Accreditation
Western Association of Schools and Colleges Board of Governors, California Community Colleges
Rio Hondo College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd., St. 204 Novato, CA 94949 (415) 506-0234 Telephone • (415) 506-0238 FAX), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. An additional list of Accreditations and Certifications can be found on page 8.

Statement of Policy
The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established pursuant to section 55003 of division 6 of title 5 of the California Code of Regulations.

The College catalog represents official policies of the Rio Hondo Community College District Board of Trustees.

By virtue of Statute, authority is vested in the Rio Hondo Community College District Board of Trustees to add, amend, or repeal any of its regulations, rules, and procedures in whole or in part at such time as it may elect.

The Rio Hondo College staff has worked to assure the accuracy of all information in the catalog. Students are advised, however, that such information may be subject to change without notice. Since the catalog is prepared in advance of the academic year, changes in some programs and rules might occur. An addendum to the catalog is published in the fall. The catalog and accompanying addendum are the final authority in regard to classes and programs offered. The catalog and addenda are also posted on the web site at: www.riohondo.edu/catalog. Students are advised to consult a counselor whenever questions or problems pertaining to academic programs arise.
President’s Welcome

Your choice to attend college is one of the most important decisions you will make in your life. I welcome you and encourage you to use this Catalog as your primary guide to your educational future at Rio Hondo College.

Please make sure to get the best start possible: meet with a counselor early to develop an educational plan to guide your progress in the most productive and efficient way. Even if you decide to modify your plan along the way, you will have the advantage of an organized focus as you progress toward your educational goal. Be mindful of new guidelines and requirements that measure student progress. Take advantage of Summer Orientation and “Bridge” Programs designed to help you get started on the right path. We’re here to help you get where you wish to go!

You will find many new associate degree programs, career certificates and courses, as well as general education programs, and continuing education classes. The faculty provide outstanding instruction in all areas of the curriculum. Our classified staff and administrators assist by providing a full range of services to help you achieve.

Administrators

Administration
Superintendent/President.................................Teresa Dreyfuss
Vice President, Academic Affairs...............Kenn Pierson, Ph.D.
Vice President, Student Services..............Henry Gee
Vice President, Finance & Business..........Vacant

Division Deans
Arts & Cultural Programs...............................Vacant
Behavioral & Social Sciences ....................Rebecca Green
Business ............................................................Vacant
Career & Technical Education ............Mike Slavich
Communications & Languages ............Robert Holcomb, Ph.D.
Counseling & Student Development ......Walter Jones, Ed.D.
Health Science & Nursing .........................Connie Austin
Institutional Research & Planning ........Howard Kummerman
Library & Instructional Support ............Kats Gustafson, Ed.D.
Mathematics & Sciences ..............................Karen Koos
Physical Education ......................................Steve Hebert
Public Safety ....................................................Ygnacio Flores, Ed.D.
Student Affairs/ ............................................Vacant
District Compliance Officer ...................Dyrell Foster, Ed.D.

Associate Deans
Public Safety, Interim .........................Donald Mason
Student Services ..................................Mike Munoz, Ed.D.

Assistant Deans
Student Success & Retention ...............Barbara Salazar

Directors
Accounting ...................................................Chedva Weingart
Admissions & Records ...............................Judy Pearson
Contract Management & Vendor Services....Timothy Connell
Disabled Students Programs & Services ......Mark Matsui
Extended Opportunity Programs & Services, Interim..........................Christine Matsumoto

Admissions & Records ...............................Judy Pearson

Directories

Facilities Services........................................James Poper
Financial Aid ............................................Elizabeth Coria, Ed.D.
Foundation & Alumni ......................Howard Kummerman
Governmental & Community Relations ........................................Russell Castañeda-Calleros
Grant Development & Management ...............Vacant
Human Resources ............................................Yolanda Emerson
Information & Technology Services ........Gary VanVoorthis
Marketing & Communications ...............Susan A. Herney
Police Academy ............................................Vacant
Student Life & Leadership .........................Vacant
Student Support Services (TRIO) .............Zolita Fisher, Ph.D.

Coordinators
Apprenticeship .................................Bruce Noble
Athletics ........................................Robin Siara
CalWORKs ........................................Christine Aldrich
Career Development Center ..................Belen Torres-Gil
Chicano Studies ...........................................Sondra Moe, Ph.D.
Fire Technology .............................................Tracy Rickman
Fitness Center ..............................................Jodi Senk
Learning Assistance Center .....................Jim Chandler
Mathematics & Science Center ............Elaine Hemenway
Student Health Center ............................Alfred Forrest, M.D.
Transfer Center ........................................Dianne Holcomb
Virtual College .........................................Mike Javanmard
English as a Second Language (ESL) .........Tyler Okamoto
Leadership Academy .........................Dennysene Clark
Student Learning Outcomes ................Matt Koutoulis
Student Support Services (TRIO) ............Zolita Fisher, Ph.D.

Basic Skills ........................................Sergio Guzman
Veterans Services ......................................Sylvia Duran-Katnik
Division/Department Listing

Admissions & Records
(562) 908-3415 or (562) 463-7639
• International Students Program

Division of Arts & Cultural Programs
(562) 908-3471
• Visual Arts
• Performing Arts
• Animation
• Cultural Programs
• Cultural Events Hotline: (562) 908-3492

Division of Behavioral & Social Sciences
(562) 463-7469
• Anthropology
• Child Development/Education
• Chicano Studies
• Political Science
• Economics
• Philosophy
• Psychology/Drug Studies
• History
• Humanities
• Human Services
• Sociology
• Support Programs
  -Pre-school Laboratory
  -Foster Kinship Care Education and Independent Living Programs

Division of Business
(562) 463-7359
• Accounting
• Business/Management/Marketing
• Computer Information Technology
• International Business
• Logistics

Division of Career & Technical Education
(562) 908-3460
• Automotive Collision Repair & Painting
• Automotive Technology
• Advanced Transportation Technology & Energy Center (ATTEi): (562) 908-3433
• Electronics (Renewable/Green Energy)
• Apprenticeship: (562) 908-3448
• Drafting/Architecture/Civil/Geographic Information Systems
• Heavy Equipment Maintenance
• Honda Pact Program
• Welding/Fabrication

Division of Communications & Languages
(562) 908-3429
• English & Literature
• English as a New Language (ENLA)
• English as a Second Language (ESL)
• Languages (ASL, Chinese, Japanese, French, Spanish)
• Mass Communications/Journalism/Radio
• Reading & Study Skills
• Speech/Forensics
• Study Abroad

Labs
• English 30/35 Writing Workshop
• English 101/201 Writing Center
• ESL/Language Lab
• Learning Assistance Center (LAC)
• Reading Lab

Division of Counseling & Student Development
(562) 908-3410
• Assessment Center: (562) 463-7226
• CalWORKs: (562) 463-7311
• Career Development Center: (562) 908-3407
• Counseling: (562) 908-3410
• EOPS/CARE: (562) 908-3423
• Transfer Center: (562) 463-4619

Division of Health Sciences & Nursing
(562) 908-3421
• Associate Degree Nursing
• Nurse Assistant Pre-Certification Training
• Licensed Vocational Nursing
• Acute CNA
• Home Health Aide

Division of Library & Instructional Support
(562) 908-3417
• Library: (562) 908-3417
• Instructional Operations: (562) 463-3211
• Virtual College: (562) 463-3219
• Office of Student Success and Retention: (562) 463-7073

Division of Mathematics & Sciences
(562) 908-3444 or 908-3472
• Biological Sciences Department
• Engineering
• Environmental Sciences
• Mathematics Department
• MESA/TRiO/SSS STEM
• Physical Sciences Department
  - Astronomy
  - Geology
  - Chemistry
  - Physical Science
  - Geography
  - Physics

Division of Physical Education
(562) 908-3409
• Athletics
• Dance
• Fitness Center
• Physical Education

Division of Public Safety
(562) 463-7756
• Administration of Justice
• Corrections
• Police Academy
• Forensics
• Advanced Officer Training: (562) 941-4082
• Fire Technology
• Wildland Fire
• Fire Academy
• Emergency Medical Technician
• Homeland Security Training Center

Division of Student Affairs
(562) 908-3498
• Disabled Students Programs & Services: (562) 908-3420
• Financial Aid & Veterans Services: (562) 908-3411
• Student Health Center: (562) 908-3438
• Veterans Service Center: (562) 463-3370

Division of Student Services
(562) 463-4693
• Office of Outreach and Educational Partnerships:
  (562) 463-4693
• Student Life & Leadership: (562) 908-3427
• TRiO (Student Support Services): (562) 463-3216
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Instructional Calendar 2013-2014

Summer 2013

Five-Week Session (5-weeks)
   Monday, July 8 – Friday, August 9

Six-Week Session (6-weeks)
   Monday, June 17 – Friday, July 26

Eight-Week Session (8-weeks)
   Monday, June 17 – Friday, August 9
   (includes on-site, off-site & online classes)

Fall 2013

Semester Dates (16-weeks)
   Saturday, August 24 - Saturday, December 14

Flex Day (Faculty)
   Friday, August 23
   (Classes begin Saturday, August 24)

8-week Modules
   (Module A) Saturday, Aug. 24 – Friday, Oct. 18
   (Module B) Saturday, Oct. 19 – Saturday, Dec. 14

Finals
   Monday, December 9 – Saturday, December 14

Spring 2014

Intersession Dates (4-weeks)
   Thursday, January 2 - Thursday, January 23, 2014

Semester Dates (16-weeks)
   Saturday, January 25 – Thursday, May 22

Flex Day (Faculty) Friday, January 24
   (Classes begin Saturday, January 25)

Spring Break
   Monday, March 24 – Friday, March 28
   (No weekend classes Saturday, March 29)

8-week Modules
   (Module A) Saturday, January 25 – Friday, March 21
   (Module B) Saturday, March 22 – Thursday, May 22

Finals
   Friday, May 16 – Thursday, May 22

Commencement
   Thursday, May 22
General Information About Rio Hondo College

History
Rio Hondo College celebrates its 51st academic year in 2013-2014. The Rio Hondo Community College District was established by election in October 1960, but first classes were not held until 1963-1964. Since the district’s boundaries at that time were identical to those of the Whittier Union High School District, administration of the district was by the high school district Board of Trustees. Creation of the El Rancho Unified School District in 1962 required that Rio Hondo College establish its own Board of Trustees, and an election for that purpose was held in April 1962.

The new Board of Trustees appointed Dr. Phil Putnam as the founding Superintendent-President in February 1963. In May 1963, the Board chose Rio Hondo as the name for the college. The name, long associated with the area surrounding the Rio Hondo River, means “deep river.”

College classes were offered for the first time in the late afternoons and evenings in September 1963 at Sierra and El Rancho High Schools. Following selection of the present campus site, a $12 million bond issue to build the college was approved by 80.1 percent of the district voters in October 1963. During 1964 and 1965, Rio Hondo College conducted classes for a limited enrollment at the former Little Lake School in Santa Fe Springs.

The present campus opened in the fall of 1966 with an enrollment of 3,363 day and 2,682 evening students. Measure A, a $245 million bond passed by voters in 2004, now provides new buildings and facilities upgrades campus-wide as well as new off-site educational centers in South Whittier and El Monte. Today, Rio Hondo enrolls approximately 20,000 students per semester.

The Rio Hondo Community College District encompasses a 65.5 square-mile area which includes the cities of Whittier, Pico Rivera, Santa Fe Springs, South El Monte, and portions of Norwalk, La Mirada, Downey, La Puente and Industry, some unincorporated areas of Los Angeles County, and the portion of the City of El Monte, south and east of the Rio Hondo River.

School districts within the college boundaries are the Whittier Union High School District, El Rancho Unified School District, and the El Monte Union High School District.

Students come to Rio Hondo seeking a variety of educational experiences. Rio Hondo’s educational program includes courses for transfer to four-year colleges and universities, general education courses for greater understanding of individual and community life, vocational training in certain areas, and courses for improving academic performance necessary for studying at a higher level.

The Rio Hondo College Foundation was established in 1992. The Foundation assists the college in meeting the needs of its students and community. The Foundation’s focus is to secure financial and community resources to support Rio Hondo College programs and services such as student scholarships, innovative educational projects, teaching and training support, and capital expenditures.

Vision
Rio Hondo College strives to be an exemplary California community college, meeting the learning needs of its changing and growing population and developing a state-of-the-art campus to serve future generations.

Mission
“Rio Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings for its diverse students and community.”

Values Statement
As a teaching/learning community, we come together and strive to meet the needs, aspirations, and goals of our changing student population and communities. Since what we value forms the core of who and what we are, the college community—trustees, faculty and staff—recognizes the importance of openly and candidly expressing the college’s values. Rio Hondo College values the following:
1. **Quality teaching and learning**  
The college is dedicated to excellence in instruction and student services to develop the intellectual and personal competence of each student. Rio Hondo College is committed to preparing students to adapt to the demands of a multicultural society.

2. **Student access and success**  
Rio Hondo College recognizes the individual worth and potential of every human being. Accordingly, the college offers an open access, comprehensive educational program to its students including basic skills, vocational education certificates and degrees, general education and transfer courses, and, for its community, economic development opportunities.

At Rio Hondo College, students will have an opportunity to develop ethical values, learn the rights and responsibilities of citizenship, develop career skills, and understand the scientific, artistic and social achievements of various cultures including their own.

3. **Diversity & Equity**  
Rio Hondo College remains committed to the diversity of students, faculty, staff, and management. Diversity can be defined in many ways including ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, learning styles, political beliefs, or other ideologies. Appreciation of diversity means the following:
- Recognizing that each individual is unique and understanding individual differences.
- Recognizing the things that people have in common despite being members of diverse groups
- Creating a safe, positive, and nurturing environment that cultivates respect for what these differences are
- Moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity as a way of coming together as a community with a common purpose.

The concepts of educational equity and student learning outcomes are central to the values of the College. Access to education and the opportunity for educational success for all students shall be provided, with particular efforts in regard to those who have been historically and currently underrepresented. Education should prepare students to adapt to the demands of a multicultural society.

4. **Fiscal Responsibility**  
Rio Hondo College recognizes the importance of maintaining a fiscally sound, efficient, and effective college operation. It uses its resources—human, facilities, and financial—to the optimum benefit of its students, community, and staff.

5. **Integrity and Civility**  
We value integrity, honesty and respect in our actions and words.

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**Goals Statement**  
With the rapid pace of change and the need to respond in a reasonable, timely, and organized fashion - and keeping the focus on our students - Rio Hondo College recognizes the following goals as important to our collective success:

- to provide quality instruction to enhance the teaching/learning process
- to provide quality student support programs
- to provide quality student services, utilizing a student-centered process
- to meet the changing technological needs required to support the educational process and to enhance student access and success
- to maintain a safe and pleasant environment for students, staff, and community
- to support participatory governance processes through effective communication among and involvement of students, faculty, staff, trustees, and community
- to provide leadership in the academic, cultural, and economic life of the community
- to support the personal and professional growth of trustees, faculty, and staff
- to develop and utilize fiscal resources in an efficient and effective manner.

**Code of Ethics**  
Ethical persons are those who abide by principles and exemplify virtues as understood within a given moral framework. Many believe that virtue is intrinsically rewarding. At the very least, that one be perceived as ethical is instrumental in establishing credibility and trust. The employees of Rio Hondo Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. Accordingly, they have interests in, and commitment to, ethical behavior.

To support this commitment, college employees adhere to standards of ethical and professional behavior related to their duties, and have responsibilities to the institution and to individuals they serve. Although one can not “legislate morality” in the sense of mandating virtuous intentions, we can, and do, establish general expectations of conduct.

There are many sources of inspiration and guidance. All employees of Rio Hondo College are subject to official College policies and procedures, applicable regulatory agency requirements, local, state, and federal laws, and professional standards (when applicable). This includes policies such as the Rio Hondo College Policy on Prohibition of Harassment.
(BP 3430), its Policy on Nondiscrimination (BP 3410), and its Policy on Academic Freedom (BP 4030).

In addition, the Board of Trustees is subject to its own Code of Ethics (BP 2715), and most of our employees are members of professional organizations with their own established codes of ethics, such as the CTA, CSEA, and ACCCA. Employees are encouraged to consult their own organizations, when applicable, for further guidance. As constituents of Rio Hondo College, students are likewise encouraged to maintain high Standards of Conduct (BP 5500).

As a further demonstration of commitment to high ethical standards, employees of Rio Hondo College aspire to be guided by the following values statements. They are intended as guidelines and aspirations, to be used for educational rather than enforcement purposes, with our own conscience as the first and most salient means of evaluation.

- This College values open communication, honesty, and truthfulness, and aspires to an “open door” philosophy.
- This College values open inquiry, and honors academic freedom.
- This College strives to protect human dignity and individual freedom.
- This College values clear roles and responsibilities, teamwork, and cooperation (as outlined in AB1725), and therefore aspires to develop a climate of trust and mutual support.
- This College is committed to providing excellent educational opportunities to the community, and the instructional faculty seeks to evaluate students by honest appraisal of student performance against faculty standards.

Institutional Philosophy
Recognizing the individual worth and potential of every human being, Rio Hondo College offers an open access, comprehensive educational program to residents of the college district.

The college is dedicated to excellence in instruction and student services to develop the intellectual and personal competence of each individual.

At Rio Hondo College, students will have an opportunity to develop ethical values, learn the rights and responsibilities of citizenship, develop career skills, and understand the scientific, artistic, and social achievements of various cultures.

Accreditations and Certifications
Rio Hondo College is accredited by the Western Association of Schools and Colleges and is authorized by the California Community College Board of Governors to offer courses which parallel the lower-division courses of four-year institutions and qualify the student for junior classification at the university level. College transfer courses are accepted at full value at most colleges and universities throughout the United States.

- Police Academy – California Commission on Peace Officers Standards and Training (POST) (Certified)
- Fire Academy – California State Fire Marshal (Accredited); Accredited Local Processing for “Fire Officer Certifications”- California State Fire Marshals office
- Regional Homeland Security Training Center - certified by California State Fire Marshal and California Emergency Management Agency (Cal EMA) and certified as a UASI homeland security regional training centers in Los Angeles County.
- Emergency Medical Technician (EMT) – Los Angeles County Health Services EMT / Paramedic Program Approval Section (Accredited)
- Wildland Fire Program – U.S. Forest Service (Certified)
- First Aid and CPR – American Heart Association & American Red Cross (Certified)
- Expanded Scope Practice for EMT’s – LA County Department of Health Services (Certified)
- Drug Studies Program – Accredited by California Association for Alcohol/Drug Educators
- Nursing Program – Approved by the Board of Registered Nursing, State of California and the Board of Vocational Nursing and Psychiatric Technicians, State of California.
- CNA Programs – Approved through the Department of Health Services State of California.
- Automotive Programs: National Automotive Technical Foundation (NATEF) (Certified); California Automotive Business Coalition Automotive Technician Training Standards (ATTS) (Certified); California Smog Check Technician Training Institution (Certified).

Institutional Affiliation
Rio Hondo College is a member of the Western Association of Schools and Colleges, the American Association of Community Colleges, and the California Association of Community Colleges. The college is also a member of the San Gabriel/Foothill Association of Community Colleges (SanFACC).
Admission, Registration & Educational Costs

Admissions: Becoming a Rio Hondo Student
Students who are high school graduates or individuals 18 years of age or over who show evidence that they can benefit from instruction may apply and will be admitted to Rio Hondo College. All classes are open to those who meet the necessary prerequisites. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity sponsored by Rio Hondo College on the basis of race, color, religion, sex, national origin, age, or physical or psychological disability.

Who May Apply
You may be eligible for admission to Rio Hondo College if you are:

- A high school graduate or GED recipient.
- Not a high school graduate but over 18 years of age
- A current high school student who is recommended by the school principal for advanced academic or vocational classes, has the approval of the student’s parent(s) meets the college’s special admissions criteria and is LIMITED TO 7 UNITS or 2 classes of non-remedial coursework (if under 18 years-old).

Student Classification
Students are classified according to the following classifications for the purpose of registration.

New Student: A new student is a student who has never registered at Rio Hondo College.

Returning Student: A returning student is a student who did not register the previous semester but has registered in the past. Students who are returning after an absence of a semester or more (not including summer) must submit an application for admission online.

Continuing Student: A continuing student is a student who attended the previous semester. To be classified as a continuing student with registration priority privileges, a student must maintain continuous enrollment (enrolled in at least one course each semester).

Enrichment Student: An enrichment student is a student who is currently enrolled in grades K-12 or is home schooled.

- Enrichment students younger than 9th grade
  Students younger than 9th grade will be admitted if they meet the exceptional student criteria (highly gifted students with an IQ score above 150). These students may only enroll in college level courses (degree applicable courses), must meet prerequisites, and must show documentation of their gifted status and proof of IQ.

- High School Enrichment Students
  High school students may enroll in classes for college credit. Permission to enroll must be obtained in advance from the high school and a parent or guardian. Interested high school students may obtain information from their counselor and meet with a Rio Hondo counselor to confirm eligibility for courses. Additional information and application are in the office of Admissions and Records. Enrichment students are limited to 7 units or 2 classes of non-remedial coursework.

- International Students
  Students from outside the United States are welcome to pursue higher education at Rio Hondo College. The college values the presence of students from diverse cultures on the college campus.

All international students are subject to non-resident tuition as set by the Board of Trustees. International students must enroll in and complete 12 units each semester and maintain a “C” average in order to remain in acceptable status. An official TOEFL score of 133 on the CBE computer-based exam is required for admission.

Interested students should contact the International Student Specialist in the Admissions and Records Office at (562) 463-7643 for more details.
Residence Requirements

If asked, a student must provide proof of California residency (or in some cases, parent residency) for the past 12-24 consecutive months. If the student is unable to document proof of California residency, he/she may still enroll but must pay non-resident fees. To establish residency, a student must be able to prove eligibility, physical presence, and the intent to remain as a resident (one year and one day prior to the first day of the semester) or 24 months of physical presence. Federal law precludes some visa types from establishing residency. In addition to other requirements, a student must be able to prove residency for one year and one day prior to the beginning of the semester. Selected exemptions from non-resident fees are provided in law: such as certificated public school employees, agricultural workers, military personnel and their dependents. If you feel that you might qualify for an exemption or have questions about residency, please contact the Admissions and Records Office.

Non-Resident Students – Legal Requirements-

Education Code Section 76140 requires that tuition be charged to students who are not residents of the State of California and who attend public community colleges within the state.

The non-resident/international student fee of $190.00 per unit (subject to change) plus a per unit enrollment fee is charged each semester/summer session. Tuition charges must be paid at the time of registration.

The Admissions and Records Office should be consulted concerning the determination of residence.

AB540 Students

On October 12, 2001, Governor Davis signed into law Assembly Bill 540 (Stats. 2001, ch. 814) which adds a new section to the California Education Code. Section 68130.5 creates a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent.

1. The new law does not grant residency, it requires that certain nonresident students be exempted from paying nonresident tuition.
2. Students exempted from paying nonresident tuition pursuant to section 68130.5 do not become residents for eligibility purposes for any state-funded program (e.g., EOP&S, Cal Grant programs, or for purposes of a BOG Fee Waiver).
3. Students who meet the exemption requirements and who are unlawful immigrants are not eligible for any federal or state financial aid program.
4. Students exempted from paying nonresident tuition pursuant to section 68130.5 are not eligible for the Governor’s Merit Scholar Programs because these scholarships are only available for California residents.
5. Students must meet all requirements in section 68130.5 (a) (1) – (4) to be eligible for the exemption.
   a. The student must have attended, and graduated from, a California high school for three or more years. There are no provisions for partial attendance (e.g., two years and 7 months). The law does not require consecutive attendance nor require that the student attended the last three years in California (in the case of four-year high schools).
   b. Such attendance could be at multiple California high schools. Attendance at continuation high schools, charter high schools and K-12 approved independent education is acceptable.
   c. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or a high school proficiency exam).
   d. Except for nonimmigrant aliens, any nonresident student who meets the first two requirements shall be exempted from nonresident tuition even if he or she is a US citizen or lawful immigrant.
   e. If the student has filed an application with the INS to legalize status, the student may already be eligible for resident fee status if the student has resided in California for more than one year and one day since the time of INS application. (See Title 5 Section 54045.)

6. Students who are nonimmigrant aliens (the most common being the F series student visas and B series visitor visas), are not eligible for this exemption. (A full description of nonimmigrant alien classification may be found in paragraph 15 of subsection (a) of Section 1101 of Title 8 of the U.S. Code.) People who entered the country as nonimmigrant aliens but subsequently have gone out of status are not eligible for this exemption until they apply to INS to change their status to something other than nonimmigrant.

Open Enrollment Policy

The policy of this district is that, unless specifically exempted by statute or regulation, every course, course selection, or class, reported for state aid, whenever offered or maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Title V.
**Unit Limitations**

Students are limited to 18 units (15 units for summer sessions) unless they receive approval from a counselor for additional units. Students wishing to enroll in over 18 units (15 units for summer sessions) must meet with a counselor for an overload form. High School students are limited 7 UNITS or 2 classes of non-remedial coursework.

**Adding/Dropping Classes**

Students may add classes (including a change of section of the same course) during open registration dates as listed in the online Class Schedule. The class add must be processed through AccessRio, and students who complete this process are officially enrolled in the class.

If the class and waitlist are closed, students must attend class on the first day of instruction and request an add code from the instructor. If the instructor provides an add code, the student can then use the add code to register for the class via AccessRio by the published deadline.

Starting with the Spring 2013 registration, Rio Hondo College has implemented a Drop for Non-Payment procedure. Prior to the start of each semester, there will be a Common Drop Date. After that time students will need to pay-as-they-add. The full procedure including a list of exempt student groups is posted at www.riohondo.edu

It is the student’s responsibility to officially drop classes prior to the drop deadline in a given semester to avoid receiving failing grades. Please consult the online Class Schedule and click on the CRN number of the course you are trying to drop. There students will find information on critical dates for the course, including drop dates. This section will specifically contain information on the last day to drop classes without receiving a failing grade or the last day to drop classes without receiving a “W” grade. See Course Withdrawal in Section 5 for additional information.

**Evaluation of Transcripts**

All students enrolled at Rio Hondo College should have official transcripts from their high school on file.

Students with previous college units should have transcripts from all colleges attended sent directly to Rio Hondo College. Hand carried transcripts are no longer accepted. These transcripts can verify completion of prerequisite courses, eliminating the necessity of taking all or part of the assessment tests, and can assist the counselors in working with the student. Official transcripts from other colleges are required for evaluation towards a certificate, associate degree, or meeting general education requirements for transfer.

Transcripts from foreign universities must be evaluated by an approved credential evaluation service. Upon request, transcripts from colleges accredited by one of the regional accrediting associations will be evaluated for students during the first semester of attendance.

Transcripts of military service credits will be evaluated upon request of the student.

All transcripts must be sent directly to the Admissions and Records Office. Transcripts become the property of the college and cannot be returned to the student, copied, or forwarded to another institution.

**Student Success and Support Program (formerly Matriculation)**

Senate Bill 1456 revised and renamed the Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012. Signed by Governor Brown on September 27, 2012, the program began on January 1, 2013 and will be implemented in stages over a five-year period.

The Student Success and Support Program supports the transition of new students into the college by providing them services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement. Based on student responses to the Rio Hondo College Application for Admission, students self-identify as either matriculating or non-matriculating. Students identified as matriculating are referred to core services: assessment, orientation, and counseling. Students must complete assessment and orientation in order to receive priority registration. They also need to develop an educational plan which can be accomplished by enrolling in a counseling course, attending an educational planning workshop, or by scheduling an appointment with a counselor. Non-matriculating students are exempt from participating in core services, but they are advised to access these services if they decide to pursue a degree or certificate.

The Student Success and Support Program is the process responsible for bringing together the college and a student, who enrolls for credit, into an agreement for the purpose of realizing the student’s educational goal through the college’s established programs, policies, and requirements. The primary purpose of the Student Success and Support Program is to enhance a student’s success at the college. A student is expected to participate in these services unless the student requests an exemption from a particular service. Exemption forms may be obtained in the Counseling Department. All students are strongly encouraged to participate in the process.

Military Veteran students must participate in all matriculation components as required by the Veteran Administration (VA).

**Components of Matriculation**

Matriculation is composed of the following steps designed to enhance student success:
1. Admission to the college
2. Assessment of English or English-as-a-Second Language, Math, and Reading skills
3. Orientation to the college’s programs and services
4. Counseling and advisement for assistance in defining an educational goal and developing a plan to achieve the goal.

Five Steps to Becoming a Rio Hondo College Student

Step 1: Application
Effective in the Spring 2010 semester, Rio Hondo College began utilizing CCC Apply for application processing. To submit an application for admissions log on to www.cccapply.org/Applications/CCCApply/apply/Rio_Hondo_College.html.

Step 2: Assessment
All new non-exempt students (“non-exempt” refers to students seeking an AA/AS degree, a certificate or transfer) are required to participate in an assessment/orientation/advisement (AOA) process (prior to registration for classes) designed to assist students in reaching their educational and career goals. The purpose of the AOA process at Rio Hondo College is to assess the student’s skill level in English, reading and mathematics and provide the student with the necessary resources for a successful college experience. The student’s reported information, in conjunction with available high school and/or college transcripts are used to determine course placement and the development of a Student Educational Plan (SEP). The assessment information assists the counselor in outlining a useful and clear educational program for the student’s long-range educational plans and the eventual attainment of a chosen career. The AOA process is an effort by Rio Hondo College to provide the student with the finest academic advisement and counseling possible. Students are encouraged to meet with a counselor within the first six weeks of enrollment at the college. The assessment/orientation is available by appointment throughout each semester and during the summer. Non-exempt students who do not complete the AOA process will receive a hold on their registration in the term that follows their first semester at Rio Hondo College. For more information, please contact the Assessment Office at (562) 463-7226 or visit LR-130.

Step 3: Orientation
Orientation to the college is an important part of the matriculation process and should be completed prior to the first semester of coursework. It provides students with information on college services, registration procedures, course placement, and recommended courses to register for in the first semester. Students will be offered to participate in a computerized Orientation during their Assessment Test. Students who do not require an Assessment test can still attend a computerized Orientation in the Assessment Center. Check for dates and times at the Rio Hondo web site: www.riohonondo.edu and click “Assessment Test Information” for the most accurate information regarding walk-in Orientations. The Assessment Center is located in the Learning Resource Center – Room LR130 and the Assessment Office is located in LR141. If you need additional information (562) 463-7226

Step 4: Registration
Upon completing steps 1-3, a student can register online at https://accessrio.riohondo.edu/cp/home/displaylogin on dates specified online under the admissions and records link.

Step 5: Counseling & Advisement
It is important to make an appointment with a counselor to discuss the student’s educational goals and to develop an educational plan before classes begin. For information and/or to make an appointment, please call (562) 908-3410 or go to SS-160.

Student Success and Support Program Requirement
All new students are encouraged to participate in the components of admission, assessment, orientation, and counseling. However, exemptions for these components may be granted if certain criteria are met. (See Matriculation Exemptions.) All new, non-exempt students who are unable to complete the assessment process before their first semester of attendance may enroll; however, they must be assessed prior to registering for their second semester at the college. Students who have not completed the assessment process may be unable to register for certain courses that require prerequisites.

College Responsibilities
In the Student Success and Support Program process, the college has certain responsibilities. The college, to support student success, agrees to provide:
• Processing of applications for admission
  • Assessment of basic skills, study skills, and career interests
  • Orientation to college programs and services
  • Counseling/advising
  • Assistance in developing an educational plan
  • Follow-up and referral to services
Student Responsibilities
In the Student Success and Support Program process, the student also has certain responsibilities. The student, to support his/her own success, has the responsibility to:
• Express a broad educational intent upon admission
• Provide high school and/or college transcripts and other supporting documentation to assist the counselor in making the best possible placement recommendations
• Declare a specific educational goal by the time 12 semester units are completed
• Meet with a counselor to develop an educational plan within the same semester
• Participate in counseling/advisement
• Attend class, complete assignments, and maintain progress toward a defined goal
• Drop classes they no longer wish to attend.

Student Rights
In accordance with the matriculation agreement, the student has the right to:
• Challenge placement decisions and any prerequisite or corequisite by completing the appropriate form, which can be obtained from the Counseling Department.
• File a complaint of unlawful discrimination if a student feels that assessment, orientation, counseling, or any other matriculation process is being applied in a discriminatory manner. A petition may be obtained from the Office of the Vice President of Student Services. Upon receiving a complaint, the Vice President of Student Services will convene a three-member panel consisting of the Affirmative Action Officer or designee and two members of the Matriculation Coordinating Committee to review the student’s petition. The panel shall meet and provide a written notification to the student within five working days.

Matriculation Exemptions
Students who meet one of the following exemption criteria for any of the matriculation components, may obtain an exemption form from the Counseling area. Military students must participate in all matriculation components as required by the VA.

A. Assessment, Orientation, and Counseling
– All students are encouraged to participate in these components; an exemption may be granted according to one of the following criteria:
• Students who are enrolled only in activity, skill building, or personal growth classes (e.g., acting, physical fitness, ceramics) or job skills training (e.g., computer literacy, accounting, brake service), or
• Students who have already completed an AA/AS degree or higher. Military students must participate in all matriculation components as required by the VA.

B. Assessment
– Further assessment exemption may be granted according to one of the following criteria:
• Students who have successfully completed the equivalent of ENGL 035 or ENGL 101 at another community college or university are exempt from taking the English Placement Test.
• Students who have successfully completed the equivalent of MATH 020 or higher at another community college or university are exempt from taking the Math Placement Test.
• Students who have taken a Rio Hondo College-approved assessment test at another college are exempt from taking the appropriate assessment tests.

Those students who have not recently completed the equivalent math and/or English courses and/or recently taken an acceptable assessment test at another college are highly recommended to take the assessment tests at Rio Hondo College for appropriate placement in advanced courses.

C. Orientation
– All students are encouraged to participate in orientation; an exemption may be granted according to one of the following criteria:
• Students who are concurrently enrolled at a four-year college or university, or
• Students who have previously participated in a Rio Hondo College orientation.

Assessment Retest Policy
English, Reading and Math assessment scores are valid for two years. After two years, students are advised to re-test. For more information, visit the Assessment office located in LR-130.

Assessment Placement Appeals Procedure
All students have the right to appeal any placement decision after going through the assessment process. An assessment placement appeal requires written documentation and an explanation of alternative course work, background, or abilities that adequately prepares the student for the course. An Assessment Placement Appeals form can be obtained from the Counseling Department or the appropriate division office (either Communications and Languages or Math and Sciences). Reasons for appealing an assessment placement may include one or more of the following:
• the course recommended is not reasonably available, or
• the student believes the recommended course is not valid or necessary for success in the next course level for which it is required, OR
• the student believes the placement results are discriminatory or are being applied in a discriminatory manner, or
• the student has the documented knowledge or ability to succeed in the next level course without taking the recommended course by the appropriate division office.

Upon filing the Assessment Placement Appeals form, the student may enroll in the desired class. If the appeal is not upheld, the student will be required to drop the class. The district will ensure that the appeal process is finished, and the student is notified in writing within five (5) working days. Students wishing to appeal this decision should contact the Dean of Library and Instructional Support or designee.

RHC Prerequisite/Corequisite/Advisory Definitions
The college REQUIRES students to meet prerequisite/corequisite requirements before taking the course in question.

Prerequisites – A course prerequisite indicates the preparation or previous course work is considered necessary for success in the desired course.

Corequisites – A course corequisite indicates another course that must be taken concurrently with the desired course.

Prerequisites/corequisites that are listed in the college catalog include:
• Courses for which specific prerequisite/corequisites have been validated,
• Sequential course work in a degree-applicable program, and
• Courses in which a prerequisite/corequisite is necessary for transfer to a four-year college.

Questions about prerequisites/corequisites are best resolved with a counselor or instructor prior to the first day of class. If students are attempting to meet a prerequisite/corequisite through the assessment process, they may appeal (challenge) their assessment placement results.

Advisories – A course advisory indicates that if students have the designated preparation or previous course work, they are likely to perform better academically in the course or program in question because of that experience or preparation. Unlike prerequisites or corequisites, advisories do not require that students have the suggested preparation; rather, it is strongly recommended.

How to Clear a Prerequisite
If a student believes they have met a pre-requisite at another institution, they can see a counselor for a pre-requisite clearance. Students must provide evidence of meeting the pre-requisite using documentation such as an academic transcript. See a counselor for details.

Prerequisite/Corequisite Challenge Procedure
All students have the right to challenge any prerequisite or corequisite. A prerequisite or corequisite challenge requires written documentation that should include an explanation of alternative course work and/or background or abilities that adequately prepares the student for the course. A Prerequisite/Corequisite Challenge form can be obtained from the Counseling Department and division offices.

Reasons for challenging a prerequisite may include one or more of the following:
1. A prerequisite/corequisite is not reasonably available (must be made prior to the first week of the semester),
2. The student believes the prerequisite/corequisite is not valid or necessary for success in the course for which it is required, or
3. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner, OR
4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.

Upon filing the Prerequisite/Corequisite Challenge form, the student may enroll in the challenged class. If the challenge is not upheld, the student will be required to drop the class. The district will ensure that the challenge process is finished, and the student is notified in writing within five (5) working days. Students wishing to appeal this decision should contact the Dean, Library & Instructional Support or designee.

Educational Costs
Enrollment Fee – Students who have established legal residence in California must pay the enrollment fee established under state law and subject to change without notice. These fees will be waived at the time of enrollment if the student can demonstrate he/she qualifies under the exempt criteria specified by the State of California. Out-of-state and international students must pay non-resident tuition fees of $190.00 per unit plus the $46.00 a unit fee as required under state law (fees subject to change).

College Services Fee – The Associated Students of Rio Hondo College is funded through the college services fee. The fee is $7.00 for day, evening, and off-campus
students during the fall and spring semesters and $4.00 for summer sessions. The fee is automatically assessed at the time of registration. A waiver form is available in the Admissions and Records Office.

**GO RIO Fee**
This fee was approved by the Associated Students of Rio Hondo College to subsidize costs of the GO RIO bus program. The fee is $7.00 for Spring and Fall terms only.

**Student Parking Fee**
Under provision of Education Code 72247, a Student Parking Fee program has been established. This fee provides for the use of student parking lots, better traffic flow during peak hours, parking lot security, and the use of the tram service.

The student parking fee for day and evening students during the fall/spring semesters is $40.00. The fee for summer sessions students is $10.00. Motorcycle parking is $10.50 for fall/spring semesters; $5.50 for summer sessions.

**Student Health Fee**
Rio Hondo College provides a health services program, as approved by the Board of Trustees, for students who formally register at Rio Hondo College, are currently enrolled, and pay a $19 health fee ($15.00 for summer). Antibiotic medication and women-wellness laboratory tests are available for a nominal fee. Fee-exempted students include those who document religious reasons. A full refund will be made only if requested in writing prior to the semester refund deadline.

**Student Representation Fee**
This $1.00 fee provides support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government. Students may refuse to pay this fee on religious, political, or moral grounds by submitting a refusal in writing to the Office of Student Life and Leadership prior to registration.

**Books**
Students are required to purchase all books and supplies needed for their courses. Book costs will vary from semester to semester. Often purchasing used books can reduce this amount.

**Scholarships**
A variety of scholarships are available to Rio Hondo College students. For more information, contact the Financial Aid/Scholarship Office at (562) 908-3411 or go online to www.riohondo.edu to view scholarship opportunities.

**Student Financial Obligations**
Withholding Grades, Transcripts, etc. for Nonpayment of Financial Obligations (59410) – The governing board of a community college district may provide by appropriate rules and regulations that grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the district or a college. (BP 5035)

**Enrollment/Fees Refunds**
Resident students reducing their course load or withdrawing from all courses during the first 10% of the fall/spring semester may file for a refund in the Admissions and Records Office. During the summer session, resident students reducing their course load or withdrawing from all courses during the first 10% of the session may file for a refund in the Admissions and Records Office. Please check the Rio Hondo web site, under the Admissions and General Information link for specific deadline dates. Any enrollment fee refund request is subject to a once-per-semester service charge of $10.00.

For non-resident students reducing their course load or withdrawing from all courses, a refund may be requested in Admissions and Records during the first 10% of the fall/spring semester in order to receive a full refund of all out-of-state fees. During the summer session, a refund must be requested in Admissions and Records prior to the end of the first 10% of instruction to receive a full refund of all out-of-state fees. The student will receive a 50% refund of out-of-state fees if the request for a refund is received in Admissions and Records during the third or fourth week of the fall/spring semester or during the second week of the summer session. No refunds will be granted after the fourth week of the fall/spring semester or after the second week of the summer session. Please check the Rio Hondo web site, under the Admissions and General Information link for specific deadline dates.

In the event that law mandates other fees and law does not prescribe the refund policy, the refund of such fees shall be in the same manner as the refund of health, college services, and parking fees.
Support Services

Student Services

Academic Advisement
Assistance in developing an educational plan to obtain a certificate, degree, or to transfer to a university is available through contact with the counselor who advises in the student’s major field or any general counselor in the Counseling Department.

All regular instructors maintain office hours each week to interact with students. Faculty members are valuable contacts in providing personal information related to a student’s career or college choice.

Assessment Center
The Assessment Center administers a variety of tests and surveys to provide current information about student educational preparation, interests and other characteristics. This information is important for the advisement process and for student selection of courses and programs appropriate to their needs, experiences, background, and educational goals. Assessment tests must be completed before registering for English and mathematics courses. A schedule of assessment dates is available on the Assessment web page.

CalWORKs Program
CalWORKs stands for California Work Opportunity and Responsibility for Kids. It is the state’s welfare-to-work program for families with children. CalWORKs replaced the former AFDC program in January 1998.

The purpose of the CalWORKs program at Rio Hondo College is to provide students who are receiving cash aid/temporary aid for needy families (TANF) with education, training, and employment skills to become successfully employed.

The following services are available to students:
1. **Counseling** – The role of the CalWORKs Counselor is to help students meet the rules and regulations required by the Department of Social Services. Counselors complete county forms, provide one-on-one counseling services, help students meet 32/35 hour county requirement, and advocate for students rights.

2. **Work Study** – Paid part-time jobs on and off campus (based on funding). Work study does not affect cash aid.

3. **Employment Services** – One-on-one assistance with resume writing, interview techniques, and job search assistance.

The CalWORKs program is located in room SS-220. For more information please contact the CalWORKs program at (562) 463-7311.

Career Counseling
Counselors in the Career Development Center offer assistance in identifying personal strengths and in making life decisions about educational and employment opportunities. Counselors can help students determine a major and choose a career based on interests, aptitudes and abilities. An extensive collection of resources including books, magazines, handouts in career trends, pamphlets, software, videotapes and the Internet are available for career exploration. The EUREKA career information program offers career information and assessments for career decisions. A series of workshops to develop job preparation skills are presented and are listed on a monthly calendar of events available in the Career Development Center and on the Career Development web page.

Counseling
The primary responsibility of the counseling staff is to provide counseling support for Rio Hondo students, faculty, and the campus community. Counselors strive to respect individuality, to encourage personal development and to foster a climate in which academic growth will occur. Therefore, counseling and student services are organized to aid each student in establishing, clarifying, and pursuing personal, educational, and career goals.

The Counseling faculty offers courses (COUN 100, 101 and 151) which are designed to aid students in acquiring the skills, information, and personal awareness needed for college and career success.

Counselors are available throughout the year for consultation. Counselors can assist students with a variety of issues: program planning, choosing a major, graduation requirements, transfer requirements to 4-year colleges and universities, personal problems, scholarships and financial aid programs, tutoring, and communication with a professor. Students should make an appointment well in advance of registration to meet with a counselor. Contact the Counseling Department at (562) 908-3410.

Disabled Students
Programs & Services
Rio Hondo College offers both classroom instruction and student support services for students with disabilities. Resource rooms and expert staff are available to students who need disability related
accommodations and support services. A variety of support services are available to qualified students with a disability. Students with professional documentation of a disability including but not limited to students with physical, learning or psychological disability or a student with a visual impairment, acquired brain injury or is a developmentally delayed learner.

Services include specialized tutoring, test-taking assistance, sign language interpreters and real-time captionists, Braille and non-Braille transcription services, and disability related specialized counseling services. Other services include registration assistance, priority enrollment and a variety of assistive computer technologies which promotes equal access to college instructional programs and activities for students with disabilities.

For complete information on our program, please contact Disabled Students Programs & Services at (562) 908-3420, via video phone at (562) 364-8433 or visit us on the web at www.riohondo.edu/dsps/index.

Extended Opportunity Programs & Services
In 1969, the Board of Governors for Community Colleges authorized the implementation of the Extended Opportunity Programs and Services (EOPS) at Community Colleges. The primary function of the Extended Opportunity Programs and Services is to identify and recruit economically and educationally disadvantaged students and assist them with academic supportive services in order to enhance college success, transfer to four-year institutions, and transition to the workplace.

EOPS personnel provide outreach, counseling/educational advisement, and transfer assistance. The program also offers partial book vouchers and academic achievement grants.

In addition, the EOPS Cooperative Agencies Resources for Education (CARE) Program assists single parent individuals on TANF, with dependent children, with additional academic and personal supportive services. For further information, please contact the Extended Opportunity Programs and Services Office, room S5-240, (562) 908-3423.

Honors Program
The Rio Hondo College Honors Program is designed to meet the needs of students who seek a challenging educational experience that goes beyond the regular degree program. The Honors Program incorporates a more in-depth investigation of topics. Many Honors classes are kept intentionally small to facilitate the discussion/seminar rather than lecture format. A reduced class size also encourages a more collaborative learning experience where students from different backgrounds can interact more freely with each other and the faculty members who teach these courses. Honors courses are designated as such on students’ transcripts. Students in the Honors Program will also be eligible for priority transfer to selected colleges and universities. For more information and application forms, please contact the Honors Program at (562) 463-7339 or visit the Honors website at www.riohondo.edu/honors.

Honors Transfer Program
The RHC Honors Transfer Program offers students the opportunity to gain priority admission consideration and other transfer benefits at a number of colleges and universities. Rio Hondo College has signed honors transfer agreements with UCLA, UC Riverside, UC Irvine, UC Santa Cruz, CSU Long Beach, San Diego State, CSU Fullerton, CSU Stanislaus, Chapman University, Pomona College, Pitzer College, Occidental College, La Sierra University, Loyola Marymount, Pacific University (Oregon) and Whitman College (state of Washington).

To complete the Honors Transfer Program, students must take six honors courses, achieve at least a 3.2 grade-point average for all transferable college courses taken, complete the required general education courses as well as all prerequisite work for their major required by the school to which they plan to transfer. Additionally, honors students must schedule two meetings with their honors counselor each semester. Benefits of the program include small classes, closer contact with professors, interaction with Rio Hondo’s top students, challenging course work, and personalized honors counseling. Interested students should fill out and submit the Honors Transfer Program application published each semester in the Class Schedule. See the Honors Transfer Counselor in the Counseling Department for more information.

Orientation
Orientation familiarizes and acquaints students with important college policies and expectations, as well as the range of services and programs available. It is recommended that all new students participate in orientation. A schedule of orientations is available in the Assessment Center, room LR130 and on the Assessment web page.

PUENTE Program
The Puente project is a one-year writing, counseling and mentoring program. The emphasis is on Chicano/Latino writers and authors. The goal of the program is to increase the number of students who transfer to four-year colleges and universities. For more information call (562) 908-3467.

Transfer Center
The primary responsibility of the Transfer Center is to ensure a transfer culture by providing comprehensive support services and resources as well as counseling services to empower students seeking to transfer to four-year colleges and universities.

The Transfer Center provides up-to-date information about transferring to four-year institutions to students, counseling faculty, and staff, as well as coordinates various activities, resources, and services that support the transfer process. The Transfer Center is designed to assist students with the process of transferring to
four-year colleges and universities; public, private and out-of-state campuses.

For more information visit the Transfer Center in room SS-250 or call (562) 463-3216. For more information visit the Transfer Center in room SS-250 or call (562) 463-3216.

TRiO Programs

Student Support Services – The Student Support Services Program, a federally funded TRiO Program, serves one hundred and sixty students. The purpose of this program is to prepare first-generation, low-income and/or disabled students for graduation/transfer into four-year colleges and universities. Services include academic advisement, transfer and career information, tutoring, priority registration, student success workshops, educational and cultural activities, financial aid and scholarship information, cash-aid stipends and various other services. All services are free. For more information call (562) 463-3216.

Veterans Services

Veterans and Veteran Dependents are encouraged to take advantage of the counseling services and educational programs offered by Rio Hondo College. Rio Hondo College cooperates with the Veterans Administration and with the California State Bureau of Vocational Rehabilitation in helping veterans and their dependents to obtain the education necessary to realize their academic and vocational goals. Rio Hondo College has been approved for the training of veterans and eligible dependents. Veterans and dependents are required to comply with Veteran Regulations Sections 21.4135, 21.4235 and 21.4277 in regard to required attendance and progress that the student-veteran or dependent must meet in order to receive educational benefits under Title 38, United States Code.

The Veterans Administration requires all entering students to be formally evaluated in writing for possible award of credit for previous training and experience. This applies to all students, full-time and part-time, degree and non-degree candidates. To prevent possible future interruption of educational benefits, it is essential that an official copy of all previous course work (college or service) be on file at Rio Hondo College and in the Rio Hondo College Veterans Service Center located in the Student Services Building, Rm SS150.

Satisfactory academic progress of veterans or eligible dependents is measured by the successful completion of the number of units enrolled. Non- punitive grades (W or NC) are not considered making satisfactory progress. The VA does not pay for non-punitive grades. Benefits will be retroactively terminated effective the first day of the semester for any non-punitive grade received. If the veteran submits to the VA mitigating circumstances, overpayments MAY OR MAY NOT be waived. A “C” average or above must be maintained in order to receive an associate degree at Rio Hondo College. Should a veteran fail to maintain satisfactory progress for two semesters, benefits will be terminated. The veteran must contact the RHC Veterans Service Center to set up an appointment for his/her case to be reviewed by the Veterans counselor. “The school counselor will recommend a suitable course of study.”

Upon satisfactory completion of one semester of approved courses, benefits will be reinstated.

The veteran or dependent has the responsibility to adhere to these standards of attendance and progress and to notify the Rio Hondo College Veterans Service Center of any change in status that would affect the collecting of veteran’s benefits. Additions, drops, withdrawals and last day of attendance MUST BE REPORTED AT ONCE.

Monthly attendance reporting is required of veterans and dependents. The Department of Defense is now giving educational benefits for the National Guard and all of the Reserves, except for National Oceanographic and Atmospheric Administration and Public Health Service. Please visit the Rio Hondo College Veterans Service Center, Rm SS-150 for details and application forms. Information is also available on the Rio Hondo College Veterans Services web page.

Financial Aid Services

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation and room and board.

Most financial aid programs require a student to be enrolled at least halftime in a degree, certificate, or transfer program. Eligibility is also limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and may be obtained from the Financial Aid Office.

To apply, students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Rio Hondo College Federal School Code is 001269. The priority deadline to apply is march 2 to be eligible for all available aid. However, you may still apply after March 2, funding may be limited. Visit the Financial Aid Office for further information located in the Student Services Building, SS150 or visit: www.riohondo.edu/students/financialaid.

Federal Financial Aid Programs

The federal government offers a variety of grants for students.

Federal Pell Grant – This grant is available to all eligible applicants. Limited eligibility may also be available to less than half-time students.

Federal Supplemental Educational Opportunity Grant – A limited number of grants are available through this program. Priority is given to students who apply by the priority deadline and have exceptional need.

Federal Work Study – This program allows students to seek employment for on-campus jobs. Students generally work up to 20 hours per week.

Federal Direct Loan Program

Program (FDLP) – Students may apply for a Subsidized or Unsubsidized loan from the federal government.
**State Financial Aid Programs**
The state of California offers a variety of grants for students. The California Dream Act of 2011 is the result of two assembly bills (AB130 and AB131). Together these bills allow undocumented and documented students who meet certain provisions of AB540 law to apply for and receive private scholarships funneled through public universities, state-administered financial aid, university grants and community college fee waivers. To apply, students must complete a free California Dream Act application with the California Student Aid Commission each year by March 2nd for priority filing.

**Cal Grants** – the California Student Aid Commission awards Cal grants. Students must be legal residents of California and have financial need. To be considered, students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.edu.gov, and submit a GPA Verification form by March 2 or September 2.

**Cal Grant B** – This grant helps students with living expenses, books, supplies, transportation and other non-direct educational expenses.

**Cal Grant C** – These awards help vocational students with tuition and supplies. Recipients must be in a program of study that is between four months and two years duration.

**Board of Governors Waiver** – The Board of Governors Waiver (BOGW) helps to pay the per unit enrollment fee for all eligible applicants.

**BOGW A** – If you or your family receive Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or General Assistance/General Relief you may qualify for BOGW A. You may also qualify if you are the dependent of a deceased or disabled veteran. Apply in the Financial Aid Office.

**BOGW** – You may be eligible for a fee waiver if you have certification form the appropriate agency that you are the dependent of a deceased or disabled veteran or a recipient or a dependent of a recipient of the Congressional Medal of Honor or a dependent of an individual killed in September 11th terrorist attacks or a dependent of a deceased law enforcement officer or fire protection personnel.

**BOGW C** – You have qualified for Federal or state financial aid, such as a Federal Pell Grant or Cal Grant based on the FAFSA application results.

If you request a fee waiver you will be asked to sign a Fee Waiver Application under the penalty of perjury that all statements and information are correct. You must be a California resident in order to apply for these waivers.

**Scholarships**
**Institutional Financial Aid Programs**
There are numerous scholarships available to Rio Hondo College students. These scholarships are funded and sponsored by a variety of on and off campus resources. To view or apply for available scholarships please visit: www.riohondo.edu/students/financialaid.

**Loans**
**Associated Student Body Loans**
The Associated Students make small, short-term, interest-free loans available to students to assist them in emergency situations and for the purpose of buying books and supplies. Students who have paid the College Services Fee may apply at the Office of Student Life and Leadership rm SS201 during the first 10 days of the fall and spring semesters only. Loans are on a first-come, first-served basis.

**Return to Title IV Funds**
In accordance with the Federal Regulations HEA, Section 4848, 34 CFR 668.22, Rio Hondo College will apply a refund policy to all eligible students under the Return to Title IV funds requirements. Students who receive federal financial aid and withdraw from all classes prior to completing at least 60% of the semester will have their financial aid eligibility recalculated and may have to repay any “unearned” portion of financial aid received.

**Health Support Services**
**Student Health Center**
The Student Health Center is located in the Student Services Building, room SS230. A registered nurse is on duty during scheduled hours. A medical doctor is available during scheduled hours to see and treat ill and/or injured students. Appointments are given with the school physician on a first requested basis; non-appointment clients are seen as time permits. Service hours are posted at the Student Health Center, and on their web page. Services include:

- First aid care of illness and accidents
- Diagnosis and prescriptions
- Immunization against diphtheria, tetanus, and hepatitis B
- Physical examinations at minimal cost
- Limited laboratory tests at cost
- Women’s Health Clinic
- Health counseling and education
- Vision and hearing testing
- Blood pressure monitoring
- Tuberculin skin testing

Whenever there is a reason to believe that the health of a student may be a factor affecting progress, or that an individual’s health might endanger that of other students, the administration may require that the student obtain a physical examination by a district-selected doctor. In such cases the college pays the examination.

**Psychological Services**
A clinical psychologist is available for day and evening appointments in the Student Services Building, room SS230. The following confidential services are available to students who are experiencing personal problems:

- Individual psychotherapy
- Stress management training
• Interpersonal skills training
• Consultations and referrals

Effects of abuse alcohol or drugs
There are many reasons for NOT abusing drugs or alcohol. Significant health risks associated with the abuse of these substances include the following:

Long term abuse of alcohol may cause:
• liver damage
• ulcers or gastritis
• delirium tremens
• or brain damage.

Long term use of drugs may:
• lower one’s resistance to disease
• cause malnutrition or damage various organs.

Both drugs and alcohol may be damaging to the development of an unborn fetus. Physical and psychological addiction to these substances is clearly a risk. Relationship problems, financial difficulties are often associated with substance abuse.

Rio Hondo College’s Policy:
Rio Hondo College wants to provide a quality education for you. We believe that creating a learning environment which is free of drug and alcohol abuse is important. The college’s standard of conduct (Board Policy 5500) clearly prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by students on campus or as part of any of its activities.

What the College will do:
If you violate these policies, you may be subject to corrective action, up to and including suspension or expulsion. It is important to note that the College is prepared to impose disciplinary action as it deems fit.

If you want help . . .
Rio Hondo College has some resources to assist you in breaking out of drug and alcohol abuse. Call (562) 692-0921:

OFFICE LOCATION EXT.
Student Health Center SS230 3438
Psychological Services SS230 7302
Counseling Center SS104 3410

This information is provided to all students per requirements of the Drug Free School and Communities Act Amendments of 1989. (P.L. 101-226)

Off-campus Resources
This list does not have EVERY drug and alcohol abuse program in the area, but those listed can refer you to other programs if needed.

L.A. Centers for Alcohol & Drug Abuse
(Santa Fe Springs)................................. (562) 906-2676
Southern California Alcohol & Drug Program
...................................................... (562) 923-4545

Narcotics Anonymous......................... (562) 698-4604
(Referrals to meetings)
Alcoholics Anonymous..................... (626) 914-1861
(Referrals to meetings)

Other hospital programs:
College Hospital (Cerritos)............... (800) 352-3301
BHC Alhambra Hospital .................... (626) 286-1191
INFO Line (Referrals to community resources)............. (626) 350-6833
......................................................or dial “211”

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>CODE</th>
<th>PENALTY</th>
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<tbody>
<tr>
<td>Possession of Drugs</td>
<td>Health &amp; Safety Code Sec. 11377, 11350, 11357</td>
<td>2-10 years or fines</td>
</tr>
<tr>
<td>Possession for Sale</td>
<td>Health &amp; Safety Code Sec. 11379, 11352, 11360</td>
<td>2-10 years</td>
</tr>
<tr>
<td>Sale of Drugs</td>
<td>Health &amp; Safety Code Sec. 11378, 11351, 11359</td>
<td>5 years to life</td>
</tr>
<tr>
<td>Driving under the influence of any drug or alcohol</td>
<td>Calif. Vehicle Code Section 23152</td>
<td>Jail time, Fines, Loss of License</td>
</tr>
<tr>
<td>Being under the influence in a public place or unable to care for self or safety of others-i.e., liquors, any drugs</td>
<td>Calif. Penal Code Sec. 647f</td>
<td>Misdemeanor, Possible Jail Time</td>
</tr>
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Other state or federal laws may apply. For list of laws, consult the library.

Academic Support Services
Student Tutoring Support
Tutoring services are available free to Rio Hondo College students at two locations on campus, the Learning Assistance Center and the Mathematics & Science Center.

Learning Assistance Center (LAC)
The Learning Assistance Center provides one-to-one tutoring and organized study groups to assist students in reviewing and reinforcing course related concepts through a variety of instructional aids and materials. Learning Assistance Center services are available to all Rio Hondo College students at no charge. Students may schedule tutoring appointments or study group sessions at the LAC desk on the first floor of the Learning Resource Center. Hours are listed online at: http://www.riohondo.edu/commlang/workshop/LAC.htm

Mathematics & Sciences Center (MSC)
The Mathematics & Science Center located in the Science Building, Room S300, provides free math tutoring for all Rio Hondo College students. In addition, four math courses are offered through the MSC. Other resources available to MSC students include computers, mathematics interactive software, and multi-media study aids. An assigned instructor,
Instructional assistants and tutors are available to assist students. The Mathematics & Science Center is open Monday through Thursday and Saturday, including some evenings. Hours are listed for each semester on the MSC web page.

**Math Engineering Science Achievement (MESA) and TRiO Student Support Services STEM**

The MESA Community College and TRiO SSS STEM Programs support students who plan to graduate from Rio Hondo College with an Associate’s degree and transfer to four-year institutions in science, technology, engineering, and mathematics (STEM).

Program Objectives:
- Increase college retention and transfer rates to four-year institutions for STEM majors.
- Increase the number of underrepresented students who graduate with degrees in STEM majors.
- Provide academic and personal support for STEM majors.

Program Components
- MESA Center for tutoring and group study
- Academic Excellence Workshops designed to reinforce concepts and topics learned in chemistry, mathematics, and physics courses
- Academic advisement and educational plans through transfer
- Assistance with study skills and time management
- Support with application and transfer to four-year institutions
- Exposure to information about internships, research opportunities, and other enrichment programs.
- Information about financial aid, scholarships, and money management.
- Mentoring with peers, professors, and professionals
- Leadership training
- Professional and academic conferences
- Networking opportunities
- Career information

For complete program information about the MESA/TRiO SSS STEM Programs please contact us in S205 (562)-463-3222 or visit www.riohondo.edu/mesa. Program eligibility requirements apply.

**Language Lab**

The Language lab is located in the first floor of the Learning Resource Center and is available for students enrolled in ESL or foreign language classes that require a lab. Lab hours are listed each semester in the Class Schedule.

**Library**

The Rio Hondo College Library is the research center of the College. Occupying the second floor of the Learning Resources Center, the library offers a full range of books, periodicals, online databases, electronic books, recordings, and audiovisual materials in support of the college curriculum as well as for general enrichment. Computer workstations, ADA-compliant computers, wireless access, and a self-service copy/print center are also available.

The circulation desk at the entrance to the library serves as the first point of student service. This department also activates library privileges; checks out books, audiovisual items, and a limited number of high-demand course textbooks; loans audiovisual equipment to faculty and staff, and fills requests for campus signage.

Because today’s students face an ever-expanding variety and range of information resources, they need to learn the critical thinking and information literacy skills essential to optimizing the use of these resources. College librarians do their part in teaching these skills by providing instruction in conducting effective research, reference assistance, and extended consultation. Library instruction takes the form of classes on general and specialized research topics requested by instructors for their students, one-on-one research guidance, drop-in research workshops, and a 3-unit library research class (LIB 101).

The library’s web site (http://library.riohondo.edu/) contains many features designed to assist students and faculty in their course assignments. These resources include librarian-annotated subject guides to popular research topics, MLA and APA style sheets for citing print and electronic sources, links to the online catalogs of area libraries, library FAQs, and much more.

Students can make use of the library computers and their personal wireless-enabled laptops to conduct research. Individual study carrels, group tables, and informal seating areas allow for quiet study. To students who prefer to collaborate on class work, the library offers seven group study rooms that can be reserved for two hours at a time. Listening and viewing stations are available for use with audiovisual resources.

For more information about library services, please check the library’s web site at http://library.riohondo.edu.
Alternative/Nontraditional Classes

Study Abroad
Rio Hondo College is a member of the Southern California Foothill Consortium that currently offers two study abroad experiences each year that provide students with a unique opportunity to enrich their education. In fall, students study in London, England and in spring, Salamanca, Spain. Students enroll in classes, receive transferable general education units and can apply for financial aid and scholarships to help with the costs. Program courses and activities are geared toward taking advantage of the international location, and students gain invaluable multicultural experience by living and learning outside the United States. For more information, visit the college web site: www.riohondo.edu/commlang/studyabroad/

Distance Education: Online Courses
Rio Hondo College offers students the opportunity to take college courses over the Internet through its Virtual College. Online courses offer the same curriculum as traditional classes except students may obtain lectures, class materials, communicate with the instructor, participate in class discussions and complete assignments via the Internet anywhere and at anytime. Rio Hondo’s Virtual College offers students a variety of online courses to fulfill general education and transfer requirements for the University of California, California State Universities and other private universities. Online registration, counseling, tutoring and library support services are available. The instruction provided as distance education (Virtual College) is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. §12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 794d). For further information check the Class Schedule, visit the Virtual College web site at http://online.riohondo.edu or call (562) 463-3218.

Continuing Education & Contract Education Classes
The Continuing Education Office brings customized Professional Development business, and short-term training to the community and local businesses. Training programs are designed to meet specific needs of the organization. Professional development courses and workshops are offered on campus, in the community, online, and are available to community members and employees of area businesses. Programs include computer applications, small business workshops, career development, supervision, international business, environmental technology, pharmacy technician, personal development and more. Contract Training can be conducted at a company site or at the college training facilities. Bilingual training programs are also provided.

FREE training is available for companies that qualify through the Employment Training Panel program. Various training programs such as Total Quality Management, Customer Service, Production Techniques, Office Automation, Team Concepts, Statistical Process Control, English-as-a-Second Language, etc. are available. For information, please refer to the Continuing Education Class Schedule, our web page http://www.riohondo.edu/Continuing Education, or call (562) 908-4606.

Weekend College
The Weekend College is designed for working adults who wish to take classes towards a degree, transfer, or personal enrichment and improvement. Saturday classes are scheduled each semester. Refer to the Class Schedule for further information.

Mathematics & Sciences Center (MSC)
The Mathematics & Science Center (MSC) offers coursework in MATH 020, MATH 030, MATH 050, and MATH 070. Courses are divided into modules and students work on one module at a time. Courses are sequential and are equivalent to classes offered in lecture format. This format allows for differences in the pace at which a student may complete a course.

Intensive English Language Academy
The Intensive English Language Academy (IELA) at Rio Hondo College provides immersion-based, learner-centered English language instruction to students from diverse backgrounds. The IELA is primarily geared toward International students with TOEFL scores below 450, preparing to enter college level instruction. However, all English language learners are welcome to enroll.

Four sequential levels of instruction are offered: Beginning, Intermediate Low, Intermediate High and Advanced, in eight-week sessions. Students are initially placed based on their TOEFL score and can possibly progress through the entire program sequence in one academic year, from September through May. Summer instruction may also be available.
Student Activities & Athletics

How to Get Involved In Student Activities
Getting involved in activities at the college enriches the college experience for the student. Rio Hondo college has a variety of ways in which a student may get involved, including student government, athletics, and clubs.

Associated Students of Rio Hondo College Membership
The Associated Students of Rio Hondo College (ASRHC) is a self-sustaining organization. Student activity programs are supported by proceeds from students paying the College Services Fee. The Associated Students of Rio Hondo College Body’s objective is to encourage active participation in college events and activities by all students.

Student Clubs
Students may pursue a special interest through participation in one of the campus clubs or organizations. Those who choose to participate in this phase of college life may derive valuable social and educational experiences. Each club has individual service projects and tradition, and is sponsored by one or more members of the permanent faculty or staff. Contact the Office of Student Life & Leadership at (562) 908-3427 for more information.

ASRHC Sponsored Events
The Associated Students of Rio Hondo College sponsors a variety of activities including open forums, entertainment and a variety of multicultural programs. Depending on the type of programs and expected audiences, they will be held on or off campus.

College Services Fee
When a student enrolls in the college they pay a college services fee. This fee entitles students to the following:

- Competition for ASRHC sponsored scholarships
- Emergency Loans
- Free photo I.D. Card for first I.D. only. (Additional or replacement I.D.’s cost $5.00 each.)
- Various campus activities and events
- Free use of the EUREKA computer in the Career Development Center

- Free admission to some athletic events and theatre productions
- Discount tickets to AMC Theaters, some amusement parks and more!
- Membership in campus clubs and organizations
- Opportunities to be elected to student senate.

Student Government
The student government organization is the Associated Students of Rio Hondo College Senate. This body and its officers establish and maintain student body policies and administer student co-curricular activities with the sponsorship and advice of the college administration.

General Student Information
Students are urged to consult the Rio Hondo College Catalog, and the Rio Hondo College web site (www.riohondo.edu) for specific information about programs of study and other items of interest. The General Student Information is important for all students. It contains vital orientation and registration information as well as a comprehensive guide to the variety of student services available to all students.

Student Publications
El Paisano is the Rio Hondo College newspaper, published biweekly in print and online (www.elpaisanonews.com). La Cima is the student magazine. These publications serve as voices of the campus and training opportunities for the college’s journalism program. Students enrolled in journalism classes form the publication staff of El Paisano and La Cima.

Athletics – Men’s & Women’s Intercollegiate Sports
Rio Hondo College is a member of an athletic conference formed by the California Community College Athletic Association (CCCAA).

Conference competition is scheduled in the following sports for men: baseball, basketball, cross country, swimming, soccer, water polo and wrestling; and for women: soccer, softball, basketball, volleyball, tennis, water polo, swimming and cross-country.

Male or female students who wish to become members of a team should check the class schedule online at: www.riohondo.edu for the current offerings.
for both men and women’s intercollegiate athletic teams; contact the coach of that team in the Physical Education Department for details; and enroll in that class during registration. Prior to registration, students should see the Athletic Academic Counselor. Appointments can be made by contacting the Physical Education Department at (562) 908-3409. Additional information is also available on the Athletics web page.

**Athletic Eligibility for California Community College Intercollegiate Teams**

Male and female students may represent the college in athletic contests upon verification of their status as amateur athletes in the sports in which they wish to compete.

If a Rio Hondo student is a first-time participant on any intercollegiate athletic team, the student may participate regardless of past academic record. (A first-time participant means the student HAS NOT PLAYED in any scheduled game, meet, or match in any institution above the high school level during a season.) In order to be eligible to participate, student athletes MUST BE actively enrolled in a minimum of 12 units at his/her community college during the competition in the sport. Nine of the 12 units must be in academic subjects, and 3 units may be physical education activity courses.

To be eligible for the second season of a sport, the student athlete MUST COMPLETE and PASS 24 SEMESTER UNITS AT A MINIMUM G.P.A OF 2.0 BETWEEN SEASONS OF COMPETITION. Eighteen of these units must be in academic classes and 6 units may be physical education activity courses. These units must be completed PRIOR to the beginning of the semester of the second season of sport. Units completed and passed during the first season of sport shall be included in the calculation of the 24-semester unit requirement.

A student transferring to Rio Hondo College who has previously PARTICIPATED in intercollegiate athletics at another California community college MUST COMPLETE 12 units at Rio Hondo College PRIOR to the beginning of the semester of competition.

Students are NOT ALLOWED more than TWO SEASONS of athletic competition in any one sport. Students who have questions concerning athletic eligibility should check with the Athletic Director by calling the Physical Education Department at (562) 908-3409. All student athletes are expected to comply with the Decorum policy in the State Constitution for Athletics.

**Student Conduct at College-Sponsored Events**

**A. Basic Responsibilities at Conferences:**
1. Participants, students and advisors shall be fully informed concerning their responsibilities for proper conduct during a trip and at the conference.
2. Advisors shall recognize and accept responsibility for the actions of students. Students will be directly responsible to the advisor.
3. Rules established by the host school on location must be observed.
4. Prior to the conference, student participants and advisors shall read the code of conduct.
5. Attendance at all meetings including meals is considered part of the participant’s responsibility while at a conference unless first excused by the advisors.
6. Students may not represent Rio Hondo College at any event away from the campus without an advisor unless they are given special permission to do so by the college administration.

**B. Regulation of Conduct**
1. It is contrary to California State Law to possess, serve, or consume alcoholic beverages at any college function including regional or state conferences, regardless of the age of those participating. Anyone who appears under the influence of alcoholic beverages shall be subject to disciplinary action by the conference and Rio Hondo College.
2. All participants at conferences or on trips are expected to show proper consideration for the rights and welfare of others. Undue noise and disturbances shall be considered violations of this regulation.
3. No firearms will be permitted on any trip. College-approved pistol and rifle matches are excepted.

**Social Functions**
1. The college must sponsor any club or organization recruiting Rio Hondo College students.
2. All social functions on campus must be cleared through the Office of Student Life and Leadership.
3. Students attending social functions on campus are under the jurisdiction of the college and must assume individual responsibility for the accepted standards of behavior.
4. Guests of Rio Hondo College students shall be the responsibility of the student. Guests are expected to behave as students and, as such, abide by college regulations.
5. Students shall be responsible for all property damage incurred by guests during any activity sponsored on campus.
5 Academic Guidelines

Student Learning Outcomes (SLO)
Statements of Student Learning Outcomes (SLOs) are an integral part of the curriculum developed for programs of study and individual courses. Student Learning Outcomes are housed at the SLOutions website (www.rio.solutions.com) maintained by the Student Learning Outcomes Coordinator. Specific Student Learning Outcomes appear in course syllabi.

Academic Honesty

Academic Dishonesty
Academic dishonesty is defined as cheating, plagiarism, or obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means or helping someone else to commit an act of academic dishonesty.

Definition of Cheating
Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, fraudulent, or unauthorized means. Helping someone commit an act of academic dishonesty is also considered cheating. The following are only some of the many forms cheating may take:

• Copying another’s work on an exam, paper, or project; any behavior that defeats the intent of an exam
• Possessing or using unauthorized materials during an exam; or collaborating on a project, homework, or other assignment to be turned in for credit where the instructor expressly forbids such collaboration
• Communicating with fellow students during an exam, taking an exam for another student, purposely allowing another student to copy during an exam, or providing coursework for another student to turn in as his or her own effort
• Fabricating, falsifying or misrepresenting data or results from experiments, interviews or surveys
• Submitting the same work in more than one class for credit without permission from the instructor
• Knowingly furnishing false information to the college including forgery, altering of campus documents or records, tampering with grading procedures, fabricating lab assignments, or altering medical excuses

Definition of Plagiarism
Plagiarism is defined as representing the words, ideas, or work of another as one’s own in any academic exercise. Plagiarism consists of taking the words or substance of another work and either copying or paraphrasing without giving credit to the source whether that material is paraphrased or copied verbatim or near verbatim form. Plagiarism is applicable to written, oral, and artistic work. The following examples are only some of the many forms plagiarism may take:

• Word-for-word copying of work written by someone else
• Failure to give proper credit for ideas, statements of facts, or conclusions derived by another, including undocumented Web source usage
• Failure to use quotation marks when quoting directly from another, whether a paragraph, sentence, or phrase
• Close and extended paraphrasing of another work without acknowledging the source
• Submitting a paper purchased from a research or term paper service, including the internet

Other Specific Examples of Academic Dishonesty

• Purposely allowing another student to copy from your paper during a test
• Giving homework, term paper or other academic work to another student to plagiarize
• Having another person submit any work in your name
• Lying to an instructor or college official to improve your grade
• Altering graded work after it has been returned, then submitting the work for re-grading
• Stealing tests
• Forging signatures on college documents, altering campus documents or records, tampering with grading procedures, fabricating assignments, or altering medical excuses
• Collaboration without permission of instructor
• Gaining unlawful or unauthorized access to college or district computers or servers

Academic Dishonesty and its Consequences

• Faculty members have the right to choose whether or not to pursue suspected cases of plagiarism and cheating.
When addressing plagiarism or cheating with reasonable evidence, the faculty member should meet with the student to discuss the concern. The student shall have the opportunity to share their side of the story and explain their behavior.

Faculty members may consult with their Division Dean or Dean of Student Affairs when determining whether academic dishonesty has occurred.

In situations where cheating or plagiarism has occurred, the faculty member is to determine the academic consequence in compliance with Ed Code, and board policy and procedures, which prohibit dropping a student from a course. Faculty members shall inform students of the grade penalty that will be assessed. The consequences may be any of the following options:
- Receive an “F” in the course
- Receive a “0” on that assignment
- Be referred to the Dean of Student Affairs for further disciplinary action.

In situations where academic dishonesty has occurred, the faculty should also notify their Division Dean. Faculty members are also encouraged to submit a Student Misconduct Form to report the violation to the Dean of Student Affairs. All pertinent information such as exams, plagiarized sources, and/or other possible evidence should be attached and submitted with the form.

Students will meet with the Dean of Student Affairs and receive due process; students have the right to grieve an action they feel violates their student rights.

The Dean of Student Affairs will address the behavior reasonably through the procedures outlined in AP 5520.

The Student Affairs Office will maintain records related to violations of academic dishonesty and other violations of the college Standards of Conduct policy.

**Attendance**

All registered students should be present at the first meeting of the class unless other arrangements have been made with the instructor. The instructor may drop students who are not present by the end of the first class. However, it is the students’ responsibility to officially drop any class that they no longer wish to attend to ensure their record is clear.

**Auditing**

Students are not permitted to audit courses and may not attend classes in which they are not officially enrolled.

**Absences**

Students are expected to attend all meetings of each course in which they are enrolled. The instructor of each class determines the attendance policy.

After an absence, it is the responsibility of the student to check with their instructors about the completion of all missed assignments.

**Classification of Students**

**Freshman:** 0 to 29 units completed.

**Sophomore:** 30 to 59 units completed.

**Full-time:** Students enrolled for 12 or more units in fall and spring (4 or more units in summer).

**Part-time:** Students enrolled for less than 12 units in fall and spring (less than 4 units in summer).

**Work Hours/Class Guidelines**

For each hour spent in a lecture class, a student should plan to spend about two hours a week in study and homework. Thus a load of 15 units plus study time may require 45 hours a week—more than a full-time work week. Following are suggested work hours versus class load guidelines:

<table>
<thead>
<tr>
<th>Working Hours/Week</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>12 – 16</td>
</tr>
<tr>
<td>10</td>
<td>10 – 11</td>
</tr>
<tr>
<td>20</td>
<td>7 – 9</td>
</tr>
<tr>
<td>30</td>
<td>3 – 6</td>
</tr>
<tr>
<td>30+</td>
<td>1 – 3</td>
</tr>
</tbody>
</table>

In order to maintain an academic balance, the following information should be considered:

1. Students can expect to spend at least three hours (one in class and two outside of class) each week for every unit taken. A student with 12 units will need 24 hours of study time for a total of 36 hours needed for school each week.

