Advanced Integrated Circuit Applications  3 Units

**Prerequisite:** ET 330 or ET 335 with a grade of "C" or better.  
**Course Transferable to CSU**  
**Hours:** 36 hours LEC; 54 hours LAB  
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
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<tr>
<td>ET 369</td>
<td>The Design and Fabrication of Electronics Projects</td>
<td>2</td>
<td>ET 322 with a grade of “C” or better.</td>
<td>18 hours LEC; 54 hours LAB</td>
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<tr>
<td>ET 380</td>
<td>Introduction to Electronic Communications</td>
<td>4</td>
<td>ET 301 or ET 302 with a grade of “C” or better.</td>
<td>54 hours LEC; 54 hours LAB</td>
</tr>
<tr>
<td>ET 386</td>
<td>Fiber Optic Splicing, Connectivity and Testing</td>
<td>3</td>
<td>ET 386 with a grade of “C” or better.</td>
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<tr>
<td>ET 387</td>
<td>Advanced Fiber Optics</td>
<td>2</td>
<td>ET 386 with a grade of “C” or better.</td>
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<tr>
<td>ET 420</td>
<td>Microcontrollers and Digital Signal Processors</td>
<td>5</td>
<td>ET 302 with a grade of “C” or better.</td>
<td>54 hours LEC; 108 hours LAB</td>
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<tr>
<td>ET 421</td>
<td>Advanced Microprocessors, Microcontrollers, and Programmable Logic Devices</td>
<td>3</td>
<td>ET 420 with a grade of “C” or better.</td>
<td>36 hours LEC; 54 hours LAB</td>
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<tr>
<td>ET 490</td>
<td>Advanced Student Projects Laboratory</td>
<td>2</td>
<td>ET 330 with a grade of “C” or better.</td>
<td>108 hours LAB</td>
</tr>
</tbody>
</table>
The principles of measurement for distance, elevations and angles. Electronic surveying instruments are used in this course to develop this course covers the basic fundamentals of surveying for engineers. 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
Advisory: English 102 or 103 and English 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 professions 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
Advisory: English 102 or 103 and English 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 orthogonal projection, auxiliary drawings, sectioning, and dimensioning.

Engr 307 Industrial Materials Testing 3 Units
Prerequisite: Mathematics 100 with a grade of "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
Prerequisite: Mathematics 330.
Advisory: English 102 or 103, and English 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
Prerequisite: ENGR 305 or Design 300 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 (CAD) 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 Design 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
Prerequisite: Physics 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
Prerequisite: Physics 410 and Chemistry 400 with a grade of "C" or better.
Advisory: English 300 or ESLW 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
Prerequisite: MATH 401 and PHYS 410 with grades of “C” or better.
Advisory: ENGR 305 or DESGN 300, 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
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.
**English Degree**

The English A.A. degree gives students a broad based background in writing, literature, and language analysis. It prepares students for the further study of English or a related field at a four-year school; it also supports a wide range of career options, emphasizing as it does the communication and analytic skills that provide a necessary foundation for many different endeavors.

NOTE: Students who plan to major in English at a four-year college or university would be well advised to check with an ARC counselor because four-year schools differ widely in the ways in which they construct their English majors.

### Requirements for Degree | 24 Units
---
| ENGWR 360 | College Composition (3) |
| or ENGWR 480 | Honors College Composition (3) |
| ENGWR 390 | Mystery and Detective Fiction (3) |
| or ENGWR 481 | Honors College Composition and Literature (3) |
| or ENGWR 302 | Advanced Composition and Critical Thinking (3) |
| or ENGWR 482 | Honors Advanced Composition and Critical Thinking (3) |
| ENGLT 310 | English Literature |
| ENGLT 311 | American Literature |
| ENGLT 320 | American Literature |
| ENGLT 321 | American Literature |

And a minimum of 6 units from the following: 6

- ENGCW 400 Creative Writing (3)
- ENGCW 410 Fiction Writing Workshop (3)
- ENGCW 420 Poetry Writing Workshop (3)
- ENGCW 421 A Short Course in Poetry Writing (1)
- ENGCW 430 Creative Non-Fiction Writing Workshop (3)
- ENGCW 440 Screenwriting Workshop (3)
- ENGCW 441 Advanced Screenwriting Workshop (3)
- ENGCW 450 College Literary Magazine (3)
- ENGED 305 Structure of English (3)
- ENGED 320 Service Learning: Tutoring Elementary Students in Reading (3)
- ENGED 322 Peer Tutoring in English and Reading (1.5 - 3)
- ENGLT 300 Introduction to Fiction (3)
- ENGLT 304 Introduction to Poetry (3)
- ENGLT 327 Literature of California (3)
- ENGLT 333 African-American Dramatic Literature (3)
- ENGLT 334 Asian-American Literature (3)
- ENGLT 337 Other American Literatures (3)
- ENGLT 338 Native American Literature (3)
- ENGLT 340 World Literature (3)
- ENGLT 341 World Literature (3)
- ENGLT 345 Mythologies of the World (3)
- ENGLT 360 Women in Literature (3)
- ENGLT 370 Children and Literature (3)
- ENGLT 372 Children and Literature: Storytelling (1)
- ENGLT 374 Children and Literature: Multicultural Literature (1)
- ENGLT 376 Children and Literature: Reader’s Theatre (1)
- ENGLT 378 Young People’s Literary Classics (3)
- ENGLT 380 Introduction to Shakespeare (3)
- ENGLT 382 Literary Themes in Dramatic Literature (3)
- ENGLT 390 Mystery and Detective Fiction (3)

ENGLT 494 Topics in Literature (3)
ENGRD 310 Prose Analysis and Interpretation (3)
ENGRD 312 Academic Textbook Reading (3)
ENGWR 330 Writing for Publication (3)
ENGWR 331 Writing for Publication (3)
ENGWR 482 Technical/Professional Communication: Proposal Writing (1.5)
ENGWR 484 Technical/Professional Communication: Plain English (1.5)
ENGWR 486 Technical/Professional Communication: Writing Technical Manuals

**Technical Communication Degree**

### Requirements for Degree | 42.5 Units
---
| ART 320 | Design: Fundamentals (3) |
| or ARTNM 310 | Design: Fundamentals (3) |
| ART 323 | Design: Color Theory (3) |
| ARTNM 303 | Graphic Design: Typography (3) |
| CISA 305 | Beginning Word Processing (2) |
| CISA 306 | Intermediate Word Processing (2) |
| CISC 320 | Operating Systems (1) |
| CISW 300 | Web Publishing (3) |
| ENGWR 342 | Introduction to Technical/Professional Communication (3) |
| ENGWR 344 | Technical/Professional Communication: Writing Reports (1.5) (1.5) |
| or ENGWR 348 | Technical/Professional Communication: Plain English (1.5) |
| or ENGWR 350 | Technical/Professional Communication: Proposal Writing (1.5) |
| ENGWR 352 | Technical/Professional Communication: Writing Technical Manuals |

And a minimum of 6 units from the following: 6

- ENGCW 450 College Literary Magazine (3)
- ENGW 330 Writing for Publication (3)
- ENGW 331 Writing for Publication (3)
- ENGW 344 Introduction to Careers in Technical Communication (1)
- ENGW 356 Writing Formal Reports (1) |
- ENGW 358 Writing Training Materials (1) |
- JOUR 300 Newswriting and Reporting (3) |
- JOUR 401 College Newspaper Production (2) |
- SPEECH 321 Interpersonal Communication (5) |

And a minimum of 12 units from the following: 12

- ARTNM 324 Digital Design (3) |
- ARTNM 328 Digital Photo Imagery - PhotoShop Basics (3) |
- ARTNM 350 Intermediate Digital Photo Imagery (3) |
- ARTNM 352 Design for Publication (3) |
- or CISW 330 Desktop Publishing (2) |
- and CISW 331 Intermediate Desktop Publishing (2) |
- ARTNM 354 Digital Prepress (3) |
- ARTNM 402 Intermediate Web Design (3) |
- ARTNM 404 Interactive Multimedia Basics (3) |
- CISA 315 Introduction to Electronic Spreadsheets (2) |
- CISA 340 Presentation Graphics (2) |
- CISW 310 Advanced Web Publishing (4) |

**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.
English - Creative Writing

ENGCW 400  Creative Writing  3 Units
Prerequisite: ENGW 300 with a grade of "C" or better.
General Education: AA/AS Area II(b)
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.

ENGCW 410  Fiction Writing Workshop  3 Units
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
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
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
Advisory: ENGCW 400 and ENGW 300
General Education: AA/AS Area II(b)
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 nature writing, prose with poetic elements (prose-poetry), and other fact-based or philosophical writing with a definite 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.

ENGCW 440  Screenwriting Workshop  3 Units
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
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
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 aesthetic 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.
English - Education

**ENGED 305 Structure of English** 3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 44 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
Prerequisite: ENGRD 116 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area II(b)
Enrollment Limitation: 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.

**ENGED 322 Peer Tutoring in English and Reading** 1.5-3 Units
Prerequisite: A grade of “C” or better in the course in which the student is tutoring.
Advisory: ENGWR 300, ENGRD 310, and basic familiarity with computers.
Course Transferable to CSU
Hours: 18 hours LEC; 27-108 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
Advisory: ECE 312 or PSYC 372
General Education: AA/AS Area II(b)
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 ECE 350.

**ENGED 340 Technology in the English Classroom: Presentational Software** .5 Units
Prerequisite: ENGWR 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 explore 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 technologies featured within the course. The course 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
Prerequisite: ENGWR 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 explore 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 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 version.

**ENGED 342 Technology in the English Classroom: Internet Tools** .5 Units
Prerequisite: ENGWR 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 explore 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 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
Prerequisite: ENGWR 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 explore 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.
ENGLT 300  Introduction to Fiction  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
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.

ENGLT 302  Introduction to the Novel  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
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.

ENGLT 303  Introduction to the Short Story  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
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 criticism. 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.

ENGLT 304  Introduction to Poetry  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
Designed to introduce the area 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.

ENGLT 310  English Literature  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
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.

ENGLT 311  English Literature  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
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.

ENGLT 320  American Literature  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys American literature from the precolonial period to the Civil War. Approximately one-third of the semester's reading, discussion, and exploration is devoted to the development and background 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.

ENGLT 321  American Literature  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys 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.

ENGLT 327  Literature of California  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C
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.

ENGLT 333  African-American Dramatic Literature  3 Units
Prerequisite: ENGWWR 300 with a grade of “C” or better
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C; IGETC Area 3B
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
ENGLT 341 World Literature 3 Units
Prerequisite: ENGWR 300 with a grade of "C" or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
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.

ENGLT 345 Mythologies of the World 3 Units
Prerequisite: ENGWR 300 with a grade of "C" or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to the multi-cultural 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.

ENGLT 334 Asian-American Literature 3 Units
Prerequisite: ENGWR 300 with a grade of "C" or better
Advisor: ENGWR 301
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys autobiographies and fiction written by Asian Americans; the focus is 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.

ENGLT 337 Other American Literatures 3 Units
Prerequisite: ENGWR 300 with a grade of "C" or better
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C; IGETC Area 3B
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 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; African American, Asian American, Latino, and contemporary Chicano/Hispanic/Mexican-American. 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.

ENGLT 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 of the Americas, North, South, and Central. Field trips are required. AA/AS area 3B & 3F; CSU area C2; IGETC area 3

ENGLT 340 World Literature 3 Units
Prerequisite: ENGWR 300 with a grade of "C" or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
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.

ENGLT 339 Women in Literature 3 Units
Advisor: ENGLT 370, ENGWR 102, or ENGWR 103; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C
Course Transferable to 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.
This 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.

ENGLT 342 Children and Literature: Storytelling 1 Unit
Advisor: ENGLT 370, ENGWR 102, or ENGWR 103; or placement through the assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C
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. The course introduces 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 of the Americas, North, South, and Central. Field trips are required. AA/AS area 3B & 3F; CSU area C2; IGETC area 3

ENGLT 370 Children and Literature 3 Units
Advisor: ENGLT 370, ENGWR 102, or ENGWR 103; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C
Course Transferable to 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.
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ENGLT 374  Children and Literature: Multicultural Literature  1 Unit
Advisory: ENGLT 370, ENGRWR 102, or ENGRWR 103; or placement through the assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C 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. May be repeated twice for credit.

ENGLT 376  Children and Literature: Reader’s Theatre  1 Unit
Advisory: ENGLT 370, ENGRWR 102, or ENGRWR 103; or placement through the assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C 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 theater preparation to develop the child’s understanding and appreciation of literary aesthetics, language skills, and cultural diversity. May be repeated twice for credit.

ENGLT 378  Young People’s Literary Classics  3 Units
Prerequisite: ENGRWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B 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, Tolkein, C.S. Lewis, and contemporary, multiculturally 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.

ENGLT 380  Introduction to Shakespeare  3 Units
Prerequisite: ENGRWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B 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.

ENGLT 382  Literary Themes in Dramatic Literature  3 Units
Prerequisite: ENGRWR 300 with a grade of “C” or better
Advisory: ENGRWR 301
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B 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 theater productions will be required.

ENGLT 390  Mystery and Detective Fiction  3 Units
Prerequisite: ENGRWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B 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.

ENGLT 392  Science Fiction and Fantasy  3 Units
Prerequisite: ENGRWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C Course Transferable to UC/CSU
Hours: 54 hours LEC
This course explores the realm of science fiction and fantasy. It begins with an examination of the roots of these literatures and then journeys through the rich and diverse territory that contemporary works offer. The offerings may include selections from television, film, anime, short stories, and novels.

ENGLT 403  Film Adaptations  3 Units
Prerequisite: ENGRWR 300 with a grade of “C” or better
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the processes, problems, and successes of adapting literary, stage, and previous film material into films. It discusses faithful and unfaithful adaptations through reading the original texts and viewing the adapted films with an awareness of their historical and cultural contexts. The course analyzes intention, creative distinctions, and the limits and strengths of each medium.

ENGLT 493  Short Literary Topics  1-2 Units
Prerequisite: ENGRWR 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
Prerequisite: ENGRWR 300 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C; IGETC Area 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 an extensive study of works by significant writers 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.


**Counselor**

Student's placement in a specific level class is determined through consultation with a counselor or by meeting course pre-requisite.

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**Readiness for college-level reading**

- **ENGRD 15**
  (Formerly English 270)
  Basic Reading Skills
  3 units
  lecture/discussion

  Corresponding writing level: ENGWR51

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**College Level (AA/AS degree-applicable)**

- **ENGRD 116**
  (Formerly English 78)
  Proficient Reading
  3 units
  lecture/discussion

  Corresponding writing level: ENGWR102/ENGWR103

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**Transfer Level (satisfies reading competency for AA/AS degree & transfer to CSU)**

- **ENGRD 310**
  (Formerly English 4)
  College Analytical & Speed Reading
  3 units
  lecture/discussion

  Corresponding writing level: ENGWR300

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**ENGRD 312**

(Formerly English 5)

Academic Textbook Reading
3 units
lecture/discussion

Corresponding writing level: ENGWR300

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**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)

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**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 254)
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 53
(formerly English 254)
Writing Center: Basic Writing Skills
.5-2 units
Individualized writing modules. Open entry/exit

Corresponding Reading Center: ENGRD12

ENGWR 102
(Formerly English 58)
Proficient Writing**
3 units
lecture/discussion or individualized

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 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

College Level
(AA/AS degree-applicable)

Transfer Level
(Transfers to CSU & UC)

* Fulfills writing competency requirement for AA/AS degree.

** Pre-requisite for ENGRD300
ENGRD 12  Reading Center: Basic Reading Skills  .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 twelfth 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: ENGRD 12; or placement through the assessment process.
Advisory: Concurrent or previous enrollment in ENGRWR 51.
Hours: 54 hours LEC
This course provides instruction in techniques for improving basic skills in reading. It involves intensive work with word attack, literal comprehension, vocabulary and study skills, including practice with multicultural reading materials and strategies. Individual work in the Learning Resource Center may be required by instructor.

ENGRD 17  Vocabulary and Spelling with Study Strategies  2 Units
Hours: 36 hours LEC
This course emphasizes the improvement of vocabulary and spelling with the use of learning and study strategies. Individual learning styles are utilized to learn new words in a number of contexts. Thematic readings, writing, and individual word journals are required throughout the course to supplement and reinforce spelling rules and the use of new vocabulary.

ENGRD 116  Proficient Reading  3 Units
Prerequisite: ENGRD 15 with a grade of “C” or better, or placement through assessment.
Advisory: Concurrent enrollment in ENGRWR 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 twelfth week of the semester. Units are awarded upon the successful completion of modules. May be taken four times for a maximum of six units.

ENGRD 310  Prose Analysis and Interpretation  3 Units
Prerequisite: ENGRD 116 with a grade of “C” or better; or placement through the assessment process.
Advisory: Concurrent enrollment in ENGRWR 300.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course will concentrate on the refinement of the ability to read, comprehend and respond to college-level textbooks across the curriculum. Emphasis will be placed on (1) effective oral and written expression, (2) development of flexible reading rate and speed, (3) critical analysis and evaluation of research, (4) writing skills in the disciplines, and (5) acquisition of college-level essays, reports, fiction and nonfiction reading. Individual reading practice and exercises in the Reading Center, Writing Across the Curriculum or Reading Across the Disciplines programs may be required.

ENGRD 312  Academic Textbook Reading  3 Units
Prerequisite: ENGRD 116 with a grade of “C” or better; or placement through the assessment process.
Advisory: Concurrent enrollment in ENGRWR 300.
General Education: AA/AS Area II(b)
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.

ENGRD 314  Reading Across the Disciplines (RAD)  .5-1 Units
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**

**ENGWR 43  Spelling  2 Units**
*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.

**ENGWR 51  Developmental Writing  4 Units**
*Prerequisite: One or more units of ENGWR 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 ENGWR 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.

**ENGWR 52  Writing Strategies for Success in Certificate Programs, Level 1  1.5 Units**
*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.

**ENGWR 53  Writing Center: Basic Writing Skills  .5-2 Units**
*Prerequisite: Placement through the assessment process or ESLW 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 103  Practical Communication  3 Units**
*Prerequisite: ENGWR 51 with a grade of "C" or better; or placement through the assessment process.
Advisory: ENGRD 15; Concurrent enrollment in ENGRD 015.
General Education: AA/AS Area II(a)
*Hours: 54 hours LEC*

This course will present methods of organizing ideas and writing for college and career: reports, resumes, and 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.

**ENGWR 104  Writing Center: Writing Skills  .5-2 Units**
*Prerequisite: Completion of at least 1 unit of ENGWR 53 or placement through assessment process.
Advisory: BUSTEC 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**
*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 the assessment process.
Advisory: Concurrent enrollment in ENGRD 310 or 312.
General Education: AA/AS Area II(a); CSU Area A2; IGETC Area 1A
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 Writing Across the Disciplines programs.
ENGWR 301  College Composition and Literature  3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area A3; IGETC Area 1B
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 judgements. 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.

ENGWR 302  Advanced Composition and Critical Thinking  3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better
Advisory: ENGRD 310
General Education: AA/AS Area II(b); CSU Area A3; IGETC Area 1B
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 6500 words.

ENGWR 330  Writing for Publication  3 Units
Advisory: ENGWR 300
General Education: AA/AS Area II(b)
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.

ENGWR 331  Writing for Publication  3 Units
Advisory: ENGWR 300 or 330 with a grade of “C” or better.
Course Transferable 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 332  Writing Technical Manuals  3 Units
Advisory: ENGWR 300 or 103; or placement through the assessment process.
General Education: AA/AS Area II(b)
Course Transferable 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.

ENGWR 342  Introduction to Technical/Professional Communication: Writing Reports  1.5 Units
Advisory: ENGWR 102 or 103; or placement through the assessment process.
General Education: AA/AS Area II(b)
Course Transferable 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
Advisory: ENGWR 102 or 103.
Course Transferable 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
Advisory: ENGWR 342.
Course Transferable 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
Advisory: ENGWR 342.
Course Transferable 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
Advisory: ENGWR 102 or 103.
Course Transferable 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
Advisory: ENGWR 342 or 344.
Course Transferable 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
Advisory: ENGWR 342 or 344.
Course Transferable 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
Prerequisite: Placement through assessment process.
General Education: AA/AS Area II(a); CSU Area A2; IGETC Area 1A
Course Transferable 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.

ENGWR 481  Honors College Composition and Literature 3 Units
Prerequisite: Cumulative GPA of 3.0 or higher; ENGWR 300 or 480 with a grade of “C” or better.
General Education: AA/AS Area II(b); CSU Area A3; IGETC Area 1B
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.

ENGWR 482  Honors Advanced Composition and Critical Thinking 3 Units
Prerequisite: Cumulative GPA of 3.0 or higher; ENGWR 300 or 480 with a grade of “C” or better.
Advisory: ENGRD 310 or 312
General Education: AA/AS Area II(b); CSU Area A3; IGETC Area 1B
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.
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: ESL 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**
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: ESLR 340 and ESLW 340 with grades of “C” or better

General Education: AA/AS Area II(b); CSU Area A3

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 theater production is encouraged. Students will be required to write at least 8,500 words.

**ESL - Grammar**

**ESLG 50  Intermediate-Mid Grammar**
**4 Units**
Prerequisite: ESLW 40 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.

**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 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.

**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**
Advisory: One year of adult school and concurrent enrollment in ESL Reading and Writing courses at the student’s assessed levels 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
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
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
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. ESLL 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
Prerequisite: Placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking course at the student's assessed level.
Hours: 72 hours LEC
This course focuses on developing reading skills with an emphasis on 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
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
Prerequisite: ESLR 30 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 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
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.
ESLR 97  ESL Center: Reading Skills in ESL  .5-1 Units
Prerequisite: ESL 20, ESLR 20, and ESLW 20 with grade of “C” or better, or placement though 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 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 30 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 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 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.

ESLR 20  Novice Writing  4 Units
Prerequisite: ESL 20; or placement through the assessment process.
Hours: 72 hours LEC
This course covers novice-high-level writing in English for non-native speakers who plan to take college courses. It provides instruction and practice in writing simple sentences and paragraph structures within the context of topic assignments.

ESLR 40  Intermediate-Low Writing  4 Units
Prerequisite: ESLW 40 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.
Hours: 72 hours LEC
This course covers techniques essential to essay writing. Control of sentence structure in longer pieces of writing will continue to be developed.

ESLR 50  Intermediate-Mid Writing  4 Units
Prerequisite: ESLW 50 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.
Hours: 72 hours LEC
This course covers novice-high-level writing in English for non-native speakers who plan to take college courses. It provides instruction and practice in writing focused paragraphs with a clear beginning, middle and end. Critical thinking skills and correct grammar in writing will be stressed.

ESLR 86  Spelling  2 Units
Prerequisite: ESLR 40 and ESLW 40 with a grade of “C” or better or placement through the assessment process.
Hours: 36 hours LEC
This course is designed for students who need to improve their spelling. It includes an introduction to the basic spelling rules and patterns of English. Activities will provide practice with homophones, suffixes and plurals. The course will foster competence in spelling. May be taken twice for credit.

ESLR 97  ESL Center: Writing Skills in ESL  .5-1 Units
Prerequisite: ESL 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 and reinforce specific English language skills while working independently and/or in small groups. Coursework includes level-appropriate topics relative to 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. ESLR 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 hours 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 hours 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 the assessment process.
Advisory: Concurrent enrollment in an ESL Reading and ESL Listening and Speaking course at the student's assessed levels.
General Education: AA/AS Area II(a); CSU Area A2
Course Transferable to UC/CSU
Hours: 72 hours 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.
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 35 Units

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FASHN 151</td>
<td>Basic Industry Sewing</td>
<td>2</td>
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<tr>
<td>FASHN 300</td>
<td>Introduction to the Fashion Industry</td>
<td>3</td>
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<tr>
<td>FASHN 310</td>
<td>Fashion Analysis/Clothing Selection</td>
<td>3</td>
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<tr>
<td>FASHN 320</td>
<td>Textiles</td>
<td>3</td>
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<tr>
<td>FASHN 330</td>
<td>History of Western World Fashion</td>
<td>3</td>
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<tr>
<td>FASHN 342</td>
<td>Fashion Illustration</td>
<td>3</td>
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<td>FASHN 344</td>
<td>Apparel Line Development</td>
<td>3</td>
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<tr>
<td>FASHN 374</td>
<td>Pattern Making and Design</td>
<td>3</td>
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<tr>
<td>FASHN 378</td>
<td>Advanced Pattern Making and Design</td>
<td>3</td>
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<td>FASHN 380</td>
<td>Computer Patternmaking</td>
<td>3</td>
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<td>FASHN 382</td>
<td>Collection Design and Production</td>
<td>3</td>
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<tr>
<td>FASHN 497</td>
<td>Internship in Fashion</td>
<td>3</td>
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</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 Design Certificate

The certificate in Fashion Design develops the skills necessary to coordinate original design concepts with manufacturing, marketing and merchandising practices. Course work concentrates on basic industry sewing, pattern drafting, historic and current fashion trends, hand and computer illustration, and textiles as they relate to the fashion industry.

Requirements for Certificate 26 Units

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<th>Course</th>
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<th>Units</th>
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<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 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 382</td>
<td>Collection Design and Production</td>
<td>3</td>
</tr>
</tbody>
</table>

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 32 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 395</td>
<td>Fashion Promotion</td>
<td>3</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 coordination, promotion, visual presentation, management, merchandising and retail buying.

Requirements for Certificate 20 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 395</td>
<td>Fashion Promotion</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 397</td>
<td>Business Practices for 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>
FASHN 151  Basic Industry Sewing  2 Units
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
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
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
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
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
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.
General Education: AAAS Area I; CSU Area C1
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.

FASHN 334  Vintage Costuming  .5-2 Units
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
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
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
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
Prerequisite: FASHN 300, 320, 342, 374, or 395 with a 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 in a practical setting. Assistance for the internship search is provided by the coordinator, but placement is not guaranteed.
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.

Firefighting is a public safety profession that requires special knowledge of safety, rescue, emergency medical operations, and hazardous materials. A grade of “C” or better is required in each fire technology course for progression in the program.

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 firefighter-paramedic, 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>
</tr>
<tr>
<td>And a minimum of 15 units from the following:</td>
<td></td>
<td>15</td>
</tr>
<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>
</tr>
<tr>
<td>FT 132</td>
<td>Fire Service Records and Reports</td>
<td>3</td>
</tr>
<tr>
<td>FT 140</td>
<td>Related Codes and Ordinances</td>
<td>3</td>
</tr>
<tr>
<td>FT 170</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FT 180</td>
<td>Rescue Practices</td>
<td>3</td>
</tr>
<tr>
<td>FT 190</td>
<td>Fire Tactics and Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Degree: A.A. - Fire Technology
Certificate: Fire Technology

FT 110  Fire Apparatus 3 Units
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
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
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
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
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
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
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  
Advisory: FT 300 or FIRE 1090.  
Hours: 54 hours LEC  
This course covers all aspects of wildland fire fighting and introduces new advances in technology for wildland fire suppression.

**FT 200  Emergency Medical Technician I**  
5 Units  
Same As: PMED 100  
Prerequisite: HEED 323 with a grade of “C” or better  
Enrollment Limitation: Not open to students with a current EMT-Basic certificate.  
Hours: 72 hours LEC, 72 hours LAB  
This course is designed to provide instruction to the level of Emergency Medical Technician - Basic. Topics include skills necessary 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 Regulations and Emergency Medical Technician - Basic (EMT-I). A “C” or better is required for certification as Emergency Medical Technician - Basic. Field trips are required. This course may be taken four times for credit.

**FT 209  Emergency Medical Technician IFS**  
Refresher Course  
1 Unit  
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  
Course Transferable 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  
Corequisite: FIRE 1090 or FT 300.  
Course Transferable 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  
Corequisite: FIRE 1090 or FT 300.  
Course Transferable 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  
Corequisite: FIRE 1090 or FT 300.  
Course Transferable 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  
Corequisite: FIRE 1090 or FT 300.  
Course Transferable 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  
Advisory: FT 300 or FIRE 1090.  
Course Transferable 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  
Advisory: FT 300 or FIRE 1090.  
Course Transferable 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.
French

FREN 351 Conversational French, Elementary 3 Units
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
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
Prerequisite: FREN 352 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
Prerequisite: FREN 361 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
General Education: AA/AS Area I; IGETC Area 6
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.

German

GERM 351 Conversational German, Elementary 3 Units
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.
ITAL 351 Conversational Italian, Elementary 3 Units
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 352 Conversational Italian, Elementary 3 Units
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.

ITAL 353 / 452 Conversational Italian, Intermediate 4 Units
Prerequisite: ITAL 402 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 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.

GERM 401 Elementary German 4 Units
General Education: AA/AS Area I; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is an introduction to the language of the German-speaking people. It includes the fundamentals of German pronunciation and grammar, as well as the development of listening, reading and writing with emphasis on the communicative skills.

GERM 402 Elementary German 4 Units
Prerequisite: GERM 401 with a grade of "C" or better or two years of high school German.
General Education: AA/AS Area I
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 German grammar and German culture.

GERM 411 Intermediate German 4 Units
Prerequisite: GERM 402 with a grade of "C" or better or three years of high school German.
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course includes speaking, listening, and writing practice at the intermediate level; review of German grammar; reading of varied texts and further study of historical and cultural background.

GERM 412 Intermediate German 4 Units
Prerequisite: GERM 411 with a grade of "C" or better or four years of high school German.
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a further development of the four basic skills through reading and interpreting various works of German literature, continue writing summaries, reports and short compositions, and studying the historical and cultural background of the German speaking world.

GERM 413 Intermediate German 4 Units
Prerequisite: GERM 412 with a grade of "C" or better.
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a continuation of GERM 412. It includes grammar essentials, further practice in conversation and composition, and a continued study of German culture.

JAPAN 101 Conversational Japanese, Elementary 3 Units
Course Transferable to UC/CSU
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
General Education: AA/AS Area I; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This class teaches pronunciation, intonation, basic vocabulary and grammar of spoken Japanese. The grammar emphasis is word order, postposition and some conjunction in simple sentences. Students are required to learn Hiragana script. The course includes introduction to Japanese culture.

JAPAN 402 Elementary Japanese 4 Units
Prerequisite: JAPAN 401 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
Japanese 402 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.

JAPAN 405 Japanese Writing 1 Unit
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAND 101</td>
<td>Conversational Mandarin, Elementary</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Hours:</strong> 54 hours LEC</td>
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<tr>
<td></td>
<td>This beginning course in conversational Mandarin emphasizes the development of oral language skills essential for understanding and speaking elementary Mandarin useful for everyday communication.</td>
<td></td>
</tr>
<tr>
<td>MAND 102</td>
<td>Conversational Mandarin, Elementary</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> Chinese 50A with a grade of “C” or better.</td>
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<tr>
<td></td>
<td><strong>Hours:</strong> 54 hours LEC</td>
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<tr>
<td></td>
<td>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.</td>
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</tr>
<tr>
<td>MAND 401</td>
<td>Elementary Mandarin</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>General Education:</strong> AA/AS Area I; IGETC Area 6</td>
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<td></td>
<td><strong>Course Transferable to UC/CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 72 hours LEC</td>
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<tr>
<td></td>
<td>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.</td>
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</tr>
<tr>
<td>MAND 402</td>
<td>Elementary Mandarin</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> MAND 401 with a grade of “C” or better</td>
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<tr>
<td></td>
<td><strong>General Education:</strong> AA/AS Area I</td>
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<td></td>
<td><strong>Course Transferable to UC/CSU</strong></td>
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<tr>
<td></td>
<td><strong>Hours:</strong> 72 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is a continuation of MAND 401. 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.</td>
<td></td>
</tr>
<tr>
<td>MAND 405</td>
<td>Chinese Characters</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> MAND 401</td>
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<td></td>
<td><strong>Course Transferable to UC/CSU</strong></td>
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<tr>
<td></td>
<td><strong>Hours:</strong> 18 hours LEC</td>
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<tr>
<td></td>
<td>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.</td>
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</tbody>
</table>

### Russian

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>RUSS 401</td>
<td>Elementary Russian</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>General Education:</strong> AA/AS Area I; IGETC Area 6</td>
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<tr>
<td></td>
<td><strong>Course Transferable to UC/CSU</strong></td>
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<tr>
<td></td>
<td><strong>Hours:</strong> 72 hours LEC</td>
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<tr>
<td></td>
<td>Listening, speaking, reading, and writing. Fundamentals of Russian pronunciation and grammar. Exposure to the character and customs of the Russian people.</td>
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</tr>
<tr>
<td>RUSS 402</td>
<td>Elementary Russian</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> RUSS 401 or 2 years of high school Russian</td>
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<tr>
<td></td>
<td><strong>General Education:</strong> AA/AS Area I</td>
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<td></td>
<td><strong>Course Transferable to UC/CSU</strong></td>
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<tr>
<td></td>
<td><strong>Hours:</strong> 72 hours LEC</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>RUSS 411</td>
<td>Intermediate Russian</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> RUSS 402 or three years of high school Russian</td>
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<tr>
<td></td>
<td><strong>General Education:</strong> AA/AS Area I; CSU Area C; IGETC Area 3B</td>
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<td></td>
<td><strong>Course Transferable to UC/CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 72 hours LEC</td>
<td></td>
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<tr>
<td></td>
<td>Intermediate levels listening and speaking practice. Further development of grammatical structures. Reading of modern prose.</td>
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<tr>
<td>RUSS 412</td>
<td>Intermediate Russian</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> RUSS 411 or four years of high school Russian</td>
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<tr>
<td></td>
<td><strong>General Education:</strong> AA/AS Area I; CSU Area C; IGETC Area 3B</td>
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<td></td>
<td><strong>Course Transferable to UC/CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 72 hours LEC</td>
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<tr>
<td></td>
<td>Continuation of RUSS 411. Reading and interpreting major types of Russian literature (short story, novel, drama, poetry). Practice in speaking and writing. Studying the historical and cultural background.</td>
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</tbody>
</table>

### Spanish

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SPAN 131</td>
<td>Foreign Language Lab: Integrated Topics in Spanish</td>
<td>.5-1</td>
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<tr>
<td></td>
<td><strong>Hours:</strong> 27-54 hours LAB</td>
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<td></td>
<td>This laboratory course enables Spanish learners to develop, expand, and reinforce multiple Spanish language skills while working independently and/or in small groups. Coursework integrates include topics related to vocabulary, grammar, reading, writing, listening, and oral skills covered in SPAN 401, 402, and 411. 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. This course is graded credit/no-credit and may be taken four times on different topics up to a maximum of 4 units.</td>
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<tr>
<td>SPAN 311</td>
<td>Conversational Spanish, Intermediate</td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> SPAN 402 with a grade of “C” or better or two years of high school Spanish</td>
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<tr>
<td></td>
<td><strong>Course Transferable to CSU</strong></td>
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<tr>
<td></td>
<td><strong>Hours:</strong> 36 hours LEC</td>
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<td></td>
<td>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.</td>
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<tr>
<td>SPAN 312</td>
<td>Conversational Spanish, Intermediate</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> SPAN 311 with a grade of “C” or better or three years of high school Spanish</td>
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<tr>
<td></td>
<td><strong>Course Transferable to UC/CSU</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Hours:</strong> 36 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
SPAN 351  Conversational Spanish, Elementary  
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  
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  
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  
Prerequisite: SPAN 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  
General Education: AA/AS Area I; IGETC Area 6  
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.