2. Employment time and college time combined should not exceed 60 hours weekly.

3. Students should distribute study time appropriately for each class—often preparation for a lecture class differs from preparation for a laboratory class.

4. Students should consult frequently with their instructors—their office hours are designed for that purpose.

5. To assist in their academic success, students should use the tutoring services, the library, counselors, and other support services.
Academic Standards

Units – The conventional unit of measurement of college work is called the semester hour or unit of credit. A unit consists of 18 lecture hours of class time per semester (together with 36 hours of study outside of class per semester). Laboratory work is ordinarily valued at one unit for 54 hours of class time per semester. Twelve units or more is considered a full-time load. No student will be permitted to carry more than 18 units without special permission of a counselor. In the case of probationary students the maximum load is 12 units.

Grades and Grade Change – The instructor of the course shall determine the grade to be recorded for each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student’s record shall only by done upon authorization by the instructor of the course. A student has one year from the end of the term in question to request a grade change. In the case of fraud, bad faith, clerical error, incompetence, or unavailability of instructor or death of instructor, the final determination concerning removal or change of grade will be made by the Vice President of Academic Services with the appropriate involvement of faculty from the discipline and the Academic Senate. All returned work must be retained by the student as documented evidence in order to pursue a request for a grade change. (RHC AP 42331)

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade-point average (GPA). The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol = Definition
A = Received a letter grade of “A”
B = Received a letter grade of “B”
C = Received a letter grade of “C”
D = Received a letter grade of “D”
F = Failing (in a letter graded course)
P = Pass
NP = No Pass
I* = Incomplete where “*” indicates the default grade to be received by the student if the incomplete is not completed within one year.
IP = Incomplete Pass – Mandatory in Fall 2009
INP = Incomplete No Pass – Mandatory in Fall 2009
IP = In Progress
RD = Report Delayed
UG = Ungraded (Non-Credit)
W = Withdraw
MW = Military Withdrawal
I: Incomplete – An incomplete grade, “I,” may be assigned for academic work not completed for unforeseeable emergencies and justifiable reasons at the end of the term. The condition for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned. Under unusual circumstances, a student may petition for an extension of the one-year period.

The “I” symbol shall not be used in calculating units attempted or for grade points.

IP: In Progress – An in-progress grade, “IP,” shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is in progress but that assignment of a substantive grade must await completion of the course. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit of credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade-point averages.

RD: Report Delayed – The report delayed grade, “RD,“ may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade-point averages.

W: Withdrawal – A withdrawal or drop from class during weeks one and five of the fall and spring semesters will not appear on a student’s permanent record.

A student who withdraws from class during week six through the drop deadline of the fall and spring semesters will receive a “W” grade. The record of enrollment will appear on the student’s permanent record. Short-term and summer classes will have different drop deadlines than semester-length classes. Check the current notice of Important Dates on the RHC web site (www.riohondo.edu/admissions/calendar) or with the Admissions and Records Office for specific deadlines.

A student may drop any class WITHOUT the instructor’s signature. The class instructor may drop a student for non-participation before the drop deadline. However, it is the students’ responsibility to officially drop any class that they no longer wish to attend.

After the drop deadline, a “W” may be granted only in cases of extenuating circumstances. In such cases, a petition may be obtained in the Admissions and Records Office and will be acted upon by the Director of Admissions & Records.
**Honors Scholar**

Honors Scholars are students who have completed any six honors courses, completed all general education transfer requirements, achieved a grade-point average of 3.2, and completed all lower division major prerequisites. All honors courses have an “H” designation.

**Military Service**

Rio Hondo College may grant credit for service courses as described in the Guide to the Evaluations of Educational Experiences in the Armed Forces by the American Council on Education. Course work from the Community College of the Air Force will be granted credit on the basis of similarity to Rio Hondo programs. Veterans desiring credit for military service must request such credit and present authentic military service and training records, including a copy of the discharge papers (DD214) to the Admissions & Records Office. Upon the presentation of the DD214, two P.E. requirements may be waived for the A.A. or A.S. degree. Requests for military credit will be evaluated upon the presentation of proper documents, and the completion of 12 units of work at Rio Hondo College.

Those veterans planning on applying for veterans benefits while attending classes must submit proper documentation of military service, schools, and any postsecondary credits prior to enrolling at Rio Hondo. These documents are to be sent to the Veterans Office at Rio Hondo College. Records will be reviewed and evaluated prior to enrollment and development of an educational plan. Under some conditions, students may be allowed to enroll and have their military and educational records submitted prior to the end of the first semester of attendance.

**American Council on Education Credit**

Credit may be granted for those courses listed in the American Council on Education source book. The courses listed may be treated as lower-division transfer courses by Rio Hondo College and may be acceptable for units towards graduation requirements for the associate degree provided all other graduation requirements are fulfilled.

Before any course is applied to a departmental major and or to a certificate, the course is subject to departmental approval of equivalencies and for prerequisites. Otherwise, the course shall be applied for elective credit only.

Students are to be apprised of the fact that although Rio Hondo accepts such a course as a transfer course and applies units toward the degree, transfer of said course to a specific four-year institution is subject to current articulation agreements with that institution.
Upper-Division Credit
Upper-division credit from U.S. regionally accredited institutions may be used to fulfill Rio Hondo graduation requirements. Please see a counselor for more information.

Credit by External Examination
A student in good standing who has completed at least 12 units in residence at Rio Hondo College may petition to receive Credit by External Examination from the Advanced Placement (AP) examinations of the College Entrance Examination Board and College Level Examination Program (CLEP).

Advanced Placement (AP) Examination Program
Credit may be granted for the College Entrance Examination Board Advanced Placement tests which have been satisfactorily passed with a score of 3, 4, or 5. Credit will be awarded after at least twelve units of work have been completed at Rio Hondo College.

Guidelines for receiving credit:
1. A request form must be completed and returned to the Admissions and Records Office.
2. An official transcript of the test scores must be sent to the Admissions & Records Office to be kept as part of the official record.

College Level Examination Program (CLEP)
Rio Hondo College will award CLEP credit toward the Associates Degree in the selected areas. (See page 33). However, course credit can not be granted if it duplicates previous course work completed. Official CLEP scores must be sent directly to Rio Hondo’s Office of Admissions and Records. A student must be actively enrolled and have completed 12 units in residence at Rio Hondo College when applying for credit by CLEP Exam. CLEP credit may not be used to meet any residency requirement. A request form must be completed and returned to the Admissions and Records Office.

Credit by Examination
The Board of Trustees of Rio Hondo College, in accordance with provisions of Title V (557/53), authorizes the college to grant appropriate semester unit credit to any student who is currently enrolled and successfully passes an examination administered by appropriate staff.

Individual departments and/or specialty areas may elect to grant course credit to enable students who can demonstrate proficiency in specific bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.

Students shall be given course credit to a limit of 12 Rio Hondo College units upon the successful completion of examinations. (Not to count as units in residence.) The student’s transcript will denote credit earned by credit by exam.

Each department identifies courses that are eligible for challenge. Students will receive a grade for each course challenged based on the written guidelines developed by the individual department.

To challenge a class and receive credit by examination, a student must be registered but not enrolled in the class to be challenged.

Non-Collegiate Registered Nursing Training Credit
Credit may be granted to a student who has a valid California RN license for nursing courses taken at an accredited non-collegiate RN nursing program toward the Associate of Science Degree in Nursing. Credit granted may not exceed the total number of nursing units required for the Associate Degree in Nursing at Rio Hondo College.

Probation Standards
Disciplinary Probation – A student may be placed on disciplinary probation for infraction of state law, education code, board policy, student government regulations, or behavior unbecoming a student at Rio Hondo College.

Students on disciplinary probation may not represent the college in any activity, conference, or field trip, nor can they hold office in the Associated Student government or in any student body sponsored club.

Academic Probation – A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade-point average below 2.0 in all units which were graded on the basis of the grading scale described in the section Academic Standards–Grades. If a student is placed on academic probation for two consecutive semesters, the student must receive approval by a counselor prior to registering for classes in the following semester.

Removal from Academic Probation – A student on academic probation for a grade-point deficiency shall be removed from probation when the student’s accumulated grade-point average is 2.0 or higher.

Progress Probation – A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the number of all units in which a student has enrolled and for which entries of “W” and “NP” “are recorded reaches or exceeds the number of units with other grades. If a student is placed on progress probation the student must receive approval by a counselor prior to registering for classes in the following semester.
A student on progress probation because of an excess of units for which entries of “W” and “NP” are recorded shall be removed from probation when the total number of units in this category drops below the number of those with other grades.

Dismissal – A student shall be dismissed from the college for a period of one semester (excluding summer session) when his/her grade-point average in three consecutive semesters is less than 2.00 in all units attempted or when 50% or more of all units attempted have entries of “W” and “NP”. Before reinstatement to the college, the student must meet with a counselor.

Notice – Students will be notified by mail if they are on academic probation or progress probation and will also be notified that they need to meet with a counselor prior to reinstatement to the college. Probation and dismissal status may be appealed to the Dean of Counseling & Student Development.

Repetition of Courses Guidelines

Course repetition occurs when a student who has previously received an evaluative symbol (A, B, C, D, F, P/NP, W) in a credit course, re-enrolls in the course and receives an evaluative symbol.

Students may be permitted to enroll more than one time in the same credit course if they or the course meets certain criteria. Students will not be permitted to enroll in the same credit course more than three times, except in special circumstances or when the course is designated as repeatable and allow a greater number of repetitions as established in Title 5. All attempts to take a course that result in the student earning an evaluative symbol (A, B, C, D, F, P/NP, W) on their record will be counted for the purposes of calculating the total number of times a student has enrolled in a course.

Course repetition may occur under the following circumstances:

I. The course is designated as a “repeatable course” consistent with the requirements of Title 5 §55041.

Courses that may be repeated without a petition are identified as such in the college catalog and fall within the following categories:

a. The course repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.

b. The Course is designated as Intercollegiate Athletics.

c. The Course is designated as Intercollegiate Academic or Vocational Competition.

II. To alleviate substandard work

Students may repeat courses in which substandard grades (“D”, “F”, “NP”) were awarded. A course in which a student grade of a “D” or “F” or “NP” has been recorded may be repeated twice. Students must complete a “Petition for Course Repetition with Previous Substandard Grade” form available in Admissions and Records in order to remove the effects of the “D” or “F” or “NP” grade from the GPA. When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages.

Students may use course work from any accredited college to replace Rio Hondo College coursework in which a “D” or “F” or “NP” was recorded provided the courses are articulated as being equivalent.

III. To enroll in a class from which a student has previously withdrawn

Students may repeat courses that result in withdrawal with a “W” symbol being assigned. Students may have a maximum of two withdrawals from a course prior to receiving a grade, excluding military withdrawals and withdrawals due to extenuating circumstances. The “W” shall not be used in calculating a student’s GPA, but must be used in determining probation and dismissal.

IV. Student meets the criteria for special circumstances

A. Extenuating circumstances

A student may repeat a course when he/she demonstrates that the previous grade was due to extenuating circumstances.

Extenuating circumstances are verified cases of illness, accidents or other circumstances beyond the control of the student. The student’s wishing to repeat a course due to extenuating circumstances must complete a “Course Repetition with Previous “P/C” Grade or Better” form available in Admissions and Records and submit it with documentation of the extenuating circumstances and appropriate signatures and approvals to Admissions and Records. A course repeated due to extenuating circumstances may only be repeated once, but the previous grade and credit may be disregarded in computing the student’s GPA.

B. Significant lapse of time

Students may repeat a course in which they previously received a satisfactory grade due to a significant lapse of time, comprised of no less than 36 months or as required by specific program mandates.

C. Variable unit, open-entry/open-exit courses

Student may enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course.

D. Occupational Work Experience

Students may petition to enroll more than once, even if the student received a
satisfactory grade, in an occupational work experience course. Enrollment is limited to 16 credit hours of cooperative work experience (CWE) or 6 hours of general work experience (GWE) in a given field during the enrollment period.

E. Legally mandated training
Students may re-enroll in courses that are required by statute or regulation as a condition of paid or volunteer employment. Students must certify or document that the course repetition is legally mandated.

F. Special courses for student with disabilities
Students may enroll multiple times in classes designated as “special classes” if it is determined that such repetition is required for that person as a disability-related accommodation.

G. Significant change in industry or licensure standards
Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students must certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

Enrollments in active participatory courses in physical education, visual arts or performing arts that are related in content are limited to 4 times. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments or petitions for repetition due to extenuating circumstances.

A student’s permanent academic record will indicate any courses repeated using an appropriate symbol and will be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Course Withdrawal Policy
For the purpose of this policy, a “W” is viewed as an indication that the student has withdrawn from a course without affecting the student’s grade-point average. Failure by the student to officially withdraw by the established deadline date may result in the assignment of an “F” grade for the course.

There are three types of course withdrawal.
1. Withdrawal without receiving a “W”
   Student’s who withdraw from a course before the listed “last day to drop without a “W” deadline (20% of term length) will receive no grade on their student record (transcript) for the dropped course.

2. Withdrawal with a “W”
   Student’s who withdraw after the “last day to drop without a “W” deadline and before the deadline to drop a class (60% of term length) will receive a “W” grade on their student record (transcript). The “W” grade is not used to calculate a student’s grade-point average but may affect academic progress and result in progress probation/dismissal.

3. Military Withdrawal
   A student serving as an active or reserve U.S. military serviceperson who receives orders compelling a withdrawal from courses may request a military withdrawal. Upon verification of such orders, a student can petition to withdraw from classes, and when authorized, the student will be withdrawn with a “MW” (military withdrawal) note on the student’s transcript. Military withdrawals are not counted in progress probation and dismissal calculations. Withdrawal petitions are available in the Admissions and Records Office.

A student who withdraws from all classes prior to the “drop without a ‘W’” deadline, excluding “MW” will no longer be classified as a continuing student.

Student-Initiated Withdrawal – While an instructor officially may withdraw a student with poor attendance, it is the student’s responsibility to withdraw if the student is no longer attending the class. To drop a class, the students should consult with the instructor, and go to Access Rio website to drop the class by the established deadline. Failure to follow through with dropping a course that the student is no longer attending may result in the student’s receiving a failing grade.

Instructor-Initiated Withdrawal – A student may be withdrawn through the fourteenth week by the instructor of the course if the student is no longer participating in the course. Definitions of non-participation shall include, but are not be limited to, excessive unexcused absences. While an instructor officially may withdraw a student from class for poor attendance, it is the student’s responsibility to withdraw if the student is no longer attending the class.

Challenge of Educational Records – Education Code 76232 allows a student to challenge the contents of his educational records in order to correct or remove information which the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside the observer’s area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation. See the Director of Admissions & Records for more information.

Academic Renewal Guidelines – The academic renewal procedure permits the alleviation of a student’s previously recorded substandard academic performance that is not reflective of a
student’s present demonstrated ability and level of performance. Academic renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.

Therefore, within the regulations listed, Rio Hondo College may disregard particular, previously recorded substandard work from a student’s cumulative grade-point average.

1. The student may petition through the Admissions and Records Office to remove previous substandard work (any course in which a grade below 2.00 has been recorded) taken at Rio Hondo College. The district superintendent or designee may grant permission.

2. Up to 30 units may be alleviated.

3. A student’s current demonstrated ability may be the basis for alleviating previous substandard work.

4. From the last substandard work to be alleviated, the following 30 consecutive undergraduate units from any accredited college or university must average at least a 2.00 GPA in order to qualify.

5. Two years must have elapsed since the most recent work to be alleviated.

6. Academic renewal may occur only once at Rio Hondo College.

7. The student’s academic record will be appropriately marked indicating those courses that have been alleviated.

When academic work is alleviated, grades are not removed; they are noted and subtracted from the grade point average. All entries remain legible so that a true and complete record is maintained. There is no assurance that alleviated courses will be treated similarly by other educational institutions outside the district.

**Basic Skills Enrollment**

The California Education Code limits students to no more than 30 semester units of pre-collegiate basic skills units. Basic skills courses are defined as courses “in reading, writing, computation, and English As A New Language which are designated by the community college district as non-degree credit courses pursuant to Section 55002(d) of Title V.” Rio Hondo College defines basic skill courses as courses in reading, writing, computation and English As A New Language with a course number less than 40. ENLA and learning disabled students are exempted. Students who feel they would benefit by taking more than 30 semester units of pre-collegiate basic skills courses should see the Director of Admissions & Records.

**Transcripts**

Upon written application, the Admissions and Records Office will issue a document verifying grades or enrollment. The first two copies requested are issued free. Thereafter, a fee of $3.00 for each record is charged. Forms are available in the Admissions and Records Office or online.

Emergency/Rush transcript requests will be accepted on a case by case basis. Date sensitive documentation to support the need for a rush must be submitted with the transcript request.

Transcripts may also be ordered online via AccessRio or directly on the Credentials website. Details are provided on the Admissions and Records web page.
Credit By External Examination:
College Credit For Advanced Placement (AP) Tests

Students must have the College Board send AP exam results to the Office of Admissions and Records (hand carried copies will NOT be accepted) for use on the A.A. or GE patterns. To request Scores, call 1(888) 225-5427. Course credit and units granted at Rio Hondo College may differ from course credit and units granted by a transfer institution. Students may earn credit for Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>RHC AA (MAJOR AND/OR GE)</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>ART 105, 106</td>
<td>Area C1 or C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 5A or 3B 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Art (Studio)</td>
<td>N/A</td>
<td>N/A 3 semester units</td>
<td>N/A 6 semester units</td>
<td>Area 5B (with lab) 4 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL 101</td>
<td>Area B2 and B3 4 semester units</td>
<td>6 semester units</td>
<td>Area 5B (with lab) 4 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Communication &amp; Analytical Thinking 3 semester units Score of 4 or 5 - MATH 190 4 semester units</td>
<td>Area B4 3 semester units</td>
<td>3 semester units**</td>
<td>Area 2A 3 semester units</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Communication &amp; Analytical Thinking 3 Semester Units Score of 4 or 5 - MATH 190, 101 8 semester units</td>
<td>Area B4 3 semester units</td>
<td>6 semester units*</td>
<td>Area 2A 3 semester units</td>
<td>8 quarter/5.3 semester units**</td>
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<tr>
<td>AP CALCULUS EXAM</td>
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<td>*Maximum one exam may be</td>
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<td>used toward transfer</td>
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<td>**Maximum credit 8 quarter/5.3</td>
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<td>semester units for both</td>
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<tr>
<td>Chemistry</td>
<td>Score of 3 – Chemistry 120 Score of 4 or 5 – Chemistry 130 3 Semester Units</td>
<td>Areas B1 and B3 4 semester units</td>
<td>6 semester units</td>
<td>Area 5A (with lab) 4 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Computer Science A</td>
<td>N/A</td>
<td>N/A 3 semester units**</td>
<td>N/A 6 semester units</td>
<td>N/A 2 quarter/1.3 semester units**</td>
<td></td>
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<tr>
<td>Computer Science AB</td>
<td>N/A</td>
<td>N/A 6 semester units**</td>
<td>N/A 4 quarter/2.7 semester units**</td>
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<tr>
<td>AP ENGLISH EXAM LIMITATIONS</td>
<td>4 semester units</td>
<td>Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 semester units</td>
<td>4 semester units</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
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<tr>
<td>Environmental Science</td>
<td>Natural Science w/Lab 4 semester units</td>
<td>Area B2 and B3 4 semester units</td>
<td>4 semester units</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>French Language</td>
<td>Humanities 3 Semester Units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>French Literature</td>
<td>Humanities 3 Semester Units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<td>German Language Comparative</td>
<td>Humanities 3 Semester Units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<td>Government and Politics U.S.</td>
<td>POLS 110 3 semester units</td>
<td>Area D8 and US 2 3 semester units</td>
<td>3 semester units</td>
<td>Area 4H 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<td>History - European</td>
<td>Social &amp; Behavioral Science or Humanities 3 semester units</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>History - U.S.</td>
<td>HIST 143, 144 6 semester units</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>History - World</td>
<td>Social &amp; Behavioral Science or Humanities 3 semester units</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Human Geography</td>
<td>Social &amp; Behavioral Science 3 semester units</td>
<td>Area D8 3 semester units</td>
<td>3 semester units</td>
<td>Area 4F 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>Humanities 3 Semester Units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Latin - Vergil</td>
<td>Humanities 3 Semester Units</td>
<td>Area C2 3 semester units</td>
<td>3 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Latin - Literature</td>
<td>Humanities 3 Semester Units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Social &amp; Behavioral Science 3 semester units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Physics B</td>
<td>Natural Science w/Lab 4 semester units</td>
<td>B1 and B3 4 semester units*</td>
<td>6 semester units*</td>
<td>Area 5A (with lab) 4 semester units</td>
<td>8 quarter/5.3 semester units**</td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>Natural Science w/Lab 4 semester units</td>
<td>B1 and B3 4 semester units*</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td>Physics C - Magnetism</td>
<td>Natural Science w/Lab 4 semester units</td>
<td>B1 and B3 4 semester units*</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td>AP PHYSICS EXAM LIMITATIONS</td>
<td>*Maximum 4 semester units toward GE and 6 semester units toward transfer **Maximum 8 quarter/5.3 semester units for both</td>
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<tr>
<td>Psychology</td>
<td>Social &amp; Behavioral Science 3 semester units</td>
<td>Area D9 3 semester units</td>
<td>3 semester units</td>
<td>Area 4I 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN 101, 102 8 semester units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>SPAN 201 4 semester units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Statistics</td>
<td>Communication &amp; Analytic Thinking 3 semester units</td>
<td>Score of 4 or 5 - MATH 130 4 semester units</td>
<td>Area B4 3 semester units</td>
<td>Area 2 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
</tbody>
</table>

*Does not fulfill AHI California Government requirement

Student can satisfy the AHI requirement after transfer

*Maximum 4 semester units

**Maximum 8 quarter/5.3 semester units for both
Credit by External Examination
College Level Examination Program (CLEP)
Rio Hondo College will award CLEP credit toward the Associates Degree and transfer to the CSU system accordingly. UC does not accept CLEP exams. Course credit cannot be granted if it duplicates previous coursework completed. Official CLEP scores must be sent directly to Rio Hondo’s Office of Admissions and Records. A student must be actively enrolled and have completed 12 units in residence at Rio Hondo College when applying for credit by CLEP exam. CLEP credit may not be used to meet any residency requirement.

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>PASSING SCORE FOR CLEP CREDIT</th>
<th>MIN. SEM. UNITS EARNED FOR ADMISSION</th>
<th>CSU-GE AREA/ CERTIFICATION UNITS</th>
<th>RIO HONDO GE AREA CREDIT</th>
<th>PASSING SCORE FOR RIO HONDO CREDIT</th>
<th>RIO HONDO EQUIVALENT COURSE FOR ASSOCIATE DEGREE</th>
<th>RIO HONDO SEMESTER UNITS AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3 units</td>
<td>D8 3 units</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>3 units</td>
<td>C2 3 units</td>
<td>Humanities</td>
<td>50</td>
<td>LIT 112A/B</td>
<td>6 units</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3 units</td>
<td>C2 3 units</td>
<td>Humanities</td>
<td>50</td>
<td>LIT 102</td>
<td>3 units</td>
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<td>Biology</td>
<td>50</td>
<td>3 units</td>
<td>B2 3 units</td>
<td>Natural Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>3 units</td>
<td>B4 3 units</td>
<td>Language &amp; Rationality</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
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<tr>
<td>Chemistry</td>
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<td>3 units</td>
<td>B1 3 units</td>
<td>Natural Sciences</td>
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<td>NA</td>
<td>3 units</td>
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<tr>
<td>College Algebra</td>
<td>50</td>
<td>3 units</td>
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<td>Language &amp; Rationality</td>
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<td>NA</td>
<td>3 units</td>
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<tr>
<td>College Algebra- Trigonometry</td>
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<td>3 units</td>
<td>B4 3 units</td>
<td>Language &amp; Rationality</td>
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<td>3 units</td>
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<tr>
<td>College Comp.</td>
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<td>Language &amp; Rationality</td>
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<td>ENGL 101</td>
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<td>College Comp. Modular</td>
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<td>Language &amp; Rationality</td>
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<td>ENGL 101</td>
<td>3 units</td>
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<td>English Comp. (no essay)</td>
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<td>Language &amp; Rationality</td>
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<td>ENGL 101 (if taken before July ’10)</td>
<td>3 units</td>
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<td>English Comp. (with essay)</td>
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<td>NA</td>
<td>Language &amp; Rationality</td>
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<td>ENGL 101 (if taken before July ’10)</td>
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<td>English Literature</td>
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<td>Financial Accounting</td>
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<td>NA</td>
<td>50</td>
<td>ACCT 101</td>
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<tr>
<td>French Level I</td>
<td>50</td>
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<td>80</td>
<td>FR 101/102</td>
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<tr>
<td>French Level II</td>
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<td>12 units</td>
<td>C2 3 units</td>
<td>Humanities</td>
<td>80</td>
<td>FR 101/102/201</td>
<td>12 units</td>
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<tr>
<td>Freshman College Composition</td>
<td>50</td>
<td>NA</td>
<td>NA</td>
<td>Language &amp; Rationality</td>
<td>50</td>
<td>ENGL 101 (if taken before July ’10)</td>
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<tr>
<td>German Level I</td>
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<td>NA</td>
<td>NA</td>
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<tr>
<td>German Level II</td>
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<td>Humanities</td>
<td>60</td>
<td>NA</td>
<td>3 units</td>
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<tr>
<td>History, US I</td>
<td>50</td>
<td>3 units</td>
<td>D6+US-1 3 units</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>History, US II</td>
<td>50</td>
<td>3 units</td>
<td>D6+US-1 3 units</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
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<tr>
<td>Human Growth &amp; Development</td>
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<td>3 units</td>
<td>E 3 units</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
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<tr>
<td>Humanities</td>
<td>50</td>
<td>3 units</td>
<td>C2 3 units</td>
<td>Humanities</td>
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<td>NA</td>
<td>3 units</td>
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<tr>
<td>Information Systems &amp; Comp. Applications</td>
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<td>NA</td>
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<td>CIT 101</td>
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<td>Intro to Educ. Psychology</td>
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<tr>
<td>Introductory Business Law</td>
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<td>NA</td>
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<td>50</td>
<td>BUSL 110</td>
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<tr>
<td>Introductory Psychology</td>
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<td>3 units</td>
<td>D9 3 units</td>
<td>Social/Behavioral Sciences</td>
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<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3 units</td>
<td>D0 3 units</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>3 units</td>
<td>B1 or B2 3 units</td>
<td>Natural Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
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Continued from previous page.

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>PASSING SCORE FOR CSU CREDIT</th>
<th>MIN. SEM. UNITS EARNED FOR ADMISSION</th>
<th>CSU-GE AREA/ CERTIFICATION UNITS</th>
<th>RIO HONDO GE AREA CREDIT</th>
<th>PASSING SCORE FOR RIO HONDO CREDIT</th>
<th>RIO HONDO EQUIVALENT COURSE FOR ASSOCIATE DEGREE</th>
<th>RIO HONDO SEMESTER UNITS AWARDED</th>
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</thead>
<tbody>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>3 units</td>
<td>B4 3 units</td>
<td>Language &amp; Rationality</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>50</td>
<td>3 units</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3 units</td>
<td>D2 3 units</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3 units</td>
<td>D2 3 units</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3 units</td>
<td>NA</td>
<td>NA</td>
<td>50</td>
<td>MGMT 150</td>
<td>3 units</td>
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<td>Principles of Marketing</td>
<td>50</td>
<td>3 units</td>
<td>NA</td>
<td>NA</td>
<td>50</td>
<td>MRKT 170</td>
<td>3 units</td>
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<tr>
<td>Spanish Level I</td>
<td>50</td>
<td>6 units</td>
<td>NA</td>
<td>Humanities</td>
<td>50</td>
<td>SPAN 101/102</td>
<td>8 units</td>
</tr>
<tr>
<td>Spanish Level II</td>
<td>63</td>
<td>12 units</td>
<td>C2 3 units</td>
<td>Humanities</td>
<td>63</td>
<td>SPAN 101/102/201</td>
<td>12 units</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>3 units</td>
<td>B4 3 units</td>
<td>Language &amp; Rationality</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>3 units</td>
<td>C2 or D6 3 units</td>
<td>Humanities or S/B Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>3 units</td>
<td>D6</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**AA:** Students will get specific course credit only where a Rio Hondo equivalent course has been designated. A student who receives CLEP credit and then takes the equivalent RHC course will have the unit credit for such duplication deducted prior to being awarded the AA degree.

**CSU:** All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated CSU-GE area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than specified toward completion of the CSU General Education-Breadth requirements.

**IGETC:** CLEP exams cannot be used to certify IGETC.

Please see a counselor for assistance in determining CLEP credit for graduation and/or transfer.
Degree Programs
Rio Hondo College offers a variety of two-year programs leading to the Associate of Arts (A.A.) or Associate of Science (A.S.) degrees. See this catalog for a listing of degree programs available.

The A.A. or A.S. Degree Concept
Central to an associate degree, coursework is designed to introduce students to the variety of means through which people comprehend the modern world. This coursework is referred to as the general education requirement of the degree. It reflects the conviction of the college that those who receive these degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, these degrees should lead to better self-understanding. In addition to the general education coursework, courses within an area of specialization, called a major, are required for an associate degree. The area of specialization will appear on the face of all diplomas.

Students should meet with a counselor and create an educational plan in order to insure fulfillment of requirements of an Associate of Arts or Associate of Science degree.

General Education Exceptions
Those students who have been awarded a bachelor’s degree from an accredited college or university in the United States may be exempt from the Rio Hondo College general education and proficiency requirements, should they pursue an associate degree at this institution. A Request for a Course Substitution form must be completed and returned to the Admissions and Records Office in order to obtain an exemption. Course substitution requests that pertain to general education requirements for the associate degree shall be forwarded from the Admissions and Records Office to the Dean of Counseling and Student Development. The dean will, after receiving an evaluation of the course from the Rio Hondo College Articulation Officer, approve or disapprove the request. The completed request form will be returned to the Admissions and Records Office to complete the course substitution process.

Course Substitutions –
A Request for a Course Substitution form must be completed and returned to the Admissions and Records Office in order to substitute one course for another or to waive part of a requirement in the event of discontinued courses. Course substitution requests that pertain to associate degree majors or certificates shall be forwarded to the department/area dean in question. The dean will, after receiving an evaluation of the course from a faculty member, approve or disapprove the request. The completed request form will be returned to the Admissions and Records Office to complete the course substitution process. Rio Hondo College may accept extension and continuing education courses after taking into consideration if they are equivalent to Rio Hondo courses, are from an accredited institution, are taken for credit and a letter grade, and are degree applicable at the originating institution.

The A.A. or A.S. Degree Requirements
Both the Associate of Arts and the Associate of Science degrees require a minimum of 60 units with a 2.0 or better grade-point average (GPA). At least 12 units of those 60 must be in residence at Rio Hondo College. Non-degree applicable coursework will not be included in the total number of units earned toward a major.

The degree of Associate of Arts or Associate of Science will be conferred with a major consisting of a minimum of 18 units in a specified field of study (or major). A listing of all majors can be found in the degree listing in the college catalog. In addition, a minimum of a “C” grade for all coursework within the major is required. Effective Fall 2008, courses can be used to meet a General Education area and a Major requirement.
**Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Requirements**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to the university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

There are no additional graduation requirements for an AA-T or AS-T degree.

**Associate Degree for Transfer - Reciprocity Policy**

Students who have fulfilled a specific course requirement or entire area of an AA-T/AS-T degree at a California Community College will be considered to have met those requirements at Rio Hondo College for the same degree. Students must initiate the review process with a counselor and must mail official transcripts to the RHC Office of admissions.
Associate of Arts Degree or Associate of Science Degree

General Education Requirements

The following general education requirements for an Associate of Arts or Associate of Science degree must be completed and are part of the 60 units required for the degree.

1. Competence in reading and written expression may be met by the following:
   a. The reading requirement may be met by one of the following:
      i. A satisfactory score on the Reading Placement Test
      ii. Credit ("P" grade) earned in READ 023 or higher level reading course, or appropriate assessment
      iii. 2 or 4 year degree from an accredited institution
   b. The written expression requirement may be met by one of the following:
      i. Credit earned in ENGL 101 with a grade of "C" or better
      ii. A satisfactory score on the CSU English Equivalency Exam (to be determined by the Division of Communications and Languages)
      iii. Students earning a "C" or better in freshman composition courses (3 or more semester/4 or more quarter units) from regionally accredited U.S. colleges and universities.
      iv. Advanced Placement examination scores of 3, 4, or 5 on either of the following exams: AP English Language & Composition or English Literature & Composition.
      v. CLEP examination scores of 50 or higher on one of the following exams: College Comp., College Comp Modular, English Comp (if taken prior to July 10).

2. Competence in mathematics may be met by one of the following:
   a. Credit ("C" grade or better) in MATH 060 (Geometry), MATH 070 (Intermediate Algebra) or MATH 072 (The Mathematics of Money), MATH 073 (Fast-Track Intermediate Algebra) or a higher level math course
   b. Demonstrate proficiency by a satisfactory score on the Rio Hondo College Math Proficiency Exam
   c. Advanced Placement examination scores of 3, 4 or 5 on either of the following exams: AP Calculus AB or AP Calculus BC or AP Statistics.
   d. CLEP examination scores of 50 or higher on one of the following exams: Calculus, College Algebra, College Algebra-Trig., and Trigonometry

3. Physical Education—Minimum 2 classes.
   Any two physical education or dance activity courses. Effective 2006-2007 students who have completed a Fire or Police Academy from an accredited institution are automatically waived from this requirement. Students with honorable discharge DD214 paperwork will be awarded two 1-unit PE activity courses. (Exemption may be granted to those students physically unable to complete this requirement. Exemption forms are available in the Health Office.)

4. American Institutions Requirement#—Minimum of one course:
   HIST 143, 143H, 144, 144H, 158, 159, 159H, 170
   POLS 110 or 110H

5. Natural Sciences with Lab (a lab must be included) - Minimum 3 units:
   ANTH 101, 101H, &101L
   ASTR 110, 110H & 112 or 114
   BIOL 101, 111 & 111L, 112, 120 & 120L
   CHEM 101& 101L, 110, 120, 130
   GEOG 101 & 101L
   GEOL 150 & 151
   PHY 120, 150, 160, 211, 212, 213
   PHYS 101, 102

6. Social and Behavioral Sciences - Minimum 3 units:
   ANTH 102, 110, 115, 125
   CD 106, 208
   CHST 150
   ECON 101, 101H, 102, 102H
   GEOG 102, 103
   HIST 101, 102, 122, 143, 143H, 144, 144H, 158, 159, 159H, 167, 170
   HUM 130
   PHIL 128
   POLS 110, 110H, 128, 130, 140, 150
   PSY 101, 101H, 112, 114, 116
   SOC 101, 101H, 102, 105, 110, 114, 116, 120, 127

7. Humanities
   A. Fine Arts – Minimum 3 units:
      DANC 199
      MUS 101, 129, 130, 131, 132, 133, 135, 136, 155
      PHTO 190
      THTR 101, 105, 105H, 110
   B. Humanities – Minimum 3 units:
      ASL 149
      CHIN 101, 102
      ENGL 126, 131
      FR 101, 102, 201, 202
      HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 158, 159, 159H, 167, 170
      HUM 110, 111, 125, 125H
      ITAL 101, 102
      JAPN 101, 102
      LATN 101, 102
      LIT 102, 102H, 112A, 112AH, 112B, 112BH, 114, 117, 117H, 140, 140H, 141, 142, 142H, 144A, 144D
      MSCM 128
      PHIL 101, 101H, 120, 124, 126, 135, 140
      SPAN 101, 102, 130, 131, 201, 201H, 202
      SPCH 130, 132

8. Language and Rationality
   A. English Composition—Minimum 3 units:
      ENGL 101
   B. Communication and Analytical Thinking – Minimum 3 units:
      CIT 101, 115, 120
      ENGL 125, 133, 201, 201H
      LIB 101
      MATH 120, 130, 130H, 140, 150, 160, 170, 175, 180, 190, 190H, 191, 250, 260, 270
      PHIL 110, 112
      PSY 190
      SPCH 100, 101, 102, 140
      READ 101
      VOCB 101

#Any course taken to meet the American Institutions requirement may not be used to meet another general education requirement.

Courses may be used to fulfill only one G.E. area.

(It is the student's responsibility to provide verification to the Admissions and Records Office if any of the above requirements are met at another college or university.)
General Education Student Learning Outcomes (SLOs) at Rio Hondo College

**Humanities**

Students critique artistic works, evaluating elements relevant to the given work (e.g., texture, form, timbre, color, conflict, rhythm, etc.) and how these are effectively integrated in the work as a whole.

Students create or perform artistic works and critically evaluate their efforts.

Students interpret, analyze, and critique diverse literary texts by means of critical reading, classroom discussion, and composition.

Students will be able to perform tasks that are meaningful, personalized, and/or culturally relevant or appropriate in the target language. (Foreign language humanities outcome)

Given oral questions, written prompts, and/or reading selections, students will demonstrate productive and receptive skills in the target language. (Foreign language humanities outcome)

**Mathematics**

Given the description of real-world problem, students construct correct equations and/or inequalities to represent the problem and determine the correct solution or set of solutions.

Students critique and interpret data presented in appropriate graphical and/or verbal formats.

Students effectively employ calculators, computers, and other relevant technology in solving mathematical problems.

**Natural Sciences**

Students evaluate quantitative and/or qualitative data and develop a reasonable hypothesis based on these results.

Presented with an argument promoting a particular hypothesis, students critique the stated assertions and access whether or not the given hypothesis may be valid.

Students utilize appropriate scientific apparatus to obtain quantitative and/or qualitative data, and correctly document the resulting measurements.

Given a problem of scientific interest, students develop and execute a procedure to investigate the problem.

Students evaluate the strengths and limitations of scientific models employed to describe a particular phenomenon.

**Physical Education**

Students will develop and demonstrate an understanding of the role of diet and exercise in controlling chronic health problems.

Students will critique their particular situation in relation to the principles of health, fitness and wellness.

Students will explain methods and techniques used to promote cardiovascular fitness.

Students will compare and contrast different types of exercise programs and diets and their relationship to their fitness and wellness.

**Reading and Written/Oral Expression**

The student will analyze academic or literary texts to discern meaning.

The student will summarize main ideas from academic or literary texts.

The student will support an argument with evidence.

The student will organize ideas coherently.

The student will evaluate the reliability of both print and electronic (research) sources and use them effectively.

The student will document both print and electronic sources using a conventional format.

The student will vary or employ appropriate tone in conveying ideas.

The student will use standard English grammar and mechanics.

**Social and Behavioral Sciences**

Students will recognize the basic vocabulary and concepts of at least one social or behavioral science discipline verbally or in writing.

Students will compare and contrast social institutions and processes across a range of historical periods and cultures.

Students will recognize and explain the methods that social and behavioral scientists use to examine the human condition.

Students will develop and communicate alternative explanations or solutions for contemporary social issues.
**Multiple Majors**
A student who completes the requirements for more than one major at the same time may apply for a multiple major diploma. At least 18 additional units must be earned for a second major. All the required courses and units for each major must be completed and applied exclusively to the respective major and may not be used to meet requirements in other majors. Both majors will be listed on the diploma and both majors will be noted on the student’s academic record.

**Second Associate Degrees**
Second associate degrees may be awarded when the following conditions have been met. A minimum of seventy-eight (78) units must be completed and eighteen (18) additional units beyond the minimum required for the first associate degree are required to earn a second associate degree. The major for the second degree must be in a different discipline from the major of the first degree. All required courses for the major of the second associate degree must be completed and must be exclusive to the respective major and may not be used to meet requirements in other majors. The general education requirements in effect at the time of initiating the second degree must be completed. Catalog rights will apply.

**Catalog Rights**
A student may elect to meet the graduation requirements in effect at the time of entrance or at the time of graduation provided that he/she maintains continuous enrollment.

**Continuous Enrollment**
Continuous enrollment is defined as being enrolled in at least one course each semester and receiving an A, B, C, D, F, P, NP, I or W at Rio Hondo College or any other campus within the California community college or university system. If there is a break in enrollment for more than three consecutive semesters, the student will be held to the new requirements listed in the catalog at the time of re-enrollment. Absence from a summer session is not considered a break in enrollment. In extenuating circumstances, a student may submit a request for an extension to the Director of Admissions and Records for consideration.

**Graduation**
Students planning to graduate should file a “petition for graduation” during the semester in which they plan to graduate. Applications are available from the Admissions and Records Office. Deadlines for filing graduation petitions are available on the Rio Hondo web site, under the Admissions and General Information link. Please note that Rio Hondo College only hosts a commencement ceremony in the spring semester of each year.

**Certificate Programs**
Certificate programs are designed for students interested in developing advanced levels of proficiency in special occupational subject areas. There are three different certificates available to students:
- The Certificate of Achievement is designed to prepare students for entry-level employment in a vocational area. Awarded through Admissions and Records.
- The Certificate of Skill Proficiency provides the student with skills designed to enhance their job marketability and mobility. Awarded through the designated Division Office.
- The Career Certificate prepares students for specific job opportunities. Awarded through the designated Division Office.

Specific requirements for certificates are listed in this catalog. A student may elect to meet the Certificate of Achievement, Certificate of Skill Proficiency, or Career Certificate requirements in effect at the time of entrance or at the time of graduation provided that he/she maintains continuous enrollment (see Catalog Rights – Continuous Enrollment).

Certificates are awarded upon successful completion of the courses indicated in a designated subject area. Consult each program area for specific requirements. A candidate must maintain a minimum of a “C” average in the certificate of achievement program and complete at least one required course for the certificate at Rio Hondo College.

Upon completion of required Certificate of Achievement courses, students must file an application with the Admissions and Records Office in order to receive the certificate. Applications are available from the Admissions and Records Office. Deadlines for filing a Certificate of Achievement application are available at: www.riohondo.edu. Certificates of Achievement are awarded through the Admissions and Records Office and appear on students records/transcripts. All other certificates are awarded through the designated divisions and do not appear on students records/transcripts.

**Exceptions to Certificate of Achievement Requirements**
A Request for a Course Substitution form must be completed and returned to the Admissions and Records Office in order to substitute one course for another or to waive part of a requirement in the event of discontinued courses. Course substitution requests that pertain to certificates shall be forwarded to the department/area dean in question. The dean will, after receiving an evaluation of the course from a faculty member, approve or disapprove the request. The completed request form will be returned to the Admissions and Records Office to complete the course substitution process. Rio Hondo College may accept extension and continuing education courses after taking into consideration if they are equivalent to Rio Hondo courses, are from an accredited institution, are taken for credit and a letter grade, and are degree applicable at the originating institution.
Transfer Programs
Students whose goal is to transfer to a four-year institution should identify which transferable courses are required for both their major and general education. Students are strongly encouraged to meet with a counselor to develop an academic program best suited for their transfer institution and intended major.

Assistance in developing a transfer educational plan is advisable through contact with the counselor. Faculty members are valuable contacts in providing information related to a student's career or college choice.

The Transfer Center is another valuable resource for students interested in transferring. The following services are available in the Transfer Center: Transfer Counseling, Application Workshops, Appointments with University Representatives, University Campus Tours, Transfer Fairs, Transfer Workshops, Resource materials, Transfer Conference, and Computer resource lab.

Rio Hondo College offers courses similar to courses in the lower division (i.e., first two years) of four-year universities. Course requirements for graduation vary from one institution to another; it is to a student’s advantage to choose his or her transfer university as early as possible. Students are advised to complete the courses at Rio Hondo College that best satisfy the lower-division course requirements of their particular transfer institution. Lower-division course requirements typically include a set of “general education” courses and a sequence of courses in the student’s chosen major known as “major preparatory”.

Planning a Transfer Program
Each four-year institution has its own basic pattern of lower-division requirements regarding both general education and specific majors. These requirements vary from college to college and often change from year to year. Rio Hondo College has articulated courses with the California State University and University of California campuses as well as independent colleges and universities.

The Transfer Center has a listing of requirements for completing the Intersegmental General Education Transfer Curriculum (IGETC), CSU – General Education Breadth, and other general education patterns. In addition, there are computers for student use to access information on the Internet regarding the college of their choice.

Students may also utilize ASSIST, the statewide repository of articulation information offering easy access to a single computerized database of student transfer information (www.ASSIST.org). The database includes IGETC and CSU GE Breadth lists as well as articulation agreements for many California public post-secondary institutions (community colleges, CSUs and UCs).

Students who plan to transfer to one of the California four-year colleges or universities should plan their program at Rio Hondo College to include the required lower-division courses of the four-year institution. Students should work closely with counselors when choosing courses at Rio Hondo College. It is possible, in most cases, to fulfill both major and general education lower-division requirements for the college or university of their choice as well as the requirements for the associate degree at Rio Hondo College.

Impacted Programs
The term impacted, when applied to a program or major, means that the program usually attracts many more applicants than it can accept. Consequently, there are special requirements and selection procedures for admission. Students intending to transfer and pursue these majors should consult with a counselor and visit the transfer center to request its most recent admissions information.

Transferring to California State University (CSU)
The California State University system consists of 23 campuses located throughout the state. Admission representatives from local CSU campuses visit the Rio Hondo College Transfer Center on a regular basis. Please check with the Transfer Center for more detailed information.

Each California State University (CSU) campus has its own general education and major requirements. Therefore, students should work with a counselor to first select a particular CSU campus and then formulate a strategy for completing that campus’ general education requirements, major requirements, and admission requirements.

Courses transferable to CSU campuses are identified in the course description in this Catalog and in the Class Schedule. Courses identified as meeting major preparation are listed in the ASSIST articulation database, which can be viewed at www.ASSIST.org.

Students that have completed 60 transferable semester hours and have completed the IGETC or CSU GE Breadth pattern are eligible to apply for admission to a CSU campus.
A Certification means that Rio Hondo College has CSU-GE Certification or AS-T degree that might be right for you. Meet with a counselor to help you identify an AA-T units to complete a bachelor's degree. Students with an AA-T or AS-T degree enter the university with an advantage when applying to CSU impacted campuses. Through the new program, students who complete a similar degree program will be given a special GPA advantage when applying to CSU impacted campuses or majors. Students with an AA-T or AS-T degree enter the CSU system with junior standing. Students who are admitted to a program that has been deemed similar will need only 60 more semester units (or 90 quarter units) to complete a bachelor’s degree. Meet with a counselor to help you identify an AA-T or AS-T degree that might be right for you.

**CSU-GE Certification**

A Certification means that Rio Hondo College has verified that a student has completed the lower-division general education requirements for the CSU. For full certification, students must complete 39 units from Categories A through E of the CSU General Education Requirements with a 2.0 GPA.

Certification from a community college is important because without it, students will be held to the general education requirements specific to the CSU campus to which they are transferring. Once the student is certified the CSU campus will identify the student as having completed the lower-division requirements. (Please note that 9 units of up-division general education courses must be completed at the CSU after transfer.) For full certification, a minimum of nine units must be completed in each of Areas A, B, C, and D and one course must be completed in Area E from the CSU-GE pattern. Courses in Area A and Area B must be completed with a “C” or better. The overall grade-point average for the remainder of the courses must be at least a 2.0.

Students who have completed general education courses at other colleges are advised to see a counselor for information regarding a pass-along petition. Foreign coursework may not be used for certification on the CSU-GE requirements.

It is the student’s responsibility to request certification. To obtain the certification, students must file a Transcript Request Form at the Office of Admissions and Records. The final transcript and general education certification will then be sent to the CSU. To certify courses from another college, students must meet with a counselor. All transcripts from college previously attended should be on file with the Office of Admissions and Records before certification is granted.

Because the requirements for a particular major may differ from one CSU campus to another, and because requirements may change yearly, students must consult regularly with a counselor when selecting courses.

**CSU Application**

Applications for admission to the CSU system are available online at www.csumentor.edu. Applications to impacted programs must be filed during the priority-filing period. Applications should be filed as early as possible to ensure priority consideration.

**CSU Application Filing Periods**

Students are encouraged to attend an application workshop before beginning the application process. Visit the Transfer Center for a workshop schedule. Applications are to be submitted one year prior to transferring. The priority filing periods are:

- **Semester System Campuses**
  - Fall Semester: October 1-November 30
  - Spring Semester: August 1-31

- **Quarter System Campuses**
  - Fall Quarter: October 1-November 30
  - Winter Quarter: June 1-30
  - Spring Quarter: August 1-31
  - Summer Quarter: February 1-28
## CSU General Education Breadth Course Requirements

The CSU GE Breadth is an agreement between Rio Hondo and the CSU campuses regarding general education requirements. This list of courses is regularly updated. Students can complete these courses to fulfill their lower-division, general education requirements at a community college before they transfer to a CSU campus. The CSU GE Breadth is not the only way to fulfill the lower-division, general education requirements for the CSU. Students may also use the IGETC to fulfill lower-division general education requirements at the CSU (see in this catalog.) Courses taken by students for CSU GE Certification must be selected from the following list:

### AREA A: English Language Communication and Critical Thinking:
Choose one course from each group. (9 units minimum)

- **A1: Oral Communication**
  - SPCH 100, 101, 102, 140

- **A2: Written Communication**
  - ENGL 101

- **A3: Critical Thinking**
  - ENGL 201, 201H
  - PHIL 110, 112
  - READ 101

### AREA B: Scientific Inquiry and Quantitative Reasoning:
Choose one course from each group; one of the science courses must include a laboratory (indicated by *). (9 units minimum)

- **B1: Physical Science**
  - ASTR 110, 110H, 112*, 114*
  - CHEM 101, 101L*, 110*, 120*, 130*, 131, 131L*, 230*, 231*
  - GEOG 101, 101L*
  - GEOL 150, 151*
  - PHY 120*, 150*, 160*, 211*, 212*, 213*
  - PHYS 101*, 102*

- **B2: Life Science**
  - ANTH 101, 101H, 101L*
  - BIOL 101*, 105, 111, 111L*, 112*, 120, 120L*, 200*, 201*, 203*, 204*, 222*, 226*
  - PSY 210, 210H

- **B3: Laboratory Activity**
  - All courses are identified by * in Groups B1 and B2 above.

- **B4: Mathematics/Quantitative Reasoning**
  - MATH 120, 130, 130H, 140, 160, 170, 175, 180, 190, 190H, 191, 250, 260, 270
  - PSY 190

  (If MATH 670, Intermediate Algebra, was taken prior to Fall 1988, it will fulfill the requirements.)
  - PSY 190

### AREA C: Arts and Humanities
Choose at least one course from C1: Arts; and at least one course from C2: Humanities. Additional courses may be taken from either of the groups. (9 units minimum)

#### C1: Arts (Art, Dance, Music, Theatre)

- DANC 199
- MUS 101, 120, 129, 130, 136
- 131, 132, 133, 134, 135, 155, 170
- PHTO 190
- THTR 101, 105, 105H, 110, 150

#### C2: Humanities (Literature, Philosophy, Foreign Languages)

- ASL 149
- CHIN 101, 102
- ENGL 126
- FR 101, 102, 201, 202
- HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 158, 159, 159H, 167, 170
- HUM 110, 111, 125, 125H
- ITAL 101, 102
- JAPN 101, 102
- LATN 101, 102
- PHIL 101, 101H, 120, 124, 126, 128, 135, 140, 150
- POLS 128
- SPAN 101, 102, 130, 131, 201, 201H, 202
- SPCH 130, 132

#### HIGHLY RECOMMENDED:
All CSU campuses have a graduation requirement in U.S. History, Constitution and American Ideals. Students may be certified as completing this requirement at Rio Hondo College by taking POLS 110 or 110H and one of the following History courses: HIST 143, 143H, 144, 144H, 158, 159, 159H, 167, 170. These courses may be used to partially satisfy area C and/or D of the CSU-GE Breadth.

### AREA D: Social Sciences:
9 units required with courses in at least two groups. (3 courses/9 units minimum)

- **D1: Anthropology and Archeology**
  - ANTH 101, 101H, 102, 102H, 103, 113, 125

- **D2: Economics**
  - ECON 101, 101H, 102, 102H, 106

- **D3: Ethnic Studies**
  - CHST 150; HIST 131, 158, 159, 159H; HUM 130; POLS 150

- **D4: Gender Studies**
  - HIST 170, SOC 120

- **D5: Geography**
  - GEOG 102, 103

- **D6: History**
  - HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 158, 159, 159H, 167, 170

- **D7: Interdisciplinary Social or Behavioral Science**
  - CD 208, SOC 127

- **D8: Political Science, Government, & Legal Institutions**
  - CHST 150, PHIL 128, POLS 110, 110H, 128, 130, 140, 150

- **D9: Psychology**
  - CD 106, 208; PSY 101, 101H, 112, 114, 116, 170, 180, 200,

- **D0: Sociology and Criminology**
  - ANTH 110; SOC 101, 101H, 102, 105, 110, 114, 116, 120, 127

### AREA E: Lifelong Learning and Self-Development:
Choose one course from the following:

- ANTH 110; CD 106
- COUN 101, 151 or 151A, 151B, 151C

(PhD: The entire sequence of 151 A-C must be completed for a total of 3 units)

- DD 214 (see counselor for details)
- PETH 191, 192, 196;
- PSY 112, 121, 123, 133
- SOC 105, 110

NOTE: Courses may be used to fulfill only one General Education area.
For a complete listing of courses and their approval dates, students may log on to www.assist.org.
Transferring to University of California (UC)
The University of California has 10 campuses located throughout the state. Admission representatives from local UC campuses visit the Rio Hondo College Transfer Center on a regular basis. Please check with the Transfer Center for more detailed information.

Course requirements vary from one University of California (UC) campus to another. Therefore, it is advised that students work with a counselor to first select a particular UC campus and then formulate a strategy for completing that campus’ general education requirements, major requirements, and admissions requirements. At most UC campuses, admission is competitive, and a grade point average (GPA) higher than the 2.4 minimum is required. Some UC campuses require that students complete specific course work in a major before transfer, and some majors require a higher grade point average than designated for general admission. See a counselor for further explanation and planning materials.

Transfer Admission Requirements
To be eligible for admission to a UC as a transfer student, a student must fulfill the following criteria:
A. Complete 60 UC transferable semester units (90 quarter units) with a minimum GPA of 2.4 (2.8 for non-residents); AND
B. Complete the following course requirements, earning a grade of “C” or better in each course: two transferable college courses in English composition; one transferable college course in mathematical concepts and quantitative reasoning; four transferable college courses chosen from at least two of the following subject areas: arts and humanities, social and behavioral sciences, and physical and biological sciences. NOTE: The IGETC General Education Transfer Pattern will meet these course requirements. However, some students, depending on the transfer major and university, may not be well served by following IGETC; AND
C. Complete as many major preparation courses as possible. Major preparation many be viewed at www.assist.org.

NOTE: Selective majors require certain courses to be completed before transfer with a higher grade point average.

The UC allows up to 70 UC transferable lower division units from a community college or 4-year university. Students who complete more than 70 units at the community college may still complete courses to fulfill course requirements but will not be able to transfer more than the 70 units of credit.

IMPORTANT! To be considered for fall admission at most campuses, students must plan to complete all courses required for admission no later than the spring semester preceding the fall they wish to enter the university.

Community College Transfer Priority Admission
UC campuses give priority consideration for admission to California community college students. A California community college student applying for admission to the University of California in advance standing will be given priority admission over all other applicants if:
1. The student was enrolled at one or more California community college for at least two terms (excluding summer sessions); AND
2. The last college attended before admission to a UC campus was a California community college (excluding summer sessions); AND
3. The student has completed at least 30 semester (45 quarter) UC transferable units at one or more California community college.

IGETC General Education Certification
Certification means that the last community college attended prior to transfer will verify that the student has completed the entire IGETC pattern. Rio Hondo College will certify for IGETC after completion of all courses required. Students who have completed general education courses at other colleges are advised to see a counselor for information regarding a pass-along petition. Foreign coursework may not be used for certification on the IGETC requirements, except for area 6: Language other than English.

All courses on IGETC must be completed with a C grade or better. By completing the IGETC requirements, students will have satisfied all lower division general education requirements for the UC or CSU campus of choice. Certification is highly recommended (please note that some UC campuses, depending on the major, will not accept IGETC as part of the general education requirements; see a counselor for more information). It is the student’s responsibility to request certification. To obtain the certification, students must file a Transcript Request Form at the Office of Admissions and Records. If coursework was completed at another college/university, official transcripts must be on file with the Office of Admissions and Records before the certification is granted. Partial certification can be granted if a student has completed all but two courses in the IGETC pattern.
**UC Impacted Majors**

Some majors at UC campuses are highly competitive or “impacted”. This means that certain courses in the major must be completed with achievement of a high GPA prior to transfer. Please consult with a counselor or visit the Transfer Center for details.

**Transfer Admission Guarantee (TAG)**

The Transfer Admission Guarantee (TAG) program offers guaranteed admission to the students who complete a core set of courses at Rio Hondo College a full term prior to transferring. Students in the TAG program can receive early review of their academic records, early admission notification, and specific guidance on major preparation and general education coursework. Rio Hondo College has agreements with seven UCs (UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, and UC Santa Cruz). TAG requirements vary by UC campus and yearly. For further information meet with the Transfer Counselor.

**UC Application**

Applications for admission to the UC system are available online at www.universityofcalifornia.edu/apply. NOTE: The UCs requires students to write a personal statement, visit the Transfer Center for more information.

**UC Application Filing Periods**

Students are encouraged to attend an application workshop before beginning the application process. Remember applications are submitted one year prior to transferring.

The priority filing periods are:
- **Fall Quarter/ Semester**: November 1-30
- **Winter Quarter**: July 1-31
- **Spring Quarter**: October 1-31

All UC campuses accept applicants for fall admission. To determine which UC campus accepts winter and/or spring, call the specific campus or visit the Transfer Center.

**Transferring to Independent Colleges & Universities**

Each year many Rio Hondo students go on to pursue their fields of interest and earn a degree at an independent four-year institution. Admission requirements and general education requirements vary from college to college. To make transferring to a private or independent college as smooth as possible, students should obtain information on transfer requirements from that college and work closely with a counselor to plan their course of study.

Although admission requirements vary and are listed in the catalogs of the various universities and colleges, students who transfer to independent colleges and universities are given credit for most, if not all, of their community college work. Most colleges and universities give full credit for general education courses and for most other courses designated by the community college as transferable.

Rio Hondo College has developed articulation agreements with many independent colleges and universities. Transfer students who plan to attend a private college or university are encouraged to consult with a counselor to plan their academic plan. For information regarding deadlines and articulation agreements, students should visit the Transfer Center.

For information regarding all transfer deadlines, students should consult with Rio Hondo College counselors or the Transfer Center.

**Transfer Web Sites**

Below are listed some of the web sites available to help students who wish to transfer.

- **Articulation**: http://www.assist.org  
  http://www.riohondo.edu/Students/Articulation
- **California Colleges**: http://www.californiacolleges.edu
- **California Independent Colleges and Universities**: http://www.aiccu.edu
- **California State University**: http://www.csumentor.edu
- **RHC Transfer Center**: http://www.riohondo.edu/students/transfercenter
- **University of California**: http://www.universityofcalifornia.edu
- **UC Transfer**: http://uctransfer.universityofcalifornia.edu
- **Associate Degree for Transfer: A Degree with a Guarantee**: www.adeegreewithaguarantee.com
Area 1: ENGLISH COMMUNICATION
CSU: 3 courses required, one from each group below
UC: 2 courses required, one from 1A and 1B

1A – English Composition
One course of 3 semester/4 quarter units
ENGL 101

1B – Critical Thinking
One course of 3 semester/4 quarter units
ENGL 201 or 201H, PHIL 110

1C – Oral Communications: (CSU only) One course of 3 semester/4 quarter units.
SPCH 100, 101, 102, 140

Area 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING
One course: 3 semester/4 quarter units
MATH 120, 130, 130H, 160+, 165+, 170+, 180+, 190+, 190H, 191, 250, 260, 270
+ Indicates that UC course credit may be limited.
Please consult a counselor for additional information.

Area 3: ARTS & HUMANITIES
At least 3 courses - 9 semester/12 quarter units.

3A: ARTS (3 units minimum):
MUS 129, 130, 131, 132, 133, 135, 136
THTR 101, 105, 105H

3B: HUMANITIES (3 units minimum):
ENGL 126
FR 102, 201, 202
HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 158, 159, 159H, 167, 170
HUM 110, 111, 125, 125H
ITAL 102
JAPN 103
LATN 102
PHIL 101, 101H, 120, 124, 126, 128, 135, 140, 150
POLS 128
SPAN 102, 201, 201H, 202

Area 4: SOCIAL & BEHAVIORAL SCIENCES
At least 3 courses from at least two disciplines - 9 semester/12 quarter units

ANTH 102, 102H, 103, 110, 125
CD 106, 208
CHST 150
ECON 101, 101H, 102, 102H, 106
GEOG 102, 103
HIST 101, 102, 122, 131, 143, 143H, 144, 144H, 158, 167, 170
HUM 130
PHIL 128
POLS 110, 110H, 128, 130, 140, 150
PSY 101, 101H, 112, 114, 170, 200,
SOC 101, 101H, 102, 105, 110, 114, 116, 120, 127

Area 5: PHYSICAL & BIOLOGICAL SCIENCES
At least 2 courses are required, one from 5A and 5B. One course must include a corresponding laboratory from 5A or 5B. Laboratory courses are noted with * symbol (7-9 semester/9-11 quarter units)

5A: PHYSICAL SCIENCES (One course minimum):
ASTR 110, 110H, 112*, 114*
CHEM 110*, 120*, 130*, 230*, 231*
GEOG 101, 101L*
GEOL 150, 151*
PHY 120*, 150*, 160*, 211*, 212*, 213+ *

5B: BIOLOGICAL SCIENCES (One course minimum):
ANTH 101, 101H, 101L
BIOL 101*, 105, 111, 111L*, 120, 120L*, 200*, 201*, 203*, 204*, 226*
PSY 210, 210H

5C: LABORATORY ACTIVITY: This requirement may be met by completing and lab course that corresponds to a lecture course found above in 5A or 5B with * symbol.
+ Indicates that UC course credit may be limited. Please consult the course description for additional information.

6: LANGUAGE OTHER THAN ENGLISH
(UC REQUIREMENT ONLY)
Proficiency equivalent to two years of high school study in the same language or at Rio Hondo College: At least 1 course from:
ASL 149
CHIN 101, 102
FR 101, 102, 201, 202
ITAL 101, 102
JAPN 101, 102
LATN 101, 102
SPAN 101, 102, 130, 131, 201, 201H, 202

(If using high school courses to fulfill this area, grades of “C-” are acceptable. Official transcripts must be on file in the Admissions and Records Office)

AMERICAN INSTITUTIONS REQUIREMENT
CSU has an American Institutions graduation requirement that can be fulfilled by taking the following:
6 units: Choose one course from group 1 and one course from group 2.
1. POLS 110, 110H
2. HIST 143, 143H, 144, 144H, 158, 159, 159H, 170

Intersegmental General Education Transfer Curriculum (IGETC) For CSU & UC
The IGETC is an agreement between Rio Hondo and the CSU and UC campuses regarding general education requirements. The IGETC list of courses was developed first in 1991 and is regularly updated. Students can complete these courses to fulfill their lower-division, general education requirements at a community college before they transfer to a CSU or UC campus. The IGETC is only one way to fulfill the lower-division, general education requirements of a CSU or UC campus, and it is not recommended for certain majors and colleges.
Completion of all the requirements in the 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 to take additional lower-division general education courses. Transfer students will receive certification for all their general education requirements only after completing all of the subject areas listed below with a “C” grade or better in each course.
### Degrees & Certificates

Occasionally offerings will not be available in a particular program. Please contact the division for more information about availability.

#### List of Degrees

<table>
<thead>
<tr>
<th>Degree</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>50</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>52</td>
</tr>
<tr>
<td>Advanced Engine Performance</td>
<td>53</td>
</tr>
<tr>
<td>Alternative Energy Technology</td>
<td>55</td>
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<tr>
<td>Alternative Fuels/Advanced Transportation</td>
<td>56</td>
</tr>
<tr>
<td>Animation</td>
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</tr>
<tr>
<td>Architecture</td>
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</tr>
<tr>
<td>Architectural Design &amp; Drawing</td>
<td>59</td>
</tr>
<tr>
<td>Art</td>
<td>60</td>
</tr>
<tr>
<td>Automotive Collision Repair &amp; Painting</td>
<td>61</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>62</td>
</tr>
<tr>
<td>• Heavy Equipment Maintenance</td>
<td>97</td>
</tr>
<tr>
<td>Biology</td>
<td>65</td>
</tr>
<tr>
<td>Business Administration</td>
<td>66</td>
</tr>
<tr>
<td>• International Business</td>
<td>67</td>
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<tr>
<td>• Logistics Management</td>
<td>103</td>
</tr>
<tr>
<td>• Management/Supervision</td>
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<tr>
<td>• Small Business/Entrepreneurism</td>
<td>128</td>
</tr>
<tr>
<td>Business Marketing</td>
<td>69</td>
</tr>
<tr>
<td>Chicano Studies</td>
<td>70</td>
</tr>
<tr>
<td>Child Development</td>
<td>71</td>
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<tr>
<td>Civil Design Technology</td>
<td>74</td>
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<tr>
<td>Computer Information Technology</td>
<td>77</td>
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<tr>
<td>• Computer Systems (Option)</td>
<td>78</td>
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<tr>
<td>• Microcomputer Specialist (Option)</td>
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</tr>
<tr>
<td>Communication Studies for Transfer</td>
<td>60</td>
</tr>
<tr>
<td>Commercial Art</td>
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</tr>
<tr>
<td>Corrections</td>
<td>80</td>
</tr>
<tr>
<td>Drug Studies</td>
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<tr>
<td>Electronics Technology</td>
<td>82</td>
</tr>
<tr>
<td>Engineering Design Drafting</td>
<td>83</td>
</tr>
<tr>
<td>English and Literature</td>
<td>84</td>
</tr>
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<td>Environmental Science</td>
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</tr>
<tr>
<td>Environmental Technology</td>
<td>87</td>
</tr>
<tr>
<td>Fire Technology</td>
<td>88</td>
</tr>
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<td>• Admissions Procedures</td>
<td>88</td>
</tr>
<tr>
<td>General Studies</td>
<td>81</td>
</tr>
<tr>
<td>• Emphasis in Arts and Human Expression</td>
<td>81</td>
</tr>
<tr>
<td>• Emphasis in Science and Mathematics</td>
<td>92</td>
</tr>
<tr>
<td>• Emphasis in Social Behavior and Self-Development</td>
<td>93</td>
</tr>
<tr>
<td>• Emphasis in Social Sciences</td>
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<tr>
<td>Honda Professional Career Training Program</td>
<td>98</td>
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<tr>
<td>Specialization (PACT)</td>
<td>99-100</td>
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<tr>
<td>• Program Overview</td>
<td>102</td>
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<tr>
<td>Kinesiology for Transfer</td>
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<tr>
<td>Mass Communications</td>
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</tr>
<tr>
<td>• Mass Media Specialization</td>
<td>104</td>
</tr>
<tr>
<td>• Print Media Specialization</td>
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</tr>
<tr>
<td>Mathematics for Transfer</td>
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</tr>
<tr>
<td>Music</td>
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<td>Nursing</td>
<td>120</td>
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<tr>
<td>• Associate Degree Nursing</td>
<td>120-122</td>
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<td>• Vocational Nursing</td>
<td>121</td>
</tr>
<tr>
<td>Philosophy</td>
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<td>Photography</td>
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<tr>
<td>Psychology for Transfer</td>
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<tr>
<td>Sociology for Transfer</td>
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<tr>
<td>Theatre Arts</td>
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<tr>
<td>Welding Technology</td>
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</tr>
<tr>
<td>Wildland Fire Technology</td>
<td>131</td>
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</table>
### List of Certificates

#### Certificates of Achievement

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<tr>
<th>Certificate</th>
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<tr>
<td>Accounting</td>
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<tr>
<td>Advanced Engine Performance</td>
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<tr>
<td>Advanced Engine Performance-Technician</td>
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<tr>
<td>Alternative Energy Technology</td>
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<tr>
<td>Alternative Fuels &amp; Advanced</td>
<td>56</td>
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<tr>
<td>Transportation</td>
<td>59</td>
</tr>
<tr>
<td>Architectural Design &amp; Drawing -Technician</td>
<td>59</td>
</tr>
<tr>
<td>Automotive Collision Repair &amp; Painting</td>
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</tr>
<tr>
<td>Automotive Technology</td>
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<tr>
<td>• Brake and Suspension Service</td>
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<td>• Engine Repair</td>
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<td>• General Automotive Service</td>
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<td>• General Service Technician</td>
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<td>• Heavy Equipment Maintenance Specialist</td>
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<td>• Transmission Service</td>
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<tr>
<td>Business</td>
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<td>• International Business</td>
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<td>• Logistics Management</td>
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<td>• Retail Management</td>
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<tr>
<td>• Business/Management &amp; Supervision</td>
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<td>Business Marketing</td>
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<td>Child Development</td>
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<td>• Preschool Teacher</td>
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<td>Civil Design &amp; Drawing</td>
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<tr>
<td>• Surveying, Mapping &amp; Drawing</td>
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<td>Computer Information Technology</td>
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<td>• Computer Systems</td>
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<td>• Microcomputer Specialist</td>
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<td>Diesel Fuel &amp; Emission Systems</td>
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<td>Drug Studies</td>
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<td>Electronics Technology</td>
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<td>Engineering Design Drafting – Technician</td>
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<td>Fire Technology</td>
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<td>Fitness Specialist</td>
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<td>Mass Communications</td>
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<td>• Mass Media Specialization</td>
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<td>• Print Media Specialization</td>
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<td>Nursing</td>
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<tr>
<td>• Vocational Nursing</td>
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<td>Welding Technology</td>
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<td>Wildland Fire Technology</td>
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#### Career Certificates

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<td>Nursing</td>
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<td>• Certified Nurse Assistant</td>
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<td>Acute Care</td>
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<td>• Home Health Aide</td>
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<td>• Nurse Assistant Pre-Cert. Training Course</td>
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<td>Physical Education</td>
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<td>• Athletic Trainer’s Aide</td>
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<td>Police Academy</td>
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<tr>
<td>• Basic Police Training</td>
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#### Certificates of Skill Proficiency

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<tr>
<td>Income Tax Preparer</td>
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<td>Emergency Medical Technician</td>
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<td>Game Development</td>
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<td>Geographic Information Systems</td>
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<tr>
<td>• Focus Area Facilities Management</td>
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<td>• Focus Area Crime Mapping</td>
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</tr>
<tr>
<td>• Focus Area Environmental Technology</td>
<td>96</td>
</tr>
<tr>
<td>Human Services</td>
<td>101</td>
</tr>
</tbody>
</table>

*Courses in the degree/certificate are not necessarily listed in the order of enrollment, see prerequisites.
## ACCOUNTING
### DIVISION OF BUSINESS

### ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree in the Accounting program prepares students for employment and advancement opportunities in business and industry such as financial institutions, hospitals, manufacturing and construction companies, wholesale and retail companies, transportation, utilities, educational institutions, all levels of government and the military. Entry-level employment opportunities include positions in general bookkeeping, accounts receivable/payable, payroll, income tax preparation, cost accounting and auditing.

Accounting Majors intending to obtain a bachelor’s degree in Accounting should refer to the Business Administration transfer curriculum.

To acquire the **Associate of Science Degree in Accounting**, it is necessary to complete the graduation requirements of the College along with the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102 *Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 103 Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 106 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 203 *Introduction to Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSL 110 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>CIT 107 Introduction to Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 108 *Advanced Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 *College Composition &amp; Research</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**Or**

| MGMT 108 Business Communications | 3 |

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

| ACCT 104 * Introduction to Government and Not-For-Profit Accounting | 3 |
| ACCT 105 Income Tax Accounting | 4 |
| ACCT 201 *Intermediate Accounting I | 3 |
| ACCT 202 *Intermediate Accounting II | 3 |
| ACCT 290 CWE/Internship for Accounting Related Fields | 1-4 |
| FIN 101 Introduction to Financial Planning | 3 |

**Units Required** 35 - 35.5

*Prerequisite

### CERTIFICATE OF ACHIEVEMENT

**Accounting**

The certificate curriculum in Accounting prepares students for employment and advancement opportunities in business and industry such as financial institutions, hospitals, manufacturing and construction companies, wholesale and retail companies, transportation, utilities, educational institutions, all levels of government and the military. Entry-level employment opportunities include positions in general bookkeeping, accounts receivable/payable, payroll, income tax preparation, cost accounting and auditing.

Accounting Majors intending to obtain a bachelor’s degree in Accounting should refer to the Business Administration transfer curriculum.

To acquire the **Certificate of Achievement in Accounting**, it is necessary to complete the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102 *Managerial Accounting</td>
<td>4</td>
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<tr>
<td>ACCT 103 Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 106 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 203 *Introduction to Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSL 110 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>CIT 107 Introduction to Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 108 *Advanced Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 *College Composition &amp; Research</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**Or**

| MGMT 108 Business Communications | 3 |

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

| ACCT 104 * Introduction to Government and Not-For-Profit Accounting | 3 |
| ACCT 105 Income Tax Accounting | 4 |
| ACCT 201 *Intermediate Accounting I | 3 |
| ACCT 202 *Intermediate Accounting II | 3 |
| ACCT 290 CWE / Internship for Accounting Related Fields | 1-4 |
| FIN 101 Introduction to Financial Planning | 3 |

**Units Required** 35 - 35.5

*Prerequisite
# Certificate of Skill Proficiency: Computerized Accounting

The Computerized Accounting Certificate program is designed to provide students with basic accounting skills and knowledge necessary to obtain entry-level accounting and other accounting support positions in small and medium sized businesses which use computerized accounting systems.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 103 Payroll Accounting</td>
<td></td>
</tr>
<tr>
<td>ACCT 106 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIT 107 Introduction to Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 108 Advanced Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 108 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENGL 101 College Composition and Research</td>
<td>3.5</td>
</tr>
</tbody>
</table>

Units Required: 16-16.5

# Certificate of Skill Proficiency: Income Tax Preparer

This certificate is designed for individuals desiring to enter the tax preparation field with a minimum of course requirements. Upon successful completion of this certificate, students will possess the knowledge and practical experience necessary to prepare personal income taxes effectively. By completing the tax course, students will receive the qualifying education required by the California tax Education Council to become a California Registered Tax Preparer.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 105 Income Tax Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 096 Volunteer Income Tax Assistance</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 097 Volunteer Income Tax Assistance</td>
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</tbody>
</table>

Units Required: 6
Administration of Justice  
(Open to all students)

Students desiring careers in law enforcement may elect a program from Administration of Justice. This program is designed to be transferable or job oriented, depending on student need.

Students seeking careers in corrections, probation and parole should specialize in the corrections option. Some of these areas require a four year degree.

Students seeking employment with a local, state or federal law enforcement agency should specialize in Administration of Justice. Every student should seek counseling with the assigned member of the Counseling staff in order to develop a comprehensive course of study within his/her career choice.

It is highly recommended that the Administration of Justice student take Introduction to Administration of Justice before advancing to the next courses. This provides a foundation of basic understanding of the Criminal Justice System. The student is now prepared for a study of courses in the Administration of Justice.

ASSOCIATE OF SCIENCE DEGREE

To acquire the Associate of Science Degree in Administration of Justice, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 101 Introduction to Administration</td>
<td>3</td>
</tr>
<tr>
<td>AJ 102 Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 104 Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 105 Community Relations/</td>
<td></td>
</tr>
<tr>
<td>Multicultural Issues within Public Service</td>
<td>3</td>
</tr>
<tr>
<td>AJ 106 Criminal Law I</td>
<td>3</td>
</tr>
<tr>
<td>AJ 107 Criminal Law II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units Required**: 24

_Plus 6 units for the following courses:_

- **GIS 281** Crime Mapping and Analysis .....4
- **AJ** Administration of Justice Courses  
  (Subject Titles & Units will vary)
- **CORR** Corrections Courses           
  (Subject Titles & Units will vary)
- **PAC** Police Academy Courses         
  (Subject Titles & Units will vary)
# ADVANCED ENGINE PERFORMANCE
## DIVISION OF CAREER & TECHNICAL EDUCATION

### ASSOCIATE OF SCIENCE DEGREE

The courses listed in the Associate of Science Degree are comprised of a comprehensive list of job skills needed to work in the specialized field of **Automotive Advanced Engine Performance Diagnostics**. The skills developed during lecture and lab will enhance the student’s ability to complete the industry-recognized Automotive Service Excellence (ASE) Certification Tests A6 (Electrical/Electronic Systems), A8 (Engine Performance), and L1 (Advanced Engine Performance). The degree is designed to prepare an individual for transfer and/or entry-level employment as an Automotive Engine Performance Diagnostic Technician.

To acquire the **Associate of Science Degree in Advanced Engine Performance**, it is necessary to complete the graduation requirements of the College along with the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 0501</td>
<td>ASE A6 Alternative Course- Automotive Electrical/Electronic Diagnosis and Repair</td>
</tr>
<tr>
<td>AUTO 0502</td>
<td>ASE A8 Alternative Course- Automotive Engine Performance Diagnosis and Repair</td>
</tr>
<tr>
<td>AUTO 0503</td>
<td>ASE L1 Alternative Course- Automotive Advanced Engine Performance Diagnosis &amp; Repair</td>
</tr>
<tr>
<td>AUTO 106</td>
<td>Automotive Electrical Tools and Diagnostic Procedures</td>
</tr>
<tr>
<td>AUTO 110</td>
<td>Introduction to Engine Diagnosis and Tune-Up</td>
</tr>
<tr>
<td>AUTO 120</td>
<td>Engine Tune-Up/Performance</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Basic Clean Air Car Course</td>
</tr>
<tr>
<td>AUTO 135</td>
<td>Advanced Clean Air Car Course</td>
</tr>
<tr>
<td>AUTO 155</td>
<td>Automotive On-Board Diagnostics Generations One and Two (OBD I &amp; OBD II)</td>
</tr>
<tr>
<td>AUTO 157</td>
<td>Automotive Specialized Electronics Training</td>
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</tbody>
</table>

**In Addition, Students Must Complete TWO of the following:**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 115</td>
<td>Computerized Engine Controls and Diagnostics</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Engine Electrical Systems</td>
</tr>
<tr>
<td>AUTO 180</td>
<td>Advanced Automotive Diagnostics</td>
</tr>
<tr>
<td>AUTO 256</td>
<td>Automotive Scantools and Vehicle Network Systems</td>
</tr>
</tbody>
</table>

**Units Required** 33.5 or 34.5

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### CERTIFICATE OF ACHIEVEMENT

The courses listed in the Certificate of Achievement are comprised of a comprehensive list of job skills needed to work in the specialized field of Automotive Advanced Engine Performance Diagnostics. The skills developed during lecture and lab will enhance the student’s ability to complete the industry-recognized Automotive Service Excellence (ASE) Certification Tests A6 (Electrical/Electronic Systems), A8 (Engine Performance), and L1 (Advanced Engine Performance). The Certificate is designed to prepare an individual for entry-level employment as an Automotive Engine Performance Diagnostic Technician.

To acquire the **Certificate of Achievement in Advanced Engine Performance**, it is necessary to complete the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 0501</td>
<td>ASE A6 Alternative Course- Automotive Electrical/Electronic Diagnosis and Repair</td>
</tr>
<tr>
<td>AUTO 0502</td>
<td>ASE A8 Alternative Course- Automotive Engine Performance Diagnosis and Repair</td>
</tr>
<tr>
<td>AUTO 0503</td>
<td>ASE L1 Alternative Course- Automotive Advanced Engine Performance Diagnosis &amp; Repair</td>
</tr>
<tr>
<td>AUTO 106</td>
<td>Automotive Electrical Tools and Diagnostic Procedures</td>
</tr>
<tr>
<td>AUTO 110</td>
<td>Introduction to Engine Diagnosis and Tune-Up</td>
</tr>
<tr>
<td>AUTO 120</td>
<td>Engine Tune-Up/Performance</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Basic Clean Air Car Course</td>
</tr>
<tr>
<td>AUTO 135</td>
<td>Advanced Clean Air Car Course</td>
</tr>
<tr>
<td>AUTO 155</td>
<td>Automotive On-Board Diagnostics Generations One and Two (OBD I &amp; OBD II)</td>
</tr>
<tr>
<td>AUTO 157</td>
<td>Automotive Specialized Electronics Training</td>
</tr>
</tbody>
</table>

**In addition, students must complete TWO of the following:**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 115</td>
<td>Computerized Engine Controls and Diagnostics</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Engine Electrical Systems</td>
</tr>
<tr>
<td>AUTO 180</td>
<td>Advanced Automotive Diagnostics</td>
</tr>
<tr>
<td>AUTO 256</td>
<td>Automotive Scantools and Vehicle Network Systems</td>
</tr>
</tbody>
</table>

**Units Required** 33.5 or 34.5
CERTIFICATE OF ACHIEVEMENT

This Certificate is designed for the experienced Automotive Technician who desires to expand and upgrade his/her skill level to include the ability to complete the industry-recognized Automotive Service Excellence (ASE) Certification Tests A6, A8, and L1 within the California Tune-Up & Driveability, and Smog Check Program. The Certificate is designed to prepare an individual for entry-level employment as a State Certified Smog Check Technician.

To acquire a Certificate of Achievement in Advanced Engine Performance Technician, it is necessary to complete the following with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 0501</td>
<td>AES A6 Alternative Course-Automotive Electrical/Electronic Diagnosis and Repair</td>
</tr>
<tr>
<td>AUTO 0502</td>
<td>AES A8 Alternative Course-Automotive Engine Performance Diagnosis and Repair</td>
</tr>
<tr>
<td>AUTO 0503</td>
<td>AES L1 Alternative Course-Automotive Advanced Engine Performance Diagnosis &amp; Repair</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Basic Clean Air Car Course</td>
</tr>
<tr>
<td>AUTO 135</td>
<td>Advanced Clean Air Car Course</td>
</tr>
<tr>
<td>AUTO 155</td>
<td>Automotive On-Board Diagnostics Generations One and Two (OBD I &amp; OBD II)</td>
</tr>
</tbody>
</table>

Units Required 13.5
ALTERNATIVE ENERGY TECHNOLOGY
DIVISION OF CAREER & TECHNICAL EDUCATION

ASSOCIATE OF SCIENCE DEGREE

The courses listed in the Associate of Science Degree are designed to prepare an individual for entry level employment within the alternative energy industry as an integrator, designer, or as a maintenance or repair worker. This Degree is designed to increase the number of students earning an Associate degree from Rio Hondo and to guide students along a path to transfer and promotion that is both efficient and sufficient for their continued academic success.

To acquire the Associate of Science Degree in Alternative Energy Technology, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 070 Introduction to Alternative Energy Technology .....................3</td>
<td></td>
</tr>
<tr>
<td>AET 072 Photovoltaic Systems Design and Installation ...........................3</td>
<td></td>
</tr>
<tr>
<td>AET 074 *Advanced Photovoltaic Systems Design and Installation.........................3</td>
<td></td>
</tr>
<tr>
<td>AET 076 Wind Energy Systems Design and Installation ...............................3</td>
<td></td>
</tr>
<tr>
<td>AET 078 *Advanced Wind Energy Systems Design and Installation......................3</td>
<td></td>
</tr>
<tr>
<td>AET 181 Home Energy Management and Auditing.........................................3</td>
<td></td>
</tr>
<tr>
<td>AET 182 Industrial Energy Management and Auditing..................................3</td>
<td></td>
</tr>
<tr>
<td>AET 280 Green Building Design Principles...........................................3</td>
<td></td>
</tr>
<tr>
<td>ARCH 095 Construction Document Reading and Estimating...............................3</td>
<td></td>
</tr>
<tr>
<td>ELEC 050 Introduction to the Electrical Industry ....................................2</td>
<td></td>
</tr>
<tr>
<td>GIS 120 *Introduction to Geographic Information Systems and Spatial Analysis ..................4</td>
<td></td>
</tr>
<tr>
<td>TCED 054 *OSHA Workplace Safety II ......................................................4</td>
<td></td>
</tr>
</tbody>
</table>

Units Required 34

*Prerequisite

CERTIFICATE OF ACHIEVEMENT

Alternative Energy Technology

The courses listed in this certificate compile a comprehensive list of job related skills needed to acquire Alternative Energy technical skills. The skills acquired during class will prepare an individual for entry-level employment as an Alternative Energy Technician that may find employment as an installer, designer or as a maintenance and/or repair worker.

To acquire the Certificate of Achievement in Alternative Energy Technology, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 070 Introduction to Alternative Energy Technology .....................3</td>
<td></td>
</tr>
<tr>
<td>AET 072 Photovoltaic Systems Design and Installation ...........................3</td>
<td></td>
</tr>
<tr>
<td>AET 074 *Advanced Photovoltaic Systems Design and Installation.........................3</td>
<td></td>
</tr>
<tr>
<td>AET 076 Wind Energy Systems Design and Installation ...............................3</td>
<td></td>
</tr>
<tr>
<td>AET 078 *Advanced Wind Energy Systems Design and Installation......................3</td>
<td></td>
</tr>
<tr>
<td>TCED 044 OSHA Workplace Safety II ......................................................1</td>
<td></td>
</tr>
</tbody>
</table>

Units Required 16

*Prerequisite
This Degree is designed to prepare students and incumbent employees as Alternative Fuels & Advanced Transportation Technology specialists. Training is in theory and practical skills. Directed practical work is given in all fuel areas, Compressed and Biodiesel, under simulated on-the-job conditions. The program will provide the student the opportunity to acquire the knowledge and hand skills demanded of modern transportation specialists. The sequence in which courses are taken may be modified to meet individual needs.

To acquire the **Associate of Science Degree in Alternative Fuels & Advanced Transportation Technology**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101 Introduction to Automotive Service and Repair: Underhood Service</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 103 Introduction to Automotive Service and Repair: Undercar Service</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 106 Automotive Electrical Tools and Diagnostics Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 107 Introduction to Automotive Light Service</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 110 Introduction to Engine Diagnosis and Tune-Up</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115 Computerized Engine Controls &amp; Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 141 Alternative Fuels I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 142 Alternative Fuels II</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 147 Introduction to Hybrid &amp; Electric Vehicle Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 157 Automotive Specialized Electronics Training</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 32

---

## CERTIFICATE OF ACHIEVEMENT

**Alternative Fuels & Advanced Transportation Technology**

This Certificate of Achievement is designed to prepare students and incumbent employees as Alternative Fuels & Advanced Transportation Technology specialists. Training is in theory and practical skills. Directed practical work is given in all fuel areas, Compressed and Biodiesel, under simulated on-the-job conditions. The program will provide the student the opportunity to acquire the knowledge and hand skills demanded of modern transportation specialists. The sequence in which courses are taken may be modified to meet individual needs.

To acquire the **Certificate of Achievement in Alternative Fuels & Advanced Transportation Technology**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 110 Introduction to Engine Diagnosis and Tune-Up</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115 Computerized Engine Controls &amp; Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 141 Alternative Fuels I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 142 Alternative Fuels II</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 147 Introduction to Hybrid &amp; Electric Vehicle Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 157 Automotive Specialized Electronics Training</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 20
ANIMATION
DIVISION OF ARTS & CULTURAL PROGRAMS

ASSOCIATE OF SCIENCE DEGREE
This Degree is recommended for those who are interested in the field of Entertainment Art and Animation.

Students are advised to check with the Counseling Department for the courses accepted into the Animation major at the four-year institutions where they seek transfer.

To acquire the Associate of Science Degree in Animation, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Or ART 105H*</td>
<td>Survey of Western Art: Prehistory through the Middle Ages .............. 3</td>
</tr>
<tr>
<td>ART 106 Or ART 106H*</td>
<td>Survey of Western Art: Renaissance to Modern ........................................ 3</td>
</tr>
<tr>
<td>ART 120</td>
<td>Two Dimensional Design .................. 3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Three Dimensional Design .......... 3</td>
</tr>
<tr>
<td>ART 130</td>
<td>Freehand Drawing I ...................... 3</td>
</tr>
</tbody>
</table>

Choose one course from the list below
ANIM 101 | Digital Modeling and Texturing .... 4
ANIM 105 | Principles of Animation ............. 3
ANIM 110 | Digital Character Animation ......... 4
ANIM 120 | 3D Materials, Lighting and Rendering ........................................ 4
ANIM 130 | World Building for Game Development ........................................ 4

Units Required 18-19

*Prerequisite
This program leads to the Associate of Science Degree in Architecture for university transfer to Architecture, advanced Tech Prep placement, employment in architectural firms, the AES (Architectural/Engineering/Construction) and Design industries, Public Works/Utilities. The program includes applications such as BIM (Building Information Modeling), CADD (Computer Assisted Design and Drafting), LEED (Leadership in Energy and Environmental Design), 3D Printing, and traditional drafting methods and standards. By completion of specific General Education courses, this program fulfills many of the requirements and foundation courses for transfer to Baccalaureate Architectural related majors but does not fulfill all transfer requirements for specific Baccalaureate degree programs.

(See admission requirements of individual colleges and universities and transfer requirements for specific majors.)

To acquire the Associate of Science Degree in Architecture, it is necessary to complete the graduation requirements of the College along with the following courses:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 115 Introduction to Residential Architecture: Drawing &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 125 *Residential Architecture &amp; Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 215 *Architectural Perspective &amp; Rendering</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 225 *Commercial Wood &amp; Masonry Design &amp; Construction</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 235 *Architectural Design Studio</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 260 * Advanced Architecture Using Revit and 3D Software</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 101 Introduction to Technical Drawing &amp; Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 105 Architectural &amp; Technical Freehand Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 122 Engineering Design Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 150 AutoCAD for Basic CADD Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 36

* Prerequisite
ASSOCIATE OF SCIENCE DEGREE

The major of Architectural Design and Drawing curriculum leads to the Associate of Science Degree for employment in Architectural firms, the AEC (Architectural/Engineering/Construction) and Design industries, and Public Works/Utilities. The program includes applications such as BIM (Building Information Modeling), CADD (Computer Assisted Design and Drafting), LEED (Leadership in Energy & Environmental Design), 3D Printing, and traditional drafting methods and standards. This program is not designed to fulfill requirements for transfer to a university in Architecture (see Associate of Science Degree in Architecture). For Baccalaureate or advanced degrees, see admission and transfer requirements for individual colleges and universities.

To acquire the **Associate of Science Degree in Architectural Design and Drawing**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 095 Construction Document Reading and Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 115 Introduction to Residential Architecture: Drawing &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 125 *Residential Architecture &amp; Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 225 *Commercial Wood &amp; Masonry Design &amp; Construction</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 260 *Advanced Architecture Using Revit and 3D Software</td>
<td>4</td>
</tr>
<tr>
<td>CIV 140 *Civil Drafting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 101 Introduction to Technical Drawing &amp; Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 105 Architectural &amp; Technical Freehand Sketching</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 122 Engineering Design Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 150 AutoCAD for Basic CADD Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 41

* Prerequisite

CERTIFICATE OF ACHIEVEMENT

**Architectural Design & Drawing Technician**

This certificate is designed for construction, housing and architectural related careers and leads to employment in architectural design applications, contractors offices, building departments, utilities and building related drafting and CADD applications.

To acquire the **Certificate of Achievement in Architectural Design and Drawing Technician**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 095 Construction Document Reading and Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 115 Introduction to Residential Architecture: Drawing &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 125 *Residential Architecture &amp; Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 225 *Commercial Wood &amp; Masonry Design &amp; Construction</td>
<td>4</td>
</tr>
<tr>
<td>CIV 140 *Civil Drafting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 101 Introduction to Technical Drawing &amp; Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 105 Architectural &amp; Technical Freehand Sketching</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 122 Engineering Design Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 150 AutoCAD for Basic CADD Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 30

* Prerequisite
# ART
## DIVISION OF ARTS & CULTURAL PROGRAMS

### ASSOCIATE OF ARTS DEGREE
To acquire the **Associate of Arts Degree in Art**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Or</td>
<td></td>
</tr>
<tr>
<td>ART 105H*</td>
<td></td>
</tr>
<tr>
<td>ART 106 Or</td>
<td></td>
</tr>
<tr>
<td>ART 106H*</td>
<td></td>
</tr>
<tr>
<td>ART 120</td>
<td></td>
</tr>
<tr>
<td>ART 121</td>
<td></td>
</tr>
<tr>
<td>ART 130</td>
<td></td>
</tr>
<tr>
<td>ART 131 *</td>
<td></td>
</tr>
<tr>
<td>ART 135</td>
<td></td>
</tr>
<tr>
<td>ART 136 *</td>
<td></td>
</tr>
<tr>
<td>Additional six units from the following:</td>
<td></td>
</tr>
<tr>
<td>ART 140</td>
<td></td>
</tr>
<tr>
<td>ART 141 *</td>
<td></td>
</tr>
<tr>
<td>ART 230 *</td>
<td></td>
</tr>
<tr>
<td>ART 231 *</td>
<td></td>
</tr>
<tr>
<td>ART 235 *</td>
<td></td>
</tr>
<tr>
<td>ART 236 *</td>
<td></td>
</tr>
</tbody>
</table>

**Units Required** 30

*Prerequisite

### ASSOCIATE OF SCIENCE DEGREE
To acquire the **Associate of Science Degree in Commercial Art**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Or</td>
<td></td>
</tr>
<tr>
<td>ART 105H*</td>
<td></td>
</tr>
<tr>
<td>ART 106 Or</td>
<td></td>
</tr>
<tr>
<td>ART 106H*</td>
<td></td>
</tr>
<tr>
<td>ART 120</td>
<td></td>
</tr>
<tr>
<td>ART 121</td>
<td></td>
</tr>
<tr>
<td>ART 130</td>
<td></td>
</tr>
<tr>
<td>ART 131 *</td>
<td></td>
</tr>
<tr>
<td>ART 135</td>
<td></td>
</tr>
<tr>
<td>ART 164</td>
<td></td>
</tr>
<tr>
<td>Additional six units from the following:</td>
<td></td>
</tr>
<tr>
<td>ART 140</td>
<td></td>
</tr>
<tr>
<td>ART 141 *</td>
<td></td>
</tr>
<tr>
<td>ART 230 *</td>
<td></td>
</tr>
<tr>
<td>ART 231 *</td>
<td></td>
</tr>
<tr>
<td>ART 235 *</td>
<td></td>
</tr>
<tr>
<td>ART 236 *</td>
<td></td>
</tr>
</tbody>
</table>

**Units Required** 30

*Prerequisite
## AUTOMOTIVE COLLISION REPAIR & PAINTING

DIVISION OF CAREER & TECHNICAL EDUCATION

### ASSOCIATE OF SCIENCE DEGREE

To acquire the Associate of Science Degree in Automotive Collision Repair & Painting, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTB 080   Automotive Painting I</td>
<td>3</td>
</tr>
<tr>
<td>AUTB 085   *Automotive Painting II</td>
<td>3</td>
</tr>
<tr>
<td>AUTB 090   Advanced Automotive</td>
<td></td>
</tr>
<tr>
<td>Collision Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTB 099   Automotive Collision Mechanical &amp; Electronic Components</td>
<td>4</td>
</tr>
<tr>
<td>AUTB 101   Introduction to Automotive</td>
<td></td>
</tr>
<tr>
<td>Collision Repair &amp; Painting</td>
<td>4</td>
</tr>
<tr>
<td>AUTB 110   *Auto Body and Frame</td>
<td>4</td>
</tr>
<tr>
<td>Straightening</td>
<td></td>
</tr>
<tr>
<td>AUTB 125   *Automotive Collision</td>
<td></td>
</tr>
<tr>
<td>Repair &amp; Painting</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required  24

*Prerequisite

### CERTIFICATE OF ACHIEVEMENT

Automotive Collision Repair & Painting

To acquire the Certificate of Achievement in Automotive Collision Repair and Painting, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTB 080   Automotive Painting I</td>
<td>3</td>
</tr>
<tr>
<td>AUTB 085   *Automotive Painting II</td>
<td>3</td>
</tr>
<tr>
<td>AUTB 090   Advanced Automotive</td>
<td></td>
</tr>
<tr>
<td>Collision Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTB 099   Automotive Collision Mechanical &amp; Electronic Components</td>
<td>4</td>
</tr>
<tr>
<td>AUTB 101   Introduction to Automotive</td>
<td></td>
</tr>
<tr>
<td>Collision Repair &amp; Painting</td>
<td>4</td>
</tr>
<tr>
<td>AUTB 110   *Auto Body and Frame</td>
<td>4</td>
</tr>
<tr>
<td>Straightening</td>
<td></td>
</tr>
<tr>
<td>AUTB 125   *Automotive Collision</td>
<td></td>
</tr>
<tr>
<td>Repair &amp; Painting</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required  24

*Prerequisite
The courses listed in the Associate of Science Degree are comprised of a comprehensive list of job skills needed to enter the automotive field. The skills developed during class will enhance the student’s ability to complete the industry recognized Automotive Service Excellence (ASE) Certification Tests A-1 through A-8, Automotive Technician. The Degree is designed to prepare an individual for transfer and/or entry-level employment as an Automobile Technician.

To acquire the **Associate of Science Degree in Automotive Technology**, it is necessary to complete the graduation requirements of the College along with the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 106</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Electrical Tools and Diagnostic Procedures</td>
<td></td>
</tr>
<tr>
<td>AUTO 140</td>
<td>4</td>
</tr>
<tr>
<td>Body and Chassis Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>AUTO 150</td>
<td>4</td>
</tr>
<tr>
<td>Engine Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>AUTO 160</td>
<td>4</td>
</tr>
<tr>
<td>Upper End Engine Rebuilding and Machining</td>
<td></td>
</tr>
<tr>
<td>AUTO 200</td>
<td>4</td>
</tr>
<tr>
<td>Suspension Steering &amp; Alignment Service</td>
<td></td>
</tr>
<tr>
<td>AUTO 210</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Brake Systems</td>
<td></td>
</tr>
<tr>
<td>AUTO 220</td>
<td>4</td>
</tr>
<tr>
<td>Manual Drive Trains and Axles</td>
<td></td>
</tr>
<tr>
<td>AUTO 230</td>
<td>4</td>
</tr>
<tr>
<td>Automatic Transmission/Transaxle</td>
<td></td>
</tr>
<tr>
<td>AUTO 240</td>
<td>4</td>
</tr>
<tr>
<td>Heating and Air Conditioning</td>
<td></td>
</tr>
</tbody>
</table>

**Units Required** 35

---

**CERTIFICATE OF ACHIEVEMENT**

**General Automotive Service**

The courses listed in the Certificate of Achievement are comprised of a comprehensive list of job skills needed to enter the automotive field. The skills developed during class will enhance the student’s ability to complete the industry recognized Automotive Service Excellence (ASE) Certification Tests A-1 through A-8, Automotive Technician. The Certificate is designed to prepare an individual for entry-level employment as an Automobile Technician.

To acquire the **Certificate of Achievement in General Automotive Service**, it is necessary to complete the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 106</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Electrical Tools and Diagnostic Procedures</td>
<td></td>
</tr>
<tr>
<td>AUTO 140</td>
<td>4</td>
</tr>
<tr>
<td>Body &amp; Chassis Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>AUTO 150</td>
<td>4</td>
</tr>
<tr>
<td>Engine Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>AUTO 160</td>
<td>4</td>
</tr>
<tr>
<td>Upper End Engine Rebuilding and Machining</td>
<td></td>
</tr>
<tr>
<td>AUTO 200</td>
<td>4</td>
</tr>
<tr>
<td>Suspension Steering &amp; Alignment Service</td>
<td></td>
</tr>
<tr>
<td>AUTO 210</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Brake Systems</td>
<td></td>
</tr>
<tr>
<td>AUTO 220</td>
<td>4</td>
</tr>
<tr>
<td>Manual Drive Trains and Axles</td>
<td></td>
</tr>
<tr>
<td>AUTO 230</td>
<td>4</td>
</tr>
<tr>
<td>Automatic Transmission/Transaxle</td>
<td></td>
</tr>
<tr>
<td>AUTO 240</td>
<td>4</td>
</tr>
<tr>
<td>Heating and Air Conditioning</td>
<td></td>
</tr>
</tbody>
</table>

**Units Required** 35

---

**CERTIFICATE OF ACHIEVEMENT**

**General Service Technician**

The course required in this certificate compiles a comprehensive list of job related skills needed to acquire general automotive skills. The skills acquired during class will prepare an individual for entry-level employment as a light duty service technician such as a Lube Technician or positions with a franchised repair facility.

To acquire the **Certificate of Achievement in General Service Technician**, it is necessary to complete the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Automotive Service and Repair</td>
<td></td>
</tr>
<tr>
<td>AUTO 103</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Automotive Service and Repair</td>
<td></td>
</tr>
<tr>
<td>AUTO 106</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Electrical Tools and Diagnostics Procedures</td>
<td></td>
</tr>
<tr>
<td>AUTO 107</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Automotive Light Service</td>
<td></td>
</tr>
</tbody>
</table>

**Units Required** 12
**AUTOMOTIVE TECHNOLOGY**  
DIVISION OF CAREER & TECHNICAL EDUCATION

---

### CERTIFICATE OF ACHIEVEMENT  
**Brake and Suspension Service**

The courses listed in this certificate compile a comprehensive list of job related skills needed to enter the automotive field. The skills acquired during class will help one’s ability to complete the ASE Certification Test in the area of A-4 Steering and Suspension and/or A-5 Brakes. The certificate is designed to prepare an individual for entry-level employment as a Suspension and Steering and/or Brakes Service/Repair Technician.

To acquire the **Certificate of Achievement in Brake and Suspension**, it is necessary to complete the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 103 Introduction to Automotive</td>
<td></td>
</tr>
<tr>
<td>Service and Repair: Undercar Service</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 140 Body and Chassis Electrical</td>
<td></td>
</tr>
<tr>
<td>Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 200 Suspension, Steering and</td>
<td></td>
</tr>
<tr>
<td>Alignment Service</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 210 Automotive Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 211 Antilock Brakes/Traction</td>
<td></td>
</tr>
<tr>
<td>Control Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Units Required  18**

### Diesel Fuel and Emission Systems

This Certificate is designed for the experienced Automotive Technician who desires to expand and upgrade his/her skill level to include Light Duty Vehicle Diesel Fuel Systems and related Driveability and Emission Control Systems within the Automotive Tune-up and Driveability, Electrical and Electronics, and Automotive Emission Control Systems Service and Repair spectrum. This certificate is also appropriate for emission control (smog) technicians desiring to take and pass the ASE A9 Light Vehicle Diesel Engines certification exam covering advanced auto/truck diesel technology. This certificate leads to employment as a General Diesel Auto Repair Technician, Diesel Tune-up Technician and/or State Certified Smog Technician.

To acquire a **Certificate of Achievement in Diesel Fuel and Emission Systems**, it is necessary to complete the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 106 Automotive Electrical Tools</td>
<td>3</td>
</tr>
<tr>
<td>and Diagnostic Procedures</td>
<td></td>
</tr>
<tr>
<td>AUTO 108 Introduction to Automotive</td>
<td>3</td>
</tr>
<tr>
<td>Diesel Service &amp; Operation</td>
<td></td>
</tr>
<tr>
<td>AUTO 110 Introduction to Engine</td>
<td>3</td>
</tr>
<tr>
<td>Diagnosis and Tune-Up</td>
<td></td>
</tr>
<tr>
<td>AUTO 115 Computerized Engine Controls</td>
<td>3</td>
</tr>
<tr>
<td>and Diagnostics</td>
<td></td>
</tr>
<tr>
<td>AUTO 118 Light Duty Vehicle Diesel</td>
<td>3</td>
</tr>
<tr>
<td>Fuel Systems &amp; Emission Control</td>
<td></td>
</tr>
<tr>
<td>Diagnostics</td>
<td></td>
</tr>
</tbody>
</table>

**Units Required  15**

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# AUTOMOTIVE TECHNOLOGY

## DIVISION OF CAREER & TECHNICAL EDUCATION

### CERTIFICATE OF ACHIEVEMENT

#### Engine Repair

The courses listed in this certificate compile a comprehensive list of job related skills needed to enter the automotive field. The skills acquired during class will help one’s ability to complete the ASE Certification Test in the area of A-1 Engine Repair. The certificate is designed to prepare an individual for entry-level employment as an Automotive Engine Repair Technician.

To acquire the **Certificate of Achievement in Engine Repair**, it is necessary to complete the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101</td>
<td>Introduction to Automotive Service &amp; Repair: Underhood Service</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Upper End Engine Rebuilding and Machining</td>
</tr>
<tr>
<td>AUTO 170</td>
<td>Lower End Engine Rebuilding and Machining</td>
</tr>
<tr>
<td>AUTO 190</td>
<td>Engine Blueprinting &amp; Machining</td>
</tr>
</tbody>
</table>

**Units Required** 14

### Transmission Service

The courses listed in this certificate compile a comprehensive list of job related skills needed to enter the automotive field. The skills acquired during class will help one’s ability to complete the ASE Certification Test in the area of A-2 Automatic Transmission/Transaxle and/or A-3 Manual Drive Train and Axles. The certificate is designed to prepare an individual for entry-level employment as an Automatic Transmission and/or Manual Transmission Service/Repair Technician.

To acquire the **Certificate of Achievement in Transmission Service**, it is necessary to complete the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 103</td>
<td>Introduction to Automotive Service and Repair: Undercar Service</td>
</tr>
<tr>
<td>AUTO 125</td>
<td>Power Train System Service and Transmission Diagnostics</td>
</tr>
<tr>
<td>AUTO 220</td>
<td>Manual Drive Trains and Axles</td>
</tr>
<tr>
<td>AUTO 230</td>
<td>Automatic Transmission/Transaxle</td>
</tr>
</tbody>
</table>

**Units Required** 15
ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree in Biology prepares students who are intending to transfer to a four-year institution in the biological sciences. This degree provides for the completion of general lower-division coursework associated with the requirements for a bachelor degree in biology, biochemistry, botany, ecology, forestry, zoology, microbiology, medicine, etc. The degree is specifically designed for students intending to transfer to a CSU or UC campus. Students completing the degree will take specific courses in chemistry, biology, physics and mathematics in addition to a general education preparation such as the CSU general education plan or IGETC.

To acquire the **Associate of Science Degree in Biology**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200 *Principles of Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 201 *Principles of Biology II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 130 *General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 131 *General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 131L *General Chemistry Lab</td>
<td>2</td>
</tr>
<tr>
<td>MATH 190 Or MATH 190H *Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 191 *Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Or MATH 130 Or MATH 130H *Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 150 *General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Or PHY 211 *Physics for Scientists and</td>
<td>4</td>
</tr>
<tr>
<td>Engineers I</td>
<td></td>
</tr>
<tr>
<td>Or PHY 160 *General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>Or PHY 212 *Physics for Scientists and</td>
<td>4</td>
</tr>
<tr>
<td>Engineers II</td>
<td></td>
</tr>
</tbody>
</table>

**Units Required** 36

* **Prerequisite**
  - See assist.org for major preparation required for transfer to a UC or CSU
ASSOCIATE OF ARTS DEGREE

This is a transfer degree which allows students to fulfill lower division pre-business requirements for the California State University System. Students should work closely with counselors to select the appropriate math course and other lower division courses which are required by the four year colleges of their choice.

To acquire the Associate of Arts Degree in Business Administration, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102 *Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSL 110 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>CIT 101 Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120 *Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>MATH 130 or MATH 130H *Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>MATH 170 *Elements of Calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 24

*Prerequisite
ASSOCIATE OF SCIENCE DEGREE

The Degree in International Business is designed for students who wish to pursue a career in business and desire to work with businesses in other countries. The program is also for students already employed in the international business field who wish to improve their international management and organizational skills. The program also prepares students for management positions in international business.

To acquire the **Associate of Science Degree in International Business**, it is necessary to complete the graduation requirements of the College along with the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BUSL 110</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>LOG 101</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>MGMT 108</td>
<td>Business Communications</td>
</tr>
<tr>
<td>MGMT 140</td>
<td>Introduction to International Business</td>
</tr>
<tr>
<td>MGMT 141</td>
<td>International Marketing</td>
</tr>
<tr>
<td>MGMT 142</td>
<td>International Management</td>
</tr>
<tr>
<td>MGMT 143</td>
<td>Import and Export Business</td>
</tr>
<tr>
<td>MGMT 144</td>
<td>International Banking &amp; Finance</td>
</tr>
</tbody>
</table>

**Units Required**: 28

CERTIFICATE OF ACHIEVEMENT

**International Business**

This Certificate of Achievement is designed for those students who wish to pursue a career in international business. This program is also for those students already employed in the international field who wish to improve on their international management and organizational skills which can lead to a management position in international business.

To acquire the **Certificate of Achievement in International Business**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 140</td>
<td>Introduction to International Business</td>
</tr>
<tr>
<td>MGMT 141</td>
<td>International Marketing</td>
</tr>
<tr>
<td>MGMT 142</td>
<td>International Management</td>
</tr>
<tr>
<td>MGMT 143</td>
<td>Import &amp; Export Business</td>
</tr>
<tr>
<td>MGMT 144</td>
<td>International Banking &amp; Finance</td>
</tr>
<tr>
<td>MGMT 290</td>
<td>Cooperative Work Experience/Internship for Business Management Related Fields</td>
</tr>
</tbody>
</table>

**Units Required**: 18 or 19
ASSOCIATE OF SCIENCE DEGREE

This curriculum is designed for those students who desire the education and training for a business career at the management level in many of the following areas: production, materials management and handling, marketing, supervision, transportation, and operations management. A general core of knowledge aims to equip students with sound foundations upon which they may develop management and supervision abilities through advanced student and job experience.

To acquire the Associate of Science Degree in Business with an option in Management and Supervision, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSL 110</td>
<td>Legal Environment of Business ....................3</td>
</tr>
<tr>
<td>CIT 101</td>
<td>Introduction to Information Systems .............3</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>Introduction to Business ........................3</td>
</tr>
<tr>
<td>MGMT 105</td>
<td>Supervision .......................................3</td>
</tr>
<tr>
<td>MGMT 108</td>
<td>Business Communications ........................3</td>
</tr>
<tr>
<td>MGMT 120</td>
<td>Human Relations in Business .....................3</td>
</tr>
<tr>
<td>MGMT 146</td>
<td>Human Resources Management ......................3</td>
</tr>
<tr>
<td>MGMT 150</td>
<td>Principles of Management .......................3</td>
</tr>
<tr>
<td>MRKT 170</td>
<td>Elements of Marketing ............................3</td>
</tr>
</tbody>
</table>

Units Required 27

*Prerequisite

CERTIFICATE OF ACHIEVEMENT

Management and Supervision

This Certificate of Achievement is designed for the student interested in management or supervisory positions leading to careers in business management. The Certificate of Achievement can be used to upgrade leadership skills and develop organizational skills which can lead to advancement in areas such as operations management, transportation, marketing, materials management, and related fields.

To acquire the Certificate of Achievement in Business with an option in Management and Supervision, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSL 110</td>
<td>Legal Environment of Business ....................3</td>
</tr>
<tr>
<td>CIT 101</td>
<td>Introduction to Information Systems .............3</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>Introduction to Business ........................3</td>
</tr>
<tr>
<td>MGMT 105</td>
<td>Supervision .......................................3</td>
</tr>
<tr>
<td>MGMT 108</td>
<td>Business Communications ........................3</td>
</tr>
<tr>
<td>MGMT 120</td>
<td>Human Relations in Business .....................3</td>
</tr>
<tr>
<td>MGMT 146</td>
<td>Human Resources Management ......................3</td>
</tr>
<tr>
<td>MGMT 150</td>
<td>Principles of Management .......................3</td>
</tr>
<tr>
<td>MRKT 170</td>
<td>Elements of Marketing ............................3</td>
</tr>
</tbody>
</table>

Units Required 27

*Prerequisite

CERTIFICATE OF ACHIEVEMENT

Retail Management

The Retail Management Certificate Program is a comprehensive program designed to prepare students for the fast paced challenges that exist in the competitive retail industry. This broad program is also intended to help students develop a clear sense of the scope of the retail manager’s job and an understanding of the basic requirements for success in the future.

To acquire the Certificate of Achievement in Retail Management it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 090</td>
<td>Introduction to Accounting .....................3</td>
</tr>
<tr>
<td>CIT 102</td>
<td>Introduction to Microsoft Office ...............3</td>
</tr>
<tr>
<td>MGMT 052</td>
<td>Business Mathematics ............................3</td>
</tr>
<tr>
<td>MGMT 108</td>
<td>Business Communications ........................3</td>
</tr>
<tr>
<td>MGMT 120</td>
<td>Human Relations in Business .....................3</td>
</tr>
<tr>
<td>MGMT 146</td>
<td>Human Resources Management ....................3</td>
</tr>
<tr>
<td>MGMT 150</td>
<td>Principles of Management .......................3</td>
</tr>
<tr>
<td>MRKT 170</td>
<td>Elements of Marketing ............................3</td>
</tr>
<tr>
<td>MRKT 175</td>
<td>Retail Management ...............................3</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Public Address ....................................3</td>
</tr>
</tbody>
</table>

Units Required 30

*Prerequisite
BUSINESS MARKETING
DIVISION OF BUSINESS

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree in Business Marketing is designed to prepare students to be successful in the dynamic, creative, and fast-paced field of marketing. Students have the flexibility of choosing elective classes that meet their personal goals in their marketing education.

The degree is a two-year program designed to prepare students to enter the workforce or explore additional education options. This comprehensive program can prepare students to be effective in a variety of marketing careers including: sales and sales management, retail management, advertising, promotion, consumer behavior research, customer service, and small business marketing.

To acquire the Associate of Science Degree in Business Marketing, it is necessary to complete the general education requirements of the college along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSL 110 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 108 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 150 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 170 Elements of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose four courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 120 *Introduction to Geographic Information Systems and Spatial Analysis</td>
<td>4</td>
</tr>
<tr>
<td>LOG 101 Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 141 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 171 Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 172 Advertising and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 173 Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 174 Small Business Marketing and Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 175 Retail Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required  27-28

*Prerequisite

CERTIFICATE OF ACHIEVEMENT

The Business Marketing Certificate of Achievement is designed to prepare students to be successful in the dynamic, creative, and fast-paced field of marketing. Students have the flexibility of choosing elective classes that meet their personal goals in their marketing education.

This certificate of achievement can be used to upgrade marketing skills for professionals already working in marketing positions or to develop new skills for those students wanting to explore marketing careers. This comprehensive program can prepare students to be effective in a variety of marketing careers including: sales and sales management, retail management, advertising, promotion, consumer behavior research, customer service, and small business marketing.

To acquire the Certificate of Achievement in Business Marketing, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 170 Elements of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose four courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 120 *Introduction to Geographic Information Systems and Spatial Analysis</td>
<td>4</td>
</tr>
<tr>
<td>LOG 101 Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 141 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 171 Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 172 Advertising and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 173 Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 174 Small Business Marketing and Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 175 Retail Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required  18-19

*Prerequisite
CHICANO STUDIES
DIVISION OF BEHAVIORAL & SOCIAL SCIENCES

ASSOCIATE OF ARTS DEGREE

The Associate of Arts Degree in Chicano Studies is intended for students wishing to acquire historical, theoretical, and cultural understanding of the Chicano (Mexican-American) community from the formation of the Chicano identity up to current issues pertaining to this group. The degree program is particularly relevant to students intending to work and/or interact in environments with high concentrations of Chicanos and/or those with familial or personal ties to the Mexican-American community. This program is also intended to prepare students interested in transferring to four-year institutions as Chicano studies majors.

As a multidisciplinary program, the Chicano Studies Degree draws upon disciplines encompassing the humanities, language and fine arts, and a number of social sciences. Specifically, issues of politics, identity, and social justice are explored while Chicano contributions to the artistic, political, economic, and cultural landscape of mainstream U.S. society are examined.

To acquire the Associate in Arts Degree in Chicano Studies it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHST 101</td>
<td>3</td>
</tr>
<tr>
<td>CHST 146</td>
<td>3</td>
</tr>
<tr>
<td>CHST 148/</td>
<td>3</td>
</tr>
<tr>
<td>SOC 148</td>
<td></td>
</tr>
<tr>
<td>CHST 150/</td>
<td>3</td>
</tr>
<tr>
<td>POLS 150</td>
<td></td>
</tr>
<tr>
<td>HUM 130</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two courses from the list below:

- ANTH 102 Or ANTH 102H Introduction to Cultural Anthropology
- ANTH 125 Religion, Magic, Witchcraft, and the Supernatural
- ART 108 The Art of Mexico
- HIST 122 History of Mexico
- HIST 131 History of the North American Indian
- HIST 159 Or HIST 159H History of Minorities: Mexican-Americans, Asian-Americans, and American-Women
- HIST 167 History of California
- HUM 125 Introduction to Mexican Culture
- LIT 117 Or LIT 117H Mexican Literature in Translation
- LIT 149 Introduction to Chicana/Chicano Literature
- MUS 129 Music in Latin American Culture
- PSY 116 Introduction to Cross-Cultural Psychology
- SOC 116 Introduction to Race and Ethnic Relations
- SPAN 102 *Spanish II
- SPAN 130 Spanish for Heritage Speakers I
- SPAN 131 *Spanish for Heritage Speakers II
- SPAN 201 Or SPAN 201H *Spanish III
- SPAN 202 *Spanish IV

Units Required 21 - 23

*Prerequisite
The following curriculum meets the requirements for an Associate in Science Degree. Students planning to continue towards a Bachelor’s Degree in Child Development, Home Economics or Elementary Education should consult the college or university to which they intend to transfer for specific requirements. All courses listed in Child Development electives regardless of the catalog year or year taken, may be used as Child Development electives for the Associate Degree under any catalog year.

The State of California Commission on Teacher Credentialing has several Child Development Permits available to students completing Child Development courses. See www.ctc.ca.gov/credentials/CREDS/child-dev-permits.html for details.

To acquire the Associate of Science Degree in Child Development, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 106 + Child Growth and Development (DS 1)</td>
<td>3</td>
</tr>
<tr>
<td>CD 110 + Principles and Practices of Early Childhood Education (DS 3)</td>
<td>3</td>
</tr>
<tr>
<td>CD 111 + Early Childhood Education Curriculum (DS 3)</td>
<td>3</td>
</tr>
<tr>
<td>CD 208 + Child Family and Community (DS 2)</td>
<td>3</td>
</tr>
<tr>
<td>CD 228 # Early Childhood Education Practicum (DS 3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus nine units selected from the following courses:

| CD 095 | Current Issues in Child Development (DS 3) | 1 |
| CD 102 | Nutrition, Health and Safety for Children (DS 7) | 3 |
| CD 103 | Parenting (DS 2) | 3 |
| CD 104 | Methods for Teaching Parent Education (DS 2) | 3 |
| CD 115 | Creative Art Experiences for Children (DS 3) | 3 |
| CD 118 | Development of Science and Math Experiences (DS 3) | 3 |
| CD 119 | Music and Movement Experiences for Children (DS 3) | 3 |
| CD 120 | Experiences in Language Arts (DS 3) | 3 |
| CD 128 | Growth and Development during the School Years (DS 5) | 3 |
| CD 129 | School-Age Care Supervision and Administration (DS 5) | 3 |
| CD 130 | School Age Child Care and Curriculum (DS 5) | 3 |
| CD 210 | Adult Supervision (DS 6) | 3 |
| CD 211 | Infants and Toddlers (DS 4) | 3 |
| CD 213 | * Developing and Implementing Infant/Toddler Curriculum (DS 4) | 3 |
| CD 222 | * Administration of Educational Programs for Young Children (DS 6) | 3 |
| CD 223 | * Advanced Administration of Educational Programs for Young Children (DS 6) | 3 |
| CD 224 | Diversity Issues in Early Childhood, School Age and Adolescence (DS 3) | 3 |
| CD 226 | Introduction to Special Education | 3 |
| CD 229 | Literacy Development for Children (DS 3) | 3 |
| CD 230 | Family Child Care (DS 3) | 3 |
| CD 231 | * Curriculum for Family Child Care (DS 3) | 3 |
| CD 232 | Educating Children with Special Needs | 3 |
| CD 298 | Internship & Seminar for Career & Technical Education Programs (DS 3) | 1 |
| ED 110 | Introduction to Teaching | 3 |

Units Required 24

+ DS indicates Department of Social Services Title 22 classification requirements for teacher training in licensed private preschools and childcare programs.

* Prerequisite

# Observation hours only available in daytime
CHILD DEVELOPMENT
DIVISION OF BEHAVIORAL & SOCIAL SCIENCES

CERTIFICATE OF ACHIEVEMENT

Child Development

This curriculum is designed to meet the minimum educational requirements of the California Department of Social Services (DSS) to secure employment in state licensed private preschools and childcare centers as Infant/Toddler, Preschool or School-Age Teachers or as Program Director. The curriculum will also meet requirements for acquiring Assistant and Associate Teacher level Child Development Permits from the California Commission on Teacher Credentialing in order to secure employment in state and federally funded programs for children. All courses listed in Child Development electives regardless of the catalog year or year taken, may be used as Child Development electives for the Certificate of Achievement under any catalog year.

The State of California Commission on Teacher Credentialing has several Child Development Permits available to students completing Child Development courses. See www.ctc.ca.gov/credentials/CREDS/child-dev-permits.html for details.

To acquire a Certificate of Achievement in Child Development it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 106 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>(DS 1)+</td>
<td></td>
</tr>
<tr>
<td>CD 110 Principles and Practices of Early Childhood Education (DS 3) +</td>
<td>3</td>
</tr>
<tr>
<td>CD 111 Early Childhood Education Curriculum (DS 3) +</td>
<td>3</td>
</tr>
<tr>
<td>CD 114 Observation and Assessment (DS3)</td>
<td>3</td>
</tr>
<tr>
<td>CD 208 Child, Family and Community (DS 2) +</td>
<td>3</td>
</tr>
<tr>
<td>CD 228 Early Childhood Education Practicum** (DS3)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plus nine units selected from the following courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 102 Nutrition, Health and Safety for .. Children (DS 7)</td>
</tr>
<tr>
<td>CD 103 Parenting (DS 2)</td>
</tr>
</tbody>
</table>

| Units Required | 27 |

+ DS indicates Department of Social Services Title 22 classification requirements for teacher training in licensed private preschools and childcare programs.

* Prerequisite

** Observation hours only available in day-time.
CERTIFICATE OF ACHIEVEMENT

Preschool Teacher

The following courses meet the minimum educational requirements under Title 22 (Department of Social Services-DSS) to qualify the student to teach in a state licensed preschool or childcare program (private for-profit or private nonprofit). Completion of these courses will also qualify a student to apply for a Child Development Permit at the Assistant level through the California Commission on Teacher Credentialing. The Assistant level Permit will qualify a student to teach in state or federally funded programs. These courses also meet the unit requirements for the Associate Teacher level on the Child Development Permit Matrix (work experience is also required for this permit level). The student must have attained a grade of “C” or higher in each course.

See www.ctc.ca.gov/credentials/leaflets/c1797.pdf for details.

To acquire the Certificate of Achievement in Preschool Teacher, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 102 Nutrition, Health and Safety for Children (DS 7)</td>
<td>3</td>
</tr>
<tr>
<td>CD 106 +Child Growth and Development (DS 1)</td>
<td>3</td>
</tr>
<tr>
<td>CD 110 +Principles and Practices of Early Childhood Education (DS 3)</td>
<td>3</td>
</tr>
<tr>
<td>CD 111 +Early Childhood Education Curriculum (DS3)</td>
<td>3</td>
</tr>
<tr>
<td>CD 208 +Child Family and Community (DS 2)</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required 15
# Civil Design Technology

## Division of Career & Technical Education

### Certificate of Achievement

The following Civil Design Technology curriculum will lead to the Certificate of Achievement and prepare students for employment in the field of Civil Engineering as a technician with the potential for more rapid advancement to positions of greater responsibility in surveying and civil construction. Completion of this program is not designed to fulfill the requirements for transfer to a university in Civil Engineering. For Baccalaureate or advanced degrees students will need to complete additional courses in mathematics and physics, please see a counselor for requirements.

To acquire the **Certificate of Achievement in Civil Design Technology**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 115  Introduction to Residential Architecture</td>
<td>4</td>
</tr>
<tr>
<td>CIV 140  *Civil Drafting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIV 142  Introduction to Surveying and GPS</td>
<td>4</td>
</tr>
<tr>
<td>CIV 241  *Civil Engineering Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIV 245  *Civil Engineering Design and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 101  Introduction to Technical Drawing &amp; Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 105  Architectural and Technical Freehand Sketching</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 122  Engineering Design Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 138  Engineering Careers and Applications</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 150  AutoCAD for Basic CADD Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 170  MicroStation for Basic CADD Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 200  *Intermediate AutoCAD for Design and Production</td>
<td>3</td>
</tr>
<tr>
<td>GIS 120  Introduction to Geographic Information Systems and Spatial Analysis</td>
<td>4</td>
</tr>
<tr>
<td>GIS 221  *Cartography and Base Map Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Units Required** 46

*Prerequisite

### Associate of Science Degree

The following Civil Design Technology curriculum will lead to the Associate of Science Degree and prepare students for employment in the field of Civil Engineering as a technician with the potential for more rapid advancement to positions of greater responsibility in surveying and civil construction.

Completion of this program is not designed to fulfill the requirements for transfer to a university in Civil Engineering. For Baccalaureate or advanced degrees students will need to complete additional courses in mathematics and physics, please see a counselor for requirements.

To acquire the **Associate of Science Degree in Civil Design Technology**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 115  Introduction to Residential Architecture</td>
<td>4</td>
</tr>
<tr>
<td>CIV 140  *Civil Drafting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIV 142  Introduction to Surveying and GPS</td>
<td>4</td>
</tr>
<tr>
<td>CIV 241  *Civil Engineering Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIV 245  *Civil Engineering Design and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 101  Introduction to Technical Drawing &amp; Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 105  Architectural and Technical Freehand Sketching</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 122  Engineering Design Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 138  Engineering Careers and Applications</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 150  AutoCAD for Basic CADD Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 170  MicroStation for Basic CADD Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 200  *Intermediate AutoCAD for Design and Production</td>
<td>3</td>
</tr>
<tr>
<td>GIS 120  Introduction to Geographic Information Systems and Spatial Analysis</td>
<td>4</td>
</tr>
<tr>
<td>GIS 221  *Cartography and Base Map Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Units Required** 46

*Prerequisite
CERTIFICATE OF ACHIEVEMENT

CIVIL DESIGN TECHNOLOGY
DIVISION OF CAREER & TECHNICAL EDUCATION

CERTIFICATE OF ACHIEVEMENT

Civil Design & Drawing
This certificate is designed for civil engineering careers and leads to employment in civil design applications, public works, utilities and CADD/Drafting related industries.

To acquire the Certificate of Achievement in Civil Design & Drawing, it is necessary to complete the following courses:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIV 140</td>
<td>*Civil Drafting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIV 142</td>
<td>Introduction to Surveying and GPS</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 101</td>
<td>Introduction to Technical Drawing &amp; Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>Engineering Careers and Applications</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 150</td>
<td>AutoCAD for Basic CADD Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 170</td>
<td>MicroStation for Basic CADD Applications</td>
<td>4</td>
</tr>
<tr>
<td>GIS 120</td>
<td>Introduction to Geographic Information Systems and Spatial Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

Plus 4 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 115</td>
<td>Introduction to Residential Architecture</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 122</td>
<td>Engineering Design Graphics</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 28

*Prerequisite

CERTIFICATE OF ACHIEVEMENT

Drawing Surveying, Mapping & Drawing
This certificate is designed for surveying careers and leads to employment in civil design applications, public work, utilities and CADD/Drafting related industries.

To acquire the Certificate of Achievement in Surveying, Mapping & Drawing, it is necessary to complete the following courses:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIV 140</td>
<td>*Civil Drafting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIV 142</td>
<td>Introduction to Surveying and GPS</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 101</td>
<td>Introduction to Technical Drawing &amp; Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 122</td>
<td>Engineering Design Graphics</td>
<td>4</td>
</tr>
<tr>
<td>GIS 120</td>
<td>Introduction to Geographic Information Systems and Spatial Analysis</td>
<td>4</td>
</tr>
<tr>
<td>GIS 221</td>
<td>*Cartography and Base Map Development</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 150</td>
<td>AutoCAD for Basic CADD Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 170</td>
<td>MicroStation for Basic CADD Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 28

*Prerequisite

Additional Recommended courses: GEOG 101 and MATH 175.
Associate in Arts in Communication Studies for Transfer

The Associate in Arts in Communication Studies for Transfer (AA-T) Degree is intended to meet the lower division requirements for Communication Studies majors (or similar majors) at a CSU campus that offers a Communication Studies baccalaureate degree.

This degree is designed for students interested in the study and practice of human communication. The Associate in Arts in Communication Studies for Transfer Degree offers students comprehensive knowledge of the nature of communication, including theoretical foundations and applicable skills. Students will develop skills in advocacy, critical thinking, debate, interpersonal communication, oral communication, performance, public speaking, and small group communication. Career opportunities may include: administration, advertising, broadcasting, business communications, consulting, government services, journalism, law, marketing, performance, politics, public relations, sales, teaching, and other professions in which an understanding of and facility with the process of communication is essential.

In addition to the courses listed below, the following additional requirements must be met for completion of the Associate in Arts in Communication Studies for Transfer Degree:

1. Completion of 60 CSU-transferable semester units.
2. Achievement of a minimum GPA of at least 2.0 in all CSU-transferable coursework (some majors may require a higher GPA, students should consult with a counselor for more information).
3. Completion of the 18-20.5 semester units in the major with a grade of “C”.
4. Certified completion of the California State University General Education-Breadth (CSUGE) pattern; OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Students are advised to check with the Counseling Department or Transfer Center for the courses accepted into the Communication Studies major at the CSU where they seek transfer.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>SPCH 140</td>
<td>Argumentation and Debate</td>
</tr>
</tbody>
</table>

*Choose 6 units from the following list (Maximum 3 units Forensics):*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 102</td>
<td>Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Forensics: Speech and Debate Team</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>Forensics: Debate Research and Practice</td>
</tr>
<tr>
<td>SPCH 130</td>
<td>Oral Interpretation</td>
</tr>
<tr>
<td>SPCH 240</td>
<td>&quot;Argumentation and Discussion&quot;</td>
</tr>
</tbody>
</table>

*Choose one course from the following list:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102 Or</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH 102H</td>
<td>&quot;Introduction to Cultural Anthropology&quot;</td>
</tr>
<tr>
<td>ENGL 201 Or</td>
<td>&quot;Advanced Composition and Critical Thinking&quot;</td>
</tr>
<tr>
<td>ENGL 201H</td>
<td>&quot;Advanced Composition and Critical Thinking&quot;</td>
</tr>
<tr>
<td>JOUR 120</td>
<td>Communications Reporting and Writing</td>
</tr>
<tr>
<td>PSY 101 Or</td>
<td>Introductory Psychology</td>
</tr>
<tr>
<td>PSY 101H</td>
<td>&quot;Introductory Psychology&quot;</td>
</tr>
<tr>
<td>SOC 101 Or</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 101H</td>
<td>&quot;Introduction to Sociology&quot;</td>
</tr>
<tr>
<td>SPCH 132</td>
<td>Readers Theatre</td>
</tr>
</tbody>
</table>

*Prerequisite*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Subtotal</td>
<td>18-20.5</td>
</tr>
<tr>
<td>CSU GE or IGETC Pattern</td>
<td>38-39.5</td>
</tr>
</tbody>
</table>

Transferable Electives

(as needed to reach 60 transferable units)

**Degree Total** 60
COMPUTER INFORMATION TECHNOLOGY
DIVISION OF BUSINESS

ASSOCIATE OF SCIENCE DEGREE

This curriculum is designed to prepare students for employment as computer specialists in business-related programming computer applications.

To acquire the Associate of Science Degree in Information Systems with the Computer Systems option, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 090</td>
<td>3</td>
</tr>
<tr>
<td>CIT 101</td>
<td>3</td>
</tr>
<tr>
<td>CIT 109</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 110</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 111</td>
<td>3</td>
</tr>
<tr>
<td>CIT 115</td>
<td>3</td>
</tr>
<tr>
<td>CIT 116</td>
<td>4</td>
</tr>
<tr>
<td>CIT 200</td>
<td>4</td>
</tr>
<tr>
<td>CIT 210</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 108</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus one advanced course from the following:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 126</td>
<td>4</td>
</tr>
<tr>
<td>CIT 136</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 36

*Prerequisite

CERTIFICATE OF ACHIEVEMENT

Computer Systems

This curriculum is designed to prepare students for employment as computer specialists in business-related programming computer applications.

To acquire the Certificate of Achievement in Computer Information Technology with the Computer Systems option, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 090</td>
<td>3</td>
</tr>
<tr>
<td>CIT 101</td>
<td>3</td>
</tr>
<tr>
<td>CIT 109</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 110</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 111</td>
<td>3</td>
</tr>
<tr>
<td>CIT 115</td>
<td>4</td>
</tr>
<tr>
<td>CIT 116</td>
<td>4</td>
</tr>
<tr>
<td>CIT 200</td>
<td>4</td>
</tr>
<tr>
<td>CIT 210</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 108</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus one advanced course from the following:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 126</td>
<td>4</td>
</tr>
<tr>
<td>CIT 136</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 36

*Prerequisite
**COMPUTER INFORMATION TECHNOLOGY**  
**DIVISION OF BUSINESS**

**ASSOCIATE OF SCIENCE DEGREE**

This curriculum is designed to prepare students for employment as computer specialists in business-related programming or microcomputer applications.

To acquire the **Associate of Science Degree in Computer Information Technology with the Microcomputer Specialist option**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 090</td>
<td>3</td>
</tr>
<tr>
<td>CIT 060</td>
<td>3</td>
</tr>
<tr>
<td>CIT 101</td>
<td>3</td>
</tr>
<tr>
<td>CIT 103</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 104</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 107</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 108</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 109</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 110</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 108</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required  **21**

*Prerequisite

**CERTIFICATE OF ACHIEVEMENT**

**Microcomputer Specialist**

This curriculum is designed to prepare students for employment as computer specialists in business related programming computer applications.

To acquire the **Certificate in Computer Information Technology with the Microcomputer Specialist option**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 090</td>
<td>3</td>
</tr>
<tr>
<td>CIT 060</td>
<td>3</td>
</tr>
<tr>
<td>CIT 101</td>
<td>3</td>
</tr>
<tr>
<td>CIT 103</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 104</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 107</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 108</td>
<td>1.5</td>
</tr>
<tr>
<td>CIT 109</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 108</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required  **21**

*Prerequisite
CORRECTIONS
DIVISION OF PUBLIC SAFETY

ASSOCIATE OF SCIENCE DEGREE

To acquire the Associate of Science Degree in Corrections, it is necessary to complete the graduation requirements of the college along with the following courses:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 041</td>
<td>Effective Written Communications for Public Service Personnel</td>
<td>3</td>
</tr>
<tr>
<td>CORR 101</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CORR 104</td>
<td>Control and Supervision in Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CORR 106</td>
<td>Legal Aspects of Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CORR 134</td>
<td>Introduction to Interviewing &amp; Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CORR 235</td>
<td>Conflict Resolution</td>
<td>3</td>
</tr>
</tbody>
</table>

**Plus 6 units selected from the following courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
<th>Subject titles and units will vary</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ</td>
<td>Administration of Justice</td>
<td></td>
</tr>
<tr>
<td>PAC</td>
<td>Police Academy Courses</td>
<td></td>
</tr>
<tr>
<td>CORR</td>
<td>Corrections Courses</td>
<td></td>
</tr>
</tbody>
</table>

**Units Required**

24

---

**Corrections**

*(Open to all students)*

The correctional program is designed to prepare students to enter the field of corrections as competent correctional officers, counselors, probation or parole aides, or para-professional volunteers for any correctional agency. The student may elect to transfer to a four-year college or seek entry level employment in a correctional agency.

The courses will provide an academic as well as a practical training program. This will train persons seeking to enter the field of corrections and will increase the education of persons already employed in corrections and may also be beneficial to update the skills and knowledge of professional workers in the field of corrections.

The Associate of Science Degree requires 24 units in Corrections. This pattern of courses has been endorsed by the Joint Apprenticeship Committee of the California Department of Corrections, California Youth Authority and California Correctional Peace Officers Association as a program which would be of benefit to apprentices.
DRUG STUDIES
DIVISION OF BEHAVIORAL & SOCIAL SCIENCES

ASSOCIATE OF SCIENCE DEGREE

The following curriculum meets the requirement for an Associate of Science Degree in Drug Studies. The Drug Studies Program is accredited by the California Association of Alcohol and Drug Educators (CAADE). The courses needed for the degree are designed for those who wish to transfer to a four-year institution and pursue a Bachelor’s Degree in Human Services or other discipline that serves as preparation for a career in the helping professions.

To acquire the Associate of Science Degree in Drug Studies, it is necessary to complete the graduation requirements of the College along with the following courses with a grade of “C” or better.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 118</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 122</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 124</td>
<td>2</td>
</tr>
<tr>
<td>HUSR 126</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 130</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 199</td>
<td>3-4</td>
</tr>
<tr>
<td>HUSR 230</td>
<td>3</td>
</tr>
<tr>
<td>PSY 121</td>
<td>3</td>
</tr>
<tr>
<td>PSY 123</td>
<td>3</td>
</tr>
<tr>
<td>PSY 127</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two courses from the list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 111</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>PSY 112</td>
<td>3</td>
</tr>
<tr>
<td>PSY 114</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
</tbody>
</table>

**Units Required** 35 - 36

*Prerequisite

CERTIFICATE OF ACHIEVEMENT

**Drug Studies**

The Drug Studies Program provides the student with the academic preparation and field experience needed to work with the drug dependent and their families. The Program is accredited by the California Association of Alcohol and Drug Educators (CAADE). Completion of the required courses provides the educational component necessary for certification as a Certified Addiction Treatment Specialist through CAADE. The courses that comprise the Program are designed for those who are working with or want to work with drug dependent populations, providing a broad base of knowledge regarding approaches to drug education and prevention, treatment issues, counseling skills, ethical issues, and practical knowledge about drugs and their effects.

To acquire the Certificate of Achievement in Drug Studies, it is necessary to complete the following courses with a grade of “C” or better.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 118</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 122</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 124</td>
<td>2</td>
</tr>
<tr>
<td>HUSR 126</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 130</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 199</td>
<td>3-4</td>
</tr>
<tr>
<td>HUSR 230</td>
<td>3</td>
</tr>
<tr>
<td>PSY 121</td>
<td>3</td>
</tr>
<tr>
<td>PSY 123</td>
<td>3</td>
</tr>
<tr>
<td>PSY 127</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two courses from the list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 111</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>PSY 112</td>
<td>3</td>
</tr>
<tr>
<td>PSY 114</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
</tbody>
</table>

**Units Required** 35 - 36

*Prerequisite

80 / Rio Hondo College
ELECTRONICS TECHNOLOGY
DIVISION OF CAREER & TECHNICAL EDUCATION

ASSOCIATE OF SCIENCE DEGREE
To acquire the Associate of Science Degree in Electronics Technology, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 101 *D/C Electronic Circuits and Devices</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 102 *A/C Electronic Circuits and Devices</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 108 *Introduction to Solid State Devices &amp; Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 109 *Linear, Analog Circuits &amp; Devices</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 111 *Introduction to Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 208 *Advanced Solid State Devices &amp; Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 211 *Advanced Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 240 *Microprocessors &amp; Microcomputing</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 32

All of these courses must be completed with a grade of “C” or better.

CERTIFICATE OF ACHIEVEMENT

Electronics Technology
To acquire the Certificate of Achievement in Electronics Technology, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 101 *D/C Electronic Circuits and Devices</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 102 *A/C Electronic Circuits and Devices</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 108 *Introduction to Solid State Devices &amp; Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 111 *Introduction to Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 211 *Advanced Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 240 *Microprocessors &amp; Microcomputing</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 24

All of these courses must be completed with a grade of “C” or better.

EMERGENCY MEDICAL TECHNICIAN
DIVISION OF PUBLIC SAFETY

CERTIFICATE OF SKILL PROFICIENCY

Emergency Medical Technician
This Emergency Medical Technician program prepares the entry level EMT to safely stabilize and transport patients to a place of medical care. To acquire a Certificate of Achievement in Emergency Medical Technician it is necessary to complete the following:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 093 *Emergency Medical Technician</td>
<td>8</td>
</tr>
</tbody>
</table>

Units Required 8

* Prerequisite
ENGINEERING DESIGN DRAFTING
DIVISION OF CAREER & TECHNICAL EDUCATION

ASSOCIATE OF SCIENCE DEGREE

This major curriculum leads to the Associate of Science Degree in Engineering Design Drafting for advanced Tech Prep applications, employment in design, engineering and manufacturing related industries, public works, utilities and CADD/Drafting related industries. Upon completion of specific General Education courses, this program also fulfills many of the requirements and foundation courses for transfer to other Baccalaureate technical majors within Engineering and Industrial Technology but is not intended to fulfill transfer requirements for a Baccalaureate degree. (See transfer requirements of individual colleges and universities)

To acquire the Associate of Science Degree in Engineering Design Drafting, it is necessary to complete the graduation requirements of the College along with the following courses:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 115</td>
<td>Introduction to Residential Architecture: Drawing &amp; Design</td>
</tr>
<tr>
<td>CIV 140</td>
<td>*Civil Drafting Fundamentals</td>
</tr>
<tr>
<td>ENGT 101</td>
<td>Introduction to Technical Drawing &amp; Graphics</td>
</tr>
<tr>
<td>ENGT 105</td>
<td>Architectural &amp; Technical Freehand Sketching</td>
</tr>
<tr>
<td>ENGT 122</td>
<td>Engineering Design Graphics</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>*Engineering &amp; Manufacturing Applications of Technical Drawing</td>
</tr>
<tr>
<td>ENGT 150</td>
<td>AutoCAD for Basic CADD Applications</td>
</tr>
<tr>
<td>ENGT 231</td>
<td>*Technical Product Design &amp; Presentation</td>
</tr>
<tr>
<td>ENGT 250</td>
<td>*Parametric Modeling 3D Applications for Mechanical Design</td>
</tr>
<tr>
<td>ENGT 270</td>
<td>*Solid Works for 3D Modeling and Prototype Applications</td>
</tr>
</tbody>
</table>

**Units Required** 36

*Prerequisite

CERTIFICATE OF ACHIEVEMENT

**Engineering Design Drafting Technician**

This Certificate is designed for technical, mechanical and manufacturing careers and leads to employment in CADD application, engineering related, mechanical and manufacturing related industries, public works, utilities and CADD/Drafting related industries.

To acquire the Certificate of Technician in Engineering Design Drafting, it is necessary to complete the following courses:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 115</td>
<td>Introduction to Residential Architecture: Drawing &amp; Design</td>
</tr>
<tr>
<td>CIV 140</td>
<td>*Civil Drafting Fundamentals</td>
</tr>
<tr>
<td>ENGT 101</td>
<td>Introduction to Technical Drawing &amp; Graphics</td>
</tr>
<tr>
<td>ENGT 105</td>
<td>Architectural and Technical Freehand Sketching</td>
</tr>
<tr>
<td>ENGT 122</td>
<td>Engineering Design Graphics</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>*Engineering &amp; Manufacturing Applications of Technical Drawing</td>
</tr>
<tr>
<td>ENGT 150</td>
<td>AutoCAD for Basic CADD Applications</td>
</tr>
<tr>
<td>ENGT 231</td>
<td>*Technical Product Design &amp; Presentation</td>
</tr>
</tbody>
</table>

**Units Required** 28

*Prerequisite
Choose three courses from the list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 125</td>
<td>*Grammar and Usage</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 126</td>
<td>Languages of the World</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 127 Or ENGL 127H</td>
<td>*Language Structure and Language Use: Introduction to Linguistics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 131</td>
<td>*Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>LIT 110 Or LIT 110H*</td>
<td>Postcolonial Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 112A Or LIT 112AH*</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 112B Or LIT 112BH*</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 114 Or LIT 114H*</td>
<td>Children’s and Adolescent Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 117 Or LIT 117H</td>
<td>Mexicoan Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>LIT 130</td>
<td>Women and Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 140 Or LIT 140H</td>
<td>*Introduction to the Novel</td>
<td>3</td>
</tr>
<tr>
<td>LIT 141</td>
<td>*Introduction to Poetry</td>
<td>3</td>
</tr>
<tr>
<td>LIT 142 Or LIT 142H</td>
<td>*Introduction to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>LIT 144A</td>
<td>*World Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 144B</td>
<td>*World Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 145 Or LIT 145H</td>
<td>*Introduction to the Short Story</td>
<td>3</td>
</tr>
<tr>
<td>LIT 147</td>
<td>*Cinema as Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 148</td>
<td>Introduction to Dramatic Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 149</td>
<td>Introduction to Chicana/Chicano Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required 21.5

* Prerequisite
The Associate of Science Degree in Environmental Science prepares students who are intending to transfer to a four-year institution in the environmental sciences. This degree provides for completion of general lower-division course work associated with the requirements for a bachelor degree in environmental science, environmental studies, environmental and occupational health, etc. The degree is specifically designed for students intending to transfer to a CSU or UC campus and to gain entry-level employment in the environmental science field. Students completing the degree will take specific courses in chemistry, biology, physics and mathematics in addition to general education preparation such as the CSU general education plan or IGETC. (See admission requirements of individual colleges and universities and transfer requirements for specific majors).

To acquire the **Associate of Science Degree in Environmental Science**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>Environmental Biology ..........3</td>
</tr>
<tr>
<td>BIOL 120L</td>
<td>*Environmental Biology Lab ......1</td>
</tr>
<tr>
<td>BIOL 200</td>
<td>*Principles of Biology I ..........5</td>
</tr>
<tr>
<td>CHEM 130</td>
<td>*General Chemistry ..........5</td>
</tr>
<tr>
<td>CHEM 131</td>
<td>*General Chemistry ..........3</td>
</tr>
<tr>
<td>CHEM 131L</td>
<td>*General Chemistry Lab ..........2</td>
</tr>
<tr>
<td>ET 290</td>
<td>Cooperative Work Experience/ Internship ..........1</td>
</tr>
<tr>
<td>MATH 190 Or</td>
<td>*Calculus I ..........4</td>
</tr>
<tr>
<td>MATH 190H</td>
<td></td>
</tr>
<tr>
<td>PHY 150</td>
<td>*General Physics I ..........4</td>
</tr>
</tbody>
</table>

**Units Required** 28

*Prerequisite


# ENVIRONMENTAL TECHNOLOGY

## DIVISION OF MATHEMATICS & SCIENCES

### ASSOCIATE OF SCIENCE DEGREE

Environmental Technology refers to the skills and knowledge that allows a person to work in the environmental field in compliance with governmental regulations and at the same time protect human health and the environment.

The Environmental Technology Associate of Science Degree Program is a two-year program designed to prepare students to either enter the work force at the technician level or transfer into a bachelors’ degree program.

To acquire the **Associate of Science Degree in Environmental Technology**, it is necessary to complete the graduation requirements of the College along with the following:

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 130</td>
<td>Health Effects of Environmental Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>ET 230</td>
<td>Safety and Emergency Response</td>
<td>3</td>
</tr>
<tr>
<td>ET 260</td>
<td><em>Environmental Sampling and Analysis</em></td>
<td>4</td>
</tr>
<tr>
<td>BIOL 120</td>
<td>Environmental Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 120L</td>
<td>Environmental Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>GIS 120</td>
<td>Introduction to Geographic Information Systems and Spatial Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

Or

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 101</td>
<td>Introduction to Computer Information Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Units Required 18-19

*Prerequisite

Plus units from any of the following areas of specialization and/or miscellaneous electives to equal a minimum of 27

### Suggested Areas of Specialization: Waste Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 110</td>
<td>Hazardous Waste Generation/Reduction/Treatment</td>
<td>3</td>
</tr>
<tr>
<td>ET 150</td>
<td><em>Hazardous Waste Management Application</em></td>
<td>4</td>
</tr>
<tr>
<td>ET 200</td>
<td>*Hazardous Materials Management Applications</td>
<td>4</td>
</tr>
<tr>
<td>ET 240</td>
<td>Solid Waste Management Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

### Land Use Planning & Environmental Restoration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET/ET 280</td>
<td>Green Building Design Principles</td>
<td>3</td>
</tr>
<tr>
<td>ET 160</td>
<td>Hazardous Waste Site Remediation Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 170</td>
<td>Groundwater Hydrology &amp; Sampling</td>
<td>3</td>
</tr>
<tr>
<td>GIS 230</td>
<td>Geographic Info Systems In Environmental Tech</td>
<td>3</td>
</tr>
</tbody>
</table>

### Water Resources

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 270</td>
<td>Waste Water Treatment Plant Operations I</td>
<td>3</td>
</tr>
<tr>
<td>ET 271</td>
<td>Waste Water Treatment Plant Operations II</td>
<td>3</td>
</tr>
<tr>
<td>ET 272</td>
<td>Advanced Waste Water Treatment</td>
<td>3</td>
</tr>
</tbody>
</table>

### Alternative & Efficient Energy Systems

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET/ET 070</td>
<td>Introduction to Alternative Energy Technology</td>
<td>3</td>
</tr>
<tr>
<td>AET/ET 072</td>
<td>Photovoltaic Systems Design &amp; Installation</td>
<td>3</td>
</tr>
<tr>
<td>AET/ET 074</td>
<td>Advanced Photovoltaic Systems</td>
<td>3</td>
</tr>
<tr>
<td>AET/ET 076</td>
<td>Wind Energy Systems Design &amp; Installation</td>
<td>3</td>
</tr>
<tr>
<td>AET/ET 078</td>
<td>Advanced Wind Energy Systems</td>
<td>3</td>
</tr>
<tr>
<td>AET/ET 181</td>
<td>Home Energy Management &amp; Auditing</td>
<td>3</td>
</tr>
<tr>
<td>AET/ET 182</td>
<td>Industrial Energy Management &amp; Auditing</td>
<td>3</td>
</tr>
<tr>
<td>AET/ET 280</td>
<td>Green Building Design Principles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 141</td>
<td>Alternative Fuels I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 147</td>
<td>Introduction to Hybrid &amp; Electric Vehicle Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Environmental Health & Safety

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 250</td>
<td>Fundamentals of Safety &amp; Health I</td>
<td>3</td>
</tr>
<tr>
<td>ET 251</td>
<td>Fundamentals of Safety &amp; Health II</td>
<td>3</td>
</tr>
</tbody>
</table>

### ENVIRONMENTAL TECHNOLOGY

#### Miscellaneous Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 290</td>
<td>CWE/Internship for Environmental Technology</td>
<td>1 - 4</td>
</tr>
<tr>
<td>FTEC 107</td>
<td>Hazardous Materials I</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 108</td>
<td>Hazardous Materials II</td>
<td>3</td>
</tr>
<tr>
<td>Directed Study</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

---

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Rio Hondo College / 85
ENVIRONMENTAL TECHNOLOGY  
DIVISION OF MATHEMATICS & SCIENCES

CERTIFICATE OF ACHIEVEMENT

Environmental Technology

Environmental Technology refers to the skills and knowledge that allows a person to work in the environmental field in compliance with governmental regulations and at the same time protect human health and the environment. The ET Certificate is designed to either prepare students to enter the field or upgrade working individuals with technician-level skills.

To acquire the **Certificate of Achievement in Environmental Technology** it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120 Environmental Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 120L Environmental Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 110 <em>Chemistry for Allied Health Majors</em></td>
<td>5</td>
</tr>
<tr>
<td>ENGL 101 <em>College Composition and Research</em></td>
<td>3.5</td>
</tr>
<tr>
<td>ET 110 Hazardous Waste Generation/Reduction/Treatment</td>
<td>3</td>
</tr>
<tr>
<td>ET 130 <em>Health Effects of Environmental Hazardous Materials</em></td>
<td>3</td>
</tr>
<tr>
<td>ET 150 Hazardous Waste Management Applications</td>
<td>4</td>
</tr>
<tr>
<td>ET 200 Hazardous Materials Management Applications</td>
<td>4</td>
</tr>
<tr>
<td>ET 230 Safety and Emergency Response</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 30.5

*Prerequisite

Refer to Geographic Information Systems Skills Proficiency Certificate for an option in Environmental Technology.
# FIRE TECHNOLOGY
## DIVISION OF PUBLIC SAFETY

### ASSOCIATE OF SCIENCE DEGREE

This curriculum was developed jointly by the Curriculum Committee of the California Fire Chiefs’ Association and the College Advisory Committee and is intended for firefighters, fire officers, and interested students.

To acquire the **Associate of Science Degree in Fire Technology**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTEC 101 Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 102 Principles of Fire &amp; Emergency Services Safety &amp; Survival</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 103 Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 104 Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 105 Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 106 Fire Protection Equipment &amp; System</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 6 units from the following:

<table>
<thead>
<tr>
<th>Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 093 *Emergency Medical Technician 1-A</td>
<td>8</td>
</tr>
<tr>
<td>ET 230 Safety and Emergency Response</td>
<td>4</td>
</tr>
<tr>
<td>FAC 043 Advanced Fire Courses (see catalog for 4300 series)</td>
<td>varies</td>
</tr>
<tr>
<td>FAC 118 *Firefighter 1 Basic Fire Academy</td>
<td>22</td>
</tr>
<tr>
<td>FTEC 044 *Physical Fitness and Ability for the Firefighter</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 045 Firefighter Entrance Examination Techniques</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 107 Hazardous Materials I</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 108 *Hazardous Materials II</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 109 Fire Fighting Tactics &amp; Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 110 Rescue Practice</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 111 Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 112 Fire Apparatus and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 114 Fire Investigations</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 117 Fire Service Management, Safety &amp; Wellness</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 121 Emergency Response</td>
<td>3</td>
</tr>
<tr>
<td>WFT 101 Wild Land Fire Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

**Units Required** 24

*Prerequisite

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### CERTIFICATE OF ACHIEVEMENT

**Fire Technology**

To acquire the **Certificate of Achievement in Fire Technology**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTEC 101 Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 102 Principles of Fire &amp; Emergency Services Safety &amp; Survival</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 103 Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 104 Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 105 Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 106 Fire Protection Equipment &amp; System</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 6 units from the following:

<table>
<thead>
<tr>
<th>Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 093 *Emergency Medical Technician 1-A</td>
<td>8</td>
</tr>
<tr>
<td>ET 230 Safety &amp; Emergency Response</td>
<td>4</td>
</tr>
<tr>
<td>FAC 043 Advanced Fire Courses (see catalog for 4300 series)</td>
<td>varies</td>
</tr>
<tr>
<td>FAC 118 *Firefighter 1 Basic Fire Academy</td>
<td>22</td>
</tr>
<tr>
<td>FTEC 044 *Physical Fitness and Ability for the Firefighter</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 045 Firefighter Entrance Examination Techniques</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 107 Hazardous Materials I</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 108 *Hazardous Materials II</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 109 Fire Fighting Tactics &amp; Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 110 Rescue Practice</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 111 Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 112 Fire Apparatus &amp; Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 114 Fire Investigations</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 117 Fire Service Management, Safety &amp; Wellness</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 121 Emergency Response</td>
<td>3</td>
</tr>
<tr>
<td>WFT 101 Wild Land Fire Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

**Units Required** 24

*Prerequisite

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2013-2014 Catalog
Admission Procedures
The Fire Academy meets the State Fire College and the State Board of Fire Services’ requirements for certification as Firefighter I and certification as an Emergency Medical Technician.
Enrollment in the Fire Academy is open to all students. To insure that the enrollment policy is in compliance with Section 84500 of the Education Code, the following procedure is hereby established.