SPAN 402  Elementary Spanish  
Prerequisite: SPAN 401 with a grade of “C” or better or two years of high school  
General Education: AA/AS Area I  
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.

SPAN 408  Elementary Spanish I Multimedia Enhancement  
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  
Prerequisite: SPAN 408.  
Advisory: SPAN 412.  
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.

SPAN 410  Elementary Spanish III Multimedia Enhancement  
Prerequisite: SPAN 409.  
Advisory: SPAN 413.  
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. 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 411. May be taken two times for credit. Credit/no credit only.

SPAN 411  Intermediate Spanish  
Prerequisite: SPAN 410 with grade of “C” or better or three years of high school Spanish  
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B  
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.

SPAN 412  Intermediate Spanish  
Prerequisite: SPAN 411 with a grade of “C” or better or four years of high school Spanish  
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B  
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 the historical and cultural background of the Spanish-speaking world.

SPAN 418  Intermediate Spanish I Multimedia Enhancement  
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 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 437  Spanish for Professionals, Intermediate  3 Units

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.

Program Goals and Objectives

- To prepare students to be members of a human services profession
- To prepare students to be members of the community in which they serve
- To be participants in the relationship between bereaved families and those engaged in the funeral service profession
- To offer professional knowledge of and compliance with federal, state provincial/territorial, and local regulatory guidelines
- To be sensitive to the responsibility for public health, safety and welfare in caring for human remains
- To enlarge the background and knowledge of students about the funeral service profession
- To educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary for the profession as defined by the American Board of Funeral Service Education, Inc.
- To educate students concerning the responsibilities of the funeral services profession to the community at large
- To emphasize high standards of ethical conduct
- To provide a curriculum at the post secondary level of instruction
- To encourage student and faculty research in the field of funeral service
- To equip students with information related to the social, legal, psychological, religious and public health issues that are associated with death
- To offer students a comprehensive curriculum that will challenge their academic abilities that are consistent with the curriculum required by the American Board of Funeral Service Education, Inc.
- To prepare students for success on the National Board Examination, as well as, state examinations

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 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 completed by an ARC counselor and 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/fse. The Funeral Service Education program currently accepts students once per year for the Spring semester which begins in January. Applications for the Spring semester are available by September 15th and the deadline to submit the application is by the second Friday in December.
- 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, laboratory and licensing agencies 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.

Requirements for Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FSE 100</td>
<td>Introduction to Funeral Service</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 102</td>
<td>Introduction to Concepts of Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td>3-4</td>
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<tr>
<td>or ENGWR 103</td>
<td>Practical Communication (3)</td>
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<tr>
<td>or ENGWR 300</td>
<td>College Composition (3)</td>
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<td>or ESLW 340</td>
<td>Advanced Composition (4)</td>
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<tr>
<td>1st Semester</td>
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<tr>
<td>FSE 110</td>
<td>Funeral Directing I</td>
<td>2</td>
</tr>
<tr>
<td>FSE 160</td>
<td>Funeral Service Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 130</td>
<td>Chemistry for Funeral Services</td>
<td>4</td>
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</tbody>
</table>

57.5-58.5 Units
**FSE 100** Introduction to Funeral Service Education  
2 Units  
Advisory: BUS 310 or ENGWR 103; or placement through the assessment process.
Hours: 36 hours LEC
This course is a survey 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  
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  
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  
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 130.
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.
Enrollment Limitation: Acceptance into the Funeral Service Education program.
Hours: 36 hours LEC
This course introduces 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  
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  
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  
Corequisite: FSE 110.
Advisory: BUS 310 or ENGWR 103; or placement through the assessment process.
Enrollment Limitation: Acceptance into the Funeral Service Education program.
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 170  Funeral Services Counseling  3 Units
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
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 an onsite lab experience program at an approved off-campus preceptor site.

FSE 1000  California Embalmer’s Examination Review  .5 Units
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.
Requirements for Degree  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GEOG 300</td>
<td>Physical Geography: Exploring Earth's Environmental Systems (3)</td>
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<tr>
<td>GEOG 301</td>
<td>Physical Geography Laboratory</td>
</tr>
<tr>
<td>GEOG 310</td>
<td>Human Geography: Exploring Earth's Cultural Landscapes (3)</td>
</tr>
<tr>
<td>GEOG 330</td>
<td>Introduction to Geographic Information Systems (3)</td>
</tr>
<tr>
<td>or GEOG 334</td>
<td>Introduction to Desktop GIS (4)</td>
</tr>
<tr>
<td>or CISC 310</td>
<td>Introduction to Computer Information Science (3)</td>
</tr>
<tr>
<td>PSYC 330</td>
<td>Introductory Statistics for the Behavioral Sciences (3)</td>
</tr>
<tr>
<td>or STAT 301</td>
<td>Introduction to Probability and Statistics (3)</td>
</tr>
</tbody>
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A minimum of 6 units from the following:  

<table>
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<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ANTH 310</td>
<td>Cultural Anthropology (3)</td>
</tr>
<tr>
<td>BIOL 352</td>
<td>Conservation Biology (3)</td>
</tr>
<tr>
<td>or BIOL 310</td>
<td>General Biology (4)</td>
</tr>
<tr>
<td>or BIOL 305</td>
<td>Natural History (4)</td>
</tr>
<tr>
<td>ECON 304</td>
<td>Principles of Microeconomics (3)</td>
</tr>
<tr>
<td>or ECON 302</td>
<td>Principles of Macroeconomics (3)</td>
</tr>
<tr>
<td>GEOG 306</td>
<td>Weather and Climate (3)</td>
</tr>
<tr>
<td>GEOG 320</td>
<td>World Regional Geography (3)</td>
</tr>
<tr>
<td>GEOG 322</td>
<td>Geography of California (3)</td>
</tr>
<tr>
<td>GEOG 390</td>
<td>Field Studies in Geography (0.5 - 4)</td>
</tr>
<tr>
<td>GEOG 300</td>
<td>Physical Geology (3)</td>
</tr>
<tr>
<td>GEOG 301</td>
<td>Physical Geology Laboratory (1)</td>
</tr>
<tr>
<td>GEOL 530</td>
<td>Introduction to Oceanography (3)</td>
</tr>
<tr>
<td>or GEOG 331</td>
<td>Introduction to Oceanography Lab (1)</td>
</tr>
<tr>
<td>HIST 300</td>
<td>History of Western Civilization (3)</td>
</tr>
<tr>
<td>or HIST 302</td>
<td>History of Western Civilization (3)</td>
</tr>
<tr>
<td>or HIST 327</td>
<td>History of the Chicano/Mexican American (3)</td>
</tr>
<tr>
<td>or HIST 325</td>
<td>History of Asian/Pacific Americans (3)</td>
</tr>
<tr>
<td>or HIST 320</td>
<td>History of the United States: African-American Emphasis (3)</td>
</tr>
<tr>
<td>or HIST 311</td>
<td>History of the United States (3)</td>
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<tr>
<td>or HIST 310</td>
<td>History of the United States (3)</td>
</tr>
<tr>
<td>HUM 320</td>
<td>Asian Humanities (3)</td>
</tr>
<tr>
<td>PHIL 350</td>
<td>Philosophy of Religion (3)</td>
</tr>
<tr>
<td>POLS 310</td>
<td>Introduction to International Relations (3)</td>
</tr>
<tr>
<td>SOC 300</td>
<td>Introductory Sociology (3)</td>
</tr>
</tbody>
</table>

1 A maximum of 2 units from GEOG 390 will be counted toward the degree requirement.

Associate Degree Requirements: The Geography 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.

Geographic Information Systems (GIS) Degree

Geographic Information Systems (GIS) is a 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 courses in subject areas to which GIS is commonly applied such as biology, natural resources, marketing, and real estate. Refer to the department web site ([http://www.arclossrios.edu/~earthsci/GIS/GISindex.html](http://www.arclossrios.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  

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<td>Introduction to Geographic Information Systems</td>
</tr>
<tr>
<td>GEOG 334</td>
<td>Introduction to Desktop GIS</td>
</tr>
<tr>
<td>GEOG 340</td>
<td>Cartographic Design for GIS</td>
</tr>
<tr>
<td>GEOG 344</td>
<td>Spatial Analysis and Modeling in GIS</td>
</tr>
<tr>
<td>GEOG 350</td>
<td>Data Acquisition in GIS</td>
</tr>
<tr>
<td>GEOG 354</td>
<td>Introduction to the Global Positioning System (GPS)</td>
</tr>
<tr>
<td>GEOG 360</td>
<td>Database Design and Management in GIS</td>
</tr>
<tr>
<td>GEOG 362</td>
<td>Advanced Database Design and Management in GIS (3)</td>
</tr>
<tr>
<td>or GEOG 386</td>
<td>Using GIS for Disaster Management (3)</td>
</tr>
<tr>
<td>GEOG 375</td>
<td>Introduction to GIS Programming (4)</td>
</tr>
<tr>
<td>or GEOG 376</td>
<td>Intermediate GIS Programming (3)</td>
</tr>
<tr>
<td>GEOG 380</td>
<td>Advanced Desktop GIS (4)</td>
</tr>
<tr>
<td>GEOG 498</td>
<td>Work Experience in Geography (1 - 4)</td>
</tr>
</tbody>
</table>

And a minimum of 6 units from the following:  

<table>
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<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>ANTH 320</td>
<td>Introduction to Archaeology and World Prehistory</td>
</tr>
<tr>
<td>BIOL 300</td>
<td>The Foundations of Biology</td>
</tr>
<tr>
<td>BIOL 303</td>
<td>Survey of Biology (4)</td>
</tr>
<tr>
<td>BIOL 310</td>
<td>General Biology (4)</td>
</tr>
<tr>
<td>BIOL 352</td>
<td>Conservation Biology (3)</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Business Economics (3)</td>
</tr>
<tr>
<td>CHEM 320</td>
<td>Environmental Chemistry (4)</td>
</tr>
<tr>
<td>FT 300</td>
<td>Fire Protection Organization (3)</td>
</tr>
<tr>
<td>GEOG 300</td>
<td>Physical Geography: Exploring Earth's Environmental Systems (3)</td>
</tr>
<tr>
<td>GEOG 308</td>
<td>Introduction to Oceanography (3)</td>
</tr>
<tr>
<td>GEOG 310</td>
<td>Human Geography: Exploring Earth's Cultural Landscapes (3)</td>
</tr>
<tr>
<td>GEOL 300</td>
<td>Physical Geology (3)</td>
</tr>
<tr>
<td>GEOL 305</td>
<td>Earth Science (3)</td>
</tr>
<tr>
<td>GEOG 330</td>
<td>Introduction to Oceanography (3)</td>
</tr>
</tbody>
</table>

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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 are in 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. Most local, state, and federal government agencies use GIS and maintain a staff of GIS technicians, analysts, and professionals. GIS is also commonly used in the private sector by businesses, planners, architects, foresters, geologists, environmental scientists, archaeologists, real estate professionals, marketers, sociologists, and bankers. The growth in application areas of GIS and of GIS as a specialized discipline represents a new way for individuals, agencies, and businesses to view the world. The expansion of jobs in GIS is anticipated to continue for many years to come. It is likely that all students, regardless of their particular field of interest, will at least be exposed to and probably use GIS in some capacity in the years ahead. The purpose of American River College’s GIS program is to prepare students for careers in this expanding technology field.

Requirements for Certificate 31-34 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<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>
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<td>GEOG 340</td>
<td>Cartographic Design for GIS</td>
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</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>
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<td>Introduction to GIS Programming (4)</td>
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<td>GEOG 498</td>
<td>Work Experience in Geography</td>
<td>1-4</td>
</tr>
</tbody>
</table>

GEOG 300 Physical Geography: Exploring Earth’s Environmental Systems 3 Units

Advisory: MATH 100, ENGRD 116, ENGRW 51 or ESLW 310, or placement through assessment process.

General Education: AAAS Area IV, CSU Area B1; IGETC Area 5A
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.

GEOG 301 Physical Geography Laboratory 1 Unit

Corequisite: GEOG 300
General Education: AAAS Area IV, CSU Area B1; CSU Area B3; IGETC Area 5A
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.

GEOG 306 Weather and Climate 3 Units

General Education: AAAS Area IV, CSU Area B1; IGETC Area 5A
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.

GEOG 307 Environmental Hazards and Natural Disasters 3 Units

Same As: GEOL 325.
General Education: AAAS Area IV
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.

GEOG 308 Introduction to Oceanography 3 Units

Same As: GEOL 330
Advisory: GEOG 300 or GEO 300
General Education: AAAS Area IV, CSU Area B1; IGETC Area 5A
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 sea-
floor 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.

**GEOG 309 Introduction to Oceanography Lab**  
1 Unit  
Same As: GEOL 331  
Corequisite: GEOG 308 or GEOL 330  
Advisory: GEOG 300 or GEOL 300  
General Education: CSU Area B3; IGETC Area 5A  
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.

**GEOG 310 Human Geography: Exploring Earth’s Cultural Landscapes**  
3 Units  
Advisory: ENGRD 116 or ESLR 320; ENGWR 51 or ESLW 310; MATH 32; or placement through assessment process  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D5; IGETC Area 4E  
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.

**GEOG 320 World Regional Geography**  
3 Units  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D5; IGETC Area 4E  
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.

**GEOG 322 Geography of California**  
3 Units  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D5; IGETC Area 4G; IGETC Area 4E  
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.

**GEOG 330 Introduction to Geographic Information Systems**  
3 Units  
Advisory: CISC 300  
General Education: AA/AS Area II(b)  
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.

**GEOG 334 Introduction to Desktop GIS**  
4 Units  
Advisory: CISC 300.  
Course Transferable to CSU  
Hours: 60 hours LEC; 36 hour 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 342 Introduction to Remote Sensing and Digital Image Processing**  
3 Units  
Course Transferable to CSU  
Hours: 48 hours LEC; 18 hour LAB  
This course introduces the principles and concepts of remote sensing and digital image processing as it relates to Geographic Information Systems (GIS). Fundamentals of remote sensing, aerial photography, satellite imagery, photogrammetry, Radio Detection and Ranging (RADAR) and Laser Incidence Detection and Ranging (LIDAR) are taught. A variety of digital image processing techniques are presented to analyze various remote sensing platforms.
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
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 375  Introduction to GIS Programming  4 Units
Prerequisite: GEOG 330 with a grade of “C” or better.
General Education: AA/AS Area II(a)
Course Transferable to CSU
Hours: 60 hours LEC, 36 hours LAB
This course is an introduction to GIS programming using Visual Basic for Applications (VBA) and ArcObjects. These tools allow the user to customize the graphical user interface of popular GIS applications, to automate GIS tasks, and to create new GIS functionality. This course may be taken up to four times on a different software package or version.

GEOG 376  Intermediate GIS Programming  3 Units
Prerequisite: GEOG 375 with a grade of “C” or better.
Course Transferable to CSU
Hours: 43 hours LEC; 27 hours LAB
This course provides concepts and skills necessary to become a proficient GIS applications developer. It utilizes the Visual Basic for Applications (VBA) and Python scripting languages, in conjunction with ArcObjects, to develop complex GIS procedures and functions. Additionally, the course focuses on advanced methods for controlling feature display, querying, working with selection sets, creating dynamic layouts, editing tables, and performing geoprocessing operations. 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 CJSW 300.
Advisory: CJSW 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**

*Same As: GEOL 390*

*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 varies according to field trip 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 and field trip expense fees may be required. This course may be taken 4 times using different field trip destinations.

**GEOG 498  Work Experience in Geographic Information Systems  1-3 Units**

*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**  
Advisory: MATH 100 and ENGRD 116, ENGWR 51, or ESLW 310; or placement through the assessment process.  
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A  
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.

**GEOL 301 Physical Geology Laboratory 1 Unit**  
Corequisite: GEOL 300  
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A  
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.

**GEOL 305 Earth Science 3 Units**  
Advisory: MATH 32 and ENGRD 116, ENGWR 51 or ESLW 310; or placement through assessment  
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A  
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).

**GEOL 306 Earth Science Laboratory 1 Unit**  
Corequisite: GEOL 305  
General Education: CSU Area B3; IGETC Area 5A  
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.

**GEOL 310 Historical Geology 3 Units**  
Advisory: GEOL 300  
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers geologic history of the earth as shown by the changing 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.

**GEOL 311 Historical Geology Laboratory 1 Unit**  
Corequisite: GEOL 310  
General Education: CSU Area B3; IGETC Area 5A  
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.

**GEOL 325 Environmental Hazards and Natural Disasters 3 Units**  
Same As: GEOG 307  
General Education: AA/AS Area IV; CSU Area B1  
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 competed GEOG 307.

**GEOL 330 Introduction to Oceanography 3 Units**  
Same As: GEOG 308  
Advisory: GEOG 300 or GEOL 300  
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A  
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 sea-floor 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.
GEOL 331  Introduction to Oceanography Lab  1 Unit
Same As: GEOG 309  
Corequisite: GEOG 308 or GEOL 330; GEOL 330 or GEOG 308  
Advisory: GEOG 301 or GEOL 301  
General Education: CSU Area B3; IGETC Area 5A  
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 GEOG 309.

GEOL 342  Geology of the National Parks  3 Units  
Advisory: GEOL 300 and 301  
General Education: AA/AS Area IV; CSU Area B1  
Course Transferable to CSU  
Hours: 54 hours LEC  
The 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 studied as displayed in our western parks and monuments. One field trip is required.

GEOL 345  Geology of California  3 Units  
General Education: AA/AS Area IV; CSU Area B1  
Course Transferable to UC/CSU  
Hours: 54 hours 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.

GEOL 390  Field Studies in Geology  .5-4 Units  
Same As: GEOG 390  
Course Transferable to CSU  
Hours: 3-24 hours LEC; 18-144 hours LAB  
This course involves field trips to selected locations of geologic interest. Course content varies 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 excursions are required and field trip expense fees may be required. This course may be taken 4 times using different field trip destinations.
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>
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<tbody>
<tr>
<td>BUS 310 Business Communications (3)</td>
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<tr>
<td>or ENGWR 103 Practical Communication (3)</td>
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<tr>
<td>or ENGWR 300 College Composition (3)</td>
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<tr>
<td>GERON 300 Sociology of Aging (3)</td>
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<tr>
<td>or SOC 335 Sociology of Aging (3)</td>
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<tr>
<td>GERON 302 Psychology of Aging: Adult Development and Aging (3)</td>
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<tr>
<td>or PSYC 374 Psychology of Aging: Adult Development and Aging (3)</td>
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<tr>
<td>GERON 311 Social Services Designee: Legal Issues and End-of-Life Decisions</td>
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<td>GERON 330 Techniques for Communicating with and Validating Older Adults</td>
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<td>GERON 333 Reminiscence Therapy (3)</td>
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<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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<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>
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<tr>
<td>GERON 366 Coping with Death and Related Bereavement</td>
<td>0.5</td>
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<tr>
<td>GERON 368 Mental Health and Aging</td>
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<tr>
<td>And a minimum of 6 units from the following:</td>
<td>6</td>
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<tr>
<td>GERON 490 Practices in Gerontology (3)</td>
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</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.

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 goods and services to senior adults.

Gerontology: Business Degree Requirements

<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>ACCT 101 Fundamentals of College Accounting (3)</td>
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<td>or ACCT 301 Financial Accounting (4)</td>
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<tr>
<td>BUS 105 Business Mathematics (3)</td>
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<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 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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</tbody>
</table>

Gerontology: Case Management/Social Services Degree Requirements

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>39 Units</th>
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<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 Service Designee: Fieldwork (1)</td>
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<tr>
<td>HSER 300 Introduction to Human Services (3)</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>
<td>HSER 330 Issues of Diverse Populations (3)</td>
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<tr>
<td>or PSYC 365 Issues of Diverse Populations (3)</td>
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</tbody>
</table>
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 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: Recreation Degree

The Gerontology: Recreation degree 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 and/or preparation for further gerontology/recreation study at a four-year college or university.

Career Opportunities

Entry-level positions with private industry, government and non-profit agencies providing recreational services to senior adults
Gerontology: Social Policy Concentration Requirements  
39 Units
Core Requirements  30
And a minimum of 9 units from the following:  9
GERON 304  Ethical Issues and Client's Rights (3)
or HSER 310  Ethical Issues and Client's Rights (3)
POLS 301  Introduction to Government: United States (3)
or HSER 330  Issues of Diverse Populations (3)
or PSYC 365  Issues of Diverse Populations (3)
SPEECH 301  Public Speaking (3)

Associate Degree Requirements: The Gerontology: Associate in Arts (A.A.) Degree (in the chosen concentration) 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.

Gerontology: Business Certificate
The Gerontology: Business certificate 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.

Career Opportunities
Entry-level positions with private industry, government and non-profit agencies providing goods and services to senior adults

Gerontology: Business Certificate  
39 Units
Core Requirements  30
And a minimum of 9 units from the following:  9
ACCT 101  Fundamentals of College Accounting (3)
or ACCT 301  Financial Accounting (4)
BUS 105  Business Mathematics (3)
or BUS 110  Business Economics (3)
BUS 320  Concepts in Personal Finance (3)
or ECON 320  Concepts in Personal Finance (3)
BUS 330  Managing Diversity in the Workplace (3)
BUS 340  Business Law (3)
GERON 304  Ethical Issues and Client's Rights (3)
or HSER 310  Ethical Issues and Client's Rights (3)
MGMT 300  Introduction to Modern Management (3)
or MGMT 362  Techniques of Management (3)
MGMT 304  Introduction to Management Functions (3)

Gerontology: Case Management/Social Services Certificate
The Gerontology: Case Management/Social Services certificate 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.

Career Opportunities
Entry-level positions with private industry, government and non-profit agencies providing case management and/or social services to senior adults

Gerontology: Case Management/Social Services Certificate  
39 Units
Core Requirements  30
And a minimum of 9 units from the following:  9
GERON 310  Social Service Designee: Role and Responsibility (2.5)
GERON 312  Social Service Designee: Fieldwork (1)
HSER 300  Introduction to Human Services (3)
HSER 310  Ethical Issues and Client's Rights (3)
or GERON 304  Ethical Issues and Client's Rights (3)
HSER 330  Issues of Diverse Populations (3)
or PSYC 365  Issues of Diverse Populations (3)
HSER 340  Introduction to Chemical Dependency (3)
or PSYC 400  Introduction to Chemical Dependency (3)
PSYC 390  Psychology of Death and Dying (3)

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
Core Requirements  30
And a minimum of 9 units from the following:  9
ART 320  Design: Fundamentals (3)
IDES 300  Fundamentals of Interior Design (3)
IDES 330  Beginning Interior Design Studio (3)
IDES 334  Interior Environment and Space Planning (3)
Prerequisite 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
Core Requirements  30
And a minimum of 9 units from the following:  9
AH 110  Medical Language for Health-Care Providers (3)
BIOL 102  Introduction to Concepts of Human Anatomy and Physiology (4)
or BIOL 115  Basic Anatomy and Physiology (3)
GERON 304  Ethical Issues and Client's Rights (3)
or HSER 310  Ethical Issues and Client's Rights (3)
GERON 350  Physical Therapy Aide (3)
or NURSE 360  Physical Therapy Aide (3)
NURSE 100  Nurse Assistant (6)
NURSE 101  Home Health Aide (2)
PET 312  Theory and Techniques of Adapted Physical Education (3)
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 seniors.

Career Opportunities

Entry-level positions with private industry, government and non-profit agencies providing recreational services to seniors

Gerontology: Recreation Certificate 39 Units
Core Requirements 30
And a minimum of 9 units from the following: 9
GERON 430 Introduction to Activity Coordinator (0.5)
GERON 432 Interviewing and Counseling Techniques with Elderly (0.5)
GERON 434 Hearing and Speech - Age Changes (0.5)
GERON 436 Documentation: State and Federal Regulations Part I (0.5)
GERON 438 Documentation: State and Federal Regulations Part II (0.5)
GERON 440 Etiology of Illness in Later Life (0.5)
GERON 442 Social and Psychological Forces of Aging (0.5)
GERON 444 Dementia: Behaviors and Activity (0.5)
GERON 446 Effective Leadership Skills (0.5)
GERON 448 Community Agencies and Resources (0.5)
GERON 450 Needs-Based Programming (0.5)
GERON 452 Creating an Activity Program (0.5)
GERON 454 Directed Fieldwork Experience (0.5)
PET 312 Theory and Techniques of Adapted Physical Education (3)
PET 313 Laboratory in Adapted Physical Education (1 - 2)
RECR 300 Introduction to Recreation and Leisure Services (3)
RECR 310 Outdoor Recreation (3)
RECR 320 Recreation Activity Leadership (3)

Gerontology: Social Policy/Advocacy Certificate 39 Units
Core Requirements 30
And a minimum of 9 units from the following: 9
GERON 304 Ethical Issues and Client’s Rights (3)
or HSER 310 Ethical Issues and Client’s Rights (3)
MGMT 362 Techniques of Management (3)
POLS 301 Introduction to Government: United States (3)
HSER 330 Issues of Diverse Populations (3)
or PSYC 365 Issues of Diverse Populations (3)
SPEECH 301 Public Speaking (3)

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
GERON 450 Introduction to Activity Coordinator 0.5
GERON 452 Interviewing and Counseling Techniques with Elderly 0.5
GERON 454 Hearing and Speech - Age Changes 0.5
GERON 456 Documentation: State and Federal Regulations Part I 0.5
GERON 458 Documentation: State and Federal Regulations Part II 0.5
GERON 440 Etiology of Illness in Later Life 0.5
GERON 442 Social and Psychological Forces of Aging 0.5
GERON 444 Dementia: Behaviors and Activity 0.5
GERON 446 Effective Leadership Skills 0.5
GERON 448 Community Agencies and Resources 0.5
GERON 450 Needs-Based Programming 0.5
GERON 452 Creating an Activity Program 0.5
GERON 454 Directed Fieldwork Experience 0.5

Program Assistant

The Program Assistant certificate provides a comprehensive overview of the role and duties of a program assistant in adult day care, adult day health care and residential care.

Career Opportunities

Program Assistant in adult day care, adult day health care and residential care facilities

Requirements for Certificate 2 Units
GERON 320 Program Assistant 2

Social Service Designee Certificate

The Social Services 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
GERON 310 Social Service Designee: Role and Responsibility 2.5
GERON 311 Social Services Designee: Legal Issues and End-of-Life Decisions 1
GERON 312 Social Services Designee: Fieldwork 1
GERON 300 Sociology of Aging 3 Units
Same As: SOC 335
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.
General Education: AA/AS Area III(b); CSU Area E1
Course Transferable to UC/CSU
Hours: 18 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 SOC 335.

GERON 302 Psychology of Aging: Adult Development and Aging 3 Units
Same As: PSYC 374
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.
General Education: AA/AS Area V(b); CSU Area E1
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 PSYC 374.

GERON 304 Ethical Issues and Client’s Rights 3 Units
Same As: HSER 310
Corequisite: HSER 300
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: 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 HSER 310.

GERON 310 Social Service Designee: Role and Responsibility 2.5 Units
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: 45 hours LEC
This course covers the role of the Social Services 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
Advisory: ENGWR 102 or ENGWR 103, 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
Prerequisite: GERON 310, 311.
Advisory: ENGWR 102 or ENGWR 103, 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
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 Techniques for Communicating with and Validating Older Adults 3 Units
Same As: PSYC 378
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.
General Education: AA/AS Area III(b)
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 PSYC 378.

GERON 334 Reminiscence Therapy 3 Units
Same As: PSYC 379
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.
General Education: AA/AS Area III(b)
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 PSYC 379.

GERON 335 Wellness for Older Adults 3 Units
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 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: NUTRI 324
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: 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 culture factors affecting nutritional status. This course is not open to students who have completed NUTRI 324.

**GERON 350  Physical Therapy Aide  3 Units**  
*Same As: NURSE 360*  
**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:** 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 field of physical therapy. Not open to students who have completed NURSE 360.

**GERON 360  Ethnic Diversity and Aging  .5 Units**  
**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**  
**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**  
**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**  
**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**  
**Advisory:** ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 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**  
**Advisory:** ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 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**  
**Advisory:** ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 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 424  Movement with Meaning  .5 Units**  
**Advisory:** ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 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**  
**Advisory:** ENGWR 102 or 103, and ENGRD 116 OR ESLR 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**  
**Advisory:** ENGWR 102 or 103, and ENGRD 116 OR ESLR 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**  
**Corequisite:** GERON 432.  
**Advisory:** ENGWR 102 or 103, and ENGRD 116 OR ESLR 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
Corequisite: GERON 434.
Advisory: ENGRD 116 OR ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of state and federal regulations 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
Corequisite: GERON 440.
Advisory: ENGRD 116 OR ESLR 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
Corequisite: GERON 436.
Advisory: 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 442  Social and Psychological Forces of Aging  .5 Units
Corequisite: GERON 438.
Advisory: ENGRD 116 OR ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of basic psychological and social forces affecting an individual upon entering long-term care. Topics include depression, role loss, myths, and potential benefits and problems of working with families. Credit/No Credit only.

GERON 444  Dementia: Behaviors and Activity  .5 Units
Corequisite: GERON 442.
Advisory: 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
Corequisite: GERON 444.
Advisory: 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 Resources  .5 Units
Corequisite: GERON 450.
Advisory: 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
Corequisite: GERON 442.
Advisory: ENGRD 116 OR ESLR 320 AND ESLW 320.
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
Corequisite: GERON 448.
Advisory: ENGRD 116 OR ESLR 320 AND ESLW 320.
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
Corequisite: GERON 448.
Advisory: 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
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  1-4 Units
Corequisite: GERON 300 OR 302.
Advisory: ENGRD 116 OR ESLR 320, ESLW 320 or placement through assessment process.
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 (6) units.

**GERON 1000 Home Adaptations for Safety and Independence .5 Units**
*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**
*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**
*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**
*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**
*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**
*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**
*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**
*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**
*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**
*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**
*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**
*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**
*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**
*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**
*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**
*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
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
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
Hours: 9 hours LEC
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 opportunities are covered. Credit/No Credit only.

GERON 1026 Health of Older Women .5 Units
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
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
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
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
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
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
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
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 1034 Sexuality and Aging .5 Units
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, heterosexuality, and homosexuality of the older population. Credit/No Credit only.

GERON 1035 Special Need Seniors: Mentally Ill and Homeless .5 Units
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 1036 Right-to-Die Movements and Issues .5 Units
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 1037 Strategies for Caregivers: Effectively Caring for the Elderly in the Community .5 Units
Hours: 9 hours LEC
This course covers strategies for providing effective care for the elderly, including how it is complicated by dementia, role reversal, and guilt. 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 1038 Emotional Health and Aging .5 Units
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, 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
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
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
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
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
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
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
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
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.

GERON 1050 Alcohol and the Elderly .5 Units
Hours: 9 hours LEC
This course explains how alcohol affects seniors in both independent and assisted living environments and explores treatment options for seniors. Credit/No Credit only.

GERON 1051 Professionalism and Ethics in Gerontology .5 Units
Hours: 9 hours LEC
This course explores professionalism and ethical conduct for those working with seniors in independent and long-term care environments. Topics include the difference between ethics and morals as well as professional conduct and listening skills. Credit/No Credit only.

GERON 1052 Professionalism and Ethics in Gerontology .5 Units
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 1053 Alzheimer’s Disease and Other Dementias .5 Units
Hours: 9 hours LEC
This course is an introduction to dementia, including Alzheimer’s Disease. Topics include types of dementia, patient care, environmental issues, and strategies for understanding and responding to associated behaviors. Credit/No Credit only.

GERON 1054 Motivating Older Adults to Stay Active .5 Units
Hours: 9 hours LEC
This course focuses on how to motivate healthy older adults to stay independent, active, and mobile. Topics include wellness, aerobic fitness, nutrition, stress, self- and group-motivation techniques, and cognition as they affect seniors. Credit/No Credit only.

GERON 1055 Generational Interdependency .5 Units
Hours: 9 hours LEC
This course explores the changing relationships among generations. Topics include intergenerational programming and community building, aging policy and its effects on society, and community program development. Credit/No Credit only.

GERON 1056 Suicide and the Elderly .5 Units
Hours: 9 hours LEC
This course examines the risk of suicide among older adults including factors of loss, depression, religiosity, and poverty. Suicide prevention programs are also explored. Credit/No Credit only.

GERON 1057 Exploring Case Management as a Career .5 Units
Hours: 9 hours LEC
This course is an overview of the roles and functions of the Case Manager in long-term care. Topics include the skills and education required to be a Case Manager and the career benefits, earnings, and advancement potential.

GERON 1058 Housing Options and Aging .5 Units
Hours: 9 hours LEC
This course is an overview of the different housing options available for senior living. Public and private resources, financial issues, and misconceptions about senior housing are analyzed. Credit/No Credit only.
**GERON 1061  Case Management: Processes and Skills**  
.5 Units

*Hours: 9 hours LEC*

This course examines the skills and processes involved in geriatric case management. The process of creating and conducting a biological, psychological, and social assessment; developing a care plan; coordinating services; and managing a caseload are explored. Focus is on communication skills and tools needed to practice ethical geriatric case management in a variety of settings. Credit/No Credit only.

**GERON 1062  Gerontological Social Work**  
.5 Units

*Hours: 9 hours LEC*

This course examines the field of gerontological social work and its nature, settings, roles, skills, educational requirements, and the projected employment rates. Focus is on the increased need for educated social workers and the roles and settings in which they practice. Credit/No Credit only.

**GERON 1063  Aging and Leisure Services**  
.5 Units

*Hours: 9 hours LEC*

This course explores the many facets of leisure as it applies to the aging population. Emphasis is on activities for both high and low functioning adults. Adaptive leisure programs and materials are identified. Other topics include indoor and outdoor recreation options, such as travel, lifelong learning, volunteerism, camps, and community services. Credit/No Credit only.

**GERON 1064  Aging Experience in Hispanic Families**  
.5 Units

*Hours: 9 hours LEC*

This course examines the aging experience unique to Hispanics and the impact of culture, societal expectations, family roles, values, beliefs, and caregiving. Focus is on social support systems and strategies for assisting aging Hispanics and their families. Credit/No Credit only.
The college program in health education is designed to provide students the essential information for the evaluation and maintenance of individual health.

HEED 300  Health Science  3 Units
General Education: AA/AS Area III(b); CSU Area E1
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.

HEED 310  Community CPR  1 Unit
Advisory: ENGWR 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
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: 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 Card is included in the course. This course is designed for child care 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 316  First Aid: Responding to Emergencies  2 Units
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: 36 hours LEC
This course provides consistent guidelines that enable the citizen responder 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: 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 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
Prerequisite: Current Community CPR card.
Advisory: ENGWR 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
General Education: AA/AS Area III(b); CSU Area E1
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.

HEED 494  Topics in Health Education  .5-3 Units
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
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR placement through assessment process.
General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C; CSU Area D6; IGETC Area 3B
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 define western civilization. The focus is on the cultural legacies and contributions of the Ancient Middle East, Greece, Rome and Medieval Europe to the development of western civilization.

HIST 302  History of Western Civilization  3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR placement through assessment process.
General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C; CSU Area D6; IGETC Area 3B
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 is on the process of modernization, stressing the secularization of western society and examining how war and revolution have served to create our world.

HIST 305  Women in Western Civilization  3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR placement through assessment process.
General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C; CSU Area D6; IGETC Area 3B
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.

HIST 307  History of World Civilizations to 1500  3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR placement through assessment process.
General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C; CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a survey of world civilizations from antiquity to the 1500’s, with a 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 civilization and the legacy of these subsequent civilizations and our world today.

HIST 308  History of World Civilizations, 1500 to Present  3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR placement through assessment process.
General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C; CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is 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 major world civilizations and the legacy of these civilizations and our world today.

HIST 310  History of the United States  3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR placement through assessment process.
General Education: AA/AS Area V(a); CSU Area D6; CSU Area F1; IGETC Area 4F
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.

HIST 311  History of the United States  3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR placement through assessment process.
General Education: AA/AS Area V(a); CSU Area D6; CSU Area F1; IGETC Area 4F
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.
HIST 318  American Intellectual and Cultural History  

3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESWL 320; OR placement through assessment process.
General Education: AAAS Area V(a); CSU Area D6; CSU Area F1; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of major themes and developments in American culture and ideas from the colonial to the contemporary period. Special emphasis is given to religious, scientific, literary, artistic, philosophical, and political thought to explore the sources, expressions, and transformation of cultural and intellectual values in the history of the United States.

HIST 320  History of the United States: African-American Emphasis  

3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESWL 320 with a grade of “C” or better; OR placement through assessment process.
General Education: AAAS Area V(a); AAAS Area VI; CSU Area D6; CSU Area F1; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of U.S. history from the founding of Jamestown in 1607 through the Civil War. The course begins with a brief overview of the Black American's African heritage. It continues with the role played by African-Americans, their relationships to other groups, and their specific contributions in the growth and development of the nation.


3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESWL 320 with a grade of “C” or better; OR placement through assessment process.
General Education: AAAS Area V(a); AAAS Area VI; CSU Area D6; CSU Area F1; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers U.S. history from 1865 to present, including coverage of state and local government with an emphasis on the role of African Americans, their relationships to other groups, and their specific contributions in the growth and development of the nation.

HIST 323  History of the United States: The American Indian Experience  

3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESWL 320 with a grade of “C” or better; OR placement through assessment process.
General Education: AAAS Area V(a); AAAS Area VI; CSU Area D6; CSU Area F1; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the North American Indian nations. The course covers the effects of European contact, trade, and colonization. It examines the effects of United States political, economic, and social policies on Indians throughout U.S. history. Also, emphasis is placed on American Indian people's attempts to protect their sovereignty and revitalize their societies across time.

HIST 325  History of Asian/Pacific Americans  

3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESWL 320 with a grade of “C” or better; OR placement through assessment process.
General Education: AAAS Area V(a); AAAS Area VI; CSU Area D3; CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
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.

HIST 327  History of the Chicano/Mexican American  

3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESWL 320 with a grade of “C” or better; OR placement through assessment process.
General Education: AAAS Area V(a); CSU Area D6; CSU Area F1; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
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.

HIST 330  Women in American History  

3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESWL 320; OR placement through assessment process.
General Education: AAAS Area V(a); CSU Area D6; CSU Area F1; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
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.

HIST 340  History of California through 1879  

3 Units
Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESWL 320 with a grade of “C” or better; OR placement through assessment process.
General Education: AAAS Area V(b); CSU Area C; CSU Area D6; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
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.
HIST 341 History of California: 1879 to Present

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.

General Education: AA/AS Area V(b); CSU Area C; CSU Area D6; IGETC Area 3B

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course is a survey of California’s 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.

HIST 343 The California Mother Lode

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.

General Education: AA/AS Area V(b); CSU Area D6

Course Transferable to UC/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 effects 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 three units.

HIST 364 Asian Civilization

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.

General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C; CSU Area D6; IGETC Area 3B

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 the dawn of recorded history through 1800. The cultures of India, China, and Japan will be emphasized.

HIST 365 Asian Civilization

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.

General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C; CSU Area D6; IGETC Area 3B

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 will be on how these cultures responded to meet the changes of Western Civilization.

HIST 367 History of Russia

Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320

General Education: AA/AS Area V(b); CSU Area C; CSU Area D6; IGETC Area 3B

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course is a survey of Russian history from 1861 to the present. It examines the major social, political, and economic developments that have shaped Russian society and culture. Special attention is 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.

HIST 373 History of Mexico

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.

General Education: AA/AS Area V(b); CSU Area C; CSU Area D6; IGETC Area 3B

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 New Mexico, the reign of Diaz, the Revolution of 1910, reconstruction and contemporary Mexico.

HIST 399 Studying in Italy: Italian History and Culture

Course Transferable to CSU

Hours: 72 hours LEC

This course, offered as a study abroad course in Italy, surveys Italian history to provide a background for understanding and appreciating Italian life and culture. The focus is on examining the historical context of Italian cultural and artistic expression, thereby informing and enriching our understanding and enjoyment of Italian art and culture. In Rome, the course focuses on the ancient and religious sources of Italian culture. In Florence, students explore and examine how human expression in art, literature, and philosophy served to create a new sense of the possible during the Renaissance. Also studied is how culture reflects human values and how those values can be transformed and at times ennobled by creative genius.

HIST 480 History of Western Civilization - Honors

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

General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C; CSU Area D6; IGETC Area 3B

Course Transferable to UC/CSU

Hours: 54 hours LEC

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 student to interpret the past by critically analyzing both primary sources and relevant works by leading historians.

HIST 481 History of Western Civilization - Honors

Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 OR 480 with a grade of “C” or better.

General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C; CSU Area D6; IGETC Area 3B

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.
HIST 483  History of the United States - Honors  
3 Units
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of “C” or better.
General Education: AA/AS Area V(a); CSU Area D6; CSU Area F1; IGETC Area 4F
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.

HIST 484  History of the United States - Honors  
3 Units
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of “C” or better.
General Education: AA/AS Area V(a); CSU Area D6; CSU Area F1; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an intense 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.

HIST 494  Topics in History  
.5-4 Units
Advisory: HIST 302
Course Transferable to CSU
Hours: 9-72 hours LEC
This course provides the opportunity for concentrated study on specialized topics in History. It covers 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 varies in content and scope with the interests and expertise of both the instructors and the students. This course may be taken four times on different topics.
Area: Technical Education  
Dean: Gabriel Meehan  
Phone: (916) 484-8354  
Counseling: (916) 484-8572  

Degree:  
A.S. - Landscape Industry  
A.S. - Nursery Industry  
Certificates:  
Floristry  
Landscape Industry  
Nursery Industry

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  
32-35 Units

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<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>
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<td>HORT 305</td>
<td>Plant Materials I</td>
<td>3</td>
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<td>HORT 306</td>
<td>Plant Materials II</td>
<td>3</td>
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<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>
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<tr>
<td>HORT 326</td>
<td>Landscape Design</td>
<td>3</td>
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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.

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  
30-33 Units

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<td>HORT 298</td>
<td>Work Experience in Horticulture</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>
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<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 310</td>
<td>Nursery Practices</td>
<td>3</td>
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<td>HORT 312</td>
<td>Plant Propagation</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 326</td>
<td>Landscape Design</td>
<td>3</td>
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</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

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Floristry Certificate

The Floristry certificate provides well-balanced training in the fundamentals of floral design, the identification of flowers and foliage, the care of fresh cut product and the sources of floral materials. Courses cover special event floral design such as weddings, funerals and holidays, and prepare students to participate in the varied floral enterprises.

Career Opportunities

Completion of the certificate provides satisfactory qualification for employment in retail and mass market floristry industries. The program also is a means to upgrade skills of those already working in the industry.

Requirements for Certificate 8 Units

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HORT 200</td>
<td>Introduction to Retail Floristry</td>
<td>2</td>
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<tr>
<td>HORT 201</td>
<td>Floral Design</td>
<td>2</td>
</tr>
<tr>
<td>HORT 202</td>
<td>Corsage and Wedding Floral Design</td>
<td>2</td>
</tr>
<tr>
<td>HORT 203</td>
<td>Multi Occasion, Sympathy Design and the Mass Market</td>
<td>2</td>
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</tbody>
</table>

HORT 100  Plant Diseases and Pests 3 Units
Corequisite: HORT 300.
Hours: 36 hours LEC; 54 hours LAB
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.

HORT 105  Pest Control Licensing For Certification 2 Units
Prerequisite: HORT 300 with a grade of “C” or better.
Hours: 36 hours LEC
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.

HORT 110  Irrigation Design 2 Units
Prerequisite: HORT 300 with a grade of “C” or better.
Hours: 36 hours LEC
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.

HORT 140  Advanced Student Projects 2 Units
Prerequisite: HORT 300 with a grade of “C” or better.
Hours: 108 hours LAB
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.

HORT 200  Introduction to Retail Floristry 2 Units
Hours: 18 hours LEC; 54 hours LAB
This course presents fundamentals of design techniques and skills practiced in the floral industry. Topics include design mechanics, guides to design, identification of flower and foliage shapes and their use, cut flower care, corsage practice, and containers and designers’ aids. Field trips may be required.

HORT 201  Floral Design 2 Units
Prerequisite: HORT 200 with a grade of “C” or better.
Hours: 18 hours LEC; 54 hours LAB
This course builds on the theory, techniques and skills developed in HORT 200. Identification of wholesale sources, origin of product, and seasonal price fluctuations in the industry and market are discussed. The emphasis of the course is on design techniques. Field trips may be required.

HORT 202  Corsage and Wedding Floral Design 2 Units
Prerequisite: HORT 201 with a grade of “C” or better.
Hours: 18 hours LEC; 54 hours LAB
This course presents the history and uses of wedding and body flower designs. The principles, methods, and practices used to create wedding bouquets and arrangements are explored and practiced. The techniques for wiring corsages, tools and materials for creating them, and other body flower designs are taught and experienced. Field trips may be required.

HORT 203  Multi Occasion, Sympathy Design and the Mass Market 2 Units
Prerequisite: HORT 202 with a grade of “C” or better.
Hours: 18 hours LEC; 54 hours LAB
This course presents the theory of sympathy, tribute, party and multi-occasion floral design. Design applications for standing, flat sprays, set work, large multi-occasion arrangements and casket covers are included, as well as their delivery and set up. The mass market place in floral design is explored. Field trips may be required.

HORT 298  Work Experience in Horticulture 1-4 Units
Prerequisite: Horticulture 300 with a grade of “C” or better.
Advisory: HORT 100, 302, and 305.
Hours: 18 hours LEC; 60-225 hours LAB
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.

HORT 300  Introduction to Horticulture 3 Units
General Education: AA/AS Area IV
Course Transferable to CSU
Hours: 54 hours LEC
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.

HORT 302  Soils and Plant Nutrition 3 Units
Corequisite: HORT 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study of the nature and properties of soils and their relationship to plant needs. Topics include water and irrigation problems and erosion control, composition, value and use of fertilizer materials, conditioners and agricultural minerals.

HORT 305  Plant Materials I 3 Units
Corequisite: HORT 300.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
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.
HORT 306  Plant Materials II  
3 Units  
Corequisite: HORT 300.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
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.

HORT 310  Nursery Practices  
3 Units  
Prerequisite: HORT 300 with a grade of “C” or better.  
Advisory: HORT 100, 302, 305, and 306.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
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.

HORT 312  Plant Propagation  
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 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.

HORT 314  Greenhouse Operations  
3 Units  
Prerequisite: HORT 300 with a grade of “C” or better.  
Advisory: HORT 100, 302, 305, and 306.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study of the problems and practices in the management of greenhouses, including the production of specific greenhouse crops.

HORT 320  Landscape Construction  
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 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.

HORT 322  Landscape Graphics  
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 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 327  Advanced 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 the study of the advanced and in-depth principles of custom residential landscape design related to proposal writing, site analysis, design development and construction document preparation. Further exploration of design composition is studied as well as the development of spaces and the use of materials based upon a client’s program desires.

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  
Course Transferable to CSU  
Hours: 18 hours LEC; 54 hours LAB  
This course covers basic operational theory, servicing, adjusting and the maintenance of small gas engines as they pertain to the automotive and horticulture industries. This course is not open to students who have taken AT 301.
Culinary Arts/Restaurant Management Degree

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 43 Units

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<th>Course</th>
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<td>HM 100</td>
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<td>HM 297</td>
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<td>HM 330</td>
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</table>

† HM 315 is a prerequisite for all HM hot-food lab classes
‡ HM 370 requires an additional minimum of 8 hours per week in The Oak Cafe
§ HM 380 requires an additional minimum of 16 hours per week in The Oak Cafe

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.

Culinary Arts/Restaurant Management Certificate

This Certificate 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

Opportunities for qualified people in the restaurant field are endless. The demand for trained cooks, chefs, and managers in all types of restaurants and food service organizations continues to grow.

Requirements for Certificate 43 Units

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<tr>
<th>Course</th>
<th>Units</th>
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<tr>
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<td>HM 330</td>
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</table>

‡ HM 315 is a prerequisite for all HM hot-food lab classes
‡ HM 370 requires an additional minimum of 8 hours per week in The Oak Cafe
‡ HM 380 requires an additional minimum of 16 hours per week in The Oak Cafe

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 28 Units
HM 100 Calculations in Foodservice Occupations 3
HM 110 Management and Supervision in the Hospitality Industry 2
HM 115 Advertising and Sales in Food Service 2
HM 120 Beverage Operation 2
HM 300 Becoming a Chef 3
HM 310 Sanitation, Safety and Equipment 3
HM 315 Food Theory and Preparation 4
HM 340 Cost Control in the Food Service Industry 2
HM 370 Dining Room Management 2
And a minimum of 5 units from the following: 5
HM 498 Work Experience in Hospitality Management (1 - 4)

HM 370 requires an additional minimum of 8 hours per week in The Oak Cafe

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 17 Units
HM 300 Becoming a Chef 3
HM 310 Sanitation, Safety and Equipment 3
HM 315 Food Theory and Preparation 4
HM 320 Breads, Yeast Doughs and Pastry 2
HM 325 Fine Baking and Pastry (European) 2
HM 330 Advanced Baking and Pastry 3

HM 100 Calculations in Foodservice Occupations 3 Units
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
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
Advisory: ENGWRI 102 or 103 and ENGRD 116 or ESLR 320, ESLL 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
Advisory: ENGWRI 102 or 103 and ENGRD 116 or ESLR 320, ESLL 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
Advisory: ENGWRI 102 or 103 and ENGRD 116 or ESLR 320, ESLL 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
Advisory: ENGWRI 102 or 103 and ENGRD 116 or ESLR 320, ESLL 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: ENGWRI 102 or 103 and ENGRD 116 or ESLR 320, ESLL 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
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, Floridian, 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, mousselines, terrines, pâtés, galantines and sausages.

HM 290  Competitive Culinary Training  2-4 Units
Prerequisite: Hospitality Management 315 with a "C" or better.
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  1-4 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.

HM 300  Becoming a Chef  3 Units
Course Transferable to CSU
Hours: 54 hours LEC
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.

HM 310  Sanitation, Safety and Equipment  3 Units
Advisory: MATH 204, ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
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.

HM 315  Food Theory and Preparation  4 Units
Corequisite: MATH 32 or placement through assessment process.
Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320, or MATH 030; or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 108 hours LAB
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)

HM 320  Breads, Yeast Doughs and Pastry  2 Units
Advisory: MATH 25, ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
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.

HM 325  Fine Baking and Pastry (European)  2 Units
Prerequisite: HM 320 with a grade of "C" or better.
Advisory: MATH 25, 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: 18 hours LEC; 54 hours LAB
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.

HM 330  Advanced Baking and Pastry  3 Units
Prerequisite: HM 310, 320, and 325 with grades of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
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.

HM 340  Cost Control in the Food Service Industry  2 Units
Advisory: MATH 25, ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, and ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC
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.
hospitality management

**HM 360  Professional Cooking  3 Units**
Prerequisite: HM 315 with a grade of “C” or better.
Advisory: HM 100 and 310.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hour LAB
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.

**HM 370  Dining Room Management  2 Units**
Prerequisite: HM 100 and 310 with grades of “C” or better.
Corequisite: HM 498, to include a minimum of 8 hours per week of work experience in the operation of the front of the house for The Oak Cafe at American River College.
Course Transferable to CSU
Hours: 36 hours LEC
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 Cafe two days a week.

**HM 380  Restaurant Management and Production  3 Units**
Prerequisite: HM 100, 310, 315, 320, 325, and 360 with grades of “C” or better.
Corequisite: HM 498 (to include a minimum of 16 hours per week of work experience in the commercial kitchen of The Oak Cafe American River College, or other site as assigned-effectively and efficiently producing food for the campus restaurant, campus catering or other commercial use).
Course Transferable to CSU
Hours: 54 hours LEC
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 Cafe two days a week.

**HM 498  Work Experience in Hospitality Management  1-4 Units**
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.

**HM 494  Topics in Hospitality Management  .5-4 Units**
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: 18-72 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.
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  
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  
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 115  Orientation to College  .5 Units  
Hours: 9 hours LEC  
This course is an introduction to college services and programs at American River College. Topics covered include campus resources, procedures and college requirements. Additionally, a campus tour is required.

HCD 122  Study Skills  1 Unit  
Same As: INDIS 100  
Hours: 18 hours LEC  
This course covers specific study skills strategies. It provides the opportunity to analyze attitudes toward studying, and current study skill habits. Topics include specific learning styles, strategies for time management, goal setting, note-taking, memory development, reading skills, and how to prepare for, and take exams. This course is not open to students who have completed INDIS 100.

HCD 136  Career Preparation and the World of Work  3 Units  
Hours: 54 hours LEC  
This course provides career planning based on the assessment of interests, 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  
Advisory: ENGRD 116 or ESLR 320; ENGRW 102 or 103 or ESLW 320  
General Education: AA/AS Area III(b)  
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.

HCD 316  Athletic Seminar  1 Unit  
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  
General Education: AA/AS Area III(b)  
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.

HCD 330  Life and Career Planning  1 Unit  
Advisory: ENGWR 51, ESLR 310, or ESLW 310  
General Education: AA/AS Area III(b)  
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.

HCD 331  Career and Job Search Strategies  1 Unit  
Advisory: HCD 330  
General Education: AA/AS Area III(b)  
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.

HCD 336  Exploring Health Careers  1 Unit  
General Education: AA/AS Area III(b)  
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.
HCD 337  Volunteer Experience in Health Careers  
**1.5 Units**

*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**

*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**

*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**

*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**

*Advisory: ENGWR 102 or 103 or ESLW 320 or ESLL 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, consultation, client's rights, confidentiality, crisis intervention, client education, professional ethics, and reports and record keeping.

Requirements for Degree or Certificate 33 Units

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<td>HSER 310</td>
<td>Ethical Issues and Client's Rights (3)</td>
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<tr>
<td>or GERON 304</td>
<td>Ethical Issues and Client's Rights (3)</td>
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<td>HSER 330</td>
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<td>3</td>
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<tr>
<td>or PSYC 365</td>
<td>Issues of Diverse Populations (3)</td>
<td>3</td>
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<td>HSER 340</td>
<td>Introduction to Chemical Dependency (3)</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 400</td>
<td>Introduction to Chemical Dependency (3)</td>
<td>3</td>
</tr>
<tr>
<td>HSER 360</td>
<td>Techniques of Interviewing and Counseling</td>
<td>3</td>
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<tr>
<td>HSER 365</td>
<td>Techniques of Group Counseling</td>
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<tr>
<td>PSYC 300</td>
<td>General Principles (3)</td>
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<tr>
<td>or PSYC 305</td>
<td>Personal Growth and Adjustment (3)</td>
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<td>PSYC 340</td>
<td>Abnormal Behavior</td>
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<tr>
<td>SOC 300</td>
<td>Introductory Sociology</td>
<td>3</td>
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<td></td>
</tr>
<tr>
<td>HSER 362</td>
<td>Practices in Human Services (3)</td>
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1HSER 362 must be taken twice.

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. Coursework 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 Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>HSER 300</td>
<td>Introduction to Human Services</td>
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<td>HSER 310</td>
<td>Ethical Issues and Client's Rights (3)</td>
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<tr>
<td>or PSYC 400</td>
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<tr>
<td>or PSYC 401</td>
<td>Physiology and Pharmacology: Alcohol &amp; Other Drugs (3)</td>
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<td>or PSYC 402</td>
<td>Physiology and Pharmacology: Alcohol &amp; Other Drugs (3)</td>
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</tbody>
</table>

1HSER 362 must be taken twice.

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 300 Introduction to Human Services 3 Units

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 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

Corequisite: HSER 300 and 320

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 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 GERON 304.

HSER 320 Introduction to the Principles of Psychiatric Rehabilitation 3 Units

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 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
Advisory: ENGWRI 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.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area E1
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.

HSER 340  Introduction to Chemical Dependency  3 Units
Same As: PSYC 400
Advisory: ENGWRI 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.
General Education: AA/AS Area III(b); CSU Area E1
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.

HSER 341  Physiology and Pharmacology: Alcohol & Other Drugs  3 Units
Same As: PSYC 401
Prerequisite: HSER 340 or 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 & Recovery  3 Units
Same As: PSYC 402
Prerequisite: HSER 341 or 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
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 survey 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
Corequisite: HSER 310 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
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
Advisory: ENGWRI 102 or ENGWRI 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.
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**
Advisory: ENGWR 102, ENGWR 103, or ESLW 320; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
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.

**HUM 310  Modern Humanities  3 Units**
Advisory: ENGWR 102, ENGWR 103, or ESLW 320; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
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 period from the Renaissance to the Modern Age.

**HUM 320  Asian Humanities  3 Units**
Advisory: ENGWR 102, ENGWR 103, or ESLW 320; or placement through the assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours 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.

**HUM 326  Middle Eastern Humanities  3 Units**
Advisory: ENGWR 102, ENGWR 103, or ESLW 320; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours 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.

**HUM 330  Humanities of the Americas  3 Units**
Advisory: ENGWR 102, ENGWR 103, or ESLW 320; or placement through the assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
Fine arts of the Western Hemisphere from antiquity to contemporary times, with an emphasis on an awareness of and sensitivity to the literature, philosophy, music of the past and present, and specific attention to the distinctively American aspects of those arts and their difference from the European tradition.

**HUM 360  Introduction to the Old Testament (The Hebrew Bible)  3 Units**
Advisory: ENGWR 102, ENGWR 103, ESLR 320, or ESLW 320; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides a literary and historical approach to the Hebrew Bible. This academic and non-sectarian course explores the ancient Israelite society prior to the Common Era through a study of the Old Testament of the Bible, culture artifacts, and other writings of contemporaneous societies of the ancient Middle East, and a study of scholarly theories and archaeological studies related to biblical texts and ancient Israelite material culture.

**HUM 365  Introduction to the New Testament  3 Units**
Advisory: ENGWR 102, ENGWR 103, ESLR 320, or ESLW 320; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This academic and non-sectarian course emphasizes the historical and cultural contexts of the New Testament. It analyzes the documents of the early Christian community in relation to both Judaism and the Greco-Roman world. Topics include contemporary religious ideas such as the messiah, the afterlife, the origin of the gospels, the nature of inspiration, transmission of documents and ideas, important Jewish groups, politics of Palestine under the Romans, and the role of Paul.

**HUM 481  Honors Classical Humanities  1 Unit**
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of “C” or better.
Corequisite: HUM 300
General Education: CSU Area C
Course Transferable to UC/CSU
Hours: 18 hours 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.
HUM 482  Honors Modern Humanities  1 Unit
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of "C" or better.
Corequisite: HUM 310
General Education: CSU Area C
Course Transferable to UC/CSU
Hours: 18 hours LEC
This honors course supplements HUM 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.

HUM 494  Topics in Humanities  .5-4 Units
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

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

47 Units

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<th>Units</th>
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<td>ART 320</td>
<td>Design: Fundamentals</td>
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<td>FASHN 320</td>
<td>Textiles</td>
<td>3</td>
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<td>IDES 300</td>
<td>Fundamentals of Interior Design</td>
<td>3</td>
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<tr>
<td>IDES 310</td>
<td>History of Interior Architecture and Furnishings I</td>
<td>3</td>
</tr>
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<td>IDES 312</td>
<td>History of Interior Architecture and Furnishings II</td>
<td>3</td>
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<tr>
<td>IDES 322</td>
<td>Materials of Interior Design</td>
<td>3</td>
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<tr>
<td>IDES 324</td>
<td>Interior Design Business Practices</td>
<td>3</td>
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<tr>
<td>IDES 330</td>
<td>Beginning Interior Design Studio</td>
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<tr>
<td>IDES 332</td>
<td>Interior Illustration and Rendering</td>
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<td>IDES 334</td>
<td>Interior Environment and Space Planning</td>
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<td>IDES 340</td>
<td>Beginning CAD for Interior Design</td>
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<td>IDES 350</td>
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<td>Codes and Universal Access Lab</td>
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<td>IDES 354</td>
<td>Reading Construction Documents</td>
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<td>IDES 497</td>
<td>Internship in Interior Design</td>
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<td>IDES 498</td>
<td>Work Experience in Interior Design (1 - 4)</td>
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<td>IDES 330</td>
<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>Reading Construction Documents</td>
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And a minimum of 3 units from the following:

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<tr>
<td>IDES 498</td>
<td>Work Experience in Interior Design (1 - 4)</td>
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</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.

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>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<td>IDES 341</td>
<td>Intermediate CADD for Interior Design</td>
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<td>IDES 342</td>
<td>CADD for Kitchen and Bath Design</td>
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<tr>
<td>IDES 356</td>
<td>Beginning Kitchen Design</td>
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<td>IDES 362</td>
<td>Advanced Kitchen 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>
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</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.
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<td>IDES 310</td>
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<tr>
<td>IDES 324</td>
<td>Interior Design Business Practices</td>
<td>3</td>
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<tr>
<td>IDES 326</td>
<td>Interior Design Sales</td>
<td>3</td>
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<tr>
<td>IDES 330</td>
<td>Beginning Interior Design Studio</td>
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<td>IDES 332</td>
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<tr>
<td>IDES 354</td>
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</tr>
</tbody>
</table>

**Requirements for Certificate 47 Units**

*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.*

**IDES 322 Materials of Interior Design 3 Units**

Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESL 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**

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**

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**

Prerequisite: IDES 330 with a grade of “C” or better.

Corequisite: IDES 350.

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**

Prerequisite: IDES 330 with a grade of “C” or better

Corequisite: IDES 350.

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 Americans with Disabilities Act (ADA), 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 and 354  
Course Transferable to CSU  
Hours: 36 hours LAB, 54 hours CADD  
This course is a continuation of the Computer Aided Drafting and Design (CADD) skills developed in IDES 340, utilizing a different CADD program. It also includes placing floor plans into view ports, adding attributes, and the creation of customized tool bars. Field trips are required.

IDES 342  **CADD for Kitchen and Bath Design**  
2 Units  
Prerequisite: IDES 340 with a grade of “C” or better  
Course Transferable to CSU  
Hours: 24 hours LEC, 36 hours LAB  
This course explores the technical aspects of creating interior design construction documents using Computer Aided Drafting and Design (CADD) software. It also includes kitchen and bath design. Field trips are required.

IDES 343  **CADD User-Defined Software**  
2 Units  
Prerequisite: IDES 342  
Course Transferable to CSU  
Hours: 24 hours LAB  
This course introduces the use of user-defined CADD software for the kitchen and bath industry. Field trips are required.

IDES 344  **Advanced CADD for Interior Design**  
3 Units  
Prerequisite: IDES 343  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course refines the skills needed for efficient and aesthetically pleasing kitchens and bathrooms. Space considerations, equipment, materials, building codes and human factors are included. Field trips are required.

IDES 345  **Advanced CADD for Kitchen and Bath Design**  
3 Units  
Prerequisite: IDES 344  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course refines the skills needed for efficient and aesthetically pleasing kitchens and bathrooms. Space considerations, equipment, materials, building codes and human factors are included. Field trips are required.

IDES 346  **Advanced CADD for Interior Design**  
3 Units  
Prerequisite: IDES 345  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course refines the skills needed for efficient and aesthetically pleasing kitchens and bathrooms. Space considerations, equipment, materials, building codes and human factors are included. Field trips are required.

IDES 347  **Advanced CADD for Kitchen and Bath Design**  
3 Units  
Prerequisite: IDES 346  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course refines the skills needed for efficient and aesthetically pleasing kitchens and bathrooms. Space considerations, equipment, materials, building codes and human factors are included. Field trips are required.

IDES 348  **Advanced CADD for Interior Design**  
3 Units  
Prerequisite: IDES 347  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course refines the skills needed for efficient and aesthetically pleasing kitchens and bathrooms. Space considerations, equipment, materials, building codes and human factors are included. Field trips are required.

IDES 349  **Advanced CADD for Kitchen and Bath Design**  
3 Units  
Prerequisite: IDES 348  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course refines the skills needed for efficient and aesthetically pleasing kitchens and bathrooms. Space considerations, equipment, materials, building codes and human factors are included. Field trips are required.

IDES 350  **Codes and Universal Access for Interior Design**  
2 Units  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
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: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
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 352  **Codes and Universal Access for Kitchen and Bath Design**  
2 Units  
Advisory: ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process.  
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 353  **Codes and Universal Access Lab**  
1 Unit  
Prerequisite: IDES 334 and IDES 352 with a grade of “C” or better.  
Advisory: ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LAB  
This course applies the content and skills from IDES 352 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  
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
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 355  **Reading Construction Documents Lab**  
1 Unit  
Prerequisite: IDES 354  
Course Transferable to CSU  
Hours: 54 hours LAB  
This course provides hands-on experience with working with construction documents. It also includes the use of CADD software specifically for the kitchen and bath industry. Field trips are required.

IDES 356  **Interior Design Theory**  
3 Units  
Prerequisite: IDES 350 and 354 with grades of “C” or better  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course covers the design of efficient and aesthetically pleasing bathrooms. Designing for clients with special needs, working with challenging spaces, and theme design are covered. Field trips are required.

IDES 357  **Interior Design History and Type**  
3 Units  
Prerequisite: IDES 350 and 354 with grades of “C” or better  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course covers the design of efficient and aesthetically pleasing bathrooms. Designing for clients with special needs, working with challenging spaces, and theme design are covered. Field trips are required.

IDES 358  **Interior Design Materials and Applications**  
3 Units  
Prerequisite: IDES 350 and 354 with grades of “C” or better  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course covers the design of efficient and aesthetically pleasing bathrooms. Designing for clients with special needs, working with challenging spaces, and theme design are covered. Field trips are required.

IDES 359  **Interior Design Materials and Applications Lab**  
1 Unit  
Prerequisite: IDES 357 and IDES 358  
Course Transferable to CSU  
Hours: 54 hours LAB  
This course applies the content and skills from IDES 357 and 358 to various design scenarios requiring universal design, barrier-free design and ADA (Americans with Disabilities Act) compliance. Projects are drafted following prescribed criteria.

IDES 360  **Interior Design Practice**  
3 Units  
Prerequisite: IDES 350 and 354 with grades of “C” or better  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course covers the design of efficient and aesthetically pleasing bathrooms. Designing for clients with special needs, working with challenging spaces, and theme design are covered. Field trips are required.

IDES 361  **Beginning Kitchen Design**  
3 Units  
Prerequisite: IDES 330 and 354 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 aesthetically pleasing kitchens. Space considerations, equipment, materials, building codes and human factors are included. 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 refines the skills needed for efficient and aesthetically pleasing kitchens. Space considerations, equipment, appropriate materials, building codes and other design considerations are included. Field trips are required.

IDES 363  **Advanced Kitchen Design Lab**  
1 Unit  
Prerequisite: IDES 362  
Course Transferable to CSU  
Hours: 54 hours LAB  
This course applies the content and skills from IDES 362 to various design scenarios requiring universal design, barrier-free design and ADA (Americans with Disabilities Act) compliance. Projects are drafted following prescribed criteria.
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 32 Units

<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 or PHIL 310</td>
<td>Introduction to Philosophy (3) or 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>
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<tr>
<td>And a minimum of 6 units from the following:</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>JOUR 401</td>
<td>College Newspaper Production (2)</td>
<td>2</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

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

Advisory: Ability to keyboard
General Education: AA/AS Area II(b)
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.

JOUR 301 Advanced Newswriting and Reporting 3 Units

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

General Education: AA/AS Area V(b); CSU Area D7
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.