1. In-service students will receive priority over pre-service students for up to 80% of the total class enrollment. Inservice students are defined as follows and will be given priority in the order listed:
   a. fully paid members of fully paid governmental or industrial fire protection or fire prevention agencies,
   b. sponsored Reserve/Auxiliary members of Fire Departments,
   c. volunteers of a fire protection or fire prevention agency who have been a member of such organization for a minimum of one year and have completed a minimum of fifteen (15) units of Fire Technology in an accredited college or institution with a grade in each course of “C” or better. Explorer Scouts DO NOT qualify for in-service status.

It must be the intent of any person filing an application as an in-service member to return to the sponsoring organization upon completion of the academy training. It must be the intent of the department sponsoring such member to utilize the skills and knowledge acquired by the member in the day-to-day operation of the department.

2. Pre-service students will be given priority over in-service students for up to 20% of the total class enrollment. A pre-service person is one who does not qualify as an in-service member.

3. Priority for enrollment in the Academy will be based on the number of units completed with a grade of “C” or above in Fire Technology courses in accredited colleges or institutions. However, students who withdrew from a previous Rio Hondo firefighter academy due to a verified injury or extended sickness will be given priority over new applicants. Fire Technology courses are those having an accredited fire technology number.

4. Students with the same number of credit units in Fire Technology courses will be prioritized based on the grade point average of the Fire Technology courses.

5. In the event two or more students have an equal grade point average and have completed the same number of Fire Technology units, priority will be based on the total number of units completed in accredited colleges or institutions.

6. Students with the same number of completed Fire Technology units, the same grade point average in the Fire Technology units and the same number of total units completed in accredited colleges or institutions will be prioritized based on the grade point average of all college units completed.

7. It will be the responsibility of the student to have on file with the Regional Training Center Office the application and official transcripts verifying completed course work results on or before the closing date for applications.

8. Registration for the Fire Academy based on priorities established will occur at least five working days prior to start of the Academy to allow time to obtain required materials.
**FITNESS SPECIALIST**

**DIVISION OF PHYSICAL EDUCATION**

---

**CERTIFICATE OF ACHIEVEMENT**

**Fitness Specialist**

The Fitness Specialist Certificate Program is designed to prepare students for employment as fitness instructors and a career in the rapidly expanding health and fitness industry. Students will gain academic knowledge and fitness skills through the required course work, as well as develop the skills necessary to apply this knowledge in a vocational setting. The certificate is designed to be completed in one calendar year for students who attend full time and may lead to immediate employment opportunities. The curriculum has been designed to equip the student with the scientific background, both theoretical and practical, to successfully customize fitness programs that include education and guidance on nutrition, weight control, flexibility, core strength, cardiovascular exercise and resistance training. Students will also be prepared to pass national certification exams in health, fitness, strength and conditioning. The program will prepare students for transfer to a university in order to pursue a higher degree in various areas of study.

To acquire the **Certificate of Achievement in Fitness Specialist**, it is necessary to complete the following courses with a grade of “C” or better:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETH 115</td>
<td><em>Fitness Specialist Internship</em></td>
<td>2</td>
</tr>
<tr>
<td>PETH 122</td>
<td>Nutrition for Sport and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>PETH 126</td>
<td>Principles of Strength and Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>PETH 127</td>
<td>Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>PETH 128</td>
<td>Fitness Testing and Exercise</td>
<td>3</td>
</tr>
<tr>
<td>PETH 131</td>
<td>Structure and Analysis of Movement</td>
<td>3</td>
</tr>
<tr>
<td>PETH 145</td>
<td>Theory and Analysis of Fitness Instruction</td>
<td>2</td>
</tr>
<tr>
<td>PETH 146</td>
<td>Training Principles for Special Populations</td>
<td>2</td>
</tr>
</tbody>
</table>

Choose two courses from the list below:

- PE 130  Lifelong Fitness Laboratory......1
- PE 136  Pilates Mat I..........................1
- PE 158  Yoga I..................................1

**Units Required** 23

---

**FORENSIC IDENTIFICATION**

**DIVISION OF PUBLIC SAFETY**

---

**CAREER CERTIFICATE**

**Forensic Identification**

The Forensic Identification Certificate Program is intended for the student preparing for a career as a public service employee in the various areas of law enforcement or related fields. Areas of interest include job titles such as: Forensic Print Specialist, Forensic Specialist I, Evidence Technician, Fingerprint Examiner, Crime Scene Investigator, Identification Technician, Investigative Trainee, Latent Print Examiner, Coroner Trainee, Coroner Transport Unit, Police Officer, Community Service Officer, Detention Officer, Communications Operator, Police Cadet, Police Specialist and Law Enforcement Technician. These units will be applied to the Career Certificate and can be used toward a degree in Administration of Justice.

The program was developed in consultation with recognized experts in the Forensic Science field who also teach in the program. The program reflects the current procedures and practices in the forensic field.

For the Forensic Certificate, variable unit PAC courses must be taken for .5 units.

To enter PAC Forensic Classes you must have completed at least (2) of the AJ required courses.

*Prerequisite

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2013-2014 Catalog
The Game Development certificate is designed to provide students with the technical, creative and artistic skill sets necessary to create industry standard game art.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANIM 101 Digital Modeling and Texturing</td>
<td>4</td>
</tr>
<tr>
<td>ANIM 120 3D Materials, Lighting and Rendering</td>
<td>4</td>
</tr>
<tr>
<td>ANIM 130 World Building for Game Development</td>
<td>4</td>
</tr>
<tr>
<td>ART 178 Introduction to Digital Imaging</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required: 15
GENERAL STUDIES

ASSOCIATE OF ARTS DEGREE

The General Studies degree with an area of emphasis is designed to give students a broad introduction to an area of knowledge represented by related disciplines and topics. This degree is intended for students who may not be intending to pursue a specific occupational major, nor are they necessarily planning to transfer. However, careful educational planning with a counselor will help to ensure that if a student did decide at a later date to transfer to a university, they would have a foundation in the transfer planning process. Students will select an “Area of Emphasis” from the following four options based on their interests and educational goals.

General Studies with an Emphasis in Arts and Human Expression:

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. This emphasis includes lower division coursework that prepares students for potential careers in fine arts, foreign languages, literature, and philosophy.

To acquire the Associate of Arts Degree in General Studies with an Emphasis in Arts and Human Expression, it is necessary to complete the graduation requirements of the College along with the following courses:

Choose at least one course from each category (A and B) and then complete additional courses in categories A and/or B to total 18 units of coursework from the following list:

A) Arts

ART 101 Introduction to Art ......................3
ART 104 Art of the Ancient Americas ..........3
ART 105 Or 105H* Survey of Western Art: Prehistory through the Middle Ages ...........3
ART 106 Or 106H* Survey of Western Art: Renaissance to Modern ................3
ART 107 The Art of Asia .........................3
ART 108 The Art of Mexico .....................3
ART 109 American Art History ..................3
ART 110 Understanding Visual Art ..............3
ART 111 Modern Art History ....................3
ART 112 Visual Art in the Modern Era .......3
ART 113 The History of Photography ..........3
ART 115 The Art of Film ..........................3
ART 120 Two Dimensional Design .............3
ART 121 Three Dimensional Design .............3
ART 130 Freehand Drawing I ....................3
ART 135 Beginning Painting .....................3
ART 140 Ceramics I ..............................3

DANC 199 Dance Appreciation ..................3
MUS 101 Fundamentals of Music .................3
MUS 120 Vocal Arts Ensemble I .................2
MUS 129 Music in Latin American Culture ...........3
MUS 130 Music History and Literature Before 1750 ..................3
MUS 131 Music History and Literature After 1750 ..................3
MUS 132 History of Rock and Roll ..............3
MUS 133 Music Appreciation ....................3
MUS 134 Rio Hondo College Singers ..........2
MUS 135 Music in Film ..........................3
MUS 136 History of Jazz .........................3
MUS 140 Beginning Voice .......................1
MUS 145 Beginning Piano I .....................1
MUS 155 Music for Dance .......................3

PHOTO 190 Beginning Photography .............3
THTR 101 Theatre Arts Appreciation ...........3
THTR 105 Or 105H* The History and Development of the Theatre ..........3
THTR 110 Principles of Acting ..................3
THTR 110 Theatre Crafts I ......................3

B) Human Expression

ASL 149 American Sign Language I ............4
CHIN 101 Chinese I ..............................4
CHIN 102 Chinese II .............................4
ENGL 126 Languages of the World ..........3
FR 101 French I ..................................4
FR 102 French II ..................................4
FR 201 French III ..................................4
FR 202 French IV ..................................4
HIST 101 History of World Civilization to the 17th Century ..................3
HIST 102 History of World Civilization, 1500 to the Present ...............3
HIST 122 History of Mexico .....................3
HIST 131 History of the North American Indian ..................................3
HIST 143 Or 143H History of the United States to 1877 ..................3
HIST 144 Or 144H* History of the United States Since 1865 ...............3
HIST 158 History of Minorities: African Americans and American Indians ..........3
HIST 159 Or 159H* History of Minorities: Mexican Americans, Asian Americans and American Women ..3
### General Studies with an Emphasis in Science and Mathematics:

These courses emphasize the natural sciences, which examine the physical universe, its life forms and its natural phenomena. As mathematics is the language of science, courses in mathematics help students develop quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools.

Students will also examine the influence that the acquisition of scientific knowledge has on human experience. This emphasis includes lower-division coursework that prepares students for potential careers in science, engineering, math, and health related fields.

To acquire the Associate of Arts Degree in General Studies with an Emphasis in Science and Mathematics, it is necessary to complete the graduation requirements of the College along with the following courses:

**Choose at least one course from each category (A, B and C) and then complete additional courses in any category to total 18 units from the following list. Among these courses the student must complete at least one laboratory course.**

#### A) Life Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101 Or</td>
<td>Introduction to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 101H</td>
<td>Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Physical Anthropology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 105</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 111</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 111L</td>
<td>Marine Biology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 112</td>
<td>Outdoor Biology</td>
<td>3</td>
</tr>
<tr>
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#### B) Life Sciences

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<td>Principles of Biology 2 (Diversity and Ecology)</td>
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<td>BIOL 203</td>
<td>Principles of Zoology</td>
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<td>BIOL 204</td>
<td>Principles of Botany</td>
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<td>HIST 170</td>
<td>Women in American History</td>
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<tr>
<td>HUM 110</td>
<td>Survey of Humanities</td>
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<td>HUM 111</td>
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<td>HUM 125 Or</td>
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<td>LIT 102</td>
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<td>LIT 112BH</td>
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<tr>
<td>LIT 114</td>
<td>Elementary and Adolescent Literature</td>
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<tr>
<td>LIT 117 Or</td>
<td>Mexican Literature in Translation</td>
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<td>LIT 117H</td>
<td>*Introduction to the Novel</td>
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<tr>
<td>LIT 140 Or</td>
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<td>LIT 142 Or</td>
<td>*Introduction to Shakespeare</td>
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<td>LIT 142H</td>
<td>*World Literature</td>
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<td>LIT 144A</td>
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<td>LIT 144B</td>
<td>*Introduction to the Short Story</td>
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<td>LIT 146A Or</td>
<td>*British Literature</td>
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<td>LIT 146AH</td>
<td>*British Literature</td>
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<td>LIT 146BH</td>
<td>*British Literature</td>
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<td>LIT 147</td>
<td>*Cinema as Literature</td>
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<td>LIT 148</td>
<td>Introduction to Dramatic Literature</td>
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<td>LIT 149</td>
<td>Introduction to Chicana/Chicano Literature</td>
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# GENERAL STUDIES

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<tr>
<td>BIOL 222</td>
<td>*Microbiology</td>
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<td>BIOL 226</td>
<td>*Human Physiology</td>
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<tr>
<td>PSY 210</td>
<td>*Biological Psychology</td>
<td>3</td>
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<tr>
<td>OR PSY 210H</td>
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## B) Physical Sciences

- **ASTR 110 Or** General Astronomy ..................................... 3

## C) Mathematics

- **MATH 120** *Finite Mathematics* ........................................ 4
- **MATH 130 Or** Statistics .................................................. 4
- **MATH 130H** *Mathematics for Elementary Teachers* ................ 4
- **MATH 140** *College Algebra* ............................................... 4
- **MATH 160** *Elements of Calculus* ....................................... 4
- **MATH 175** *Plane Trigonometry* ......................................... 3
- **MATH 180** *Pre-Calculus* ................................................ 4
- **MATH 190 Or** *Calculus I* ............................................... 4
- **MATH 191** *Calculus II* .................................................. 4
- **MATH 250** *Calculus III* ............................................... 4
- **MATH 260** *Linear Algebra* ............................................... 4
- **MATH 270** *Differential Equations* ................................... 4
- **PSY 190** *Statistics for the Behavioral Sciences* ............... 4

#### General Studies with an Emphasis in Social Behavior and Self-Development

These courses provide students knowledge and understanding of social behavior and self-development. This area of emphasis is designed to prepare students to use their understanding of themselves and others to communicate and collaborate more effectively. It combines knowledge of theory with attention to personal growth and purpose, as well as health and wellness. Students learn to become citizens who care for themselves and others, ready to work with people in their communities. Participation in group activities and collaborative projects is a central focus of this emphasis, allowing students to experience group interactions in a variety of contexts. This emphasis includes lower division coursework that prepares students for potential careers in people/community oriented professions including social, health and recreational services.

To acquire the **Associate of Arts Degree in General Studies with an Emphasis in Social Behavior and Self-Development**, it is necessary to complete the graduation requirements of the College along with the following courses:

**Choose at least one course from each category below (A and B). Then complete additional courses from categories A and B to reach a total of 18 units from the following list:**

#### A) Theory and Knowledge

- **ANTH 101 Or** Introduction to Physical Anthropology .............. 3
- **ANTH 101H** *Introduction to Cultural Anthropology* ............. 3
- **ANTH 102 Or** *Introduction to Cultural Anthropology* ........... 3
- **ANTH 103** Introduction to Archaeology ................................ 3
- **ANTH 110** Human Sexuality from a Cross-Cultural Perspective ...... 3
- **ANTH 115** *Introduction to Medical Anthropology* ................. 3
- **ANTH 125** Religion, Magic, Witchcraft, and the Supernatural ...... 3
- **CHST 150** Chicano Politics ................................................ 3
- **CD 106** Child Growth and Development ................................ 3
- **CD 208** Child, Family and Community ................................ 3
- **ECON 101 Or** Principles of Macroeconomics ........................ 3
- **ECON 101H** *Principles of Microeconomics* ......................... 3
- **ECON 102 Or** Economics of Contemporary Issues .................... 3
- **HIST 101** History of World Civilization to the 17th Century ....... 3
- **HIST 102** History of World Civilization, 1500 to the Present .... 3
- **HIST 122** History of Mexico .............................................. 3
- **HIST 131** History of the North American Indian .................... 3
GENERAL STUDIES

CONTINUED

HIST 143 Or
HIST 143H
HIST 144 Or
HIST 144H*
HIST 158
HIST 159 Or
HIST 159H*
HIST 167
HIST 170
HUM 130
GEOG 102
GEOG 103
POLS 110 Or
POLS 110H*
POLS 128
POLS 130
POLS 140
POLS 150
PSY 101 Or
PSY 101H*
PSY 112
PSY 114
PSY 116
PSY 121
PSY 123
PSY 133
PSY 170
PSY 180
PSY 200
PSY 210
READ 101
SOC 101 Or
SOC 101H*
SOC 102
SOC 105
SOC 110
SOC 114
SOC 116
SOC 120
SOC 127
SOC 118
SPCH 100
SPCH 101
SPCH 102
SPCH 140

History of the United States
History of the United States
History of the United States
History of the United States
History of America
History of Minorities: Mexican Americans and American Indians
History of Minorities: African Americans and American Women
History of California
Women in American History
Contemporary Mexican-American Culture
Introduction to Cultural Geography
World Regional Geography
Government of the United States
Introduction to Political Philosophy
Comparative Government
International Relations
Chicano Politics
Introductory Psychology
Lifespan Development
Introduction to Abnormal Psychology
Introduction to Cross-Cultural Psychology
Drugs, Society, and Behavior
Drug Education and Prevention
Personal and Social Adjustment
Introduction to Learning and Memory
Positive Psychology
Research Methods in Psychology
Biological Psychology
Critical Reading
Introduction to Sociology
Major Social Problems
Introduction to Human Sexuality
Human Sexuality from a Cross-Cultural Perspective
Marriage, Family, and Intimate Relationships
Introduction to Race and Ethnic Relations
Perspectives of Sex and Gender
Introduction to Criminology
Aging: Introduction to Social Gerontology
Interpersonal Communications
Public Speaking
Fundamentals of Oral Communication
Argumentation and Debate

B) Growth and Purpose/Health and Wellness
COUN 101 College and Life Success
COUN 151 Or 151A, 151B, and 151C
Career Exploration & Life Planning

(The entire sequence of COUN 151 A-C must be completed for a total of 3 units.)
PETH 191 Health: Personal Issues
PETH 192 Health: Women’s Personal Health
PETH 196 Health: Fitness and Wellness

General Studies with an Emphasis in Social Sciences:
These courses emphasize the perspective, concepts, theories and methodologies of the variety of disciplines that comprise study in the social sciences. Students will study human experience in the context of the larger society. Students will study how individuals, social subgroups, and societies operate in relation to each other. This emphasis includes lower division coursework that prepares students for potential careers in the helping professions such as teaching, business, government, social work, and non-profit organizations.

To acquire the Associate of Arts Degree in General Studies with an Emphasis in Social Sciences, it is necessary to complete the graduation requirements of the College along with the following courses:

Choose 18 units of coursework including two or more disciplines from the following list:

ANTH 101 Or Introduction to Physical Anthropology
ANTH 101H Anthropology
ANTH 102 Or Introduction to Cultural Anthropology
ANTH 102H* Anthropology
ANTH 103 Introduction of Archaeology
ANTH 110 Human Sexuality from a Cross-Cultural Perspective
ANTH 115 Introduction to Medical Anthropology
ANTH 125 Religion, Magic, Witchcraft, and the Supernatural
CD 106 Child Growth and Development
CD 208 Child, Family and Community
CHST 150 Chicano Politics
ECON 101 Or Principles of Macroeconomics
ECON 101H* Principles of Microeconomics
ECON 102 Or Principles of Microeconomics
ECON 102H

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### GENERAL STUDIES

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<td>Introduction to Cultural Geography</td>
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<td>GEOG 103</td>
<td>World Regional Geography</td>
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<td>HIST 101</td>
<td>History of World Civilization to the 17th Century</td>
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<tr>
<td>HIST 102</td>
<td>History of World Civilization, 1500 to the Present</td>
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<tr>
<td>HIST 122</td>
<td>History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>HIST 131</td>
<td>History of the North American Indian</td>
<td>3</td>
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<td>HIST 143 Or</td>
<td>History of the United States</td>
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<td>History of Minorities: Mexican Americans, Asian Americans and American Women</td>
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<td>HUM 130</td>
<td>Contemporary Mexican-American Culture</td>
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<td>Government of the United States</td>
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<td>POLS 128</td>
<td>Introduction to Political Philosophy</td>
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<td>POLS 130</td>
<td>Comparative Government</td>
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<td>POLS 140</td>
<td>International Relations</td>
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<td>Chicano Politics</td>
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<td>PSY 101 Or</td>
<td>Introductory Psychology</td>
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<tr>
<td>PSY 112</td>
<td>Lifespan Development</td>
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<td>PSY 114</td>
<td>Introduction to Abnormal Psychology</td>
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<td>PSY 170</td>
<td>Introduction to Learning and Memory</td>
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<td>PSY 180</td>
<td>Positive Psychology</td>
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<td>PSY 200</td>
<td>*Research Methods in Psychology</td>
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<td>PSY 210</td>
<td>*Biological Psychology</td>
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<td>SOC 101 Or</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<td>SOC 102</td>
<td>Major Social Problems</td>
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<td>SOC 105</td>
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<td>Human Sexuality from a Cross-Cultural Perspective</td>
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<td>SOC 116</td>
<td>Introduction to Race and Ethnic Relationships</td>
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<td>SOC 120</td>
<td>Perspectives of Sex &amp; Gender</td>
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<tr>
<td>SOC 127</td>
<td>Introduction to Criminology</td>
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</tbody>
</table>
CERTIFICATE OF SKILL PROFICIENCY

Geographic Information Systems

The Rio Hondo College Geographic Information Systems Certificate provides a professional and academic resource in one of the fastest growing technologies in North America. A growing number of industries are recognizing GIS and GPS as an integral part of their practice. GIS is a computer based data processing tool used to map, manage, analyze, display, and model spatial information to analyze patterns and relationships between many different layers of mapped data simultaneously. The GIS tool is used in most all fields from crime mapping, marketing, landscape architecture, planning, geological & biological science, computer science, education and most others. The student completing the GIS certificate program at Rio Hondo College will be prepared for a GIS technician level position in the GIS field or for advancement in their current career.

Required Courses Units
GIS 120 *Introduction to Geographic Information Systems and Spatial Analysis .................3
GIS 220 *Intermediate Geographic Information Systems................3
GIS 221 *Cartography and Base Map Development.........................3

In addition, students must complete ONE of the following focus areas.

COMPLETE ALL COURSES WITHIN ONE OF THE FOLLOWING FOCUS AREAS BELOW:

FOCUS AREA

CRIME MAPPING

Required Courses Units
CIT 109 Introduction to Microsoft Access...............................1.5
CIT 110 *Advanced Microsoft Access......................1.5
GIS 281 *Crime Mapping and Analysis........4
(core classes and required focus area classes)

Units Required 16

FOCUS AREA

ENVIRONMENTAL TECHNOLOGY

Required Courses Units
ENGT 150 AutoCAD for Basic CADD Applications.........................4
Or
ENGT 170 Microstation for Basic CADD Applications...............4
GIS 230 *GIS in Environmental Technology ..................3
(core classes and required focus area classes)

Units Required 16

FOCUS AREA

FACILITIES MANAGEMENT

Required Courses Units
ENGT 150 AutoCAD for Basic CADD Applications.........................4
Or
ENGT 170 Microstation for Basic CADD Applications.............4
GIS 222 *Planning & Facilities Management Using GIS ..........3
(core classes and required focus area classes)
HEAVY EQUIPMENT MAINTENANCE SPECIALIST
DIVISION OF CAREER & TECHNICAL EDUCATION

ASSOCIATE OF SCIENCE DEGREE

The courses listed in the Associate of Science Degree are comprised of a comprehensive list of job skills needed to enter the field of Heavy Equipment Maintenance. The degree is designed to prepare an individual for entry-level employment as a Heavy Equipment Maintenance Technician.

To acquire the Associate of Science Degree in Heavy Equipment Maintenance, it is necessary to complete the graduation requirements of the College along with the following courses, with a grade of “C” or better:

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<tr>
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<td>Introduction to Heavy Equipment Maintenance Electrical</td>
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<td>HEM 042</td>
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<td>Heavy Equipment Air Conditioning</td>
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<td>Heavy Equipment Machine Specific Instruction</td>
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<td>Introduction to Welding Processes</td>
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</table>

Units Required 38

CERTIFICATE OF ACHIEVEMENT

Heavy Equipment Maintenance Specialist

The courses listed in the Certificate of Achievement are comprised of a comprehensive list of job skills needed to enter the field of Heavy Equipment Maintenance. The certificate is designed to prepare an individual for entry-level employment as a Heavy Equipment Maintenance Technician.

<table>
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<td>Heavy Equipment Air Conditioning</td>
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</tr>
<tr>
<td>HEM 045</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Heavy Equipment Powertrain Fundamentals</td>
</tr>
<tr>
<td>HEM 046</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Heavy Equipment Fuel Systems &amp; Performance</td>
</tr>
<tr>
<td>HEM 047</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Heavy Equipment Machine Specific Instruction</td>
</tr>
<tr>
<td>HEM 048</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Heavy Equipment Powertrains II</td>
</tr>
<tr>
<td>HEM 049</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Heavy Equipment Hydraulics II</td>
</tr>
<tr>
<td>HEM 290</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Cooperative Work Experience/Internship</td>
</tr>
<tr>
<td>TCED 044</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>OSHA Workplace Safety</td>
</tr>
<tr>
<td>WELD 040</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Introduction to Welding Processes</td>
</tr>
</tbody>
</table>

Units Required 38
HONDA PROFESSIONAL CAREER TRAINING PROGRAM SPECIALIZATION (PACT)
DIVISION OF CAREER & TECHNICAL EDUCATION

ASSOCIATE OF SCIENCE DEGREE

The courses listed in the Associate of Science Degree are comprised of a comprehensive list of job skills needed to enter the automotive field. The skills developed during class will enhance the student’s ability to complete the (ASE) Automotive Service Excellence Certification Tests A-1 through A-8, Automotive Technician and to become a specialist for Honda/Acura vehicles. The Degree is designed to prepare an individual for transfer and/or entry-level employment as an Automotive Technician within a Honda/Acura Dealer. This is full-time 2 year accelerated training and career placement program.

To acquire the Associate of Science Degree in Honda Professional Career Training Program Specialization, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 045</td>
<td></td>
</tr>
<tr>
<td>Honda/Acura</td>
<td></td>
</tr>
<tr>
<td>Proformance I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 0451</td>
<td></td>
</tr>
<tr>
<td>Honda/Acura</td>
<td></td>
</tr>
<tr>
<td>Proformance II</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 046</td>
<td></td>
</tr>
<tr>
<td>Honda/Acura</td>
<td></td>
</tr>
<tr>
<td>Proformance III</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 0461</td>
<td></td>
</tr>
<tr>
<td>Honda/Acura</td>
<td></td>
</tr>
<tr>
<td>Proformance IV</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 102</td>
<td></td>
</tr>
<tr>
<td>Introduction to Honda/Acura Service and Repair</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 125</td>
<td></td>
</tr>
<tr>
<td>Power Train System Service and Transmission Diagnostics</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 140</td>
<td></td>
</tr>
<tr>
<td>Body and Chassis Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 150</td>
<td></td>
</tr>
<tr>
<td>Engine Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 160</td>
<td></td>
</tr>
<tr>
<td>Upper Engine Rebuilding and Machining</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 201</td>
<td></td>
</tr>
<tr>
<td>Automotive Brake and Suspension Service</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 240</td>
<td></td>
</tr>
<tr>
<td>Heating and Air Conditioning</td>
<td>4</td>
</tr>
</tbody>
</table>

Units Required 43

NOTE: Refer to Automotive Technology- Hondo Professional Career Training Specialization Program (PACT) Appendix for Program Training.
HONDA PROFESSIONAL CAREER TRAINING PROGRAM SPECIALIZATION (PACT) PROGRAM OVERVIEW

The Automotive Technology Honda Professional Career Training Program Specialization Program (PACT) is a two year program designed to prepare graduates to work as an Automotive Technician, with expertise in working with Honda/Acura vehicles. Rio Hondo College starts a new training program at the start of each Summer semester. Graduates will be prepared to work as an entry-level Automotive Technician within a Honda or Acura dealership. Students will receive an A.S. Degree in Automotive Technology and are eligible to take the Automotive Service Excellence (ASE) certification exams. Rio Hondo Automotive Training Programs are approved by the Bureau of Automotive Repair (BAR) and certified by the National Automobile Technician Education Foundation (NATEF).

ADMISSION REQUIREMENTS:
1. Educational and Other Requirements
   a. Graduation from an accredited high school in the United States or equivalent or presentation of a G.E.D. certificate.
   b. Students must meet the admission requirement for Rio Hondo College. (see the Applied Technology counselor for information)
   c. Students will participate in the Academic Assessment process. Each student will have the opportunity to take assessment tests in the skill areas of reading, writing and mathematics. (see the Assessment Office for times and dates of testing) and must be eligible to enroll in the following 3 courses: ENGL 101, MATH 070 and READ 023.

   **For employment in Honda dealerships, students must meet the following additional requirements: Provide documentation which verifies identity and authorizes his/her right to work in the U.S., possess a valid CA driver’s license and have a clean driving record with 1 point or less.

2. Admission Procedure
   a. Submit application for admission to the College and official copies of all college work completed to date. Send to the Office of Admissions and Records by March 15th.
   b. Submit application for the Honda PACT program to the Technology Office by March 15th (deadline subject to change; check with department for details) with the following documentation: One official copy of the high school transcript or G.E.D., copy of all transcripts and/or verification of coursework in progress to be considered for admission, and a copy of your CA driver’s license and work authorization. See Applied Technology Counselor for more information.
   c. All applicants will be notified in writing regarding acceptance or non-acceptance into the program.

3. Priority for Admission
   Applicants who have submitted completed application materials and have met the educational requirements will be designated as eligible for admission. Failure to complete all application materials shall preclude admission to the program. In the event that the number of applicants designated as being eligible for admission exceeds the number of student positions in the program, the determination of who shall be admitted to the program will be based on a set of priorities outlined in this section of the policy.

   Applicants who have completed the greatest number of courses will be given priority:
   a. Applicants with the highest G.P.A. in prerequisite coursework will be admitted first.
   b. The above being equal, priority of admission will be given to eligible applicants who have completed courses listed below with a minimum grade of “C”.
Applicants who have completed the greatest number of courses will be given priority.

READ proficiency

SPCH 100, 101, 102, or 140 (choose one course)
ENGL 101
POLS 110, HIST 143, or HIST 144 (choose one course)
MATH 070 or above
Natural Science w/ Lab (choose one course)
Social & Behavioral Science (choose one course)
Fine Arts (choose one course)
Humanities (choose one course)
Communication & Analytical Thinking (choose one course)
Physical Education (choose two activity courses)
AUTO 101, 103 and / or other formal Automotive Training.

4. Appeal Procedure
An applicant who is denied admission may:

a. Appeal in writing to the Division Dean within ten days of non-acceptance notice.
b. If the appeal is denied by the Division Dean, the student may appeal to the Vice President of Academic Affairs.
c. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees (Board Policy No. 4220)

5. Expenses
a. Uniforms, tools, books, and miscellaneous expenses will total approximately $2400.

Students are responsible for providing their own transportation to facilities.

Students may enter the Honda PACT program only one time after failing any automotive class.

7. Admission during the two-year program will be based on space available.

Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 102</td>
<td>3</td>
</tr>
</tbody>
</table>

First Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 045</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 140</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 201</td>
<td>4</td>
</tr>
<tr>
<td>HIST 144</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>**AUTO 290</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 0451</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>4</td>
</tr>
<tr>
<td>MATH 070</td>
<td>4</td>
</tr>
<tr>
<td>PE 130</td>
<td>1</td>
</tr>
<tr>
<td>**AUTO 290</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 046</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 125</td>
<td>4</td>
</tr>
<tr>
<td>FINE ARTS</td>
<td>3</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>3</td>
</tr>
<tr>
<td>SPCH</td>
<td>3</td>
</tr>
<tr>
<td>**AUTO 290</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 0461</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 240</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 120</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 120L</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3.5</td>
</tr>
<tr>
<td>PE 130</td>
<td>1</td>
</tr>
<tr>
<td>**AUTO 290</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:** All courses must be completed with a grade of “C” or better for Honda credit.

• General Education (G.E.) requirements may be fulfilled prior to admission to the program. G.E. courses/sections may be developed for the Honda cohort of students as shown; however, such course offerings are subject to change without notice. See a counselor for further information regarding General Education requirements.

**For employment in Honda/Acura dealerships, student must provide documentation which verifies identity and authorizes his/her right to work in the U.S., and a current driving record, issued by the Department of Motor Vehicles.
HUMAN SERVICES
DIVISION OF BEHAVIORAL & SOCIAL SCIENCES

CERTIFICATE OF SKILL PROFICIENCY

Human Services
The required courses for the Human Services Certificate provide applied, theoretical and practical knowledge to students interested in the helping professions. In addition, the student develops the skills needed for employment in the human services field, such as the ability to manage and document client cases, lead groups, and make referrals. A required component of this Certificate is a field work class which provides the student with experience and exposure to work in the human services field.

The Human Services Certificate is designed to provide the student with an academic background and work experience that would make them competitive for entry level positions in human services agencies and organizations.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 111 Human Services in Contemporary Society</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 122 Introduction to Group Leadership and Process</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 124 Introduction to Case Management and Documentation</td>
<td>2</td>
</tr>
<tr>
<td>HUSR 199 *Fieldwork in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>PSY 180 Positive Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102 Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required  17
ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER

Students are advised to check with the Counseling Department or Transfer Center for the courses accepted into the Kinesiology major at the CSU where they seek transfer.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 125</td>
<td>Human Anatomy .................. 4</td>
</tr>
<tr>
<td>BIOL 226</td>
<td>Human Physiology ...................... 4</td>
</tr>
<tr>
<td>PE/TH 194</td>
<td>Introduction to Kinesiology .......... 3</td>
</tr>
</tbody>
</table>

Movement Based Courses - Select a maximum of one (1) course from any three (3) of the following areas for a minimum of three (3) units:

Aquatics
- PE 117 Swimming I .................. 1
- PE 217 Swimming II .................. 1

Combative
- PE 124 Self Defense .................. 1

Dance
- DANC 151 Modern Dance .................. 1
- DANC 168 Latin Social Dance ................. 1

Fitness
- PE 120 Swim for Fitness .................. 1
- PE 132 Aqua Aerobics ...................... 1
- PE 134 Fitness through Rhythmic Aerobics .................. 1
- PE 136 Pilates Mat I .................. 1
- PE 140 Fitness Walking
- PE 158 Yoga .................. 1

Individual Sports
- PE 101 Tennis I ..................... 1
- PE 107 Badminton I ..................... 1
- PE 113 Golf I ..................... 1
- PE 103 Softball I ..................... 1
- PE 104 Volleyball I ..................... 1
- PE 105 Basketball I ..................... 1
- PE 109 Soccer I ..................... 1

Choose 2 courses from the following:

MATH 130 Or MATH 130H
- Statistics ..................... 4
- Statistics Honors ..................... 4

Or PSY 190
- Statistics for the Behavioral Sciences ..................... 4

CHEM 130
- General Chemistry ..................... 5

PHY 150 Or PHY 211
- General Physics I ..................... 4
- Physics for Scientists and Engineers I ..................... 4

PE/TH 193
- First Aid and C.P.R ..................... 3

Required Subtotal 21 - 23

CSU GE or IGETC Pattern 40 – 43

Transferable Electives
(as needed to reach 60 transferable units)

Degree Total 60
LOGISTICS MANAGEMENT
DIVISION OF BUSINESS & ECONOMIC DEVELOPMENT/CONTINUING EDUCATION

ASSOCIATE OF SCIENCE DEGREE

This program is designed to prepare students for employment as logistics planners, transportation analysts, inventory planners, and purchasing analysts. The program will allow the student to develop organizational skills which can lead to advancement in operations management, transportation, purchasing, materials management, and related areas. The sequence of courses will provide the student the opportunity to acquire the knowledge and skills demanded of the modern logistics specialist. The sequence in which courses are taken may be modified to meet individual needs.

To acquire the **Associate of Science Degree in Logistics Management**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSL 110 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>LOG 101 Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>LOG 105 Purchasing Management</td>
<td>3</td>
</tr>
<tr>
<td>LOG 110 Warehouse Management</td>
<td>3</td>
</tr>
<tr>
<td>LOG 115 Inventory Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIT 101 Introduction to Computer Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Or LOG 130 Computerized Logistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following classes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 090 Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Or ACCT 101 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>24 or 25</td>
<td></td>
</tr>
</tbody>
</table>

In addition to the Required Courses, students will choose from one of the following specializations or select one course from each specialization.

**Transportation Specialization Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 120 Introduction to Geographic Information Systems and Spatial Analysis</td>
<td>4</td>
</tr>
<tr>
<td>LOG 120 Transportation Management</td>
<td>3</td>
</tr>
<tr>
<td>LOG 125 Contract Management</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** 33 or 34

**International Trade Specialization Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 140 Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 142 International Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 143 Import and Export Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** 33 or 34

**Operations Management Specialization Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG 135 Quality Management Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 150 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 155 Principles of Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** 33 or 34

Selecting one course from each specialization:

**TOTAL UNITS** 32 - 35

CERTIFICATE OF ACHIEVEMENT

This certificate is designed to prepare students for entry-level employment in logistics, transportation, inventory management, and purchasing. The certificate will allow the student to develop organizational skills which can lead to advancement in operations management, transportation, purchasing, materials management, and related areas. The sequence of courses will provide the student the opportunity to acquire the knowledge and skills demanded of the modern logistics specialist. The sequence in which courses are taken may be modified to meet individual needs.

To acquire the **Certificate of Achievement in Logistics Management**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG 101 Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>LOG 105 Purchasing Management</td>
<td>3</td>
</tr>
<tr>
<td>LOG 110 Warehouse Management</td>
<td>3</td>
</tr>
<tr>
<td>LOG 115 Inventory Management</td>
<td>3</td>
</tr>
<tr>
<td>LOG 120 Transportation Management</td>
<td>3</td>
</tr>
<tr>
<td>LOG 125 Contract Management</td>
<td>2</td>
</tr>
</tbody>
</table>

**Units Required** 17
# MASS COMMUNICATIONS/MASS MEDIA

## ASSOCIATE OF SCIENCE DEGREE

To acquire the Associate of Science Degree in **Mass Communications with the Mass Media Specialization**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 115</td>
<td>Art of Film ......................................... 3</td>
</tr>
<tr>
<td>JOUR 110</td>
<td>Digital Photo Journalism.......................... 3</td>
</tr>
<tr>
<td>JOUR 120</td>
<td>Communications Reporting &amp; Writing.................. 3</td>
</tr>
<tr>
<td>JOUR 147</td>
<td>Broadcast News ....................................... 3</td>
</tr>
<tr>
<td>LIT 147</td>
<td>*Cinema as Literature ................................ 3</td>
</tr>
<tr>
<td>MSCM 103</td>
<td>Survey of Motion Picture, Radio and Television ......... 3</td>
</tr>
<tr>
<td>MSCM 128</td>
<td>Mass Media in Modern Society.......................... 3</td>
</tr>
<tr>
<td>MSCM 134</td>
<td>Documentary Film ....................................... 3</td>
</tr>
<tr>
<td>RDIO 104</td>
<td>Introduction to Broadcasting ......................... 3</td>
</tr>
<tr>
<td>TV 135</td>
<td>Creative Digital Video ................................ 3</td>
</tr>
<tr>
<td>JOUR 290</td>
<td>*CWE/Internship for Journalism Related Fields ......</td>
</tr>
</tbody>
</table>

**Or**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDIO 290</td>
<td>*CWE/Internship for Radio Related Fields .............. 1</td>
</tr>
</tbody>
</table>

Units Required 31

* **Prerequisite**

## CERTIFICATE OF ACHIEVEMENT

### Mass Media

The **Mass Communications/Mass Media Specialization**, Certificate is designed to provide a general technical background which will enable the student to make intelligent and realistic career decisions in mass communications; to provide a broad background which will afford the currently employed student an opportunity for upward mobility or career advancement; to provide a program to meet both the entry-level and skill upgrading needs of the local mass communications industry.

To acquire the **Certificate of Achievement in Mass Communications/Mass Media Specialization**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 115</td>
<td>Art of Film ......................................... 3</td>
</tr>
<tr>
<td>JOUR 110</td>
<td>Digital Photo Journalism.......................... 3</td>
</tr>
<tr>
<td>JOUR 120</td>
<td>*Communications Reporting &amp; Writing.................. 3</td>
</tr>
<tr>
<td>JOUR 147</td>
<td>Broadcast News ....................................... 3</td>
</tr>
<tr>
<td>LIT 147</td>
<td>*Cinema as Literature ................................ 3</td>
</tr>
<tr>
<td>MSCM 103</td>
<td>Survey of Motion Picture, Radio and Television ......... 3</td>
</tr>
<tr>
<td>MSCM 128</td>
<td>Mass Media in Modern Society.......................... 3</td>
</tr>
<tr>
<td>MSCM 134</td>
<td>Documentary Film ....................................... 3</td>
</tr>
<tr>
<td>RDIO 104</td>
<td>Introduction to Broadcasting ......................... 3</td>
</tr>
<tr>
<td>TV 135</td>
<td>Creative Digital Video ................................ 3</td>
</tr>
<tr>
<td>JOUR 290</td>
<td>*CWE/Internship for Journalism Related Fields ......</td>
</tr>
</tbody>
</table>

**Or**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDIO 290</td>
<td>*CWE/Internship for Radio Related Fields .............. 1</td>
</tr>
</tbody>
</table>

Units Required 31

* **Prerequisite**
# MASS COMMUNICATIONS/PRINT MEDIA
## DIVISION OF COMMUNICATIONS & LANGUAGES

### ASSOCIATE OF SCIENCE DEGREE

To acquire the **Associate of Science Degree in Mass Communications with the Print Media Specialization**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 110 Digital Photo Journalism</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 120 Communications Reporting &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 147 Broadcast News</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 220 *Advanced Reporting &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 230 *Magazine Production</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 231 Digital Magazine Production</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 241 *Newspaper Production I (2 semesters)</td>
<td>8</td>
</tr>
<tr>
<td>JOUR 242 Digital Newspaper Production I (2 semesters)</td>
<td>8</td>
</tr>
<tr>
<td>MSCM 128 Mass Media in Modern Society</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 290 *CWE/Internship for Journalism Related Fields</td>
<td>1</td>
</tr>
</tbody>
</table>

**Units Required:** 38  

*Prerequisite*

### CERTIFICATE OF ACHIEVEMENT

#### Print Media

The Mass Communications Certificate is designed to provide a general technical background which will enable the student to make intelligent and realistic career decisions in mass communications; to provide a broad background which will afford the currently employed student an opportunity for upward mobility or career advancement; to provide a program to meet both the entry-level and skill upgrading needs of the local mass communications industry.

To acquire the **Certificate of Achievement in Mass Communications/Print Media Specialization**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 110 Digital Photo Journalism</td>
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</tr>
<tr>
<td>MSCM 128 Mass Media in Modern Society</td>
<td>3</td>
</tr>
<tr>
<td>PHTO 185 Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 290 *CWE/Internship for Journalism Related Fields</td>
<td>1</td>
</tr>
</tbody>
</table>

**Units Required:** 41  

*Prerequisite*
ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER

The Associate in Science in Mathematics for Transfer (AS-T) Degree is intended to meet the lower division requirements for Mathematics majors at a CSU campus that offers a Mathematics baccalaureate degree.

Mathematics is the language of the physical and technical sciences. As such, this Degree also satisfies the lower division requirements for a variety of baccalaureate degrees including Engineering, Physics, Computer Science and Chemistry.

In addition to the courses listed below, the following additional requirements must be met for completion of the Associate in Science in Mathematics for Transfer:

1. Completion of 60 CSU-transferable semester units.
2. Achievement of a minimum GPA of at least 2.0 in all CSU-transferable coursework (some majors may require a higher GPA; students should consult with a counselor for more information).
3. Completion of the 20 semester units in the major with a grade of “C”.
4. Certified completion of the California State University General Education-Breadth (CSU GE) pattern; OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Students are advised to check with the Counseling Department or Transfer Center for the courses accepted into the Mathematics major at the CSU where they seek transfer.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 190 Or *Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190H</td>
<td></td>
</tr>
<tr>
<td>MATH 191 *Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 250 *Calculus III</td>
<td>4</td>
</tr>
</tbody>
</table>

*Students must also choose 2 courses from the following list:

- MATH 260 *Linear Algebra               | 4
- MATH 270 *Differential Equations       | 4
- or replace MATH 260 or MATH 270 with one course below:
  - MATH 130 Or *Statistics               | 4
  - MATH 130H                             |       
- PHY 211 *Physics for Scientists and Engineers | 4

*Prerequisite

Required Subtotal ................................... 20

CSU GE or IGETC Pattern ............................ 38-39

Transferable Electives
(As needed to reach 60 transferable units)

Degree Total 60
MUSIC
DIVISION OF ARTS & CULTURAL PROGRAMS

ASSOCIATE OF ARTS DEGREE

The Associate of Arts Degree in Music is a two-year program designed to prepare students for transfer to a four-year college or university as well as employment in the professional music field. Graduates receive an Associate of Arts degree in Music.

To acquire the **Associate of Arts Degree in Music**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 101 Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 103 *Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 104 *Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 106 *Beginning Musicianship I</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>(to be taken twice)</td>
</tr>
<tr>
<td>MUS 130 Music History and Literature Before 1750</td>
<td>3</td>
</tr>
<tr>
<td>MUS 131 Music History and Literature After 1750</td>
<td>3</td>
</tr>
<tr>
<td>4 Semesters worth of Piano Class</td>
<td>1-1-1-1</td>
</tr>
<tr>
<td>4 Semesters worth of a &quot;Large Performance&quot; class</td>
<td>2-2-2-2</td>
</tr>
</tbody>
</table>

Units Required 33

*Prerequisite

** Large performance class is either Vocal Arts Ensemble or Music Ensemble for Diverse Instruments.
NURSING PROGRAM OVERVIEW

Rio Hondo College provides all qualified candidates who have applied for admission to any Health Science and Nursing program an equal opportunity to successfully complete their studies. There are, however, two limiting factors affecting selection which must be recognized by all students:

1. The health, safety, and welfare of the community and the student must be a consideration in the selection process.
2. College and community health facilities limit the number of candidates that can be admitted.

Rio Hondo College shall give to student applicants credit for the work completed prior to admission and the applicants' credit in the appropriate field for previous education and the work completed by the student in other educational institutions. Credit is granted upon request. The faculty recognizes the importance of students having a comprehensive understanding of health care delivery systems and the philosophy of teaching, learning, and practicing health care. Teaching/learning strategies will embrace the needs of the student, including the use of the challenge examination. See Credit by Examination Procedure.

Admission, transfer and credit by examination policies shall be posted in an area accessible to all interested persons. A copy of the policy may be obtained upon request. This information shall also be made available through the Counseling Department and on the Rio Hondo College web site.

Credit for Non-Collegiate Registered Nursing Training
Credit may be granted to a student who has a valid California RN license for nursing courses taken at an accredited non-collegiate RN nursing program toward the Associate of Science Degree in Nursing. Credit granted may not exceed the total number of nursing units required for the Associate Degree in Nursing at Rio Hondo College.

**Associate Degree Nursing Program**
The Associate Degree Nursing Program is a two-year program designed to prepare students for employment as a registered nurse providing direct care to patients. Graduates receive an Associate in Science Degree of Nursing. The program is accredited by the California State Board of Registered Nursing. Students who complete the curriculum are qualified to take the examination leading to licensure as a Registered Nurse.

**Philosophy**
The philosophy of the nursing program is in harmony with the mission, vision, and goals of Rio Hondo College. The Associate Degree Nursing Program strives to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for licensure as registered nurses. The faculty recognizes the importance of preparing students to practice in a variety of settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the program has established quality improvement measures to assure that educational competencies have been met.

This nursing program embraces three major concepts to provide an organizational framework for the curriculum. The major concepts are: The Systems Developmental Stress Model, The Nursing Process, and Erickson’s Psycho-Social Theory of Human Development. In addition, the concept of an illness-wellness continuum provides opportunities for the nurse to intervene along this continuum for therapeutic purposes. Conceptual threads are integrated throughout the curriculum and provide theory necessary to carry out roles of the nurse. These threads include development from conception through death, personal hygiene, human sexuality, pharmacology, teaching-learning, nutrition, cultural diversity, gerontology, leadership and professional development, legal, ethical, social and psychological concerns.

The conceptual threads that are interlaced throughout the program are the essential core components and competencies. These competencies include: professional behaviors, assessment, communication, clinical decision-making, caring interventions, teaching and learning, collaboration and managing care, critical thinking, safety, legalities, ethics, fiscal responsibility, diversity, evidence-based practice, self reflection, informatics and mathematics, aging nutrition. The curriculum is designed to prepare the graduate to carry out their roles as a nurse: planner of care; provider of safe and skilled care; communicator; client teacher; and member of the profession. The faculty believes it is essential for the new graduate to be able to carry out evidence-based care with efficient use of resources. The graduate will provide continuity of care as the client moves from acute hospital based care to care in transitional units and other health care settings in the community.

Theoretical concepts will be presented from simple to complex, building on learning acquisition. The faculty believes that students need to apply standards of critical thinking and competency-based learning in order to formulate sound clinical judgments. Students are offered a number of approaches to learning including technology and computer-assisted instruction in order to apply theory to a variety of clinical situations. Also, opportunities for learning are provided to students through clinical assignments in acute care, community facilities, the health science skill center, online, technology, and simulation center. Learning may be facilitated by referral to support services provided by the college such as financial aid, remediation, tutoring, psychological counseling, and health education. A student centered approach to learning will be supported by contemporary approaches to education which provide a variety of techniques to appeal to varied learning styles. Student learning outcomes and competencies will measure student achievements. Additionally the faculty believes that curriculum should be developed and implemented based on Knowles’s Theory of Adult Learning, which holds that the adult is self-directed and a life long learner. Learning progress is based on the student’s mastery of course competencies. Mastery results in graduates that have achieved success in meeting program outcomes and are able to successfully pass the national licensing exam. These graduates are now prepared to transition into the health care system ready for job placement or advanced degrees.
NURSING PROGRAM OVERVIEW

Associate Degree Nursing
ADN Program Outcomes
At the completion of the program, the graduate will meet the following outcomes while carrying out the roles of the nurse:

PLANNER AND PROVIDER OF CARE
1. Uses the Systems Developmental Stress Model as a framework for practice for practice and as a conceptual approach when applying the nursing process.
2. Use critical thinking and evidence based practice when applying the nursing process to the development of the plan of care.
3. Plans and implements care throughout the development stages.
4. Plan, implement and evaluate care based on the individual needs of clients from our culturally diverse society.
5. Recognizes and appreciates the value of cultural diversity of the client and other health care team members.
6. Uses the nursing process to provide outcome based care with judicious use of time and resources.
7. Provides and directs quality patient care using effective leadership and management skills.
8. Assess the needs for referral and use of resource personnel in the acute care settings.

PROVIDER OF SAFETY
1. Initiate and delegate others to provide a safe physical and emotional environment for a group of patients.
2. Plan, implements and evaluate care for a group of patients based on the biological, interpersonal, intrapersonal and development needs of the client.
3. Plans and implements care using guidelines for standard precautions & transmission-based precautions as well as the National Patient Safety Goals.

COMMUNICATOR
1. Utilize effective communication skills in collecting data related to biological, interpersonal, intrapersonal and developmental strengths and weaknesses.
2. Communicates effectively with the patient, patient’s family, and members of the health care team as the plan of care is developed and implemented.
3. Document accurately and in a timely manner, utilizing current technology.

CLIENT TEACHER
1. Assess, develop, and implement a teaching plan which is specific to the level of development, knowledge and their family.
2. Effectively implements formal and informal methods of teaching.

MEMBER OF THE PROFESSION
1. Is accountable for his/her own nursing practice including moral, ethical and legal concerns.
2. Demonstrates a caring attitude and concern for the welfare and quality of life of patient, while acting as the patient’s advocate.
3. Is able to adapt to changes in health care delivery.

ASSOCIATE DEGREE NURSING PROGRAM (RN) – GENERIC

Determination of Eligibility for Admission to the ADN Program

A. ADMISSION REQUIREMENTS
1. Educational requirements for program application
   a. Proof of graduation from an accredited high school in the U.S.A. by transcript, diploma, or official international evaluation; or Associate or Baccalaureate degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam.
   b. Students must meet the admission requirements for Rio Hondo College.
   c. Overall GPA in the core science prerequisites of at least a 2.5 (anatomy, physiology, microbiology) with no grade less than “C” for each course. The student is limited to one repeat in any of the science courses to improve the grade.
   d. A cumulative grade point average (GPA) of 2.5 for all college coursework taken.
   e. All science courses must be a minimum of four units with a lab component.
   f. Current CPR Card- (BLS 8 hour class for health care providers, all ages, 1-person, 2-person rescuer) provided by the American Heart Association will be required after admission.
   g. Effective Spring 2008, students must pass a diagnostic assessment test (basic math, English, reading, science) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework.

2. HEALTH REQUIREMENTS – The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Registered Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

B. ADMISSION PROCEDURE
1. Application for admission to the College shall be submitted to the Admissions Office.
2. Applicants to the Associate Degree Nursing Program should attend a nursing information session to discuss...
NURSING PROGRAM OVERVIEW
CONTINUED

prerequisites, general education requirements for the degree, and basic skills testing. Applicants must complete and submit an Associate Degree Nursing Program application to the Health Science and Nursing Division for admission consideration, when all the educational requirements are met.

3. The Associate Degree Nursing Program has once a year entry each Fall semester.

4. Please bring one official copy of your high school transcripts, diploma, or GED; and transcripts for college coursework completed to date to the Health Science and Nursing Division. If you graduated from high school and/or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Health Science and Nursing Division. The international evaluation of college coursework should be a detailed report.

5. All applicants selected will be notified in writing regarding acceptance.

C. ADMISSION PROCESS
Acceptance to the Associate Degree Nursing Program will be based on selection criteria which includes the following:

1. Overall Cumulative GPA
2. Cumulative Science GPA
3. Other College Degrees
4. Current Health Care Work Experience
5. Current Medical/Nursing certificates/licenses
6. Life Experience
7. Other Language Spoken
8. ATI Results after acceptance

Student will be selected on the basis of overall scores those having the most points. The student's overall cumulative GPA for all college coursework taken, grades in the core science courses (anatomy, physiology, and microbiology), completion of college English, and the number of repetitions of science core courses will be used to determine the student's eligibility. Students who have at least an overall cumulative GPA of 2.5 for all college coursework taken, GPA of 2.5 in the science core courses, with no grade less than "C" for each course, had no more than one repetition of any of the science core courses, and completed English 101, with a grade of "C" or better, will be considered eligible for admission.

Students who are accepted to the program will be admitted to ADN 151 by permission of the Health Science and Nursing Division. This course is a prerequisite for admission to ADN 1st semester course (ADN 150) and is offered in the Spring semester and Summer session. Students who complete ADN 151 with a grade of "C" or better will be admitted to the program in the fall semester.

Students who are applying for the ADN 151 course must have an application, and documentation of coursework on file in the Health Science and Nursing Division Office by October 1 for Spring admission and March 1 for Summer admission. Students will be notified of permission to register via e-mail.

D. APPEAL PROCEDURE
An applicant who is denied admission may:
1. Appeal in writing to the Dean of Health Science and Nursing within ten days.
2. If the Dean of Health Science and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

E. EXPENSES – Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1000.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may be used throughout the remainder of the Associate Degree Nursing Program. Students are responsible for providing their own transportation to clinical facilities.

F. STUDENT SUPPORT: SCHOLARSHIPS AND FINANCIAL AID – Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Nursing Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

G. PATIENT SAFETY AND BACKGROUND CHECKS – Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Science and Nursing with questions concerning this procedure.

The student will be required to undergo drug testing at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.
NURSING PROGRAM OVERVIEW

The Board of Registered Nursing requires the applicant for licensure as a Registered Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

H. REQUIREMENT FOR LICENSURE – The Board of Registered Nursing requires a valid social security number for licensure. The Board of Registered Nursing should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Registered Nursing can be reached at 916-322-3350.

I. TRANSFER STUDENTS – All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz with a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a “C” are ineligible for transfer into the Rio Hondo ADN Program.

Above information subject to change

PSYCHIATRIC TECHNICIAN TO (RN) ASSOCIATE DEGREE NURSING

Determination of Eligibility for Admission to the ADN Program

A. ADMISSION REQUIREMENTS

1. Educational requirements for program application
   a. Proof of graduation from an accredited high school in the U.S.A. by transcript, diploma, or official international evaluation; or Associate or Baccalaureate degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam.
   b. Active California Psychiatric Technician License.
   c. Students must meet the admission requirements for Rio Hondo College.
   d. Overall GPA in the core science prerequisites of at least 2.5 (anatomy, physiology, microbiology) with no grade less than ‘C’ for each course. The student is limited to one repeat in any of the science courses to improve the grade.
   e. A cumulative grade point average (GPA) of 2.5 for all college coursework taken.
   f. All science courses must be a minimum of four units with a lab component. All core science prerequisite.
   g. Current CPR Card- (BLS 8 hour class for health care providers, all ages, 1-person, 2-person rescue) provided by the American Heart Association will be required after admission.
   h. Effective Spring 2008, students must pass a diagnostic assessment test (basic math, English, reading, science) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework.

2. HEALTH REQUIREMENTS – The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Registered Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

B. ADMISSION PROCEDURE

1. Application for admission to the College shall be submitted to the Admissions Office.
2. Applicants to the Associate Degree Nursing Program should attend a nursing information session to discuss prerequisites, general education requirements for the degree and basic skills testing. Applicants must complete and submit an Associate Degree Nursing Program application Health Science & Nursing Office for admission consideration, when all the educational requirements are met.
3. The Associate Degree Nursing Program has once a year entry each Fall semester.
4. The Counseling Department will evaluate academic records and complete an admissions card. Please bring one official copy of your high school transcripts, diploma or GED, and transcripts for college work completed to date to the Counseling Department. If you graduated from high school and/ or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Counseling Department. The international evaluation of college course work should be a detailed report.
5. All applicants will be notified in writing regarding acceptance or non-acceptance following the selection procedure.

C. ADMISSION PROCESS – Acceptance to the Associate Degree Nursing Program, for the class beginning Fall 2008, will be through the use of an admission’s formula developed by the California
NURSING PROGRAM OVERVIEW

Candidates must have an overall cumulative GPA of 2.5 for all college coursework taken, grades in the core science courses (anatomy, physiology and microbiology), completion of college English, and the number of repetitions of science core courses will be used to determine the student’s eligibility. Students who have at least an overall cumulative GPA of 2.5 for all college coursework taken, GPA of 2.5 in the science core courses with no grade less than “C” for each course, had no more than one repetition of any of the science core courses and completed English 101, with a grade of “C” or better, will be considered eligible for admission.

Students who are accepted to the program will be admitted to ADN 151 by permission of the Health Science and Nursing Division. This course is a prerequisite for admission to ADN 1st semester course (ADN 150) and is offered in the Spring semester and Summer session. Students who complete ADN 151 with a grade of “C” or better will be admitted to the program in the fall semester.

Students who are applying for the ADN 151 course must have an application, a copy of their counseling card and documentation of course work on file in the Health Science and Nursing Division Office by October 1 for Spring admission and March 1 for Summer admission. Students will be notified of permission to register in writing.

D. APPEAL PROCEDURE

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursings within ten days.
2. If the Dean of Health Science and Nursings denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

E. EXPENSES – Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1000.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may be used throughout the remainder of the Associate Degree Nursing Program. Students are responsible for providing their own transportation to clinical facilities.

F. STUDENT SUPPORT: SCHOLARSHIPS AND FINANCIAL AID – Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Nursing Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

G. PATIENT SAFETY AND BACKGROUND CHECKS – Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Science and Nursing with questions concerning this procedure.

The student will be required to undergo drug testing at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

The Board of Registered Nursing requires the applicant for licensure as a Registered Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

H. REQUIREMENT FOR LICENSURE – The Board of Registered Nursing requires a valid social security number for licensure. The Board of Registered Nursing should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Registered Nursing can be reached at 916-322-3350.

I. TRANSFER STUDENTS – All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz, with a score of 100%, before admission to the program. Students who have completed two nursing courses
NURSING PROGRAM OVERVIEW

with grades below a “C” are ineligible for transfer into the Rio Hondo ADN Program.

Above information subject to change.

ASSOCIATE DEGREE
NURSING PROGRAM – LVN TO ADN

Determination of Eligibility for Admission to the ADN Program

A. ADMISSION REQUIREMENTS

1. Educational requirements for program application
   a. Proof of graduation from an accredited high school in the U.S.A. by transcript, diploma, or official international evaluation; or Associate or Bachelor’s degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam.
   b. Students must meet the admission requirements for Rio Hondo College.
   c. Active California Vocational Nurse license submitted to the Health Science and Nursing Division Office by March 1.
   d. Overall GPA in the core science prerequisites of at least a 2.5 (anatomy, physiology, microbiology) with no grade less than ‘C’ for each course. The student is limited to one repeat in any of the science courses to improve the grade.
   e. A cumulative grade point average (GPA) of 2.5 for all college coursework taken.
   f. All science courses must be a minimum of four units with a lab component.
   g. ADN 075 LVN Transition into the Associate Degree Nursing Program with a minimum grade of ‘C’
   h. Current CPR Card- (BLS 8 hour class for health care providers, all ages, 1-person, 2-person rescuer) provided by the American Heart Association will be required after admission.
   i. Effective Spring 2008, students must pass a diagnostic assessment test (basic math, English, reading, science) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework.

2. HEALTH REQUIREMENTS – The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Registered Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

B. ADMISSION PROCEDURE

1. Application for admission to the College shall be submitted to the Admissions Office.
2. Applicants to the Associate Degree Nursing Program should attend a nursing information session to discuss prerequisites, general education requirements for the degree and basic skills testing. Applicants must complete and submit an application to the Counseling Department for admission consideration when all the educational requirements are met.
3. The LVN to ADN Program has once a year entry each Fall semester.
4. The Counseling Department will evaluate academic records and complete an admissions card. Please bring one official copy of your high school transcripts, diploma or GED, and transcripts for college work completed to date to the Counseling Department. If you graduated from high school and/or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Counseling Department. The international evaluation of college course work should be a detailed report.
5. All applicants will be notified in writing regarding acceptance.

C. ADMISSION PROCESS – Acceptance to the Associate Degree Nursing program, will be through the use of an admission’s formula developed by the California Community College Chancellor’s Office. The student’s overall cumulative GPA for all college coursework taken, grades in the core science courses (anatomy, physiology, and microbiology), completion of college English, and the number of repetitions of science core courses will be used to determine the student’s eligibility. Students who have at least an overall cumulative GPA of 2.5 for all college coursework taken, GPA of 2.5 in the science core courses, with no grade less than “C” for each course, had no more than one repetition of any of the science core courses, and completed English 101, with a grade of “C” or better, will be considered eligible for admission.

ADN 075 – LVN Transition into the Associate Degree Program is a prerequisite for admission to ADN second year course offered in the fall semester (ADN 251) and is offered in the summer session only. Following admission, the student will be given a permit to register for this course. Following completion of this course, with a grade of “C” or better, the student will continue the program in the Fall semester.

D. APPEAL PROCEDURE

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursings within ten days.
2. If the Dean of Health Science and Nursings denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
NURSING PROGRAM OVERVIEW
CONTINUED

3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

E. EXPENSES – Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1000.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may be used throughout the remainder of the Associate Degree Nursing Program. Students are responsible for providing their own transportation to clinical facilities.

F. STUDENT SUPPORT: SCHOLARSHIPS AND FINANCIAL AID – Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Health Science and Nursing Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

G. PATIENT SAFETY AND BACKGROUND CHECKS – Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Science and Nursing with questions concerning this procedure.

The student will be required to undergo drug testing at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

The Board of Registered Nursing requires the applicant for licensure as a Registered Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

H. REQUIREMENT FOR LICENSURE – The Board of Registered Nursing requires a valid social security number for licensure. The Board of Registered Nursing should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Registered Nursing can be reached at 916-322-3350.

I. TRANSFER STUDENTS
All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz, with a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a “C” are ineligible for transfer into the Rio Hondo ADN Program.

Above information subject to change.

ASSOCIATE DEGREE NURSING PROGRAM – 30 UNIT OPTION LVN TO RN

Determination of Eligibility for Admission to the ADN Program

A. ADMISSION REQUIREMENTS

1. Educational requirements for program application
   a. Proof of graduation from an accredited high school in the U.S.A. by transcript, diploma, or official international evaluation; or Associate or Baccalaureate degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam.
   b. Active California Vocational Nurse license submitted to the Health Science and Nursing Division Office by March 1.
   c. Students must meet the admission requirements for Rio Hondo College.
NURSING PROGRAM OVERVIEW

Continued

2. HEALTH REQUIREMENTS – The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Registered Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program, pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

B. ADMISSION PROCEDURE

1. Application for admission to the College shall be submitted to the Admissions Office.

2. Applicants to the 30 Unit Option LVN to RN Program should attend a nursing information session to discuss prerequisites, general education requirements for the degree, and basic skills testing. Applicants must complete and submit an Associate Degree Nursing Program application to the Health Science and Nursing Division for admission consideration, when all the educational requirements are met.

3. The 30 Unit Option LVN to RN Program has once a year entry each Fall semester.

4. The Counseling Department will evaluate academic records and complete an admissions card. Please bring one official copy of your high school transcripts, diploma, or GED, and transcripts for college coursework completed to date, to the Counseling Department. If you graduated from high school and/or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Counseling Department. The international evaluation of the Counseling Department. The international evaluation of college coursework should be a detailed report.

5. All applicants will be notified in writing regarding acceptance.

C. ADMISSION PROCESS – Acceptance to the 30 Unit Option LVN to RN Program, for the class beginning Fall 2008, will be through the use of an admission’s formula developed by the California Community College Chancellor’s Office. The student’s overall cumulative GPA for all college coursework taken, grades in the core science courses (anatomy, physiology, and microbiology), completion of college English, and the number of repetitions of science core courses will be used to determine the student’s eligibility. Students who have at least an overall cumulative GPA of 2.5 for all college coursework taken, GPA of 2.5 in the science core courses, with no grade less than “C” for each course, had no more than one repetition of any of the science core courses, and completed English 101 with a grade of “C” or better will be considered eligible for admission.

Students who are applying for the 30 Unit Option LVN to RN Program must have an application, and documentation of coursework on file in the Health Science and Nursing Division Office by March 1. Students will be notified of permission to register.

ADN 075 – LVN Transition into the Associate Degree Program is a prerequisite for admission to ADN 2nd year course (ADN 251) and is offered in the summer session only. Following admission, the student will be given a permit to register for this course. Following completion of ADN 075, with a grade of “C” or better, the student will be admitted to the program in the Fall semester.

D. APPEAL PROCEDURE

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursing within ten days.

2. If the Dean of Health Science and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.

3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

E. EXPENSES – Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1000.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may be used throughout the remainder of the 30 Unit Option LVN to RN Program. Students are responsible for providing their own transportation to clinical facilities.

F. STUDENT SUPPORT: SCHOLARSHIPS AND FINANCIAL AID – Rio Hondo College participates in a variety of federal and state financial
NURSING PROGRAM OVERVIEW  
CONTINUED

aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Nursing Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

G. PATIENT SAFETY AND BACKGROUND CHECKS – Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Science and Nursing with questions concerning this procedure.

The student will be required to undergo drug testing, at their expense, before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

The Board of Registered Nursing requires the applicant for licensure as a Registered Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

H. REQUIREMENT FOR LICENSURE – The Board of Registered Nursing requires a valid social security number for licensure. The Board of Registered Nursing should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Registered Nursing can be reached at 916-322-3350.

I. TRANSFER STUDENTS – All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate a commitment in clinical skills and pass a pharmacology math quiz, with a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a “C” are ineligible for transfer into the Rio Hondo ADN Program.

Above information subject to change

VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program is a two-semester program following the completion of prerequisite courses. It is designed to prepare students for employment as a Vocational Nurse, giving care to patients in a variety of settings, such as acute hospitals, extended care facilities, home health care, surgical centers and medical offices. The program is accredited by the California State Board of Vocational Nursing and Psychiatric Technicians. Students, who complete the curriculum and achieve the career certificate, are qualified to apply for the examination leading to licensure as a Licensed Vocational Nurse.

Philosophy of the Vocational Nursing Program

The philosophy of the Vocational Nursing Program is in harmony with the stated philosophy of Rio Hondo College. The faculty recognizes the individual worth and potential of all students. Students come from a variety of backgrounds, age, sex, culture, lives and educational experience. The application of theoretical concepts occurs in the Health Science and Nursing Skill Center and the community clinical facilities. College support services include: financial aid, remediation, tutoring, psychological counseling and health services.

The conceptual framework of the Vocational Nursing curriculum focuses on the Medical Model, utilizing all aspects of the nursing process. The faculty believes that nursing is concerned with the promotion of health and wellness, and strives to provide a maximum quality of life. The Nursing curriculum incorporates includes the current health care delivery system; safety; therapeutic communication; patient teaching; nutrition, pharmacology, cultural diversity, gerontology, human sexuality, mental health, growth and development; reproduction; legal and ethical issues, and professional development, as applied to the Vocational Nurse.

Nursing is a broad occupational field involving a multiplicity of functions performed by individuals, with varying degrees of preparation. It is essential that students be assisted to recognize and accept their responsibility, and scope of practice.
NURSING PROGRAM OVERVIEW

The nursing faculty believes education is a continuing process and students should be provided with the attitudes, skills and knowledge to qualify for licensure as well as an upward mobility to the Vocational Nursing Program. Applicants to the Vocational Nursing Program should...

Determination of Eligibility for Admission to the LVN Program

A. ADMISSION REQUIREMENTS

1. Educational requirements for program application
   a. Proof of graduation from an accredited high school in the U.S.A. by transcript, diploma, or official international evaluation; or Associate or Baccalaureate degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam.
   b. Students must meet the admission requirements for Rio Hondo College.
   c. GPA of 2.5 or above in Health Science and Nursing Core 060, or equivalent, and Psychology 101 by October 1.
   d. Completion of Reading 023, English 035, Math 030, or equivalent, with a grade “C” or better or exemption through assessment testing.
   e. Current CPR Card- (BLS 8 hour class for health care providers, all ages, 1-person, 2-person rescuer) provided by the American Heart Association will be required after admission.
   f. Effective Spring 2008, students must take a diagnostic assessment test (Math, English, Reading, and Science) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework.

2. HEALTH REQUIREMENTS – The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Licensed Vocational Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

B. ADMISSION PROCEDURE

1. Application for admission to the College shall be submitted to the Admissions Office.
2. Applicants to the Vocational Nursing Program should attend a nursing information session to discuss prerequisites, general education requirements for the degree, and basic skills testing. Applicants must complete and submit a Vocational Nursing Program application to the Health Science and Nursing Division for admission consideration, when all the educational requirements are met.
3. The Vocational Nursing Program has once a year entry each Fall semester.
4. The Counseling Department will evaluate academic records and complete an admissions card. Please bring one official copy of your high school transcripts, diploma or GED, and transcripts for college work completed to date to the Health Science and Nursing Division. If you graduated from high school and/or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Health Science and Nursing Division. The international evaluation of college course work should be a detailed report.
5. All applicants will be notified in writing regarding acceptance.

C. ADMISSION PROCESS – Acceptance to the Vocational Nursing Program, for the class beginning in Fall, will be through the use of an admission’s formula developed by the California Community College Chancellor’s Office. The student’s overall cumulative GPA for all college coursework taken, grades in the Health Science and Nursing Core 060, or equivalent, and Psychology 101, completion of college English 035, Reading 023, and Math 020, or exemption through assessment testing, will be used to determine the student’s eligibility. Students who have at least a GPA of 2.5 in the Health Science and Nursing Core 060, or equivalent, and Psychology 101, with no grade less than “C” for each course, and completed English 035, Reading 023, and Math 020, or equivalent, with a grade of “C” or better, or exemption through assessment testing, will be considered eligible for admission. Each class selection will be completed using the above process. Student will be notified by the Health Science and Nursing Division of permission to register in writing.

D. APPEAL PROCEDURE – An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursings within ten days.
2. If the Dean of Health Science and Nursings denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

E. EXPENSES – Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1000.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may be used throughout the remainder of the Vocational Nursing Program. Students are responsible for providing their own transportation to clinical facilities.

F. STUDENT SUPPORT: SCHOLARSHIPS AND FINANCIAL – Rio Hondo College participates in...
NURSING PROGRAM OVERVIEW

CONTINUED

a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Nursing Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

G. PATIENT SAFETY AND BACKGROUND CHECKS – Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Science and Nursing with questions concerning this procedure.

The student will be required to undergo drug testing at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

The Board of Vocational Nursing and Psychiatric Technicians requires the applicant for licensure as a Vocational Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

H. REQUIREMENT FOR LICENSURE – The Board of Vocational Nursing and Psychiatric Technicians requires a valid social security number for licensure. The Board of Vocational Nursing and Psychiatric Technicians should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Vocational Nursing and Psychiatric Technicians can be reached at 916-263-7800.

I. TRANSFER STUDENTS – All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than five years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Vocational Nursing Program.

Above information subject to change. Revised May 2010
**CAREER CERTIFICATE**

**Certified Nurse Assistant Acute Care**

This Career Certificate is designed for the student who already has their CNA Certificate wishing to gain employment in the Acute Care Hospital setting. Areas of emphasis will include taking care of patients in the acute care setting utilizing skills in basic care, emergency care, communication skills, patient assessment, observation and reporting, with additional emphasis on the specialized acute care areas such as medical/surgical/orthopedics, pediatrics and obstetrics. Students will gain general core knowledge of entry level nursing skills through classroom instruction and hands on clinical time.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 051 *Certified Nurse Assistant Acute Care Training Course</td>
<td>2</td>
</tr>
</tbody>
</table>

**Units Required** 2

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**CAREER CERTIFICATE**

**Home Health Aide**

This Career Certificate is designed for the student who already has their CNA wishing to gain employment in the home care setting. Areas of emphasis will include taking care of patients in the home care setting utilizing skills in basic care, emergency care, communication skills, patient assessment, observation and reporting, with additional emphasis on rehabilitative nursing care, and family relationships. Students will gain general core knowledge of entry level nursing skills through classroom instruction and hands on clinical time.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 052 *Home Health Aide Training Course</td>
<td>2</td>
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</tbody>
</table>

**Units Required** 2
Generic Student
The Associate Degree Nursing Program is a two-year program designed to prepare students for employment as a Registered Nurse, providing direct care to patients. Graduates receive an Associate of Science Degree in Nursing. The program is approved by the California State Board of Registered Nursing. Students who complete the curriculum are qualified to take the examination leading to licensure as a Registered Nurse.

Prerequisites / Corequisites | Units
--- | ---
#BIOL 125 Human Anatomy | 4
#BIOL 226* Human Physiology | 4
#BIOL 222* Microbiology | 5
#ENGL 101* College Composition and Research | 3.5

16.5

#ADN 151* Clinical Nursing Concepts | 4
Offered only Spring or Summer semesters. Permit to register given only to students admitted to the program.

Other Required Courses | Units
--- | ---
MATH 070* Intermediate Algebra or appropriate assessment | 4
READ 023* Reading College Textbooks or appropriate assessment | 3

(Reading proficiency required for graduation)
#SOC 101 Or SOC 101H Introduction to Sociology | 3
#SPCH 101 Public Address or equivalent | 3
#PSY 101 Or PSY 101H Introductory Psychology | 3
AMERICAN INSTITUTIONS (One Course) | 3
FINE ARTS (One Course) | 3
HUMANITIES (One Course) | 3
PE (2 Activity Courses) | 2

27

Students need 27 units in this section, a total of 7 units may be earned by proficiency testing

(The Health Science and Nursing Division recommends that students complete as many courses as possible before admission to the ADN Program, especially MATH 070 and Reading 023, or equivalent)

COURSES REQUIRED AFTER ENROLLMENT BY PERMIT ONLY

FIRST YEAR-FALL SEMESTER
#ADN 150* Medical/Surgical Nursing I | 8
#ADN 154* Pharmacology | 2

10

HS 045 Math for Health Professionals (optional elective for 1 unit)

FIRST YEAR-SPRING SEMESTER
#ADN 155* Nursing Process: Childbearing Family/Women's Health | 4
#ADN 156* Nursing Process Applied to the Care of Children | 4

8

SECOND YEAR-FALL SEMESTER
#ADN 250* Advanced Pharmacology | 1
#ADN 251* Nursing Process Applied to Aging, Perception, Coordination & Mobility | 4.5
#ADN 252* Psychiatric/Mental Health Nursing | 3.5

9

SECOND YEAR-SPRING SEMESTER
#ADN 253* Nursing Process Applied to Advanced Concepts | 5
#ADN 254* Leadership and Management in Nursing | 4

9

Total Units | 83.5-84.5

#The Board of Registered Nursing (BRN) requires these courses be completed to be eligible to take the RN licensing examination. All of these courses must be completed with a grade of “C” or better.
# NURSING

## DIVISION OF HEALTH SCIENCE & NURSING

### ASSOCIATE OF SCIENCE DEGREE

**LVN to ADN (OPTION #1)**

The Associate Degree Nursing Program may be completed by the Licensed Vocational Nurse in one year. It is designed to prepare students for employment as a Registered Nurse, providing direct care to patients. Graduates receive an Associate of Science Degree in Nursing. The California State Board of Registered Nursing approves the program. Students who complete the curriculum are qualified to take the examination leading to licensure as a Registered Nurse.