JOUR 350 Writing for Broadcasting 3 Units

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

Prerequisite: ART 411.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hour 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
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
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 Lab  .5-3 Units
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 legal 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  30 Units
LA 300  Introduction to Law and the American Legal System  3
LA 310  Civil Procedures and Litigation  3
LA 312  Torts and Personal Injury  3
LA 314  Contract Law for Legal Assistants  3
LA 320  Legal Research  3
LA 321  Legal Writing  3

And a minimum of 12 units from the following:

LA 330  Family Law and Procedure (3)
LA 332  Administrative Law and Procedure (3)
LA 334  Criminal Law and Procedure (3)
LA 340  Techniques of Interview (1)
LA 342  Evidence (3)
LA 350  Law Office Management (3)
LA 360  Corporations Law (3)
LA 362  Estate Planning and Probate Procedure (3)
LA 364  Landlord Tenant Law (3)
LA 366  Basic Bankruptcy Law (3)
LA 368  Workers’ Compensation Law (3)
LA 497  Internship in Legal Assisting (1 - 4)

A total of 3 units from these courses must be taken.
Must be taken for 3 units.

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.

Introduction to Law and Legal Research Certificate

This certificate is designed to meet the minimum educational requirements of the State of California for the position of Legal Assistant within the state employment structure. Completion of the two required courses with a grade of “C” or better will qualify the student for this certificate.

Career Opportunities

This certificate meets the required minimum education for the State of California for those who desire to qualify for Legal Assistant positions.

Requirements for Certificate  6 Units
LA 300  Introduction to Law and the American Legal System  3
LA 320  Legal Research  3

Law Office Assistant Certificate

This certificate provides the skills needed for entry-level clerical positions in law offices. The course work emphasizes workforce skills including an introduction to the use of terms particular to the legal field.

Career Opportunities

Typical career opportunities are entry-level clerical positions in a law office.

Requirements for Certificate  12-16 Units
LA 300  Introduction to Law and the American Legal System  3
LA 350  Law Office Management  3
BUSTEC 100  Keyboarding Skills (1 -3)   1 - 3
or BUSTEC 300  Beginning Keyboarding/Applications (1 -3)
BUSTEC 122  Workplace Behavior and Communication Technologies  3
BUSTEC 305  Introduction to Office Technology  1
BUSTEC 310  Introduction to Word/Information Processing  1 - 3

Legal Assisting Certificate

The Legal Assisting Certificate is a one-year course of study consisting of 30 units of legal specialty courses. Legal courses cover basic substantive and procedural areas including civil litigation, legal research and legal writing, contracts and torts in addition to electives within the program. The certificate 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.
Enrollment Eligibility

The student must possess an A.A. degree or higher from a regionally accredited institution to be eligible for the certificate.

Requirements for Certificate 30 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>LA 300</td>
<td>Introduction to Law and the American Legal System</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>
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</tr>
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</table>

And a minimum of 12 units from the following: 12 units

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<tr>
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<td>Family Law and Procedure</td>
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</tr>
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<td>LA 332</td>
<td>Administrative Law and Procedure</td>
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<td>LA 350</td>
<td>Law Office Management</td>
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</tr>
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<td>LA 360</td>
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<td>3</td>
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<td>LA 368</td>
<td>Workers’ Compensation Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 497</td>
<td>Internship in Legal Assisting</td>
<td>1 - 4</td>
</tr>
</tbody>
</table>

LA 300  Introduction to Law and the American Legal System 3 Units

Advisory: ENGW 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: 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.

LA 310  Civil Procedures and Litigation 3 Units

Corequisite: LA 312 or 314.
Advisory: ENGW 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

Corequisite: LA 300.
Advisory: ENGW 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

Corequisite: LA 300. Advisory: ENGW 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

Advisory: ENGW 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

Prerequisite: LA 320, and ENGW 300 or ESLW 340 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC

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 memorandum, court briefs, and letters to clients.

LA 330  Family Law and Procedure 3 Units

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

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

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

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  
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  
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  
Advisory: LA 300; ENGWR 102 or ENGWR 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  
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  
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  
Advisory: Legal Assisting 332; 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 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  
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  
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.
Liberal Arts Degree

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  

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 3 units from the following: Transfer-level Natural Science courses</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 3 units from the following: Transfer-level Humanities courses</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 6 units from the following: Transfer-level Social &amp; Behavioral Sciences courses</td>
<td>6</td>
</tr>
<tr>
<td>A minimum of 3 units from the following: Transfer-level Language &amp; Rationality courses</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 9 units from the following: Transfer-level courses chosen from the following areas: Natural Science, Humanities, Social &amp; Behavioral Sciences and Language &amp; Rationality</td>
<td>9</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 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 303</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>ENGCW 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>ENGWR 300</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 301</td>
<td>College Composition and Literature (3)</td>
<td>3</td>
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<tr>
<td>ECON 302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 372</td>
<td>Child Development (3)</td>
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<tr>
<td>ECON 302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 372</td>
<td>Child Development (3)</td>
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<tr>
<td>GEOL 305</td>
<td>Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>HIST 307</td>
<td>History of World Civilizations to 1500 (3)</td>
<td>6</td>
</tr>
<tr>
<td>and HUM 310</td>
<td>Modern Humanities (3)</td>
<td></td>
</tr>
<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>
<td></td>
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<tr>
<td>HIST 310</td>
<td>History of the United States (3)</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 311</td>
<td>History of the United States (3)</td>
<td></td>
</tr>
<tr>
<td>HIST 330</td>
<td>Women in American History (3)</td>
<td>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>
<td></td>
</tr>
<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) (3)</td>
<td></td>
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<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>
<tr>
<td>And a minimum of 8 units from the following:</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Any transfer level foreign language course (numbered 300-499).</td>
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</tr>
</tbody>
</table>

**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  
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  
Advisory: LIBR 302  
General Education: AA/AS Area III(b)  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This course provides the information competency skills necessary to conduct academic or personal research. It offers a step-by-step guide to the research process that is applicable to term papers, course work, and life-long learning.

**LIBR 320  Internet Research Skills**  1 Unit  
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  
General Education: AA/AS Area III(b)  
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.

**LIBR 494  Topics in Library**  .5-4 Units  
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  
<table>
<thead>
<tr>
<th>33-34 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGCT 101 Fundamentals of College Accounting (3) 3 - 4</td>
</tr>
<tr>
<td>or AGCT 301 Financial Accounting (4)</td>
</tr>
<tr>
<td>BUS 110 Business Economics (3) 3</td>
</tr>
<tr>
<td>or ECON 302 Principles of Macroeconomics (3)</td>
</tr>
<tr>
<td>BUS 300 Introduction to Business 3</td>
</tr>
<tr>
<td>BUS 310 Business Communications (3) 3</td>
</tr>
<tr>
<td>or MGMT 360 Management Communication (3)</td>
</tr>
<tr>
<td>BUS 330 Managing Diversity in the Workplace 3</td>
</tr>
<tr>
<td>BUS 340 Business Law 3</td>
</tr>
<tr>
<td>MGMT 300 Introduction to Modern Management (3) 3</td>
</tr>
<tr>
<td>or MGMT 362 Techniques of Management (3)</td>
</tr>
<tr>
<td>or MGMT 304 Introduction to Management Functions (3)</td>
</tr>
<tr>
<td>MGMT 372 Human Relations and Organizational Behavior 3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following: 3

BUS 210 The Business Plan (1)
BUS 212 Marketing for Small Businesses (1)
BUS 214 Financing a Small Business (1)
BUS 216 Essential Records for the Small Business (1)
BUS 218 Management Skills for the Small Business (1)
BUS 220 Retailing and Merchandising for the Small Business (1)
BUS 230 Managing Diversity in the Workplace (3)
BUS 340 Business Law (3)
BUS 350 Small Business Management/Entrepreneurship (3)
ECON 302 Principles of Macroeconomics (3)
or BUS 110 Business Economics (3)
MGMT 174 Social Responsibility and Ethics in Management (3)
MGMT 300 Introduction to Modern Management (5)
MGMT 362 Techniques of Management (3)
MKT 310 Selling Professionally (3)

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  
<table>
<thead>
<tr>
<th>24 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 300 Introduction to Business 3</td>
</tr>
<tr>
<td>MGMT 304 Introduction to Management Functions 3</td>
</tr>
<tr>
<td>MGMT 308 Personnel and Human Resources Management 3</td>
</tr>
<tr>
<td>MGMT 360 Management Communication 3</td>
</tr>
<tr>
<td>MGMT 372 Human Relations and Organizational Behavior 3</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following: 3

CISC 300 Computer Familiarization (1)
One or more CISA course

And a minimum of 6 units from the following: 6

AGCT 101 Fundamentals of College Accounting (3)
or AGCT 103 Intermediate Accounting - Part I (3)
BUS 105 Business Mathematics (3)
BUS 210 The Business Plan (1)
BUS 212 Marketing for Small Businesses (1)
BUS 214 Financing a Small Business (1)
BUS 216 Essential Records for the Small Business (1)
BUS 218 Management Skills for the Small Business (1)
BUS 220 Retailing and Merchandising for the Small Business (1)
BUS 330 Managing Diversity in the Workplace (3)
BUS 340 Business Law (3)
BUS 350 Small Business Management/Entrepreneurship (3)
ECON 302 Principles of Macroeconomics (3)
or BUS 110 Business Economics (3)
MGMT 174 Social Responsibility and Ethics in Management (3)
MGMT 300 Introduction to Modern Management (5)
MGMT 362 Techniques of Management (3)
MKT 310 Selling Professionally (3)

Modern Management Degree

The Modern Management degree program centers around the management functions essential to building world class organizations in today’s diverse and complex environments. The focus of the program is customer service and includes the elements of effective planning, systems design, development, measurement and improvement, statistical analysis, teamwork and leadership. It includes the study of physics, statistics, ethics, business communications, accounting principles, organizational psychology and the fundamental of personnel management.

Requirements for Degree  
<table>
<thead>
<tr>
<th>37-38 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGCT 101 Fundamentals of College Accounting (3) 5 - 4</td>
</tr>
<tr>
<td>or AGCT 301 Financial Accounting (4)</td>
</tr>
<tr>
<td>BUS 110 Business Economics (3) 3</td>
</tr>
<tr>
<td>or ECON 302 Principles of Macroeconomics (3)</td>
</tr>
<tr>
<td>MGMT 300 Introduction to Modern Management 3</td>
</tr>
<tr>
<td>MGMT 320 Modern Management: Variation and Statistics I 3</td>
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<tr>
<td>MGMT 330 Teams and Team Facilitation 3</td>
</tr>
<tr>
<td>MGMT 340 Management and Systems Thinking I 3</td>
</tr>
</tbody>
</table>
MGMT 350 Organizational Learning: Theory of Knowledge 3
MGMT 360 Management Communication (3) 3
or BUS 310 Business Communications (3)
PHIL 310 Introduction to Ethics 3
PHYS 310 Conceptual Physics 3
PSYC 383 Introduction to Organizational Psychology 3
STAT 301 Introduction to Probability and Statistics 3
And a minimum of 1 unit from the following:
BUS/TECH 300 Beginning Keyboarding/Applications (1-3)

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
The Modern Management certificate focuses on the management functions essential to building world class organizations in today’s diverse and complex environments. This certificate focuses on the process of customer satisfaction with emphasis on the development of effective planning, systems design, statistical analysis, teamwork and leadership. It includes the study of physics, statistics, ethics, and organizational psychology.

Requirements for Certificate 27 Units
MGMT 300 Introduction to Modern Management 3
MGMT 330 Modern Management: Variation and Statistics I 3
MGMT 340 Teams and Team Facilitation 3
MGMT 350 Management and Systems Thinking I 3
MGMT 350 Organizational Learning: Theory of Knowledge 3
PHIL 310 Introduction to Ethics 3
PHYS 310 Conceptual Physics 3
PSYC 383 Introduction to Organizational Psychology 3
STAT 301 Introduction to Probability and Statistics 3

Introduction to Leadership in Action Certificate
The Introduction to Leadership in Action certificate focuses on the leadership and management functions essential to building world class organizations in today’s diverse and complex environments. It also addresses customer satisfaction with emphasis on the development of effective planning, systems design, statistical analysis, teamwork and leadership.

Requirements for Certificate 15 Units
MGMT 300 Introduction to Modern Management 3
MGMT 330 Modern Management: Variation and Statistics I 3
MGMT 340 Teams and Team Facilitation 3
MGMT 340 Management and Systems Thinking I 3
MGMT 350 Organizational Learning: Theory of Knowledge 3

Leadership in Action: Systems Thinking Certificate
The Leadership in Action: Systems Thinking certificate focuses on the holistic nature of life and examines organizations from this foundational perspective. It centers on the design, implementation and measurement of systems that carry out predefined actions as a result of anticipated events, identifies the nature of imperfect implementation technology and describes how system limitations complicate organizational progress.

Requirements for Certificate 9 Units
MGMT 300 Introduction to Modern Management 3
MGMT 340 Management and Systems Thinking I 3
PHYS 310 Conceptual Physics 3

Leadership in Action: Theory of Knowledge/Prediction Certificate
The Leadership in Action: Theory of Knowledge/Prediction certificate centers on the basic business systems and the practical application of the tools of systems thinking. It focuses on the principles of Profound Knowledge as it relates to the planning processes of organizations, the manager’s ability to design and implement effective systems to the prediction of the strategic plans and the measurement of the output and outcomes on overall effectiveness.

Requirements for Certificate 9 Units
MGMT 300 Introduction to Modern Management 3
MGMT 350 Organizational Learning: Theory of Knowledge 3
PHIL 315 Ethics and Morals in Business 3

Leadership in Action: Variation and Statistics Certificate
The Leadership in Action: Variation and Statistics certificate centers on the importance of statistical knowledge of variation, variation patterns and the methodology and use of statistical tools to assist managers with the measurement and improvement of organizational processes. It emphasizes the practical application of statistical tools in the workplace.

Requirements for Certificate 9 Units
MGMT 300 Introduction to Modern Management 3
MGMT 320 Modern Management: Variation and Statistics I 3
STAT 301 Introduction to Probability and Statistics 3
MGMT 100 Management of Change 3 Units

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

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

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

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

Hours: 18 hours LEC
This course introduces individuals who have had prior working experience in areas that were individual based, and people 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

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 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 121 Self-Leadership for Personal Excellence, Module B 1 Unit

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 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 validates and reinforces the need for individuals to assist attendees in applying the examined principles to influence their own lives and career. 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

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 lives and careers. This course emphasizes the connection between effective self-leadership and effective leadership of others.

MGMT 130 Applying Quality Tools 1-3 Units

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
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 CISA 160.

MGMT 174 Social Responsibility and Ethics in Management 3 Units

Corequisite: MGMT 300
General Education: AA/AS Area V(b)
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.

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
Advisory: ENGRD 116 or ESLR 320 and 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
Advisory: ENGRD 116 or ESLR 320 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
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.

MGMT 330 Teams and Team Facilitation 3 Units
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 Units
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 Units
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 II 3 Units
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 Units
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: Organizational Implementation  3 Units
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 Units
Advisory: BUS 110, ENGWR 102, or ENGWR 103, and ENGRD 116; or ESLR 320 and ESLW 320
General Education: AA/AS Area II(b)
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.

MGMT 362 Techniques of Management  3 Units
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 Units
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

| Degree:          | A.A. - Advertising & Sales Promotion
| Degree:          | A.A. - Marketing
| Degree:          | A.A. - Retail Management
| Certificate:     | Retail Management (WAFC)

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.

Associate Degree Requirements: The Advertising and Sales Promotion 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.
MKT 312  Retailing  3 Units
MKT 314  Advertising  3 Units

And a minimum of 7 units from the following:  7
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 Marketing for the Small Business (1)
or BUS 350  Small Business Management/Entrepreneurship (3)
CISC 305  Introduction to the Internet (1)
or CISA 330  Desktop Publishing (2)
or CISA 320  Introduction to Database Management (1)
MGMT 372  Human Relations and Organizational Behavior (3)
or MKT 362  Techniques of Management (3)
or MKT 360  Management Communication (3)
or MKT 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 (3)  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
CISA 305  Beginning Word Processing  2
CISA 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
or SPEECH 301  Public Speaking (3)  3
or SPEECH 321  Interpersonal Communication (3)

MKT 300  Principles of Marketing  3 Units
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 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
Advisory: ENGWR 102 or ENGWR 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
Advisory: ENGWR 102 or ENGWR 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 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
Advisory: ENGWR 102 or ENGWR 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
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 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 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 25 Units

MATH 400 Calculus I 5
MATH 401 Calculus II 5
MATH 402 Calculus III 5
MATH 410 Introduction to Linear Algebra 3
MATH 420 Differential Equations 4
And a minimum of 3 units from the following: 3
PHIL 325 Symbolic Logic (3)
or MATH 320 Symbolic Logic (3)
STAT 481 Introduction to Probability and Statistics - Honors (3)
or STAT 301 Introduction to Probability and Statistics (3)

Associate Degree Requirements: The Mathematics 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/Mathematics 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.

Career Opportunities

This program is intended to provide a broad foundation of skills and knowledge to help students succeed in the completion of a bachelor’s degree in a variety of science, math or engineering-related areas.

Requirements for Degree 18 Units

A minimum of 18 units from the following: 18
Transferable courses must be selected from the following areas: astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics, and statistics.

Associate Degree Requirements: The Physical Science/Mathematics 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.

Mathematics
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.

MATH 120 Intermediate Algebra  5 Units
Prerequisite: MATH 100 with a grade of "C" or better or placement through the assessment process.
General Education: AA/AS Area II(b)
Hours: 90 hours LEC
This course reviews and extends the concepts of elementary algebra with an emphasis on problem solving. Topics which are reviewed and extended include linear and quadratic equations, factoring polynomials, rational expressions, exponents, radicals, graphing, and systems 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.

MATH 294 Topics in Mathematics .5-4 Units
Hours: 9-72 hours LEC
This course is designed to give students an opportunity to study topics in mathematics not included in current course offerings. Individualized topics are developed to foster, complement and build upon arithmetic, geometric and algebraic skills with an emphasis on critical thinking. The course may be taken four times for a maximum of 6 credits with no duplication of topics.

MATH 300 Introduction to Mathematical Ideas  3 Units
Prerequisite: MATH 120 with a grade of "C" or better
General Education: AA/AS Area II(b); CSU Area B4
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on elements of mathematical systems. It is designed to make fundamental concepts and processes more meaningful to the general student. Its content may include systems, logic, geometry, combinatorics, probability, statistics, sets, matrices, and number theory. Not recommended for students entering elementary school teaching or business administration majors.

MATH 310 Mathematical Discovery  3 Units
Prerequisite: MATH 110 and 120 with grades of "C" or better
General Education: AA/AS Area II(b); CSU Area B4
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course explores mathematical patterns and relations, and formulation and proof of conjectures. Topics from number theory, probability and statistics, and geometry will be investigated. Recommended for students interested in education.

MATH 315 Exploratory Field Experience in Mathematics  3 Units
Prerequisite: MATH 120 with a grade of "C" or better
General Education: AA/AS Area III(b)
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.

MATH 320 Symbolic Logic  3 Units
Same As: PHIL 325
Prerequisite: PHIL 320 or MATH 110, and MATH 120 with a grade of "C" or better.
General Education: AA/AS Area II(b); CSU Area B4
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 PHIL 325.

MATH 325 Problem-Solving  3 Units
Prerequisite: MATH 120 with a grade of "C" or better or placement through the assessment process.
General Education: AA/AS Area II(b); CSU Area B4
Course Transferable to 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.

MATH 330 Trigonometry  3 Units
Prerequisite: MATH 110 and 120 with grades of "C" or better
General Education: AA/AS Area II(b); CSU Area B4
Course Transferable to CSU
Hours: 54 hours LEC
This course presents the fundamentals of trigonometry. Topics include definitions of trigonometric and circular functions, graphs, identities and applications. Other material covered includes solving trigonometric equations, solving triangles using the Laws of Sines and Cosines, vectors, polar coordinates and polar representations of complex numbers.

MATH 340 Calculus for Business and Economics  3 Units
Prerequisite: MATH 120 with a grade of "C" or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to differential and integral calculus with applications in the fields of business, economics, social science and biological science. It is not recommended for mathematics and physical science majors.
MATH 342 Modern Business Mathematics 3 Units
Prerequisite: MATH 120 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4
Course Transferable to 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.

MATH 344 Finite Mathematics 3 Units
Prerequisite: MATH 120 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC; 18 hours LAB
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 administration, biological sciences, and social science. It also includes computer applications.

MATH 350 Calculus for the Life and Social Sciences I 3 Units
Prerequisite: MATH 330 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers functions, limits, and derivatives, and introduces antiderivatives. Algebraic and computational techniques are emphasized in applications from business, and social and biological sciences. It is not recommended for math or engineering majors.

MATH 351 Calculus for the Life and Social Sciences II 3 Units
Prerequisite: MATH 350 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours 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.

MATH 360 Introduction to Scientific Graphing Calculators 1 Unit
Prerequisite: MATH 330 with a grade of “C” or better or placement through assessment.
Course Transferable to CSU
Hours: 18 hours 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
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 90 hours 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.

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
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2; TCSU MATH 210, MATH Sequence A
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is an introduction to differential and integral calculus. It includes limits, continuity, differentiation and integration of algebraic, trigonometric, logarithmic, exponential and other transcendental functions. Some applications are also included.

MATH 401 Calculus II 5 Units
Prerequisite: MATH 400 with a grade of “C” or better
General Education: CSU Area B4; IGETC Area 2; TCSU MATH 220, MATH Sequence A
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is a continuation of MATH 400. It includes techniques of integration, improper integrals, indeterminate forms, applications of integration, infinite series, parametric equations and polar coordinates.

MATH 402 Calculus III 5 Units
Prerequisite: MATH 401 with a grade of “C” or better
General Education: CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a continuation of MATH 401. It includes calculus of functions of more than one variable, partial derivatives, extrema of functions of more than one variable, multiple integration, development of vector calculus, line integrals, three dimensional analytic geometry and the theorems of Green, Gauss (Divergence), and Stokes.

MATH 410 Introduction to Linear Algebra 3 Units
Prerequisite: MATH 400 with a grade of “C” or better
Advisory: MATH 402
General Education: CSU Area B4; IGETC Area 2; TCSU MATH 250
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to linear algebra including matrices, determinants, vector spaces, linear transformations, and eigenvectors. It is intended for majors in mathematics, engineering, economics, science, and related fields.

MATH 420 Differential Equations 4 Units
Prerequisite: MATH 401 with a grade of “C” or better
Advisory: MATH 402
General Education: CSU Area B4; IGETC Area 2
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 applications to engineering problems. It is recommended for electrical, mechanical, industrial, ceramic, and petroleum engineers, and for mathematics and physical science majors.
mathematics courses

Math 10
Overcoming Math Anxiety
(formerly Math 202)
1 unit

Math 25
Computational Arithmetic
(formerly Math 204)
3 units

Math 32
Pre-Algebra
(formerly Math 215)
3 units

Math 350
Calculus for Social & Life Sciences I
(formerly Math 16A)
3 units

Math 351
Calculus for Social & Life Sciences II
(formerly Math 16B)
3 units

Math 370
Precalculus
(formerly Math 29)
5 units

Math 400
Calculus I
(formerly Math 9A)
5 units

Math 401
Calculus II
(formerly Math 9B)
5 units

Math 402
Calculus III
(formerly Math 9C)
5 units

Math 410
Introduction to Linear Algebra
(formerly Math 35)
3 units

Math 420
Differential Equations
(formerly Math 9D)
4 units

Math 100
Beginning Algebra
(formerly Math 51)
5 units

Math 110
Elementary Geometry
(formerly Math 52)
5 units

Math 120
Intermediate Algebra
(formerly Math 53)

Math 110
Elementary Geometry
(formerly Math 52)
5 units

Math 120
Intermediate Algebra
(formerly Math 53)

Math 200
Intro to Probability & Statistics
(formerly Math 2)
3 units

Math 220
Intro to Probability & Statistics
(formerly Math 2)
3 units

Math 240
Calculus for Business and Economics
(formerly Math 3)
3 units

Math 242
Modern Business Mathematics
(formerly Math 4)
3 units

Math 250
Calculus for Social & Life Sciences II
(formerly Math 16B)
3 units

Math 300
Intro to Probability & Statistics
(formerly Math 1)
3 units

Math 325
Problem Solving
(formerly Math 3)
3 units

Math 340
Calculus for Business and Economics
(formerly Math 43)
3 units

Math 342
Modern Business Mathematics
(formerly Math 44)
3 units

Math 350
Calculus for Social & Life Sciences I
(formerly Math 16A)
3 units

Math 351
Calculus for Social & Life Sciences II
(formerly Math 16B)
3 units

Math 370
Precalculus
(formerly Math 29)
5 units

Math 400
Calculus I
(formerly Math 9A)
5 units

Math 401
Calculus II
(formerly Math 9B)
5 units

Math 402
Calculus III
(formerly Math 9C)
5 units

Math 410
Introduction to Linear Algebra
(formerly Math 35)
3 units

Math 420
Differential Equations
(formerly Math 9D)
4 units

Boxes with dashed lines indicate courses available as Math 1000 in the Math Learning Center.
MATH 481 Honors Applications of Calculus  1 Unit
Prerequisite: Cumulative GPA of 3.0 or better; MATH 402 with a grade of “C” or better, and ENGW 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
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 25 (Computational Arithmetic, 3 units), 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
Prerequisite: MATH 120 with a grade of “C” or better
Advisory: ENGRD 116
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
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, test of hypothesis, estimation, regression and correlation, and analysis of variance. Related applications 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.

STAT 481 Introduction to Probability and Statistics – Honors  3 Units
Prerequisite: Cumulative GPA of 3.0 or better; MATH 120 with a grade of “C” or better; and ENGW 300 or 480 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
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.
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**

The Music degree 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. Performance opportunities in both vocal and instrumental music enhance a student’s understanding and skill levels.

**Career Opportunities**

The Music degree prepares students for careers in music performance, education, composition, conducting, retail music industry, music publishing, and music therapy. The degree also prepares students for further study at a four-year institution.

### Core Requirements for Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 310</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 311</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 400</td>
<td>Music Theory</td>
<td>4</td>
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<tr>
<td>MUFHL 401</td>
<td>Music Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 410</td>
<td>Advanced Music Theory</td>
<td>4</td>
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<tr>
<td>MUFHL 411</td>
<td>Advanced Music Theory</td>
<td>4</td>
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<td>MUIVI 420</td>
<td>Applied Music</td>
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<tr>
<td>MUIVI 421</td>
<td>Applied Music</td>
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<tr>
<td>MUIVI 422</td>
<td>Applied Music</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 423</td>
<td>Applied Music</td>
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### Guitarists/Pianists Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<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>
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<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>
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</tr>
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</table>

### Vocalists Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUFHL 310</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 311</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 400</td>
<td>Music Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 401</td>
<td>Music Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 410</td>
<td>Advanced Music Theory</td>
<td>4</td>
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<tr>
<td>MUFHL 420</td>
<td>Beginning Jazz Theory</td>
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<tr>
<td>MUIVI 385</td>
<td>Jazz Styles and Improvisation (2)</td>
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<tr>
<td>or MUIVI 390</td>
<td>Beginning Jazz and Popular Vocal Styles (2)</td>
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<tr>
<td>MUIVI 400</td>
<td>Beginning Jazz Piano</td>
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</tr>
<tr>
<td>MUIVI 420</td>
<td>Applied Music</td>
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<tr>
<td>MUIVI 421</td>
<td>Applied Music</td>
<td>1</td>
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<tr>
<td>MUIVI 425</td>
<td>Applied Music - Jazz</td>
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<tr>
<td>MUIVI 426</td>
<td>Applied Music - Jazz</td>
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<tr>
<td>MUSM 334</td>
<td>Introduction to Musical Instrument Digital Interface (MIDI)</td>
<td>2</td>
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</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

The Jazz Studies degree provides a rigorous curriculum of jazz theory, history, performance groups, improvisation, piano, and individual applied instruction.

### Career Opportunities

The Jazz Program prepares a student for careers in performance (concert and studio), education, arranging/composing, and in the music industry. The degree also prepares students for transfer to a four-year institution.

### Requirements for Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 315</td>
<td>Jazz History</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 330</td>
<td>World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 400</td>
<td>Music Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 401</td>
<td>Music Theory</td>
<td>4</td>
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<tr>
<td>MUFHL 410</td>
<td>Advanced Music Theory</td>
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<tr>
<td>MUFHL 420</td>
<td>Beginning Jazz Theory</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 385</td>
<td>Jazz Styles and Improvisation (2)</td>
<td>2</td>
</tr>
<tr>
<td>or 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>
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<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>
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<tr>
<td>MUIVI 425</td>
<td>Applied Music - Jazz</td>
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<td>MUIVI 426</td>
<td>Applied Music - Jazz</td>
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</tr>
<tr>
<td>MUSM 334</td>
<td>Introduction to Musical Instrument Digital Interface (MIDI)</td>
<td>2</td>
</tr>
</tbody>
</table>

### Associate Degree Requirements:

The Jazz 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.

### Commercial Music: Business Degree and Certificate

The Commercial Music: Business program explores the inner workings of the music industry in areas such as publishing, entertainment, distribution, and music law. Course work addresses industry-specific issues such as copyright, record contracts, publishing agreements, artist management, promotion, and marketing.
Career Opportunities

Typical career options include booking agent, personal manager, business manager, concert promotion, studio owner/manager, music legal services, publicity writer/public relations, tour management, music retail, music publishing and distribution, and music licensing. The degree also prepares students for transfer to a four-year institution.

Requirements for Degree or Certificate 33 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
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<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>
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</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>
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<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>
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<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>
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<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>
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</tbody>
</table>

Associate Degree Requirements: The Commercial Music: 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.

Commercial Music: Recording Degree and Certificate

The Commercial Music: Recording program provides students the core skills needed to enter a career in audio engineering. Foundational classes in the theory and art of recording are coupled with significant laboratory experiences in order to prepare the student for further study at a four-year institution or for an entry-level career position.

Career Opportunities

Typical career paths include recording engineer, broadcast engineer, live sound reinforcement, post-production audio, sound effects editor, multi-media/internet audio, and audio/music education.

Requirements for Degree or Certificate 37 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>
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<tr>
<td>ET 302</td>
<td>Principles of Electricity and Electronics</td>
<td>4</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>MUIVI 340</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>
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<td>MUSM 344</td>
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<td>MUSM 350</td>
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<tr>
<td>MUSM 352</td>
<td>Recording Studio Techniques</td>
<td>3</td>
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</tbody>
</table>

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.

Music Fundamentals / History and Literature

MUFHL 300 Introduction to Music 3 Units

Advisory: ENGRD 116 or ESLR 320; or placement through the assessment process.

General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is an introductory examination of how composers and songwriters exploit the various elements of music to heighten the expressive impact of a composition. Aspects of melody, rhythm, harmony, tone, and structure are studied through focused listening of works from the Renaissance to contemporary styles of avant-garde and popular music. This course requires no previous musical study.

MUFHL 308 Introduction to Music: Rock & Roll 3 Units

General Education: AA/AS Area I
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.

MUFHL 310 Survey of Music History and Literature 3 Units

General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
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.

MUFHL 311 Survey of Music History and Literature 3 Units

Advisory: ENGRD 116 or ESLR 320; or placement through assessment process.

General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
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.

MUFHL 315 Jazz History 3 Units

Advisory: ENGRD 116 or ESLR 320; or placement through the assessment process.

General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an historical, comprehensive, and comparative listener survey of the traditions of jazz music from around the world and in the United States. Concepts of ethnicity, ethnocentrism, racism, ageism, class differences, and gender issues are addressed. Guided listening presentations 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 are covered.

MUFHL 411 Advanced Music Theory 4 Units
Prerequisite: MUFHL 410 with a grade of "C" or better
Advisory: MUIVI 351
General Education: CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is a continuation of MUFHL 410. It includes the more in-depth 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 rhythmic, melodic, harmonic and contrapuntal sight singing, ear training and dictation. Required for music majors.

MUFHL 420 Beginning Jazz Theory 2 Units
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
Prerequisite: MUFHL 420.
Advisory: MUIVI 400.
Course Transferable to UC/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.

MUFHL 480 Honors Introduction to Music 3 Units
Prerequisite: Cumulative GPA of 3.0 or above; ENGRWR 300 or 480 with a grade of "C" or better
General Education: CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed as a seminar for the student with previous experience with music notation, theory, and/or performance. Included in the course are (1) an analysis of the listening process and recognizing the roles of the composer, the performer and the listener, and (2) an evaluation of the intellectual and emotional elements of listening. This course will also cover the distinctions between the functional and aesthetic purposes of music. Attendance at live musical performances and field trips required.

MUIVI 310 Voice Class 2 Units
Prerequisite: MUIVI 321 or 340 with a grade of "C" or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course emphasizes the development of the individual’s voice. Solos are learned and performed in class.

MUIVI 311 Voice Class 2 Units
Prerequisite: MUIVI 310.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course emphasizes the continued development of the individual's voice. Solos are learned and performed in class.
MUIVI 320 Voice Class, Intermediate 2 Units
Prerequisite: MUIVI 311.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
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.

MUIVI 321 Voice Class, Intermediate 2 Units
Prerequisite: MUIVI 320.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
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.

MUIVI 340 Beginning Piano 2 Units
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
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 24)

MUIVI 341 Beginning Piano 2 Units
Prerequisite: MUIVI 340 with a grade of “C” or better, or ability to sight read an eight-measure composition with a single line in each hand and the ability to play I-IV-V7-I in five (5) major keys (C, G, F, D, A major).
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course is a continuation of MUIVI 340 and 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 24)

MUIVI 350 Intermediate Piano 2 Units
Prerequisite: MUIVI 341 with a grade of “C” or better, or the ability to play major scales (one octave, hands together C, D, F, G, A, and E-major) and the ability to play a simple melody with basic choral accompaniment in a major or minor key.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course expands on the piano playing foundations of MUIVI 341 and includes further study of the harmonization of melodies, major and minor scales, and repertoire.

MUIVI 355 Intermediate Piano 2 Units
Prerequisite: MUIVI 350 with a grade of “C” or better, or the ability to play all major scales, hands together, two octaves and harmonic minor in A, E, Bb, F, D, and G.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course is the second year of piano study. It is a continuation of MUIVI 350. The course includes the further development of insight into music as an artistic means of communication through the study of scales, chords, melodic harmonization and repertoire. The course also serves to develop the fundamental skills for the non-keyboard music major.

MUIVI 370 Beginning Guitar 2 Units
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course provides instruction on the guitar with emphasis on rudiments of music, note reading, basic guitar chord technique and accompaniment figurations.

MUIVI 371 Intermediate Guitar 2 Units
Prerequisite: MUIVI 370 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course is a continuation of MUIVI 370 with emphasis on increased skills in note reading, improvisation, accompanying, and development of personal style.