**Prerequisites / Corequisites**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
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<tbody>
<tr>
<td>#ADN 075</td>
<td>LVN Transition into the Associate Degree Nursing Program 2.5</td>
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**SECOND YEAR-FALL SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
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</thead>
<tbody>
<tr>
<td>#ADN 251*</td>
<td>Nursing Process Applied to Aging, Perception, Coordination &amp; Mobility 4.5</td>
</tr>
<tr>
<td>#ADN 252*</td>
<td>Psychiatric / Mental Health Nursing 3.5</td>
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**SECOND YEAR-SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 254*</td>
<td>Leadership and Management in Nursing 4</td>
</tr>
</tbody>
</table>

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**Total Units**: 64

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**NURSING**

**SECOND YEAR-SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>#ADN 250*</td>
<td>Advanced Pharmacology 1</td>
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<tr>
<td>#ADN 251*</td>
<td>Nursing Process Applied to Aging, Perception, Coordination &amp; Mobility 4.5</td>
</tr>
<tr>
<td>#ADN 252*</td>
<td>Psychiatric / Mental Health Nursing 3.5</td>
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**SECOND YEAR-FALL SEMESTER**

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<tr>
<td>#ADN 253*</td>
<td>Nursing Process Applied to Aging, Perception, Coordination &amp; Mobility 4.5</td>
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**SECOND YEAR-SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 075</td>
<td>LVN Transition into the Associate Degree Nursing Program 2.5</td>
</tr>
</tbody>
</table>

---

**LICENCED VOCATIONAL**

**NON-DEGREE-30 UNIT OPTION**

**(OPTION #2) 30 Unit Option LVN to RN**

This one-year program is for the applicant with a valid California Vocational Nurse license. The Vocational Nurse who completes thirty additional units beyond the LVN curriculum qualifies to take the licensing examination as a Registered Nurse. **This option does not lead to an Associate Nursing Degree.**

The program is designed to prepare students for employment as a Registered Nurse, providing direct care to patients. The student should be aware that they may not change their status as a 30 unit option RN with the Board of Registered Nursing at any time after licensure. Individuals who become licensed as Registered Nurses using this option may not be eligible for licensure in states other than California or any advanced degrees. The program is accredited by the California Board of Registered Nursing.

**Prerequisites / Corequisites**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>#BIOL 226*</td>
<td>Human Physiology 4</td>
</tr>
<tr>
<td>#BIOL 222*</td>
<td>Microbiology 5</td>
</tr>
<tr>
<td>#ENGL 101*</td>
<td>College Composition 3.5</td>
</tr>
<tr>
<td>#PSY 101H</td>
<td>Introductory Psychology 3</td>
</tr>
<tr>
<td>#SOC 101H</td>
<td>Introduction to Sociology 3</td>
</tr>
<tr>
<td>#SPCH 101</td>
<td>Public Address or equivalent 3</td>
</tr>
<tr>
<td>#PSY 101H</td>
<td>Introductory Psychology 3</td>
</tr>
<tr>
<td>AMERICAN INSTITUTIONS (One Course)</td>
<td>3</td>
</tr>
<tr>
<td>FINE ARTS (One Course)</td>
<td>3</td>
</tr>
<tr>
<td>HUMANITIES (One Course)</td>
<td>3</td>
</tr>
<tr>
<td>PE (2 Activity Courses)</td>
<td>2</td>
</tr>
</tbody>
</table>

---

**Total Units**: 64

---

**SECOND YEAR-FALL SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 250*</td>
<td>Advanced Pharmacology 1</td>
</tr>
<tr>
<td>#ADN 251*</td>
<td>Nursing Process Applied to Aging, Perception, Coordination &amp; Mobility 4.5</td>
</tr>
</tbody>
</table>

---

**SECOND YEAR-SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 252*</td>
<td>Psychiatric / Mental Health Nursing 3.5</td>
</tr>
</tbody>
</table>

---

**SECOND YEAR-SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 075</td>
<td>LVN Transition into the Associate Degree Nursing Program 2.5</td>
</tr>
</tbody>
</table>

---

**COURSES REQUIRED AFTER PROGRAM ADMISSION-BY PERMIT ONLY**

**SECOND YEAR-SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 253*</td>
<td>Nursing Process Applied to Aging, Perception, Coordination &amp; Mobility 4.5</td>
</tr>
</tbody>
</table>

---

**SECOND YEAR-FALL SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 250*</td>
<td>Advanced Pharmacology 1</td>
</tr>
<tr>
<td>#ADN 251*</td>
<td>Nursing Process Applied to Aging, Perception, Coordination &amp; Mobility 4.5</td>
</tr>
</tbody>
</table>

---

**SECOND YEAR-SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisites / Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 252*</td>
<td>Psychiatric / Mental Health Nursing 3.5</td>
</tr>
</tbody>
</table>

---

**Total Units**: 29.5

---

**The Board of Registered Nursing (BRN) requires these courses be completed to be eligible to take the RN licensing examination. All of these courses must be completed with a grade of “C” or better.**

---

2013-2014 Catalog

Rio Hondo College / 121
# NURSING
DIVISION OF HEALTH SCIENCE & NURSING

## ASSOCIATE OF SCIENCE DEGREE

### Psychiatric Technician to RN

**Associate Degree Nursing**
The Associate Degree Nursing Program is a two-year program designed to prepare students for employment as a Registered Nurse, providing direct care to patients. Graduates receive an Associate of Science Degree in Nursing. The program is approved by the California State Board of Registered Nursing. Students who complete the curriculum are qualified to take the examination leading to licensure as a Registered Nurse. Current California psychiatric technician license required.

<table>
<thead>
<tr>
<th>Prerequisites/Corequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>#Biol 125 Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>#Biol 226* Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>#Biol 222* Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>#ENGL 101* College Composition and Research</td>
<td>3.5</td>
</tr>
</tbody>
</table>

#ADN 151 Clinical Nursing Concepts .......... 4

- *Offered only Spring or Summer semester- Permit to register given only to students admitted to the program. This course may be waited by testing.*

<table>
<thead>
<tr>
<th>Other Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 070* Intermediate Algebra or</td>
<td></td>
</tr>
<tr>
<td>appropriate assessment</td>
<td></td>
</tr>
<tr>
<td>READ 023* Reading College Textbooks or</td>
<td></td>
</tr>
<tr>
<td>appropriate assessment</td>
<td></td>
</tr>
<tr>
<td>#SOC 101 Or Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101H</td>
<td></td>
</tr>
<tr>
<td>#SPCH 101 Public Address or equivalent ......</td>
<td>3</td>
</tr>
<tr>
<td>#PSY 101 Or Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101H</td>
<td></td>
</tr>
</tbody>
</table>

**AMERICAN INSTITUTIONS** (One Course)........ 3
**FINE ARTS** (One Course)....................... 3
**HUMANITIES** (One Course)...................... 3
PE (2 Activity Courses).......................... 2

*(Reading proficiency required for graduation)*

#The Board of Registered Nursing (BRN) requires these courses be completed to be eligible to take the RN licensing examination. All of these courses must be completed with a grade of “C” or better.

### COURSES REQUIRED AFTER ENROLLMENT

**BY PERMIT ONLY**

<table>
<thead>
<tr>
<th>FIRST YEAR-FALL SEMESTER</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 150* Medical/Surgical Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>#ADN 154* Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HS 045 Math for Health Professionals (optional elective for 1 unit)</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST YEAR-SPRING SEMESTER</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 155* Nursing Process: Childbearing Family/Women’s Health</td>
<td>4</td>
</tr>
<tr>
<td>#ADN 156* Nursing Process Applied to the Care of Children</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR-FALL SEMESTER</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 250* Advanced Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>#ADN 251* Nursing Process Applied to Aging, Perception, Coordination &amp; Mobility</td>
<td>4.5</td>
</tr>
<tr>
<td>#ADN 252* Psychiatric/Mental Health Nursing</td>
<td>3.5</td>
</tr>
</tbody>
</table>

*(waiver with active psych tech license)*

5.5-9

<table>
<thead>
<tr>
<th>SECOND YEAR-SPRING SEMESTER</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>#ADN 253* Nursing Process Applied to Advanced Concepts</td>
<td>5</td>
</tr>
<tr>
<td>#ADN 254* Leadership and Management in Nursing</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Units** 80-83.5

#122 / Rio Hondo College
### Certificate of Achievement

**Vocational Nursing**

The Vocational Nursing Program is a two semester program following completion of prerequisite courses. It is designed to prepare students for employment as staff nurses, giving care to patients in a variety of settings, such as extended care facilities, home health care, surgical centers and medical offices. The program is approved by the California State Board of Vocational Nursing and Psychiatric Technicians. Students who complete the curriculum and achieve the certificate of completion, are qualified to take the examination leading to licensure as a Licensed Vocational Nurse.

A 2.5 or better grade point average in all college work attempted is required for completion of the program and qualification to take the examination leading to licensure as a Licensed Vocational Nurse.

#### Academic Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 030</td>
<td><em>Prealgebra or appropriate assessment</em></td>
<td>4</td>
</tr>
<tr>
<td>ENGL 035</td>
<td><em>Intermediate Composition for Developing Writers or appropriate assessment</em></td>
<td>3</td>
</tr>
<tr>
<td>READ 023</td>
<td><em>Reading College Textbooks or appropriate assessment</em></td>
<td>3</td>
</tr>
</tbody>
</table>

Students need 9 units in this section, or may be earned by proficiency testing.

#### Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 060</td>
<td><em>Health Science Core</em></td>
<td>5</td>
</tr>
<tr>
<td>PSY 101 Or</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VN 061</td>
<td><em>Basic Fundamentals of Nursing</em></td>
<td>3.5</td>
</tr>
<tr>
<td>VN 061L</td>
<td><em>Basic Fundamentals of Nursing Lab</em></td>
<td>5</td>
</tr>
</tbody>
</table>

**Total prerequisites units 16.5**

HS 045 Math for Health Professionals

(optional elective for 1 unit)

(VN 061 and 061L are offered in the spring semester only by permit.)

### FALL SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 071L</td>
<td><em>Introduction to Medical-Surgical Nursing Lab</em></td>
<td>3.5</td>
</tr>
<tr>
<td>VN 072L</td>
<td><em>Intermediate Medical-Surgical Nursing Lab</em></td>
<td>3.5</td>
</tr>
<tr>
<td>VN 073</td>
<td><em>Basic Pharmacology</em></td>
<td>2</td>
</tr>
<tr>
<td>VN 074</td>
<td><em>Older Adult and Integumentary/Orthopedic Nursing Problems</em></td>
<td>3</td>
</tr>
<tr>
<td>VN 075</td>
<td><em>Endocrine Nursing Problems</em></td>
<td>1</td>
</tr>
<tr>
<td>VN 076</td>
<td><em>Gastrointestinal and Renal Nursing Problems</em></td>
<td>3.5</td>
</tr>
<tr>
<td>VN 077</td>
<td><em>Cardiovascular &amp; Respiratory Nursing Problems</em></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total program units 19**

### SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 081L</td>
<td><em>Maternal and Pediatric Nursing Lab</em></td>
<td>2.5</td>
</tr>
<tr>
<td>VN 082L</td>
<td><em>Advanced Medical/Surgical Nursing Lab</em></td>
<td>3.5</td>
</tr>
<tr>
<td>VN 083</td>
<td><em>Applied Pharmacology</em></td>
<td>2</td>
</tr>
<tr>
<td>VN 084</td>
<td><em>Maternal &amp; Pediatric Nursing</em></td>
<td>4</td>
</tr>
<tr>
<td>VN 085</td>
<td><em>Leadership &amp; Supervision for Vocational Nursing</em></td>
<td>5</td>
</tr>
<tr>
<td>VN 086</td>
<td><em>Mental Health &amp; Neurological Nursing Problems</em></td>
<td>3</td>
</tr>
<tr>
<td>VN 087</td>
<td><em>Cancer Nursing Problems</em></td>
<td>1</td>
</tr>
</tbody>
</table>

**Total program units 16.5**

See Nursing Program Overview appendix pages - for Philosophy, Admissions Requirements and Admissions Procedures.
**ASSOCIATE OF ARTS DEGREE**

The Associate of Arts Degree in Philosophy is designed to provide a broad introduction to philosophy for those interested in building a foundation for an eventual Bachelor’s Degree in Philosophy from a four year college or university, or for those seeking a structured exploration of philosophy for other reasons.

To acquire the **Associate of Arts Degree in Philosophy**, it is necessary to complete the graduation requirements of the College along with the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 101 Or *PHIL 101H</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 112</td>
<td>Introduction to Logic</td>
</tr>
<tr>
<td>PHIL 120</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>PHIL 124</td>
<td>History of Philosophy: Ancient</td>
</tr>
<tr>
<td>PHIL 126</td>
<td>History of Philosophy: Modern</td>
</tr>
<tr>
<td>PHIL 110</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>PHIL 128/ POLS 128</td>
<td>Introduction to Political Philosophy</td>
</tr>
<tr>
<td>PHIL 135</td>
<td>Philosophy and Contemporary Issues</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Philosophy of Religion</td>
</tr>
</tbody>
</table>

Units Required 18

*Prerequisite
PHOTOGRAPHY
DIVISION OF ARTS & CULTURAL PROGRAMS

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree provides students preparing to transfer with a thorough technical knowledge of contemporary photographic equipment and applications. Students also become familiar with basic filmmaking and videography techniques including digital image capture and scanning as well as use of conventional materials. Students interested in photography as visual expression will also benefit.

Students planning to prepare for a four-year degree in Photography should consult the lower division requirements of the university to which they plan to transfer.

To acquire the Associate of Science Degree in Photography, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Or ART 105H*</td>
<td>Survey of Western Art: Prehistory through the Middle Ages.........................3</td>
</tr>
<tr>
<td>ART 106 Or ART 106H*</td>
<td>Survey of Western Art: Renaissance to Modern........3</td>
</tr>
<tr>
<td>ART 120</td>
<td>Two Dimensional Design........3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Three Dimensional Design........3</td>
</tr>
<tr>
<td>ART 130</td>
<td>Freehand Drawing I..................3</td>
</tr>
<tr>
<td>ART 178</td>
<td>Introduction to Digital Imaging (Adobe Photoshop)...............................3</td>
</tr>
<tr>
<td>PHTO 190</td>
<td>Beginning Photography ............3</td>
</tr>
<tr>
<td>PHTO 191 *Intermediate Photography ..........3</td>
<td></td>
</tr>
<tr>
<td>PHTO 290 *Medium and Large Format Photography..........................2</td>
<td></td>
</tr>
<tr>
<td>PHTO 292</td>
<td>*Digital Photography...............3</td>
</tr>
</tbody>
</table>

Units Required 29
*Prerequisite}

PHYSICAL EDUCATION
DIVISION OF PHYSICAL EDUCATION

CAREER CERTIFICATE

Athletic Trainer’s Aide

The Athletic Trainer’s Aide Certificate is designed to develop, practice and implement basic skills in the prevention, treatment and rehabilitation of athletic injuries. These courses will set a foundation that will aid in the pursuit of a career in the sports medicine and health care industries. This program will better prepare students for transfer into an accredited athletic training education program at the four year university level or increase the breadth of education for those seeking a career in other allied healthcare fields. The student must attain a grade of “C” or higher in each course for completion.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 290 *Internship for Athletic Training.................................4</td>
<td></td>
</tr>
<tr>
<td>PETH 193</td>
<td>Standard First Aid and CPR ........3</td>
</tr>
<tr>
<td>PETH 194</td>
<td>Introduction to Kinesiology........3</td>
</tr>
<tr>
<td>PETH 197</td>
<td>Prevention and Treatment of Athletic Injuries ......................3</td>
</tr>
<tr>
<td>PETH 297</td>
<td>*Advanced Athletic Training........3</td>
</tr>
</tbody>
</table>

Units Required 16
*Prerequisite
CAREER CERTIFICATE

(Basic Police Training)
(Open to all students)

Several programs at Rio Hondo College are certified by the Commission of Peace Officer Standards and Training (POST). There are certain minimum physical requirements for peace officers as well as requirements of good moral character. Students may obtain more specific information about these requirements from the Administration of Justice staff.

At the Administration of Justice Regional Training Center, a modern and complete law enforcement training facility is maintained. The center is equipped to train in the use of firearms, obstacle course for physical training, and weight training apparatus and driver training exercises. The facility is equipped to train in other areas related to the field of law enforcement, security and corrections. If you are interested in attending the Rio Hondo Police Academy there are information meetings being held on a monthly basis. Please call at (562) 463-7756.

Students who have previously earned a Basic POST Certificate or who are transferring to Rio Hondo College from another college as Administration of Justice majors must meet the college transfer requirements and complete at least six units of Administration of Justice courses at Rio Hondo College in addition to regular required courses to be eligible for graduation.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAC 040 *Basic Police Recruit Class</td>
<td>24</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>PAC 075 B, C and D</td>
<td>18</td>
</tr>
<tr>
<td>*Prerequisite</td>
<td></td>
</tr>
</tbody>
</table>
PSYCHOLOGY
DIVISION OF BEHAVIORAL & SOCIAL SCIENCES

ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER

Associate in Arts in Psychology
for Transfer

The Associate in Arts in Psychology for Transfer (AA-T) Degree is intended to meet the lower division requirements for Psychology majors (or similar majors) at a CSU campus that offers a Psychology baccalaureate degree.

This degree is designed for students interested in an introduction to the field of psychology and for students looking to further their understanding of the biological, psychological and environmental influences that guide human behavior. These courses will provide students with a solid foundation in psychology that will serve them for either transferring or in the workplace.

In addition to the courses listed below, the following additional requirements must be met for completion of the Associate in Arts in Psychology for Transfer Degree:

1. Completion of 60 CSU-transferable semester units.
2. Achievement of a minimum GPA of at least 2.0 in all CSU-transferable coursework (some majors may require a higher GPA, students should consult with a counselor for more information).
3. Completion of the 19 semester units in the major with a grade of “C”.
4. Certified completion of the California State University General Education-Breadth (CSUGE) pattern; OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101 Or</td>
<td></td>
</tr>
<tr>
<td>PSY 101H</td>
<td>*Introductory Psychology Honors ................. 3</td>
</tr>
<tr>
<td>PSY 200</td>
<td>*Research Methods in Psychology .................. 3</td>
</tr>
<tr>
<td>PSY 210 Or</td>
<td>*Biological Psychology</td>
</tr>
<tr>
<td>PSY 210H</td>
<td>*Biological Psychology Honors ................... 3</td>
</tr>
</tbody>
</table>

(choose one statistics course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 130 Or</td>
<td>*Statistics</td>
</tr>
<tr>
<td>MATH 130H</td>
<td>*Statistics Honors ......................... 4</td>
</tr>
<tr>
<td>or PSY 190</td>
<td>*Statistics for the Behavioral Science ........ 4</td>
</tr>
</tbody>
</table>

Choose one course from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 110</td>
<td>*Critical Thinking ......................... 3</td>
</tr>
<tr>
<td>PSY 112</td>
<td>Lifespan Development ...................... 3</td>
</tr>
<tr>
<td>SOC 101 Or</td>
<td>*Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 101H</td>
<td>*Introduction to Sociology Honors .......... 3</td>
</tr>
</tbody>
</table>

Choose one course from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophy .................. 3</td>
</tr>
<tr>
<td>PHIL 101H</td>
<td>*Introduction to Philosophy Honors .......... 3</td>
</tr>
<tr>
<td>PSY 114</td>
<td>Abnormal Psychology ......................... 3</td>
</tr>
<tr>
<td>PSY 170</td>
<td>Introduction to Learning and Memory .......... 3</td>
</tr>
<tr>
<td>PSY 180</td>
<td>Positive Psychology ......................... 3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Social Problems ................................ 3</td>
</tr>
</tbody>
</table>

* Prerequisite

Required Subtotal ........................................ 19
CSU GE or IGETC Pattern ................................. 38-39

Transferable Electives
(as needed to reach 60 transferable units)

Degree Total 60
SMALL BUSINESS/ENTREPRENEURIALISM
DIVISION OF BUSINESS

ASSOCIATE OF SCIENCE DEGREE

This curriculum is designed for the student wishing to own their own business. Areas of emphasis will include management, marketing, and operations management for a small business. The student will gain a general core of knowledge about different types of small businesses: service businesses, international businesses, e-commerce businesses and business to business ventures through hands-on projects.

To acquire the Associate of Science Degree in Business with the Small Business Management Option, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td></td>
</tr>
<tr>
<td>BUSL 110</td>
<td></td>
</tr>
<tr>
<td>CIT 101</td>
<td></td>
</tr>
<tr>
<td>CIT 155</td>
<td></td>
</tr>
<tr>
<td>MGMT 101</td>
<td></td>
</tr>
<tr>
<td>MGMT 108</td>
<td></td>
</tr>
<tr>
<td>MGMT 130</td>
<td></td>
</tr>
<tr>
<td>MRKT 170</td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Legal Environment of</td>
<td>3</td>
</tr>
<tr>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Small Business Management-Entrepreneurialship</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required 25

CERTIFICATE OF ACHIEVEMENT

Small Business Entrepreneurialism

This Certificate of Achievement is designed for the student wishing to own their own business. Areas of emphasis will include management, marketing, and operations management for a small business. The student will gain a general core of knowledge about different types of small businesses: service businesses, international businesses, e-commerce businesses and business to business ventures through hands-on projects.

To acquire the Certificate of Achievement in Business/Small Business Entrepreneurialism it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td></td>
</tr>
<tr>
<td>BUSL 110</td>
<td></td>
</tr>
<tr>
<td>CIT 101</td>
<td></td>
</tr>
<tr>
<td>CIT 155</td>
<td></td>
</tr>
<tr>
<td>MGMT 101</td>
<td></td>
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<tr>
<td>MGMT 108</td>
<td></td>
</tr>
<tr>
<td>MGMT 130</td>
<td></td>
</tr>
<tr>
<td>MRKT 170</td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Small Business Management-Entrepreneurialship</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Units Required 25
ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>SOC 101H</td>
<td>*Introduction to Sociology Honors</td>
<td>3</td>
</tr>
<tr>
<td>Any two courses from the following list:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 102</td>
<td>Major Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200</td>
<td>*Research Methods in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Or Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH 130H</td>
<td>*Statistics Honors</td>
<td>4</td>
</tr>
<tr>
<td>PSY 190</td>
<td>*Statistics for the Behavioral Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Any two courses from the following list:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 114</td>
<td>Marriage, Family and Intimate Relationships</td>
<td>3</td>
</tr>
<tr>
<td>SOC 116</td>
<td>Introduction to Race and Ethnic Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOC 120</td>
<td>Perspectives of Sex and Gender</td>
<td>3</td>
</tr>
<tr>
<td>Any one course from the following list:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 105</td>
<td>Introduction to Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110/ANTH 110</td>
<td>Human Sexuality from a Cross Perspective</td>
<td>3</td>
</tr>
</tbody>
</table>

*Prerequisite

Required Subtotal .................................. 18-20
CSU GE or IGETC Pattern ......................... 38-39
Transferable Electives
(as needed to reach 60 transferable units)

Degree Total 60

Associate in Arts in Sociology for Transfer

The Associate in Arts in Sociology for Transfer (AA-T) Degree is intended to meet the lower division requirements for Sociology majors (or similar majors) at a CSU campus that offers a Sociology baccalaureate degree.

This degree is designed to give foundational knowledge in the field of Sociology for students looking to transfer, or for those who desire a broad understanding of Sociology and the social world.

In addition to the courses listed below, the following additional requirements must be met for completion of the Associate in Arts in Sociology for Transfer Degree:

1. Completion of 60 CSU-transferable semester units.

2. Achievement of a minimum GPA of at least 2.0 in all CSU-transferable coursework (some majors may require a higher GPA, students should consult with a counselor for more information).

3. Completion of the 18-20 semester units in the major with a grade of “C”.

4. Certified completion of the California State University General Education-Breadth (CSUGE) pattern; OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Students are advised to check with the Counseling Department or Transfer Center for the courses accepted into the Sociology major at the CSU where they seek transfer.
# Theatre Arts

**Division of Arts & Cultural Programs**

## Associate of Science Degree

To acquire the **Associate of Science Degree in Theatre Arts**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 101 Theatre Arts Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THTR 105</td>
<td></td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td></td>
</tr>
<tr>
<td>THTR 105H* History &amp; Development of the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THTR 110 Principles of Acting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Units Required** 27

*Prerequisite*

---

# Welding Technology

**Division of Career & Technical Education**

## Associate of Science Degree

To acquire the **Associate of Science Degree in Welding Technology**, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCED 060 Elementary Metallurgy</td>
<td>2</td>
</tr>
<tr>
<td>WELD 040 Introduction to Welding Processes</td>
<td>2</td>
</tr>
<tr>
<td>WELD 045 Introduction to Electric Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD 050 Semi-Automatic Welding Processes</td>
<td>2</td>
</tr>
<tr>
<td>WELD 055 Electric Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 060 Production Welding</td>
<td></td>
</tr>
<tr>
<td>WELD 065 Inert Gas Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 070 Advanced Inert Gas Welding</td>
<td>4</td>
</tr>
</tbody>
</table>

**Select one course from the following:**

- TCED 090 Blueprint Reading for Manufacturing Drawing 2
- WELD 075 Certification Welding 2

**Units Required** 26

*Prerequisite*

---

## Certificate of Achievement

**Welding Technology**

To acquire the **Certificate of Achievement in Welding Technology**, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 040 Introduction to Welding Processes</td>
<td>2</td>
</tr>
<tr>
<td>WELD 045 Introduction to Electric Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD 050 Semi-Automatic Welding Processes</td>
<td>2</td>
</tr>
<tr>
<td>WELD 055 Electric Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 060 Electric Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 065 Inert Gas Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 070 Advanced Inert Gas Welding</td>
<td></td>
</tr>
</tbody>
</table>

**Select one course from the following:**

- TCED 090 Blueprint Reading for Manufacturing Drawing 2
- WELD 075 Certification Welding 2

**Units Required** 24

*Prerequisite*
WILDLAND FIRE TECHNOLOGY
DIVISION OF PUBLIC SAFETY

ASSOCIATE OF SCIENCE DEGREE

This Degree program will provide the student with training in hand crew formation, fire line construction, and the use of wild land equipment. The behavior of fires, protective clothing, and wildland fire tools will also be addressed. The Wildland Fire Technology Associate Degree program is for those students who desire to gain an understanding of Wildland fire investigation, fire prevention and support operations. This program also meets the requirements for the U.S. Forest Service to be hired as an entry-level Wild land firefighter. This degree program will also aid currently employed municipal firefighters with the learning domains and knowledge base to respond to and mitigate a Wildland conflagration.

To acquire the Associate of Science Degree in Wildland Fire Technology, it is necessary to complete the graduation requirements of the College along with the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFT 077 Wildland Fire Academy</td>
<td>13</td>
</tr>
<tr>
<td>WFT 101 Wildland Fire Behavior</td>
<td>3</td>
</tr>
<tr>
<td>WFT 102 Wildland Fire Operations Safety and Survival</td>
<td>3</td>
</tr>
<tr>
<td>WFT 103 Wildland Fire Operations (Ground, Air)</td>
<td>3</td>
</tr>
<tr>
<td>WFT 104 Wildland Fire Public Information Officer, Prevention, and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>WFT 105 Wildland Fire Logistics, Finance, and Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus a minimum of 6 units selected from the following:

*EMT 093 Emergency Medical Technician | 8
FTEC 044 Physical Fitness and Ability for the Fire Fighter | 3
FTEC 107 Hazardous Materials I | 3
*FTEC 108 Hazardous Materials II | 3
FTEC 121 Emergency Response | 3

Units Required 34

CERTIFICATE OF ACHIEVEMENT

Wildland Fire Technology

The Certificate of Achievement in Wildland Fire Technology offers the required courses and learning domains for students to apply for employment with wild land firefighting agencies such as the United States Forest Service; California Department of Forestry; United States Department of the Interior, Bureau of Land Management; National Park Service, as well as municipal fire departments.

To acquire the Certificate of Achievement in Wildland Fire Technology, it is necessary to complete the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFT 077 Wildland Fire Academy</td>
<td>13</td>
</tr>
<tr>
<td>WFT 101 Wildland Fire Behavior</td>
<td>3</td>
</tr>
<tr>
<td>WFT 102 Wildland Fire Fighter Safety and Survival</td>
<td>3</td>
</tr>
<tr>
<td>WFT 103 Wildland Fire Operations (Ground, Air)</td>
<td>3</td>
</tr>
<tr>
<td>WFT 104 Wildland Fire Public Information Officer, Prevention, and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>WFT 105 Wildland Fire Logistics, Finance, and Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus a minimum of 6 units selected from the following:

*EMT 093 Emergency Medical Technician | 8
FTEC 044 Physical Fitness and Ability for the Fire Fighter | 3
FTEC 107 Hazardous Materials I | 3
*FTEC 108 Hazardous Materials II | 3
FTEC 121 Emergency Response | 3

Units Required 34
Course Numbering System

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-039</td>
<td>Nondegree Credit Courses</td>
</tr>
<tr>
<td>040-099</td>
<td>Degree Applicable Non-Transfer Courses</td>
</tr>
<tr>
<td>100-290*</td>
<td>Degree Applicable and Transfer level courses</td>
</tr>
<tr>
<td>299</td>
<td>Directed Studies</td>
</tr>
</tbody>
</table>

* Courses numbered 100 and above are usually university parallel courses and are offered for transfer to colleges and universities. See course descriptions for any restrictions on transfer. **FAC and PAC 4300 Series are non-transferable.

Code for Transferability of Courses

Where applicable, transferability of listed courses is designated by boldface symbols:

**UC** – Transfers to all University of California campuses and to most other four-year colleges.

**UC (Credit Limit - See Counselor)**

– Transfers to all University of California campuses and to most other four-year colleges, but there are limitations to the number of units that can be accepted for credit. The student should consult a counselor for details.

**CSU** – Transfers to all campuses of the California State University system and to many other four-year colleges.
## Courses of Instruction

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (ACCT)</td>
<td>134</td>
</tr>
<tr>
<td>Administration of Justice (AJ)</td>
<td>135</td>
</tr>
<tr>
<td>Alternative Energy Technology (AET)</td>
<td>137</td>
</tr>
<tr>
<td>Animation (ANIM)</td>
<td>138</td>
</tr>
<tr>
<td>Anthropology (ANTH)</td>
<td>139</td>
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<tr>
<td>Architecture &amp; Architectural Drawing Technology (ARCH)</td>
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<tr>
<td>Art (ART)</td>
<td>142</td>
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<tr>
<td>Associate Degree Nursing (ADN)</td>
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</tr>
<tr>
<td>Astronomy (ASTR)</td>
<td>147</td>
</tr>
<tr>
<td>Automotive Collision Repair &amp; Painting (AUTB)</td>
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<tr>
<td>Automotive Technology (AUTO)</td>
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<tr>
<td>Biology (BIOL)</td>
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<tr>
<td>Business Law (BUSL)</td>
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<td>Carpentry (CARP)</td>
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<tr>
<td>Chemistry (CHEM)</td>
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<td>Chicano Studies (CHST)</td>
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<td>Child Development (CD)</td>
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<tr>
<td>Chinese (CHIN)</td>
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<td>Civil Design Technology (CIV)</td>
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<tr>
<td>Computer Information Technology (CIT)</td>
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<tr>
<td>Cooperative Work Experience-General (CWEG)</td>
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<tr>
<td>Corrections (CORR)</td>
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<tr>
<td>Counseling (COUN)</td>
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<tr>
<td>Dance (DANC)</td>
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<td>Directed Studies (DS)</td>
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<td>Drafting (DRAF)</td>
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<td>Economics (ECON)</td>
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<td>Education (ED)</td>
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<td>Educational Development (EDEV)</td>
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<td>Electronics (ELEC)</td>
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<td>Electronics/Electrical Utility Technology (EUT)</td>
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<td>Emergency Medical Tech. (EMT)</td>
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<td>Engineering (ENGR)</td>
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<td>Engineering Technology (ENGT)</td>
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<tr>
<td>English (ENGL)</td>
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<td>English As A New Language (ENLA)</td>
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<tr>
<td>English As A Second Language (ESL)</td>
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<td>Environmental Technology (ETL)</td>
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<td>Fabrication (FABR)</td>
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<tr>
<td>Finance (FIN)</td>
<td>191</td>
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<tr>
<td>Fire Academy Courses (FAC)</td>
<td>191</td>
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<tr>
<td>Fire Technology (FTEC)</td>
<td>193</td>
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<tr>
<td>French (FR)</td>
<td>195</td>
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<tr>
<td>Geographic Information Systems (GIS)</td>
<td>196</td>
</tr>
<tr>
<td>Geography (GEOG)</td>
<td>197</td>
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<tr>
<td>Geology (GEOL)</td>
<td>198</td>
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<tr>
<td>Health Science (HS)</td>
<td>198</td>
</tr>
<tr>
<td>Heat &amp; Frost (HEFR)</td>
<td>199</td>
</tr>
<tr>
<td>Heavy Equipment Management (HEM)</td>
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</tr>
<tr>
<td>Heavy Equipment Technology (HET)</td>
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<tr>
<td>History (HIST)</td>
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</tr>
<tr>
<td>Human Services (HUSR)</td>
<td>203</td>
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<td>Humanities (HUM)</td>
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<tr>
<td>Italian (ITAL)</td>
<td>204</td>
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<tr>
<td>Japanese (JAPN)</td>
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<td>Journalism (JOUR)</td>
<td>205</td>
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<tr>
<td>Landscape (LAND)</td>
<td>206</td>
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<td>Latin (LATN)</td>
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<td>Library (LIB)</td>
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<td>Literature (LIT)</td>
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<td>Logistics (LOG)</td>
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<tr>
<td>Management (MGMT)</td>
<td>211</td>
</tr>
<tr>
<td>Marketing (MRKT)</td>
<td>213</td>
</tr>
<tr>
<td>Mass Communications (MSCM)</td>
<td>214</td>
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<tr>
<td>Mathematics (MATH)</td>
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</tr>
<tr>
<td>Mathematics Flowchart</td>
<td>215</td>
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<tr>
<td>Music (MUS)</td>
<td>219</td>
</tr>
<tr>
<td>Non-credit Courses</td>
<td>264-269</td>
</tr>
<tr>
<td>Nursing</td>
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<tr>
<td>Operating Engineers (OENG)</td>
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<tr>
<td>Philosophy (PHIL)</td>
<td>229</td>
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<tr>
<td>Photography (PHTO)</td>
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<tr>
<td>Physical Education (PE)</td>
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<tr>
<td>Physical Education/Theory (PETH)</td>
<td>236</td>
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<td>Physical Science (PHYS)</td>
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<tr>
<td>Physics (PHY)</td>
<td>238</td>
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<tr>
<td>Police Academy (AJ) &amp; (PAC)</td>
<td>135, 239</td>
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<tr>
<td>Political Science (POLS)</td>
<td>246</td>
</tr>
<tr>
<td>Psychology (PSY)</td>
<td>247</td>
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<tr>
<td>Radio (RDIO)</td>
<td>249</td>
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<tr>
<td>Reading (READ)</td>
<td>250</td>
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<td>Registered Dental Assisting (RDA)</td>
<td>251</td>
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<tr>
<td>Sociology (SOC)</td>
<td>251</td>
</tr>
<tr>
<td>Spanish (SPAN)</td>
<td>253</td>
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<tr>
<td>Speech (SPCH)</td>
<td>254</td>
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<tr>
<td>Technical Education (TCED)</td>
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<tr>
<td>Television (TV)</td>
<td>256</td>
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<tr>
<td>Theatre (THTR)</td>
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<tr>
<td>Vocabulary (VOCB)</td>
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</tr>
<tr>
<td>Vocational Nursing (VN)</td>
<td>225</td>
</tr>
<tr>
<td>Welding (WELD)</td>
<td>260</td>
</tr>
<tr>
<td>Wildland Fire Technology (WFT)</td>
<td>261</td>
</tr>
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</table>

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# Accounting

<table>
<thead>
<tr>
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| ACCT 090   | Introduction to Accounting | 1 Unit | This course provides an introduction to accounting concepts, and procedures for a sole proprietorship form of business. Topics include the analysis and recording of business transactions for service and merchandising firms, and the preparation of simple financial statements. Accounting for cash, sales, purchases, payroll, and the end-of-the-year process is presented. This course is designed for the occupationally-oriented student or those preparing for Professional Accounting.
| ACCT 096   | Volunteer Income Tax Assistance Program I | 3 Units | This is the first course in a sequence of two courses designed for students who want to be a part of the Volunteer Income Tax Assistance (VITA) program at Rio Hondo. This course will cover Federal and California tax theories and laws appropriate for the current tax year, and students will apply their knowledge by taking the IRS exams for VITA volunteers. Upon successful completion of the IRS VITA Basic and Intermediate exams, the students will be able to assist low income individuals and families with tax return preparation through the VITA program for the current year.
| ACCT 097   | Volunteer Income Tax Assistance Program II | 18 Lecture hours | This is the second course in a sequence of two courses designed for students who want to volunteer in the Volunteer Income Tax Assistance (VITA) program at Rio Hondo. This course will allow students who have successfully passed ACCT 096 to apply their tax knowledge by assisting low income individuals and families with tax return preparation through the VITA program for the current year.
| ACCT 101   | Financial Accounting | 4 Units | This course is an introduction to the theory, principles and practice of accounting and financial reporting of corporations. Topics include analysis and recording of financial transactions, preparation, analysis, and interpretation of financial statements and accounting for assets, liabilities and equities. Computer applications are integrated in the homework. This course is required of all accounting and business administration majors.
| ACCT 102   | Managerial Accounting | 4 Units | Prerequisite: ACCT 101 with a grade of "C" or better. This course introduces students to the fundamentals of managerial accounting for decision making. Topics include processing cost, cost allocation, cost-volume-profit analysis, absorption and variable costing, differential analysis for decision making, cost behavior, capital investment analysis, budgeting, standard costing, responsibility accounting centers, capital investment analysis, activity-costing, just-in-time environment and financial statement analysis. Computer applications are integrated into the homework. This course is required of all accounting and business administration majors.
| ACCT 103   | Payroll Accounting | 1 Unit | Prerequisite: ACCT 096 or ACCT 101 | This course combines basic accounting skills with specialized training in payroll accounting to prepare students for entry-level positions within the payroll segment of accounting. This course is designed for accounting majors and those interested in pursuing entry-level positions within the payroll segment of accounting. This course is a comprehensive overview of federal and state payroll laws and their effect on payroll records and required government reports.
| ACCT 104   | Introduction to Governmental and Not-For-Profit Accounting | 3 Units | Prerequisite: ACCT 101 Transfers to: CSU | This course provides basic knowledge on accounting concepts and terms applied to state and local governmental entities and not-for-profit entities. Topics include analysis of budgets, tax levies, revenues, appropriations, expenditures, encumbrances, various funds, and financial statements for governmental entities. Additional topics include analysis of various net asset classifications and financial statements for not-for-profit entities. This course is intended to assist students furthering their educational requirements for the CPA exam and to be qualified for governmental and not-for-profit entry level jobs.
| ACCT 105   | Income Tax Accounting | 4 Units | Prerequisite: ACCT 090 or ACCT 101 | This course provides basic knowledge on accounting concepts and terms applied to state and local governmental entities and not-for-profit entities. Topics include analysis of budgets, tax levies, revenues, appropriations, expenditures, encumbrances, various funds, and financial statements for governmental entities. Additional topics include analysis of various net asset classifications and financial statements for not-for-profit entities. This course is intended to assist students furthering their educational requirements for the CPA exam and to be qualified for governmental and not-for-profit entry level jobs.
| ACCT 106   | Computerized Accounting | 3 Units | Prerequisite: ACCT 090 or ACCT 101 | This course is designed to provide students with a sound basic knowledge of how computerized integrated accounting systems function. Students will be processing accounting data using receivables, payables, inventory, payroll and project modules. This course is designed for accounting majors, those interested in starting a small business, and those interested in pursuing entry-level positions in the field of accounting.
| ACCT 201   | Intermediate Accounting I | 3 Units | Prerequisite: ACCT 101 Transfers to: CSU | This course provides basic knowledge of the FASB Conceptual Framework of Accounting from both conceptual and application perspectives. Topics include accounting theory, preparation of income statements, balance sheets and statements of cash flows; earnings management;
revenues recognition; inventory valuation; investments in non-current operating assets. This course is intended to assist students furthering their educational requirements for the CPA exam and to be qualified for higher level accounting jobs.

3 Units
54 Lecture hours

ACCT 202 Intermediate Accounting II
Prerequisite: ACCT 201

This course provides basic knowledge of financial statement analysis. Topics include accounting theory; equity and debt financing; present value and amount concepts; employee compensation; pensions; leases; earnings per share; financial statement ratio analysis; accounting changes and error analysis. This course is intended to assist students furthering their educational requirements for the CPA exam and to be qualified for higher level accounting jobs.

3 Units
54 Lecture hours

ACCT 203 Introduction to Cost Accounting
Prerequisite: ACCT 101 with a grade of "C" or better
Advisory: READ 023 or appropriate assessment; MATH 030 or MATH 030D or MATH 033 or appropriate assessment

This course provides an overview of cost accounting systems and procedures. Principles and procedures of cost systems are presented first in an overview, then discussed and illustrated in depth. The course provides thorough coverage of job order costing, process costing, and standard costs. Analysis of cost data is integrated with discussions of cost accounting systems and procedures. Students will also evaluate both qualitative and quantitative data to assist in management with strategic decision-making, planning, and controlling. This course is designed for accounting majors and those interested in furthering their knowledge of managerial accounting.

3 Units
54 Lecture hours

ACCT 299 Directed Study: Accounting

Independent Study/Directed Study (DOJ) clearance
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101

This course is designed for students interested in learning the proper use and storage of firearms. This course consists of instruction and demonstration in the safe handling, firing and care of firearms, related matters of legal liabilities, moral responsibilities and safety. The basics of marksmanship and range safety are taught and the student is supervised in comprehensive scheduled range firing exercises. Introductory demonstrations in the operation of the police shotgun and semiautomatic weapons are also presented.

1 Unit
9 Lecture hours
27 Lab hours

AJ 060 Basic Firearms

Prerequisite: Department of Justice (DOJ) clearance
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101

This course is designed to acquaint Administration of Justice or other interested students with the legal provisions and safety precautions associated with the use of firearms. A pistol match competition will be arranged by the instructor. The course laboratory work provides supervised instruction in the firing of handguns and shotguns.

2 Units
18 Lecture hours
54 Lab hours

AJ 070 Advanced Firearms

Prerequisite: AJ 060 and Department of Justice (DOJ) clearance
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101

This course is designed to acquaint Administration of Justice or other interested students with the legal provisions and safety precautions associated with the use of firearms. A pistol match competition will be arranged by the instructor. The course laboratory work provides supervised instruction in the firing of handguns and shotguns.

2 Units
18 Lecture hours
54 Lab hours

AJ 101 Introduction to Administration of Justice

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This course provides an introduction to various elements of crime and the criminal justice system, including the history and philosophy of the Administration of Justice in America. Topics addressed include the development of the criminal justice system, identification of the various subsystems, role expectations, and their interrelationships. Also considered are the theories of crime, punishment, adjudication, and rehabilitation and training for professionalism in the
entire system. This course is designed for those intending to pursue a career in the criminal justice system.

3 Units  
54 Lecture hours

AJ 102  
Criminal Procedures  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course is designed to provide Administration of Justice or other interested students with an in-depth study of the legal responsibilities of law enforcement. An emphasis will be placed on the judicial segment of the administration of justice system. Topics include laws of arrest, custody, search, present, and future application of evidence, and procedures for each subsystem within the administration of justice system from initial entry to final disposition. The relationship each segment maintains with system members will also be covered.

3 Units  
54 Lecture hours

AJ 104  
Legal Aspects of Evidence  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; AJ 101  
Transfers to: CSU  
This course is designed to provide Administration of Justice or other interested students with an in-depth study of evidence rules. An emphasis will be placed on the application of rules in preparing and presenting evidence. The course will discuss the history and approach to the study of evidence. Topics include proof by evidence and substitutes, general admissibility tests, evidence by way of each witness, rules of each method to particular case situations. Issues of scientific versus legal burden of proof, legal terminologies, and conceptual interpretations of law as reflected in court decisions. An emphasis will be placed on caselaw methodology and case research as the decisions impact upon the procedures of the justice system.

3 Units  
54 Lecture hours

AJ 105  
Community Relations/Multicultural Issues Within Public Service  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101  
Transfers to: UC, CSU  
This course is designed to provide Administration of Justice or other interested students with an in-depth understanding of the relationship between community welfare and law enforcement. An emphasis will be placed on the role of modern police in a metropolitan community.

3 Units  
54 Lecture hours

AJ 106  
Criminal Law I  
Prerequisite: AJ 101 with a grade of “C” or better, or completion of PAC 040 or equivalent  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: UC (credit limit*), CSU  
(*Students will receive credit from UC for only one of the following courses: AJ 106 or AJ 107)  
This course is designed to provide Administration of Justice or other interested students with an in-depth study of the legal processes from pre-arrest through trial. Topics include sentencing procedures, a review of the history of case and common law, and conceptual interpretations of law as reflected in court decisions. An emphasis will be placed on caselaw methodology and case research as the decisions impact upon the procedures of the justice system.

3 Units  
54 Lecture hours

AJ 107  
Criminal Law II  
Prerequisite: AJ 101 with a grade of “C” or better, or completion of PAC 040 or equivalent  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: UC (credit limit*), CSU  
(*Students will receive credit from UC for only one of the following courses: AJ 106 or AJ 107)  
This course is designed to provide Administration of Justice or other interested students with a comprehensive discourse on criminal statutes and their definition. Topics include classification as applied to the system of administration of justice, crimes against persons, property, general statutes, and health and safety statutes as well as other state and federal laws.

3 Units  
54 Lecture hours

AJ 200  
Introduction to Forensic Chemistry  
Prerequisite: Grade of “C” or better in each of the following courses: BIOL 101; CHEM 231; PHYS 160; MATH 130  
Advisory: ENGL 101  
Transfers to: CSU  
This course is designed to provide the student who has an interest in forensic science with an overview of the role of forensic science and the crime laboratory analyst in the legal system. The focus is on non-biological evidence, such as controlled substances and toxicology, trace evidence, and firearm evidence. Students will develop the skills necessary to evaluate the applicability of each method as it applies to particular case situations. Issues of scientific versus legal burdens of proof, legal terminology, and trial procedure will also be discussed.

3 Units  
54 Lecture hours

AJ 201  
Introduction to Forensic Biology  
Prerequisite: AJ 200  
Advisory: ENGL 101  
Transfers to: CSU  
This course is designed to provide students with an introduction and broad overview of the forensic sciences. The emphasis will be on the application of biological sciences to legal investigations. It will provide an understanding of various physiological and anatomical fluid and DNA testing methodologies and their applicability to forensic science. Students will learn the skills necessary to evaluate the relevance of each method to particular case situations. Issues of scientific versus legal burden of proof, legal terminology, and trial will also be discussed.

3 Units  
54 Lecture hours

AJ 207  
Juvenile Law and Procedure  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; AJ 101  
Transfers to: CSU  
This course is designed to provide Administration of Justice or other interested students with techniques for handling juvenile offenders and victims. An emphasis will be placed on the prevention and repression of delinquency, diagnosis and referral of juvenile offenders, and organization and community resources. Juvenile law and juvenile court procedures will be contrasted with adult law procedures.

3 Units  
54 Lecture hours

AJ 208  
Principles of Investigation  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; AJ 101  
Transfers to: CSU  
This course is designed to provide Administration of Justice or other interested students with an in-depth study of the basic principles for all types of investigation utilized in the justice system. Topics include human aspects in dealing with the public, interviews, evidence, surveillance, follow-up, technical resources, and case preparation. An emphasis will be placed on specific knowledge necessary for handling crime cases.

3 Units  
54 Lecture hours

AJ 215  
Vice and Narcotics Control  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101  
Transfers to: CSU  
This course is designed to provide Administration of Justice or other interested students with an in-depth understanding of code and case law of vice and narcotics. The course will focus on detection, suppression, apprehension, and prosecution of violators.
Special emphasis will be placed on laws dealing with gambling, prostitution, sex crimes, narcotic identification, and search and seizure.

3 Units
54 Lecture hours

AJ 228
Police Field Operations
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101
Transfers to: CSU
This course is designed to provide Administration of Justice or other interested students with an in-depth understanding of the history and development of Police Field Operations. Particular emphasis is placed on the planning of field activities. Topics include the functions of patrol, traffic, vehicular traffic-related problems, and civil and domestic disturbances are also presented in the course.
3 Units
54 Lecture hours

AJ 250
Contemporary Issues in the Criminal Justice System
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101; AJ 102
Transfers to: CSU
This course is designed to provide Administration of Justice or other interested students with an in-depth understanding of personal and organizational values, beliefs, attitudes and ethics as they affect contemporary issues in the Criminal Justice System. Particular emphasis is placed on the historical foundations which serve as a basis of contemporary decision making. Specific issues to be used in the discussions will vary from semester to semester.
3 Units
54 Lecture hours

AJ 275
Introduction to Forensic Science
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed to prepare Administration of Justice, Forensic Science, and California Peace Officer students for the Forensic Science Identification Program. The course examines the field of forensic science as it pertains to science and law. Topics covered include criminalistics, criminology, psychiatry, dentistry, handwriting and fingerprinting comparison, toxicology, serology and other specialties.
3 Units
54 Lecture hours

AJ 289
Cooperative Work Experience/Internship for Administration of Justice
Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in the Administration of Justice field under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in the area of Law Enforcement and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students that are contemplating a career in the field of Law Enforcement or Administration of Justice and have completed or enrolled in the appropriate coursework. "Contact the CWE office regarding re-enrollment procedures".

Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours

Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

AJ 299
Directed Study: Administration of Justice
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.
1 to 4 Units
54 to 216 Lab hours

ALTERNATIVE ENERGY TECHNOLOGY
Division of Career & Technical Education

AET 070
Introduction to Alternative Energy Technology (Same as ET 070)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This course is an introductory course that will examine the theory behind present day energy systems which will include an in-depth analysis of the design and installation of alternate energy systems. Topics will include solar photovoltaic power systems, solar water heating systems, wind mechanical systems, small hydro-electrical systems, and conservation methods used to save energy. Also presented are topics on geothermal energy, fuel cells, biomass systems, and applications of alternate energy in transportation, industrial, commercial, and residential systems. Students will collect solar data using an irradiance meter and determine power consumption of a typical residence to develop an alternative energy solution. This course is intended for students that are contemplating a career in the alternative energy industry.
3 Units
45 Lecture hours
27 Lab hours

AET 072
Photovoltaic Systems Design and Installation (Same as ET 072)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is an introductory course that will examine and implement the design and installation of solar photovoltaic power systems which will include the installation of a working solar photovoltaic power system. Students will learn how to perform solar site evaluations, electrical load calculations, solar system size calculations, and installation techniques for grid-tie and off-the-grid photovoltaic systems. This course is approved by the North American Board of Certified Energy Practitioners (NABCEP) and the students can take the optional Photovoltaic Systems Entry Level Certification exam as part of the course. This course is intended for students that are contemplating a career in the solar photovoltaic energy industry.
3 Units
45 Lecture hours
27 Lab hours

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AET 074
Advanced Photovoltaic Systems Design and Installation (Same as ET 074)
Prerequisite: AET/ET 072
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is the second course in the photovoltaic series that will further examine and implement the design and installation of solar photovoltaic power systems. Students will learn how to use photovoltaic and solar thermal systems. This course is intended for students that are interested in a career in the solar photovoltaic energy industry.
3 Units
45 Lecture hours
27 Lab hours

AET 076
Wind Energy Systems Design and Installation (Same as ET 076)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is an introductory course that will examine and implement the design and installation of wind power systems which will include the installation of a working wind power generation system. Students will learn how to perform wind site evaluations, electrical load calculations, wind system size calculations, hydraulic fundamentals, basic aerodynamics, and installation techniques for wind power generation systems. Students will learn how to design and install wind power generation systems and obtain skills for employment. This course is intended for students that are contemplating a career in the wind turbine power generation industry.
3 Units
45 Lecture hours
27 Lab hours

AET 078
Advanced Wind Energy Systems Design and Installation (Same as ET 078)
Prerequisite: AET/ET 076
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is the second course in the wind series that will further examine and implement the design and installation of wind power systems. Students will learn how to use the National Electrical Code (NEC) specific concerning wind power installations. The topics include code compliant wiring of modules, inverters, charge controllers, grounding techniques and related topics. Additional topics include wind site evaluations, electrical load calculations, wind system size calculations, hydraulic fundamentals, basic aerodynamics, and installation techniques for large wind power generation systems. This course is intended for students that are contemplating a career in the wind turbine power generation industry.
3 Units
45 Lecture hours
27 Lab hours

AET 181
Home Energy Management and Auditing (Same as ET 181)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment
Transfers to: CSU
This course is designed to provide individuals who are working in or seeking employment in the green energy field, with an overview of home energy management and auditing. Specifically, this course will assist students in their preparation of a comprehensive home energy audit and energy management program. Emphasis is placed on the following topics: Appliances, Insulation, Designing/Remodeling, Electricity, Landscaping, Lighting, Space Heating and Cooling, Water Heating, Doors/Windows/Skylights, and Home Energy Audits.
3 Units
54 Lecture hours

AET 182
Industrial Energy Management and Auditing (Same as ET 182)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment
Transfers to: CSU
This course is designed to provide individuals who are working in or seeking employment in the green energy field, with an overview of the industrial energy management and auditing. Specifically, this course will assist students in their preparation of a comprehensive energy audit and energy management program. Emphasis is placed on the following topics: Types of Energy Audits, Energy Management and Cost, Benchmarking, Energy Performance, Energy Use Requirements, Maximizing System Efficiencies, Optimizing Energy Input Requirements, Fuel and Energy Substitution and Energy Audit Instruments.
3 Units
54 Lecture hours

ANIM 101
Digital Modeling and Texturing
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course introduces students to digital 3-D modeling and texturing. Students will learn the basic techniques used to create digital 3D models of organic and manmade objects, used in film, TV, game development and design visualization. This course is appropriate and beneficial for all students in courses related to Graphic Arts (Multimedia, Illustration, Internet Web Design, Game Design and Film Production) and Industrial Design (Architectural, Automotive, Furniture, Clothing and Product Design). Students will be introduced to the concepts of digital sculpting, box modeling low and high resolution models, UV projecting, image based and procedurally texturing 3-D objects.
4 Units
54 Lecture hours
54 Lab hours

ANIM 105
Principles of Animation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; ART 130; ART 250
Transfers to: CSU
This course introduces students to the basic principles that are the foundation for the art form of animation. The topics covered in this course are the starting point for any student interested in becoming a digital animator. Through the use of a computer, solid drawing and 3D software such as Maya, students will learn fundamentals like squash and stretch, timing, weight, drag and follow through. This course provides students with the opportunity to build and refine the basic skill set necessary to be a digital animator.
3 Units
56 Lecture hours
72 Lab hours
ANIM 110
Digital Character Animation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; ANIM 108
Transfers to: CSU
This course will provide students with an opportunity to further develop their skills in the art of creating three-dimensional digital character animation. Students will learn how to create short animation sequences and loops using digital characters. This course is appropriate and beneficial for all students in courses related to Graphic Arts (Multimedia, Illustration, Internet Web Design, Game Design and Broadcast Media Production) and Industrial Design (Architectural, Automotive, Furniture, Clothing and Product Design). Students will be introduced to the concepts of storyboarding, Body Mechanics, acting for animators, Pose to pose and straight ahead animation, control rigging, and animating mechanical subject matter.
4 Units
54 Lecture hours
54 Lab hours

ANIM 120
3D Materials, Lighting and Rendering
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; ANIM 108
Transfers to: CSU
This is an introductory course for all students interested in learning about texture mapping, lighting and rendering for computer animation. The focus of the course is on creating procedural and image based textures, generating lighting scenarios for human and man-made objects and rendering methods. Students will learn techniques used in the production of surfs for models of people, animals and scenes as used for games, animation and design visualization. This course is beneficial for all students in courses related to Graphic Arts (Multimedia, Illustration, Internet Web Design, Game Design and Film Production) and Industrial Design (Architectural, Automotive, Furniture, Clothing and Product Design).
4 Units
54 Lecture hours
54 Lab hours

ANIM 130
World Building for Game Development
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; ANIM 108
Transfers to: CSU
This is an introductory course in the techniques used in building worlds for game development. There will be an emphasis placed on the essentials of traditional background layout, such as thumbnail sketching, perspective, basic design and mood. Students will have the opportunity to study in depth the procedures used in lighting and texturing game environments. Topics will include the use of color, lighting, and the design of environmental elements used to enhance basic game play and level design. This course is beneficial for all students in courses related to Graphic Arts (Multimedia, Illustration, Internet Web Design, Game Design and Film Production) and Industrial Design (Architectural, Automotive, Furniture, Clothing and Product Design).
4 Units
54 Lecture hours
54 Lab hours

ANIM 140
Animation Portfolio
Prerequisite: ANIM 101; ANIM 110; ANIM 120
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: CSU
Students will select a specific area of design that they research and center a portfolio project around. The emphasis in this class is placed on helping the student improve the artistic merit of their work. The topics covered will help prepare digital artists to talk about and present their artwork in a professional manner. Students will create a digital portfolio for the web and print using programs such as Adobe Photoshop, Premiere, ZBrush, Autodesk Maya and the Unity game engine. This course is an excellent opportunity for students who are interested in developing and presenting a collection of work that will help them take the next step in their professional or academic career as a traditional/digital artist.
3 Units
36 Lecture hours
72 Lab hours

ANIM 260
Figure Drawing for Animators
Prerequisite: ART 230
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
A figure drawing course for animators that focuses on gesture and how to capture the essential movement, dynamic expression, and the individual attitude of the model. This course is designed to introduce and develop an understanding of life drawing that will serve as a foundation for further studies in animation and entertainment arts. Students will refine basic skills in human anatomy while learning to draw the figure in sequential movement, understand weight and balance, facial and body expression, and figure invention.
3 Units
36 Lecture hours
72 Lab hours

ANTH 101
Introduction to Physical Anthropology
Prerequisite: ENGL 101 with a grade of “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: ANTH 101 or ANTH 101H)
In this course, people are investigated from the perspective of evolutionary theory. Students will learn about the process of natural selection and related issues including patterns of inheritance. Also included will be an examination of the closest living relatives to humans, primates, with an emphasis on behavior and ape societies. An extensive survey of human ancestors will trace the origins of various life forms and recount how ape-like creatures evolved into modern humans. Students will also discover how natural selection can be used as a tool to understand patterns of human variation. This course is designed for anthropology majors, those with an interest in anthropology, or anyone with a desire to further their understanding of humans from an evolutionary perspective.
3 Units
54 Lecture hours

ANTH 101H
Introduction to Physical Anthropology
Prerequisite: ENGL 101 with a grade of “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: ANTH 101 or ANTH 101H)
In this course, people are investigated from the perspective of evolutionary theory. Students will learn about the process of natural selection and related issues including patterns of inheritance. Also included will be an examination of the closest living relatives to humans, primates, with an emphasis on behavior and ape societies. An extensive survey of human ancestors will trace the origins of various life forms and recount how ape-like creatures evolved into modern humans. Students will also discover how natural selection can be used as a tool to understand patterns of human variation. This course is designed for anthropology majors, those with an interest in anthropology, or anyone with a desire to further their understanding of humans from an evolutionary perspective.
3 Units
54 Lecture hours
ANTH 101L
Physical Anthropology Lab
Prerequisite/Corequisite: ANTH 101 or ANTH 101H
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This laboratory course, designed to complement the lecture course, is for students interested in examining their knowledge of physical anthropology. Students will be introduced to the methods, techniques, and procedures used in physical anthropology research, gaining practical experience by participating in laboratory activities and experiments employing the scientific method. Laboratory exercises will include an assessment of the forces that affect evolutionary change, the observation of primate behavior, the assessment of human variation, and the identification and classification of the skeletal features of humans, non-human primates, and human ancestors. Also included will be an exploration of Mendelian, molecular, and population genetics.
1 Unit
54 Lab hours

ANTH 102
Introduction to Cultural Anthropology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
The emphasis of this general education course is the investigation of human culture. By learning about the diversity of cultural practices around the world, students will be able to evaluate their identities within their own societies. In addition to discovering the theories and methods important to cultural anthropology, the course will include an extensive examination of cross-cultural diversity. Students will learn about how people in different cultures obtain their food, exchange goods, organize themselves in groups, engage in politics, raise children, and worship supernatural beings. Also addressed will be the issue of how cultural anthropology can contribute to addressing problems important in the modern world. This course is designed for anthropology majors, those with an interest in anthropology, or anyone with a desire to further their understanding of human culture.
3 Units
54 Lecture hours

ANTH 103
Introduction to Archaeology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
Archaeology is the study of past societies through the analysis of material remains. This general education course will survey the development of major cultural centers around the world including those found in Mesoamerica, South America, Egypt, China, Africa, and the Middle East. Examples drawn from many ancient sites will trace the origins of material culture, the rise of major political and economic institutions. Students will learn how archaeologists discover information about the past, the history of the discipline, and the important issues confronting the field today. This course is designed for students who are interested in the field of archaeology or for students who plan to major in anthropology.
3 Units
54 Lecture hours

ANTH 110
Human Sexuality from a Cross-Cultural Perspective (Same as SOC 110)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed to provide the student who has an interest in human sexuality with an introduction to this subject as a form of culturally-influenced social interaction. Topics addressed include historical views of sexuality, gender identity, and the impact of cultural change on sexual interest and activity. A social scientific analysis of various aspects of human sexual behavior will be used to examine sexuality as a form of social interaction in a cultural context. Various social theories and relevant empirical research are critically analyzed from both a Western and non-Western perspective.
3 Units
54 Lecture hours

ARCH 105
Introduction to Medical Anthropology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
Medical anthropology explores the perceptions of disease, health, and healing in different cultures around the world. Socio-cultural, biological, and ecological perspectives will be used to understand the origins of illness and disease and medical practices across cultures. Topics include diagnosis and therapies, the role of healers like witchdoctors and shamans, stress and mental health, unequal access to medical care, and medical anthropology applied to global health problems. This course is intended for nursing and health care professionals seeking continuing education credit and students interested in the cultural aspects of healing and treating disease.
3 Units
54 Lecture hours

ARCH 095
Construction Document Reading and Estimating
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is beneficial for students who are considering a career in architecture and employees in all aspects of architecture. Students will be introduced to the processes used in creating and reading construction documents. Additionally, students will master the tools necessary to prepare construction cost estimates. This course is intended for those who desire to improve their skills in the architectural and construction industry.
3 Units
54 Lecture hours

ARCHITECTURE
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areas of the construction industry, and covers residential, light commercial and industrial building construction. An introduction to the use of prints, construction documents and the theory of construction estimating, as used in the building industry will be presented. Principles of reading working drawings, plans, H.V.A.C. specifications, details, elevations and electrical specifications are included as well as material estimating, estimating rules, tables and procedures.

3 Units
45 Lecture hours
27 Lab hours

ARCH 115
Introduction to Residential Architecture: Drawing and Design
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; ENGT 101 or two years of high school drafting
Transfers to: CSU

This introductory course is for any student interested in the field of Architectural Drawing and Design. The course is a requirement for both the A.S. degree and certificate in Architectural Design and Drawing, Engineering Design Drafting and Civil Design Technology. The course includes the study of architectural graphic standards related to creating construction drawings such as floor plans, exterior and interior elevations, site plans, foundation plans and details, building sections and construction framing details for one or two story residential structure. Emphasis is placed on symbology, conventions, and techniques to develop technical skills necessary for an entry level architectural drafter and may lead to careers in environmental planning and design, architectural engineering, and construction technology. Construction methods, building codes, design factors, planning, and use of reference materials are discussed and applied. All construction documents will be developed using traditional board drafting methods and standards.

4 Units
54 Lecture hours
54 Lab hours

ARCH 125
Residential Architecture and Detailing
Prerequisite: ARCH 115, ENGT 150 or ENGT 170, or industry experience in CADD applications
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU

This intermediate level course is for students pursuing a degree or certificate in Architectural Design and Drawing and is a requirement for both the A.S. degree and certificate. This course involves creating a set of construction drawings for a two story structure and emphasizes the study of wall and construction systems, foundation systems, detailing of wood and concrete systems, sections, interior details, and completion of the residential construction documents. Emphasis is placed on development of technical skills in detailing, use of reference materials, building codes, standard construction techniques and architectural graphic standards. All construction documents will be developed using CADD.

3 Units
45 Lecture hours
54 Lab hours

ARCH 215
Architectural Perspective and Rendering
Prerequisite: ARCH 115
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; ENGT 105
Transfers to: CSU

This course is for all students interested in developing skills in architectural perspective drawing and is a requirement for both the Architecture and Architecture Design and Drawing A.S. degrees. The students will be introduced to the theory of and practical application of perspective drawing and rendering as used in architecture. Topics include one, two, and three point perspectives, entourage, and introduction to rendering techniques, such as water color, markers, film, pastels, pencil, pen and ink. Presentation techniques will also be discussed.

4 Units
54 Lecture hours
54 Lab hours

ARCH 225
Commercial Wood and Masonry Design and Construction
Prerequisite: ARCH 115 and (ENGT 150 or ENGT 170)
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment, and/or industry experience in CADD applications
Transfers to: CSU

This advanced level course is for students pursuing an A.S. Degree or Certificate in Architecture and Architectural Design and Drawing. The course includes the study of construction methods, building ordinances and codes. As a component of the course students will complete construction documents for concrete block, steel and wood commercial buildings and retail space. Emphasis is placed on effective space utilization, technical plans, elevations, aesthetics, handicap requirements, site utilization and development, traffic flow, landscape, foundation design and construction details. All construction documents will be developed using CADD.

4 Units
54 Lecture hours
54 Lab hours

ARCH 235
Architectural Design Studio
Prerequisite: ARCH 215
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; ENGT 150
Transfers to: UC, CSU

This course is for students pursuing the A.S. degree in Architecture with the intent of transferring and continuing their study of architecture. Topics explored will include multiple transferring and continuing their study of architecture. Topics explored include multiple design principles, concept applications, spatial and form definition, preliminary studies, interior and exterior space planning, site orientation, styles and materials. Student design concepts will be expressed verbally and graphically using presentation drawings, isometrics and perspectives, conceptual models, renderings and photographs. Students will develop skills in a studio atmosphere dealing with existing conditions, problem solving using design criteria, codes and environmental relationships for abstract, residential and small commercial structures.

4 Units
54 Lecture hours
54 Lab hours

ARCH 236
Architecture Design Studio II
Prerequisite: ARCH 235
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: UC, CSU

This second level Design Studio course builds upon the foundation of architectural design studio ARCH 235. This course presents additional design approaches to spatial and form definition of architectural program, urban and site planning, topographic, civil and environmental issues. Architectural design proposals and projects will be expressed verbally and graphically using presentation drawings, conceptual models, renderings and photographs. Students will enhance their design skills in a studio atmosphere, working to justify their design solutions.

4 Units
54 Lecture hours
54 Lab hours
ARCH 260
Advanced Architecture Using Revit and 3D Software
Prerequisite: ARCH 115; ENGT 150
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; ENGT 101 or two years of high school drafting; ENGT 290
Transfers to: CSU
This course is for all students pursuing an A.S. Degree in Architecture (Transfer) and Architectural Design and Drawing and presents an intensive study of BIM (Building Information Modeling) applications as they relate to architecture. Utilizing the latest releases of 3D design software such as Revit and AutoCAD Architecture and previously learned technical and architectural drafting conventions, students will produce two and three dimensional BIM generated architectural drawings and 3D virtual models. High technology skills which are necessary to function as a designer or CADD Drafter are emphasized.
4 Units
54 Lecture hours
54 Lab hours

ARCH 261
Revit for Advanced BIM
Architectural, Structural and MEP Applications
Prerequisite: ARCH 260
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
Advanced BIM (Building Information Modeling) applications extend the fundamentals of the Arch 260 class to include Structural, Mechanical, Electrical and Plumbing extensions of the Autodesk Revit Building software. Students will work on both group and individual projects to create and present three-dimensional representation of architectural solutions. Students will also learn the basic process and workflow in creation of Revit Families for use in building models. Course may be counted once towards the major and repeated three times to enhance student’s skills and proficiency levels, or repeated due to content change or software updates.
4 Units
54 Lecture hours
54 Lab hours

ARCH 280
Advanced MicroStation for CADD & BIM Applications (Same as ENGT 280)
Prerequisite: ENGT 170 with a grade of “C” or better, or verifiable work experience and proficiency in MicroStation XM or V8i
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is for students pursuing an advanced study in MicroStation 3D parametric CADD (Computer Assisted Design and Drafting) and the BIM (Building Information Modeling) approach to building design using Bentley Architecture. Students will apply previously learned drafting conventions to produce two and three dimensional CADD and BIM generated mechanical and architectural drawings and virtual design models. This course benefits all students studying Architecture, Civil Engineering, Drafting, Design and Computer Graphics. High technology skills which are necessary to function as a designer or CADD Drafter are emphasized.
4 Units
54 Lecture hours
54 Lab hours

ARCH 290
Cooperative Work Experience/Internship for Architecture Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of architecture and have completed or enrolled in the appropriate coursework.
“Contact the CWE office regarding re-enrollment procedures”.
Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours
Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

ART 101
Introduction to Art
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This lecture/lab course provides the non-art majors an opportunity to learn about art through a series of hands-on projects within an art historical and conceptual framework. Project and topics include drawing, painting, printmaking, design, mixed media and sculpture.
3 Units
36 Lecture hours
72 Lab hours

ART 104
Art of the Ancient Americas
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
Art 104 is a study of the indigenous arts of Mexico, Andean South America, and Central America, from civilizations including the Olmec, Maya, Aztec, Inca, Moche, Chavin de Huantar, and Nazca. Art of representative native tribes of the territory now encompassed by the United States and Canada will be comparatively examined. Works of art and architecture will be presented in relation to the various religious beliefs, political/economic systems, and cultural practices of the ancient Americas. Art historical and archaeological methodologies relating to the understanding and interpretation of non-Western art will be discussed. This course is appropriate for students pursuing a degree in Art, students with an interest in American Studies and Latin American Studies.
3 Units
54 Lecture hours

ART 105
Survey of Western Art: Prehistory through the Middle Ages
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit), CSU
("Students will receive credit from UC for only one of the following courses: ART 105 or ART 105H")
This course presents a broad overview of Prehistoric, Mesopotamian, Egyptian, Greek, Etruscan, Roman, Early Christian, Islamic, and Medieval art and architecture. This course is appropriate for all students pursuing the degree in Studio Art or Art History or seeking to fulfill general education requirements in Fine Arts and Humanities.
3 Units
54 Lecture hours
ART 105H
Survey of Western Art: Prehistory through the Middle Ages
Prerequisite: ENGL 101 with a “C” or better and a minimum GPA of 3.2
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit), CSU
(*Students will receive credit from UC for only one of the following courses: ART 105 or ART 105H)
This course presents a broad overview of Prehistoric, Mesopotamian, Egyptian, Greek, Etruscan, Roman, Early Christian, Islamic, and Medieval art and architecture. This course is appropriate for all students pursuing the degree in Studio Art and/or seeking to fulfill general education requirements in Fine Arts and Humanities. This course is designed for those who meet Honors Program Requirements.
3 Units
54 Lecture hours

ART 106
Survey of Western Art: Renaissance to Modern
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
(*Students will receive credit from UC for only one of the following courses: ART 106 or ART 106H)
This course provides an overview of the history of Western art from the 14th century through the Modern Era, including Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Early Photography, Impressionism, Post Impressionism, and early Modern art movements of the 20th century. This course is appropriate for all students pursuing the degree in Art and/or seeking to fulfill general education requirements in Fine Arts and Humanities.
3 Units
54 Lecture hours

ART 106H
Survey of Western Art: Renaissance to Modern
Prerequisite: ENGL 101 with a “C” or better and a minimum GPA of 3.2
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit), CSU
(*Students will receive credit from UC for only one of the following courses: ART 106 or ART 106H)
This course provides an overview of the history of Western art from the 14th century through the Modern Era, including Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Early Photography, Impressionism, Post Impressionism, and early Modern art movements of the 20th century. This course is appropriate for all students pursuing the degree in Art and/or seeking to fulfill general education requirements in Fine Arts and Humanities. This course is intended for those who meet Honors Program Requirements.
3 Units
54 Lecture hours

ART 107
The Art of Asia
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course examines the artistic traditions of Prehistoric to Modern Asia in relation to their cultural, philosophical, and religious influences. The art and architecture of Central Asia (India, China, Korea, and Japan) will be emphasized. Emphasis is on the influence of art from Southeast Asia, Pakistan, Tibet, and Nepal will also be discussed. This course is appropriate for all students interested in art and culture and for those seeking to fulfill general education requirements in Fine Arts and Humanities, as well as all Studio Art majors.
3 Units
54 Lecture hours

ART 108
The Art of Mexico
Advisory: READ 023 or appropriate assessment; ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: UC, CSU
This course is a survey of the art and architecture of Mexico including PreColumbian, Viceregal (Colonial) and Modern 19th and 20th centuries. Chicano/a art will also be examined in relation to its Mexican antecedents. Art 108 is appropriate for all students interested in art and culture and for those seeking to fulfill general education requirements in Fine Arts and Humanities, as well as all Studio Art majors and Art History majors.
3 Units
54 Lecture hours

ART 109
Art of the Americas: Colonial to the Present
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course includes a survey of the art and architecture of North, Central, and South America from the colonial period to the early 20th Century. This course is appropriate for students with an interest in American Studies, Latin American Studies, and/or those seeking to fulfill the general education requirements in Fine Arts and Humanities.
3 Units
54 Lecture hours

ART 110
Understanding Visual Art
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
ART 110 is a lecture course that provides the student with an introduction to the study of visual art: its vocabulary, its forms, the many roles it plays in society, and the variety of processes artists master in its making. Students gain insight into current approaches used in interpreting meaning from art and explore questions about the way in which value is assigned to the art object. Using examples from cultures around the world and across time, this course offers a broad overview to any student interested in art and culture and to those seeking to fulfill general education requirements in Fine Arts and Humanities.
3 Units
54 Lecture hours

ART 112
Visual Art in the Modern Era
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
ART 112 is a survey of developments in art and architecture from the early 19th century through the 20th century and into the 21st. From Realism and Early Photography through Postmodern and Contemporary art, visual art movements will be discussed in relation to stylistic trends, philosophical influences, innovations in technology, and other historical and social contexts. The roles played by artist, critic, and consumer in shaping these movements will be examined, as well as visual art’s impact upon society in the Modern Era. This course is appropriate for all students interested in art and culture and for those seeking to fulfill general education requirements in Fine Arts and Humanities, as well as for Studio Art majors.
3 Units
54 Lecture hours

ART 113
The History of Photography
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This lecture course examines the history of photography from its invention in the 1830s to the present. The technological development, social role, and aesthetic possibilities of photography will be discussed in relation to major historical, art historical, cultural, and political influences. This course is appropriate for all students interested in photography, art, and art history and culture and for those seeking to fulfill the general education requirement for Fine Arts and Humanities, as well as Studio Art majors and Art History majors.
3 Units
54 Lecture hours

ART 115
The Art of Film
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This introductory course explores film as an art form, its basic components, and its relation to the styles and movements of other visual arts forms. An understanding of cinematic language is emphasized by focusing upon film’s manipulation of time and space, its use of visual metaphors, montages, and explicit/implicit messages. The collaborative nature of filmmaking is studied by examining the role of cinematography, lighting, film editing.
visual effects, art direction, and the use of sound and music to enhance the script and create style. Through discussion and written assignments, students develop the ability to analyze the impact of films viewed both in and out of class. This course is appropriate for any student interested in film, art, media studies, or culture.

**ART 120**
*Two Dimensional Design*

*Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment*

*Transfers to: UC, CSU*

This is a foundational, first semester course and is open to any student interested in the fundamentals of visual thinking as they apply to all visual media and fulfills a general education requirement in Art. This course provides an introduction to the concepts, applications, and art historical references related to two-dimensional art and composition, and includes the study of the basic elements of line, shape, texture, value, color and spatial illusion. Students will develop a visual vocabulary for creative expression through lecture presentations, studio projects, and written assignments.

3 Units

**ART 121**
*Three Dimensional Design*

*Advisory: READ 022 or appropriate assessment; ART 120*

*Transfers to: UC, CSU*

This is a first semester course for art and non-art majors. It is an introduction to the concepts, applications, and art historical references related to three-dimensional form in visual art and design. Exploration of the expressive potential and conceptual possibilities of three-dimensional forms through lecture, slide and video presentations, and studio projects using a variety of tools, materials, and techniques.

3 Units

**ART 130**
*Freehand Drawing I*

*Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment*

*Transfers to: UC, CSU*

This is a first semester course for art and non-art majors interested in developing basic drawing skills. As an introduction to observational drawing and composition, students will develop the ability to perceive and define shape, contour, volume, space, and light using the techniques of drawing media and subject matter. Emphasis is on clarity of observation and the ability to order and translate 3-dimensional form and space into 2-dimensional drawings.

3 Units

**ART 131**
*Freehand Drawing II*

*Prerequisite: ART 130*

*Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment*

*Transfers to: UC, CSU*

This is a second semester course for art and non-art majors in observational drawing and composition, stressing an advanced ability to perceive and define shape, contour, volume, space, and light. Students will use a variety of drawing media and subject matter. Emphasis is on strengthening skills introduced in Freehand Drawing I, the exploration of color in drawing and concepts related to content.

3 Units

**ART 135**
*Beginning Painting*

*Advisory: ENGL 035 or ENLA 100 or appropriate assessment; ART 130*

*Transfers to: UC, CSU*

This is a first semester course for art and non-art majors interested in developing basic painting skills. The course explores both traditional and contemporary painting techniques while stressing an ability to perceive and define shape, contour, volume, texture, space, and light using acrylic or water-based oil painting media. Emphasis is on learning the techniques of painting, understanding the use of color, while strengthening observation and rendering skills. Students are advised to have some drawing skills before taking this class.

3 Units

**ART 136**
*Intermediate Painting*

*Prerequisite: ART 130; ART 135*

*Advisory: ENGL 035 or ENLA 100 or appropriate assessment; ART 130*

*Transfers to: UC, CSU*

This is a second semester course for art and non-art majors interested in further development of painting skills and techniques, understanding the use of color and space, while strengthening observation and rendering skills. The course explores both traditional and contemporary painting concepts, styles, and techniques that involve complex compositional and technical problems in either acrylic or oil painting media.

3 Units

**ART 141**
*Ceramics II*

*Prerequisite: ART 140*

*Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment*

*Transfers to: UC, CSU*

This is an intermediate course in ceramics open to all art and non-art majors, with continued emphasis on basic skills using the potter’s wheel. Included in the course will be intermediate problems on the wheel, basic decorative techniques, and making a test glaze. Students will be exploring contemporary artistic practice and the social and historical elements of ceramic art.

3 Units

**ART 142**
*Introduction to Ceramic Handbuilding*

*Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment*

*Transfers to: UC, CSU*

This is a first semester course for the art and non-art majors. It is designed to introduce students to the concepts, techniques, history, and contemporary practices of handbuilding in the ceramics arts. This course can be taken once and repeated three times without repeats in handbuilding. This class is for any student who is interested in the fundamentals of clay construction using hand-building technique.

3 Units

**ART 150**
*Beginning Printmaking*

*Prerequisite: ART 130*

*Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment*

*Transfers to: CSU*

This is a first semester course for the art and non-art major in the study of basic intaglio and relief fine art printmaking processes. The course will introduce students to wood and linoleum cut, drypoint and etching printing techniques while stressing creativity and expression.

3 Units
ART 151
Intermediate Printmaking
Prerequisite: ART 150
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: CSU
This is a second semester course for the art and non-art major in the continued study of intaglio and relief fine art printmaking processes. This course will expand upon techniques and skills students learned in Beginning Printmaking. ART 150 including color printing techniques as well as serigraph printing. While stressing creativity and expression students will also learn the practice of creating an edition.
3 Units
36 Lecture hours
72 Lab hours

ART 160
Rendering and Illustration
Advisory: READ 022 or appropriate assessment; ART 130
Transfers to: CSU
Intended for the student interested in developing skills in rendering and illustration, this course is a beginning course in illustration and rendering exploring both traditional and contemporary drawing techniques, stressing an ability to perceive and define shape, contour, volume, texture, space, and light both realistically as well as expressively using various media. Emphasis is on learning the techniques of illustration, understanding the use of color, while strengthening observation and rendering skills.
3 Units
36 Lecture hours
72 Lab hours

ART 161
Advanced Rendering and Illustration
Prerequisite: ART 160
Advisory: READ 022 or appropriate assessment; ART 130
Transfers to: CSU
Intended for the student interested in developing skills in rendering and illustration, this course is an advanced course in illustration and rendering exploring both traditional and contemporary drawing techniques while stressing an ability to perceive and define shape, contour, volume, texture, space, and light both realistically as well as expressively using various media. Emphasis is on learning the advanced techniques of illustration, understanding the use of color, while strengthening observation and rendering skills.
3 Units
36 Lecture hours
72 Lab hours

ART 164
Graphic Design (Adobe Illustrator)
Advisory: READ 022 or appropriate assessment; ART 120
Transfers to: CSU
Designed for the student interested in a degree in commercial art or those interested in 2 dimensional design and layout applications employed as tools by computer graphic artists, this course is an exploration of graphic design using the Adobe Illustrator computer based design software. Topics include typography usage, inclusion of photo-derived images, illustration techniques, page layout design, as well as current methods/styles employed by graphic artists. This course includes portfolio building with an emphasis on professional standards.
3 Units
36 Lecture hours
72 Lab hours

ART 165
Graphic Design (Advanced Adobe Illustrator)
Prerequisite: ART 164
Advisory: READ 022 or appropriate assessment; ART 120
Transfers to: CSU
Intended for the student interested in a degree in commercial art or those interested in 2 dimensional design and layout applications employed as tools by computer graphic artists, this course is an advanced exploration of graphic design using the Adobe Illustrator computer based design software. Topics include concept driven projects exploring illustration and rendering techniques, advanced compositing methods using various sources, as well as current methods/styles employed by graphic artists. This course includes portfolio building with an emphasis on professional standards.
3 Units
36 Lecture hours
72 Lab hours

ART 167
Lettering
Advisory: READ 022 or appropriate assessment; ART 120
Transfers to: CSU
This course is an exploration of typography through visuals, layouts and comprehensive to finished camera-ready work. It includes lettering, graphics and current methods employed by typographers and advertising artists.
2 Units
18 Lecture hours
54 Lab hours

ART 168
Lettering
Prerequisite: ART 167
Transfers to: CSU
This course is an exploration of advanced problems in the application of typography through visuals, layouts and comprehensive to finished camera-ready work. It includes lettering, graphics and current advanced methods employed by typographers and advertising artists. Includes an introduction to computer-assisted design and page layout with emphasis on professional standards.
2 Units
18 Lecture hours
54 Lab hours

ART 169
New Forms
Advisory: ART 120
Transfers to: UC, CSU
This course focuses on contemporary methods and directions of art production. Included in this course is an introduction to computer assisted design and page layout with emphasis on professional standards. 
2 Units
18 Lecture hours
54 Lab hours

ART 172
Desk Top Publishing (Adobe InDesign)
Advisory: READ 022 or appropriate assessment
Transfers to: CSU
This course is intended for the student interested in commercial art, focusing on computer generated multi page layouts. Page composition and graphics are explored using Adobe InDesign software with an emphasis on design and the creative use of typography, included in this course is a discussion of output possibilities and pre-press considerations. 
3 Units
36 Lecture hours
72 Lab hours

ART 175
Computer Graphics
Advisory: READ 022 or appropriate assessment
Transfers to: CSU
This course focuses on the use of the Macintosh computer as a design aid to generate computer animated two-dimensional and three dimensional images, including project development from story board to finished video tape output. 
3 Units
36 Lecture hours
72 Lab hours

ART 178
Introduction to Digital Imaging (Adobe Photoshop)
Advisory: READ 022 or appropriate assessment; ART 120
Transfers to: CSU
This course is for the student interested in a degree in commercial art or any student interested in digital imaging. The focus of the course is computer based image-editing software and its use as a tool in the creation of high quality digital imagery. Also provided is an overview of programs such as Adobe Photoshop and other related graphics programs employed by digital artists.
ART 185
Art Studio
Transfers to: UC, CSU
This course is designed to provide supervised studio study on an individual basis with various projects. Arranged: 4 hours lab. Offered on a pass-no pass basis.
1 Unit
72 Lab hours

ART 230
Beginning Life Drawing
Prerequisite: ART 130
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This is a first semester course for art, animation, and non-art majors interested in developing the basic drawing skills of representing the human figure. As an introduction to observational figure drawing and composition, students will develop the ability to perceive and define the anatomy and structural organization of the human form in terms of expressive design and creative use of drawing media.
3 Units
36 Lecture hours
72 Lab hours

ART 231
Intermediate Life Drawing
Prerequisite: ART 230
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This is a second semester course for art, animation, and non-art majors interested in furthering their figure drawing skills. Working from a professional figure model, students will refine those skills learned in ART 230 and learn intermediate drawing skills, study human anatomy in greater detail, and extend their knowledge regarding the use of the figure in visual art. Emphasis is on clarity of observation and the ability to order and translate form and space on a two dimensional surface.
3 Units
36 Lecture hours
72 Lab hours

ART 232
Advanced Life Drawing
Prerequisite: ART 231 or ANIM 260
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This is a third semester course for art, animation, and non-art majors interested in furthering their figure drawing skills. Students will refine those skills learned in ART 230 or ANIM 260 and learn advanced drawing skills, study human anatomy in greater detail, and extend their knowledge regarding the use of the figure in visual art.
3 Units
36 Lecture hours
72 Lab hours

ART 233
Freehand Drawing III
Prerequisite: ART 131
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This course is a third semester course in drawing and composition. More complex problems and a broader range of media including color will be utilized. Emphasis is on advancing observational skills and conceptual development through a range of subject matter, technical refinement and thematic development. Exploration of individual creative interpretation, process and intent in order to deepen the student’s studio practice and investigation is stressed.
3 Units
36 Lecture hours
72 Lab hours

ART 234
Watercolor Painting
Prerequisite: ART 130 Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This course is an introduction to various transparent watercolor techniques including wash and glazing. Applications of drawing, beginning painting, and design fundamentals to these techniques are included along with the communicative element of content.
3 Units
36 Lecture hours
72 Lab hours

ART 235
Advanced Painting I
Prerequisite: ART 136
Advisory: ENGL 035 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This is a third semester course in painting for the art and non-art major. The course constitutes a study of advanced painting problems stressing experimentation with traditional and contemporary methods of painting, composition, and expression. Class and individual projects using figure, still life, landscape, abstraction, shaped format, altered scale and material exploitation will be stressed.
3 Units
36 Lecture hours
72 Lab hours

ART 236
Advanced Painting II
Prerequisite: ART 235
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This is a fourth semester course in painting for the art and non-art major. This course explores experimentation with traditional and contemporary methods of painting using the figure, still life, landscape, abstraction and non-objective imagery with an emphasis on continuing skill development and problem solving of interpretation, expression and conceptual issues in painting.
3 Units
36 Lecture hours
72 Lab hours

ART 242
Advanced Ceramics
Prerequisite: ART 141
Advisory: ENGL 035 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This is an advanced course in ceramics, open to all art and non-art majors. This class places a special emphasis on personal growth and aesthetics as well as increased proficiency on the potter’s wheel. Students will investigate the concepts of management and expressive exploration of the unique characteristics of fired ceramics – both the opportunities and constraints presented in the processing of clay from a soft, plastic, fragile,
impermanent substance into a hard, rigid, and completely metamorphosed material after drying and firing. It is a process that requires sensitivity to time and sequence, and demands critical informed technical management. An important aspect of the class will be having students evaluate their selection of type of clay, test different techniques and final-firing process to achieve their desired finished results. Included in this course will be advanced problem-solving in forms, shapes, decorative techniques and glazing.

3 Units
36 Lecture hours
72 Lab hours

ART 299
Directed Study: Art
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for each six (6) hours of must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.

1 to 4 Units
54 to 216 Lab hours

ASTRONOMY

Division of Mathematics & Sciences

ASTR 110
General Astronomy
Advisory: ENGL 030 or ENLA 030 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC credit limit*, CSU
(Students will receive credit from UC for only one of the following courses: ASTR 110 or ASTR 110H)
This is a descriptive nonmathematical course designed to develop an appreciation of astronomy and a broad cosmic perspective. The emphasis of the course is on the current state of knowledge of our solar system, galaxy, and the universe. Topics on the frontier of astronomical knowledge such as black holes and the search for extraterrestrial life will be explored. This course is designed for those with an interest in astronomy or anyone who desires to expand their cosmic horizons.

3 Units
54 Lecture hours

ASTR 110H
General Astronomy
Prerequisite: Satisfactory completion (C or better) of ENGL 101. Minimum GPA 3.0
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MATH 030 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: ASTR 110 or ASTR 110H)
This course is designed to acquaint the student with the methods, techniques, and tools of the astronomer. Indoor labs will demonstrate classical methods and techniques of science. Students will learn in the critical thinking processes needed to acquire and analyze scientific data. Students will become familiar with naked eye objects visible during the fall/winter [112], spring/summer [114] including constellations, planets, star clusters, galaxies, meteors, and the phases of the moon. Students will learn to locate objects via the use of astronomical coordinate systems. The development of skill in the operation of optical telescopes is emphasized. This course is designed for those with an interest in learning night skies and the tools astronomers use to explore the cosmos. Observatory facilities will be utilized often, weather permitting. Field trips are an integral part of this class.

1 Unit
72 Lab hours

ASTR 114
Observational Astronomy
Prerequisite/Corequisite: ASTR 110 with a grade of “C” or better
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC credit limit*, CSU
(Students will receive credit from UC for only one of the following courses: ASTR 112 or ASTR 114)
This course is designed to acquaint the student with the methods, techniques, and tools of the astronomer. Indoor labs will demonstrate classical methods and techniques of science. Students will learn in the critical thinking processes needed to acquire and analyze scientific data. Students will become familiar with naked eye objects visible during the fall/winter [112], spring/summer [114] including constellations, planets, star clusters, galaxies, meteors, and the phases of the moon. Students will learn to locate objects via the use of astronomical coordinate systems. The development of skill in the operation of optical telescopes is emphasized. This course is designed for those with an interest in learning night skies and the tools astronomers use to explore the cosmos. Observatory facilities will be utilized often, weather permitting. Field trips are an integral part of this class.

3 Units
54 Lecture hours
science. Students will learn the critical thinking processes needed to acquire and analyze scientific data. Students will become familiar with naked eye objects visible during the fall/winter [112], spring/summer [114] including constellations, planets, star clusters, galaxies, meteors, and the phases of the moon. Students will learn to locate objects visually and use astronomical coordinate systems. The development of skill in the operation of optical telescopes is emphasized. This course is designed for those with an interest in learning night skies and the tools astronomers use to explore the cosmos. Observatory facilities will be utilized often, weather permitting. Field trips are an integral part of this class.

1 Unit
72 Lab hours

ASTR 150
Astronomy Field Studies
Prerequisite: ASTR 110
Transfers to: CSU
This is an observational course designed for students who wish to study celestial objects and observe celestial motions in clear, dark skies through field investigations. Students will develop the skill required to operate portable telescopes in their investigations of stars, constellations, planets, nebulae multiple star systems, the moon, the sun, and the Milky Way. Visual observations of meteors and the aurora borealis are made. This course is designed for those who wish to learn night skies and the observational tools of the astronomer. Areas of study will include, but will not be limited to, campsites in National Monuments and Parks in the southwestern United States.

1 to 2 Units
9 to 18 Lecture hours
27 to 54 Lab hours

ASTR 299
Directed Study: Astronomy
Transfers to: UC, CSU
Independent Study / Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor.

Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.

1 to 4 Units
54 to 216 Lab hours

AUTOMOTIVE BODY REPAIR
Division of Career & Technical Education

AUTB 032
Auto Body and Fender Repair
Advisory: READ 022 or appropriate assessment
This is an introductory course designed to survey the field of auto Body Repair stressing an overall understanding of the techniques, materials, and fundamentals currently used in this area. The course is designed for students having no previous experience who desire a broad overview and basic understanding as a part of their general technical background or who may be interested in further specific education in this field. Sheet metal repairing, refinishing, tension devices, special materials handling, and painting are emphasized.

3 Units
54 Lab hours

AUTB 075
Collision Estimating
Advisory: READ 022 or appropriate assessment; AUTB 101
This course provides a foundation in the basic principles and techniques of automotive collision estimating using the latest revisions of CCC’s Pathways Collision Estimating Software. The course is designed to prepare students to enter the field of auto collision estimating with major emphasis placed on diagnosis of damage, writing a damage report, and computer assisted estimates.

3 Units
54 Lecture hours

AUTB 076
CCC Pathways Computer Collision Estimating
Advisory: READ 023 or appropriate assessment; AUTB 075
This course provides comprehensive training in the use of Certified Col lateral Corporation (CCC) Pathways Collision Estimating software. Special emphasis will be placed on setting up profiles, creating work files, estimates involving collision and comprehensive losses, creating supplements, storing files, printing estimates, reports, and parts lists. This course is designed for those students who wish to further their understanding of commonly used computerized collision estimating systems.

3 Units
108 Lab hours

AUTB 080
Automotive Painting I
Advisory: READ 023 or appropriate assessment
This is an introductory course in the fundamental aspects of automotive painting. The course is a study in the use of spray equipment and special tools used in automotive painting. Related technical information is presented concerning different types of paint products and finishes, painting safety, hazardous waste handling and disposal, and state regulations and rules used in the automotive paint industry.

3 Units
18 Lecture hours
108 Lab hours

AUTB 085
Automotive Painting II
Prerequisite: AUTB 080
This is an advanced, industry-based course in automotive painting procedures and special effect materials used in painting. Practical experience is provided in the use of spray equipment and special tools used in automotive painting. Related technical information is presented concerning different types of custom paints and finishes, painting safety, and paint problem solving techniques.

3 Units
18 Lecture hours
108 Lab hours

AUTB 090
Advanced Automotive Collision Repair
Advisory: READ 023 or appropriate assessment; AUTB 130
This course is designed for the advancement of skills in the art of automotive collision repair, painting, customizing, and the repair of plastics. Major emphasis is placed on hand and power tools, theory of design, complete repair projects.
AUTB 093
Paintless Dent Removal
Advisory: READ 023 or appropriate assessment
This course provides an overview of paintless dent removal methods and the techniques used to identify damage and repair vehicles in the auto collision industry. Lecture, discussion, and examination of specific damage and tool usage will be used to develop student understanding and skills for locating and repairing minor damage without the need to repaint. Demonstrations on body panels and vehicles will provide the student with an introduction to the kinds of damage that can be addressed using paintless dent removal. This course is suitable for those interested in the field of auto collision and paintless dent removal.

4 Units
36 Lecture hours
108 Lab hours

AUTB 096
Collision Repair Analysis
Advisory: AUTB 101
This course provides an overview of the investigative methods and techniques used to identify fraudulent repairs in the auto collision industry. Lecture, discussion, and examination of actual vehicles will be used to develop student understanding of and skill in detecting incompetent or fraudulent repairs. The class consists of demonstrations on actual vehicles that will provide a sampling of incompetent or fraudulent repairs. This course is suitable for those interested in the field of auto collision fraud investigation.

1 Unit
9 Lecture hours
27 Lab hours

AUTB 099
Auto Collision Mechanical and Electronic Components
Advisory: READ 023 or appropriate assessment; AUTB 101
This course provides a foundation in the basic principles and techniques of repair and replacement of mechanical and electronic components involved in collision. The course is designed for students with previous auto body experience and those who desire a broader overview and basic understanding of components related to auto collision repair.

4 Units
54 Lecture hours
54 Lab hours

AUTB 101
Introduction to Automotive Collision Repair and Painting
Advisory: READ 023 or appropriate assessment
Transfer to: CSU
This is an introductory course in the fundamental aspects of automotive collision repair and is designed for anyone with an interest in the subject matter. Major emphasis is on unitized construction, high strength steel, metal straightening and finishing, paint feathering and priming. Related technical information is presented concerning power and hand tools and their use, automobile designs and nomenclature.

4 Units
36 Lecture hours
108 Lab hours

AUTB 110
Auto Body and Frame Straightening
Prerequisite: AUTB 101
Advisory: READ 023 or appropriate assessment
Transfer to: CSU
This course is designed to provide the student with the theory and basic skills required to repair frame and unibody damage. Practical problems and new procedures are introduced in the process of correcting misalignment of frame and body structures, caused by collision damage, including frame straightening, body alignment, sectioning, door and panel repair, and major collision repair.

4 Units
54 Lecture hours
54 Lab hours

AUTB 125
Automotive Collision Repair and Painting
Prerequisite: AUTB 101
Advisory: READ 023 or appropriate assessment
Transfer to: CSU
This course is designed to further the student’s knowledge of automotive collision repair and painting. Major emphasis is placed on, straightening minor and major collision damage, replacement of parts, quarter panel and door replacement and sectioning, plastic repair, spot painting and overall painting.

4 Units
54 Lecture hours
108 Lab hours

AUTOMOTIVE TECHNOLOGY
Division of Career & Technical Education

AUTO 045
Honda/Acura Proformance I
Corequisite: AUTO 140 and AUTO 201
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course introduces maintenance light repair and service operations for late model Honda/Acura vehicles. Students will engage in MLRS interactive activities, lessons and or special assignments via distant learning using Honda’s Interactive Training and Support Network. Upon completion of each MLRS training module students will be assessed on the subject matter. Successful completion of all MLRS modules will then be accompanied by an Express Service performance evaluation. During Express Service students will have an opportunity to demonstrate their skills in MLRS areas in a mock dealership environment. Successful completion of all MLR modules and the Express Service evaluation will count toward the students MRLS certification/certificate.

4 Units
72 Lecture hours

AUTO 046
Honda/Acura Proformance II
Corequisite: AUTO 125
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course provides instruction and testing of Honda/Acura Proformance programs. Course work will include engine, fuel and emission information. Students will learn what is needed to complete hands-on training of each module using American Honda Motors, Inc. interactive network. All complete work will be reported on American Honda’s Dealer Personal Tracking System, DPTS.

4 Units
72 Lecture hours

AUTO 047
Honda/Acura Proformance III
Corequisite: AUTO 125
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course provides theory and operating conditions for late model Honda/Acura Manual and Automatic Transmissions and Transaxles. Students will engage in interactive activities, lessons or special assignments via distant learning using Honda’s Interactive Training and Support Network. Upon completion of each training module students will be assessed on the subject matter. Successful completion will then be recorded through the IN network. Overall completion and or credit will then count toward the students PACT certification/degree.

4 Units
72 Lecture hours

AUTO 048
Honda/Acura Proformance IV
Corequisite: AUTO 150 and AUTO 201
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course provides theory and operating conditions for late model Honda/Supplemental Restraint Systems. Students will engage in interactive activities, lessons or special assignments via distant learning using Honda’s Interactive Training and Support Network. Upon completion of each training module students will be assessed on the subject matter. Successful completion will then be...
recorded through the IN network. Overall completion and or credit will then count toward the students PACT certification/degree.

4 Units
72 Lecture hours

AUTO 049
Automotive Specialty Practice
Advisory: READ 022 or appropriate assessment
This is an introductory course designed to provide students the opportunity to practice automotive repairs currently performed in dealerships and independent repair shops. Proper repair procedures and use of related tools, equipment and technical data will be emphasized. Focus will be placed on the development of shop skills in the specialized areas of the student’s preparation.

1 Unit
54 Lab hours

AUTO 0501
ASE A6 Alternative Course-Automotive Electrical/Electronic Diagnosis and Repair
Advisory: READ 023 or appropriate assessment
This course is designed to prepare students for the equivalent of the ASE A6 exam, a requirement which must be met to partially satisfy the State of California requirements. Course content includes: general engine diagnosis and repair, air/fuel/ignition systems diagnosis and repair, and emission control systems diagnosis and repair. Upon successful completion of the course, the student will receive a certificate of completion from the California State BAR.

1.5 Units
27 Lecture hours

AUTO 0504
Automotive Service Excellence (ASE) Certification Preparation
Advisory: READ 023 or appropriate assessment
This course is designed to help the student prepare for and review the theory and skills necessary to pass the Automotive Service Excellence (ASE) certification examinations. All areas of automotive certification (A1-A8): engine repair, automatic trans, manual trans, suspension, brakes, electrical, heating and air conditioning, and engine performance will be reviewed.

2 Units
36 Lecture hours

AUTO 101
Introduction to Automotive Service and Repair
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; AUTO 0504 or appropriate assessment
Transfers to: CSU
This is an introductory course designed to provide the student with the fundamentals of the engine and its subsystems of the modern automobile. Students will learn basic automotive tool and equipment use and how to safely perform basic repair and maintenance operations. Students will have the opportunity to perform minor repair work on their own vehicles to complete required tasks. This course is designed to be a companion course to AUTO 101 and AUTO 106, and is one of the three prerequisite courses for AUTO 107. Students are encouraged to complete all three courses in order to obtain a firm foundation in this subject, and it is required for the General Service Technician Certificate Program.

3 Units
45 Lecture hours
27 Lab hours

AUTO 103
Introduction to Automotive Service and Repair
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This is an introductory course designed to provide the student with the fundamentals of the electrical systems of the modern automobile. Emphasis will be placed on electrical fundamentals, symbols and circuit diagrams, batteries, starting, charging, ignition, and lighting systems. Students will learn the proper use of automotive electrical tools and equipment, and how to safely perform basic vehicle electrical repair and maintenance operations. Students will have the opportunity to perform minor repair work on their own vehicles to complete required tasks. This course is designed to be a companion course to AUTO 101 and AUTO 106, and is one of the three prerequisite courses for AUTO 107. Students are encouraged to complete all three courses in order to obtain a firm foundation in this subject, and it is required for the General Service Technician Certificate Program.

3 Units
45 Lecture hours
27 Lab hours

AUTO 106
Automotive Electrical Tools and Diagnostic Procedures
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; AUTO 0504 or appropriate assessment
Transfers to: CSU
This is an introductory course designed to provide the student with the fundamentals of operation of the various systems of Honda and Acura vehicles. Students will learn basic automotive tool and equipment use and how to safely perform many basic repair and maintenance operations. Students will learn using Honda and Acura vehicles, and school provided units and automotive component parts. All completed work will be reported on American Honda’s Dealer Personal Tracking System (DPTS). This course is part of American Honda’s Professional Automotive Career Training (PACT) program.

3 Units
45 Lecture hours
27 Lab hours
AUTO 107
Introduction to Automotive Light Service
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Prerequisite: AUTO 101, AUTO 103, and AUTO 106
Transfers to: CSU
This is an introductory course to provide students with working knowledge of light duty service. Students will learn underhood and undercar systems service, battery and basic electrical service, pre-delivery inspection procedures, and preventative maintenance operations. Emphasis will be placed on the safe operation of light-duty service tools and equipment, and general repair procedures of wheels and tires, suspension & steering components, engine and transmission components, engine & vehicle electrical components, and brake system components. This course offers further practice and more experience in the subjects taught in three other introduction courses (AUTO 101, AUTO 103, & AUTO 106).
3 Units
45 Lecture hours
27 Lab hours

AUTO 108
Introduction to Automotive Diesel Service & Operation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
Transfers to: CSU
This beginning course introduces students to the field of diesel powered passenger cars theory of operation and general service procedures. This course covers the principals of operation, fuel systems, electrical, exhaust systems, and controls. This course is for the beginning student, general technicians, and emission control (smog) technicians interested in automotive diesel technology.
3 Units
54 Lecture hours

AUTO 110
Introduction to Engine Diagnosis and Tune-Up
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 103; AUTO 106
Transfers to: CSU
An introductory study of automotive diagnosis and tune-up procedures as they pertain to the function and control of the engine, fuel, ignition, starting, and charging systems. This course is first in a series of Engine Diagnosis and Tune-Up classes, and is designed for the student who wants to enter the field of Tune-Up, Driveability, and Emissions.
3 Units
45 Lecture hours
27 Lab hours

AUTO 115
Computerized Engine Controls and Diagnostics
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment; AUTO 103; AUTO 106
Transfers to: CSU
This course is designed to provide the student with an introduction to the ASE L1 Advanced Engine Performance “Core Course” by the use of simulator boards and computer-based training methods. This is an introductory study of computerized engine controls and diagnosis as it pertains to the function and control of the engine, fuel, ignition, and emission control systems. Emphasis will be placed upon system components and their operational characteristics. Basic troubleshooting techniques of the engine, fuel, ignition, and emission control systems will be demonstrated.
3 Units
54 Lecture hours

AUTO 118
Light Duty Vehicle Diesel Fuel Systems & Emission Control Diagnostics
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment; AUTO 108
Transfers to: CSU
This course is designed to strengthen existing student skills in the field of diagnosing Light Duty Vehicle diesel fuel systems and related driveability and emission control concerns. This course is also for emission control (smog) technicians desiring to take and pass the ASE A9 Light Vehicle Diesel Engines certification exam covering advanced auto/truck diesel technology. Course content includes an advanced study emphasizing the latest theories and principles and troubleshooting procedures of late-model vehicle diesel fuel systems. Emphasis will be placed on advanced diesel engine diagnosis and repair, and diesel engine air, fuel, and emission systems diagnosis and repair. The use of a variety of modern diagnostic tools and equipment is included.
3 Units
45 Lecture hours
27 Lab hours

AUTO 120
Engine Tune-Up/Performance
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 115
Transfers to: CSU
This course is designed to strengthen the student knowledge of modern automotive fuel and ignition systems and the functional knowledge of system components. The class is structured to provide ‘hands-on’ diagnostic experience in system failure analysis, troubleshooting of components utilizing modern service repair techniques. Emphasis is placed on electronic diagnosis using Scan-Tools, DVOM, Digital Volt Ohm Meters, Lab Scopes, Exhaust Analyzers, information retrieval systems and diagnostic flow charts.
3 Units
54 Lecture hours
54 Lab hours

AUTO 125
Power Train System Service and Transmission Diagnostics
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment; AUTO 102
Transfers to: CSU
This course in power train service and light repair addresses topics in Manual Transmissions, Automatic Transmissions / Transaxles, Differentials, Clutches and Drive shafts. Emphasis will be placed on correct procedures for sustained transmission service life, identifying service intervals for prolonging component life, procedures for proper transmission removal and reinstallation and inspection of components. Students will be informed to specific power train related faults, how problems are diagnosed, and protocol for updating transmission shift logic using updated computer software. Topics will be facilitated through class room discussions, live demonstration as well as student laboratory exercises. Students will use scan tools, flushing equipment, computers and a variety of specialty tools to assist them during their classroom and laboratory experiences.
4 Units
54 Lecture hours
54 Lab hours

AUTO 128
Fuel Injection Systems I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 106; AUTO 110
Transfers to: CSU
This course is designed to provide the student with the fundamentals of pre-OBD-II Engine Management Systems related to fuel injected vehicles. Students will learn how to use specific tools and equipment, and how to safely perform basic repair and maintenance operations. Emphasis will be placed upon the history and evolution of fuel injection and engine management systems used on vehicles from the late 1960’s to 1995. Service Information Systems, Electrical Circuits, Symbols & Circuit Diagrams, and other related topics will be discussed. This course requires the student to have a solid background regarding the technical knowledge of basic Gasoline Engine Fuel and Ignition Systems as a prerequisite, and is required for the Automotive Electrical, Fuel & Safety Systems Certificate Program.
3 Units
54 Lecture hours
AUTO 130
Basic Clean Air Car Course
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 115; AUTO 120
Transfers to: CSU
This course is designed to prepare students to take the State of California Motor Vehicle Pollution Control License Examination (Smog Technician Test). Course content includes Engine Theory, Basic Electrical, Ignition Systems, Fuel Systems, and Emissions Systems. Emphasis is placed on proper engine diagnostic procedures, OBD-I and OBD-II systems, and rules & regulations. Lab activities focus on the use of testing equipment, scan tools, digital scopes & meters, as well as inspection and the proper procedures of vehicles that failed the Smog Test. This course is one of two required courses that qualifies students/technicians to meet the Bureau of Automotive Repair (BAR) requirements for the State of California licensing examination preparation.
3 Units
54 Lecture hours
54 Lab hours

AUTO 135
Advanced Clean Air Car Course
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment; AUTO 120; AUTO 130
Transfers to: CSU
This course is intended to prepare students to take the State of California Motor Vehicle Pollution Control Enhanced Area License Examination (I/M Test). This course is a combination of the Advanced Emissions Diagnostics Update Course and the BAR 97 Transition class. Course content includes: customer awareness, fault code analysis, catalytic converters, baseline techniques, scan tool and lab scope use, and practical application of loaded mode (smog test) emissions testing. Proper diagnosis, testing, services and repair of all emissions systems will be an essential part of this course. This course is one of two courses that qualifies students/technicians to meet the Bureau of Automotive Repair requirements for the State of California Enhanced Area Licensing Examination preparation.
2 Units
18 Lecture hours
54 Lab hours

AUTO 138
Fuel Injection Systems II
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 110; AUTO 110
Transfers to: CSU
This course is designed to provide the student with the fundamentals of post-OBD-II Engine Management Systems related to fuel injected vehicles. Students will learn how to use specific tools and equipment, and how to safely perform basic repair and maintenance operations. Emphasis will be placed upon the history and evolution of fuel injection and engine management systems used on vehicles from 1996 to the present. Service Information Systems, Electrical Circuits, Symbols & Circuit Diagrams, and other related topics will be discussed. This course requires the student to have a solid background regarding the technical knowledge of basic Gasoline Engine Fuel and Ignition Systems as a prerequisite, and is required for the Automotive Electrical, Fuel & Safety Systems Certificate Program.
3 Units
54 Lecture hours

AUTO 140
Body and Chassis Electrical Systems
Advisory: READ 023 or appropriate assessment; AUTO 115 Transfers to: CSU
This course provides an overview of the modern automobile’s electrical system as related to the body and chassis of the vehicle. The theory of operation, operational characteristics and methods of problem diagnostics and repair for the following systems are included: lighting, instruments, windshield wipers, power windows/seats/mirrors, audio systems, convertible top operation & retractable rear seat, (SRS) Supplemental Restraint Systems, and anti-theft systems. This course prepares the student for the (ASE) Automotive Service Excellence A-6 exam and is intended for Automotive majors.
4 Units
54 Lecture hours
54 Lab hours

AUTO 141 Alternative Fuels I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
Transfers to: CSU
This is an introductory course on alternative fuels as they pertain to use in modern vehicles. Various alternative fuels will be compared, such as Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), Hydrogen, Bio-Fuel, LPG, etc. The theory of operation, system components, and the safe handling of these fuels are included. Students will develop skills in the area of vehicle preparation, system component identification, and repair procedures related to vehicles using alternative fuels. This course is designed for students and technicians working on stationary power engines, transport and clean fuels seeking to improve skills related to the maintenance and repair of gaseous fuels. This course provides students with ASE F1 or H1 test prep information.
3 Units
45 Lecture hours
27 Lab hours

AUTO 142 Alternative Fuels II
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment; AUTO 141
Transfers to: CSU
This is the second course on alternative fuel systems used to power modern vehicles. Emphasis will be placed on installation, diagnostic procedures, laptop computers, and computer monitoring of Compressed Natural gas (CNG), and Liquid Natural Gas (LNG) systems. The application of other alternative fuels such as Hydrogen, LPG, Bio Fuels, etc. will also be covered. Students will also develop skills that interface with modern technology computer based automotive electronic and network controls. SAE and CAN network control systems will also be covered. This course is designed for the experienced technician working in the field of stationary power engines, transportation and clean energy fuels seeking to improve skills related to the installation and repair of gaseous fuels.
4 Units
54 Lecture hours
54 Lab hours

AUTO 147 Introduction to Hybrid and Electric Vehicle Technology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; AUTO 140
Transfers to: CSU
This course explores the use of Hybrid and Electric power for vehicle transportation. Topics will include safety when using high voltage, maintenance, drivability, inverters, power transfer, battery technologies, hydrogen electric power, and fuel cell technology. Physics of battery storage, Hybrid generation power engines, Electric vehicle applications and their integrated systems from many manufactures will be discussed. This course is suitable for student’s entering into alternative fuels or power generation and energy technology field.
3 Units
45 Lecture hours
27 Lab hours

AUTO 148 Vehicle Safety, Comfort, and Convenience Systems
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 106
Transfer to: CSU
This course is designed to provide the student with the fundamentals of Automotive Safety, Comfort and Convenience Systems related to the modern automobile. Students will learn how to use specific tools and equipment, and how to safely perform basic repair and maintenance operations. Emphasis will be placed upon the SRS Airbag Restraint Systems, ABS and Traction Control Systems, AC and Heating Systems, Lighting Systems, and Theft-deter-
rent Systems, Service Information Systems, Electrical Circuits, Symbols & Circuit Diagrams, and other related topics will be discussed. This course requires the student to have a solid background regarding the technical knowledge of basic Automotive Electrical and Electronic Systems as a suggested prerequisite, and is required for the Automotive Electrical, Fuel & Safety Systems Certificate Program.

AUTO 150

Engine Electrical Systems

Advisory: AUTO 115

Transfers to: CSU

This course discusses the modern automobile’s electrical system as related to the engine and various engine related systems. The theory of operation, operational characteristics and methods of problem diagnosis and repair for the following systems are included: electronic ignition systems, electronic fuel injection, engine management, emission control, charging, cooling and starting. This course prepares the student for the (ASE) Automotive Service Excellence; A-8 Engine Performance Exam and is intended for Automotive majors.

3 Units

54 Lecture hours

45 Lab hours

AUTO 155

Automotive On Board Diagnostics

Generations One and Two (OBD I and OBD II)

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 101; AUTO 103

Transfers to: CSU

This course will provide students with the fundamentals of Automotive On-Board Diagnostics, Generation One and Two (OBD-I and OBD-II). Students will discuss the history, regulations, vocabulary, and diagnostic strategies of OBD-I and OBD-II equipped vehicles. Topics of discussion include Safety, Service Information Systems, Electrical Circuits, Symbols & Circuit Diagrams, and other Fuel & Ignition-related subjects. This course requires the student to have a solid background regarding the technical knowledge of basic Gasoline Engine Fuel and Ignition Systems. This course is designed for all automotive majors with a background in advanced emission repair.

3 Units

45 Lecture hours

27 Lab hours

AUTO 157

Automotive Specialized Electronics Training

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment; AUTO 103; AUTO 106

Transfers to: CSU

This course provides an overview of the principles of automotive electronics. Topics covered include electrical theory, fundamentals of circuit construction, computers, semiconductors, microprocessors, integrated circuits (IC), types of output signals, wire repair techniques, meter usage and strategy based diagnostics. A demonstration General Motors circuit board will be used to illustrate circuit board function. This course is designed for entry level technicians or students who need an understanding of the basics of automotive electronics.

4 Units

72 Lecture hours

AUTO 160

Upper End Engine Rebuilding and Machining

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 101

Transfers to: CSU

This course provides occupational preparation in the skills required in the adjustment and repair of the modern automobile engine upper-end and valve train assembly. Emphasis is placed on problem diagnosis, repair techniques, service procedures, and machining operations. This course prepares the student for the (ASE) Automotive Service Excellence A-1 exam and is intended for automotive majors.

4 Units

54 Lecture hours

54 Lab hours

AUTO 170

Lower End Engine Rebuilding and Machining

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 101; AUTO 160

Transfers to: CSU

This course provides occupational preparation in the skills required for adjustment and repair of the modern automobile engine lower-end assembly. Emphasis is placed on problem diagnosis, repair techniques, service procedures, and machining operations. This course prepares students for the Automotive Service Excellence (ASE) A-1 exam and is intended for automotive majors.

4 Units

54 Lecture hours

54 Lab hours

AUTO 180

Advanced Automotive Diagnosis

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 120

Transfers to: CSU

This course is designed to strengthen existing student skills in the field of automotive tune-up and driveability. Course content includes an advanced study emphasizing the latest theories and principles of automotive diagnosis and troubleshooting procedures. Emphasis will be placed on advanced engine diagnosis and repair, air, fuel and ignition system diagnosis and repair, and emission system diagnosis and repair. The use of a variety of modern diagnostic tools and equipment is included.

3 Units

45 Lecture hours

27 Lab hours

AUTO 190

Engine Blueprinting & Machining

Advisory: AUTO 160 or AUTO 170; READ 023 or appropriate assessment

Transfers to: CSU

This is an advanced course for students interested in engine blueprinting and engine machining practices. Topics include: cylinder block machining and preparation, cylinder head machining and repair, crankshaft materials and construction, connecting rod applications and machining, piston design and applications as well as camshaft lobe applications and profile analysis. Students must be proficient with basic precision instruments or have prior experience with engine machining or assembly practices. Emphasis will be placed upon engine blueprinting and machining operations and component applications.

3 Units

45 Lecture hours

27 Lab hours

AUTO 200

Suspension, Steering, and Alignment Service

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 101, AUTO 103

Transfers to: CSU

This course discusses the principles of suspension, steering and wheel alignment for modern imported and domestic automobiles and light trucks. Emphasis is placed on developing skills required in the diagnosis, and/or repair and adjustment to steering systems and wheel alignment angles. Complete suspension and steering system overhaul will be covered in the laboratory. Computerized wheel alignment and computerized wheel balancing equipment will be used/demonstrated. This course is designed for students wanting to work in the automotive sector or automotive technicians needing to improve their skills and knowledge in suspension, steering and alignment.

4 Units

54 Lecture hours

54 Lab hours

AUTO 201

Automotive Brake and Suspension Service

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 101; AUTO 103

Transfers to: CSU

This course discusses brakes and suspension theory of operation, service and repair procedures, related tool and equipment use and strategy based problem diagnosis. These procedures for imported and domestic automobiles and light trucks are
developed through classroom discussions, demonstrations and laboratory experiences. This course is designed for students wanting to work in the automotive sector or automotive technicians needing to improve their skills and knowledge in brake and suspension service.
4 Units
54 Lecture hours
54 Lab hours

AUTO 210
Automotive Brake Systems
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 101; AUTO 103
Transfers to: CSU
This course discusses modern disc and drum brake theory of operation, servicing and repair procedures, related tool and equipment use and strategy based problem diagnosis. These procedures for imported and domestic automobiles and light trucks are developed through classroom discussions, demonstrations and laboratory experiences. This course is designed for students wanting to work in the automotive sector or automotive technicians needing to improve their skills and knowledge in brake service.
4 Units
54 Lecture hours
54 Lab hours

AUTO 211
Antilock Brakes/Traction Control Systems
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 210
Transfers to: CSU
This course is designed for students wanting to work in the automotive sector or automotive technicians needing to improve their skills and knowledge in modern Anti-lock and / or Traction Control systems. This course will provide instruction in automatic anti-lock brake systems, traction control systems and vehicle stability assist (VSA), including diagnosis, operation and maintenance of ABS/ TCS/VSA. The course will include the use of scanners, DVOM meters and lab-scopes in diagnosis of various ABS/TCS/VSA systems; both 2 wheel and 4 wheel systems will be covered.
3 Units
54 Lecture hours

AUTO 220
Manual Drive Trains and Axles
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 125
Transfers to: CSU
This course discusses modern manual transmissions, transaxles, driveline and differential theory operation, methods of repair, service, equipment operation and techniques of problem diagnosis. Procedures for import and domestic vehicles are developed through classroom discussion, demonstrations and laboratory experiences. This course prepares the student for the (ASE) Automotive Service Excellence A-3 Exam and is intended for automotive majors.
4 Units
54 Lecture hours
54 Lab hours

AUTO 230
Automatic Transmission/Transaxle
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 125
Transfers to: CSU
This course is designed to provide instruction in Automatic Transmission / Transaxle systems. Included will be the application of friction materials, planetary gear components, hydraulic components; both hydraulically controlled and electronically controlled, fluid types and sealing materials. The student will achieve skill in diagnosis, removal, disassembly, reassembly and rebuilding transmission units to manufacturer’s specifications and learn part nomenclature and function.
4 Units
54 Lecture hours
54 Lab hours

AUTO 240
Heating and Air Conditioning
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AUTO 103
Transfers to: CSU
This course is designed to provide instruction on the operating principles of common automotive heating and air conditioning systems. Retrofitting R-12 systems to R-134a will be covered as well as the rules of AQMD / EPA. Students will be given the opportunity to earn their certification license (EPA. Rule 1411).
4 Units
54 Lecture hours
54 Lab hours

AUTO 256
Automotive Scantools and Vehicle Network Systems
Advisory: READ 023 or appropriate assessment; AUTO 150
Transfers to: CSU
This course is designed to enhance the student’s electrical and electronic diagnostic skills in both the automotive powertrain management spectrum. This course emphasizes an in-depth study of various automotive computer systems, vehicle communication network systems, as well as the latest Scantools available to help aid diagnosticians of these systems. Course content includes advanced electrical and electronic systems theory and diagnosis, OBD-I and OBD-II engine and transmission management systems diagnostics, and basic vehicle network systems diagnostics. The majority of the course content focuses on proper Scantool usage, including proper tool selection, updating software, identifying and using data streams, and understanding the numerous serial data protocols, including CAN data communications.
3 Units
54 Lecture hours

AUTO 260
Advanced Hybrid/Electric Vehicle
Prerequisite: AUTO 147
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or MATH 030D or MATH 033 or appropriate assessment; AUTO 157
Transfers to: CSU
This course continues the study of the use and service of Hybrid Electronic generation and Plug-in Battery Electric power for vehicle transportation. The course is not for beginner technicians. Topics will include: OSHA / NEC/NFPA safety when using high voltage, vehicle maintenance, drivability conditions, inverter power transfer, battery storage technologies, regeneration of electrical power from kinetic energy, Level I, Level II battery charging and fuel cell technology. Dynamics of battery storage, Hybrid generation systems, Electric vehicle applications and their integrated systems from many manufacturers will be discussed. High-Voltage battery management systems including active / passive design to charging systems will be primary focus of this course. This course is for student’s working in the Hybrid and Electric vehicle, power engineering and technology field.
4 Units
54 Lecture hours
54 Lab hours

AUTO 290
Cooperative Work Experience/Internship for Automotive Technology Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in business and industrial establishments under the supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the automotive/transportation field and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures”.
Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours
Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours
BIOLOGY
Division of Mathematics & Sciences

BIOL 101
General Biology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
MATHE 050 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: BIOL 101 or BIOL 200)

General Biology 101 is a general education course, open to all students, and is designed to provide an introduction to concepts and principles of modern biology. Topics covered will include living and nonliving environments, energy relationships, genetic control mechanisms, concepts of evolution, biogeochemical cycles, and ecosystem function. The laboratory component of the course emphasizes the application of the scientific method as a tool to understanding living systems.

3 Units
54 Lecture hours
54 Lab hours

BIOL 105
Human Biology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course will provide an introduction to the basic principles, structures, functions, and biological processes of the human body. This lecture only course will emphasize a scientific view of the workings of the human body and its interactions with the environment as well as the necessary practices needed to promote a healthy body. The course's target audience are those students pursuing a liberal arts education who are interested in furthering their own knowledge of human biology.

3 Units
54 Lecture hours

BIOL 111
Marine Biology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course is designed to give the student a better understanding of the basic principles of Marine Biology and fulfills the general education lecture requirement for the life sciences. Emphasis is placed on how the scientific method is used to investigate the chemical, physical, and geological properties of the marine environment. Students will learn to distinguish among the diverse organisms and habitats that comprise the ocean’s ecosystems. An introduction to the structure and function of marine ecosystems is provided and the impact of human activity on those systems will be addressed.

3 Units
54 Lecture hours

BIOL 111L
Marine Biology Laboratory
Prerequisite/Corequisite: BIOL 111
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
MATHE 050 or appropriate assessment
Transfers to: UC, CSU

This laboratory course complements the Marine Biology lecture course and is designed for the student interested in furthering their understanding of the marine environment and its organisms, with emphasis on marine life of the local coasts. The scientific method will be employed to investigate the chemical and physical properties of seawater, the role of pigments in marine algae, the behavior of marine organisms, the classification and morphology of marine producers, invertebrates and vertebrates, and adaptations of organisms to specific habitats. Students will use basic laboratory equipment and techniques in both classroom and field-based investigations. Field trips to coastal marine habitats and public aquaria are conducted.

1 Unit
54 Lab hours

BIOL 112
Outdoor Biology
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
MATHE 030 or appropriate assessment
Transfers to: UC, CSU

This course emphasizes the natural histories of California plants and animals associated with them. The impact people have had upon these natural habitats is also discussed. Students utilize the Rio Hondo College Wildlife Sanctuary to gather original data through firsthand observation, experiences, and with the use of scientific methodology.

3 Units
36 Lecture hours
54 Lab hours

BIOL 120
Environmental Biology
Advisory: ENGL 101; READ 023 or appropriate assessment
MATHE 050 or appropriate assessment
Transfers to: UC, CSU

Utilizing basic biological concepts, an interdisciplinary approach is used to address environmental challenges. Topics addressed may include ecosystem characteristics and functions, population dynamics, energy and material resource use, pollution, and alternative energy sources. Students in many disciplines will benefit from this course as the social, political, and economic implications of environmental decisions are addressed. This course fulfills the general education requirement in life sciences.

3 Units
54 Lecture hours

BIOL 120L
Environmental Biology Laboratory
Prerequisite/Corequisite: BIOL 120
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
MATHE 030 or appropriate assessment
Transfers to: UC, CSU

This laboratory course complements the Environmental Biology lecture course and is designed for students interested in furthering their understanding of the environmental sciences. The scientific method will be employed to investigate ecosystems and their functions, natural selection, population genetics, and environmental toxicology, radiation exposure effects, soil and groundwater systems, water pollution, alternative energy systems, and environmental resistance.

1 Unit
54 Lab hours

BIOL 125
Human Anatomy
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
MATHE 050 or appropriate assessment
Transfers to: UC, CSU

This course is primarily a systems approach to the study of human body structure. The study of each body system includes structural specializations and functions from the microscopic to the system level emphasizing the interdependence of form and function. Additional topics include methods of anatomical study, human genetics, and embryonic development. The laboratory exercises will also include vertebrate dissections. This course is intended for students preparing to enter careers in the health sciences.

4 Units
54 Lecture hours
54 Lab hours

BIOL 200
Principles of Biology 1 (Molecular and Cellular Biology)
Prerequisite: CHEM 120 and MATHE 070 or MATHE 070D or MATHE 073 or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

(*Students will receive credit from UC for only one of the following courses: BIOL 101 or BIOL 200)

This course is first in a sequence of courses for undergraduate preparation for biology majors. Areas of focus include cellular and molecular biology, bioenergetics, genetics, evolution and ecology. The laboratory portion of the course emphasizes scientific methodologies focusing on observations, experimentation, record keeping, data collection and analysis, and presentation of outcomes. The course sequence also provides excel-
BIOL 201
Principles of Biology 2 (Diversity and Ecology)
Prerequisite: BIOL 200 with a grade of "C" or better
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This course continues the sequence of undergraduate preparation for biology majors. The course is a survey of the diversity of life on earth, focusing on the relationships between structure, function, and evolution. Topics deal with classification, development, evolutionary relationships and ecological functions of living organisms. Field trips are used to illustrate these principles. This course is intended for transferring Biology majors.

4 Units
54 Lecture hours
108 Lab hours

BIOL 202
Principles of Zoology
Prerequisite: 1.) BIOL 200 or 2.) BIOL 101, MATH 070 or appropriate assessment, and CHEM 130
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This course surveys the animal-like protists and the major animal groups. Emphasis is placed on diversity, structure, function, evolutionary adaptations and relationships. Other topics include animal impacts on human health and economies. Laboratory survey and dissection and field trips are used to illustrate these principles. This course is intended for transferring Biology majors.

4 Units
54 Lecture hours
108 Lab hours

BIOL 203
Principles of Botany
Prerequisite: 1.) BIOL 200 or 2.) BIOL 101, MATH 070 or appropriate assessment, and CHEM 130
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This is a combined lecture and lab course in botany examining the relationships between plant forms and functions. An emphasis is placed on plant physiology, plant morphology, plant growth and development. The recognition of plant families and the identification of plants of local ecosystems are also stressed. Participation in field trips is highly recommended. This course is intended for transferring Biology majors.

4 Units
54 Lecture hours
108 Lab hours

BIOL 204
Principles of Genetics
Prerequisite: BIOL 200
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This course is designed for Life Science majors and introduces them to the basic concepts of biochemistry, molecular biology and molecular genetics, including protein structure and function, DNA structure and replication, transcription, RNA processing, translation, and recombinant DNA technology. Students will also be introduced to the science of biotechnology by providing both the theory and hands-on experience with laboratory protocols that include the isolation, purification, and cloning of a gene; including the use of restriction enzymes, electrophoresis, library construction, blotting and hybridization and sequencing. Polymerase chain reaction (PCR) will be explained in detail, particularly how it has revolutionized research in molecular biology, medicine, forensics, systematics and evolutionary biology.

4 Units
54 Lecture hours
54 Lab hours

BIOL 205
Molecular Biology and Biotechnology
Prerequisite: BIOL 200; CHEM 130
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This course is intended for students preparing to enter careers in the health sciences.

4 Units
54 Lecture hours
108 Lab hours

BIOL 226
Human Physiology
Prerequisite: BIOL 125 and CHEM 110
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Human Physiology provides a general introduction to the function and regulation of human body systems. Physiological integration of the systems to maintain homeostasis and the significance of biochemistry is appropriate for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.

1 to 4 Units
54 to 216 Lab hours
BUSINESS LAW

Division of Business

BUSL 110

Legal Environment of Business
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UCI (*credit limit), CSU (*Students will receive credit from UCI for only one of the following courses: BUSL 110 or BUSL 220)

This course examines the legal regulatory, and international environment of business. Included are the topics of alternative dispute resolution, the forms of business organization, regulations affecting employment, and current environmental statutes. Case studies are used to discuss torts, crimes, contracts and sales, warranty and product liability, labor law, employment discrimination, and environmental law.

3 Units
54 Lecture hours

BUSL 220

Business Law
Prerequisite: BUSL 110

Transfers to: UCI (*credit limit), CSU

(*Students will receive credit from UCI for only one of the following courses: BUSL 110 or BUSL 220)

A continuation of BUSL 110, this course includes a study of the following areas: negotiable instruments, security devices, partnerships and corporation, insurance, real property, personal property, estates, bankruptcy, and government and business. The student should consult the college to which he plans to transfer for the junior year before registering for this course.

3 Units
54 Lecture hours

CARPENTRY

Division of Career & Technical Education

CARP 020A

Orientation/Safety I
Prerequisite: Indentured Apprentice with the State of California
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the carpentry industry. Modules cover the following topics: history of the carpentry profession along with state and federal labor law, job layout, safe working conditions, health and safety certifications, basic blueprint reading, advanced blueprint reading, use and application of levels and transits, foundations, flatwork, wall structures, stairs and ramps, welding materials and welding applications.

1 Unit
20 Lecture hours
20 Lab hours

CARP 020B

Health and Safety Certifications
Prerequisite: Indentured Apprentice with the State of California
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the carpentry industry. Modules cover the following topics: history of the carpentry profession along with state and federal labor law, job layout, safe working conditions, health and safety certifications, basic blueprint reading, advanced blueprint reading, use and application of levels and transits, foundations, flatwork, wall structures, stairs and ramps, welding materials and welding applications.

1 Unit
20 Lecture hours
20 Lab hours

CARP 020C

Blueprint I
Prerequisite: Indentured Apprentice with the State of California
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the carpentry industry. Modules cover the following topics: history of the carpentry profession along with state and federal labor law, job layout, safe working conditions, health and safety certifications, basic blueprint reading, advanced blueprint reading, use and application of levels and transits, foundations, flatwork, wall structures, stairs and ramps, welding materials and welding applications.

1 Unit
20 Lecture hours
20 Lab hours

CARP 020D

Builders Level and Transit
Prerequisite: Indentured Apprentice with the State of California
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the carpentry industry. Modules cover the following topics: history of the carpentry profession along with state and federal labor law, job layout, safe working conditions, health and safety certifications, basic blueprint reading, advanced blueprint reading, use and application of levels and transits, foundations, flatwork, wall structures, stairs and ramps, welding materials and welding applications.

1 Unit
20 Lecture hours
20 Lab hours

CARP 020E

Foundations and Flatwork
Prerequisite: Indentured Apprentice with the State of California
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the carpentry industry. Modules cover the following topics: history of the carpentry profession along with state and federal labor law, job layout, safe working conditions, health and safety certifications, basic blueprint reading, advanced blueprint reading, use and application of levels and transits, foundations, flatwork, wall structures, stairs and ramps, welding materials and welding applications.

1 Unit
20 Lecture hours
20 Lab hours

CARP 020F

Wall Forms
Prerequisite: Indentured Apprentice with the State of California
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the carpentry industry. Modules cover the following topics: history of the carpentry profession along with state and federal labor law, job layout, safe working conditions, health and safety certifications, basic blueprint reading, advanced blueprint reading, use and application of levels and transits, foundations, flatwork, wall structures, stairs and ramps, welding materials and welding applications.

1 Unit
20 Lecture hours
20 Lab hours

CARP 020G

Stairs and Ramp Forming
Prerequisite: Indentured Apprentice with the State of California
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the carpentry industry. Modules cover the following topics: history of the carpentry profession along with state and federal labor law, job layout, safe working conditions, health and safety certifications, basic blueprint reading, advanced
CHEM 101
Chemistry and Our World
Prerequisite: READ 023 or appropriate assessment
Advisory: ENGL 101; MATH 030 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(* The UC will grant credit for only one of the following courses: CHEM 101, CHEM 110)
This course explores the properties and reactions of matter, focusing on chemical applications of social concern. Student will investigate elementary principles of chemistry, including chemical and physical properties of the elements, the states of matter, nomenclature, basic atomic theory, acids and bases, organic chemistry, biochemistry, and nuclear chemistry. Supplementary topics will be selected from topics of current social interest, including air and water pollution; chemical, nuclear and alternative energy sources; chemical and biological warfare; chemistry and the law; and the pharmaceutical industry and drug design. Emphasis will be placed on the construction of effective and informed arguments, both verbal and written. The content of this course is oriented to the non-science major, and mathematical content will be presented at a basic level.
3 Units
54 Lecture hours

CHEM 101L
Chemistry and Our World Laboratory
Prerequisite/Corequisite: CHEM 101
Transfers to: UC, CSU
This laboratory course complements the corresponding lecture section, demonstrating important concepts and theories through relevant experiments. Topics will include simple chemical reactions, separations of mixtures, and formation and analysis of everyday chemicals, among others. The scientific method will be presented as a tool to guide laboratory investigations. Laboratory measurement techniques will be emphasized throughout the course.
1 Unit
54 Lab hours

CHEM 110
Chemistry for Allied Health Majors
Prerequisite: MATH 050 or MATH 050D or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; Concurrent enrollment in MATH 070 or MATH 070D
Transfers to: UC (credit limit*), CSU
(* The UC will grant credit for only one of the following courses: CHEM 110, CHEM 120)
This course provides an introduction to the fundamental concepts of general, organic, and biological chemistry, and is especially appropriate for students intending to pursue a career in nursing and other health-related professions, including kinesiology and psychology. Emphasis is placed on the relationship between chemistry and the health/medical sciences. Weekly laboratory activities require students to empirically verify concepts presented in lectures. No previous background in chemistry is required or expected of students enrolling in this course.
5 Units
54 Lecture hours
54 Lab hours
18 Other hours

CHEM 120
Introduction to Chemistry
Prerequisite: MATH 070 or MATH 070D with a grade of "C" or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(* The UC will grant credit for only one of the following courses: CHEM 110, CHEM 120)
This one-semester course is designed for students intending to major in science or engineering. The course primarily prepares students for Chemistry 130; additionally, it fulfills the general education requirement in the physical sciences. This course introduces the fundamental principles of general chemistry, with emphasis on chemical nomenclature and quantitative problems in chemistry. The lecture presents classical and modern chemistry including atomic theory, periodic properties, chemical bonding, chemical reactions, stoichiometry, acids and bases, gas laws and solutions. The laboratory introduces the techniques of experimental chemistry with examples from all areas of chemistry.
5 Units
54 Lecture hours
54 Lab hours
18 Other hours

CHEM 130
General Chemistry
Prerequisite: CHEM 120 with a grade of “C” or better
Advisory: ENGL 101; READ 023 or appropriate assessment; MATH 175 or appropriate assessment
Transfers to: UC, CSU
Chemistry 130 is the first semester of a two semester sequence designed for...
students intending to major in science and engineering. The lecture course covers classical/modern chemistry, with applications, in stoichiometry and classical atomic theory of chemistry, periodic properties, gas laws, modern quantum theory of atomic and molecular structure and quantitative analysis. Modern instrumental methods are used in some exercises. Experiments are designed to encourage and require the student to do some preparing prior to the laboratory period. Quantitative thinking and procedures are introduced early and emphasized throughout the course.

**CHEM 131**

**General Chemistry**

**Prerequisite:** CHEM 130 with a grade of "C" or better

**Advisory:** ENGL 101; READ 023 or appropriate assessment

**Transfers to:** UC, CSU

CHEM 131 is a continuation of CHEM 130. Theory and techniques of elementary physical chemistry are stressed. Emphasis is placed on the dynamics of chemical change using thermodynamics and reaction kinetics as the major tools. A thorough treatment of equilibrium is given, with many examples of solubility, acid-base, and redox equilibria, including electrochemical concepts. Brief introductions to organic and nuclear chemistry are presented. Various analytical techniques used in modern chemistry are introduced. Descriptive chemistry of representative metallic and nonmetallic elements is included.

3 Units

**CHEM 131L**

**General Chemistry**

**Prerequisite/Corequisite:** CHEM 131 or completion of CHEM 131 within one calendar year prior to enrollment in CHEM 131L

**Advisory:** ENGL 101; READ 023 or appropriate assessment

**Transfers to:** UC, CSU

This laboratory course is designed to be taken concurrently with CHEM 131. Experiments are used that show the relationship between experimental measurement and chemical theory and may include exercises on kinetics, equilibrium, electrochemistry, basic nuclear and organic chemistry, acid-base theory, and qualitative analysis. Modern instrumental methods are used in some exercises. Experiments are designed to encourage and require the student to do some preparing prior to the laboratory period. Quantitative thinking and procedures are introduced early and emphasized throughout the course.

2 Units

**CHEM 230**

**Organic Chemistry I**

**Prerequisites:** CHEM 131 and CHEM 131L with a grade of "C" or better

**Transfers to:** UC, CSU

This course, the first of a two-semester sequence, provides a rigorous introduction to the practical and theoretical aspects of organic chemistry. Several topics will be explored in depth, including molecular structure and hybridization, applications of acid/base theory to organic compounds, stereochemistry, alkanes, alkenes, alkynes, dienes, substitution and elimination reactions, and spectroscopic methods of analysis (e.g. IR, UV/VIS, NMR). Particular emphasis will be placed on thermodynamic and kinetic aspects of reactions and detailed examination of reaction mechanisms. The laboratory course is designed to provide students with a solid foundation in the essential techniques of organic chemistry, including the determination of melting points, thin layer and column chromatography, extraction, distillation, and spectroscopic analysis of products. This course is appropriate for students majoring in chemistry, biological sciences, and chemical engineering, and satisfies the admissions requirements for medical, dental, veterinary, and other health-related graduate programs.

5 Units

**CHEM 231**

**Organic Chemistry II**

**Prerequisite:** CHEM 230 with a grade of "C" or better

**Transfers to:** UC, CSU

This course, the second of a two-semester sequence, provides a rigorous introduction to the practical and theoretical aspects of organic chemistry. The chemistry of aromatic and carbonyl-containing compounds will be emphasized throughout the course of the semester. Bioorganic compounds will be introduced. Particular emphasis will be placed on thermodynamic and kinetic aspects of reactions, the detailed examination of reaction mechanisms, and the design of multi-step syntheses. Laboratory exercises require students to use the techniques learned in the previous semester to carry out more complex reactions and multi-step synthesis. Additionally, students will investigate the techniques of organic qualitative analysis. This course is appropriate for students majoring in chemistry, biological sciences, and chemical engineering, and satisfies the admissions requirements for medical, dental, veterinary, and other health-related graduate programs.

5 Units

54 Lecture hours

108 Lab hours

**CHICANO STUDIES**

Division of Behavioral & Social Sciences

**CHST 101**

**Introduction to Chicano Studies**

**Advisory:** ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

**Transfers to:** UC, CSU

This is an introductory course that examines the historical and contemporary experiences of Chicanos in American society. Topics include the formation of Chicano identity, the Chicano Movement, and current government policies affecting this group. Students interested in this course may include individuals with familial or personal connections to the Chicano (Mexican-American) community and/or those intending to work in environments with high concentrations of this population.

3 Units

54 Lecture hours
CHST 146
The Mexican American in the History of the U.S.  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: UC, CSU  
The course is a survey of U.S. history from the end of the nineteenth century to the present with an emphasis on the Mexican American's social, economic, and political development. It also examines Mexican American political development leading to the adoption of the U.S. Constitution, examines the principles of the U.S. Constitution, and analyzes U.S. political systems as they pertain to the Mexican American experience. This course is designed for students interested in exploring familial and/or personal connections to the Chicano (Mexican American) community and/or those intending to work in environments with high concentrations of this population.  
3 Units  
54 Lecture hours

CHST 148
La Chicana: The Contemporary Mexican-American Female (Same as SOC 148)  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: UC, CSU  
The introductory course will examine the ethnic identity formation of the Mexican-American woman. The students will analyze the employment, education, religious, family, historical and cultural influences present in the lives of Mexican-American females. This course is appropriate for students interested in furthering their understanding of the social construction of the Mexican-American woman.  
3 Units  
54 Lecture hours

CHST 150
Chicano Politics (Same as POLS 150)  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: UC, CSU  
This course examines U.S. history and political issues relevant to the Chicano/Latino community, providing an overview of Chicano/Latino demographics in the U.S. examines Chicano/Latino political activism and the rise of Chicano/Latino political leadership. This is an entry level course serving as an elective for both the Political Science and Chicano Studies majors.  
3 Units  
54 Lecture hours

CHILD DEVELOPMENT
Division of Behavioral & Social Sciences

CD 095
Current Issues in Child Development  
Advisory: CD 106; CD 110  
A working knowledge of current issues in the field of Child Development, leadership and advocacy skills and professionalism will be the focus of this course. The course is meant for students who are interested in understanding the current issues and changes in the field of Child Development. This course meets State Of California Child Development Permit and Department of Social Services Classification Indicator D53.  
1 Unit  
18 Lecture hours

CD 102
Nutrition, Health and Safety for Children  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course is designed for students interested in working in child care environments for both children and adults and integration of these practices into everyday program planning and development. Students will participate in developing lesson plans, class schedules, and leading parent discussion seminars. Topics covered will include: child growth and development; health and safety; preventive health and safety practices; and understanding of child and adolescent development. This course meets the California Commission on Teacher Credentialing requirements for the Child Development Permit.  
3 Units  
54 Lecture hours

CD 106
Child Growth and Development  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: UC (credit limit *), CSU  
(*Students will receive credit from UC for only one of the following courses: CD 106 or PSY 121)  
This course provides an overview of human growth from conception to adolescence. The theories of development relevant to life through the teenage years are introduced, and the social, emotional, cognitive and physical aspects of these early stages of life are addressed. This course is appropriate for students preparing for a profession working with children and their families or those interested in furthering their understanding of child and adolescent development. This course is also designed to meet the Department of Social Service Classification D51 and applies toward the State of California Title V requirement for the Child Development Permit.  
3 Units  
54 Lecture hours
CD 110  
Principles and Practices of Early Childhood Education  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course is designed for students desiring to work in educational programs for children from birth to age eight. The course is an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationship, constructive adult-child interaction and teaching strategies supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. This course meets the Department of Social Services Classification Indicator DS3 and the State of California Department of Education Title V Child Development Permit.  3 Units  54 Lecture hours

CD 111  
Early Childhood Education Curriculum  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This introductory course presents current concepts in childhood curriculum development and implementation. The student will design curriculum based on observation and assessment of young children to support play and learning using developmentally, inclusive and anti-bias principles in collaboration with families to support all children; demonstrate knowledge of the teachers’ role in evaluating best practices and apply understanding of children’s learning and development. This course is meant for students who plan to create and implement children’s educational programs. This course is also designed to meet the State of California Title 22 Department of Social Service Classification Indicator DS3 and applies toward the State of California Title V requirements for the Child Development Permit.  3 Units  54 Lecture hours

CD 114  
Observation and Assessment  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course is designed for students working towards a Child Development Permit. The course focuses on appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children’s success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Advantages and disadvantages of observation techniques, observer bias and cultural considerations are discussed. This course meets the Department of Social Services Classification Indicator DS3 and applies toward the State of California Title V requirement for the Child Development Permit.  3 Units  54 Lecture hours

CD 115  
Creative Art Experiences for Children  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course is appropriate for students interested in facilitating and supporting creativity in group care and educational environments for children. The course provides a comprehensive study of creativity and its impact on child development. A developmental perspective will be utilized as students explore creative art and its impact on the whole child, the artistic development process, aesthetics, the elements of art, specific art program approaches, artistic styles, facilitating and supporting creative art experiences for children, art assessment techniques and specific art experiences. The course meets State of California Commission on Teacher Credentialing requirements for the Child Development Permit and Department of Social Service Classification Indicator DS3.  3 Units  54 Lecture hours

CD 118  
Development of Science and Math Experiences  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course provides a framework from which to explore the theories, philosophies, principles, and implementation of science and math experiences for children from birth to early adolescence. Emphasis is placed upon theoretical and developmental foundations with practical application in the form of developmentally appropriate activities for use in the school and the child care center. This course is targeted for students preparing for a career in teaching children. The course meets the Department of Social Services Classification Indicator DS3 and applies toward the State of California Department of Education Title V Child Development Permit.  3 Units  54 Lecture hours

CD 119  
Music and Movement for Children  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course offers a framework for providing developmentally appropriate music and movement principles and experiences for children birth to early adolescence. The developmental characteristics of movement and music abilities will be outlined along with the basics of movement and music education. Students will participate in music and movement related activities. This course is designed for students interested in working with children in group care and educational programs. The course meets the Department of Social Services Classification Indicator DS3 and applies toward the State of California Department of Education Title V Child Development Permit.  3 Units  54 Lecture hours

CD 120  
Experiences in Language Arts  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course is designed for students who are interested in promoting and facilitating the language development of children. The course is a study of philosophies, principles and implementation of language arts experiences for children from birth to early adolescence. The theoretical basis of language development and systems of teaching literacy will be addressed. Literature, dramatics, flannel board stories, puppetry, and storytelling are incorporated into the course as strategies for language acquisition as well as literacy activities. The course meets State of California Commission on Teacher Credentialing requirements for the Child Development Permit and Department of Social Service Classification Indicator DS3.  3 Units  54 Lecture hours

CD 128  
Child Growth and Development During the School Years  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course focuses on the developmental needs of children from 3-14 years and will include the physical, cognitive, linguistic, social and emotional aspects of the school-age child. Emphasis will be placed on gaining an understanding of various strategies that address the needs of school-aged children. This course is directed towards students seeking employment in educational programs for school-age children. The course meets the Department of Social Services Classification Indicator DS5 and applies towards the State of California Department of Education Title V Child Development Permit.  3 Units  54 Lecture hours
CD 129
School-Age Care Supervision and Administration
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course presents the principles of administration and supervision of school-age care programs. Topics covered include: characteristics of a quality program; staff roles; school-age children’s development; developmentally-appropriate discipline and guidance, environment, and curriculum; policies and procedures for program operation; and laws and regulations. The unique features of a school-age care program as opposed to a preschool child care program or the regular school day will be addressed. Students taking this course will be prepared for a position working as an administrator or supervisor in a school-age care program. This course meets the State of California Teacher Credentialing requirements for the Child Development Permit and Department of Social Service Classification Indicator DS 5.
3 Units
54 Lecture hours

CD 130
School-Age Child Care and Curriculum
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is meant for students interested in providing enrichment curriculum for school-age children enrolled in out of school child care programs. The course focuses on the development and implementation of developmentally-appropriate curricula. Topics covered include developmental theories, issues related to the growth and development of school-age children and teaching methods and practices that utilize that knowledge. The course meets State of California Commission on Teacher Credentialing requirements for the Child Development Permit and Department of Social Service Classification Indicator DS6.
3 Units
54 Lecture hours

CD 208
Child, Family and Community
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students desiring to work with children in a group setting, as well as for parents and others who wish to further their understanding of how the social-cultural environment affects the developing child. The course examines the historical and contemporary inter-relationship of family, school and community on child development. The process of socialization and identity formation will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. This course meets the Department of Social Services Classification Indicator DS2 and the State of California Department of Education Title V Child Development Permit.
3 Units
54 Lecture hours

CD 210
Adult Supervision
Prerequisite: CD 106, CD 110, CD 208
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for students who wish to develop the skills to effectively supervise staff working in children’s educational programs. The course is a study of theories and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood / child development classrooms. Emphasis is on the role of the classroom teachers who function as mentors to new teachers while simultaneously meeting the needs of children, parents and other staff. This course meets the requirements for a course in adult supervision for the Child Development Permit.
3 Units
54 Lecture hours

CD 211
Infants and Toddlers
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is a study of factors that affect the developmental progress of children from birth through 2 years. Current research specific to this age and practical applications that nurture the cognitive, language, emotional, social, personality, and motor development are explored. Emphasis will be placed on the role of the adult in designing, assessing and implementing the educational care (educating and caring) of infants and toddlers. Culturally sensitive care, as well as early recognition and intervention for infants and toddlers with special needs is discussed. This course is recommended for students who are interested in working with infants and toddlers in center-based programs, family child care and parental care. This course meets The Department of Social Services Classification Indicator DS4 and applies to the State of California Department of Education Title V Child Development Permits.
3 Units
54 Lecture hours

CD 213
Developing and Implementing Infant/Toddler Curriculum
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course will prepare students for a position working with infants and toddlers in a group setting. The course presents the elements of a quality infant and toddler program. Topics covered will include the theories of growth and development, laws and regulations governing group programs, program quality standards, and the significance of the caregiver’s relationship to the child. The course meets State of California Commission on Teacher Credentialing requirements for the Child Development Permit and Department of Social Service Classification Indicator DS6.
3 Units
54 Lecture hours
CD 224  
Diversity Issues During Early Childhood, School Age and Adolescence  
*Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment*  
*Transfers to: CSU*  
This course addresses the similarities, variety and multiplicity found within programs and educational settings for Young Children, School Age Children and Adolescents. Topics covered include: family values, culture, race, gender, social class, sexual preference, language and abilities. Focus will also be placed on developmentally appropriate practices in addressing diversity, parental perspectives and the effects of diversity on the domains of development. This course is designed for students wishing to work in children’s programs and educational settings. This course meets the Department of Social Services Classification Indicator D53 and applies towards the State of California Department of Education Title V Child Development Permits.  
3 Units  
54 Lecture hours

CD 226  
Introduction to Special Education  
*Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment*  
*Transfers to: CSU*  
This course introduces students to the field of special education. Instruction will focus on understanding basic strategies for working with children, birth to early adolescence, that are at-risk or have a diagnosed disability. Issues related to family dynamics and education resources and strategies will also be discussed. Public policy requires that children with special needs are learning in environments with their same-age peers. This course will prepare students who wish to work in children’s programs or educational environments to facilitate the learning and development of children with special needs. Applies toward the State of California Teacher Credentialing requirements for the Child Development Permit.  
3 Units  
54 Lecture hours

CD 228  
Early Childhood Education Practicum  
*Prerequisite: CD 106, CD 110, CD 111, CD 114 and CD 208*  
*Advisory: READ 023 or appropriate assessment*  
*Transfers to: CSU*  
In this capstone course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of Child Development faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. This course is designed for students looking for a supervised field/laboratory experience in an early childhood setting. The course meets The Department of Social Services Classification Indicator D53 and applies towards the State of California Department of Education Title V Child Development Permits.  
3 Units  
36 Lecture hours  
54 Lab hours

CD 229  
Literacy Development for Children  
*Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment*  
*Transfers to: CSU*  
This course is appropriate for students interested in facilitating and supporting literacy development in children enrolled in group care and educational environments. Focus is on effective skills and techniques utilized by teachers and caregivers to enhance the development of Emergent Literacy skills throughout childhood. Students will develop knowledge of the sequence of Literacy and Language Development, Developmentally Appropriate Practices in classroom environments and a Balanced Literacy Approach. Effective assessment, curriculum and techniques to promote skill development will also be introduced. The course meets State of California Commission on Teacher Credentialing requirements for the Child Development Permit and Department of Social Service Classification Indicator D53.  
3 Units  
54 Lecture hours

CD 230  
Family Child Care  
*Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment*  
*Transfers to: CSU*  
This course is designed for students who want to open and operate a family child care program. Emphasis will be placed on the management and operation of a family child care facility including how to create a budget, advertisements, recruitment of children, and conforming to State of California Title 22 regulations. This course will also cover effective parent communication, setting up an appropriate classroom environment and community resources. This course meets the California Commission on Teacher Credentialing requirements for the Child Development Permit and the Department of Social Services Classification Indicator D53.  
3 Units  
54 Lecture hours

CD 231  
Curriculum for Family Child Care  
*Advisory: ENGL 035 or ENLA 100 or appropriate assessment*  
*Transfers to: CSU*  
This course is designed for students who are preparing to work in a family child care program or to operate their own program. This course provides an overview of the fundamentals of planning and implementing a curriculum for family child care. Emphasis is placed on understanding the importance of a philosophy statement, goals and objectives for lesson plans, setting up the physical environment, the caregiver’s role, and the parent’s role. The unique challenges of organizing a home as a learning environment, dealing with multi-age groups, and small groups will also be addressed. This course meets the California Commission on Teacher Credentialing requirements for the Child Development Permit and the Department of Social Services Classification Indicator D53.  
3 Units  
54 Lecture hours

CD 232  
Educating Children With Special Needs  
*Advisory: ENGL 035 or ENLA 100 or appropriate assessment*  
*Transfers to: CSU*  
This course will prepare students and parents to participate in the planning and implementation of programming for children with special needs. The course focuses on supporting the educational process of children with special needs within group settings utilizing multidisciplinary approaches that incorporate the family in the planning and implementation of programming. Topics will include assessment, diagnosis, appropriate placement, individualized program planning, and instructional approaches and adaptations. Criteria outlined by laws regarding Special Education and court rulings will be addressed along with the issue of program accountability. The course meets State of California Commission on Teacher Credentialing requirements for the Child Development Permit and Department of Social Service Classification Indicator D53.  
3 Units  
54 Lecture hours

CD 299  
Directed Study: Child Development  
*Transfers to: UC, CSU*  
Independent Study / Directed Study is intended for students who have the ability to assume responsibility for independent work, to prepare written or oral reports and/or appropriate projects. To enroll in an independent study / directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies / Directed Stud-
Chinese II
CHIN 102

Chinese I
Prerequisite: Completion of CHIN 101 with a "C" or better, or completion of 2 years high school Chinese with a "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU

This course is a continuation of the essential aspects of the Chinese Language. The course stresses oral and written proficiency through fundamental use of Chinese pronunciation and the Pinyin Spelling System. Students will continue to further their knowledge of Chinese characters. In addition to classroom discussion, students receive intensive individualized oral-aural practice in the language laboratory via interactive websites, audio CDs, video programs, and CD ROMs. Various facets of Chinese history, culture and civilization will also be analyzed via cross-cultural comparisons. This course is intended for those interested in learning to speak Chinese as well as for those seeking a degree in the Chinese language.