MUIVI 385 Jazz Styles and Improvisation 2 Units
Prerequisite: Ability to play a melodic instrument or ability to sight sing; ability to read music in a clef.
Advisory: MUFHL 400
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course is the study of instrumental and vocal applications of jazz improvisation. This course may be taken twice for credit.

MUIVI 386 Jazz Styles and Improvisation 2 Units
Prerequisite: MUIVI 385.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course 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
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
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 blues, R & B, pop, rock, and country. This course may be taken twice for credit.

MUIVI 400 Beginning Jazz Piano 2 Units
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
Prerequisite: MUIVI 400. 
Advisory: MUFHL 400.
Course Transferable to CSU
Course Notes: Hours: 7 hours LEC; 191 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
Prerequisite: Audition.
Corequisite: Enrolled in 2 units from MUP 310, 330, 340, 350, 360 and enrolled in 4 units from MUFHL 400, 401, 410, or 411.
Course Transferable to UC/CSU
Course Notes: 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
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
Course Notes: 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
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
Course Notes: 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 music majors.

MUIVI 423 Applied Music 1 Unit
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
Course Notes: 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 music majors.

MUIVI 425 Applied Music - Jazz 1 Unit
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
Course Notes: 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 music majors.

MUIVI 426 Applied Music - Jazz 1 Unit
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.
Course Transferable to UC/CSU
Course Notes: Hours: 7 hours LEC; 191 hours LAB
This is the fourth 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 music majors.

MUIVI 430 Beginning Organ 1 Unit
Prerequisite: Keyboard proficiency required. The student must be able to play a composition for piano comparable in difficulty to a Bach Two-Part Invention.
General Education: CSU Area C1
Course Transferable to UC/CSU
Course Notes: Hours: 54 hours LAB
This course is designed to introduce and develop fundamental organ/keyboard skills. It is required for organ majors. It may be taken twice for credit.

MUIVI 431 Intermediate Organ 1 Unit
Prerequisite: Two semesters of MUIVI 430.
Course Transferable to UC/CSU
Course Notes: 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
Prerequisite: Ability to play a brass instrument
General Education: CSU Area C1
Course Transferable to UC/CSU
Course Notes: 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.

MUIVI 442 String Instruction 1 Unit
Prerequisite: Ability to play a woodwind instrument
General Education: CSU Area C1
Course Transferable to UC/CSU
Course Notes: 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.
### Music Performance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>General Education: CSU Area C1</th>
<th>Course Transferable to UC/CSU</th>
<th>Hours: LEC/LAB</th>
</tr>
</thead>
</table>

**MUIVI 444 Woodwind Instruction** 1 Unit

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.

**MUIVI 446 Percussion Instruction** 1 Unit

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.

**MUP 310 Orchestra** 2 Units

Prerequisite: Ability to play a musical instrument

Course Transferable to CU/UCSU

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. The course may be taken four times for credit.

**MUP 311 Advanced Orchestra** 1-2 Units

Prerequisite: MUP 310 (8 units).

Course Transferable to CU/UCSU

Hours: 54-108 hours LAB

This course is the continuing study and performance of orchestral repertoire. Additional topics include experience in conducting, rehearsal techniques 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 CU/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.

**MUP 321 Advanced Jazz Band** 1-2 Units

Prerequisite: MUP 320 (8 units); audition.

Course Transferable to CU/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 CU/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 CU/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.

**MUP 330 Concert Band** 2 Units

Advisory: Ability to read music notation and play a band instrument.

Brass and woodwind players should know basic rudiments. Percussion players should know basic rudiments including single and double stroke rolls, 5, 7, and 9 stroke rolls, flams, paradiddles, ratamacues, and ruffs.

General Education: CSU Area C1

Course Transferable to UC/CSU

Hours: 18 hours LEC; 54 hours LAB

This course studies and performs wind and percussion literature. This course is designed for an ensemble of brass, woodwind and percussion instruments. Public performances, festivals, field trips and tours are required. This course may be taken four times for credit.

**MUP 331 Advanced Concert Band** 1-2 Units

Prerequisite: MUP 330.

Course Transferable to CU/UCSU

Hours: 54-108 hours LAB

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.

**MUP 340 Symphonic Band** 2 Units

Advisory: Ability to read music notation and play a band instrument.

Brass and woodwind players should know basic fingerings. Percussion players should know rudiments and harmonic minor scales from memory. Percussion players should know basic rudiments including single and double stroke rolls, 5, 7, and 9 stroke rolls, flams, paradiddles, ratamacues, and ruffs.

General Education: CSU Area C1

Enrollment Limitation: Audition

Course Transferable to UC/CSU

Hours: 18 hours LEC; 54 hours LAB

This course studies and performs advanced symphonic band literature, designed for an ensemble of brass, woodwind or percussion instruments. Public performances, festivals, field trips, and tours are required. This course may be taken four times for credit.

**MUP 341 Advanced Symphonic Band** 1-2 Units

Prerequisite: MUP 340 (8 units) and audition.

Course Transferable to CU/CSU

Hours: 54-108 hours LAB

This course is the continuing study and performance of advanced 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.
MUP 345 Wind Ensemble  2 Units
Prerequisite: Ability to play an instrument found in a wind or chamber ensemble; audition required.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course offers the study and performance of works written for oboe, bassoon, clarinet, flute, horn, trombone, tuba, and other instruments of the woodwinds and brasses. Students will study a wide variety of music and learn to function as a member of a small ensemble. Required for Music majors.

MUP 350 College Choir   2 Units
Prerequisite: Ability to match pitch through assessment
Advisory: Previous singing experience and/or ability to read music notation
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is the study and performance of advanced choral literature including classical works, contemporary pieces, and music of many diverse cultures. Ensemble members may conduct pieces and lead sectional performances. Public performances, festivals, and field trips are required. This course may be taken four times for credit.

MUP 352 Advanced Concert Choir  2 Units
Prerequisite: 8 units of MUP 350 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course is the study and performance of choral literature including classical works, contemporary pieces, and music of many diverse cultures. Ensemble members may conduct pieces and lead sectional performances. Public performances, festivals, and field trips are required. This course may be taken four times for credit.

MUP 360 Chamber Singers  2 Units
General Education: CSU Area C1
Enrollment Limitation: Audition including sight singing and aural skills assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
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.

MUP 361 Advanced Chamber Singers  2 Units
Prerequisite: 8 units of MUP 360 with a grade of “C” or better and audition required. The audition includes sight singing and aural skills assessment.
Advisory: Ability to match pitch required. Previous singing experience and/or ability to read music notation.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
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.

MUP 370 Rehearsal and Performance - Musical Ensemble .5-3 Units
Same As: TA 466
General Education: CSU Area C1
Enrollment Limitation: 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 up to a maximum of twelve units. Not open to students who are taking TA 466 for the same production.

MUP 400 Vocal Jazz Ensemble  2 Units
General Education: CSU Area C1
Enrollment Limitation: Audition is required. The audition includes sight singing, aural skills, improvisation and the preparation of a short musical excerpt.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is the continuing study of vocal jazz ensemble repertoire and techniques. Additional topics include experiences in scat singing, conducting, rehearsal technique and section leading. Public performances, festivals, recording sessions and field trips are required. The course may be taken four times for credit.

MUP 401 Advanced Vocal Jazz Ensemble  1-2 Units
Prerequisite: MUP 400 with a grade of “C” or better
Enrollment Limitation: Audition is required. The audition includes sight singing, aural skills, improvisation and the preparation of a short musical excerpt.
Course Transferable to CSU
Hours: 9-18 hours LEC; 27-54 hours LAB
This course is the continuing study of vocal jazz ensemble repertoire and techniques. Additional topics include experiences in scat singing, conducting, rehearsal technique and section leading. Public performances, festivals, recording sessions and field trips are required. The course may be taken four times for credit.

MUP 410 Woodwind Ensemble  1 Unit
Prerequisite: Ability to play a woodwind instrument
General Education: CSU Area C1
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 performances and field trips are required. The course may be taken four times for credit.

MUP 412 Percussion Ensemble  1 Unit
Prerequisite: Ability to play a percussion instrument
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course is a study of percussion ensemble literature. Public performances and field trips are required. The course may be taken four times for credit.

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
General Education: CSU Area C1
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. The course may be taken four times for credit.

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.
MUSM 110 The Business of Music 3 Units  
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 111 The Business of Music 3 Units  
Prerequisite: MUSM 110.  
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 112 The Business of Music/Artist Management 3 Units  
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  
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  
Prerequisite: MUSM 112.  
Hours: 54 hours LEC  
Processes of the songwriting industry in popular music today: instrumental and vocal arrangements, musical styles in jazz, pop, and rock, lyrics, formation of melodies and harmonies, popular music form, notation on paper, and other related topics.

MUSM 121 Contemporary Songwriting 3 Units  
Prerequisite: MUSM 120.  
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 140 Concert Sound Reinforcement 2 Units  
Hours: 36 hours LEC; 18 hours LAB  
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 334 Introduction to 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 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  
General Education: CSU Area C1  
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.
MUSM 344 Recording Studio Techniques 3 Units
Prerequisite: MUSM 342 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is the second course in a four-part series and covers techniques of audio recording, MIDI fundamentals, and remote recordings. It also focuses on mixdown session techniques, outboard gear application and studio design. This course may be taken twice for credit.

MUSM 350 Recording Studio Techniques 3 Units
Prerequisite: MUSM 344 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is the third course in a four-part series and covers the techniques and tools for managing a recording studio. Topics include studio design, personnel selection, equipment budgeting, business basics, and operation of 24 track recording equipment.

MUSM 352 Recording Studio Techniques 3 Units
Prerequisite: MUSM 350 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is the fourth course in a four-part series and covers techniques of engineering live music and audio in recording sessions. It is designed for recording engineers seeking careers in audio and post production. Techniques of analog and digital recording, mixdown, synchronizing audio and video, and management of sessions will be covered.

MUSM 353 Advanced Digital Recording 3 Units
Prerequisite: MUSM 352 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course requires the analysis and critique of techniques in digital and surround recording. The course covers evaluation and application of areas in surround audio, digital technology, post production, mastering and album production. There are both team and independent projects using advanced methods beyond those learned in MUSM 350 and 352.

MUSM 370 Music for Children 3 Units
General Education: AA/AS Area I; CSU Area C1
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the principles of teaching and using music in nursery school, pre-school, elementary school and recreational programs. Methods and material used in singing, creating, moving, reading and listening are covered. The course is recommended for nursery school workers and Early Childhood credential candidates whose major is not music. It is suggested for recreational leaders and workers and others who use music with groups of children.
natural resources

<table>
<thead>
<tr>
<th>Degree:</th>
<th>A.S. - Natural Resources</th>
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<tbody>
<tr>
<td>Certificate:</td>
<td>Natural Resources</td>
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</table>

### Natural Resources Degree

**Requirements for Degree**: 40.5-42.5 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<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>
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<tr>
<td>ENGR 344</td>
<td>Technical/Professional Communication: Writing Reports</td>
<td>1.5</td>
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<tr>
<td>GEOG 330</td>
<td>Introduction to Geographic Information Systems (3)</td>
<td>5-7</td>
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<tr>
<td>or GEOG 334</td>
<td>Introduction to Desktop GIS (4)</td>
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<tr>
<td>or CIS 300</td>
<td>Computer Familiarization (1)</td>
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<tr>
<td>and CIS 315</td>
<td>Introduction to Electronic Spreadsheets (2)</td>
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<tr>
<td>and CIS 305</td>
<td>Beginning Word Processing (2)</td>
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<td>and CIS 306</td>
<td>Intermediate Word Processing (2)</td>
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<td>GEOL 300</td>
<td>Physical Geology (3)</td>
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<tr>
<td>or GEOG 300</td>
<td>Physical Geography: Exploring Earth's Environmental Systems (3)</td>
<td>3</td>
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<tr>
<td>NATR 300</td>
<td>Introduction to Natural Resource Management</td>
<td>3</td>
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<tr>
<td>NATR 302</td>
<td>Introduction to Wildlife Biology</td>
<td>3</td>
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<td>NATR 304</td>
<td>Introduction to Forestry</td>
<td>3</td>
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<tr>
<td>NATR 310</td>
<td>Natural Resource Measurements (4)</td>
<td>4</td>
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<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>and 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>
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<tr>
<td>STAT 301</td>
<td>Introduction to Probability and Statistics</td>
<td>3</td>
</tr>
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</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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>NATR 300</td>
<td>Introduction to Natural Resource Management</td>
<td>3</td>
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<tr>
<td>NATR 302</td>
<td>Introduction to Wildlife Biology</td>
<td>3</td>
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<tr>
<td>NATR 304</td>
<td>Introduction to Forestry</td>
<td>3</td>
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<tr>
<td>NATR 310</td>
<td>Natural Resource Measurements (4)</td>
<td>4</td>
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<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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<td>Principles of Ecology</td>
<td>3</td>
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<tr>
<td>NATR 330</td>
<td>Identification of Native Trees and Shrubs</td>
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**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 300  Introduction to Natural Resource Management  3 Units

*General Education: AA/AS Area IV  
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.

### NATR 302  Introduction to Wildlife Biology  3 Units

*General Education: AA/AS Area IV  
Course Transferable to UC/CSU  
Hours: 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.

### NATR 304  Introduction to Forestry  3 Units

*General Education: AA/AS Area IV  
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.
NATR 306  Introduction to Range Management  3 Units
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
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.

NATR 310  Natural Resource Measurements  4 Units
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
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.

NATR 311  Natural Resource Measurements-Land Surveying Methods  1 Unit
Course Transferable to CSU
Hours: 9 hours LEC; 27 hours LAB
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.

NATR 312  Natural Resource Measurements-Field Methods and Study Design  1 Unit
Course Transferable to CSU
Hours: 9 hours LEC; 27 hours LAB
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.

NATR 313  Natural Resource Measurements-Vegetation Analysis and Forest Sampling  1 Unit
Course Transferable to CSU
Hours: 9 hours LEC; 27 hours LAB
This course provides basic forest and vegetation sampling skills. Included in this 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.

NATR 314  Natural Resource Measurements-Aquatic Resource Sampling  1 Unit
Course Transferable to CSU
Hours: 9 hours LEC; 27 hours LAB
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.

NATR 320  Principles of Ecology  3 Units
General Education: AA/AS Area IV
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
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.

NATR 325  Black Bear Ecology and Management in California  2 Units
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
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.

NATR 326  Analysis of a Predator-The Mountain Lion  1.5 Units
Course Transferable to CSU
Hours: 27 hours LEC
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.

NATR 330  Identification of Native Trees and Shrubs  4 Units
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
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.

NATR 332  Wildflowers of the Sacramento Region  4 Units
General Education: AA/AS Area IV
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
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 A
NATR 340  John Muir “Conservationist”  2 Units

Course Transferable to CSU
Hours: 36 hours LEC

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 Educators 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

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  1-4 Units

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/ed-health/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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 310</td>
<td>Cultural Anthropology (3)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 430</td>
<td>Anatomy and Physiology (4)</td>
<td>4-5</td>
</tr>
<tr>
<td>BIOL 431</td>
<td>Anatomy and Physiology (4)</td>
<td>5</td>
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<td>BIOL 440</td>
<td>General Microbiology (4)</td>
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<td>BIOL 442</td>
<td>General Bacteriology (5)</td>
<td>5</td>
</tr>
<tr>
<td>ENGWR 300</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>NURS 400</td>
<td>Fundamentals of Medical-Surgical Nursing I (10.5)</td>
<td>10.5</td>
</tr>
<tr>
<td>NURS 410</td>
<td>Maternal/Child and Medical-Surgical Nursing II (10.5)</td>
<td>10.5</td>
</tr>
<tr>
<td>NURS 420</td>
<td>Psychiatric and Medical-Surgical Nursing III (10.5)</td>
<td>10.5</td>
</tr>
<tr>
<td>NURS 430</td>
<td>Management of Multiple Patients &amp; Medical - Surgical Nursing IV (10.5)</td>
<td>10.5</td>
</tr>
<tr>
<td>NUTRI 300</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 300</td>
<td>General Principles</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 301</td>
<td>Public Speaking (3)</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 331</td>
<td>Group Discussion (3)</td>
<td>3</td>
</tr>
</tbody>
</table>
· BIOL 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.

· SPEECH 301 or 331 must be taken either prior to or concurrently with NURSE 400.

· SOC 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: ENGRWR 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

<table>
<thead>
<tr>
<th>Requirements for Degree</th>
<th>75-76 Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 430</td>
<td>Anatomy and Physiology</td>
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<tr>
<td>BIOL 431</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td>BIOL 440</td>
<td>General Microbiology</td>
</tr>
<tr>
<td>or BIOL 442</td>
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</tr>
<tr>
<td>ENGWR 300</td>
<td>College Composition</td>
</tr>
<tr>
<td>NURSE 305</td>
<td>Transition to Associate Degree Nursing</td>
</tr>
<tr>
<td>NURSE 400</td>
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<td>Management of Multiple Patients &amp; Medical-Surgical Nursing IV</td>
</tr>
<tr>
<td>NUTRI 300</td>
<td>Nutrition</td>
</tr>
<tr>
<td>PSYC 300</td>
<td>General Principles</td>
</tr>
<tr>
<td>SOC 300</td>
<td>Introductory Sociology</td>
</tr>
<tr>
<td>or ANTH 310</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>SPEECH 301</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>or SPEECH 331</td>
<td>Group Discussion</td>
</tr>
</tbody>
</table>

1 BIOL 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.

2 ANTH 310, SOC 300, SPEECH 301 and SPEECH 331 may be taken after enrollment in the program, but must be completed before taking NURSE 420.

3 Credit 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**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSE 100 Nurse Assistant</td>
<td>6</td>
</tr>
<tr>
<td>NURSE 102 Acute Care Certified Nursing Assistant</td>
<td>2</td>
</tr>
</tbody>
</table>

**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 last 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 ESLL 40; or ENGWR 51 and ENGRD 15; 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. Students unable to attend must contact the Nursing department before the orientation session.
- 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**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSE 100 Nurse Assistant</td>
<td>6</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.

**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 past six months or a chest x-ray within one year prior to entrance into NURSE 101.
- Physical exam within one year prior to entrance into NURSE 101.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSE 100 Nurse Assistant</td>
<td>6</td>
</tr>
<tr>
<td>NURSE 101 Home Health Aide</td>
<td>2</td>
</tr>
</tbody>
</table>

**Licensed Vocational Nurse (LVN) 30-unit option Certificate**

The 30-unit option provides the Licensed Vocational Nurse (LVN) the opportunity to prepare and sit for the National Council Licensure Examination (NCLEX-RN). This option is available to all LVNs entering the ARC Nursing Program. This option does not satisfy ARC’s Nursing Program requirements or lead to an Associate Degree in nursing.

A grade of “C” or better is required in each nursing course for progression toward the 30-unit option certificate. 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

The State of California provides the LVN with an option to sit for the National Council Licensure Examination (NCLEX-RN) after completing 30 college semester units. Employment in the field for registered nurses is excellent locally and nationally. However, the LVN seeking this path to RN licensure may not receive reciprocal RN licensure in other states. LVNs considering moving out-of-state are encouraged to consult with that state’s board of nursing for licensure requirements before committing to the 30-unit option.

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 recent LVN work experience, preferably in the medical-surgical area.
- Completion of BIOL 431 or equivalent 4-5 semester unit microbiology course, and BIOL 442 or equivalent 4 semester unit microbiology course, with a grade of “B” or better prior to enrollment in the nursing courses.

Enrollment Process

Eligible students are selected for the program according to the following steps:
- Contact the Nursing department at 916-484-8254 for an appointment with the Director of Nursing
- Provide official transcripts and course descriptions of physiology, microbiology, and previous LVN program prior to the appointment.
- Objective counseling of this option and individual evaluation of the applicant's academic deficiencies irrespective of time such courses were completed will occur at the appointment.
- LVNs seeking entry are subject to space available
- Transcripts of physiology, microbiology, and nursing course work completed will be provided to the Board of Registered Nursing upon completion of the 30-unit option.

Requirements for Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BIOL 431 Anatomy and Physiology</td>
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<tr>
<td>BIOL 440 General Microbiology</td>
<td>4</td>
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<tr>
<td>NURSE 420 Psychiatric and Medical-Surgical Nursing III</td>
<td>10.5</td>
</tr>
<tr>
<td>NURSE 430 Management of Multiple Patients and Medical-Surgical Nursing IV</td>
<td>10.5</td>
</tr>
</tbody>
</table>

30 Units

NURSE 100 Nurse Assistant 6 Units
Prerequisite: ESLW 040, ESLR 040, and ESLL 040; OR ENGWR 051 and ENGRD 015; OR placement through assessment.

Enrollment Limitation: Prior to the first class the following requirements must be submitted to the ARC student health office: 1. proof of physical exam within one year prior to class. 2. proof of negative TB skin test within six months prior to class. 3. If TB skin test result is positive, proof of inactive TB chest x-ray within one year prior to class.

Hours: 63 hours LEC; 135 hours LAB
This course leads to the nurse assistant certification exam. Class emphasis is on the gerontological nursing assistant role and responsibilities as a health care team member. Other key components in this course are principles of asepsis, infection control, patient care skills, and emotional, social and spiritual needs of the patient.

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 homebound, 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 Nurse Assistant Certificate.

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
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 junctional 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
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
Diagnosis Studies  1 Unit
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 edu-
cation requirements.

NURSE 122  Strategies for Clinical Success  1 Unit
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
Enrollment Limitation: Acceptance into the Associate Degree Nursing
Program.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This bridge course is designed for the California Licensed Vocational
Nurse (LVN) who is admitted for advanced placement into the sec-
ond year of the Associate Degree Nursing Program. Critical thinking
skills necessary for successful role transition are emphasized through-
out the course. Topics include care of adult and geriatric clients with
specific medical-surgical nursing disorders, assessment skills, phar-
macology, nursing process, theory-based nursing practice, legal/ethi-
cial issues, cultural and ethnic diversity, and the educator role of the
Registered Nurse (RN). Concurrent acute care hospital laboratory
experience emphasizes critical thinking, problem solving, and deci-
sion making, implementing nursing theory into practice.

NURSE 310  Pharmacology and Implications for
Health Care Practitioners  2 Units
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 metab-
olism 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
Advisory: Math 25 or higher.
Course Transferable to CSU
Hours: 27 hours LEC
This course prepares health professionals to calculate oral and paren-
teral drug dosages with a focus on safety and accuracy. It also pres-
ents 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
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: 54 hours LEC
This course is designed to prepare students in the responsibili-
ties 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 cov-
ered through lecture and hands-on experiences. This course presents
basic anatomy, terminology, and medical issues associated with the
field of physical therapy. Not open to students who have completed
GERON 350.

NURSE 400  Fundamentals of Medical-Surgical
Nursing I  10.5 Units
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 develop-
ment and ethical issues are introduced. Concurrent laboratory experi-
ence 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 utiliza-
tion 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
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.
Dietary Manager/Dietary Service Supervisor Certificate

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.

Career Opportunities

Dietary Manager in a Long Term Care Facility.

Requirements for Certificate 15 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBM 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-Nutrition Care Management</td>
<td>2.5</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>2.5</td>
</tr>
</tbody>
</table>

NUTRI 110 Nutritional Care Management 3 Units

Corequisite: NUTRI 112.
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.

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-Nutrition Care Management 2.5 Units

Corequisite: NUTRI 110.
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.

Enrollment Limitation: Current TB clearance and other immunizations required by clinical facility.

Hours: 18 hours LEC; 90 hours LAB

This course provides a clinical experience, under the supervision of a clinical professional, in the dietary departments of participating acute care hospitals and long term care facilities. Topics include normal nutrition, disorders of the gastrointestinal tract, diabetes, wasting disorders, nutrition and mental health.

NUTRI 120 Management of the Dietary Department in Health Care Facilities 3 Units

Corequisite: NUTRI 122.
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.

Enrollment Limitation: Current Serv Safe Certification.

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 include types and components of food production systems, work flow, 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 2.5 Units

Corequisite: NUTRI 120.

Hours: 18 hours LEC; 90 hours LAB

This course is designed to be taken concurrently with NUTRI 120. 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.

NUTRI 294 Topics in Nutrition and Foods .5-4 Units

Hours: 9-72 hours LEC

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 3 Units

Advisory: ESLR 320; or placement through the assessment process; ENGRW 102 or 103, and ENGRD 116, or ESLR 320, ESLW 320, or ESLW 320, OR placement through assessment process.

General Education: AA/AS Area III(b); A.A.S Area IV; CSU Area E1; TCSU NUTR 110

Course Transferable to UC/CSU

Hours: 54 hours LEC

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.

NUTRI 302 Nutrition for Physical Performance 3 Units

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.

General Education: AA/AS Area III(b); A.A.S Area IV

Course Transferable to CSU

Hours: 54 hours LEC

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 302.
NUTRI 305  Nutrition for Health 2 Units
Advisory: ENGRW 102 or ENGRW 103 and ENGRD 116, or ESL 320, ESLR 320, and ESLW 320; or placement through the assessment process.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 36 hours LEC
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.

NUTRI 307  Nutrition for Fitness 2 Units
Same As: PET 402
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. Not open to students who have completed PET 402.

NUTRI 310  Cultural Foods of the World 3 Units
Advisory: ENGRW 102 or ENGRW 103 and ENGRD 116, or ESL 320, ESLR 320, and ESLW 320; or placement through assessment process.
General Education: AA/AS Area VI
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course compares various western and non-western culture food customs and patterns including their social, religious, economic, and aesthetic significance. Ethnocentrism, gender-related stereotypes, and racism as they relate to the availability, distribution, and preparation of food throughout the world will be compared. The nutritional status of various cultures as it relates to geographic agricultural and socioeconomic factors will be studied.

NUTRI 320  Children’s Health, Safety and Nutrition 3 Units
Same As: ECE 415
Advisory: ENGRW 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: 54 hours LEC
This course examines basic nutrition, health, and safety needs of children from the prenatal period through school age. Topics include identification of nutrients in foods as they affect a child’s physical and mental development and standards for the maintenance of optimal health, safety, and nutrition status of children at home and in group care. Projects relating to children’s nutrition, health, and safety are required as part of the course. This course is not open to students who have taken ECE 415.

NUTRI 324  Nutrition for Healthy Aging 3 Units
Same As: GERON 340
Advisory: ENGRW 102 or 103, and ENGRD 116, or ESL 320, ESLR 320, and ESLW 320; or placement through the 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 culture factors affecting nutritional status. This course is not open to students who have completed GERON 340.
**Paramedic Degree and Certificate**

Paramedicine is an allied health specialty whose practitioners respond to emergencies before a patient reaches a hospital, rendering basic and advanced medical treatment before and during transport to a medical facility. Classroom, clinical and field internship training prepares paramedics to assess and treat a wide variety of medical emergencies. The knowledge, skills and experience gained through the paramedic program allows students to meet the responsibilities outlined in the Department of Transportation’s National Standard Paramedic Training Curriculum.

**Career Opportunities**

The ARC Paramedic program is designed to prepare the student for licensure as a paramedic, working for a fire department, rescue squad, private provider, industry, clinic or hospital.

**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 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.
- Completion of the program application (pre-enrollment packet) and submittal prior to the deadline.

**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 or at [www.arc.losrios.edu/edhealth/paramed.html](http://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 can accept, 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.

**Requirements for Degree Major or Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOL 102</td>
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<td>or BIOL 430</td>
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<tr>
<td>and BIOL 431</td>
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<td>PMED 105</td>
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<td>or NURSE 320</td>
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<td>PMED 110</td>
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<tr>
<td>PMED 120</td>
<td>0.5</td>
</tr>
<tr>
<td>PMED 130</td>
<td>1.0</td>
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</tbody>
</table>

**Associate Degree Requirements:**

The Paramedic 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.

**PMED 100  Emergency Medical Technician - Basic**

Same As: FT 200
Prerequisite: HEED 323 with a grade of “C” or better
Enrollment Limitation: Not open to students with a current EMT - Basic certificate.
Hours: 72 hours LEC; 72 hours LAB
This course is designed to provide instruction to the level of Emergency Medical Technician - Basic. Topics include skills necessary 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 Regulations and Emergency Medical Technician - Basic (EMT-B). A “C” or better is required for certification as Emergency Medical Technician - Basic. Field trips are required. This course may be taken four times for credit.

**PMED 101  Pre-paramedic Emergency Medical Technician - Basic Skills**

Prerequisite: Current certification of Emergency Medical Technician - Basic (EMT-B).
Hours: 8 hours LEC; 16 hours LAB
This course is designed for the Emergency Medical Technician - Basic (EMT-B) to review a variety of emergency field skills in preparation to begin a field internship. It also includes a selected number of EMT-B skills used as part of the skills competency requirement by the National Registry of Emergency Medical Technicians. This course may be taken four times. Credit/No Credit Only.
PMED 102  Emergency Medical Technician - Basic, Pre-hospital Field Internship. 5 Units
Prerequisite: PMED 101.
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116, or ESLR 320, and ESLW 320; MATH 32.
Hours: 18 hours LEC; 216 hours LAB
This course is an internship that provides opportunities to refine hands-on basic life support skills in the pre-hospital setting. This internship is in preparation for application to the American River College, Paramedic Education Program.

PMED 105  Prehospital Calculations .5 Units
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
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 for a California paramedic license.

PMED 140  Pediatric Advanced Life Support Certification (PALS) .5 Units
Prerequisite: Current Provider C Basic Cardiac Life Support card or county-approved equivalent certificate. Current licensure as a paramedic, nurse, physician, allied health professional or current enrollment in the last semester of 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 C 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
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
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
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 educational 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**  
0.5 Units  

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  

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  
Advisory: ENGWR 102, 103, or ESLW 320 or placement by assessment process.  
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B  
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.

**PHIL 310  Introduction to Ethics**  3 Units  
Advisory: ENGWR 102, 103, or ESLW 320 or placement by assessment process.  
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B  
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.

**PHIL 315  Ethics and Morals in Business**  3 Units  
Advisory: ENGWR 102 or 103 or ESLW 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  
Advisory: ENGWR 102, 103, or ESLW 320 or placement by assessment process.  
General Education: AA/AS Area II(b); CSU Area A3  
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 pattern, use and misuse of language, and fallacious reasoning. Practical application to everyday life is emphasized.

**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.  
General Education: AA/AS Area II(b); CSU Area B4  
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.

**PHIL 330  History of Classical Philosophy**  3 Units  
Advisory: ENGWR 102, 103, or ESLW 320 or placement by assessment process.  
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B  
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.

**PHIL 331  History of Modern Philosophy**  3 Units  
Advisory: ENGWR 102, 103, or ESLW 320 or placement by assessment process.  
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B  
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.

**PHIL 350  Philosophy of Religion**  3 Units  
Advisory: ENGWR 102, 103, or ESLW 320 or placement by assessment process.  
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B  
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 various forms of religious belief.
PHIL 353  Religions of the Far East  3 Units  
Advisory: ENGWR 102, 103, or ESLW 320 or placement by assessment process. 
General Education: AA/AS Area I; CSU Area C; IGETC Area 3B 
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, 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 change and on the religions between cultures will be of focal interest.

PHIL 354  Religions of the West  3 Units  
General Education: AAAS Area I; CSU Area C; IGETC Area 3B 
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.

PHIL 360  Philosophy of Social Sciences  3 Units  
Advisory: ENGWR 102, 103, or ESLW 320 or placement by assessment process. 
General Education: AA/AS Area I; CSU Area C; CSU Area D7; IGETC Area 4G 
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, the notion of justice, political philosophy, philosophy of religions, and esthetics. The emphasis will be on the application of representative views to modern life.
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.

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>17.5 Units</th>
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<tbody>
<tr>
<td>PET 400 Applied Physiology of Exercise</td>
<td>2</td>
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<tr>
<td>PET 401 Applied Kinesiology</td>
<td>2</td>
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<tr>
<td>PET 402 Nutrition for Fitness</td>
<td>2</td>
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<tr>
<td>PET 403 Fitness and Exercise Assessment</td>
<td>1</td>
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<td>PET 404 Identification and Management of Fitness Injuries</td>
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<td>PET 405 Special Populations</td>
<td>1</td>
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<tr>
<td>PET 406 Techniques of Instruction - Strength Training</td>
<td>2</td>
</tr>
<tr>
<td>PET 407 Techniques of Instruction - Aerobics and Group Fitness</td>
<td>2</td>
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<tr>
<td>PET 408 Administration of Fitness Programs</td>
<td>2</td>
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<tr>
<td>And a minimum of 1.5 units from the following:</td>
<td>1.5</td>
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<tr>
<td>PET 497 Internship in Physical Education - Theory (1 - 4)</td>
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</table>
ADAPT 332  Adapted Aquatics  1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: A physician’s statement verifying the disability contraindications recommended activities
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.

ADAPT 337  Adapted Walk and Wheel  1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: A physician’s statement verifying the disability contraindications recommended activities
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.

ADAPT 338  Adapted Aerobic Activity  1 Unit
Advisory: ENGRD 116, ENGWR 102, ENGWR 103, ESLR 320, or ESLW 320; or placement through the assessment process.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: A physician’s statement verifying: 1) disability 2) contraindications 3) recommended activities.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed for the student who is unable to participate in a general physical education activity class. It includes group activities as well as individualized activities. Indoor and outdoor workouts are used to enhance cardiovascular endurance and affect body composition. Activities may include walking and jogging, aerobic dance, chair aerobics, circuit training and cardio equipment workouts.
Hours: 162 hours LAB

Dance

DANCE 300  Diverse Cultures in Dance  1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course will include basic movements from African styles of dance, such as West African, Afro-Haitian, or African Dance from the Republic of New Guinea. Classes will consist of beginning level warm ups, across the floor and center combination movements. There will be an opportunity for in-class choreography.

DANCE 304  Polynesian Dance  1 Unit
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers basic dances from Polynesia, including dances from Tahiti, Hawaii, and New Zealand. Class sessions consist of warm ups, center dances, and cultural vocabulary. An opportunity to study the history, location of origin, and cultural importance of Polynesian dance is presented.

DANCE 310  Jazz Dance  1 Unit
Advisory: Jazz Dance, Beginning: 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.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This 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.

DANCE 311  Urban Hip Hop  1 Unit
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course includes basic urban-style Hip Hop moves such as spider walks, jinga steps, funk and rapid level changes for floor work. Choreography is provided on a bare bones theme and developed according to individual style, ability and personal interpretation. The history of this genre and the traditional competitive elements of Hip Hop dance are examined, as well as the role of dance in Hip Hop culture. An opportunity for Freestyle, Old Style, Poppin’, Lockin’, and Dance Poetry exploration is offered.

DANCE 320  Ballet  1 Unit
Advisory: Ballet, 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.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course includes intermediate barre and floor barre warm-ups, intermediate classical ballet technique, positions and turns. Exercises given in center combination will focus on increased control, speed, strength, and balance. Intermediate ballet terms and vocabulary will also be studied.

DANCE 330  Modern Dance  1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course in beginning modern dance includes movement technique and choreography. It encourages individual expression and creativity and utilizes improvisation and problem solving techniques in dealing with space, design, time, and energy.

DANCE 332  Adapted Aquatics  1 Unit
Course Transferable to UC/CSU
General Education: AA/AS Area III(a); CSU Area E2
This course will include basic movements from African styles of dance, such as West African, Afro-Haitian, or African Dance from the Republic of New Guinea. Classes will consist of beginning level warm ups, across the floor and center combination movements. There will be an opportunity for in-class choreography.

DANCE 304  Polynesian Dance  1 Unit
Course Transferable to UC/CSU
General Education: AA/AS Area III(a); CSU Area E2
This course covers basic dances from Polynesia, including dances from Tahiti, Hawaii, and New Zealand. Class sessions consist of warm ups, center dances, and cultural vocabulary. An opportunity to study the history, location of origin, and cultural importance of Polynesian dance is presented.

DANCE 310  Jazz Dance  1 Unit
Course Transferable to UC/CSU
General Education: AA/AS Area III(a); CSU Area E2
This 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.

DANCE 311  Urban Hip Hop  1 Unit
Course Transferable to UC/CSU
General Education: AA/AS Area III(a); CSU Area E2
This course includes basic urban-style Hip Hop moves such as spider walks, jinga steps, funk and rapid level changes for floor work. Choreography is provided on a bare bones theme and developed according to individual style, ability and personal interpretation. The history of this genre and the traditional competitive elements of Hip Hop dance are examined, as well as the role of dance in Hip Hop culture. An opportunity for Freestyle, Old Style, Poppin’, Lockin’, and Dance Poetry exploration is offered.

DANCE 320  Ballet  1 Unit
Course Transferable to UC/CSU
General Education: AA/AS Area III(a); CSU Area E2
This course includes intermediate barre and floor barre warm-ups, intermediate classical ballet technique, positions and turns. Exercises given in center combination will focus on increased control, speed, strength, and balance. Intermediate ballet terms and vocabulary will also be studied.

DANCE 330  Modern Dance  1 Unit
Course Transferable to UC/CSU
General Education: AA/AS Area III(a); CSU Area E2
This course in beginning modern dance includes movement technique and choreography. It encourages individual expression and creativity and utilizes improvisation and problem solving techniques in dealing with space, design, time, and energy.
DANCE 340 Social Dance 1 Unit
Advisory: Social Dance, Beginning 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.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course develops intermediate skills selected from Fox Trot, Waltz, Swing, Cha Cha, West Coast Swing, and other current popular dance rhythms. It refines social dance techniques relative to rhythm, partnering, and nonverbal communication skills.

DANCE 350 Country Western Line Dance 1 Unit
Advisory: Country Western Line Dance, Beginning: 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.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course develops intermediate skills selected from current line dances that present an amalgamation of step patterns. It refines country western techniques relative to line dancing, rhythm and nonverbal communication.

DANCE 360 Tap Dance 1 Unit
Advisory: Tap Dance Beginning: 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.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This 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.

DANCE 374 Dance Production 3 Units
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

DANCE 375 Jazz Dance Performance Group 3 Units
General Education: AA/AS Area III(a); CSU Area E2
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 American is covered. Opportunity for ethnic styles to be compared and contrasted. Student choreography and performance are included. Students will learn lecture demonstration organizational skills.

DANCE 376 Choreography 1 Unit
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.
General Education: AAAS Area III(a); CSU Area E2
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.

DANCE 377 Theatre Dance 1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

DANCE 498 Work Experience in Dance 1-4 Units
Corequisite: Must be enrolled in a minimum of 7 units including units of work experience.
General Education: AA/AS Area III(a)
Enrollment Limitation: Enrollment is dependent upon employment or placement as a volunteer within a professional dance setting.
Course Transferable to CSU
General Education: AA/AS Area III(a)
Course Transferable to UC/CSU
Hours: 18 hours LEC; 60-300 hours LAB
This course provides supervised work experience in a professional dance company, studio, or performance group. It may include hours in office, promotion and outreach work as well as hours in teaching dance classes, taking company classes, rehearsal, choreography and performance. This course may be taken four times for credit.

FITNS 303 Dance Aerobics 1 Unit
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 305 Hip Hop Aerobics 1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 306 Aerobics: Cardio-Kickboxing 1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
This course emphasizes proper alignment, execution, and timing of faster paced movements from kickboxing, boxing, and aerobic dance to improve cardiovascular fitness.

FITNS 307  Aerobic Mix Workout 1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 308  Step Aerobics 1 Unit
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area III(a); CSU Area E2
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 in4 rhythmic, choreographed step routines, basic stretch and toning exercises and provides information related to overall health and fitness.

FITNS 310  Aqua Aerobics 1 Unit
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 312  Aquatic Fitness 1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 314  Deep Water Jogging 1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 316  Lap Swimming 1 Unit
Advisory: Swimming, Advanced; 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.
General Education: AA/AS Area III(a); CSU Area E2
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 fitness, swimming technique, and aerobic training principles.

FITNS 325  Pilates 1 Unit
Course Transferable to UC/CSU
Hours: 54 hours LAB
The focus of this course is on precision alignment, core strength, and building an awareness of the body. Pilates involves a kinesthetic awareness that builds core strength and confidence in movement. Mat and wall stretches, exercises and relaxations are used to encourage flexibility, balance and coordination beginning with the deep postural muscles of the body. This course may be taken four times for credit.

FITNS 331  Boot Camp Fitness 1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 332  Off Season Conditioning .5-1 Units
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 27-54 hours LAB
This course involves sport specific training, conditioning and movement techniques for the intercollegiate off-season athlete. There is a concentration of basic concepts with emphasis on conditioning. This course may be taken four times for credit.

FITNS 340  Fire Fitness I - Fire Academy Recruit 4 Units
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Successful completion of Fire Academy pre-fitness test.
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.
FITNS 341 Fire Fitness II- In Station Fitness  2 Units
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 350 Fitness And Weight Control  2 Units
Advisory: ENGRD 116, ENGWR 102, ENGWR 103, ESLR 320, and ESLW 320; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 351 Exercise, Balance and Mobility  1 Unit
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 353 Individualized Fitness  .5-1 Units
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.
General Education: AA/AS Area III(a)
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.

FITNS 380 Circuit Weight Training  1 Unit
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 381 Weight Training  1 Unit
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 385 Weight Training for Competition  1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 392 Yoga  1 Unit
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 395 Stretch  1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 400 Body Fitness (Walking or Jogging)  1 Unit
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 405 Marathon Training  1 Unit
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.
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 412 Martial Arts: Taekwondo  1 Unit
General Education: AA/AS Area III(a); CSU Area E2
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.

FITNS 414 Tai Chi 1 Unit
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course explores the traditional Chinese fitness exercise of Tai Chi. It provides for the development of basic skills and techniques that lead toward an integration of the mind-body-spirit trilogy. Various Chinese fitness exercises in relation to health are explored. Principles of Confucianism and Taoism, including a basic review of Tai Chi history and philosophy are discussed. Overall, the physical discipline and structure of Tai Chi movements are emphasized. This course may be taken four times for credit.

FITNS 438 Water Safety Instructor (Lifeguard Training) 3 Units
Prerequisite: FITNS 440 (Advanced) with a grade of “C” or better.
Corequisite: HEED 316 or 322.
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.
General Education: AA/AS Area III(a); CSU Area E2
Corequisite: 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, lifeguarding 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.”

FITNS 440 Swimming 1 Unit
Advisory: Swimming, Intermediate; 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 process.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course includes advanced techniques in freestyle, backstroke, breaststroke, butterfly, individual medley, touch turns, flip turns, and starts. In addition, various aerobic and anaerobic training methods will be taught. Endurance and stroke efficiency will be emphasized.

FITNS 450 Personal Safety 1 Unit
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course provides the knowledge and skills for an individual’s personal safety in a variety of situations. Topics include awareness and prevention of dangerous situations, along with physical and non-physical defensive strategies. Community resources for victims of assault are discussed.

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.

PACT 310 Badminton 1 Unit
Advisory: Badminton, Beginning; 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 process.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This intermediate course provides 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.

PACT 320 Bowling 1 Unit
General Education: AA/AS Area III(a); CSU Area E2
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.

PACT 350 Golf 1 Unit
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers the basic skills and knowledge necessary to play the game of golf. It focuses on the fundamental skills necessary to strike and putt the ball, the rules and etiquette necessary to play the game, and course management strategies in order to negotiate a golf course. There are beginning, intermediate and advanced levels of this course. Some sections of this course are held on area regulation golf courses in which students must bring their own golf clubs.

PACT 390 Tennis 1 Unit
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is offered as beginning, intermediate, or advanced tennis. Beginning tennis covers the basic technique of strokes, rules of play, simple strategies, and the etiquette of the sport. Intermediate tennis focuses on refining basic skills, introducing more complicated technique, teaching players more advanced strategies for singles, and includes an introduction to doubles. In advanced tennis, players work on improving the more complicated skills and techniques of the sport and competitive play takes a higher priority. This course may be taken four times for credit.

PACT 394 Tennis, Doubles 1 Unit
Prerequisite: PACT 390 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 process.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course provides instruction for intermediate and advanced players in competitive doubles tennis. Game tactics and skills development are emphasized. May be taken four times for credit.
PACT 400  Track and Field  1 Unit
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116, or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AAAS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course includes skill development in men's and women's track and field activities including running, jumping, and throwing events.

SPORT 300  Baseball, Intercollegiate-Men  2 Units
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate baseball.

SPORT 311  Basketball, Intercollegiate-Men, Fall  1 Unit
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.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate athletic competition. May be taken three times for credit.

SPORT 312  Basketball, Intercollegiate-Men, Spring  1 Unit
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.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate athletic competition. May be taken three times for credit.

SPORT 316  Basketball, Intercollegiate-Women, Fall  1 Unit
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.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate athletic competition. May be taken three times for credit.

SPORT 317  Basketball, Intercollegiate-Women, Spring  1 Unit
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.

General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate athletic competition. May be taken three times for credit.

SPORT 320  Cross Country, Intercollegiate-Men  2 Units
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate athletic competition.

SPORT 325  Cross Country, Intercollegiate-Women  2 Units
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate athletic competition.

SPORT 330  Football, Intercollegiate-Men  2 Units
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate athletic competition.

SPORT 340  Golf, Intercollegiate-Men  2 Units
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate athletic competition.

SPORT 345  Golf, Intercollegiate-Women  2 Units
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.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategies appropriate to intercollegiate athletic competition.

SPORT 350  Soccer, Intercollegiate-Men  2 Units
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.
General Education: AAAS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition.

**SPORT 355 Soccer, Intercollegiate-Women 2 Units**
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition.

**SPORT 365 Softball, Intercollegiate-Women 2 Units**
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition.

**SPORT 370 Swimming and Diving, Intercollegiate-Men 2 Units**
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
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.

**SPORT 375 Swimming and Diving, Intercollegiate-Women 2 Units**
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
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.

**SPORT 380 Tennis, Intercollegiate-Men 2 Units**
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition.

**SPORT 385 Tennis, Intercollegiate-Women 2 Units**
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition.

**SPORT 390 Track and Field, Intercollegiate-Men 2 Units**
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition.

**SPORT 395 Track and Field, Intercollegiate-Women 2 Units**
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition.

**SPORT 405 Volleyball, Intercollegiate-Women 2 Units**
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.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition.

**SPORT 410 Water Polo, Intercollegiate-Men 2 Units**
Advisory: ENGRD 116, ENGWR 102, ENGWR 103, ESLR 320, and ESLW 320; or placement through the assessment process.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Tryout
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.
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition.

### Physical Education Theory

#### PET 302 Introduction to Physical Education 2 Units

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.

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### Team Activity

#### TMACT 300 Soccer, Indoor 1 Unit

**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.

General Education: AA/AS Area III(a); CSU Area E2
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.

#### TMACT 302 Soccer - Outdoor 1 Unit

**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.

General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB

This course is designed to provide a greater awareness of soccer by teaching advanced skills, strategy, and rules that govern the play of soccer.

#### TMACT 310 Baseball 1 Unit

**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.

General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB

This course emphasizes defense, offense, pitching, base running, team strategy, and conditioning for advanced baseball.

#### TMACT 320 Basketball 1 Unit

**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.

General Education: AA/AS Area III(a); CSU Area E2
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.

#### TMACT 330 Volleyball 1 Unit

**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.

General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB

This 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.

#### TMACT 340 Football 1 Unit

**Advisory:** High school varsity or college level softball; 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.

General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB

This course emphasizes instruction in advanced techniques of offensive and defensive football skills.

#### TMACT 350 Softball, Fast Pitch 1 Unit

**Advisory:** High school varsity or college level softball; 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.

General Education: AA/AS Area III(a); CSU Area E2
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.

#### TMACT 352 Softball, Slow Pitch 1 Unit

**Advisory:** High school varsity or college level softball; 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.

General Education: AA/AS Area III(a); CSU Area E2
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.

#### TMACT 360 Team Sports 1 Unit

**Advisory:** High school varsity or college level softball; 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.

General Education: AA/AS Area III(a); CSU Area E2
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.

#### TMACT 365 Intramural Sports/Campus Recreation 1 Unit

**General Education:** AA/AS Area III(a); CSU Area E2
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. Grading is on a credit/no credit basis.

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**Physical Education Theory**

1. **PET 302 Introduction to Physical Education** 2 Units

   **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
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
Corequisite: PET 313.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours 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
Advisory: ENGWR 102 or ENGWR 103, and 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
Advisory: ENGWR 102 or ENGWR 103, and 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
Corequisite: PET 330.
Advisory: BIOL 430, 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: 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
Advisory: High school or college level baseball playing experience; ENGWR 102 or ENGWR 103, and 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
Advisory: ENGWR 102 or ENGWR 103, and 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
Advisory: ENGWR 102 or ENGWR 103, and 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
Advisory: ENGWR 102 or ENGWR 103, and 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
Advisory: ENGWR 102 or ENGWR 103, and 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
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 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
Advisory: ENGWR 102 or ENGWR 103, and 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: ENGWR 102 or ENGWR 103, and 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
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
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
Same As: NUTRI 307
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. Not open to students who have completed NUTRI 307.

PET 403  Fitness and Exercise Assessment  1 Unit
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
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
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
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
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 physically safe and effective aerobic exercise class.

PET 408  Administration of Fitness Programs  2 Units
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
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 18-72 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 NUTRI 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.
Physical Science/Mathematics 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.

Career Opportunities

This program is intended to provide a broad foundation of skills and knowledge to help students succeed in the completion of a bachelor's degree in a variety of science, math or engineering-related areas.

Requirements for Degree Major

Minimum of 18 units from the following:

- Transferable courses must be selected from the following areas: astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics, and statistics.

Associate Degree Requirements: The Physical Science/Mathematics 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
Advisory: MATH 32
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
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.

PS 301  Physical Science Laboratory  1 Unit
Corequisite: PS 300
Advisory: MATH 100
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
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.

PHYS 310  Conceptual Physics  3 Units
Advisory: MATH 100
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a course for liberal arts majors and students who have not taken a course in physics. It includes selected topics in motion, gravity, heat, sound, electricity, magnetism, light, atomic and nuclear physics.

PHYS 311  Basic Physics  3 Units
Prerequisite: MATH 330 with a grade of "C" or better
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a survey course for science majors who have had no previous course in physics and who plan to continue with PHYS 410 or 350. Emphasis is on problem solving. Students who have taken PHYS 310 cannot get UC transfer credit for PHYS 311.

PHYS 312  Conceptual Physics Laboratory  1 Unit
Corequisite: PHYS 310
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LAB
This laboratory course complements PHYS 310. Together with PHYS 310, this course satisfies the UC and CSU general education science lab requirement. Emphasis is placed on scientific observation and measurement and their relationship to physical concepts. This course provides concrete, hands-on observation activities and interpretation of data from a variety of experimental environments.

PHYS 350  General Physics  4 Units
Prerequisite: MATH 330 with a grade of "C" or better
Advisory: PHYS 311
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course, the first semester of General Physics, is a transferable course required for life science majors. It includes classical mechanics (including kinematics, statics, dynamics, Newton’s laws of motion, energy and momentum conservation, rigid body motion and simple harmonic motion), fluid mechanics, mechanical waves (including sound), and thermodynamics.

PHYS 360  General Physics  4 Units
Prerequisite: PHYS 350 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
Topics in this course include electric charge, electric fields, AC and DC circuit theory, electromagnetism, optics, wave theory and atomic physics. It is designed for biological science students, including those in pre-medical, pre-dental, agricultural and forestry programs. (CAN PHYS 4); (PHYS SEQ A)
PHYS 410  Mechanics of Solids and Fluids  5 Units
Prerequisite: MATH 400 with a grade of “C” or better
Corequisite: MATH 401
Advisory: PHYS 311
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3;
IGETC Area 5A
Course Transferable to UC/CSU
Hours: 72 hours LEC; 54 hours LAB
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.

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 magneti-
tism. It involves problem solving with an emphasis on physics prob-
lems that require integral calculus. (CAN PHYS 12); (PHYS SEQ
B).

PHYS 431  Heat, Waves, Light and Modern Physics  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 explores the fundamental theories of thermodynamics,
waves, optics, and modern physics: heat, temperature, kinetic theory,
waves, sound, light reflection and refraction, optics, interference, dif-
fraction, atomic theory and nuclear physics.
## 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTH 310</td>
<td>Cultural Anthropology</td>
<td>3</td>
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<tr>
<td>HIST 307</td>
<td>History of World Civilizations to 1500 (3)</td>
<td>3</td>
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<tr>
<td>or HIST 308</td>
<td>History of World Civilizations, 1500 to Present (3)</td>
<td>3</td>
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<tr>
<td>POLS 302</td>
<td>Introduction to Government: Foreign</td>
<td>3</td>
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<td>POLS 310</td>
<td>Introduction to International Relations</td>
<td>3</td>
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<td>And a minimum of 8 units from the following:</td>
<td>8</td>
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<td>Transfer level foreign language courses (numbered 300-499).</td>
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<tr>
<td>ANTH 330</td>
<td>Magic, Witchcraft, and Religion (3)</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>ECON 302</td>
<td>Principles of Macroeconomics (3)</td>
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<tr>
<td>ECON 304</td>
<td>Principles of Microeconomics (3)</td>
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<tr>
<td>ENGL 340</td>
<td>World Literature (3)</td>
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<tr>
<td>ENGL 341</td>
<td>World Literature (3)</td>
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<tr>
<td>ENGL 345</td>
<td>Mythologies of the World (3)</td>
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<tr>
<td>GEOG 310</td>
<td>Human Geography: Exploring Earth’s Cultural Landscapes (3)</td>
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<tr>
<td>GEOG 320</td>
<td>World Regional Geography (3)</td>
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<tr>
<td>HIST 300</td>
<td>History of Western Civilization (3)</td>
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<td>HIST 302</td>
<td>History of Western Civilization (3)</td>
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<td>HIST 305</td>
<td>Women in Western Civilization (3)</td>
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<tr>
<td>HIST 307</td>
<td>History of World Civilizations to 1500 (3)</td>
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<td>HIST 308</td>
<td>History of World Civilizations, 1500 to Present (3)</td>
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<td>HIST 364</td>
<td>Asian Civilization (3)</td>
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<td>HIST 365</td>
<td>Asian Civilization (3)</td>
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<td>HIST 373</td>
<td>History of Mexico (3)</td>
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<td>HIST 480</td>
<td>History of Western Civilization - Honors (3)</td>
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<td>HIST 481</td>
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<td>HUM 300</td>
<td>Classical Humanities (5)</td>
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<td>HUM 310</td>
<td>Modern Humanities (3)</td>
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<td>HUM 320</td>
<td>Asian Humanities (3)</td>
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<td>HUM 330</td>
<td>Humanities of the Americas (3)</td>
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<td>MUFHL 330</td>
<td>World Music (3)</td>
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<tr>
<td>PHIL 353</td>
<td>Religions of the Far East (3)</td>
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<td>PHIL 354</td>
<td>Religions of the West (3)</td>
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<tr>
<td>POLS 301</td>
<td>Introduction to Government: United States (3)</td>
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<tr>
<td>POLS 322</td>
<td>Political Ideologies (3)</td>
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<tr>
<td>SOC 300</td>
<td>Introductory Sociology (3)</td>
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<tr>
<td>SOCS 310</td>
<td>International Studies - Peace and Conflict Studies (3)</td>
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<tr>
<td>SOCS 312</td>
<td>International Studies - Current International Development Issues (3)</td>
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</tbody>
</table>

1The history course used to meet this requirement may not be used towards the 9 unit elective requirement.

### POLS 301 Introduction to Government: United States 3 Units

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.

General Education: AA/AS Area V(b); CSU Area D8; CSU Area F2; CSU Area F3; IGETC Area 4H

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 including holding elections, campaigning, voting, lobbying, legislating, executing and adjudicating 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.

### POLS 302 Introduction to Government: Foreign 3 Units

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.

General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4H

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.

### POLS 304 Introduction to Government: California 3 Units

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.

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

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.

General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4H

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>General Education</th>
<th>Course Transferable to UC/CSU</th>
<th>Hours</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>POLS 322</td>
<td>Political Ideologies</td>
<td>3</td>
<td>Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of &quot;C&quot; or better; OR ESLR 320 and ESLW 320 with a grade of &quot;C&quot; or better; OR placement through assessment process.</td>
<td>AA/AS Area V(b); CSU Area D8; IGETC Area 4H</td>
<td>Course Transferable to UC/CSU</td>
<td>54</td>
<td>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.</td>
</tr>
<tr>
<td>POLS 330</td>
<td>Constitutional Rights</td>
<td>3</td>
<td>Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of &quot;C&quot; or better; OR ESLR 320 and ESLW 320 with a grade of &quot;C&quot; or better; OR placement through assessment process.</td>
<td>AA/AS Area V(b); CSU Area D8</td>
<td>Course Transferable to UC/CSU</td>
<td>54</td>
<td>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.</td>
</tr>
<tr>
<td>POLS 332</td>
<td>Law and Society</td>
<td>3</td>
<td>Same As: BUS 345</td>
<td>AA/AS Area V(b); CSU Area D8; IGETC Area 4H</td>
<td>Course Transferable to UC/CSU</td>
<td>54</td>
<td>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 will be 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 BUS 345.</td>
</tr>
</tbody>
</table>
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 18 Units

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSYC 300</td>
<td>General Principles</td>
<td>3</td>
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<tr>
<td>PSYC 310</td>
<td>Biological Psychology</td>
<td>3</td>
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<tr>
<td>PSYC 320</td>
<td>Social Psychology</td>
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<tr>
<td>PSYC 330</td>
<td>Introductory Statistics for the Behavioral Sciences</td>
<td>3</td>
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<tr>
<td>PSYC 335</td>
<td>Research Methods in Psychology</td>
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<td>And a minimum of 3 units from the following:</td>
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<tr>
<td>ECE 312</td>
<td>Child Development</td>
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<tr>
<td>or PSYC 372</td>
<td>Child Development</td>
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<tr>
<td>GERON 302</td>
<td>Psychology of Aging; Adult Development and Aging</td>
<td>(3)</td>
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<tr>
<td>or PSYC 374</td>
<td>Psychology of Aging; Adult Development and Aging</td>
<td>(3)</td>
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<tr>
<td>HSER 330</td>
<td>Issues of Diverse Populations</td>
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<tr>
<td>or PSYC 365</td>
<td>Issues of Diverse Populations</td>
<td>(3)</td>
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<tr>
<td>HSER 340</td>
<td>Introduction to Chemical Dependency</td>
<td>(3)</td>
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<tr>
<td>or PSYC 400</td>
<td>Introduction to Chemical Dependency</td>
<td>(3)</td>
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<tr>
<td>HSER 342</td>
<td>Alcoholism: Intervention, Treatment &amp; Recovery</td>
<td>(3)</td>
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<tr>
<td>or PSYC 402</td>
<td>Alcoholism: Intervention, Treatment &amp; Recovery</td>
<td>(3)</td>
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<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>
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<tr>
<td>PSYC 354</td>
<td>Marriage, The Family and Alternatives</td>
<td>(3)</td>
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<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 380</td>
<td>Introduction to Organizational Psychology</td>
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<tr>
<td>PSYC 390</td>
<td>Psychology of Death and Dying</td>
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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 300 General Principles 3 Units

General Education: AA/AS Area V(b); CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU

Hours: 54 hours LEC
This course is for psychology majors, behavioral science majors and others who desire a broad overview of 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.

PSYC 305 Personal Growth and Adjustment 3 Units

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.

General Education: AA/AS Area V(b); CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU

Hours: 54 hours LEC
This course explores human behavior emphasizing the practical and adjutative aspects of psychology in everyday life. Topics include development, personal growth and adjustment over the life span, motivation, emotions, stress, adjustment, behavior disorder, personality, attitudes, values, and interpersonal relationships.

PSYC 310 Biological Psychology 3 Units

Prerequisite: PSYC 300 with a grade of “C” or better

General Education: AA/AS Area IV; CSU Area B2; IGETC Area 5B
Course Transferable to UC/CSU

Hours: 54 hours LEC
This course is an analysis and description of the physiological determinants of behavior. Content includes the brain, the nervous system, central nervous pathologies, endocrine function and the biochemistry of mental disease. This is a basic course for psychology, medical and biological science majors.

PSYC 311 Biological Psychology Laboratory 1 Unit

General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU

Hours: 54 hours LAB
This is a study of the methods and techniques used to investigate sensation, perception, psychophysics, and biological psychology. Topics include: organization of the brain, anatomy, and physiology of the neuron, methods and an examination of sensory systems.

PSYC 320 Social Psychology 3 Units

Prerequisite: PSYC 300 with a grade of “C” or better

General Education: AA/AS Area V(b); CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU

Hours: 54 hours LEC
This course analyzes human behavior in relation to the social environment, including the power of the situation, other individuals, and the social group to influence individual behavior. Emphasized topics include aggression, prejudice, attraction, altruism, attitude change, conformity, gender roles, cultural norms, person perception, and social cognition.
PSYC 330  Introductory Statistics for the Behavioral Sciences  3 Units
Prerequisite: PSYC 300 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses upon the concepts and applications of descriptive and inferential statistics in psychology and other behavioral sciences. Topics include hypothesis testing, correlation, chi-square, and analysis of variance procedures.

PSYC 331  Introduction to Statistics for the Behavioral Science - Lab  1 Unit
Corequisite: PSYC 330.
Course Transferable to CSU
Hours: 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
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: 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.
General Education: AA/AS Area III(b); CSU Area D9; CSU Area E1; IGETC Area 4I
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.

PSYC 342  Behavior Modification: Theory and Application  3 Units
Prerequisite: PSYC 300 or 305 with a grade of “C” or better
General Education: AA/AS Area III(b); CSU Area E1
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 foundation of 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.

PSYC 354  Marriage, The Family and Alternatives  3 Units
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.
General Education: AA/AS Area III(b); CSU Area E1
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of marriage, the family and alternatives from historical, sociological and psychological viewpoints. Topics include the structure and functions of the family, childbearing, gender roles, mate selection, the sexual revolution, conflict, crisis, divorce, and alternatives to traditional marriage.

PSYC 356  Human Sexuality  3 Units
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.
General Education: AA/AS Area III(b); CSU Area E1
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.

PSYC 358  Principles of Interpersonal Relations  3 Units
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.
General Education: AA/AS Area III(b); CSU Area E1
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.

PSYC 359  Stress Management and Health  3 Units
Same As: HEED 352
General Education: AA/AS Area III(b); CSU Area E1
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.

PSYC 361  Psychology of Women in a Multicultural Society  3 Units
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; CSU Area D9
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.
PSYC 365 Issues of Diverse Populations 3 Units
Same As: HSER 330
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.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area E1
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.

PSYC 370 Human Development: A Life Span 3 Units
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.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D9; CSU Area E1
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. Emphasis is placed on development as an on-going process and practical application of course material. 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.

PSYC 372 Child Development 3 Units
Same As: ECE 312
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.
General Education: AA/AS Area V(b); CSU Area D9; CSU Area E1; IGETC Area 41
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 ECE 312.

PSYC 374 Psychology of Aging: Adult Development and Aging 3 Units
Same As: GERON 302
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.
General Education: AA/AS Area V(b); CSU Area E1
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 GERON 302.

PSYC 378 Communicating with and Validating Older Adults 3 Units
Same As: GERON 330
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.
General Education: AA/AS Area III(b)
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 GERON 330.

PSYC 379 Reminiscence Therapy 3 Units
Same As: GERON 334
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.
General Education: AA/AS Area III(b)
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 Gerontology 331.

PSYC 383 Introduction to Organizational Psychology 3 Units
Advisory: PSYC 300, 330, and 335
General Education: AA/AS Area V(b); CSU Area D9
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.

PSYC 390 Psychology of Death and Dying 3 Units
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.
General Education: AA/AS Area III(b); CSU Area E1
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.

PSYC 400 Introduction to Chemical Dependency 3 Units
Same As: HSER 340
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.
General Education: AA/AS Area III(b); CSU Area E1
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.
PSYC 401  Physiology and Pharmacology: Alcohol & Other Drugs  3 Units
Same As: HSER 341
Prerequisite: HSER 340 or 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 & Recovery  3 Units
Same As: HSER 342
Prerequisite: HSER 341 or 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
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of “C” or better, ENGRD 015 with “C” or better, or placement through assessment process.
General Education: AA/AS Area V(b); CSU Area D9; IGETC Area 4I
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.

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.
General Education: AA/AS Area III(b); CSU Area D9; CSU Area E1; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is for psychology majors, behavioral science majors, and others who desire a challenging, critical thinking, and issues-oriented exploration of normality and abnormality. Examination of the origins, symptoms and treatment of psychological disorders through first-person accounts, role of multicultural factors, and various theoretical stances. The focus is on thorough analysis and evaluation of biopsychosocial theories and research studies as they relate to the development and persistence of behavior disorders and treatment approaches.
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/acadinfo.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/pct832.cfm.

**City of Sacramento**

- For information on the Communications courses, call (916) 264-7248 or visit the Communications Training web page 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 the Basic Police Academy, call (916) 566-2418 or visit the Academy website at: www.sacpd.org/academy/default.htm.
- For information the Regional Community Policing Institute courses call (916) 264-0190 or visit the webpage at:www.sacpd.org/RCPI.

**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 webpage 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.

Elk Grove Fire District
• For information on courses presented by the Elk Grove Fire District, call (916) 478-8027.

Folsom Police Department
• For information on courses presented by the Folsom Police Department, call (916) 355-7298.

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 | 34-35 Units |
---|---|
AGCT 101 | Fundamentals of College Accounting (3) | 3 - 4
or ACCT 301 | Financial Accounting (4) |
BUS 300 | Introduction to Business | 3
BUS 310 | Business Communications (3) | 3
or MGMT 360 | Management Communication (3) |
BUS 340 | Business Law | 3
MKT 300 | Principles of Marketing | 3
RE 300 | California Real Estate Principles | 3
RE 310 | Real Estate Practice | 3
RE 320 | Real Estate Finance | 3
RE 330 | Legal Aspects of Real Estate | 3
RE 340 | Real Estate Appraisal | 3
And a minimum of 1 unit from the following: | 1 |
BUS 210 | The Business Plan (1) |
BUS 212 | Marketing for Small Businesses (1) |
CISC 300 | Computer Familiarization (1) |
CISC 305 | Introduction to the Internet (1) |
And a minimum of 3 units from the following: | 3 |
BUS 320 | Concepts in Personal Finance (3) |
MKT 310 | Selling Professionally (3) |
MKT 314 | Advertising (3) |
RE 360 | Real Estate Economics (3) |
RE 390 | Real Estate Investment Analysis (3) |

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 |
---|---|
RE 300 | California Real Estate Principles | 3
RE 310 | Real Estate Practice | 3
RE 320 | Real Estate Finance | 3
RE 330 | Legal Aspects of Real Estate | 3
RE 340 | Real Estate Appraisal | 3
And a minimum of 3 units from the following: | 3 |
AGCT 101 | Fundamentals of College Accounting (3) |
or ACCT 301 | Financial Accounting (4) |

BUS 110 | Business Economics (3) |
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: | 6 |
AGCT 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 |
Advisory: ENGWR 102 or ENGWR 103 and 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 |
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.
**RE 300  California Real Estate Principles  3 Units**  
Advisory: ENGWR 102 or ENGWR 103 and 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**  
Advisory: RE 300; ENGWR 102 or ENGWR 103 and 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**  
Advisory: RE 300; ENGWR 102 or ENGWR 103 and 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**  
Advisory: RE 300; ENGWR 102 or ENGWR 103 and 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**  
Advisory: RE 300; ENGWR 102 or ENGWR 103 and 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 360  Real Estate Economics  3 Units**  
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**  
Advisory: RE 300; ENGWR 102 or ENGWR 103 and 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.

**RE 371  Advanced Escrow Procedures  3 Units**  
Prerequisite: RE 370 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course covers unusual and difficult types of escrow. The student will learn how to evaluate possible solutions with emphasis on real estate loans, financing instruments, and exchanges.

**RE 390  Real Estate Investment Analysis  3 Units**  
Advisory: RE 300 and 320.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed for brokers, salespersons and investors. It involves property and financial analysis of a wide range of real estate investment offerings, their risks and associated yields. The course emphasizes planning and the specific objectives of the investor.
Recreation Management Degree

This degree provides training for an entry-level career in the 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

25-29 Units

- ECE 312 Child Development (3) 3
- or PSYC 372 Child Development (3)
- GERON 302 Psychology of Aging: Adult Development and Aging (3) 3
- or PSYC 374 Psychology of Aging: Adult Development and Aging (3)
- HEED 316 First Aid: Responding to Emergencies 2
- PET 312 Theory and Techniques of Adapted Physical Education 3
- PET 313 Laboratory in Adapted Physical Education 1-2
- RECR 300 Introduction to Recreation and Leisure Services 3
- RECR 310 Outdoor Recreation 3
- RECR 320 Recreation Activity Leadership 3
- RECR 498 Work Experience in Recreation 1-4
- SPEECH 301 Public Speaking (3) 3
- or SPEECH 331 Group Discussion (3)

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

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

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

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

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. 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.