4 Units
72 Lecture hours
18 Lab hours

CIVIL DESIGN
Division of Career & Technical Education

CIV 140
Civil Drafting Fundamentals
Advisory: ENGT 101 or two years of high school drafting; ENGL 101 or ENLA 101 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course is for all students interested in the career field of Civil Design Drafting and Civil Engineering. Civil Drafting and Design is an intermediate level class in which the practices and the preparation of drawings, pertaining to the civil engineering field, will be expanded to include the development of maps and drawings used for transportation, site development, grading and drainage and road alignment. The student will use Computer Aided Drafting (CADD) software to complete projects relating to interpretation of survey data, profiles and cross sections, land subdivision, site and grading plans, underground utilities and structures, concrete and structural detailing.

3 Units
36 Lecture hours
54 Lab hours

CIV 142
Introduction to Land Surveying and GPS
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment
Transfers to: UC, CSU

This course is for all students interested in the career field of Civil Design Drafting and Civil Engineering. This course provides the student with an introduction to surveying and the principles of use of surveying in the preparation of maps. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.

4 Units
54 to 216 Lab hours

CIV 143
Applications to Surveying and GPS
Prerequisite: CIV 142 Advisory: MATH 050 or appropriate assessment
Transfers to: UC, CSU

This course is for all students with an understanding of surveying who are interested in pursuing a career in the field of Land Surveying. This course presents advanced applications that will cover the theory and practice of plane surveying, including principles of position, horizontal and vertical curves, construction staking, alignments, field procedures, U.S. Public Land Survey System, Boundary Surveying, use and care of surveying equipment.

4 Units
54 Lecture hours
54 Lab hours
CIT 042

This basic computer literacy course is designed to provide the student with skills necessary to understand and communicate with computers. It will include hardware and software basics, file management, computer networks, and the Internet. The course is taught on a lecture-lab basis: (3) hours in the classroom and a minimum of (2) hours in the laboratory each week. This course is taught in a six-week module during the regular semester. This course is recommended for all community college students in order to prepare them for their college-level courses which may require the knowledge of the microcomputer and its use for completion of assignments.

1 Unit
18 Lecture hours
12 Lab hours

CIT 060

Windows Operating System
Advisory: CIT 100A
This course is a comprehensive course of the Microsoft Windows operating system and its graphical user interface. The student will learn: Graphical User Interface/Mouse, My Computer, File Management with Explorer, WordPad, Paint, and data sharing using the Clipboard. The Find program, object linking and embedding, printers and fonts will also be included. Networking capabilities of Windows will be used and disk maintenance tasks will be performed.

3 Units
54 Lecture hours
36 Lab hours

CIT 100A

Keyboarding
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
The course is designed to enable the student to master the alphanumeric keyboard on a microcomputer by touch and to gain a thorough knowledge of current keyboarding techniques. This course is recommended for all students to provide them with the skills necessary to use touch keyboarding to prepare reports and general course assignments.

1 Unit
9 Lecture hours
27 Lab hours

CIT 100B

Keyboarding Speed and Accuracy
Advisory: READ 023 or appropriate assessment; CIT 100A
Transfers to: CSU
This course is designed to improve students’ speed and accuracy on a computer keyboard by analyzing their keyboarding techniques and prescribing specific drills to increase their timed writing rate. It is taught as a lab or on-line. This course is recommended for all students who have learned the location of the keys on the keyboard and who now want to improve their speed and accuracy in preparation of reports and general course assignments.

1 Unit
18 Lecture hours

CIT 101

Introduction to Computer Information Technology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CIT 100A
Transfers to: UC, CSU
This is an introductory computer course, which offers students both fundamental computer concepts and training in spreadsheets and database microcomputer applications. Topics include the importance of computers in business and society, the information processing cycle, the Internet, communication and networks, the latest hardware and software developments, and planning a career as a computer professional or a computer user. This is the basic computer course designed for Business majors.

3 Units
54 Lecture hours

CIT 102

Introduction to Microsoft Office
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CIT 100A
Transfers to: CSU
This course is intended as an introduction for students wanting to learn the latest version of the integrated program suite of Microsoft Office Professional. The student will be provided with the basics of each of the programs in the suite - Word, Excel, Access, PowerPoint, and Outlook as well as their Internet integration. In addition, an introduction to fundamental computer concepts will be presented including hardware and software basics, file management, computer networks and communications.

3 Units
45 Lecture hours
27 Lab hours

CIT 103

Introduction to Microsoft Word
Advisory: CIT 060; CIT 100A or ability to key by touch
Transfers to: CSU
This is an introductory word processing course, which will provide instruction in the use of the latest version of Microsoft® Word® applications software. Students will learn the basic editing and formatting functions of the program. Document maintenance, formatting enhancements, and the creation and formatting of tables will also be presented. This course is intended for students desiring to complete the requirements for the Computer Information Technology Microcomputer Specialists Degree or professionals wanting an introduction to Microsoft® Word®.

1.5 Units
18 Lecture hours
27 Lab hours

CIT 104

Advanced Microsoft Word
Prerequisite: CIT 103
Transfers to: CSU
This course presents the advanced features of the latest version of Microsoft Word®. Specific topics include merging documents, macros and styles, specialized tables, protected forms and shared documents. This course is intended for students desiring to complete the requirements for the Computer Information Technology Microcomputer Specialists Degree or professions wanting to master Microsoft Word.

1.5 Units
18 Lecture hours
27 Lab hours
CIT 105  
**Microsoft PowerPoint**  
Advisory: CIT 101  
Transfers to: CSU  
This course provides an introduction to Microsoft® PowerPoint®. This course will provide instruction in using PowerPoint® leading to Microsoft® Office Specialist Certification.  
27 Lab hours  
18 Lecture hours  
1.5 Units

CIT 107  
**Introduction to Microsoft Excel**  
Advisory: CIT 101  
Transfers to: CSU  
This is an introductory microcomputer spreadsheet applications course, which will provide instruction in the use of the latest version of spreadsheet software for business applications. Students will learn to manage financial data, develop formulas and functions with proper syntax, create charts and graphs, and build Web pages from worksheets. This course is intended for students desiring to complete the requirements for the Computer Information Technology Microcomputer Specialists Degree or professionals wanting instruction in Microsoft® PowerPoint® leading to Microsoft® Office Specialist Certification.  
18 Lecture hours  
27 Lab hours  
1.5 Units

CIT 108  
**Advanced Microsoft Excel**  
Prerequisite: CIT 107  
Advisory: CIT 115  
Transfers to: CSU  
This is an advanced microcomputer spreadsheet applications course, which will provide instruction in the use of the latest version of spreadsheet software. Students will learn to integrate Excel with other Windows programs and the World Wide Web, create Excel tables, PivotTables and PivotCharts, build Excel applications using macros and buttons, and enhance workbooks with Visual Basic. This course is intended for students desiring to complete the requirements for the Computer Information Technology Computer Systems Degree, or professionals wanting to learn the advanced functions and programming features of Microsoft® Excel®.  
18 Lecture hours  
27 Lab hours  
1.5 Units

CIT 109  
**Introduction to Microsoft Access**  
Advisory: READ 023 or appropriate assessment; CIT 101  
Transfers to: CSU  
This is an introductory microcomputer database applications course, which will provide instruction in the use of the latest version of database software for business applications. Students will learn to create and modify tables, build table relationships, add and edit records, create forms for data entry, and produce simple queries and reports. This course is intended for students desiring to complete the requirements for the Computer Information Technology Degree or professionals wanting an introduction to Microsoft Access.  
5 Units  
27 Lecture hours

CIT 110  
**Advanced Microsoft Access**  
Prerequisite: CIT 109  
Advisory: READ 023 or appropriate assessment  
Transfers to: CSU  
This is an advanced microcomputer database applications course, which will provide instruction in the use of the latest version of database software with emphasis on the software as a programming tool. Students will learn advanced query functions, custom forms design for data entry, custom report writing, and sharing and integrating data with Web pages. This course is intended for students desiring to complete the requirements for the Computer Information Technology Microcomputer Specialists Degree or professionals wanting an introduction to Microsoft Excel®.  
1.5 Units  
27 Lecture hours

CIT 111  
**Introduction to Programming**  
Advisory: MATH 050 or appropriate assessment  
Transfers to: CSU  
This course is designed to develop the problem-solving abilities of the student who intends to continue in the computer field. Various techniques used will include hierarchy diagrams, data flow diagrams, flowcharting, data diagrams, and pseudo code. This course will also include information on Microsoft Visual Studio.NET’s integrated development environment (IDE).  
3 Units  
54 Lecture hours

CIT 112  
**Survey of Object-Oriented Programming**  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MATH 050 or appropriate assessment; CIT 097  
Transfers to: UC, CSU  
This course covers the basic syntax for three object-oriented programming languages: C++, Visual Basic and Java. Using the Microsoft Studio environment, this class includes the following topics: introduction to computers, logic, input/output, looping and structures.  
3 Units  
54 Lecture hours

CIT 115  
**Introduction to Visual Basic Programming**  
Advisory: READ 023 or appropriate assessment; CIT 111  
Transfers to: UC, CSU  
This course is intended for students desiring to complete the requirements for the Computer Information Technology Degree or professionals wanting an introduction to Visual Basic Programming. This course will cover the fundamentals of software development using the most popular language – Visual Basic. Course topics include: designing programs, writing the source code, compiling, linking, executing and debugging programs, data types, arithmetic/logical expressions, procedures, decisions, repetition, arrays, processing sequential files, processing random access files, graphical display, controls and objects.  
4 Units  
72 Lecture hours

CIT 116  
**Advanced Visual Basic Programming**  
Prerequisite: CIT 115  
Advisory: READ 023 or appropriate assessment  
Transfers to: UC, CSU  
This course is intended for students desiring to complete the requirements for the Computer Information Technology Degree or professionals who want to continue developing their programming skills using an object-oriented programming language. This course will review the fundamentals of software development and cover advanced programming skills using the Visual Basic language. Advanced topics include: user interface concepts, database management, custom controls, and Windows common controls, multiple document applications, class, ActiveX and distributing programs.  
4 Units  
72 Lecture hours

CIT 125  
**C++ Programming - Introduction**  
Advisory: READ 023 or appropriate assessment; CIT 111  
Transfers to: UC, CSU  
This course is intended for students desiring to complete the requirements for the Computer Information Technology Degree or professionals who want to continue developing their programming skills using Visual C++ programming language. This course will cover the fundamentals of software development using the most popular language: C++. The topics covered include: designing, writing the source code, compiling, linking, executing, debugging, data types, arithmetic/logical expressions,
window server active directory

CIT 126 C++ Programming - Advanced
Prerequisite: CIT 125
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students preparing to complete the requirements for the Computer Information Technology Degree or professionals who want to continue developing their programming skills using an object-oriented programming language. This course will review the fundamentals of software development and cover the advanced programming skills using the C++ language. Advanced topics include: classes and data abstraction, operator overloading, inheritance, virtual function and polymorphism, stream I/O and Exception Handling.

4 Units 72 Lecture hours

CIT 130 Windows Configuration
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for students preparing to take the Windows client operating system certification exam. Students will learn to install, upgrade and migrate from previous to the current Windows client operating system and deploy Windows using system images and configure virtual hard disks. Students will also learn to configure hardware & applications, network connectivity, access to resources, mobile computing, backup and recovery, and monitoring and maintaining systems that run Windows.

3 Units 36 Lecture hours 54 Lab hours

CIT 131 Windows Server Active Directory
Prerequisite: CIT 130
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for students preparing to take the Windows Server Active Directory, Configuring certification exam. Students will learn to configure Domain Name System, Active Directory infrastructure, Active Directory roles & services, creating and maintaining Active Directory objects, maintaining the Active Directory environment, and configure Active Directory Certificate Services.

3 Units 36 Lecture hours 54 Lab hours

CIT 133 Windows Server Applications Infrastructure
Prerequisite: CIT 130
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for students preparing to take the Windows Server Applications Infrastructure certification exam. Students will learn to deploy servers, configure remote desktop services, configure web services infrastructure, and configure network application services.

3 Units 36 Lecture hours 54 Lab hours

CIT 135 Introduction to Java Programming
Prerequisite: READ 023 or appropriate assessment; CIT 111
Transfers to: UC, CSU
This course is intended for students preparing to complete the requirements for the Computer Information Technology Degree or professionals wanting an introduction to Java Programming. This course will cover the fundamentals of software development using the most popular Open Source language—Java. Course topics include: program design, algorithms, writing and testing source code, arithmetic/logic expressions, control structures, objects and basic Java structures.

4 Units 72 Lecture hours

CIT 136 Advanced Java Programming
Prerequisite: CIT 135
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is intended for students preparing to complete the requirements for the Computer Information Technology Degree or professionals who want to continue developing their programming skills using Java. This course covers the basics of the software development and the advanced programming skills using the Java language. Topics include Java data syntax, data structure, applets, graphics, animation, inheritance, abstract windows toolkit, exception handling, file input and output, and multithreading.

4 Units 72 Lecture hours

CIT 145 Introduction to C# Programming
Prerequisite: READ 023 or appropriate assessment; CIT 111
Transfer to: CSU
This course is intended for students or professionals desiring to enhance their programming skills using the Microsoft.NET framework. This course will review the fundamentals of software development, and cover software development skills using the C#.NET framework. Topics include Windows-based applications, Web services with XML (eXtensible Markup Language) data exchange, components and controls, database interfaces using ADO (ActiveX Data Objects) and SQL (Structured Query Language), and graphics programming.

3 Units 36 Lecture hours 54 Lab hours

CIT 152 Introduction to Web Page Design for Business
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment; CIT 150
Transfers to: CSU
This course provides students with an understanding of the fundamentals of HTML (Hyper Text Markup Language) programming. Students will create custom Web pages for personal Internet and business Intranet environments. Java Script and MS FrontPage 2000 will also be included.

3 Units 54 Lecture hours

CIT 155 Introduction to E-Commerce
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment; CIT 101
Transfers to: CSU
This course offers a hands-on problem-solving approach for learning the basic to more advanced features of doing business on the Internet. You will learn to use Ecommerce effectively, such as: gather corporate information, make a purchase online, develop an effective company Web site, or find global trading partners. You will learn how to do electronic commerce is an important part of our economy and our society.

3 Units 54 Lecture hours

CIT 160 Introduction to Operating Systems
Advisory: CIT 160
Transfers to: CSU
This course provides an overview of the operating systems that are currently used to create an e-business infrastructure. Operating systems discussed include Windows, Unix, Linux, Novell and Mac and their use in the industry. An in-depth study of Windows 2000 Server is also presented. Topics discussed are how to setup, install, and administer Windows 2000 Server. This course is designed for students interested in learning operating systems and the use of operating systems in running corporate information systems.

3 Units 36 Lecture hours 54 Lab hours
CIT 161 Intermediate Web Page Design  
Advisory: CIT 152  
Transfers to: CSU  
This course provides a hands-on in-depth study of web scripting languages for students interested in web page development. The fundamentals of programming logic will be reviewed and scripting languages such as VBScript and JavaScript will be introduced. The use of these programs and how they are used to manipulate and enhance static web pages will be addressed.  
4 Units  
54 Lecture hours  
54 Lab hours

CIT 162 Advanced Web Page Development  
Advisory: CIT 110  
Transfers to: CSU  
This course provides the students with a project-based approach to developing and implementing interactive database-driven Web pages. The course offers an overview of the tools used to connect databases to Web-based applications. Students will learn to develop interactive Web sites using tools such as Active Server Pages (ASP.Net). Students entering the course should possess knowledge of relational databases, such as Microsoft Access, and HTML. This course is intended for students who wish to create Web applications integrated with databases.  
3 Units  
54 Lecture hours

CIT 163 Internet Server Management  
Advisory: CIT 101; CIT 152; CIT 160  
Transfers to: CSU  
This course provides a lab-based approach to setting and administering Web, FTP, DNS, and email servers. Popular servers are discussed including Web servers, FTP servers, DNS servers, and email servers. Students learn how to install, configure, maintain and secure IIS, MS DNS, and SendMail. Web page setup and maintenance is also emphasized. This course is intended for students interested in designing and administering an intranet or Internet system for an ISP or a business.  
3 Units  
36 Lecture hours  
54 Lab hours

CIT 180 PC Maintenance - A+ Certification  
Prerequisite: CIT 101  
Advisory: READ 023 or appropriate assessment  
Transfers to: CSU  
This course will prepare students with the necessary competencies of an entry-level IT professional with hands-on experience and theory in computer technology, networking and security. The student will also learn communication skills and professionalism now required of all entry-level IT professionals. This course is intended for IT students wishing to prepare for the CompTIA A+ Essentials and CompTIA A+ Certification Prerequisite: CIT 101 and CIT 150. This course will provide students with the “soft” skills required to deliver high quality customer support at the help desk. In addition to information obtained during lecture, students will have the opportunity to use a hands-on approach to learning the skills of active listening, effective communication, handling difficult customer situations, stress management, and team building. This course is intended for IT students who wish to improve their customer service skills or qualify for entry level positions in PC maintenance.  
3 Units  
45 Lecture hours  
27 Lab hours

CIT 185 PC Maintenance - A+ Certification Practical Application  
Prerequisite: CIT 180  
Advisory: READ 023 or appropriate assessment  
Transfers to: CSU  
This course will extend the knowledge and skills attained in the PC Maintenance - A+ Certification Essentials course with more of a “hands-on” orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems. This course is intended for IT students wishing to prepare for the CompTIA A+ Practical Application examination, one of two exams required to achieve CompTIA A+ certified status.  
3 Units  
45 Lecture hours  
27 Lab hours

CIT 187 Customer Service for Help Desk Professionals  
Prerequisite: CIT 101  
Advisory: READ 023 or appropriate assessment  
Transfers to: CSU  
This course will provide students with the “soft” skills required to deliver high quality customer support at the help desk. In addition to information obtained during lecture, students will have the opportunity to use a hands-on approach to learning the skills of active listening, effective communication, handling difficult customer situations, stress management, and team building. This course is intended for IT students who want to improve their customer service skills or qualify for entry level positions in PC maintenance.  
3 Units  
54 Lecture hours

CIT 190 Introduction to Information Security  
Prerequisite: CIT 101  
Advisory: READ 023 or appropriate assessment  
Transfers to: CSU  
This course provides an introduction to the various technical and administrative aspects of information security. The student will gain an understanding of the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. This course is intended for IT students and professionals who want to develop a foundation in information security systems.  
3 Units  
54 Lecture hours

CIT 192 Network Security I  
Prerequisite: CIT 101  
Advisory: READ 023 or appropriate assessment; CIT 190  
Transfers to: CSU  
This course is intended for IT students and professionals who want to develop a foundation in information security systems. The course is the first in a two-course series providing an in-depth study of network security. The student will gain an understanding of the key issues associated with protecting an organization’s network including identifying specific types of threats, protecting the network against those threats, and recovering from the occurrence of a threat. Specific topics covered include network access authentication, attacks on the network, e-mail protection, and Web security.  
3 Units  
45 Lecture hours  
27 Lab hours

CIT 194 Network Security II  
Prerequisite: CIT 192  
Advisory: READ 023 or appropriate assessment; CIT 190  
Transfers to: CSU  
This course is intended for IT students and professionals who want to develop a foundation in information security systems. The course is the second in a two-course series providing an in-depth study of network security. The student will gain an understanding of the key issues associated with protecting an organization’s network including identifying specific types of threats, protecting the network against those threats, and recovering from the occurrence of a threat. Specific topics covered include network access authentication, attacks on the network, e-mail protection, and Web security.  
3 Units  
45 Lecture hours  
27 Lab hours

CIT 200 Systems Analysis and Design  
Prerequisite: CIT 101  
Transfers to: CSU  
This course provides an overview of the processes, tools, and techniques used to analyze and design computer-based information systems. Students will gain an understanding of the systems development life cycle, strategic planning, feasibility studies, fact-finding techniques, data flow diagrams, structure English, object-oriented analysis and design, automated system design tools, entity-relationship diagrams, system testing, documentation, training and maintenance activities. Students will apply the course concepts through case studies. This course is suitable for students seeking a career in computer information technology.  
3 Units  
54 Lecture hours
CIT 210
Telecommunications in Information Systems
Advisory: READ 023 or appropriate assessment; CIT 101
Transfers to: CSU
This is a course designed to familiarize the student with the terminology and capabilities of data communications systems. Mastery of this material will enable participation in discussions regarding alternative configurations of data communications components. This course specifically covers that part of telecommunications that relates to computer systems, or the electronic transmission of computer data. Students will be expected to complete case assignments outside of class.
3 Units
54 Lecture hours

CIT 211
Internetworks and Router Fundamentals
Prerequisite: CIT 210
Advisory: Windows and DOS basics
Transfers to: CSU
This course covers wide area internetworking fundamentals. Topics cover router fundamentals, router setup and configuration, network management, routing and routed protocols, and network troubleshooting. This is the second course in a four course sequence that qualifies the student to take the CISCO CCNA certification test.
3 Units
54 Lecture hours

CIT 212
Internetworks/ LAN Design
Prerequisite: CIT 210
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for those students who are interested in Local Area Network (LAN) design with consideration of LAN switching, VLANs, ACLs, IPX, network management, and major consideration of the functions of layers 1-4 in the OSI layers. A threaded case study will reinforce the student’s ability to design, install, and maintain school-sized internetworks. This is the third course in a four-course sequence that qualifies the student to take the CISCO CCNA certification test.
3 Units
54 Lecture hours

CIT 213
Internetworks/WAN Design
Prerequisite: CIT 210
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for those students who are interested in Wide Area Network (WAN) design with detailed coverage on WAN technologies, PPP, ISDN, Frame Relay, network management, preparation for the Net+ Certification exam and a review for the CCNA Certification Exam. Completion of the threaded case study will reinforce the student’s ability to design, install, and maintain school-sized internetworks. This is the fourth course in a four-course sequence that qualifies the student to take the CISCO CCNA certification test.
3 Units
54 Lecture hours

CIT 290
Cooperative Work Experience/ Internship for Computer Technology
Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of Business Management and have completed or enrolled in the appropriate coursework. "Contact the CWE office regarding re-enrollment procedures”.
Student Unpaid Internship:
1 Unit(60 hours); 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours
Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

COOPERATIVE WORK EXPERIENCE - GENERAL
Division of Career & Technical Education
CWEG 290
Cooperative Work Experience Education - General
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in an actual work environment under the supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a professional environment and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment.
Student Paid Internship:
1 unit/75 hours; 2 units/150 hours; 3 units/225 hours
1 to 3 Units
3 Lecture hours

CIT 901
Introduction to Corrections
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed to provide Corrections or other interested students with an overview of the history and trends of adult and juvenile corrections. It will focus on probation, parole, legal issues, and the general operation of correctional institutions. The relationship between corrections and other components of the justice system will also be examined. This course has been identified by the Correctional Peace Officer Standards and Training Board of the Peace Officers Association to fulfill educational requirements of the CPOST Certificate for newly hired officers after July 1, 1995 by CDC and CYA.
3 Units
54 Lecture hours

CIT 104
Control and Supervision in Corrections
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CORR 101
Transfers to: CSU
This course is designed to provide Corrections or other interested students with an overview of supervision of inmates in the local, state and federal correctional institutions. The issues of control in a continuum form of institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics include inmate subculture, violence and effects of crowding on inmates and staff, and coping techniques for correctional officers in a hostile prison environment. The causes and effects of abusive tactics will also be discussed. This course has been identified by the Correctional Peace Officer Standards and Training Board of the California Department of Corrections, California Youth Authority, and California Correctional Peace Officers Association to fulfill educational requirements of the CPOST Certificate for newly hired officers after July 1, 1995 by CDC and CYA.
3 Units
54 Lecture hours

CIT 106
Legal Aspects of Corrections
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CORR 101
Transfers to: CSU
This course is designed to provide Corrections or other interested students with an awareness of the historical framework, concepts,
and precedents that guide correctional practice. Course material will broaden the individual’s perspective of the corrections environment, civil rights of prisoners, and responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officer Standards and Training Board of the California Department of Corrections, California Youth Authority, and California Correctional Peace Officers Association to fulfill educational requirements of the CPOST Certificate for newly hired officers after July 1, 1995 by CDC and CYA.

3 Units 54 Lecture hours

**CORR 134**  
Introduction to Interviewing and Counseling  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CORR 101  
Transfers to: CSU

This course is designed to provide corrections or other interested students with an overview of the techniques available to entry level practitioners in counseling and interviewing. While it is an introduction to approaches of behavior modification through interviewing and counseling, some of the advanced methods utilized by professional counselors such as game concepts, transactional analysis, sensitivity and confrontation methods will also be examined. The development of positive relationships between the client and support personnel will be stressed.

3 Units 54 Lecture hours

**CORR 208**  
Leadership in Corrections  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU

This course is designed to provide corrections or other interested students with an overview of the skills necessary to be an effective leader in a correctional setting. Topics addressed include the unique challenges faced by executives managing in prison settings, approaches to ensuring the creation and maintenance of a safe prison environment, and techniques for personnel development.

3 Units 54 Lecture hours

**CORR 209**  
Case Load Management  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU

This course is designed to provide corrections or other interested students with an introduction to effective caseload management in a correctional setting. Topics include the laws, policies, and bargaining units that govern caseload management. Specialized supervision issues such as offenders with psychological problems and second strike offenders will also be addressed.

3 Units 54 Lecture hours

**CORR 210**  
Supervision in Public Safety  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU

This course is designed to provide corrections or other interested students with an overview of the characteristics needed to be an effective supervisor in a correctional setting. Topics include basic supervisory responsibilities, the importance of effective interpersonal communications, and managing personnel complaints in a prison setting.

3 Units 54 Lecture hours

**CORR 225**  
Conflict Resolution  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU

This course is designed to provide corrections or other interested students with an in-depth understanding of conflict situations in which abnormal or non-normal behavior is manifested. Topics covered include concepts of anxiety, fear, frustration, hostility, aggression, motivation and manipulation roles. Minorities, crowd and mob interaction, alcohol, drugs, sexual problems, character, neurotic and psychotic disorders, youthful offenders, stress of incarceration, and brain disorders will also be discussed.

3 Units 54 Lecture hours

**CORR 264**  
Inmate Discipline in Corrections  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101  
Transfers to: CSU

This course is designed to provide corrections or other interested students with the correctional process of inmate discipline. Topics covered include due process, disciplinary process, disciplinary reports, findings and disposition. The curriculum covered is recommended by the California Commission on Peace Officer Standards and Training.

3 Units 54 Lecture hours

**CORR 265**  
Supervision of Sex Offenders  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101  
Transfers to: CSU

This course is designed to provide California Peace Officers or other corrections students with an in-depth understanding of public safety communication in the Correctional field. Topics include techniques of effectively communicating facts and ideas in clear and logical manner for public safety reports. Students will gain practical experience in interviewing, note taking, report writing, and testifying.

3 Units 54 Lecture hours

**CORR 43502**  
Custody Training Officer School  
Prerequisite: PAC 040  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment  
Transfers to: CSU

This course is designed to provide custody officers or other Corrections students with current information needed to become qualified training officers. Topics covered include supervision, leadership, and communication skills.

0.063 to 0.5 Unit 9 to 40 Lecture hours

**CORR 43503**  
Advanced Tactical Communications  
Prerequisite: PAC 040 or equivalent  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment  
Transfers to: CSU

This course is designed to teach custody officers or other Corrections students advanced communication skills required to interact effectively with inmates in a custody setting. Topics covered include interpersonal communication, verbal defusing techniques, body language, and paraphrasing.

0.063 to 0.5 Unit 9 to 40 Lecture hours

**CORR 43505**  
Team Cell Extractions  
Prerequisite: PAC 040  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment  
Transfers to: CSU

This course is designed to increase custody officers or other Corrections student’s knowledge and skills in the task of cell extractions. The focus will be on risk management, state and federal laws of authority, agency force policy, and the use of special weapons.

0.063 to 0.5 Unit 9 to 40 Lecture hours
CORR 43506
Tactical Weapons Qualification
Prerequisite: PAC 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to qualify custody officers or other Corrections students in the use of “less lethal weapons”. Weapons included are the 37mm A.R.W.E.N., 37mm stinger shot, stingball grenade, and the MK-46 riot extinguisher. Nomenclature, operation, and safety considerations for each weapon will be covered.
0.063 to 0.5 Unit
9 to 40 Lecture hours

CORR 43507
Suicide Prevention
Prerequisite: PAC 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to address the issue of suicide for correctional officers or other Corrections students as it occurs in custody settings. “At risk” inmates and the events that trigger suicidal situations will be identified. Procedures for prevention, identifying suicide risk, and intervention measures will be discussed.
0.063 to 0.5 Unit
9 to 40 Lecture hours

CORR 43508
Squad Tactics and Riot Training
Prerequisite: PAC 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to provide the custody officer or other Correctional students with information on agency approved emergency response procedures. The topics to be covered include tactical formations in squads, platoon size deployments, special weapons review, riot equipment, and chemical agents.
0.063 to 0.5 Unit
9 to 40 Lecture hours

CORR 43509
Special Weapons Training
Prerequisite: PAC 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to familiarize Correctional or other interested students with nomenclature, operations, and tactical deployment. An emphasis will be placed on special weapons such as the taser, electronic immobilization device, 37MM arwen, stingball, and 37MM stinger shot cartridge.
0.063 to 0.5 Unit
9 to 40 Lecture hours

CORR 43510
Senior Supervision
Prerequisite: PAC 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to familiarize Correctional or other interested students with the basic skills required to effectively supervise employees in a custody environment. Topics to be presented are individual values, ethics/integrity, performance evaluations, and incident report preparation.
0.063 to 0.5 Unit
9 to 40 Lecture hours

CORR 43511
Basic Report Writing Skills
Prerequisite: PAC 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to qualify custody facility employees or other interested students with limited report writing skills. The course will provide students with the basic skills needed to write a report based on the results of an investigation.
0.063 to 0.5 Unit
9 to 40 Lecture hours

CORR 43515
Jail Intelligence Gathering
Prerequisite: PAC 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to familiarize Corrections or other interested students with the principles and practice of analytical interviewing. The course will provide students with the basic skills needed to develop the interviewer’s skills and enhance success during interviews.
0.063 to 0.5 Unit
9 to 40 Lecture hours

CORR 43516
Hot Fire
Prerequisite: PAC 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to familiarize Correctional or other interested students with the Penal Institution Fire Safety Systems, Demonstrations of burning materials and extinguishing agents will be presented. Students will experience smoke and heat environments and the use of self-contained breathing apparatus. Team work, dangers, and hazards of jail fires will be stressed.
0.063 to 0.5 Unit
9 to 40 Lecture hours

CORR 43518
Emergency Procedures
Prerequisite: PAC 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to familiarize Corrections or other interested students with agency approved emergency response procedures. Topics covered include tactical formations, disturbance suppression, evacuation plans and related equipment utilization.
0.063 to 0.5 Unit
9 to 40 Lecture hours

COUN 100
Introduction to College Survival
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course is intended for first-time college students in need of developing the knowledge and skills necessary to successfully transition into higher education. Students will learn and apply information in the following areas: vocabulary of higher education, college requirements, policies and procedures, campus support services, and self-management as it relates to higher education. The emphasis in the class will be on first-year retention and success.
1.5 Units
27 Lecture hours

Rio Hondo College / 171
COUN 101
College and Life Success
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 3 units credit for COUN 101, 101A, 101B and 151 combined)
This course provides an exploration of cognitive, psychological, social, and physical factors influencing success in college and in life. Topics include personal responsibility, critical thinking, motivation, self-efficacy, personal awareness, life-long learning, self-management, health and wellness, interpersonal communication in a diverse world, and introduction to career and educational planning. Students will learn about the purpose, demands, requirements, and support services of higher education including both Rio Hondo College and four year institutions.
1.5 Units
27 Lecture hours

COUN 151
Career Exploration and Life Planning
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 3 units credit for COUN 101, 101A, 101B and 151 combined)
This course will examine student, career and self-development theories to empower students to make effective decisions throughout their lifespan by engaging in the process of career and life planning from a psychological, sociological and physiological perspective. Students will compare and contrast human development and career theories, decision-making, factors that contribute to college success, life skills, adult workplace competencies, values, interest, abilities, and personality, labor market trends in a global economy, and successful job search and workplace behaviors.
1 Unit
18 Lecture hours

COUN 151A
Career Exploration and Life Planning
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course will examine student, career and self-development theories to empower students to make effective decisions throughout their lifespan by engaging in the process of career and life planning from a psychological, sociological and physiological perspective. Students will compare and contrast human development and career theories, decision-making, factors that contribute to college success, life skills, adult workplace competencies, values, interest, abilities, and personality, labor market trends in a global economy, and successful job search and workplace behaviors.
1 Unit
18 Lecture hours

COUN 151B
Career Exploration and Life Planning
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course will examine student, career and self-development theories to empower students to make effective decisions throughout their lifespan by engaging in the process of career and life planning from a psychological, sociological and physiological perspective. Students will compare and contrast human development and career theories, decision-making, factors that contribute to college success, life skills, adult workplace competencies, values, interest, abilities, and personality, labor market trends in a global economy, and successful job search and workplace behaviors.
1 Unit
18 Lecture hours

COUN 151C
Career Exploration and Life Planning
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course will examine student, career and self-development theories to empower students to make effective decisions throughout their lifespan by engaging in the process of career and life planning from a psychological, sociological and physiological perspective. Students will compare and contrast human development and career theories, decision-making, factors that contribute to college success, life skills, adult workplace competencies, values, interest, abilities, and personality, labor market trends in a global economy, and successful job search and workplace behaviors.
1 Unit
18 Lecture hours

COUN 290
Cooperative Work Experience/Internship for Student Services Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in the Student Services field under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in the area of Student Services and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of Student Services and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures”.

Student Unpaid Internship:
1 Unit (60 hours); 2 Units (120 hours); 3 Units (180 hours); 4 Units (240 hours)

Student Paid Internship:
1 Unit (75 hours); 2 Units (150 hours); 3 Units (225 hours); 4 Units (300 hours)
1 to 4 Units
3 Lecture hours
60 to 300 hours
DANCE
Division of Physical Education

Dance Activity Courses
Dance activity courses may be used in place of P.E. activity courses to fulfill degree requirements.

DANC 114 Conditioning and Alignment for the Dancer
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This course is designed to provide the physical training and preparation for students interested in Dance, Yoga, and Pilates and is suitable for individuals seeking to move with greater efficiency and less pain in everyday activities. Students will learn how to move the body in a safe and effective manner and develop strength, flexibility, proper alignment, agility, balance and coordination. Course work is designed for those wishing to work at a more deliberate pace and in a non-competitive atmosphere, or who are recovering from prior injury.
1 Unit
54 Lab hours

DANC 150 Introduction to World Dance
Transfers to: CSU
This course is open to all students interested in studying dances representative of different cultures and nationalities. Students will learn dances from multiple cultures and evaluate the similarities and differences of the works within these cultures. Dances will be analyzed based on their salient movement qualities, including Body, Effort, Space, and Shape, taking into consideration historical background and related folklore.
1 Unit
54 Lab hours

DANC 151 Modern Dance I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
Modern Dance I is an introductory course for those students who seek technical skill in Modern dance. Emphasis will be placed on developing contemporary technique as well as conditioning the body by improving posture, flexibility, strength, and coordination. Improvisation and creative expression will also be explored. This course may be taken once and repeated three times for credit.
1 Unit
54 Lab hours

DANC 152 Dance Rehearsal and Performance
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment; DANC 151; DANC 159; DANC 251
Transfers to: UC, CSU
This course provides experience and laboratory exploration in all aspects of dance performance. Students have the opportunity to perform in an evening-length dance concert, work with faculty choreographers and guest artists, and participate as a member of a touring dance ensemble. Students contribute as dancers, production assistants, and costume designers under the supervision and guidance of a faculty choreographer. Productions will be presented for public performance on and off campus.
3 Units
18 Lecture hours
108 Lab hours
59.4 Other hours

DANC 153 Ballet I
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This is an introductory course for those students who seek technical skill in classical ballet. The course will focus on body alignment, traditional steps and combinations, musicality, ballet terminology, and the development of strength and flexibility. Students will also gain knowledge of contemporary influences on ballet. This course may be taken once and repeated three times for credit.
1 Unit
54 Lab hours

DANC 154 Jazz Dance I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
Jazz Dance is a versatile, contemporary and exciting art form that is highly visible on television specials, music videos, commercials, and on the theatrical stage. Jazz Dance I is designed for the beginning student who wants to gain rhythmic understanding, basic terminology and the fundamental physical skills that form the basis of jazz technique. A variety of jazz styles will be introduced, including lyrical, musical theatre, contemporary, and hip-hop. This course may be taken once and repeated once for credit.
1 Unit
54 Lab hours

DANC 155 Hip-Hop Dance
Advisory: ENGL 035 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
Students will learn various forms of beginning hip-hop dance, including pop and lock, hip-hop funk, syncopeations and rhythms. The class will explore the use of space, energy, rhythm, and improvisation while emphasizing body control, alignment, balance, and use of weight changes. A basic history of hip-hop culture will be discussed. The course appeals to dancers seeking careers in dance, students looking to expand their dance skills, and those wanting an aerobic workout.
1 Unit
54 Lab hours

DANC 156 Dance History
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: UC, CSU
Choreography I is an introduction to the art and craft of dance composition. The course will focus on the elements of choreography and experimentation through choreographic exercises. Basic elements of choreography including form, design, motivation, phrasing, gesture, accompaniment, and production basics will be explored. Additionally, critical analysis of dance will be emphasized through lectures and observations of professional dance rehearsals and/or concerts. The class may culminate in the presentation of student choreography or production of a dance concert.
3 Units
36 Lecture hours
54 Lab hours

DANC 157 Latin Social Dance
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
Students will learn various types of beginning club and American-style Latin dance forms that may include Salsa, Cha Cha, Samba, Rumba, Merengue, Bachata and Bolero. This course emphasizes the use of proper lead and follow techniques as a form of communication between partners, and develops proper alignment, balance, body awareness, and rhythmic coordination which are necessary parts of appropriate social dancing technique. A basic understanding of partner dancing etiquette will also be addressed. The course appeals to students interested in the social aspect of dance, ones seeking experience in partnering work, and dancers seeking careers in dance.
1 Unit
54 Lab hours

DANC 158 Dance Rehearsal and Performance
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course introduces the forces and figures which have shaped dance through history. Students will study dance forms from ancient to modern times through readings, films, and class discussions with particular focus on Western concert dance. Comparisons of various dance tech-
Ballet II  
DANC 253  
Modern Dance II  
DANC 251  
Directed Study  
DRAFT 299
Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.

1 to 4 Units
54 to 216 Lab hours

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**ECONOMICS**
Division of Behavioral & Social Sciences

**ECON 101**
Principles of Macroeconomics
Prerequisite: MATH 070 or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; MATH 070 or appropriate assessment
Transfers to: UC, CSU
This is an introductory course in which students learn to describe and analyze the performance and policies of national economic systems, with an emphasis on the US economy. It is intended for Economics or Business majors as well as to satisfy General Education requirements. Topics include production possibilities and tradeoffs; comparative economic systems; functions of government; national income and employment; business cycles; money and banking; monetary and fiscal policy; comparative advantage and trade policy; economic growth and stability; and income distribution and poverty.

3 Units
54 Lecture hours

**ECON 102**
Principles of Microeconomics
Prerequisite: MATH 070 or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; MATH 070 or appropriate assessment
Transfers to: UC, CSU
This is an introductory course in economic analysis of markets, intended for Economics and Business majors as well as to satisfy General Education requirements. It may be taken prior to Econ 101. Students will learn how markets coordinate consumers and producers in an economy, various causes of the failure of free markets and policies used to correct or regulate market behavior. Students will do a research project on an actual economic policy or a theoretical view.

3 Units
54 Lecture hours

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**EDUCATION**
Division of Behavioral & Social Sciences

**ED 090**
Tutorial Skills
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course provides preparation for successful peer tutoring at the community college level. Instruction will focus upon tutoring principles, techniques, and materials, study skills strategies, communication skills, and learning differences. This course is intended for tutors in the Learning Assistance Center and other peer tutoring programs at Rio Hondo College.

1 Unit
18 Lecture hours

**ED 110**
Introduction to Teaching
Advisory: ENGL 035 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed to introduce students to the profession of teaching through lecture and observation of K-12 classrooms and public schools. The major aspects of the teaching profession will be examined, the diversity of the public school system will be discussed, and students will gain experience in all three levels of the K-12 system. This course is intended for students considering a career in teaching. Two hours of off-site classroom observations per week to be arranged.

3 Units
54 Lecture hours

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**ED 120**
Tutoring Reading in the Elementary School
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course provides preparation for a successful tutoring experience in reading at the elementary school level. Instruction will focus upon tutoring principles, stages of
reading acquisition from pre-kindergarten through upper elementary school levels as well as materials, approaches, and activities that are appropriate for tutoring learners at these various stages of development. This course is designed for those students who intend to pursue a career in teaching at the elementary school level.

1 Unit
18 Lecture hours

ED 130 Tutoring Reading in the Schools: Seminar and Field Work
Prerequisite: READ 022 or appropriate assessment
Prerequisite/Corequisite: ED 120
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: CSU
This course provides the student with supervised experience tutoring reading in an elementary-educational setting (grades K-6). Participants will apply their knowledge of the reading process and tutorial skills in tutoring sessions with children at an off campus site. A weekly class meeting provides the academic component to the tutoring experience, reinforcing and expanding the application of concepts gained in the prerequisite / corequisite course. This course partially fulfills the requirements for students participating in the AmeriCorps grant program.

2 Units
18 Lecture hours
225 Lab hours

EDUCATIONAL DEVELOPMENT
Division of Disabled Students Program & Services

EDEV 020 Literacy Skills I
This is a beginning course designed for students with learning disabilities who have limited reading skills. Students will learn the meanings and the pronunciations of new words through the use of phonics. The class will cover vowel sounds, consonant sounds, word syllables, and word structure. Students practice strategies needed to encode and decode words to be successful readers. This is a non-degree credit course and is offered on a pass/no pass basis.

3 Units
54 Lecture hours

EDEV 021 Literacy Skills II
Prerequisite: Appropriate skill level demonstrated through the RHC Placement Process
Corequisite: Concurrent enrollment in EDEV 021L.
This course is designed for students with learning disabilities who need to improve basic reading skills such as dictionary usage, vocabulary development, and reading comprehension. Students practice specific learning strategies needed to compensate for diverse learning styles or deficits. This is a non-degree applicable course and is offered on a pass/no pass basis. All students are required to concurrently enroll in the one- unit reading lab, EDEV 021L.

3 Units
54 Lecture hours

EDEV 021L Literacy Skills II Lab
Prerequisite/Corequisite: EDEV 021
This course is a skills class designed for students with learning disabilities who need to master basic computational skills, develop problem solving and arithmetic skills, and acquire learning strategies to allow them to function successfully upon matriculating into upper level mathematics courses. This is a non-degree applicable course.

54 Lecture hours

EDEV 022 Basic Arithmetic
This course is a review of the basic principles and skills of arithmetic. The general areas of review are operations of whole numbers and fractions, operations with decimals and proportional thinking, percent problems and applications to percents. This course is designed for students with special needs to master basic computational skills, develop problem solving and arithmetic skills, and acquire learning strategies to allow them to function successfully upon matriculating into upper level mathematics courses. This is a non-degree applicable course.

54 Lecture hours

EDEV 024 Assessment for Learning Disabilities
Advisory: Appropriate placement through the Learning Disabilities Assessment Process
This course provides intensive diagnostic learning assessment for students with learning disabilities. A profile will be developed through cognitive and achievement assessment which will emphasize specific academic and learning modality strengths and weaknesses. Students will deliver a Student Education Contract to help them improve in reading, writing, spelling, computation, and learning skills as well as plan for future educational support. Recommended for all students who suspect they may have a learning disability. This is a non-degree credit course.

1 Unit
54 Lab hours

EDEV 025 Adaptive Computer Technology
This course helps disabled students utilize adaptive computer hardware and software. Material will be provided which is relevant for each student’s needs. Emphasis will also be placed on knowledge of appropriate compensatory strategies and familiarity with disability equipment. Documentation of a verifiable disability needs to be provided to the DSP&S office to enroll in the course. This is a non-degree credit course.

1 Unit
54 Lab hours

EDEV 026 Consumer Math
This course is specifically designed for the Developmentally Delayed Learner (DDL) and students with special learning needs who would like to apply their math abilities to the workplace and everyday life. Home and money management; banking/obtaining credit; math skills in the workplace; use of calculators; time cards; family and budgeting. This is a non-degree credit course.

3 Units
54 Lecture hours

EDEV 027 Strategies for Career Success
Prerequisite: Students must meet measured appropriate adaptive behaviors that meet California Community Colleges Title V regulations for DSP&S Corequisite: EDEV 027L
This course is designed specifically for the Developmentally Delayed Learner (DDL) and students with special learning needs to prepare them for employment. Emphasis is on developing skills in the areas of goal setting, career assessment inventory, career awareness, career exploration, choosing a career, career preparation, socialization, utilizing community resources and appropriate grooming and hygiene. This is a non-degree credit course and is offered on a pass/no pass basis.

3 Units
54 Lecture hours

EDEV 027L Strategies for Career Success Lab
Prerequisite/Corequisite: EDEV 027
This course is designed specifically for the Developmentally Delayed Learner (DDL) population and students with special learning needs. The laboratory is a work experience program with minimum supervision. Students are placed in on- and off-campus work sites for 4 hours per week. They will receive on-the-job training with close supervision at the various locations - 4 weeks at each job site. This is a non-degree credit course.

1 Unit
54 Lab hours
Independent Living Skills
This course is designed specifically for the Developmentally Delayed Learner (DDL) population and students with special learning needs. Essential independent living skills are emphasized. Major topics focus on the how to live and work retraining from maintaining a healthy body and a safe home to finding and keeping a job. Desired outcome is for the student to develop the necessary skills to gain greater independence within outside the family structure.

1 Unit
54 Lecture hours

Acquired Brain Injury Orientation Lab
Corequisite: Concurrent enrollment in EDEV 031.
This course utilizes computer assisted instruction to improve cognitive skills in attention, memory, and reasoning in students with acquired brain injuries. Emphasis is on reinforcing associated problem solving strategies and techniques specific to each student's cognitive strengths. Students are required to concurrently enroll in EDEV 031, ABI Orientation Lab. Students may repeat this course to improve skills through further instruction and practice. This course may be taken once and repeated three times for credit.

1 Unit
54 Lab hours

Study Techniques
Corequisite: Concurrent enrollment in EDEV 031.
This course is designed to orient students with ABI to the structure, goals, and services of the Acquired Brain Injury Program at Rio Hondo College. The course serves as an introduction to cognitive retraining and provides systematic instruction for increased attention and concentration skills. Course activities are designed to refine problem-solving and improve memory capabilities. Development of interpersonal and psychosocial skills which are necessary to function successfully in work, social, and educational environments will be emphasized. Students are required to concurrently enroll in EDEV 031, ABI Orientation Lab. Students may repeat this course to improve skills through further instruction and practice. This course may be taken once and repeated three times for credit.

1 Unit
54 Lecture hours

Acquired Brain Injury Orientation Lab
Corequisite: Concurrent enrollment in EDEV 031.
This course utilizes computer assisted instruction to improve cognitive skills in attention, memory, and reasoning in students with acquired brain injuries. Emphasis is on reinforcing associated problem solving strategies and techniques specific to each student's cognitive strengths. Students are required to concurrently enroll in EDEV 031, ABI Orientation Lab. Students may repeat this course to improve skills through further instruction and practice. This course may be taken once and repeated three times for credit.

1 Unit
54 Lab hours

College and Career Exploration
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed to facilitate a student's acquisition of the necessary information and personal awareness for a successful college experience. Special strategies will be utilized to particularly benefit the student with specific learning difficulties. The value of higher education will be explored with particular emphasis on the policies and procedures of Rio Hondo College and year institutions. Special attention will be directed toward the understanding of "Certificate Programs", "Associate Degrees", "General Education" and "Transfer" requirements. Students will investigate the various support services available at Rio Hondo and develop a working knowledge of how a student may benefit from such services.

3 Units
27 Lecture hours
27 Lab hours

Electrical Power Distributions Systems
Prerequisite: ELEC 050
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is an introductory course for linemen and those interested in a career in the power utility industry. This is the second class of a five class program designed to provide the student with knowledge and skills with electrical power distribution systems. This course explains how electricity is generated and delivered to customers. Course content includes safety, basic electrical theory of generation, transmission, general, memory techniques, fuses, meters, and applied mathematics to illustrate basic electricity relationships of components in an electrical power distribution system.

3 Units
45 Lecture hours
27 Lab hours
ELEC 052
Distribution of Electrical Power
Prerequisite: ELEC 051
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; MATH 030 or appropriate assessment
This is an introductory course for linemen and those interested in a career in the power utility industry. This is the third class of a five class program designed to provide the student with knowledge and skills with electrical power distribution systems. This course further explains the distribution of electrical energy, starting with the various methods of generation, through a more extensive look into various transmission systems, into the rural and urban substations, and ending at the customer’s service entrance. Course content includes safety, electrical theory of generation, transmission, distribution, substations, transformers, and applied mathematics related to the components of an electrical power distribution system.
2 Units
27 Lecture hours
27 Lab hours

ELEC 060
D.C. and A.C. Fundamentals
Advisory: READ 023 or appropriate assessment
This introductory course in D.C. & A.C. electricity is for general audience and for those contemplating a career in the powerline (electrical) industry. Course content includes basic theory, resistance, capacitance, inductance, simple D.C. & A.C. circuits, transformers, measuring instruments, batteries, motors & generators.
3 Units
45 Lecture hours
27 Lab hours

ELEC 061
Fundamentals of Wire and Cabling
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course will present the principles and practices of copper cable wiring technology and includes instruction in the design, installation, and maintenance of copper wiring systems for intelligent control systems, lighting and appliance control devices, communication, and networking. Also includes instruction in household and institutional power wiring. This course is designed for students wanting to work in the Home Technology Service industry.
2 Units
27 Lecture hours
27 Lab hours

ELEC 062
Fundamentals of Fiber Optics
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course presents the principles and practices of fiber optics and optoelectronic technology and includes instruction in the design, installation, and maintenance of fiber optic cabling control systems and optoelectronic control systems for computer communication and networking systems. This course is designed for students wanting to work in the Home Technology Service industry.
2 Units
27 Lecture hours
27 Lab hours

ELEC 063
Fundamentals of Wireless Communication
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course presents the principles and practices of wireless communication technology and includes instruction in the design, installation, and maintenance of wireless communication technology network systems. Emphasis is placed on system reliability, security, and cost containment concerns. This course is designed for students wanting to work in the Home Technology Service industry.
2 Units
27 Lecture hours
27 Lab hours

ELEC 064
Home Technology Integration Technologies
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course prepares the student for Home Technology Industry certification and is designed for students wanting to work in the Home Technology Service industry.
4 Units
54 Lecture hours
54 Lab hours

ELEC 070
Applied Telecommunications Technology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is an introductory course that will examine the theory behind present day wireless (cellular) telecommunications systems which will include an in-depth analysis of the design and installation of these systems. The course is intended for students interested in a career in the wireless telecommunications industry. Topics will include: mobile devices networks, antenna orientation, base station system, and the operation and support system associated with the wireless systems. Also presented are topics on environmental effects, governmental impact and history of wireless telecommunications.
3 Units
45 Lecture hours
27 Lab hours

ELEC 071
Mobile and Wireless Communications
Prerequisite: ELEC 070
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This is the second class of a five class program that will further examine the theory behind present day wireless (cellular) telecommunications systems. This course is designed to provide students with information and skills associated with the wireless (cellular) telecommunications industry. The course is intended for students that are interested in a new career or are currently working in the wireless telecommunications industry. Topics will include: Wireless standards and protocols and the critical issues of compatibility, internetworking, and voice/data convergence, design and integration of WCDMA/UMTS, CDMA2000, and SCDMA into existing cellular/PCS networks. Also presented are topics on RF propagation, 3G and 4G networks, and the future of wireless telecommunications.
3 Units
45 Lecture hours
27 Lab hours

ELEC 101
Basic D/C Electronic Circuits and Devices
Prerequisite: MATH 030 or MATH 030D or appropriate assessment, or TCED 080
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is an introduction to the field of Direct Current (D/C) electricity/electronics. Emphasis is on the theory of operation, physical properties and characteristics of D.C. electrical/electronic circuits and devices. Students will analyze circuits and solve problems utilizing basic network analysis methods. The course will instruct students on the arrangement of circuit diagrams, proper identification of circuit/device symbols, and use of wiring schematics. Laboratory work provides experience with the design and test of basic electrical circuits, use of meters, schematic diagrams, oscilloscopes, and common laboratory equipment. This course is for students that are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. Degree or a Certificate in Electronics Technology.
4 Units
54 Lecture hours
54 Lab hours
**ELEC 102**
Basic A/C Electronic Circuits and Devices

**Prerequisite:** MATH 030 or 030D or appropriate assessment; TCE D 080
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

**Transfer to:** CSU

This course is an introduction to the field of Alternating Current (A/C) electricity/electronics. Emphasis is on the theory of operation, physical properties and characteristics of A/C electrical/electronic circuits and devices. Students will analyze circuits and solve problems utilizing basic network analysis methods. Laboratory work provides experience with the design and test of basic solid state device circuits including signal tracing and troubleshooting, use of meters, schematic diagrams, oscilloscopes, and common laboratory equipment. This course is for students that are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. Degree or a Certificate in Electronics Technology.

4 Units
54 Lecture hours
54 Lab hours

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**ELEC 109**
Linear, Analog Circuits and Devices

**Prerequisite:** ELEC 101 and 102
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

**Transfer to:** CSU

This course focuses on linear analog circuits and devices used in the field of electronics. Emphasis is on the theory of operation, methods of fabrication, physical properties and characteristics of operational amplifiers, other discrete circuits and external circuitry. This course builds on the foundation laid in Electronics 108, continuing the study of solid state devices and circuits with emphasis on the Integrated Circuit (IC) and applications. Students will analyze circuits and solve problems utilizing basic network analysis methods. IC device characteristics are explored. Input/output impedances, gain, offset, bias current, Gain, Frequency Response and simple modeling are among the topics considered. Use of device data sheets and application notes will be introduced to provide training in the selection of devices for specific purposes. Laboratory work provides experience with the analysis and test of basic solid state device circuits including signal tracing and troubleshooting, use of meters, schematic diagrams, oscilloscopes, and common laboratory equipment. This course is for students that are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. Degree or a Certificate in Electronics Technology.

4 Units
54 Lecture hours
54 Lab hours

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**ELEC 108**
Introduction to Solid State Devices and Circuits

**Prerequisite:** ELEC 101 and 102
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

**Transfer to:** CSU

This course is an introduction to solid state devices used in the field of electronics. Emphasis is on the theory of operation, methods of fabrication, physical properties and characteristics of semiconductor devices and circuits. Devices considered are diodes, BJT and FET transistors, special diodes, Thyristors (SCR), IC's (digital and analog), typical applications of each device in amplifier, regulator, oscillator, timer and digital circuits. Students will analyze circuits and solve problems utilizing basic network analysis methods. Laboratory work provides experience with the design and test of basic solid state device circuits including signal tracing and troubleshooting, use of meters, schematic diagrams, oscilloscopes, and common laboratory equipment. This course is for students that are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. Degree or a Certificate in Electronics Technology.

4 Units
54 Lecture hours
54 Lab hours

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**ELEC 208**
Advanced Solid State Devices and Circuits

**Prerequisite:** ELEC 108
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

**Transfer to:** CSU

This course is a continuation of the study of solid state devices used in the field of electronics presented in the introductory course ELEC 108. Emphasis is on the theory of operation, physical properties and characteristics of advanced semiconductor devices and circuits. Devices considered are advanced design transistors, SCRs and other Integrated Circuits-IC's (digital and analog), typical applications of each device in inverters, converters, and switching power supplies. Students will analyze circuits and solve problems utilizing basic network analysis methods with emphasis on advanced biasing, cascading, coupling and phase shifting. Laboratory work provides experience with the design and test of advanced solid state device circuits including signal tracing and troubleshooting, use of schematic diagrams and common laboratory equipment. This course is for students that are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. Degree or a Certificate in Electronics Technology.

4 Units
54 Lecture hours
54 Lab hours

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**ELEC 211**
Advanced Digital Electronics

**Prerequisite:** ELEC 111
Advisory: ENGL 035 or ENLA 100 or appropriate assessment

**Transfer to:** CSU

This course is a continuation of introduction to electronic digital principles common to all areas of electronics. Building on the foundations covered in ELEC 111, emphasis will be placed on the study of various types of Counters, A/D and D/A Converters, I-O Devices, Memories and an introduction to Micro Computers.
Through laboratory work, students learn applications by constructing various circuits and devices. Advanced analysis and design of combinational and sequential Logic Circuits, Gates, Adders, TTL: small and medium scale integrated devices, programmable logic and simulation of digital circuits and ECL families will be covered. Laboratory work will also provide experience with the design and test of basic digital circuits, the use of meters, schematics, diagrams, oscilloscopes, and common laboratory equipment. This course is for students that are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. Degree or a Certificate in Electronics Technology.

4 Units
54 Lecture hours
54 Lab hours

**ELEC 240 Microprocessors and Microcomputing**
Prerequisite: ELEC 211

This course will provide a fundamental knowledge of the basic architecture of microcomputers. Emphasis is on the study of organization and structuring of the major hardware and software components of computers which includes, the CPU and some of the I/O devices used to interface the CPU to various peripheral devices. It considers the physical aspects of information transfer and control within a digital computer. Network architecture, communication protocol, as well as micro-programming instruction sets and assembly language programming are also emphasized. Laboratory exercises will focus on construct and deconstruct of a basic computer, along with test and troubleshooting of critical functions. This course is for students that are contemplating a career in the electrical/electronics industry and is part of the preparation leading to an A.S. Degree or a Certificate in Electronics Technology.

4 Units
54 Lecture hours
54 Lab hours

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**ELECTRONICS/ ELECTRIC UTILITY TECHNOLOGY**
Division of Career & Technical Education

**EUT 110 Electrical Utility Technology I**
Prerequisite: FTEC 121

This is an introductory course that will examine the theory behind present day utility energy systems. This course provides an orientation in the power distribution and line construction industry. Basic electrical principles and safety on the job are emphasized. Topics include basic mathematical computations, including trigonometry fundamentals, electron theory and the fundamentals of magnetism. Students will combine practical knowledge with laboratory exercises in the course of study. This course is intended for students that are contemplating a career in the electrical utility industry.

3 Units
45 Lecture hours
27 Lab hours

**EUT 112 Electrical Utility Technology II**
Prerequisite: EUT 110

This course involves the study of the power distribution and line construction industry. Topics include methods of producing electricity, A.C. and D.C. theory of electricity and electric batteries. Students will also learn about Ohm’s Law, Kirchhoff’s Law, and electromagnetic induction. This course is intended for students that are contemplating a career in the electrical utility industry.

3 Units
45 Lecture hours
27 Lab hours

**EUT 114 Electrical Utility Technology III**
Prerequisite: EUT 112

This course is a study of alternating current circuits, A.C. and D.C. motors and generators, pole and overhead construction, and transformers and voltage regulators. Topics include schematics, shunt and series capacitors and safety issues outlined by the Occupational Safety and Health Act (OSHA). Calculating power used by electrical circuits is also covered. This course is intended for students that are contemplating a career in the electrical utility industry.

3 Units
45 Lecture hours
27 Lab hours

**EUT 116 Electrical Utility Technology IV**
Prerequisite: EUT 114

This course is a continuation of pole and overhead line construction. Topics covered include state safety orders for line construction and maintenance, transmission and distribution systems and conductors and electrical systems faults.

3 Units
45 Lecture hours
27 Lab hours

Students will also learn about short circuits, system protective concepts and how to identify control circuits from wiring diagrams. This course is intended for students that are contemplating a career in the electrical utility industry.

3 Units
45 Lecture hours
27 Lab hours

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**EMERGENCY MEDICAL TECHNICIAN**
Division of Public Safety

**EMT 093 Emergency Medical Technician**
Prerequisite: FTEC 121

This course is designed to provide instruction on climbing a utility pole safely using the latest OSHA fall resistant requirements. At the completion of this course, students will be able to safely ascend and descend a utility pole using gaffs and extension ladders. This course provides an orientation in the power distribution and line construction industry. Basic electrical principles and safety on the job are emphasized. This course is intended for students that are contemplating a career in the electrical utility industry.

4 Units
45 Lecture hours
54 Lab hours

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or ambulance attendant. After successful completion of this course, students will be authorized to take the National Registry EMT examinations and then request certification as an EMT through the Los Angeles County Department of Health or other local EMS accrediting agencies. Topics discussed include pre-hospital care terminology, cardiovascular emergencies, pre-hospital childbirth, communicable disease, extraction tools and equipment, automatic external defibrillation and an understanding of the Emergency Medical System. Students must pass a background check and EMT medical physical with a 10-panel drug screen.

Student Unpaid Internship:

8 Units
117 Lecture hours
81 Lab hours

EMT 0931
Emergency Vehicle Operations
Prerequisite: READ 023 or appropriate assessment; Possession of a class “C” license.
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; MATH 030 or appropriate assessment.
This course is designed to certify students as driver operators for both Class “B” commercial driver’s license and for ambulance drivers certification in California. A Class “B” commercial drivers permit will be obtained while in this course and a Class “B” commercial driver’s license may be obtained prior to completion of this course. Pre-Trip inspection, driving skills and a driving test is part of this course. Students will complete certification through the California State Fire Marshal’s office in Driver Operator 1A and 1B. A physical is required to meet California State standards in regards to licensing.
4 Units
54 Lecture hours
54 Lab hours

EMT 290
Cooperative Work Experience / Internship for Emergency Medical Technicians
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in the Emergency Medical Technician field under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in the area of Emergency Medical Technician and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of fire technology or EMS (emergency medical services) and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures.”
Student Unpaid Internship:
1 Unit(60 hours); 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours

Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

ENGINEERING
Division of Mathematics & Sciences

ENGR 217
Electric Circuit Analysis
Prerequisite/Corequisite: MATH 270 and PHY 213 (both with a grade of “C” or better);
Transfers to: UC, CSU
This course is for students who intend to pursue a major in engineering. The course is the study of basic circuit analysis techniques including: Ohm’s law, Kirchhoff’s laws, mesh-current and node-voltage method, Thévenin and Norton’s equivalent circuits, transient and steady-state responses of passive circuits, and operational amplifiers. This course also includes sinusoidal steady-state analysis of AC circuits, AC power calculation, three-phase circuits, mutual inductance, frequency response, and resonance.
3 Units
72 Lecture hours

ENGR 235
Engineering Mechanics: Statics
Prerequisite: PHY 211 with a grade of “C” or better
Prerequisite/Corequisite: MATH 191 with a grade of “C” or better
Transfers to: UC, CSU
This course is for students who intend to pursue a major in engineering and provides an overview of the effect of two and three dimensional force systems on particles and rigid bodies under equilibrium conditions. Topics covered include distributed forces and determination of centroids, analysis of trusses, frames and machines, internal forces and moments, systems involving friction, and method of virtual work and equilibrium.
3 Units
72 Lecture hours

ENGINEERING TECHNOLOGY
Division of Career & Technical Education

ENGT 101
Introduction to Technical Drawing & Graphics
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This is a basic course in technical drawing and graphics for students with no previous drafting skills or training. The course is designed for students who wish to pursue training in fields and careers related to architecture, civil and engineering drafting. Practical application will be provided with the tools, techniques, standards, and practices used in the industries that need technical drawings and graphics.
3 Units
45 Lecture hours
54 Lab hours

ENGT 105
Architectural and Technical Freehand Sketching
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course is designed to develop skill in freehand drawing as used by the design professionals in both architectural and technical applications. Using pen, pencil, marker, basic principles of proportion, composition and freehand techniques, students will prepare technical sketches to industry standards, in realistic perspective and orthographic. Design considerations will also be introduced for various projects involving preliminary design sketches. This course is open to all students who wish to develop freehand drawing skills. It is required for all students working towards a degree or certificate in the Architecture and Engineering Design Drafting program.
2 Units
27 Lecture hours
36 Lab hours

ENGT 122
Engineering Design Graphics
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 025 or appropriate assessment
ENGT 101 or two years of high school drafting
Transfers to: UC, CSU
This course is an introduction to graphics as used in engineering design and the systematic use of graphic solutions and descriptive geometry to solve three dimensional engineering problems involving space, points, planes and lines. Technical drawing using I.S.O. and A.N.S.I. standards including geometric dimensioning and tolerancing, will be stressed with a conceptual design project and preparation of working drawings. This course is required for all students working towards a degree or certificate in the Architecture and Engineering Design Drafting program. The course is also recommended for students interested in transferring to Schools of Engineering.
4 Units
54 Lecture hours
54 Lab hours
ENGT 131
Engineering and Manufacturing Applications of Technical Drawing
Prerequisite: ENGT 122
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This intermediate course is the study of technical drawing as used in manufacturing applications of design and engineering technology. This course is for all students in areas of study related to Engineering, Technical Drafting, Design and Computer Graphics. The course incorporates orthographic projection, introduction to tool design, and applications of descriptive geometry through layouts and development. The course will also introduce ANSI Y14.5, part and assembly dimensioning, geometric tolerancing, manufacturing terminology and processes. Lab exercises and drawings will be used to reinforce lecture and demonstration concepts.
4 Units
54 Lecture hours
54 Lab hours

ENGT 150
AutoCAD for Basic CADD Applications
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is for students preparing for high technology careers who need the skills necessary to function as an entry level CADD operator or to apply CADD to specific disciplines of mechanical and architectural design, manufacturing, illustration and engineering related documents. An overview of computer graphics and CADD (Computer Aided Design and Drafting) utilizing the latest releases of AutoCAD software will be provided. Students will produce 2D orthographic, isometric, and basic 3D model solutions of mechanical and architectural applications.
3 Units
54 Lecture hours
54 Lab hours

ENGT 170
MicroStation for Basic CADD Applications
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is for students preparing for high technology careers who need the skills necessary to function as an entry level CADD operator or to apply CADD to specific disciplines of mechanical and architectural design, manufacturing, illustration and engineering related documents. An overview of computer graphics and CADD (Computer Assisted Design and Drawing) utilizing the latest release of MicroStation software will be provided. Students will produce 2D orthographic and basic 3D model solutions of mechanical and architectural applications.
4 Units
54 Lecture hours
54 Lab hours

ENGT 200
Intermediate AutoCAD for Design and Production
Prerequisite: ENGT 150 with a grade of "C" or better
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is for students pursuing degrees or certificates in the Architecture and Engineering Design Drafting Program and for those who wish to enhance their AutoCAD skills for workplace productivity. The course is an intermediate application study in computer aided design, drafting, and graphics using the latest revisions of AutoCAD. Combined with previously learned technical drafting conventions and basic AutoCAD operational skills, students will use AutoCAD to produce detailed drawings that involve model-space and paper-space, 2D and 3D objects, block attributes and viewport scales. Emphasis will be placed on working with multiple drawing files using external files to create mechanical, architectural and civil projects.
3 Units
45 Lecture hours
54 Lab hours

ENGT 231
Technical Product Design and Presentation
Prerequisite: ENGT 122; ENGT 150
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This intermediate course is the study of technical presentation drawing, product proposal and design including electro-mechanical packaging, orthographic and axonometric illustration for presentation and assembly pictorial views. Using computer aided design, manual drafting, and graphic techniques, students will apply previously learned skills to develop graphic illustrations of mechanical applications for use in catalogs, manuals and engineering support presentation documents. This course benefits all students in areas of study related to Engineering, Drafting, Design and Computer Graphics.
3 Units
36 Lecture hours
72 Lab hours

ENGT 250
Parametric Modeling 3D Applications for Mechanical Design
Prerequisite: ENGT 150
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course presents advanced applications of 2D and 3D Computer Aided Design Drafting (CADD) and an introduction to parametric modeling and rapid prototyping utilizing the latest releases of Autodesk Inventor series, SolidWorks, and other parametric modeling software to produce solutions for mechanical applications. This course benefits all students in areas of study related to Engineering, Drafting, Design and Computer Graphics, emphasizes CADD generated three dimensional graphics using wire frame, surface modeling, and parametric solids.
4 Units
54 Lecture hours
54 Lab hours

ENGT 265
Pressure Piping Design
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; ENGT 150 or ENGT 170 or industry experience in CADD applications
Transfers to: CSU
This course is for those students with CADD operational experience who are interested in the career field of pressure piping design engineering. This course presents the preparation of engineering detail drawings of piping systems for commercial, utilities and industrial plants. Included is information and work dealing with the location, installation, operation, and maintenance of pumps, steam turbines, compressors, tanks, heaters, coolers, cooling towers, condenser, reactors, boilers, chillers, heat exchangers and special equipment.
3 Units
36 Lecture hours
72 Lab hours

ENGT 266
Pressure Piping Applications
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; ENGT 150 or ENGT 170 or industry experience in CADD applications; ENGT 265
Transfers to: CSU
This course is for all students interested in the career field of pressure piping design engineering.
This course presents the advanced preparation of engineering detail drawings of piping systems for commercial, utilities and industrial plants. Included is advanced information and layout work dealing with the location, installation, operation of pumps, steam turbines, compressors, vertical vessels, horizontal vessels, tanks, heaters, coolers, cooling towers, condenser, reactors, boilers, chillers, heat exchangers and special equipment.

3 Units
36 Lecture hours
72 Lab hours

ENGT 270
Solid Works for 3D Modeling and Prototype Applications
Prerequisite: ENGT 150 or ENGT 170
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU

This course presents an intensive study in 3D computer graphics and CADD (Computer Assisted Design and Drafting) utilizing the latest release of SolidWorks Software. This course benefits all students in areas of study related to Engineering, Drafting, Design and Computer Graphics. Students will produce three dimensional parametric computer generated virtual models incorporating mechanical design requirements. The course emphasizes high technology skills which are necessary to function as a design professional to apply 3D computer graphics technology to specific disciplines of mechanical engineering, machine drafting and design, manufacturing, animation, modeling and illustration. Students will be introduced to a variety of means to directly produce prototype models from CADD generated solid geometry.

4 Units
54 Lecture hours
54 Lab hours

ENGT 280
Advanced MicroStation for CADD & BIM Applications (Same as ARCH 280)
Prerequisite: ENGT 170 with a grade of “C” or better, or verified work experience and proficiency in MicroStation XM or V8i.
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; ENGT 101 or two years of high school drafting

This course is for students pursuing an advanced study in MicroStation 3D parametric CADD (Computer Assisted Design and Drafting) and the BIM (Building Information Modeling) approach to building design using Bentley Architecture. Students will apply previously learned drafting conventions to produce two and three dimensional CADD and BIM generated mechanical and architectural drawings and virtual design models. This course benefits all students studying Architecture, Civil, Engineering of all types, Drafting, Design and Computer Graphics. High technology skills which are necessary to function as a designer or CADD Drafter are emphasized.

4 Units
54 Lecture hours
54 Lab hours

ENGT 290
Cooperative Work Experience/Internship for Drafting Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU

This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of drafting and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures”.

Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours;
3 Units/180 hours; 4 Units/240 hours

Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours;
3 Units/225 hours; 4 Units/300 hours

3 Units
3 Lecture hours
60 to 300 hours

ENGLISH
Division of Communications & Languages

ENGL 030
Introductory Composition for Developing Writers
Corequisite: ENGL 030W
Advisory: READ 022 or appropriate assessment

This course assists students in developing and improving their writing and language skills through individual conferences with composition instructors. Students will complete and revise assignments that complement the goals and objectives of ENGL 030. All ENGL 030 students must enroll in this course. This course may be repeated one time for credit. This is a non-degree applicable course offered on a pass-no pass basis.

0.5 Unit
27 Lab hours

ENGL 035
Intermediate Composition for Developing Writers
Prerequisite: ENGL 030 or ENLA 034 with a grade of “Pass” or appropriate assessment
Corequisite: ENGL 035W

This is a composition course which trains students in the clear and logical communication of ideas and information. Students will learn to relate ideas and information in standard written English that a literate audience can easily understand. To accomplish this, students will learn methods of proofwriting and revise a series of original essays, discuss readings, and participate in collaborative activities which increase their ability to articulate ideas. This is a non-degree credit course and is offered on a pass/no pass basis. Each week, three additional hours will be required in an accompanying 35W Writing Workshop offered on a pass/no pass basis. Each student may be taken in three 6-week modules. Students will have the opportunity to take one, two, or three modules for one unit of credit each. Module A will cover simple and compound sentences, simple punctuation, and language usage. Students will practice writing to instruct and inform. Module B will cover complex sentences, punctuation such as colons and semicolons, and use of persuasive language. Further practice will be given in the use of commas and capitalization. Module C will include paragraphs, short essays, punctuation review, and use of sequential and transitional language. Practice will be given in adapting information to different audiences. In addition to this material, modules A, B, and C will cover material detailed in the appendix to the course outline. To receive credit for ENGL 035 or ENGL 035 A, B, C, students must receive a score of 10 or higher on the common final. Workshop credit will be given upon completion of all three modules. Students may enroll in all modules or individual modules and receive appropriate credit. English 035 A, B, C is offered on an open entry, open exit basis. This is a non-degree credit course and is offered on a pass/no pass basis. Each week, three additional hours will be required in the ENGL 035W Writing Workshop, offered on a pass/no pass basis.

3 Units
54 Lecture hours
Developing Writers

ENGL 035A
Intermediate Composition for Developing Writers
Prerequisite: ENGL 030 or ENLA 034 with a grade of “Pass” or appropriate assessment
Corequisite: ENGL 035W
This is a composition course which trains students in the clear and logical communication of ideas and information. Students will learn to relate ideas and information in standard English that a literate audience can easily understand. To accomplish this, students will learn methods of prewriting, construct and revise a series of original essays, discuss readings, and participate in collaborative activities which increase their ability to articulate ideas. This is a non-degree credit course and is offered on a pass/no pass basis. Each week, three additional hours will be required in an accompanying 35W Writing Workshop offered on a pass/no pass basis. This class can also be taken in three 6-week modules. Workshop credit will be given upon completion of all three modules. Students may enroll in all modules or individual modules and receive appropriate credit. English 035A, B, C is offered on an open entry/open exit basis. This is a non-degree credit course and is offered on a pass/no pass basis. This class can also be taken in three 6-week modules. Students will have the opportunity to take one, two, or three modules for one unit of credit each. Module A will cover simple and compound sentences, punctuation and language usage. Students will practice writing to instruct and inform. Module B will cover complex sentences, punctuation such as colons and semicolons, and use of persuasive language. Further practice will be given in adapting information to different audiences. In addition to this material, modules A, B, and C will cover material detailed in the appendix to the course outline. To receive credit for ENGL 035 or ENGL 035A, B, C, students must receive a score of 10 or higher on the common final. Workshop credit will be given upon completion of all three modules. Students may enroll in all modules or individual modules and receive appropriate credit. English 035A, B, C is offered on an open entry/open exit basis. This is a non-degree credit course and is offered on a pass/no pass basis. Each week, three additional hours will be required in the ENGL 035W Writing Workshop, offered on a pass/no pass basis.