### 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 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](http://www.arc.losrios.edu/edhealth/respcare.html), and are due in the Health and Education office no later that 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.

### Requirements for Degree

<table>
<thead>
<tr>
<th>Requirements for Degree</th>
<th>73-74 Units</th>
</tr>
</thead>
<tbody>
<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</td>
<td>4</td>
</tr>
<tr>
<td>GISA 305 Beginning Word Processing</td>
<td>2</td>
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<tr>
<td>GISA 315 Introduction to Electronic Spreadsheets</td>
<td>2</td>
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<tr>
<td>GISC 300 Computer Familiarization</td>
<td>1</td>
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<tr>
<td>ENGR 300 College Composition (3) or ESLW 340 Advanced Composition (4)</td>
<td>3-4</td>
</tr>
<tr>
<td>MATH 100 Elementary Algebra</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 310 Conceptual Physics</td>
<td>3</td>
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<tr>
<td>PSC 300 General Principles</td>
<td>3</td>
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<tr>
<td>RC 110 Introduction to Health Care for the Respiratory Care Practitioner</td>
<td>2</td>
</tr>
<tr>
<td>RC 111 Applied Cardiopulmonary Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RC 112 Patient Assessment - Introduction to Clinical Problem Solving</td>
<td>2</td>
</tr>
<tr>
<td>RC 113 Patient Assessment Techniques</td>
<td>2</td>
</tr>
<tr>
<td>RC 120 Pharmacology for Respiratory Care</td>
<td>3</td>
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<tr>
<td>RC 121 Cardiopulmonary Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>RC 122 Theory and Techniques I - Fundamental Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RC 123 Fundamental Respiratory Care Techniques</td>
<td>2</td>
</tr>
<tr>
<td>RC 130 Theory II - Adult Critical Care Techniques/Special Procedures</td>
<td>3</td>
</tr>
<tr>
<td>RC 131 Techniques II - Adult Critical Care Techniques/ Special Procedures</td>
<td>1</td>
</tr>
<tr>
<td>RC 132 Clinical Application: Adult Critical Care Techniques/ Special Procedures</td>
<td>6</td>
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<tr>
<td>RC 140 Theory III - Respiratory Care in Specialty Areas</td>
<td>3</td>
</tr>
<tr>
<td>RC 141 Techniques III - Neonatal/Pediatric and Cardiopulmonary Rehabilitation Techniques</td>
<td>1</td>
</tr>
<tr>
<td>RC 142 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.
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 economic 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 110**  Introduction to Health Care for the Respiratory Care Practitioner  2 Units

*Prerequisite: Acceptance into the Respiratory Care Program.*  
*Corequisite: RC 111 and 112.*  
*Hours: 36 hours LEC*

This course provides a foundation for the development of critical thinking skills necessary for the practical 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 111**  Applied Cardiopulmonary Physiology  3 Units

*Prerequisite: Acceptance into the Respiratory Care Program.*  
*Corequisite: RC 110 and 112; BIOL 431.*  
*Hours: 54 hours LEC*

This course provides in class laboratory practice in 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 112**  Patient Assessment - Introduction to Clinical Problem Solving  2 Units

*Prerequisite: Acceptance into the Respiratory Care Program.*  
*Corequisite: RC 110, 111, and 113.*  
*Hours: 36 hours LEC*

This course provides 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

*Prerequisite: Acceptance into Respiratory Care program.*  
*Corequisite: RC 110, 111, and 112.*  
*Hours: 108 hours LAB*

This course provides in class laboratory practice in 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 120**  Pharmacology for Respiratory Care  3 Units

*Prerequisite: RC 110, 111, 112, and 113 with a grade of “C” or better.*  
*Corequisite: RC 121, 122, 123.*  
*Hours: 54 hours LEC*

This 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 121**  Cardiopulmonary Pathophysiology  3 Units

*Prerequisite: RC 110, 111, 112, and 113 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 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**

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

<table>
<thead>
<tr>
<th>18 Units</th>
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<tbody>
<tr>
<td>A minimum of 18 units from the following:</td>
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<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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 or Certificate  40 Units

HISER 300  Introduction to Human Services  3
MGMT 100  Management of Change (3)  3
or MGMT 372  Human Relations and Organizational Behavior (3)  3
MGMT 300  Introduction to Modern Management (3)  3
or MGMT 362  Techniques of Management (3)  3
MGMT 360  Management Communication  3
PSYC 300  General Principles (3)  3
or PSYC 305  Personal Growth and Adjustment (3)  3
SILA 305  American Sign Language 1  4
SILA 306  American Sign Language 2  4
SILA 315  American Sign Language 3  4
SILA 316  American Sign Language 4  4
SILA 330  Impact of Deafness  3
SILA 332  Educating Deaf People  3
And a minimum of 3 units from the following:  3
SILA 498  Work Experience in Sign Language Studies (1 - 4)

Associate Degree Requirements: The Sign Language Studies: 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.

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 individual or group setting in an educational or social services agency which serves deaf clients.

Requirements for Degree or Certificate  40 Units

HISER 300  Introduction to Human Services  3
PSYC 300  General Principles (3)  3
or PSYC 305  Personal Growth and Adjustment (3)  3
PSYC 370  Human Development: A Life Span  3
SILA 305  American Sign Language 1  4
SILA 306  American Sign Language 2  4
SILA 315  American Sign Language 3  4
SILA 316  American Sign Language 4  4
SILA 330  Impact of Deafness  3
SILA 332  Educating Deaf People  3
And a minimum of 3 units from the following:  3
SILA 498  Work Experience in Sign Language Studies (1 - 4)

Degree:  A.A. - Sign Language Studies: Business
A.A. - Sign Language Studies: Human Services
A.A. - Sign Language Studies: Interpreter Training

Certificates:  Sign Language Studies: Business
Sign Language Studies: Human Services
Sign Language Studies: Interpreter Training

And a minimum of 3 units from the following:  3
SILA 498  Work Experience in Sign Language Studies (1 - 4)

And a minimum of 6 units from the following:  6
ECE 312  Child Development (3)
or PSYC 372  Child Development (3)
ENGED 320  Service Learning: Tutoring Elementary Students in Reading (3)
HSER 330  Issues of Diverse Populations (3)
or PSYC 365  Issues of Diverse Populations (3)
PSYC 340  Abnormal Behavior (3)

Associate Degree Requirements: The Sign Language Studies: 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.

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  54 Units

SILA 305  American Sign Language 1  4
SILA 306  American Sign Language 2  4
SILA 315  American Sign Language 3  4
SILA 316  American Sign Language 4  4
SILA 320  American Sign Language Discourse  3
SILA 322  Numbers, Fingerspelling, Classifiers  3
SILA 330  Impact of Deafness  3
SILA 332  Educating Deaf People  3
INTRP 300  Ethics and Professional Standards of Interpreting  3
INTRP 305  Consecutive Interpreting  3
INTRP 307  Text Analysis and Translation: ASL and English  3
INTRP 310  Introduction to Deaf Blind Interpreting  0.5
INTRP 312  Introduction to Oral Transmission  0.5
INTRP 320  Simultaneous Interpreting  3
INTRP 325  Translation  3
And a minimum of 3 units from the following:  3
SILA 498  Work Experience in Sign Language Studies (1 - 4)

And a minimum of 3 units from the following:  3
INTRP 498  Work Experience in Sign Language Studies - Interpreting (1 - 4)
And a minimum of 4 units from the following:  4
INTRP 314  Introduction to Multicultural Communication (0.5)
INTRP 330  Introduction to Educational Interpreting, K-12 (1)
INTRP 332  Introduction to Educational Interpreting, Post Secondary (1)
INTRP 334  Introduction to Medical Interpreting (1)
**Sign Language Interpreting**

**INTRP 300  Ethics and Professional Standards of Interpreting  3 Units**

Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: SILA 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.
Advisory: SILA 320.
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 .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 .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 .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.
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 fingerspelling 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.
SILA 315  American Sign Language 3 4 Units
Prerequisite: SILA 306 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C
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.

SILA 316  American Sign Language 4 4 Units
Prerequisite: SILA 315 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C
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.

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
General Education: AA/AS Area V(b); AA/AS Area VI
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.

SILA 332  Educating Deaf People 3 Units
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 344  Number Systems in ASL .5 Units
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
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides hands-on experiences with fingerspelling. Credit/no credit only.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite/Advisory</th>
<th>Course Transferable to CSU</th>
<th>Hours:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SILA 348</td>
<td>Fingerspelling II</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>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.</td>
</tr>
<tr>
<td>SILA 350</td>
<td>Classifiers</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>This module provides extensive hands-on experience with using basic and complex classifiers. Credit/no credit only.</td>
</tr>
<tr>
<td>SILA 352</td>
<td>Signing for Dependency Situations</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>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.</td>
</tr>
<tr>
<td>SILA 354</td>
<td>Life Situations</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>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.</td>
</tr>
<tr>
<td>SILA 356</td>
<td>Pronominals</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>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.</td>
</tr>
<tr>
<td>SILA 360</td>
<td>Non-Verbal Communication</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>This module provides an introduction to gesture and mime processes that are fundamental to American Sign Language. Credit/no credit only.</td>
</tr>
<tr>
<td>SILA 362</td>
<td>Introduction to the Interpreting</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>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.</td>
</tr>
<tr>
<td>SILA 364</td>
<td>Political and Legal Signs</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>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.</td>
</tr>
<tr>
<td>SILA 368</td>
<td>Signs for Sports</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>This module addresses signs related to sports, sports events, and recreational activities enjoyed by members of the Deaf community. Credit/no credit only.</td>
</tr>
<tr>
<td>SILA 370</td>
<td>Non-Manual Signals in ASL</td>
<td>.5</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC</td>
<td>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.</td>
</tr>
<tr>
<td>SILA 378</td>
<td>Topics in Sign Language Studies</td>
<td>.5-3</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9-54 LEC</td>
<td>Each module is a study of a specific topic or a technique in the area of sign language or deafness. Credit/no credit only.</td>
</tr>
<tr>
<td>SILA 398</td>
<td>Work Experience in Sign Language</td>
<td>1-3</td>
<td></td>
<td>Course Transferable to CSU</td>
<td>9 LEC; 30-190 LAB</td>
<td>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.</td>
</tr>
</tbody>
</table>
Social Science Degree

The Social Science degree provides an interdisciplinary approach to academic studies. The purpose of the program is for students to gain an understanding of the interconnectedness of various scientific disciplines. The interdisciplinary approach enables students to understand how issues and events are shaped by diverse socio-economic, political, ecological, biological and geographical forces.

Requirements for Degree  18 Units
A minimum of 18 units from the following:  18
Transferable courses must be selected from four of the following areas: anthropology, economics, geography, history, philosophy, political science, psychology (except PSYC 335), and sociology. Courses used for General Education purposes cannot be used for this degree.

Associate Degree Requirements: 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)
POLS 302  Introduction to Government: Foreign  3
POLS 310  Introduction to International Relations  3
And a minimum of 8 units from the following:  8
Transfer level foreign language courses (numbered 300-499).
And a minimum of 9 units from the following:  9
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 340  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)

SOCSC 310  International Studies - Peace and Conflict Studies  3 Units
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.
General Education: AA/AS Area V(b); CSU Area D7; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the political and socioeconomic 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.

SOCSC 312  International Studies - Current International Development Issues  3 Units
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.
General Education: AA/AS Area V(b); CSU Area D7; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
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.
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**
Advisory: ENGRD 116 with a grade of "C" or better; OR ESR 320 and ESL 320 with a grade of "C" or better; OR placement through assessment process.  
General Education: AA/AS Area V(b); CSU Area D0; IGETC Area 4J; TCSU SOC 110  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course 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.

**SOC 301  Social Problems  3 Units**
Advisory: ENGRD 116 with a grade of "C" or better; OR ESR 320 and ESL 320 with a grade of "C" or better; OR placement through assessment process.  
General Education: AA/AS Area V(b); CSU Area D0; IGETC Area 4J; TCSU SOC 120  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This is a 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.

**SOC 315  Introduction to Corrections  3 Units**  
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**
Advisory: ENGRD 116 with a grade of "C" or better; OR ESR 320 and ESL 320 with a grade of "C" or better; OR placement through assessment process.  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D0; IGETC Area 4C; IGETC Area A4F  
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.

**SOC 325  Chicano Culture  3 Units**
Advisory: ENGRD 116 with a grade of "C" or better; OR ESR 320 and ESL 320 with a grade of "C" or better; OR placement through assessment process.  
General Education: AA/AS Area V(b); CSU Area D0; IGETC Area 4J  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course examines the individual Chicano(a) and their culture pattern within the United States; the acquisition of their culture, innovation, adaptation and direction of their cultural development.

**SOC 335  Sociology of Aging  3 Units**  
Same As: GERON 300  
Advisory: ENGRD 116 with a grade of "C" or better; OR ESR 320 and ESL 320 with a grade of "C" or better; OR placement through assessment process.  
General Education: AA/AS Area III(b); CSU Area E1  
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.

**SOC 342  Women in American Culture  3 Units**
Advisory: ENGRD 116 with a grade of "C" or better; OR ESR 320 and ESL 320 with a grade of "C" or better; OR placement through assessment process.  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D0; IGETC Area 4F  
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.

**SOC 350  Sociology of Popular Culture  3 Units**  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course analyzes the historical development and emergence of American popular culture and the relationship between contemporary popular culture, social institutions and collective behavior. Further, it considers popular culture within the context of social, political, and economic changes in the United States and includes an analysis of theories of popular culture, hegemony, advertising, music, and film.
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
General Education: AA/AS Area II(b); CSU Area A1; IGETC Area 1C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a course in oral composition and delivery. It focuses on the organization of support 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.

SPEECH 302  Persuasive Speech  3 Units
Prerequisite: SPEECH 301 with a grade of “C” or better
General Education: CSU Area A3
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is 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.

SPEECH 305  Oral Interpretation  3 Units
General Education: AA/AS Area I; CSU Area C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a course in analysis and oral performance of prose and poetry with a focus on the communication of the literature’s intellectual, emotional, and aesthetic content. The course is designed to deepen appreciation of literary forms, structure, and values. This is not a course in reading improvement.

SPEECH 311  Argumentation and Debate  3 Units
General Education: CSU Area A3
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 evidence and appeals in the advocacy of dissenting propositions.

SPEECH 321  Interpersonal Communication  3 Units
General Education: AA/AS Area III(b); CSU Area E1
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.

SPEECH 323  Listening  3 Units
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
General Education: AA/AS Area VI
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 in communication patterns across cultures and prepare students for more effective communication. Emphasis is on both international culture variance and sub cultural group-based experiential background variance.

SPEECH 331  Group Discussion  3 Units
General Education: AA/AS Area II(b); CSU Area A1; IGETC Area 1C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed to increase student’s understanding of group communication and to prepare students to function more effectively in groups. It focuses 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.

SPEECH 361  The Communication Experience  3 Units
General Education: AA/AS Area II(b); CSU Area A1
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.

SPEECH 363  Introduction to Communication Theory  3 Units
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
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
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.
Area: Student Services
Dean: Keltie Jones
Phone: (916) 484-8375
Counseling: (916) 484-8572

### 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>
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<tr>
<td>SGVT 300</td>
<td>Introduction to Student Government</td>
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<tr>
<td>SGVT 310</td>
<td>Leadership Development</td>
</tr>
<tr>
<td><strong>And a minimum of 9 units from the following:</strong></td>
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<tr>
<td>ANTH 310</td>
<td>Cultural Anthropology (3)</td>
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<tr>
<td>PIHL 310</td>
<td>Introduction to Ethics (3)</td>
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<tr>
<td>or PIHL 320</td>
<td>Logic and Critical Reasoning (3)</td>
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<tr>
<td>PSYC 300</td>
<td>General Principles (3)</td>
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<tr>
<td>or PSYC 305</td>
<td>Personal Growth and Adjustment (3)</td>
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<tr>
<td>SOC 301</td>
<td>Social Problems (3)</td>
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<tr>
<td>or SOC 342</td>
<td>Women in American Culture (3)</td>
</tr>
<tr>
<td>SPEECH 331</td>
<td>Group Discussion (3)</td>
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<tr>
<td>or SPEECH 301</td>
<td>Public Speaking (3)</td>
</tr>
<tr>
<td>or SPEECH 302</td>
<td>Persuasive Speech (3)</td>
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</tbody>
</table>

#### SGVT 300 Introduction to Student Government

2 Units

*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

*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.

Requirements for Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 300</td>
<td>Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TA 350</td>
<td>Theory and Techniques of Acting I (3)</td>
<td>3</td>
</tr>
<tr>
<td>or TA 480</td>
<td>Honors Theory and Techniques of Acting (3)</td>
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</tr>
<tr>
<td>TA 351</td>
<td>Theory and Techniques of Acting II (3)</td>
<td>3</td>
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<tr>
<td>TA 360</td>
<td>Acting for the Camera I (3)</td>
<td>3</td>
</tr>
<tr>
<td>or TA 357</td>
<td>Acting for the Camera - II (3)</td>
<td></td>
</tr>
<tr>
<td>or TA 362</td>
<td>Styles of Acting: Classical (3)</td>
<td></td>
</tr>
<tr>
<td>or TA 366</td>
<td>Styles of Acting: Modern (3)</td>
<td></td>
</tr>
<tr>
<td>TA 420</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>TA 430</td>
<td>Voice, Diction and Dialects</td>
<td>3</td>
</tr>
<tr>
<td>TA 435</td>
<td>History and Theory of Costuming</td>
<td></td>
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<tr>
<td>TA 440</td>
<td>Arts Management</td>
<td>3</td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
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<tr>
<td>TA 404</td>
<td>Techniques of Puppetry</td>
<td>3</td>
</tr>
<tr>
<td>TA 422</td>
<td>Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>TA 424</td>
<td>Advanced Technical Theatre (3)</td>
<td>3</td>
</tr>
<tr>
<td>TA 430</td>
<td>Costume Construction</td>
<td>3</td>
</tr>
<tr>
<td>TA 434</td>
<td>Vintage Costuming</td>
<td>2</td>
</tr>
<tr>
<td>TA 435</td>
<td>History and Theory of Costuming</td>
<td>3</td>
</tr>
<tr>
<td>TA 440</td>
<td>Arts Management</td>
<td>3</td>
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<tr>
<td>And a minimum of 2 units from the following:</td>
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<td>2</td>
</tr>
<tr>
<td>TA 460</td>
<td>Rehearsal and Performance (0.5 - 3)</td>
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<tr>
<td>TA 461</td>
<td>Rehearsal and Performance - Drama (0.5 - 3)</td>
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</tr>
<tr>
<td>TA 462</td>
<td>Rehearsal and Performance - Comedy (0.5 - 3)</td>
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<tr>
<td>TA 463</td>
<td>Rehearsal and Performance - Classical (0.5 - 3)</td>
<td></td>
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<tr>
<td>TA 464</td>
<td>Rehearsal and Performance - Children's Show (0.5 - 3)</td>
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<tr>
<td>TA 465</td>
<td>Rehearsal and Performance - Musical (0.5 - 3)</td>
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<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>
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<td>2</td>
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<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>
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<tr>
<td>TA 362</td>
<td>Styles of Acting: Classical (3)</td>
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</tr>
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<td>TA 366</td>
<td>Styles of Acting: Modern (3)</td>
<td></td>
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<tr>
<td>TA 370</td>
<td>Theatre Movement (2)</td>
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<tr>
<td>TA 375</td>
<td>Voice, Diction and Dialects</td>
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</tr>
<tr>
<td>TA 377</td>
<td>Musical Theatre Techniques</td>
<td></td>
</tr>
<tr>
<td>TA 390</td>
<td>Directing and Play Production</td>
<td></td>
</tr>
</tbody>
</table>

Two TA courses not used to fulfill other requirements for the major. *Earned by participation in two productions.

Associate Degree Requirements: The Theatre Arts Acting 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.

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, 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, costumes, makeup, or stage management.

Requirements for Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 300</td>
<td>Introduction to the Theatre</td>
<td>3</td>
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<tr>
<td>TA 350</td>
<td>Theory and Techniques of Acting I (3)</td>
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<td>or TA 480</td>
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</tr>
<tr>
<td>TA 351</td>
<td>Theory and Techniques of Acting II</td>
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<tr>
<td>TA 356</td>
<td>Acting for the Camera I (3)</td>
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<td>or TA 357</td>
<td>Acting for the Camera - II (3)</td>
<td></td>
</tr>
<tr>
<td>or TA 362</td>
<td>Styles of Acting: Classical (3)</td>
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<td>or TA 366</td>
<td>Styles of Acting: Modern (3)</td>
<td></td>
</tr>
<tr>
<td>TA 420</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>TA 422</td>
<td>Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>TA 424</td>
<td>Advanced Technical Theatre (3)</td>
<td>3</td>
</tr>
<tr>
<td>TA 430</td>
<td>Costume Construction</td>
<td>3</td>
</tr>
<tr>
<td>TA 434</td>
<td>Vintage Costuming</td>
<td>2</td>
</tr>
<tr>
<td>TA 435</td>
<td>History and Theory of Costuming</td>
<td>3</td>
</tr>
<tr>
<td>TA 440</td>
<td>Arts Management</td>
<td>3</td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
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</tr>
<tr>
<td>TA 404</td>
<td>Techniques of Puppetry</td>
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</tr>
<tr>
<td>TA 422</td>
<td>Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>TA 424</td>
<td>Advanced Technical Theatre (3)</td>
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<tr>
<td>TA 430</td>
<td>Costume Construction</td>
<td>3</td>
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<tr>
<td>TA 434</td>
<td>Vintage Costuming (0.5 - 2)</td>
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<tr>
<td>TA 435</td>
<td>History and Theory of Costuming</td>
<td>3</td>
</tr>
<tr>
<td>TA 440</td>
<td>Arts Management</td>
<td>3</td>
</tr>
<tr>
<td>And a minimum of 2 units from the following:</td>
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<td>2</td>
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<tr>
<td>TA 460</td>
<td>Rehearsal and Performance (0.5 - 3)</td>
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<tr>
<td>TA 461</td>
<td>Rehearsal and Performance - Drama (0.5 - 3)</td>
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<tr>
<td>TA 462</td>
<td>Rehearsal and Performance - Comedy (0.5 - 3)</td>
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</tr>
<tr>
<td>TA 463</td>
<td>Rehearsal and Performance - Classical (0.5 - 3)</td>
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<tr>
<td>TA 464</td>
<td>Rehearsal and Performance - Children's Show (0.5 - 3)</td>
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<tr>
<td>TA 465</td>
<td>Rehearsal and Performance - Musical (0.5 - 3)</td>
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<tr>
<td>TA 475</td>
<td>Fundamentals of Repertory Production (1 - 6)</td>
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<tr>
<td>And a minimum of 7 units from the following:</td>
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<td>TA 356</td>
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<tr>
<td>TA 357</td>
<td>Acting for the Camera - II (3)</td>
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<tr>
<td>TA 360</td>
<td>Styles of Acting</td>
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<tr>
<td>TA 362</td>
<td>Styles of Acting: Classical (3)</td>
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<tr>
<td>TA 366</td>
<td>Styles of Acting: Modern (3)</td>
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<tr>
<td>TA 370</td>
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<tr>
<td>TA 375</td>
<td>Voice, Diction and Dialects</td>
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<tr>
<td>TA 377</td>
<td>Musical Theatre Techniques</td>
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<tr>
<td>TA 390</td>
<td>Directing and Play Production</td>
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</tbody>
</table>

28 Units
Theatre Arts

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.

**Acting Certificate**

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 344</td>
<td>Improvisation and Theatre Games (2)</td>
<td>2 - 3</td>
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<tr>
<td>or TA 347</td>
<td>Theatre Movement (2)</td>
<td>2</td>
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<tr>
<td>or TA 350</td>
<td>Voice, Diction and Dialects (3)</td>
<td>3</td>
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<tr>
<td>TA 351</td>
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<td>Theory and Techniques of Acting I (3)</td>
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<td>TA 356</td>
<td>Acting for the Camera I (3)</td>
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<td>Acting for the Camera II (3)</td>
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<td>TA 362</td>
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<td>Styles of Acting: Modern (3)</td>
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<tr>
<td>TA 370</td>
<td>Theatre Movement</td>
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<td>TA 375</td>
<td>Voice, Diction and Dialects (3)</td>
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<tr>
<td>TA 376</td>
<td>Stage Make-up I 12</td>
<td>2</td>
</tr>
</tbody>
</table>

And a minimum of 3 units from the following:

- TA 400 Creative Drama for Children (3)
- or TA 404 Techniques of Puppetry (3)
- or ENGL 372 Children and Literature: Storytelling (1)
- TA 420 Stagecraft (3)
- or TA 430 Costume Construction (3)
- or TA 437 Stage Make-up I (2)

And a minimum of 3 units from the following:

- TA 406 Children's Theatre (5)
- TA 475 Fundamentals of Repertory Production (1 - 6)

Any TA course not used to fulfill other requirements

1Connected with Children’s Theatre Touring Performance.

**Costuming Certificate**

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>
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</thead>
<tbody>
<tr>
<td>FASHN 320</td>
<td>Fashion Design (3)</td>
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<tr>
<td>or FASHN 374</td>
<td>Pattern Making and Design (3)</td>
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<tr>
<td>TA 404</td>
<td>Techniques of Puppetry (5)</td>
<td>3</td>
</tr>
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<td>or TA 420</td>
<td>Stagecraft (3)</td>
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</tr>
<tr>
<td>or FASHN 320</td>
<td>Textiles (3)</td>
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<td>TA 435</td>
<td>History and Theory of Costuming (3)</td>
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</tr>
<tr>
<td>or FASHN 330</td>
<td>History of Western World Fashion (3)</td>
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<td>TA 437</td>
<td>Stage Make-up I</td>
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And a minimum of 1 unit from the following:

- TA 460 Rehearsal and Performance (0.5 - 3)
- TA 461 Rehearsal and Performance - Drama (0.5 - 3)
- TA 462 Rehearsal and Performance - Comedy (0.5 - 3)
- TA 463 Rehearsal and Performance - Classical (0.5 - 3)
- TA 464 Rehearsal and Performance - Children's Show (0.5 - 3)
- TA 465 Rehearsal and Performance - Musical (0.5 - 3)
- TA 466 Rehearsal and Performance - Musical Ensemble (0.5 - 3)
- TA 475 Fundamentals of Repertory Production (1 - 6)

And a minimum of 1 unit from the following:

- FASHN 334 Vintage Costuming (0.5 - 2)
- TA 434 Vintage Costuming (0.5 - 2)
- TA 433 Costume Construction (3)
- TA 460 Rehearsal and Performance (0.5 - 3)
- TA 435 Costume Production (0.5 - 3)

Any TA course not used to fulfill other requirements

1Connected with Children’s Theatre Touring Performance.

**Film Certificate**

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>
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</thead>
<tbody>
<tr>
<td>ART 420</td>
<td>Film Making (2)</td>
<td>2</td>
</tr>
<tr>
<td>TA 320</td>
<td>Cinema Genres (3)</td>
<td>3</td>
</tr>
<tr>
<td>TA 356</td>
<td>Acting for the Camera I (3)</td>
<td>3</td>
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</table>

And a minimum of 1 unit from the following:

- ART 420 Film Making (2)
- TA 310 Introduction to Film (3)
- TA 311 History of Film: 1880’s through 1950’s (3)
- TA 315 History of Film: 1950’s to Present (3)
- TA 318 Diversity in American Film (3)

1Connected with Children’s Theatre Touring Performance.
Musical Theatre Certificate

The Musical Theatre certificate synthesizes the performance skills of movement, acting, and singing with the musical theatre script/song. 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.

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 15 Units

<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>
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<tr>
<td>MUIVI 310</td>
<td>Voice Class</td>
<td>2</td>
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<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>
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<tr>
<td>TA 377</td>
<td>Musical Theatre Techniques</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>TA 465</td>
<td>Rehearsal and Performance - Musical</td>
<td>3</td>
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<tr>
<td>And a minimum of 1 unit from the following:</td>
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<tr>
<td>DANCE 310</td>
<td>Jazz Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 320</td>
<td>Ballet</td>
<td>1</td>
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<tr>
<td>DANCE 360</td>
<td>Tap Dance</td>
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<tr>
<td>MUIVI 311</td>
<td>Voice Class, Intermediate (2)</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 320</td>
<td>Voice Class</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 321</td>
<td>Voice Class, Intermediate (2)</td>
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</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>
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<td>TA 362</td>
<td>Styles of Acting: Classical</td>
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<td>TA 366</td>
<td>Styles of Acting: Modern</td>
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<tr>
<td>TA 375</td>
<td>Voice, Diction and Dialects</td>
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</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 16 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>TA 294</td>
<td>Topics in Theatre Arts</td>
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<tr>
<td>TA 300</td>
<td>Introduction to the Theatre</td>
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<tr>
<td>TA 302</td>
<td>History and Theory of the Theatre I</td>
<td>3</td>
</tr>
<tr>
<td>TA 303</td>
<td>History and Theory of the Theatre II</td>
<td>3</td>
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<tr>
<td>TA 306</td>
<td>Diversity in American Drama (1960 to Present)</td>
<td>3</td>
</tr>
</tbody>
</table>

This course is designed to give students an opportunity to study topics in theatre which are not included in current course offerings. This course may be taken four times with no duplication of topics.

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.

General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
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 B; CSU area C1; IGETC area 3

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.

General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
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.

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.

General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
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.

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.

General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
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.
**TA 310**  **Introduction to Film**  **3 Units**  
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.  
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A  
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.

**TA 312**  **History of Film**  **3 Units**  
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.  
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
Art of the motion picture, using both lectures and films. Students study the history of motion pictures, view and evaluate films which are landmarks in the art of movie making.

**TA 314**  **History of Film: 1880’s through 1950’s**  **3 Units**  
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.  
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentary and experimental films.

**TA 315**  **History of Film: 1950’s to Present**  **3 Units**  
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.  
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentary and experimental films.

**TA 318**  **Diversity in American Film**  **3 Units**  
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.  
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course surveys the cinematic expression of artists often underrepresented in the main-stream media such as women, Native-Americans, African-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.

**TA 320**  **Cinema Genres**  **3 Units**  
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.  
General Education: AA/AS Area I  
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.

**TA 344**  **Improvisation and Theatre Games**  **2 Units**  
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 performance and also in modern rehearsal technique that involves extensive use of improvisation.

**TA 350**  **Theory and Techniques of Acting I**  **3 Units**  
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.  
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A  
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 portrayal and scene work.

**TA 351**  **Theory and Techniques of Acting - II**  **3 Units**  
Prerequisite: TA 350 or TA 480 Honors with a grade of “C” or better.  
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**  
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 videotape 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
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.

TA 362 Styles of Acting: Classical 3 Units
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
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 test 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 3 Units
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 2 Units
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 3 Units
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: 54 hours LEC
This course focuses on the overall improvement of vocal quality, explores monologue and dialog performances, and develops confidence in speaking and voice production. It emphasizes self-improvement drills involving breath control, resonance, pitch, inflection and articulation and introduces a study of the vocal mechanism, its parts and their functions. Additionally, this course covers the study and application of the International Phonetic Alphabet (IPA), and includes a special study and application of stage dialects and/or accent reduction.

TA 377 Musical Theatre Techniques 3 Units
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 3 Units
Prerequisite: TA 351 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 and ESLW 320 and ESLL 320 with a grade of “C” or better; OR placement through assessment process.
General Education: CSU Area C1
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.

TA 397 Introduction to Readers’ Theatre 3 Units
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLW 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 3 Units
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 3 Units
Advisory: ENGWR 51 and ENGRD 15 or ESLR 310 and ESLW 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 3 Units
General Education: AA/AS Area I; CSU Area C1
Enrollment Limitation: 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.
TA 420  Stagecraft 3 Units
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, backstage and rehearsal organization and management, and career possibilities. The course combines lectures, reading and projects with practical experience gained from working on department production. (CAN DRAM 12)

TA 422  Stage Lighting 3 Units
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
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 basics 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 .5-3 Units
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
Same As: FASHN 334
Advisory: ENGWR 051 and ENGRD 015, 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 included. The course demonstrates 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 FASHN 334 on the same topic.

TA 435  History and Theory of Costuming 3 Units
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.
General Education: AA/AS Area I; CSU Area C1
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 costume 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 B; CSU area C1

TA 437  Stage Make Up - I 2 Units
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
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLW 320, ESLW 330 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
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
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.
### American River College Catalog 2007-2008

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<td>Rehearsal and Performance - Drama</td>
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<td>Hours: 27-162 hours LAB</td>
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<td>This course provides a workshop training</td>
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<td>Rehearsal and Performance - Comedy</td>
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<td>lighting and sound, box office and</td>
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<td></td>
<td>Prerequisite: Audition.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 27-162 hours LAB</td>
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<td></td>
<td>This course provides a workshop training</td>
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<td></td>
<td>experience in the preparation and</td>
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<td></td>
<td>performance of children's theatre</td>
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<td></td>
<td>productions. Actors audition</td>
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<td></td>
<td>with the director for acting roles.</td>
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<tr>
<td></td>
<td>Students interested in technical work</td>
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<td></td>
<td>interview for backstage positions in stage</td>
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<td></td>
<td>management, crewing, set construction,</td>
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<td></td>
<td>costumes and makeup, lighting and sound,</td>
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<td></td>
<td>box office and publicity. May be taken</td>
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<td>four times for credit for a maximum of</td>
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<td>12 units.</td>
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<tr>
<td>TA 465</td>
<td>Rehearsal and Performance - Musical</td>
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<tr>
<td></td>
<td>Prerequisite: Audition.</td>
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<td></td>
<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 provides a workshop training</td>
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<td></td>
<td>experience in the preparation and</td>
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<td></td>
<td>performance of musical theatre</td>
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<td></td>
<td>productions. Actors audition</td>
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<td>with the director for acting roles.</td>
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<td>Students interested in technical work</td>
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<td>interview for backstage positions in stage</td>
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<td>management, crewing, set construction,</td>
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<td>costumes and makeup, lighting and sound,</td>
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<td>box office and publicity. May be taken</td>
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<td>four times for credit for a maximum of</td>
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<td></td>
<td>12 units.</td>
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<tr>
<td>TA 466</td>
<td>Rehearsal and Performance - Musical</td>
<td>.5-3</td>
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<tr>
<td></td>
<td>Ensemble</td>
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<td></td>
<td>Same As: MUP 370</td>
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<td></td>
<td>Enrollment Limitation: Audition</td>
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<td>Course Transferable to UC/CSU</td>
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<tr>
<td></td>
<td>Hours: 27-162 hours LAB</td>
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<tr>
<td></td>
<td>This course explores the development of</td>
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<tr>
<td></td>
<td>a musical theatre production</td>
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<td>presented before the campus and community.</td>
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<td>A different production will be presented</td>
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<td>each semester the course is offered.</td>
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<td>May be taken four times for credit for a</td>
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<td></td>
<td>maximum of 12 units. Not open to students</td>
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<td>who are taking MUP 370 for the same</td>
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<td></td>
<td>production.</td>
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<tr>
<td>TA 470</td>
<td>Rehearsal and Performance II</td>
<td>.5-3</td>
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<tr>
<td></td>
<td>Prerequisite: Theatre Arts 461, 462, 463,</td>
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<td>464, 465, and 466 with a grade of “C” or</td>
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<td>better and audition.</td>
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<td>Course Transferable to UC/CSU</td>
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<tr>
<td></td>
<td>Hours: 27-162 hours LAB</td>
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<td></td>
<td>This course provides intermediate level</td>
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<tr>
<td></td>
<td>workshop training experiences in the</td>
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<td>preparation and performance of dramatic</td>
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<td></td>
<td>theatre productions.</td>
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<td></td>
<td>It examines the techniques of play</td>
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<td>production through practical audition</td>
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<td>rehearsal and performance for the</td>
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<td>actor, director and stage manager.</td>
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<td>It explores the design and technical</td>
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<td>elements of a production through practical</td>
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<td>experience opportunities in set construction,</td>
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<td></td>
<td>costumes, makeup, lighting, sound, box</td>
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<td>office and publicity. May be taken four</td>
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<td></td>
<td>times for credit for a maximum of 12 units.</td>
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<tr>
<td>TA 471</td>
<td>Ensemble</td>
<td>.5-3</td>
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<td></td>
<td>Prerequisite: Audition.</td>
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<td></td>
<td>Course Transferable to UC/CSU</td>
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<tr>
<td></td>
<td>Hours: 27-162 hours LAB</td>
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<td></td>
<td>This course provides participation in one</td>
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<td></td>
<td>or more productions, working in all areas</td>
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<td>of theatre including acting, scenery,</td>
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<td>lighting, costumes, make-up and</td>
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<td>theatre publicity, and culminates in</td>
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<td>performances at the end of the session.</td>
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<td>May be taken four times for credit up to a</td>
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<td></td>
<td>maximum of 12 units.</td>
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<tr>
<td>TA 475</td>
<td>Fundamentals of Repertory Production</td>
<td>.5-6</td>
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<tr>
<td></td>
<td>Prerequisite: Audition/Interview.</td>
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<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 0-36 hours LEC; 27-216 hours LAB</td>
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<td></td>
<td>This repertory production workshop</td>
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<td>provides for participation in one or</td>
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<td>more productions, working in all areas of</td>
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<td>theatre including acting, scenery,</td>
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<td>lighting, costumes, make-up and theatre</td>
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<td>publicity, and culminates in performances</td>
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<td>at the end of the session. May be taken</td>
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<td>four times for credit up to a maximum of</td>
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<td>12 units.</td>
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<td>TA 477</td>
<td>Repertory Production - II</td>
<td>.5-6</td>
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<td></td>
<td>Prerequisite: Theatre Arts 475 with a</td>
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<td></td>
<td>grade of “C” or better and audition.</td>
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<td>Course Transferable to UC/CSU</td>
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<td>Hours: 0-36 hours LEC; 27-216 hours LAB</td>
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<td>This repertory production workshop</td>
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<td>provides for intermediate opportunities</td>
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<td>in one or more productions, working in all</td>
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<td>areas of theatre including acting,</td>
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<td>scenery, lighting, costumes, make-up and</td>
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<td>performances at the end of the session.</td>
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<td>May be taken four times for credit up to a</td>
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<td>maximum of 12 units.</td>
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</table>
**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**
Prerequisite: Cumulative GPA of 3.0 or above; two semester of high school drama; ENGWR 300 or 480 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
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.

**TA 481  Honors Seminar in History of Film  1 Unit**
Prerequisite: A cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of “C” or better
Corequisite: TA 312, 314, or 315; TA 312, 314, or 315
Advisory: TA 310
General Education: CSU Area C1
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.

**TA 494  Topics in Theatre Arts  .5-3 Units**
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**
Course Transferable to CSU
Hours: 0-18 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.
Tutoring

HSER 1000 Supervised Tutoring  0 Units
Corequisite: Student must be enrolled in a college credit course and be referred by an instructor or counselor.
Hours: TBA 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.

Interdisciplinary

INDIS 1 Becoming an Effective Student  3 Units
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 Study Skills  1 Unit
Same As: HCD 122
Hours: 18 hours LEC
This course covers specific study skills strategies. It provides the opportunity to analyze attitudes toward studying, and current study skill habits. Topics include specific learning styles, strategies for time management, goal setting, note-taking, memory improvement, reading skills, and how to prepare for, and take exams. This course is not open to students who have completed HCD 122.

INDIS 320 Introduction to Tutor Training  1 Unit
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
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
General Education: AA/AS Area III(b); CSU Area E1
Enrollment Limitation: Interview
Course Transferable to CSU
Hours: 36 hours LEC, 18 hours LAB
A program offered in coordination with the 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. The course is recommended for students majoring in teacher preparation. It may be taken twice for credit.

INDIS 330 Group Leadership Processes  1-4 Units
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
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.
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

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>WELD 102</td>
<td>Introduction to Welding Metallurgy</td>
<td>3</td>
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<tr>
<td>WELD 116</td>
<td>Welding Inspection</td>
<td>2</td>
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<tr>
<td>WELD 130</td>
<td>Gas Tungsten Arc Welding</td>
<td>3</td>
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<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>3</td>
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<tr>
<td>WELD 140</td>
<td>Mathematics for Welding Technicians</td>
<td>3</td>
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<tr>
<td>WELD 300</td>
<td>Introduction to Welding</td>
<td>3</td>
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<tr>
<td>WELD 320</td>
<td>Shielded Metal Arc Welding (Stick electrode)</td>
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<tr>
<td>WELD 321</td>
<td>Shielded Metal Arc Welding (Stick electrode)</td>
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<td>WELD 322</td>
<td>Advanced Pipe Welding in Shielded Metal Arc</td>
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<td>WELD 332</td>
<td>Gas Tungsten Arc Welding (Pipe)</td>
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<tr>
<td>WELD 335</td>
<td>Flux Core Arc Welding</td>
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<tr>
<td>WELD 342</td>
<td>Symbol Reading, Layout and Fabrication</td>
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Requirements for Certificate

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<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>WELD 133</td>
<td>Gas Metal Arc Welding, Semi-Automatic Processes</td>
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<tr>
<td>WELD 134</td>
<td>Gas Metal Arc Welding of Non-Ferrous Metals</td>
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<tr>
<td>WELD 300</td>
<td>Introduction to Welding</td>
<td>3</td>
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<tr>
<td>WELD 335</td>
<td>Flux Core Arc Welding</td>
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Gas Metal Arc Flux Core Arc Welding Plate (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

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<th>Course</th>
<th>Title</th>
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<tr>
<td>WELD 130</td>
<td>Gas Tungsten Arc Welding</td>
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<tr>
<td>WELD 300</td>
<td>Introduction to Welding</td>
<td>3</td>
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<tr>
<td>WELD 332</td>
<td>Gas Tungsten Arc Welding (Pipe)</td>
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</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

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<th>Course</th>
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<td>WELD 130</td>
<td>Gas Tungsten Arc Welding</td>
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<td>WELD 300</td>
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<tr>
<td>WELD 332</td>
<td>Gas Tungsten Arc Welding (Pipe)</td>
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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

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<th>Course</th>
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<tbody>
<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>
</tr>
<tr>
<td>WELD 342</td>
<td>Symbol Reading, Layout and Fabrication</td>
<td>3</td>
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</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

- WELD 300 Introduction to Welding 3
- WELD 320 Shielded Metal Arc Welding (Stick Electrode Welding) 3
- WELD 321 Shielded Metal Arc Welding (Stick Electrode Welding) 3
- WELD 322 Advanced Pipe Welding in Shielded Metal Arc 3

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 irons and steels, 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

- WELD 102 Introduction to Welding Metallurgy 3
- WELD 116 Welding Inspection 2
- WELD 117 Ultrasonic Testing Level One 3
- WELD 118 Ultrasonic Testing Level Two 3
- WELD 300 Introduction to Welding 3

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 irons 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

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
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 3 Units

Hours: 36 hours LEC; 54 hours LAB
This course covers the basics of welding equipment maintenance, trouble-shooting 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, material, 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

Hours: 45 hours LEC; 27 hours LAB
This course covers the technique, theory 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
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
Hours: 36 hours LEC; 54 hours LAB
This course covers semi-automatic wire feed welding with micro wires on steel plate 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
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 140 Mathematics for Welding Technicians 3 Units
General Education: AA/AS Area II(b)
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.

WELD 150 Employability Skills for Technical Careers 2 Units
Same As: AT 107 and ET 250
General Education: AA/AS Area III(b)
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.

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 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
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
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 335  Flux Core Arc 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 provides training to develop semi-automatic welding skills on carbon steels. Topics include small and large diameter flux cored electrodes, with and without external shielding gas, in all positions on fillet and groove welds. It also provides a thorough technical understanding of the flux core arc welding process, and arc welding safety.

WELD 342  Symbol Reading, Layout and Fabrication  3 Units
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.
In this section you will find:

- Transfer to four-year institutions, including the California State University and University of California systems
- California Articulation Number (CAN) system
- Intersegmental General Education Transfer Curriculum (IGETC)
- Transfer Center
- Transcripts
transfer to four-year institutions

Our transfer-level courses are equivalent to their university counterparts and can count toward your B.A. or B.S. degree in any major.

ARC transfers more students to UC Davis and CSUS than any other community college, and research shows that our transfer students do as well as or better than students who begin college at CSU or UC campuses.

Transfer program

American River College 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.

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, as well. 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.

Articulation

Articulation agreements are formal agreements between two colleges, such as between American River College and Sacramento State University. They define how courses taken at one college or university campus can be used to satisfy a subject matter requirement at another college or university campus.

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]. Articulation agreements with private and out-of-state colleges and universities can be viewed on the Transfer Center Web page [www.arc.losrios.edu/transfer] under the heading “Transfer Guidelines.” See a counselor for assistance.

Four transfer options

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 our Transfer Center, and meet with their ARC counselor regularly to ensure they are taking the appropriate coursework for transfer.

In general, however, students will work with one of the following paths:

1. If you are certain that you want to transfer to any campus of the California State University (CSU), follow the guidelines in Section A, and choose either the CSU GE pattern or IGETC to fulfill your lower division General Education requirements.

2. If you are certain that you want to transfer to any campus of the University of California (UC), follow the guidelines in Section B, and choose either the IGETC or individual UC campus GE/Breadth pattern to fulfill lower division General Education requirements.

3. If you are uncertain whether you wish to transfer to a CSU or UC campus, work closely with your counselor to ensure you are completing the admission requirements outlined in both Sections A and B, and follow the IGETC to complete lower division general education requirements. To help things go smoothly, choose your transfer college and major as early as possible.

4. If you want to transfer to a specific campus (UC, CSU or elsewhere), you may ask that campus for a copy of its specific admission and General Education/Breadth requirements.
A. Transfer to California State University

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. Catalogs are available in the Transfer Center.

Students who were eligible for admission to a California State University upon graduation from high school, but who have attended American River College, 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. However, consult with an ARC counselor to ensure that the CSU campus you choose is accepting transfer students with less than 60 units.

Students who were ineligible for admission to a California State University on the basis of high school grade point average, test scores, or subject requirements, will be eligible only if they (1) have completed 60 transferable college units with a grade point average of 2.0 or better; (2) are in good standing at ARC; and (3) have satisfied the following CSU admission requirements. Some CSU campuses have additional admission requirements. Check with your counselor to ensure you are meeting the entrance requirements for your chosen CSU campus.

CSU Admission 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 areas A and B.

*See the CSU General Education Requirements listed in Section C in this catalog for listings of course that meet Areas A 1, 2, 3 and B 3.

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 allows the student to transfer to a CSU campus without the need to take additional lower division, general education courses after transfer. Students are encouraged to complete as many lower division major requirements as possible for their chosen CSU campus while attending ARC. These requirements can be found online [www.assist.org].

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

CSU General Education and IGETC Certification

Students transferring to a CSU campus find it to their advantage to complete the required General Education requirements prior to transfer. This can be accomplished by completing either the California State University GE or IGETC certification pattern. These patterns are listed in Section C. Students must make an appointment with their ARC counselor to have these patterns certified prior to transfer.

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.

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 [www.cpec.ca.gov/ or http://sr tk.cccco.edu/index.asp].

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 list of American River College qualified CAN courses follows. 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] for specific information on course articulation agreements. Counselors are available at the Counseling Center for assistance.

The California Articulation Number system is in the process of being replaced by the Lower Division Transfer Pattern (LDTIP). LDTIP 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 may 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 [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.

### ARC-qualified CAN courses

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</tr>
<tr>
<td>CAN ITAL 4</td>
<td>ITAL 402</td>
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<tr>
<td>CAN ITAL SEQ A</td>
<td>ITAL 401+402</td>
</tr>
<tr>
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<td>JAPAN 401</td>
</tr>
<tr>
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<td>JAPAN 402</td>
</tr>
<tr>
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<td>PHYS 410+421+431</td>
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<tr>
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<td>CAN SPAN SEQ B</td>
<td>SPAN 411+412</td>
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<td>SPEECH 331</td>
</tr>
<tr>
<td>CAN STAT 2</td>
<td>STAT 301</td>
</tr>
</tbody>
</table>
CSU GE pattern

Check with your ARC counselor before choosing whether to complete the CSU General Education (GE) Pattern or the Intersegmental General Education Transfer Curriculum (IGETC) on the following pages.

Final status of this information was unavailable at publication time. Contact the ARC Counseling Center at (916) 484-8572 for 2007-2008 requirements.

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. Students may transfer a maximum of 70 lower division semester units which may involve preparation for the major and all of the lower division in the general education pattern while attending American River College.

General education requirements 2006-2007

To be eligible for graduation with a Bachelor’s Degree from a California State University, students must complete a minimum of 48 semester units of general education. American River College will certify completion of 39 lower division general education units for students if they follow the pattern outlined below. At least 9 units must be upper division courses completed at the four year university. 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 semester 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. See AP (Advanced Placement) Test Scores chart in Getting Started section.

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

2006-2007 California State University (CSU) General Education Pattern

The following American River College courses meet CSU lower division:

A. Communication – Oral, Written, Critical Thinking (9 units minimum, 1 course from each area)

| A1 (one course) | SPEECH 301, 331, 361 |
| A2 (one course) | ENGWR 300, 480; ESLW 340 |
| A3 (one course) | ENGWR 301, 302, 481, 482; ESL 350, PHIL 320; SPEECH 302, 311 |

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.

| B1 (one course) | ASTR 300, 400(L); CHEM 305(L), 309 (L), 320(L), 325 (L), 400(L), 401(L), 423(L); GEOG 300, 301(L), 306, +307, +308, +309(L); GEOL 300, 301(L), 305, 306(L), 310, 311(L), +325, +330, +331(L), 342, 345; PHYS 310, 311, 312(L), 350(L), 410(L); PS 300, 301(L) |
| B2 (one course) | ANTH 300, 301(L), 480; BIOL 300, 303(L), 305(L), 310(L), 342, 350, 352, 370(L), 400(L), 410(L), 420(L), 440(L), 442(L), 482(L); PSYC 310, 311(L) |
| B3 (one course) | 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 |
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)


D. Social, Political, Economic Institutions (9 units minimum, 1 course from each area.)

| D1 (one course) | HIST 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484 |
| D2 (one course) | POLS 301 |

E. Lifelong Understanding (3 units minimum, one course from each area.)

| E1 (one course) | ECE *312; GERON +300, +302; HEED 300, +352; HSER +330, +340; INDIS 325; NUTRI 300; PSYC *340, 342, 354, 356, 358, +359, +365, *370, *372, +374, 390, 400, *481; SOC +335; SPEE 321 |
| E2 (one course) | Activity course with one of the following prefixes: ADAPT, DANCE, FITNS, PACT, TMACT, SPORT except FITNS 353, FITNS 400 taken on line or any course numbered 495, 498 or 499 |

*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.)
B: transfer to university of california

This section gives general information concerning requirements for transfer into the 10 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.

Students wishing to transfer to a University of California campus have the option of using the IGETC (listed in Section C) or a UC campus’s individual 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 as many lower division major requirements as possible at ARC. 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 online [www.assist.org].

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.

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 also will 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.

**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. A transfer advisor from UC Davis is available once a week in the Counseling Center 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.
2006-07 IGETC (for CSU and UC)

(Intersegmental General Education Transfer Curriculum for transfer to the University of California and California State University)

Final status of this information was unavailable at publication time. Contact the ARC Counseling Center at (916) 484-8572 for 2007-08 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 pattern certified before transferring. Students who have selected a specific campus for transfer should consult with an ARC counselor before following the IGETC pattern.

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.

ARC Transfer Curriculum (IGETC) 2006-07

AREA 1; English Composition (6-9 units)

<table>
<thead>
<tr>
<th>One Course Group A</th>
<th>ENGWR 300, 480</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: (UC Only)</td>
<td>ENGWR 300 &amp; 480 combined: maximum credit-1 course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One Course Group B</th>
<th>ENGWR 301, 302, 481, 482</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: (UC Only)</td>
<td>ENGWR 301 &amp; 481 combined: maximum credit-1 course. ENGWR 302 &amp; 482 combined: maximum credit-1 course.</td>
</tr>
</tbody>
</table>

| One Course Group C | SPEECH 301, 331 (CSU requirement only) |

AREA 2: Mathematical Concepts and Quantitative Reasoning (3 units)

<table>
<thead>
<tr>
<th>One course</th>
<th>MATH 340, 344, 350, 351, 370, 400, 401, 402, 410, 420; PSYC 330; STAT 301, 481</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note:</td>
<td>(UC Only) Math 400, 350 &amp; 480 combined: maximum credit-1 course for each set. PSYC 330, STAT 301 &amp; 481 combined: maximum credit-1 course</td>
</tr>
</tbody>
</table>

AREA 3:Arts and Humanities (9 units, at least 1 course from Arts and 1 course from Humanities)

<table>
<thead>
<tr>
<th>1-2 courses – Arts:</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: (UC Only)</td>
<td>No Credit for MUFHL 321 if taken after 400. MUFHL 300 &amp; 480 combined: maximum credit-1 course. TA 350 &amp; 480 combined: maximum credit-1 course. TA 312, 481 &amp; 314, 315 combined: maximum credit-6 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1-2 courses – Humanities</th>
<th>ENGLT 300, 302, 303, 304, 310, 311, 320, 321, 333, 334, 337, 338, 340, 341, 345, 360, 375, 378, 380, 382, 390; FREN 411, 412; GERM 411, 412; HIST 300, 302, 305, 340, 341, 364, 365, 367, 373, 410, 411, 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: (UC Only)</td>
<td>HIST 300 &amp; 480 combined: maximum credit-1 course. HIST 302 &amp; 481 combined: maximum credit-1 course</td>
</tr>
</tbody>
</table>

| Area 3a or 3b |                                                      |

AREA 4: Social & Behavioral Sciences (9 units, at least 3 courses from at least 2 areas)

Three Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 310, 315, 320, 333</td>
<td>Anthropology 310, 315, 320, 333</td>
</tr>
<tr>
<td>BUS 345</td>
<td>Business 345</td>
</tr>
<tr>
<td>ECON 302, 304</td>
<td>Economics 302, 304</td>
</tr>
<tr>
<td>GEOG 310, 320, 322</td>
<td>Geography 310, 320, 322</td>
</tr>
<tr>
<td>HIST 307, 308, 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484</td>
<td>History 307, 308, 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484</td>
</tr>
<tr>
<td>PHIL 360</td>
<td>Philosophy 360</td>
</tr>
<tr>
<td>POLS 301, 302, 310, 322, 332</td>
<td>Political Science 301, 302, 310, 322, 332</td>
</tr>
<tr>
<td>PSYC 300, 305, 320, 340, 372, 480, 481, SOC 300, 301, 320, 325, 342, SOCSC 310, 312</td>
<td>Psychology 300, 305, 320, 340, 372, 480, 481, Sociology 300, 301, 320, 325, 342, Sociology 310, 312</td>
</tr>
</tbody>
</table>

Note: (UC Only) PSYC 300, 305 & 480 combined: maximum credit–1 course. PSYC 340 & 481 combined: maximum credit–1 course. HIST 310, 320 & 483 combined: maximum credit–1 course. HIST 311, 321, & 484 combined: maximum credit–1 course.

AREA 5: Physical and Biological Sciences (7-9 units, at least one physical science and one biological science, one must include a laboratory)

5A Physical Science One Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 300, 400(L)</td>
<td>Astronomy 300, 400(L)</td>
</tr>
<tr>
<td>CHEM 305(L), 320(L), 400(L), 401(L), 423(L)</td>
<td>Chemistry 305(L), 320(L), 400(L), 401(L), 423(L)</td>
</tr>
<tr>
<td>GEOG 300, 301(L), 306, 308, 309(L)</td>
<td>Geography 300, 301(L), 306, 308, 309(L)</td>
</tr>
<tr>
<td>GEOL 300, 301(L), 305, 306(L), 310, 311(L), 330, 331(L)</td>
<td>Geology 300, 301(L), 305, 306(L), 310, 311(L), 330, 331(L)</td>
</tr>
<tr>
<td>PHYS 310, 311, 312 (L), 350(L), 410(L)</td>
<td>Physics 310, 311, 312 (L), 350(L), 410(L)</td>
</tr>
<tr>
<td>PS 300, 301(L)</td>
<td>Physics 300, 301(L)</td>
</tr>
</tbody>
</table>

5B Biological Science One Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 300, 301(L), 480</td>
<td>Anthropology 300, 301(L), 480</td>
</tr>
<tr>
<td>BIOL 300, 305(L), 310(L), 342, 350, 352, 370(L), 400(L), 410(L), 420(L), 440(L), 442(L), 482(L), PSYC 310, 311(L)</td>
<td>Biology 300, 305(L), 310(L), 342, 350, 352, 370(L), 400(L), 410(L), 420(L), 440(L), 442(L), 482(L), Psychology 310, 311(L)</td>
</tr>
</tbody>
</table>

Note: (UC Only) ANTH 300 & 480 combined: maximum credit–1 course. BIOL 370 & 482 combined: maximum credit–1 course. BIOL 300, 303 & 310 combined: maximum credit–2 courses. No credit for BIOL 300 or 310, if taken after BIOL 400. CHEM 305, 306, 400 & 401 combined: maximum credit–1 series. CHEM 420 & 423 combined: maximum credit–1 course. PHYS 350, 360 & 410, 412, 431 combined: maximum credit–1 series. PHYS 310 & 311 combined: maximum credit–1 course. No credit for PHYS 310 or 311, if taken after 410 or 350. No credit for GEOL 305, if taken after a college course in Astronomy, Geology, Meteorology or Oceanography. No credit for GEOL 306 if taken after GEOL 300 or 301. No credit for PS 300 if taken after a college level course in Astronomy, Chemistry, Geology, Meteorology or Physics.

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 401</td>
<td>French 401</td>
</tr>
<tr>
<td>GERM 401</td>
<td>German 401</td>
</tr>
<tr>
<td>ITAL 401</td>
<td>Italian 401</td>
</tr>
<tr>
<td>JAPAN 401</td>
<td>Japanese 401</td>
</tr>
<tr>
<td>MAND 401</td>
<td>Mandarin 401</td>
</tr>
<tr>
<td>RUSS 401</td>
<td>Russian 401</td>
</tr>
<tr>
<td>SILA 305</td>
<td>Silicic 305</td>
</tr>
<tr>
<td>SPAN 401</td>
<td>Spanish 401</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Group 1 – POLS 301</th>
</tr>
</thead>
</table>

Group 2 – HIST 310, 311, 318, 320, 321, 323, 325, 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.
transfer services and resources

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. A calendar listing the dates and times the Transfer Center is hosting college representatives can be found at: http://search.arc.losrios.edu/cgi-bin/calendar/calendar.pl

Working with ARC counselors, students who meet certain criteria may enter into a Transfer Admissions Agreement (TAA) with Humboldt State Univ., San Francisco State Univ., Santa Clara Univ., UC Davis, UC Riverside, UC San Diego, UC Santa Barbara, UC Santa Cruz and University of the Pacific. 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.

Transcripts

A transcript is an official record of work completed at American River College, and is required for admission to other colleges and universities.

Two ARC transcripts are furnished free, and others may be ordered for $2 each, payable in advance. The student must initiate a written request to Enrollment Services or submit their request online through the college website [www.arc.losrios.edu]. 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.

Aerospace studies (Air Force ROTC) through Sacramento State

Air Force Reserve Officer Training Corps (AFROTC) is available to American River College students through a program offered at Sacramento State (California State University, Sacramento). 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.

Evening and Weekend Transfer Academy

See Special Programs in Getting Started section.
In this section you will find:

- List of faculty and administrators
- Faculty statement of professional ethics
- Campus map
ARC administration

President ................................................................................................................................... Dr. David Viar

Vice Presidents

Administrative Services .......................................................... Robert Allegre
Instruction ................................................................. Colleen Owings
Student Services ........................................................... Dr. Pam Walker

Associate Vice Presidents

Instruction ................................................................. Mary Jones
Instruction & Learning Resources ........................................... Dr. Lee Thiel
Student Success ........................................................... Trudy Walton
Workforce Development & Business ........................................ Cris McCullough

Deans

Behavioral and Social Sciences ......................................................... Carol Pottorff
Computer Science & Information Technology ................................ Barbara Blanchard
English ........................................................................... Rod Siegfried
Enrollment Services ................................................................... Robin Neal
Fine & Applied Arts ............................................................ Dr. David Siegfried
Health & Education ............................................................. Sheryl Gessford
Humanities ........................................................................... Lisa Aguilera Lawrenson
Mathematics ........................................................................ Mary Jones
Natomas Education Center .................................................... Whitney Yamamura
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 ..................................................... Dr. Rina Roy (Interim)
Student Recruitment & Information ........................................ Bruce Patt
Student Services ................................................................... Dr. 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
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<th>Name</th>
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<td>M.A., Loma Linda University</td>
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<td>ALLEGRE, ROBERT (1977)</td>
<td>Vice President, Administrative Services</td>
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<td>B.A., Claremont Men's College</td>
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<td>Computer Information Science</td>
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<td>Accounting</td>
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BRENCHEL-JACKSON, JOAN (1995)  
Biology  
B.S., M.S., Ph.D., UC Davis

BRITTINGHAM, DANA LYNN (1989)  
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

BUI, THUAN T. (1981)  
Counseling  
B.A., M.A., CSU Sacramento

English  
B.A., CSU Bakersfield  
M.A., UC Davis

BURGESS, RALPH R. (1999)  
Mathematics  
B.A., Hiram College, Ohio  
M.S., Illinois Institute of Technology

BURKS, JOHN R. (1982)  
Automotive Technology  
A.A., Laney College  
B.A.; CSU Stanislaus  
M.A., National University

BURLESON, KATHRYN B. (1989)  
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

CAMPBELL, DOLORES DELGADO (1977)  
Social Science  
B.S., University of Texas  
M.A., M.S., CSU Sacramento

CASALE, 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

CASPER- DENMAN, KRISTINA (2002)  
Anthropology  
B.A., Boston College  
M.A., Arizona State University

CERVANTES, ALINA (2001)  
Early Childhood Education  
B.A., UC Davis  
M.A., CSU Sacramento

CHAMPION, KATHY L. (1982)  
Library  
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

CHOU, SUSAN (2005)  
Nutrition  
B.A. B.S., M.S., Ph.D., UC Davis

CHOW, LORRAINE (1997)  
Early Childhood Education  
B.S., UC Davis  
M.A., UC Santa Barbara

CHRISTIAN, JEFFERY J. (2006)  
College Nurse  
B.S.N., University of San Francisco

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

CHUNG, JULIE TZU C. (2005)  
Mathematics  
M.S. UC Irvine  
B.A., UC Berkeley

CLARK, CHRISTOPHER (2005)  
Counselor  
A.A. West Valley College  
B.A., M.S., 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

COLLIHAN, KATHLEEN (2001)  
Political Science  
B.S., Santa Clara University  
M.A., San Jose State University  
Ph.D., UC Santa Barbara

COOLEY, MARIE K. (1998)  
Interior Design  
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

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

CORBIN, KRISTEN B. (2006)  
English  
B.S., M.A., San Francisco State University

CORCORAN, AMANDA (2002)  
English  
B.A., M.A., Texas Tech University

CORWIN, CHARLES H. (1968)  
Chemistry  
B.S., M.S., San Jose State University  
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., Pennsylvania 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)
English as a Second Language
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 CHANEN (2003)
Music
D.M.A., University of Washington
M.M., University of Massachusetts

EMERY, GARY R. (1985)
Mathematics
B.S., M.S., UC Davis

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

ETGEN, BENJAMIN (2004)
Mathematics
B.S., California State University, Sacramento
M.A.T., UC Davis

EVANGELISTI, FRED (1998)
Electronics Technology
A.A., American River College
B.A., CSU Sacramento
M.A.V.E., Consortium of CSU

FERRARA, CORNELIA W. (2001)
Library
B.A., Rutgers University-Douglass College
M.L.S., San Jose State University

FERTEL, Kristine (2003)
English as a Second Language
B.A. UC Riverside
M.A., San Francisco State University

FINNECY, TIMOTHY J. (2006)
Physical Education/Athletics
B.S., West Virginia University
M.Ed., Las Vegas 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

FOX, DAVID E. (1998)
Computer Information Science
A.A., Columbia College
B.S., CSU Stanislaus
M.S., UC Davis

FOX, KATHLEEN A. (2005)
Nursing
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

FRENCH, BENJAMIN R. (2005)
Tech/Ed
A.S., Sierra Community College
B.V.E., CSU Sacramento

FULGHAM, ROIETTA G. (1976)
Business
B.S., M.S., Utah State University

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

GARREY, MARK D (1991)
Counselor
B.S., Southwestern Oklahoma State University
M.A., CSU Sacramento

Psychology
B.A., Federal University of Pernambuco,
Brazil
M.S., Ph.D., University of Utah

GAUDARD, AMY L. (2006)
Mathematics
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HOOD, THOMAS (2004)
Sacramento Regional Public Safety
Training Center
A.A., Merritt College
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Physics
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LEVY, MELISSA H. (1999)
Earth Science
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LOPEZ, DAVID (2000)  
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MacGOWAN, PAUL (1997)  
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B.Sc. Hons, Bath University, UK  
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Art  
California College of Arts and Crafts, Oakland  
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MAR, JAMES K. (1976)  
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MARTIN, ERIC (1999)  
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M.A., University of Nevada

MARTINEZ, MARLENE (2004)  
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Ph.D., UC Berkeley

MARYATT, VICTORIA (1998)  
Nursing  
B.S.N., M.S.N., University of San Francisco

MATHIS, JACQUELINE (2000)  
EOP&S  
M.S.W., San Jose State University

MATTSON, SARAH S. (2006)  
Art  
B.F.A., M.F.A., CSU Long Beach

MATSUMOTO, GERALD (1993)  
Mathematics  
B.S., M.S., Ph.D., UC Berkeley

MATSUNAMI, JOLINE R. (1990)  
Physical Education  
A.A., Rio Hondo Community College  
B.S., Cal Poly  
M.A., Eastern Washington University

MAYS, JUDY (2005)  
Counselor  
A.A., Bakersfield Community College  
B.A., CSU Bakersfield  
M.A., Cal Poly, San Luis Obispo  
Ph.D., University of Texas

McCAFFREY, EILEEN (2000)  
Sign Language Studies  
B.A., CSU Sacramento  
Ed.M., Oregon State University

McCARROLL, SHARLEEN (2003)  
Mathematics  
M.S., B.S., Cal Poly, San Luis Obispo

McCORMACK, GREGORY (2000)  
Biology  
B.A., UC Irvine  
M.S., CSU Sacramento

McCORMACK, JOHN (2001)  
Auto Technology  
A.A., Sierra College  
B.V.E. CSU Sacramento

McCORMICK, MARCIA (2004)  
Psychology  
B.S., UC Davis  
M.A. UC Santa Barbara

McCULLOUGH, CRIS S. (2006)  
Associate Vice President, Workforce Education Development  
B.A., UC Berkeley  
M.A., CSU San Jose  
Ed.D., University of the Pacific

McCUSKER, DAVID N. (2005)  
Library  
B.A., Antioch College, Yellow Springs, Ohio  
M.I.L.S., University of Pittsburgh

McGARRY, AILEEN (2000)  
Mathematics  
B.A., CSU Sacramento  
M.A.T., UC Davis

McKAIN, SANDRA L. (1982)  
Mathematics  
B.S., M.S., Cal Poly, San Luis Obispo

McKee, RICHARD W. (2001)  
Dean, SRPSTC  
B.A., CSU Sacramento  
M.A., University of Phoenix, Sacramento

MCKENZIE, KATY (2002)  
Physical Education  
A.A., Modesto Junior College  
B.A., CSU Fresno  
M.A., St. Mary's College

MEADOR, DIANNE (2003)  
Chemistry  
B.S., University of Wisconsin  
Ph.D., UC Davis

MEEHAN, GABRIEL (2000)  
Dean, Technical Education  
B.A., University College, Ireland  
M.A., CSU Sacramento

MENTINK, KATHLEEN (2004)  
Nursing  
F.N.P., UC Davis  
M.S.N., B.S.N., CSU Sacramento

MERKEL, SYDNEY ANN (2001)  
Humanities  
B.A., M.A., CSU Sacramento

MERSON, DAVID N. (1998)  
English  
B.A., Westmont College  
M.A., UC Davis

Messer, CARTER-RYAN (2001)  
Mathematics  
M.A., B.S., UCLA

MICHAEL, MIRIAM G. (1992)  
Management  
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

MILLER, DAVID W. (1996)  
Psychology/Human Services  
A.A., American River College  
B.A., M.S., CSU Sacramento

MILLER, JANET H. (2005)  
Biology  
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<td>Reading</td>
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<td>Roll</td>
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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
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