1 Unit
18 Lecture hours

ENGL 035C
Intermediate Composition for Developing Writers
Prerequisite: ENGL 030 or ENLA 034 with a grade of “Pass” or appropriate assessment
Corequisite: ENGL 035W
This is a composition course which trains students in the clear and logical communication of ideas and information. Students will learn to relate ideas and information in standard written English that a literate audience can easily understand. To accomplish this, students will learn methods of prewriting, construct and revise a series of original essays, discuss readings, and participate in collaborative activities which increase their ability to articulate ideas. This is a non-degree credit course and is offered on a pass/no pass basis. Each week, three additional hours will be required in an accompanying 35W Writing Workshop offered on a pass/no pass basis. This class can also be taken in three 6-week modules. Students will have the opportunity to take one, two, or three modules for one unit of credit each. Module A will cover simple and compound sentences, simple punctuation, and language usage. Students will practice writing to instruct and inform. Module B will cover complex sentences, punctuation such as colons and semicolons, and use of persuasive language. Further practice will be given in adapting information to different audiences. In addition to this material, modules A, B, and C will cover material detailed in the appendix to the course outline. To receive credit for ENGL 035 or ENGL 035A, B, C, students must receive a score of 10 or higher on the common final. Workshop credit will be given upon completion of all three modules. Students may enroll in all modules or individual modules and receive appropriate credit. English 035A, B, C is offered on an open entry/open exit basis. This is a non-degree credit course and is offered on a pass/no pass basis. Each week, three additional hours will be required in the ENGL 035W Writing Workshop, offered on a pass/no pass basis.

1 Unit
18 Lecture hours

ENGL 035W
Writing Workshop
Corequisite: ENGL 035
Advisory: READ 022 or appropriate assessment
This is a lab course designed to assist students in developing and improving their writing and language skills through individual conferences with composition instructors. Students will complete and revise assignments that complement the goals and objectives of English 035. All English 035 students must enroll in this course. This course may be repeated one time for credit. This is a non-degree applicable course offered on a pass-no pass basis.

0.5 Unit
27 Lab hours

ENGL 101
College Composition and Research
Prerequisite: ENGL 035 with a grade of “Pass” or ENLA 100 with an “A” or “B” or appropriate assessment
Transfers to: UC
This is a composition course that enables students to generate logical, coherent essays and reports necessary to academic and professional success. Students will become proficient in research techniques, learn critical reading and thinking skills through expository and persuasive reading selections, and apply the skills to creating original essays and a final research paper. The lab component of this course is designed to assist students in improving and refining their writing and language skills. Students will complete lab activities that enhance their ability to compose logical, well-supported arguments that exhibit grammatical fluency and
correct documentation form. Students will meet with composition instructors through individual conferences that address students’ specific writing concerns. This course is designed for students who wish to fulfill the General Education requirement for Written Communication.

3.5 Units
9 Lecture hours

ENGL 103
Tutorial Skills in Composition
Prerequisite: ENGL 101 or ENGL 201 with an “A” or “B”
Transfers to: CSU
This course prepares students to tutor in composition writing. Prospective tutors will be trained to assist students in all stages of the writing process: invention/prewriting, composing/drafting, revising, and editing. Emphasis will be placed on the dialogic nature of the tutoring process in writing. This course is primarily intended for Learning Assistance Center and Writing Workshop tutors and may also be of interest to those pursuing a career in teaching.

0.5 Unit
9 Lecture hours

ENGL 105
Tutoring Skills in English as a Second Language
Prerequisite: ENGL 101 or ENGL 201 with an “A” or “B”
Transfers to: CSU
This course prepares students to tutor in English as a Second Language. Prospective tutors will be trained to assist students in writing for ESL classes. Emphasis will be placed on the interactive nature of second language acquisition. This course is primarily intended for Learning Assistance Center and Writing Workshop tutors and may also be of interest to those pursuing careers in teaching.

0.5 Unit
9 Lecture hours

ENGL 125
Grammar and Usage
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course explores parts of speech, varieties of sentence structures, common grammar and usage problems, and how to apply these issues to real-world communications. It is designed for students who wish to expand their knowledge of standard American English and thereby increase their skill in the written and spoken language. It is especially helpful for students planning to go into teaching.

3 Units
54 Lecture hours

ENGL 126
Languages of the World
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This is a linguistics course which covers the major languages families of the world and representative languages from those families. It presents the phonology, morphology, syntax, and pragmatics of these languages. It is specifically targeted at those who will be working with non-native speakers of English in order to equip them to recognize the cross-linguistic influences of other languages on English, thus preparing them to communicate more effectively with their clients and/or students and to assess the linguistic and sociolinguistic factors that affect communication. This course is useful for majors in foreign language, anthropology, communications, health science, and English, and especially for those planning to enter elementary and secondary teaching in California, with its diversity of languages and cultures.

3 Units
54 Lecture hours

ENGL 127H
Language Structure & Language Use: Introduction to Linguistics
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course explores the nature and structure of language, including phonology, morphology, syntax, semantics and discourse, language acquisition and language development, and language use. This course is useful for students planning to enter elementary or secondary teaching and for those majoring in foreign language, English, communications, and anthropology.

3 Units
54 Lecture hours

ENGL 127
Language Structure and Language Use: Introduction to Linguistics
Prerequisite: ENGL 101 with a grade of “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course explores the nature and structure of language, including phonology, morphology, syntax, semantics and discourse, language acquisition and language development, and language use. This course is useful for students planning to enter elementary or secondary teaching and for those majoring in foreign language, English, communications, and anthropology. This course is designed for students eligible for the Honors Program.

3 Units
54 Lecture hours

ENGL 131
Creative Writing
Prerequisite: ENGL 101
Transfers to: UC, CSU
This is a course of expression for students who are interested in various forms of writing. It offers students a workshop setting in which to develop their writing skills in various genres, such as fiction, poetry, and playwriting. Students are required to write regularly, present their own work in class for discussion, and develop critical standards for evaluating the merit of their own work and the work of their peers.

3 Units
54 Lecture hours

ENGL 201
Advanced Composition and Critical Thinking
Prerequisite: ENGL 101 with a grade of “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: ENGL 201 or ENGL 201H)
This advanced composition course is open to all students who have successfully completed ENGL 101 and is designed for those who expect to transfer to four-year colleges or universities. Students will read and write extensively, while applying critical thinking skills and research techniques. Students will demonstrate these abilities in advanced composition as they research and write a series of argumentative essays, which demonstrate the ability to analyze issues, evaluate positions, and argue persuasively through clear, concise prose. The lab component of this course is designed to assist students in advancing and refining their writing and language skills and will augment their ability to exercise critical thinking thought. Students will complete lab activities that further enhance their ability to compose logical, well-supported arguments that exhibit grammatical fluency and correct documentation form. Students will meet with composition instructors through individual conferences that address students’ specific writing concerns.

3.5 Units
54 Lecture hours

ENGL 201H
Advanced Composition and Critical Thinking
Prerequisite: ENGL 101 with a grade of “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: ENGL 201 or ENGL 201H)
This advanced composition course is open to all students who have successfully completed ENGL 101 and is designed for those who expect to transfer to four-year colleges or
ENGLISH AS A NEW LANGUAGE

Division of Communications & Languages

ENLA 011
Basic Vocabulary
Advisory: ENLA 014 or appropriate assessment
This course is designed to help non-native speakers of English learn meanings, forms, uses, and pronunciations of 200-250 English words not currently in their vocabulary. Special emphasis is given to examining words in context, parts of speech, and inflections. This course is offered on a pass/no pass basis and is not applicable to the degree. Students are expected to complete an additional 8 hours TBA (To Be Arranged) in the Language Lab.
3 Units
54 Lecture hours
8 Lab hours

ENLA 012
Beginning Speaking and Listening
This course is for English language learners who wish to improve their conversational skills in English. Areas of emphasis include dictation, English phrasing patterns, various speaking situations, listening practice, and self-correction. This course is offered on a pass/no pass basis and is not applicable to the degree. Students are expected to complete an additional 8 hours TBA (To Be Arranged) in the Language Lab.
3 Units
54 Lecture hours
8 Lab hours

ENLA 013
Basic Grammar
Advisory: NESL 018 or appropriate assessment
This is an introductory grammar course for non-native speakers of English. Through reading, writing, listening, and speaking activities, students learn basic English grammar while focusing on verb structures. This course is offered on a pass/no pass basis and is not applicable to the degree. Students are expected to complete an additional 8 hours TBA (To Be Arranged) in the Language Lab.
3 Units
54 Lecture hours
8 Lab hours

ENLA 014
Beginning Composition
Prerequisite: Appropriate placement through the Rio Hondo Assessment Process
This course is designed to help limited English-speaking students communicate better in English. The course focuses on the development of written skills. Topics specifically emphasized are idiomatic expressions, vocabulary, reading and writing. These are taught at an entry level. This course is offered on a pass/no pass basis and is not applicable to the degree.
3.5 Units
54 Lecture hours
27 Lab hours

ENLA 022
Intermediate Speaking and Listening
Prerequisite: ENLA 012 or appropriate assessment
This course is for ENLA students who wish to improve their English speaking and listening skills at an intermediate level. Areas of emphasis include pronunciation, oral communication, note taking and organizational skills. This course is offered on a pass/no pass basis and is not applicable to the degree. Students are expected to complete an additional 8 hours TBA (To Be Arranged) in the Language Lab.
3 Units
54 Lecture hours
8 Lab hours

ENLA 023
Intermediate Grammar (Formerly ESL 029A,B,C)
Prerequisite: ENLA 013 or appropriate assessment
Advisory: ENLA 024 or appropriate assessment
This course presents a multi-skills approach to English grammar and sentence structure for second-language students. Through reading, writing, listening, and related activities such as dictation, cloze exercises, and sentence analysis, students practice the elements of correct English while focusing on verbs and verb forms. This course is offered on a pass/no pass basis and is not applicable to the degree. Students are expected to complete an additional 8 hours TBA (To Be Arranged) in the Language Lab.
3 Units
54 Lecture hours
8 Lab hours

ENLA 024
Intermediate Composition
Prerequisite: ENLA 014 or appropriate assessment
This is an intermediate composition class for non-native speakers of English focusing on the fundamentals of academic writing in English. Basic sentence structures, paragraph development, composition forms, English grammar and word usage are studied in various rhetorical modes. This course is offered on a pass/no pass basis and is not applicable to the degree.
3.5 Units
54 Lecture hours
27 Lab hours

ENLA 032
Advanced Speaking and Listening: Pronunciation and Accent Reduction
Prerequisite: ENLA 022 or appropriate assessment, or permission of instructor
Advisory: READ 022 or appropriate assessment
ENLA 032 is a speaking, listening
and pronunciation course intended for students who need further practice in spoken English and/or have difficulty understanding native speakers of English in academic and other situations. Its purpose is to improve the pronunciation, articulation, speed and comprehension of non-native speakers of English. The course focuses on sounds in isolation, the blending of sounds in phrasal elements and the production of sentences incorporating correct intonation, accent, speed and rhythm. This course is offered on a pass/no pass basis and is not applicable to the degree. Students are expected to complete an additional 8 hours TBA (To Be Arranged) in the Language Lab.

3 Units
54 Lecture hours
8 Lab hours

ENLA 034 Intermediate-Advanced Composition
Prerequisite: ENLA 024 or appropriate assessment
A continuation of ENLA 024, this course is for ENLA students and emphasizes longer writings with more complicated sentence patterns leading up to a basic essay. Students focus on both thematic and rhetorical modes of composition while they practice topic sentences, thesis statements, subordination, and transitional expressions. This course is offered on a pass/no pass basis and is not applicable to the degree.
3.5 Units
54 Lecture hours
27 Lab hours

ENLA 100 Advanced Composition
Prerequisite: ENLA 034 or appropriate assessment
Transfers to: UC, CSU
ENLA 100 is the highest-level course of the ENLA writing sequence and an ENLA student’s gateway in to English 101. As a result of taking this course, students will be able to utilize various stages of the writing process, MLA conventions of academic writing in several rhetorical modes (including a research paper), and advanced levels of grammatical and mechanical accuracy in their writing.
3.5 Units
54 Lecture hours
27 Lab hours

ENVIRONMENTAL TECHNOLOGY
Division of Mathematics & Sciences

ET 070 Introduction to Alternative Energy Technology (Same as AET 070)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This course is intended for students that are contemplating a career in the solar photovoltaic energy industry. This course is intended for ENLA students and is not applicable to the degree. Students are expected to complete an additional 8 hours TBA (To Be Arranged) in the Language Lab.
3 Units
45 Lecture hours
27 Lab hours

ET 074 Advanced Photovoltaic Systems Design and Installation (Same as AET 074)
Prerequisite: AET/ET 072
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is the second course in the photovoltaic series that will further examine and implement the design and installation of solar photovoltaic power systems. Students will learn how to interpret the National Electrical Code (NEC) specifics concerning photovoltaic installations. The topics include code compliant wiring of modules, inverters, charge controllers, batteries, grounding techniques and related topics. Additional topics include the design and installation of large commercial photovoltaic systems. This course is intended for students that are interested in a career in the solar photovoltaic energy industry.
3 Units
45 Lecture hours
27 Lab hours

ET 076 Wind Energy Systems Design and Installation (Same as AET 076)
Corequisite: AET/ET 070
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is an introductory course that will examine and implement the design and installation of wind power systems which will include the installation of a working wind power generation system. Students will learn how to perform wind site evaluations, electrical load calculations, wind system size calculations, hydraulics fundamentals, basic aerodynamics, and installation techniques for wind power generation systems. Students will learn how to design and install wind power generation systems and obtain skills for employment. This course is intended for students that are contemplating a career in the wind turbine power generation industry.
3 Units
45 Lecture hours
27 Lab hours

ENGLISH AS A SECOND LANGUAGE
Division of Communications & Languages

ESL 020 Beginning Reading for ESL Students
Advisory: Appropriate skill level demonstrated through the Rio Hondo Assessment Process
ESL 020 is designed for beginning ESL students who want to expand their English vocabulary and practice reading in English. Basic preparation for reading comprehension and life skills acquisition will be provided. This is a non-degree credit class. Offered on a pass/no pass basis.
3 Units
54 Lecture hours

ET 078 Advanced Wind Energy Systems Design and Installation (Same as AET 078)
Prerequisite: AET/ET 076
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is the second course in the wind energy series that will further examine and implement the design and
installation of wind power systems. Students will learn how to interpret the National Electrical Code (NEC) specifics concerning wind power installations. The topics include code compliant wiring of modules, inverters, charge controllers, grounding techniques and related topics. Additional topics include wind site evaluations, electrical load calculations, wind system size calculations, hydraulic fundamentals, basic aerodynamics, and installation techniques for large wind power generation systems. This course is intended for students that are contemplating a career in the wind turbine power generation industry.

3 Units
45 Lecture hours
27 Lab hours

ET 110 Hazardous Waste Generation/Reduction/Treatment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment
Prerequisite: CHEM 110; ET 101
Transfers to: CSU
This course is designed to educate individuals working in or seeking employment in the hazardous waste management field with an overview of industrial processes and their generation of waste streams. The selected industries include: electroplating, metal finishing and printed circuit board production; oil refining and chemical production; steel production; general manufacturing; printing and graphic reproduction; agriculture; and consumer services.

3 Units
54 Lecture hours

ET 130 Health Effects of Environmental Hazardous Materials
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; BIOL 120; BIOL 120L; CHEM 110
Prerequisite: CHEM 110; ET 101
Transfers to: CSU
This course is designed to educate individuals working in or seeking employment in areas that include health and safety responsibilities. It provides an overview of how to identify and evaluate the hazards of chemical, physical and biological agents that can be encountered in industrial operations, waste disposal and remediation sites.

3 Units
54 Lecture hours

ET 150 Hazardous Waste Management Applications
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment
Transfers to: CSU
This course is designed to provide individuals, who are working in or seeking employment in the environmental field with an overview of hazardous waste management and regulations. The course explains the hazardous waste regulatory framework and develops research skills in the hazardous waste area. Emphasis is placed on the following topics: universal waste, generator compliance, site investigation and remediation, permitting, enforcement, liability, and storm water discharge. The course also provides “hands-on” applications of the regulations. These applications include: preparing a hazardous waste manifest, labeling and storing containers, sampling and analysis, and preparing a Phase I environmental audit.

4 Units
54 Lecture hours
54 Lab hours

ET 160 Hazardous Waste Site Remediation Systems
Prerequisite: CHEM 110; ET 101
Advisory: GEOL 150; GEOL 150L
Transfers to: CSU
This course provides an overview of remediation systems that are employed in cleaning up hazardous waste sites. The remediation systems that will be studied include: groundwater remediation systems, soil vapor extraction, chemical extraction/soil washing, solidification/stabilization, bioremediation, thermal processes, and chemical destruction. Specific details on the compounds removed, the fundamentals and specific applications of each method will be examined. Innovative remediation technologies and trends in remediation systems will be studied. A case study, which will highlight the remediation processes that are being used at a selected remediation site, will be examined.

3 Units
54 Lecture hours

ET 181 Home Energy Management and Auditing (Same as AET 181)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment
Transfers to: CSU
This course is designed to provide individuals, who are working in or seeking employment in the green energy field, with an overview of home energy management and auditing. Specifically, this course will assist students in their preparation of a comprehensive home energy audit and energy management program. Emphasis is placed on the following topics: Appliances, Insulation, Designing/Remodeling, Electricity, Landscaping, Lighting, Space Heating and Cooling, Water Heating, Doors/Windows/Skylights, and Home Energy Audits.

3 Units
54 Lecture hours

ET 182 Industrial Energy Management and Auditing (Same as AET 182)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment
Transfers to: CSU
This course is designed to provide individuals, who are working in or seeking employment in the green energy field, with an overview of the industrial energy management and auditing. Specifically, this course will assist students in their preparation of a comprehensive energy audit and energy management program. Emphasis is placed on the following topics: Types of Energy Audits, Energy Management and Cost, Benchmarking, Energy Performance, Energy Use Requirements, Maximizing System Efficiencies, Optimizing Energy Input Requirements, Fuel and Energy Substitution and Energy Audit Instruments.

3 Units
54 Lecture hours
ET 200
Hazardous Materials Management Applications
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment
Transfers to: CSU
This course is designed to provide individuals, who are working in or who seek employment in the hazardous materials management field, with a general overview of the requirements and applications of federal, state, and local laws and regulations relating to hazardous materials. The course will emphasize compliance with Department of Transportation, OSHA Hazard Communications, SARA Title III Community Right-to-Know, Underground Tank, Asbestos, Proposition 65, and Air Toxics Regulations.
4 Units
54 Lecture hours
54 Lab hours

ET 240
Solid Waste Management Applications
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment
Transfers to: CSU
This course is designed to provide individuals, who are working in or seek employment in the solid waste management field, with an overview of the solid waste industry and its components. Emphasis is placed on the various aspects of integrated waste management including: waste prevention, recycling, composting, incineration, landfilling, environmental sampling and monitoring, facility siting and permitting, and compliance with environmental, health and safety regulations.
4 Units
54 Lecture hours
54 Lab hours

ET 250
Fundamentals of Safety and Health I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment, ET 230, or working in General Industry, Construction, or in the Safety and Health Field Transfers to: CSU
This course is designed to introduce the student to the field of Occupational Safety and Health and Program Development. Topics include instruction on Federal, State and Local Agency legislation and the application of Labor and Occupational Safety and Health regulations. The course content also includes familiarization with Workers Compensation/General Liability Insurance, Accident Investigation Techniques, Industrial Hygiene, Ergonomics, Fire Prevention, Site and Facility Auditing, Systems Safety and Program Development. This course is for individuals that are pursuing a degree in Environmental Technology, Safety & Health or for working supervisors, professional advisors, or business owners that are responsible for worker safety or placement of workers compensation/ general liability insurance.
3 Units
54 Lecture hours

ET 251
Fundamentals of Safety and Health II
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; ET 230
Transfers to: CSU
This course is designed to introduce the student to the supervisory and management functions of Occupational Safety and Health and Risk Management. Topics include a review of Federal, State and Local Agency Legislation, Labor and Occupational Safety and Health regulations and Workers Compensation. The course content will focus on the Elements of Safety and Heath Program Development, Behavior Based Safety, Workplace Violence, Terrorism Preparedness, Hazardous Materials and Waste Management, Application of occupational safety and health design/compliance, regulations and development of the Safety and Loss Prevention Program (Policy through QA/QC). This course is for individuals that are pursuing a degree in Environmental Technology, a Safety & Health Certificate and the working professional or business owner responsible for worker safety or Risk Management.
3 Units
54 Lecture hours

ET 260
Environmental Sampling and Analysis
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; BIOL 120; BIOL 120L; CHEM 110
Transfers to: CSU
This course provides an overview of the techniques of sampling protocols for obtaining soil, air, surface water, and groundwater samples based on the U.S. EPA approved sampling protocols. In the lecture, emphasis is placed on the aspects of the procurement of the samples through the EPA approved standard operating procedures and practices. In the laboratory, the student will gain practical knowledge and skills for the appropriate collection and handling of environmental samples.
4 Units
54 Lecture hours
54 Lab hours

ET 270
Wastewater Treatment Plant Operations I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment
Transfers to: CSU
This is the initial course of a series of water treatment courses designed to train individuals, who are working in or who seek employment in the waste water treatment field, in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. Information presented includes the roles and responsibilities of a treatment plant operator, an explanation of why wastes must be treated, and detailed descriptions of the equipment and processes used in a wastewater treatment plant. Students will learn to operate and maintain racks, screens, comminutors, sedimentation tanks, trickling filters, rotating biological contactors, package activated sludge plants, oxidation ditch ponds, and chlorination facilities. Students will also learn to analyze and solve operational problems and to perform mathematical calculations relating to wastewater treatment process control.
3 Units
54 Lecture hours

ET 271
Wastewater Treatment Plant Operations II
Prerequisite: ET 270
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment
Transfers to: CSU
This is the second course of a series of water treatment courses designed to train individuals, who are working in or who seek employment in the waste water treatment field, with the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. Information...
Green Building Design Principles  
ET 280  
(Same as AET 280)  
54 Lecture hours

Environmental Design Accredited Professional (LEED AP) Examination, which is the most recognized professional accreditation for green building in the nation. Emphasis is placed on the six categories of design that green buildings must address for LEED Certification: Sustainable Sites, Water Efficiency, Energy & Atmosphere, Materials & Resources, Indoor Environmental Quality, and Innovation & Design Process. Each of these categories will be studied, with a focus on the significance of each particular credit. 
3 Units  
54 Lecture hours

ET 290  
Cooperative Work Experience/Internship for Environmental Technology Related Fields

ET 299  
Directed Study: Environmental Technology

This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional work area. This course is intended for students whose job is related to the field of environmental technology and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures”. 
Student Unpaid Internship: 1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours 
Student Paid Internship: 1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours 
1 to 4 Units  
3 Lecture hours  
60 to 300 hours

Fabrication

FABR 040  
Introduction to Fabrication Processes

This is a beginning level course designed to introduce students to the various techniques, processes, and technologies used in the fabrication industry. This course will develop skills necessary for translating dimensional information from a shop drawing or blueprint to metallic materials used for production of finished parts and assemblies. Topics covered in this class will include basic blueprint reading, measurement and measuring tools, layout, metal cutting, drilling and tapping, and metal forming. Emphasis will be placed on shop safety and proper use of equipment, tools and materials. 
2 Units  
18 Lecture hours  
54 Lab hours

FABR 045  
Intermediate Fabrication Processes

This is a beginning level course designed to broaden the students’ skills and knowledge of metal fabrication techniques. This course will introduce students to basic hand tools and power tools commonly used in the metal fabrication industry. Topics covered in this class will include structural fabrication, tube bending, layout and construction, and fabrication of components from sheet metal. Emphasis will be placed on shop safety and on developing proper working procedures. 
2 Units  
18 Lecture hours  
54 Lab hours
FINANCE
Division of Business

FIN 101
Introduction to Financial Planning
Advisory: READ 023 or appropriate assessment; MATH 030 or MATH 030D or appropriate assessment.

This course provides an overview of the fundamentals of financial planning. Course topics include the financial planning process, managing assets, managing credit, managing inves- tments, current economic concerns, personal insurance, personal bankruptcy, income taxes, and retirement and estate planning. This course is designed for those interested in learning about personal financial planning and/or entering the field of financial planning.
3 Units
54 Lecture hours

LABORATORY TECHNOLOGY
Division of Public Safety

FAC 043
Advanced Fire Course
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.

This is a variable format (2-40 Hours of Lecture; 2-40 Hours of Lab) course designed to keep Fire Service personnel informed of new laws and fire codes, current prevention and protection requirements, recent developments in hazardous materials, stress on the firefighter, technology, community relations, physical fitness & wellness and other refresher training as may be necessary.
0.074 to 1.482 Units
2 to 40 Lecture hours
2 to 40 Lab hours

FAC 118
Firefighter I, Basic Fire Academy
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or MATH 030D or appropriate assessment; FTEC 101; FTEC 102; FTEC 103; FTEC 104; FTEC 105; FTEC 106; EMT 093
Advisory: BIOL 125
Transfers to: CSU

This course is designed for recently employed firefighters and other interested students. Topics covered include organization of the public and private fire service, characteristics and behavior of fire, fire hazards and firefighter safety, extinguishing agents and related extinguishing equipment, fire protection systems and water supply, incident command system, confined space awareness, building construction and assemblies, basic firefighting tactics and strategy, fire prevention, hazardous materials, emergency care, wild land firefighting, Rapid Intervention, Rescue Systems and physical fitness. This course meets the State Board of Fire Services requirements for designation as a “California Firefighter I Accredited Academy” (ARA or Accredited Regional Academy by the California State Fire Marshal). Students who complete this course also receive the certifications of an Emergency Medical Technician, in Vehicle Extrication, Fire Control I & II, Hazardous Materials First Responder Operations, Confined Space Awareness, Rescue Systems I, S-110, S-130, S-190, Trench Rescue, Rapid Intervention Crew Tactics and ICS – 200. This course requires completion of a medical physical examination and includes arduous physical activity.
22 Units
136 Lecture hours
783 Lab hours

FAC 120
Firefighter I, Basic Fire Academy with EMT
Prerequisites: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or MATH 030D or appropriate assessment; FTEC 101; FTEC 102; FTEC 103; FTEC 104; FTEC 105; FTEC 106
Advisory: BIOL 125
Transfers to: CSU

This course is designed for recently employed firefighters and other interested students. Topics covered include organization of the public and private fire service, characteristics and behavior of fire, fire hazards and firefighter safety, extinguishing agents and related extinguishing equipment, fire protection systems and water supply, incident command system, confined space awareness, building construction and assemblies, basic firefighting tactics and strategy, fire prevention, hazardous materials, emergency care, wild land firefighting, Rapid Intervention, Rescue Systems and physical fitness. This course meets the State Board of Fire Services requirements for designation as a “California Firefighter I Accredited Academy” (ARA or Accredited Regional Academy by the California State Fire Marshal). Students who complete this course also receive the certifications of an Emergency Medical Technician, in Vehicle Extrication, Fire Control I & II, Hazardous Materials First Responder Operations, Confined Space Awareness, Rescue Systems I, S-110, S-130, S-190, Trench Rescue, Rapid Intervention Crew Tactics and ICS – 200. This course requires completion of a medical physical examination and includes arduous physical activity.
22 Units
136 Lecture hours
783 Lab hours

FAC 4310
Management Orientation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.

This course is designed for fire department personnel and other interested students who seek information related to fire service management. The organizational structure of a fire department, fire officer responsibilities and establishing command at the scene of an emergency will be discussed.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

FAC 4315
Arson Scene Investigation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.

This course is designed for fire department personnel and other interested students as it provides an introduction to the practices and procedures of fire scene investigation. The scientific method of scene investigation, providing a systematic framework for investigations, is stressed. Determining the point of origin, establishing the cause and recognizing and preserving evidence will be included. Current legally acceptable methods in compliance with the standards of NFPA 921 “Guide to Fire Explosion Investigations” are stressed throughout the course.
0.074 to 1.482 Units
2 to 40 Lecture hours
2 to 40 Lab hours

FAC 4326
Paramedic Support Operations
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.

This course is designed for fire department personnel and other interested students who may assist paramedic units at the scene of emergencies. Patient protection, stabilization and paramedic coordination will be reviewed. Common terminology will be included. This course meets the Los Angeles County Emergency Medical Technician requirements for recertification as an Emergency Medical Technician in the State of California.
0.074 to 1.482 Units
2 to 40 Lecture hours
2 to 40 Lab hours

FAC 4305
Hazardous Material Identification
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.

This course is for fire department personnel and other interested students that want to learn about the current laws and regulations pertaining to the labeling of hazardous materials and the UN Hazardous Classifications. The National Fire Protection Association (NFPA) guidelines and the Department of Transportation (DOT) rules and regulations will be presented in this class.
0.074 to 1.482 Units
2 to 40 Lecture hours
2 to 40 Lab hours

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FAC 4327
Fire Fighting Operations, Structures
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
This course is designed for fire department personnel and other emergency responders who seek additional coursework in fighting structure fires. A review of basic firefighting tactics and strategy for occupancies such as dwellings, commercial occupancies, industrial occupancies, and special occupancies will be included. Emphasis will be placed on safety to personnel and crew cohesiveness.
0.074 to 1.482 Units
2 to 40 Lecture hours
2 to 40 Lab hours

FAC 4328
Fire Fighting Operations, Mobile Units
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
This course is designed for fire department personnel and other emergency responders who seek additional coursework in fighting structure fires. A review of basic firefighting tactics and strategy for occupancies such as dwellings, commercial occupancies, industrial occupancies, and special occupancies will be included. Emphasis will be placed on safety to personnel and crew cohesiveness.
0.074 to 1.482 Units
2 to 40 Lecture hours
2 to 40 Lab hours

FAC 4329
Fire Fighting Operations, Hazardous Materials
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment.
This course is designed for fire department personnel and other interested students who seek information related to response to fires where hazardous materials are present. A review of hazard classifications, response concerns when hazardous materials are present, and responder safety is discussed. This course will also present basic response issues related to terrorist acts while utilizing mobile equipment. Emphasis will be placed on safety to personnel.
0.074 to 1.482 Units
2 to 40 Lecture hours
2 to 40 Lab hours

FAC 4330
Driving Techniques and Certification
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
This course is designed to train students to drive heavy equipment including fire engines and fire trucks under emergency and non-emergency conditions. This course will include classroom discussion, driving demonstrations, and driving practice. This course meets the standards of the State of California and NFPA 1002, for driver certification.
0.167 to 0.75 Unit
8 to 40 Lecture hours

FAC 4331
Pumping Techniques and Certification
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment.
This course is designed to train students to operate fire apparatus under emergency and non-emergency conditions. It integrates the physical properties of modern fire apparatus suppression systems, pump theory and operation, hydraulic calculations, water supply considerations, relay pumping principles, water shuttle operations, foam systems operation and apparatus maintenance and testing. This course will include classroom discussion, pumping demonstrations, and pumping practice. This course meets the standards of the State of California and NFPA 1002, for operator certification.
0.167 to 0.75 Unit
8 to 40 Lecture hours

FAC 4335
Special Equipment Familiarization
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
This course is intended for fire department personnel and other interested students who want to learn more about specialized equipment used in today's fire service. Such equipment as the jaws of life, compressors, units, lighting units, life-saving equipment and command equipment will be included.
0.074 to 1.482 Units
2 to 40 Lecture hours
2 to 40 Lab hours

FAC 4344
Fire Instructor 1A
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
This course is the first of a two-course series designed to prepare Fire Service or other interested students to become a California Certified Fire Prevention Officer. This is one of the State Board of Fire Services accredited courses and applies to the California Fire Service Training and Educational System certifications. Topics covered provide a broad, technical overview of fire prevention codes, ordinances, inspection practices and key hazards including responsibilities and authority, occupancy classifications, fire rate, inspection practices and key hazards, construction, Egress requirements, fire protection assemblies, general fire safety provisions, principles and procedures for fire inspections.
2 Units
40 Lecture hours

FAC 4347
Fire Prevention 1B
Prerequisite: FAC 4346
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
This course is a second in the series of courses required for Fire Officer Certification as it relates to Fire Prevention. It is also designed for Fire Service personnel or other interested students to become a California Certified Fire Prevention Officer. This course focuses on the special hazards associated with flammable and combustible liquids and gases. Some topics of discussion include bulk storage and handling, transportation of flammable gases and liquids and more.
2 Units
40 Lecture hours

FAC 4348
Fire Investigation I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
This course is designed to prepare Fire Service or other interested students to become a California Certified Fire Investigator. This is one of the State Board of Fire Services accredited courses and applies to California Fire Service Training and Educational System certifications. This course provides the participants with an introduction to the basics of fire scene investigation. The focus of the course is to provide information on fire scene indicators and to determine the fire's origin.
2 Units
40 Lecture hours
This course provides training in the use of an automated external defibril- lator. This course meets the requirements for certification in AED (automated external defibrillation) usage through the American Heart Association and is for the lay rescuer and first responder. This course is designed for individuals working in the public health and safety field. Offered on a pass/no pass basis. 0.2 Unit 6 Lab hours

**FAC 4361 Fire Command 1C I-Zone Fire Fighting for Company Officers**
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This is a State Board of Fire Services accredited course in I-Zone firefighting and elements of the Incident Command System (ICS) for Company Fire Officers. This addresses the three elements of wild land fire behavior including fuel, weather and topography and fundamental elements of size-up as they relate to I-Zone firefighting. The duties and responsibilities of a Strike Team Company Officer and procedures for structure triage and protection are also addressed. This course is designed for firefighting personnel and other interested students who seek certification as a California State Certified “Fire Officer”.
2 Units 36 Lecture hours

**FAC 4362 Incident Command System (ICS)200**
Advisory: READ 023 or appropriate assessment
This course is designed for students who desire a basic introduction to the Incident Command System (ICS) for fire ground operations. This course provides the foundation for students to actively take part as a member of a team responding to a fire incident. Instruction will be provided in the principles and features of ICS, including an organizational overview, incident facilities, incident resources, and common responsibilities.
0.2 Unit 12 Lecture hours

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**FIRE TECHNOLOGY**
Division of Public Safety

**FTEC 004 Physical Fitness and Ability for the Firefighter**
Prerequisite: Student must be able to lift 75lbs., drag a 150 pound “drag dummy”, and use a sledge hammer in completion of a physical abilities test.
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to give in-service firefighters and interested students information about conditioning and fire department physical ability test designs and will include manipulative drills in order to be successful in passing California PAT’s (Physical Abilities Tests). This course will provide information on the most recently developed tests in Southern California including the CPAT (Candidate Physical Abilities Test) and the Biddle (Biddle and Associates Validated Test). Students will learn about firefighter wellness programs, review basic nutrition and current NFPA (National Fire Protection Association) standards pertaining to firefighter health and safety. Students must be able to perform basic firefighting activities including climbing, using sledge hammers, dragging 150lb dummies and wearing a self-contained breathing apparatus. 3 Units 36 Lecture hours 54 Lab hours

**FTEC 045 Firefighter Entrance Examination Techniques**
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU

This course is designed to prepare Fire Technology or other interested students to take a firefighter’s examination. Topics covered include a review of firefighter duties and the requirements of a firefighter, employment requirements in the fire service and the hiring process. Resumes, fire department written examinations, oral interviews, and other related aspects will be discussed.
3 Units 54 Lecture hours

**FTEC 101 Fire Protection Organization**
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU

This course provides Fire Technology or other interested students with an overview of fire protection issues. Included will be an introduction to the philosophy and history of fire protection and fire service. The organization and function of public and private fire protection services, the laws and regulations affecting fire service and the role of fire departments as part of local government will be explored. Basic fire chemistry, fire protection systems, firefighting strategies and possible career opportunities in fire related fields will also be addressed.
3 Units 54 Lecture hours

**FTEC 102 Principles of Fire & Emergency Services Safety & Survival**
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU

This course introduces the Fire Technology or other interested students...
to the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior changes throughout the emergency services. This course has been updated to meet the National Fire and Emergency Services Higher Education objectives as it pertains to firefighter safety and survival techniques used in today’s fire service.

3 Units
54 Lecture hours

FTEC 103
Fire Behavior and Combustion
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides Fire Technology or other interested students with an exploration of theories and fundamentals of how and why fires start, spread, and how they are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques will be explored.

3 Units
54 Lecture hours

FTEC 104
Fire Protection Equipment and Systems
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides Fire Technology students with information pertaining to the design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

3 Units
54 Lecture hours

FTEC 105
Building Construction for Fire Protection
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides the Fire Technology or other interested students with an understanding of the essential components used in building construction that directly relates to fire safety. The elements of construction and design of structures, factors when inspecting buildings, planning fire operations, and operating at fires will be discussed. The development and utilization of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies.

3 Units
54 Lecture hours

FTEC 106
Fire Protection Equipment and Systems
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides the Fire Technology or other interested students with information pertaining to the design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

3 Units
54 Lecture hours

FTEC 107
Hazardous Materials I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides fire technology or other interested students with information pertaining to the first responder role when dealing with hazardous materials operations. Hazardous materials decontamination procedures will also be discussed. Classification of hazardous materials and National Fire Protection Association standards (NFPA 472) will be addressed.

3 Units
54 Lecture hours

FTEC 108
Hazardous Materials II
Prerequisite: FTEC 107
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides the fire technology or other interested student with information pertaining to the handling, identification, firefighting practices, and the explosive hazards confronted with during a hazardous materials response. The role of a Hazardous Material Technician and Specialist will be discussed. The types of hazardous materials that could be used during a terrorism event will be covered.

3 Units
54 Lecture hours

FTEC 109
Fire Fighting Tactics and Strategy
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides the fire technology or other interested students with information pertaining to the elements of the incident management system, evaluation of information management and critical incident factors including control of incident communications, basic strategy decisions, and the development of a tactical plan. Basic current fireground strategies will also be explored in this course.

3 Units
54 Lecture hours

FTEC 110
Rescue Practices
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides the Fire Technology or other interested students with a better understanding of rescue problems and techniques in the fire service field. Topics covered include emergency rescue equipment, toxic gases, chemicals, diseases, radiation hazards, and care of victims. Students will become prepared for emergency childbirths, respiration and resuscitation, auto extrication, and other emergency conditions throughout the course.

3 Units
54 Lecture hours

FTEC 111
Fire Hydraulics
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment
Transfers to: CSU
This course provides the Fire Technology student with information applicable to hydraulics laws as they pertain to the fire service. The student will study and understand formulae and mental calculation to properly use the fire apparatus at a fire emergency to solve gallons per minute and pressure problems with water used for firefighting purposes.

3 Units
54 Lecture hours

FTEC 112
Fire Apparatus and Equipment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides the fire technology or other interested students with information pertaining to the design and operation of fire department apparatus. This includes components such as the engine, pump and drive train. Basic hydraulic calculations for operation and safe vehicle use will also be discussed. Topics addressed include the different types of fire apparatus and their function including wildland firefighting apparatus and municipal fire apparatus.

3 Units
54 Lecture hours

FTEC 113
Fire Investigation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides the Fire Technology or other interested students with an understanding of determining causes of fires (accidental, suspicious and incendiary). Topics covered include arson laws, field note taking, and incendiarism. Also addressed are the recognition and preserving of evidence, the interviewing of witnesses and suspects, arrest and detention procedures, court demeanor and the giving of court testimony.

3 Units
54 Lecture hours
FTEC 117
Fire Service Management, Safety and Wellness
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for fire technology majors to provide the student with the concepts, theories and principles of fire service management. Emphasis is placed on the distinctions between management, supervision and leadership. Fire service stress and safety management will be discussed and the national fire service standards will be presented.
3 Units
54 Lecture hours

FTEC 121
Emergency Response
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is intended for students that seek a better understanding of the role and responsibilities of a first responder. This class also meets the State of California Title 22 requirements pertinent to CPR, First Aid and AED (automatic external defibrillation) training as it relates to the EMT (Emergency Medical Technician). This course will also certify the student to administer oxygen, provide professional rescuer CPR and provide basic first aid. This course may be repeated once.
3 Units
36 Lecture hours
54 Lab hours

FTEC 299
Directed Study: Fire Technology
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students whose job is related to the field of fire technology and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of fire technology and have completed or enrolled in the appropriate coursework. "Contact the CWE office regarding re-enrollment procedures".
Student Unpaid Internship:
- 1 Unit: 120 hours
- 2 Units: 240 hours
- 3 Units: 360 hours
- 4 Units: 480 hours

FTEC 150
Truck Company Operations
Prerequisite: Firefighter I certification or completion of a CSFM approved Fire Academy
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This course is for veteran firefighters or other interested students that want to enhance their knowledge and ability as it pertains to the fire ground operations associated with truck company tactics and strategy. Basic roof construction, vertical and horizontal ventilation, forcible entry, positive and negative ventilation, search and rescue, thermal imaging technology, firefighter safety and survival, rapid intervention tactics, elevator rescue and related truck company operations will be discussed.
2 Units
20 Lecture hours
60 Lab hours

FTEC 290
Cooperative Work Experience/Internship for Fire Technology Related Fields
Advisory: READ 023 or appropriate assessment; ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in the Fire Technology field under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in the area of fire technology and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of fire technology and have completed or enrolled in the appropriate coursework. "Contact the CWE office regarding re-enrollment procedures".
Student Unpaid Internship:
- 1 Unit: 120 hours
- 2 Units: 240 hours
- 3 Units: 360 hours
- 4 Units: 480 hours

This course provides the student with an introduction to the French language and culture. The course stresses oral and written proficiency as well as reading comprehension. In addition to classroom discussion, students receive intensive individualized oral-aural practice in the language laboratory via interactive French websites, audio CDs, video programs, and CD ROMs. Various facets of French history, philosophy, and politics will also be analyzed via cross-cultural comparisons. This course is intended for those interested in learning to speak French as well as for those seeking a degree in the French language.
4 Units
72 Lecture hours
18 Lab hours

FR 102
French II
Prerequisite: FR 101
Transfers to: UC, CSU
This course is a continuation to the essentials of the French language. The course stresses oral and written proficiency as well as reading comprehension. In addition to classroom discussion, students receive intensive individualized oral-aural practice in the language laboratory via interactive websites, audio CDs, video programs, and CD ROMs. Various facets of French history, philosophy, and politics will also be analyzed via cross-cultural comparisons. This course is intended for those interested in continuing to learn to speak French as well as for those seeking a degree in the French language.
4 Units
72 Lecture hours
18 Lab hours

FR 201
French III
Prerequisite: FR 102
Transfers to: UC, CSU
This course stresses advanced conversational, reading, writing and translation skills. Emphasis is placed on understanding spoken French as well as on proficiency and accuracy in speaking French. The course will include an introduction to French literature as well as the reading of one novel in French to be determined by the instructor. In addition to classroom instruction, students receive intensive, individualized oral-aural practice in the language laboratory in which websites, video programs, audio CDs, and CD ROMs are used. Various facets of French culture, philosophy, politics, and history will also be explored. This course is intended for those interested in continuing to learn to speak French as well as for those seeking a degree in the French language.
4 Units
72 Lecture hours
18 Lab hours
Directed Study: French

**FR 299**

Directed Study: French

*Prerequisite: FR 201*

Transfers to: UC, CSU

This course is a continuation of FR 201. The course stresses advanced conversational, reading, writing, and translation skills. Emphasis is placed on understanding spoken French as well as on proficiency and accuracy in speaking French. The course will include an introduction to French literature as well as the reading of one novel in French to be determined by the instructor. In addition to classroom instruction, students receive intensive, individualized oral-aural practice in the language laboratory in which websites, video programs, audio CDs, and CD ROMs are used. Various facets of French culture, philosophy, politics, and history will also be explored. This course is intended for those interested in continuing to learn to speak French as well as for those seeking a degree in the French language.

4 Units

72 Lecture hours

18 Lab hours

**FR 202**

Intermediate Geographic Information Systems

*Transfers to: UC, CSU*

This course is a continuation of FR 201. The course stresses advanced conversational, reading, writing, and translation skills. Emphasis is placed on understanding spoken French as well as on proficiency and accuracy in speaking French. The course will include an introduction to French literature as well as the reading of one novel in French to be determined by the instructor. In addition to classroom instruction, students receive intensive, individualized oral-aural practice in the language laboratory in which websites, video programs, audio CDs, and CD ROMs are used. Various facets of French culture, philosophy, politics, and history will also be explored. This course is intended for those interested in continuing to learn to speak French as well as for those seeking a degree in the French language.

4 Units

72 Lecture hours

18 Lab hours

**GIS 120**

Introduction to Geographic Information Systems and Spatial Analysis

*Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; CIT 101 Transfers to: UC (credit limit)*

This course will introduce fundamental concepts of geographic information and spatial analysis, using industry standard geospatial application tools including geographic information systems (GIS), global positioning systems (GPS), cartography, remote sensing. Students will learn how to use geospatial technologies to perform spatial analysis in various disciplines including but not limited to business, public safety, health, politics, engineering, environmental, and social, biological and geological sciences. Students should have a working knowledge of Windows to be successful in this course.

4 Units

54 Lecture hours

54 Lab hours

**GIS 130**

Applied Geographic Information Systems

*Prerequisite: GIS 120 or introductory level experience in GIS and use of e-mail and Internet Transfers to: CSU*

This course provides students an expanded hands-on study in GIS using ArcView and practical learning in the field to enhance GIS entry-level employment skills. Working in the field with professionals from GIS and other disciplines, students will collect real data and information using Global Positioning Systems (GPS) to develop GIS data, explore solutions to real problems and produce supportive documentation in a variety of formats including constructing web pages and plotting maps.

3 Units

36 Lecture hours

54 Lab hours

**GIS 220**

Intermediate Geographic Information Systems

*Prerequisite: GIS 120 or basic level competency in ArcView Transfers to: UC (credit limit)*

This course provides further study in ArcView and an introduction to its extensions which apply to discipline specific applications using a Geographic Information System (GIS). Course work is based on the mapping and spatial analysis capabilities of ArcView and other GIS related software, introduction to Global Positioning Systems (GPS), terminology, technology, data structures, use of metadata and hands on training using GPS remote sensing hardware and software.

3 Units

36 Lecture hours

54 Lab hours

**GIS 221**

Cartography and Base Map Development

*Prerequisite: GIS 120 Introductory course Prerequisite: ENGT 150 Transfers to: CSU*

This course provides a study of cartographic principles using ESRI software, including history, map projections, scales, accuracy, data acquisition and methods used for map development and production. Techniques used in GIS base map development including scanning, digitizing, input of coordinate geometry, remote sensing, aerial images and use of Global Positioning Systems (GPS) in the field to gather data will be used to develop and produce professional quality maps. This course is designed for all students in GIS certificate and related degree programs.

3 Units

36 Lecture hours

54 Lab hours

**GIS 222**

Planning and Facilities Management Using GIS

*Prerequisite: GIS 120 Transfers to: CSU*

This course utilizes ArcView GIS as an analytical and information tool for engineers, planners and facility managers to aid in the planning process, facilities management, systems evaluation, maintenance and asset management of large-scale facilities and infrastructure. Included is site management of facilities, city and regional planning, infrastructure based on topological features, evaluation based on growth indicators, population and economic projections, and use of GIS to support contemporary environmental rules and regulations. The course will include production of professional quality maps using ArcView as well as utilizing customized software.

3 Units

36 Lecture hours

54 Lab hours

**GIS 230**

Geographic Information Systems (GIS) in Environmental Technology

*Prerequisite: GIS 120 Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment Transfers to: CSU*

In the environmental field today there are few jobs that do not require a background in Geographical Information Systems (GIS) and Global Positioning Systems (GPS). GIS is today widely

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are few jobs that do not require a background in Geographical Information Systems (GIS) and Global Positioning Systems (GPS). GIS is today widely applied in planning used for land use and growth management, environmental assessment to disaster response. This course integrates training in GIS with field data collection methods using GPS & Remote Sensing to collect environmental data used interpretively by GIS. Students should have a working knowledge of Windows to be successful in this course. This course may be taken once for credit towards the certificate and repeated once for credit to enhance student skills and proficiency level. Possible day field trips are scheduled to visit local industries and for GIS field work.

3 Units
36 Lecture hours
54 Lab hours

GIS 280
Visual Basic and Database Management for GIS
Prerequisite: GIS 120
Corequisite: GIS 220
Transfers to: CSU
This course presents the fundamentals of computer programming and database management systems (DBMS) techniques as utilized in Visual Basic and Access for various GIS (Geographic Information Systems) environments. Advanced GIS programming and database management methodologies for spatial data analysis and development of GIS applications will also be covered. This course is designed for students in the GIS program and others who wish to upgrade their skills to build a solid understanding of Visual Basic and database management systems for GIS customization and application development.

4 Units
54 Lecture hours
54 Lab hours

GIS 281
Crime Mapping and Analysis
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
Crime mapping plays an important role in almost any form of crime analysis and can improve our understanding of the important relationships between people, location, time, and crime. As a result, Geographic information systems (GIS) has become an essential tool used by crime analysts to discover crime patterns, implement corrective strategies, optimize resource allocation and to develop crime prevention measures. Students will use ArcGIS to analyze crime series, conduct problem analysis, study crime trends, and address deployment issues as they relate to decision making in law enforcement. Students should have a working knowledge of Windows to be successful in this course.

4 Units
54 Lecture hours
54 Lab hours

GIS 290
Cooperative Work Experience/Internship for Geographic Information Systems
Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of GIS and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures.”

Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours

Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours

3 to 4 Units
3 Lecture hours
60 to 300 hours

GEOGRAPHY
Division of Mathematics & Sciences

GEOG 101
Introduction to Physical Geography
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
Introduction to Physical Geography is a general education course that introduces students to the basic elements of the world's geographic regions, including Sub-Saharan Africa, North Africa, South Asia, China, Southeast Asia, Middle America, South America, Japan, Europe, and Russia. This course describes the cultural, economic and environmental aspects of each of these geographic realms. It provides a geographic perspective that will enhance global awareness and geographic literacy.

3 Units
54 Lecture hours

GEOG 299
Directed Study: Geography
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or or appropriate projects. To enroll in an independent study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exemption from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may
not accumulate more than a total of twelve (12) units college wide.

1 to 4 Units
54 to 216 Lab hours

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GEOLOGY
Division of Mathematics & Sciences

GEOL 150
Physical Geology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
Transfers to: UC, CSU

Physical Geology, which fulfills the physical science general education requirement, is the study of the materials that our beautiful Earth is made out of, and the processes and systems operating within the planet and on its surface. Earthquakes, volcanoes, oil, beaches, usanis, rivers, canyons, plate tectonics, minerals, continent and mountain building are among the many diverse topics that will be explored.

3 Units
54 Lecture hours

GEOL 151
Physical Geology Laboratory
Prerequisite/Corequisite: GEOL 150
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
Transfers to: UC, CSU

Physical Geology Laboratory engages students with a “hands-on” review of the principles presented in GEOL 150 and their application to everyday life. Laboratory exercises will include (but are not limited to) earthquake analysis, the physical processes and systems operating within the planet and on its surface. Earthquakes, volcanoes, oil, beaches, usanis, rocks, rivers, canyons, plate tectonics, minerals, continent and mountain building are among the many diverse topics that will be explored.

3 Units
54 Lecture hours

GEOL 153
Earthquakes
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
Transfers to: UC, CSU

“Earthquakes” examines the origin, mechanics, distribution, and effects of tremors. Spectacular examples of historical earthquakes are reviewed, as are such topics as plate tectonics, earthquake prediction, structural risk, fault anatomy, paleoseismology, usanis, magnitude scales, earthquake location and safety - as well as a survey of southern California’s major fault systems and damaging historical quakes. This course is designed as an elective credit for geology majors and interested students.

3 Units
54 Lecture hours

GEOL 257
Geology of California
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
Transfers to: UC, CSU

Geology of California looks at how our state was assembled, as well as its beautiful mountains, deserts, volcanoes, rivers, and other landforms. It examines the dynamic micro and mega processes that created these features as well as the varied rocks, minerals, structure and stratigraphic relationships. This course is designed as an elective credit for Geology majors and interested students.

3 Units
54 Lecture hours

GEOL 299
Directed Study: Geology
Transfers to: UC, CSU

Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor.

Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.

1 to 4 Units
54 to 216 Lab hours

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HEALTH SCIENCE
Division of Health Sciences & Nursing

HS 045
Math for the Health Care Professional
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or MATH 030D or MATH 033 or appropriate assessment

This is a basic course that focuses on mathematical computation and application within the health care setting. Topics covered within this course include drug dosages, calculation of intake and output, weights and measures, temperatures, intravenous infusion rates and conversions necessary for safe employment in the healthcare setting. This course is an elective course for students wanting to pursue a career in the healthcare industry.

1 Unit
18 Lecture hours

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HS 050
Nurse Assistant Pre-Certification Training Course
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or MATH 020C or appropriate assessment

This course is designed for students who have expressed an interest in an entry level nursing course. This course meets Title 22 regulations for taking care of the geriatric population in a long term care setting, utilizing skills in basic care, emergency care and communication. The Nurse Assistant Pre-Certification training course consists of a combination of 64 hours of classroom instruction and 120 hours of supervised clinical practice in long term facilities. This course prepares the student to take the California state certification exam to become a Certified Nurse Assistant (CNA). After obtaining the state certification, the student may find employment in the acute care, long term care or assisted living settings. According to Title 22 regulations, the student who has completed the training program (HS 050) may take the competency state exam. If the student fails the state exam, they may repeat the exam two times before they must take this entire training program (HS 050) again.

3.5 Units
64 Lecture hours
120 Lab hours

HS 051
Certified Nurse Assistant Acute Care Training Course
Prerequisite: Nurse Assistant Pre-Certification Training Course/State Certification
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment

This course is designed for students who are Certified Nurse Assistants that wish to learn the broader nursing skills and duties in the acute care setting with additional emphasis on the specialized acute care areas such as medical/surgical, orthopedics, pediatrics and obstetrics. The Certified Nurse Assistant Acute Care course consists of a combination of 24 hours classroom instruction and 48 hours supervised clinical practice in the acute care hospital. This course includes communication, patient assessment, observation and reporting training as well as reinforcement
HEAT & FROST
Division of Career & Technical Education

HEFR 001 Industry and Safety Orientation
Prerequisite: Indentured Apprentice with the State of California
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; MATH 020 or appropriate assessment
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the heat and frost insulators industry. Topics include orientation to the trade, industry safety, job-site safety, insulation, pipe systems, OSHA, refinery safety, boom and scissor lift safety, and duct systems.
6 Units
90 Lecture hours
72 Lab hours

HEFR 002 Piping Systems
Prerequisite: HEFR 001; Indentured Apprentice with the State of California
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the heat and frost insulators industry. Topics include insulation materials, techniques, finishes, piping systems, fireproofing, hand tools, fall protection, and equipment used in the field.
6 Units
90 Lecture hours
72 Lab hours

HEFR 003 Boiler Insulation
Prerequisite: HEFR 001; Indentured Apprentice with the State of California
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the heat and frost insulators industry. Topics include boilers, insulating techniques, stacks, breechings, hi-ribb lath insulation, finishing, ship-yard orientation, pen welding, safety, first-aid, confined space, and fittings.
6 Units
90 Lecture hours
72 Lab hours

HEFR 004 Mathematics
Prerequisite: HEFR 001; Indentured Apprentice with the State of California
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the heat and frost insulators industry. Topics include whole numbers, fractions, decimals, basic math functions, curves and angles, drawings, estimating, energy appraising, insulation certifications, and measurements.
6 Units
90 Lecture hours
72 Lab hours

HEFR 005 Mechanical Piping Insulation
Prerequisite: HEFR 001; Indentured Apprentice with the State of California
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the heat and frost insulators industry. Topics include heat transfer, general insulation, methods, materials, application of insulation materials, coatings, coverings for pipes and fittings, attachment methods, mold recognition and abatement, and finishing for pipes in various thermal ranges.
6 Units
90 Lecture hours
72 Lab hours

HEFR 006 Foam and Firestopping Insulation
Prerequisite: HEFR 001; Indentured Apprentice with the State of California
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the heat and frost insulators industry. Topics include metal cutting, fittings, band saws, foam materials, spray equipment operations, firestopping insulation, and maintenance and repair of foam application equipment.
6 Units
90 Lecture hours
72 Lab hours

HEFR 007 Blueprint Reading
Prerequisite: HEFR 001; Indentured Apprentice with the State of California
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the heat and frost insulators industry. Topics include introduction to blueprint reading, general arrangements, symbols, industry standards, insulation drawings, isometric, industry certifications, and shop drawings.
6 Units
90 Lecture hours
72 Lab hours

HEFR 008 Prefabricated Buildings
Prerequisite: HEFR 001; Indentured Apprentice with the State of California
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the heat and frost insulators industry. Topics include insulation, design of walls, prefabricated industry panels, prefabricated metal buildings, hazardous materials, and storage tank insulation.
6 Units
90 Lecture hours
72 Lab hours
### HEAVY EQUIPMENT MAINTENANCE

#### Division of Career & Technical Education

**HEM 040**

**Introduction to Heavy Equipment Maintenance**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
This introductory course is designed to provide the student with the fundamentals of operations for the various systems of Heavy Duty construction equipment. Students will learn basic tool and equipment use and how to safely perform many basic repair and maintenance operations. This course is first in a series of Heavy Duty Equipment Maintenance classes and is designed for the student who wants to enter the field of Heavy Duty Equipment Maintenance and repair.  
4 Units  
54 Lecture hours  
54 Lab hours

**HEM 041**

**Introduction to Heavy Equipment Maintenance Electrical Fundamentals**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
This introductory course is designed to provide the student with the fundamentals of operations of the various principles of heavy equipment electronics. Topics covered include electrical theory, fundamentals of circuit construction, wire repair techniques, semiconductors, basic circuits including (IC), types of output signals, DVOM usage, battery, charging and starting systems. A demonstration on the ATECH circuit board will be used to illustrate electrical principles including strategy-based diagnostics.  
4 Units  
54 Lecture hours  
54 Lab hours

**HEM 042**

**Heavy Equipment Air Conditioning**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
This course is designed to provide instruction on the principles of heavy equipment heating and air-conditioning systems and for students who are interested in entering the field of Heavy Duty Equipment Maintenance & Repair. Students will be given the opportunity to earn their certification license (EPA Rule 1411). This course is also designed to prepare the student/service technician to understand principles of heating and air-conditioning systems, components, functions and service of these systems.  
2 Units  
27 Lecture hours  
27 Lab hours

**HEM 043**

**Heavy Equipment Hydraulic Fundamentals**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
This course is intended for students entering the field of Heavy Equipment Maintenance and Repair and is designed to teach basic hydraulic fundamentals. Emphasis will be placed on the correct identification of various valves, pumps, hydraulic symbols, oil flow, and the proper operation of hydraulic systems.  
2 Units  
27 Lecture hours  
27 Lab hours

**HEM 044**

**Heavy Equipment Diesel Engine Fundamentals**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
This course is intended for students entering the field of Heavy Equipment Maintenance and is designed to provide an introduction of diesel engines. The course provides an introduction of diesel engines, service department skills and expectations, and specific instruction on heavy equipment maintenance. The design and construction of diesel engines, principles and theories of operation, and disassembly/reassembly of engine components will be covered. Instruction on technical reference materials, parts and service books, computer systems and programs used by the service technicians will be covered.  
4 Units  
54 Lecture hours  
54 Lab hours

**HEM 045**

**Heavy Equipment Powertrains I**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; HEM 043  
This course is intended for students currently working in industry looking to advance their knowledge of Heavy Equipment Maintenance and Repair. The course will provide operational and safety instructions on a variety of heavy equipment and material handling machinery. Upon completion of this course students will receive a safety certification certificate for Forklift Operator Safety Training in compliance with OSHA (Section 1910.178L) and Cal/OSHA title 8 (Section 3668).  
2 Units  
27 Lecture hours  
27 Lab hours

**HEM 046**

**Heavy Equipment Powertrains II**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; HEM 045  
This course is intended for students with basic knowledge in the field of Heavy Equipment Maintenance and Repair or students that are currently working in industry who are looking to advance their skills in Heavy Equipment Maintenance and Repair. This course will provide instruction on the advanced principles of Heavy Equipment Powertrain Maintenance and Repair. The HEM 048 course will focus on heavy equipment powertrain components and how power flows from the engine to the ground. Instruction on technical reference materials, parts and service books, computer systems and programs used by the service technicians will be covered.  
4 Units  
54 Lecture hours  
54 Lab hours

**HEM 047**

**Heavy Equipment Machine Specific Instruction**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; HEM 045  
This course is intended for students currently working in industry looking to advance their knowledge of Heavy Equipment Maintenance and Repair or students that are currently working in industry looking to advance their knowledge of Heavy Equipment Maintenance and Repair. This course will provide instruction on the principles of heavy equipment diesel fuel systems and performance. Instruction on technical reference materials, parts and service books, computer systems and programs used by the service technicians will be covered.  
4 Units  
54 Lecture hours  
54 Lab hours

**HEM 048**

**Heavy Equipment Fuel Systems & Performance**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
This course is intended for students with basic knowledge in the field of Heavy Equipment Maintenance and Repair or incumbent worker/students that are currently in the industry looking to advance their knowledge of Heavy Equipment Hydraulics Systems Operation.
and Maintenance. This course will provide instruction on the advanced principles of Heavy Equipment Hydraulics, Components, Operation and Maintenance. The HEM 049 course will focus on heavy equipment hydraulic components operation with an emphasis on electro-hydraulic control systems, flow control and systems cleaning and maintenance. Instruction on technical reference materials, parts and service books, computer systems and programs used by the service technicians will be covered.

4 Units
54 Lecture hours
54 Lab hours

HEM 290
Cooperative Work Experience/Internship for Heavy Equipment Maintenance & Repair Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in business and industrial establishments under the supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the heavy equipment maintenance field and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures.”

Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours/4 Units/240 hours

Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

HEAVY EQUIPMENT TECHNOLOGY
Division of Career & Technical Education

HET 050
Heavy Equipment Electrical Diagnosis
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; HET 045
This course is designed to familiarize the student with the heavy equipment’s electrical and electronic systems. Topics include review of electrical theory, circuit faults, electrical and electronic components usage and diagnostics, computers, sensors, actuators, and data communications. A-Tech simulator boards will be used to illustrate different component functions. In addition, the students will be introduced to the strategy based diagnostics, including troubleshooting electrical problems using live equipment.

4 Units
54 Lecture hours
54 Lab hours

HIST 101
History of World Civilization to the 17th Century
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a survey of the political, economic, and social development of world civilization up to the 17th century. Special emphasis is placed on the origins of the earth’s principal centers of civilization, their subsequent interaction, and the emergence of a world economic, political, and intellectual order. This course is designed for the student who wishes to increase their understanding and appreciation of cultural, political, and intellectual diversity, as well as the process of intercultural interaction.

3 Units
54 Lecture hours

HIST 102
History of World Civilization, 1500 to the Present
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a survey of the political, economic, and social development of world civilization from 1500 to modern times. Special emphasis is placed on the origins and development of the world economic system and the corresponding cultural, intellectual, and social currents that have characterized most of the world’s leading societies since 1500. This course is intended for the student who wants to increase their understanding of and appreciation of both the diversity and the unity of the modern world.

3 Units
54 Lecture hours

HIST 131
History of the North American Indian
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course surveys the struggle of Native Americans to maintain their culture in the face of invasion and changing technology. It explores government Indian policies of removal, pacification, annihilation and assimilation, and considers present issues facing Native Americans today. This course is intended for those who wish to understand the role of Native Americans in the historical development of North America.

3 Units
54 Lecture hours

HIST 143
History of the United States to 1877
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a survey of United States history from Native American origins to post Civil War Reconstruction. Social, economic and cultural developments are explored with an emphasis on the independence movement, Revolutionary War, the new Republic, westward expansion and the Civil War. This course is designed for students interested in the foundational history of the United States. It is recommended for all history majors and those who wish to understand the role of Native Americans to maintain their culture in the face of invasion and changing technology. It explores government Indian policies of removal, pacification, annihilation and assimilation, and considers present issues facing Native Americans today. This course is intended for those who wish to understand the role of Native Americans in the historical development of North America.

3 Units
54 Lecture hours

HIST 143H
History of the United States to 1877
Prerequisite: ENGL 101 with a grade of “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a survey of United States history from Native American origins to post Civil War Reconstruction. Social, economic, and political developments are explored with an emphasis on the independence movement, Revolutionary War, the new Republic, westward expansion and the Civil War. This course is designed for students interested in the foundational history of the United States. It is recommended for all history majors and those who wish to understand the role of Native Americans to maintain their culture in the face of invasion and changing technology. It explores government Indian policies of removal, pacification, annihilation and assimilation, and considers present issues facing Native Americans today. This course is intended for those who wish to understand the role of Native Americans in the historical development of North America.

3 Units
54 Lecture hours
HIST 144
History of the United States Since 1865
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following courses: HIST 144 or HIST 144H"
This course provides a survey of the political, social, economic, and cultural development of the United States from Reconstruction (1865) to the present. Some topics addressed are the socio-political and economic impact of Reconstruction, the American West, capital and labor in the age of enterprise, America as an emerging world power, World War I, World War II, the Vietnam Era, the Cold War, the new world order, Clinton, and the Bush Administration to the present. This course fulfills the American Institutions requirement for the Associate Degree. It is also recommended for all History majors.
3 Units
54 Lecture hours

HIST 144H
History of the United States Since 1865
Prerequisite: ENGL 101 with a grade of "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following courses: HIST 144 or HIST 144H"
This course provides a survey of the political, social, economic, and cultural development of the United States from Reconstruction (1865) to the present. Some topics addressed are the socio-political and economic impact of Reconstruction on modern America, the American West, capital and labor in the age of enterprise, America as an emerging world power, World War I, World War II, the Vietnam Era, the Cold War, the new world order, Clinton, and the Bush Administration to the present. This course fulfills the American Institutions requirement for the Associate Degree. It is also recommended for all History majors. This course is intended for those who meet Honors Program requirements.
3 Units
54 Lecture hours

HIST 158
History of Minorities: African Americans and American Indians
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a survey of the role minorities have played in the historical development of the United States from the earliest times to the present, with an emphasis on the twentieth century. The course begins with a study of racism, followed by the history and cultural contributions of the American Indian and the African American. This course fulfills the American Institutions requirement for the Associate Degree. This course is intended for those who desire a better understanding of the history of minorities in the United States.
3 Units
54 Lecture hours

HIST 159
History of Minorities: Mexican Americans, Asian Americans and American Indians
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following courses: HIST 159 or HIST 159H"
This course surveys the roles selected minorities have played in the historical development of the United States from the earliest times to the present. Emphasis is placed on the history and cultural contributions of Mexican Americans, Asian Americans, and American Indians. This course is intended for those wishing to fulfill the American Institutions requirement for the Associate degree and CSU and those who desire a better understanding of the history of minorities in the United States.
3 Units
54 Lecture hours

HIST 159H
History of Minorities: Mexican Americans, Asian Americans and American Indians
Prerequisite: ENGL 101 with a grade of "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following courses: HIST 159 or HIST 159H"
This course surveys the roles selected minorities have played in the historical development of the United States from the earliest times to the present. Emphasis is placed on the history and cultural contributions of Mexican Americans, Asian Americans, and American Indians. This course is intended for those wishing to fulfill the American Institutions requirement at Rio Hondo and those who desire a better understanding of the history of minorities in the United States. This course is intended for students eligible for the Honors Program.
3 Units
54 Lecture hours

HIST 167
History of California
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course provides an overview of California history from the first aboriginal inhabitants to modern times. Cultural, political, social and economic development will be addressed in the context of history. The development of contemporary institutions and the historical context of current issues will be addressed. This course is suitable for students seeking further understanding of California’s past and present, and those preparing for a career in teaching at the elementary level.
3 Units
54 Lecture hours

HIST 170
Women in American History
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a survey of the role, status, and contributions of women of different ethnic groups and social classes in American society from earliest times to the present, with an emphasis on the twentieth century. Special attention will be given to an understanding of how patriarchy has shaped women’s options and expectations within the private and public spheres of society. This course is designed for the student who wants to learn more about women’s history in America and is recommended for all history majors.
3 Units
54 Lecture hours

HIST 299
Directed Study: History
Advisory: ENGL 030 or ENLA 034 or appropriate assessment
Transfers to: UC, CSU
Directed Study is intended for students who have the ability and responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Study/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.
1 to 4 Units
54 to 216 Lab hours
HUMAN SERVICES
Division of Behavioral & Social Sciences

HUSR 118
Chemical Dependency: Intervention, Treatment, and Recovery
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides an introduction to current perspectives with respect to the management of chemical dependency. Through an examination of alcoholism as a model of drug dependence, the treatment of and recovery from such disorders will be explored from two divergent perspectives: the reformatory and the transformative. Current treatment modalities will be compared and contrasted in terms of their view of the individual in both the social and clinical context. The class experience itself will serve as an intervention by challenging students to examine their existing ideas about treatment and recovery from substance use disorders. Suitable for students interested in furthering their understanding of substance dependence and those interested in working with populations recovering from or at risk for such problems.
3 Units
54 Lecture hours

HUSR 122
Introduction to Group Leadership and Process
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides an introduction to the dynamics of group interaction. The individual's firsthand experience is emphasized as the group studies itself under supervision. The factors involved in problems of communication, effective emotional responses, and personal growth will be highlighted. Group process will be examined as a means of changing behavior.
Suitable for students interested in furthering their understanding of group dynamics and those interested in supervising groups dedicated to achieving behavioral change.
3 Units
54 Lecture hours

HUSR 124
Introduction to Case Management and Documentation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course introduces students to case management and documentation in a variety of settings. Students will study the purpose, function, and rationale for case management. In addition, the documentation of client clinical records will be covered, emphasizing the taking of social histories and the writing of treatment plans. The professional guidelines necessary for working with clients in social services setting will also be covered, providing the student with an understanding of issues related to ethics, client rights, and confidentiality. This class is designed for students interested in working in a social services setting.
2 Units
36 Lecture hours

HUSR 126
Counseling the Family of the Addicted Person
Advisory: ENGL 035 OR ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides an overview of the systems approach to counseling the chemically dependent family. Alcoholism will be used as a model for developing counseling skills through the analysis and examination of the relationships that develop in the addicted family system. An experiential format will be employed as students participate in exercises that lead to the development of the necessary skills. This course is designed for those working with or preparing to work with the drug dependent and those around them.
3 Units
54 Lecture hours

HUSR 130
Essential Counseling Skills
Advisory: ENGL 035 OR ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course focuses on critical counseling skills and strategies within a multicultural context. The course provides a vital orientation to the helping process and the counseling profession. Current issues within the counseling profession, such as diversity and multiculturalism, are discussed and integrated throughout the course. A unique focus is given to the student's growth and development as a counselor and how the student can best use supervision in this developmental process. This course would be of benefit to anyone working in a human service or social services setting.
3 Units
54 Lecture hours

HUSR 199
Fieldwork in Human Services
Prerequisite/Corequisite: HUSR 122, HUSR 124, HUSR 130
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course offers the student an supervised field experience in a community organization, agency, or institution, allowing the student to apply knowledge and learn new skills outside of the classroom environment. A weekly class meeting provides the academic element to this experiential course offering and reinforces the application of concepts gained in the prerequisite course or courses. This course is designed to provide the student with an opportunity to develop skills that would facilitate gaining employment in the human services field.
3 to 4 Units
18 Lecture hours
120 to 225 Lab hours

HUSR 230
Drug Studies Seminar and Internship
Prerequisite/Corequisite: HUSR 122, HUSR 124, HUSR 130
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
It is recommended that this course be taken in the final semester of the Drug Studies Program and provides the student with work experience in a drug treatment facility. The student will apply the concepts and skills gained through their coursework as they serve as an intern in a setting where drug dependent individuals are served. The seminar will focus on ethics, the further development of counseling skills, and the use of community resources. Students must meet the requirements of the internship facility.
Student Unpaid Internship: 120 hours
Student Paid Internship: 150 hours
3 Units
16 Lecture hours
120 to 150 Other hours

HUMANITIES
Division of Behavioral & Social Sciences

HUM 110
Survey of Humanities
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course provides an interdisciplinary presentation of cultural forces, providing the student with a comprehensive view of the most vital artistic, literary, philosophical, reli-
Intensive, individualized, oral-aural practice in the language laboratory using audio materials and computer programs. Additional aspects of the culture and civilization of the Italian-speaking population will be presented.

4 Units
72 Lecture hours
18 Lab hours

ITALIAN Division of Communications & Languages

ITAL 101 Italian 1
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is intended for those interested in learning to speak Japanese as well as for those seeking a degree in the Japanese language.

4 Units
72 Lecture hours
18 Lab hours

ITAL 102 Italian 2
Prerequisite: ITAL 101
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a continuation of the essentials of the Japanese language. The course stresses oral and written proficiency through fundamental use of the Japanese language as well as the Hiragana and Katakana script. Students will also receive an introduction to the Japanese-speaking population.

4 Units
72 Lecture hours
18 Lab hours

JAPANESE Division of Communications & Languages

JAPN 101 Japanese 1
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is intended for those interested in learning to speak Japanese as well as for those seeking a degree in the Japanese language.

4 Units
72 Lecture hours
18 Lab hours

JAPN 102 Japanese 2
Prerequisite: Completion of Japanese 1 with a "C" or better, or completion of 2 years high school Japanese with a "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is intended for those interested in learning to speak Japanese as well as for those seeking a degree in the Japanese language.

4 Units
72 Lecture hours
18 Lab hours

HUM 111 Survey of Humanities
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course provides an interdisciplinary presentation of cultural, literary, philosophical, religious, scientific and architectural movements within the Western and Latin American traditions from the Renaissance to the 20th century. This course is intended for students who wish to further their understanding of major Mexican cultural contributions to contemporary society. The student will be provided with an interdisciplinary examination of the most vital Mexican cultural contributions to contemporary society.

3 Units
54 Lecture hours

HUM 125 Introduction to Mexican Culture
Prerequisite: ENGL 101 with a "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for only one of the following courses: HUM 125 or HUM 125H)
This course is intended for students who wish to further their understanding of major Mexican cultural and historical developments.

3 Units
54 Lecture hours

HUM 125H Introduction to Mexican Culture
Prerequisite: Completion of Japanese 1 with a "C" or better, or completion of 2 years high school Japanese with a "C" or better
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is intended for those interested in learning to speak Japanese as well as for those seeking a degree in the Japanese language.

4 Units
72 Lecture hours
18 Lab hours

HUM 130 Contemporary Mexican-American Culture
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course provides a contemporary interdisciplinary examination of the most vital Mexican-American literary, artistic, musical, theatrical, social, political and historical movements. This course is designed for students who wish to further their understanding of major Mexican-American cultural contributions to contemporary society.

3 Units
54 Lecture hours

Splendors of Asia
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students who wish to further their understanding of major Asian cultural contributions to contemporary society. The student will be provided with an interdisciplinary examination of the most vital Asian literary, artistic, philosophical, architectural, religious, political and historical movements.

3 Units
54 Lecture hours

ITALIAN Division of Communications & Languages

ITAL 101 Italian 1
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course provides the student with an introduction to the essentials of the Italian language. The course stresses oral and written proficiency through fundamental use of the Italian language and culture. The course uses a comprehensive view of the most vital Italian literary, philosophical, religious and historical movements. Relevant aspects of the cultures and civilization will also be analyzed via cross-cultural comparisons. This course is intended for those interested in learning to speak Italian as well as for those seeking a degree in the Italian language.

4 Units
72 Lecture hours
18 Lab hours

ITAL 102 Italian 2
Prerequisite: ITAL 101
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a continuation of the essentials of the Italian language. The course stresses oral and written proficiency through fundamental use of the Italian language and culture. The course uses a comprehensive view of the most vital Italian literary, philosophical, religious and historical movements. Relevant aspects of the cultures and civilization will also be analyzed via cross-cultural comparisons. This course is intended for those interested in learning to speak Italian as well as for those seeking a degree in the Italian language.

4 Units
72 Lecture hours
18 Lab hours
JOURNALISM
Division of Communications & Languages

JOUR 110
Digital Photo Journalism
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides an introduction to students in the process of taking photographs using digital cameras, digital video cameras, and digital printing devices, as well as computer skills, photo-composition, printing and scanning techniques using Photoshop for the use of publication, and other computer skills related to contemporary photo journalism. Assignments may include work for college publications. Class is recommended for students majoring in journalism or photography.
3 Units
36 Lecture hours
54 Lab hours

JOUR 120
Communications Reporting and Writing
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
The course is an introduction to the writing and editing techniques used in the newspaper industry, with an emphasis on gathering information and the principles of clarity and conciseness. Students will use computers during class and lab times. This course is intended for students who are pursuing the Associate of Science Degree/Certificate of Achievement in Mass Communications with either Mass Media or Print Media Specializations.
3 Units
54 Lecture hours
18 Lab hours

JOUR 147
Broadcast News
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is for students interested in writing for radio and television and is an introduction to the principles and techniques of broadcast news with special reference to the gathering and writing of news for radio and television, script writing, interviewing, and the procedures and techniques of presenting the news for broadcast. Each student will be assigned to write, direct, edit, and oversee the production of a video broadcast for the college's digital newspaper during the semester.
3 Units
36 Lecture hours
54 Lab hours

JOUR 220
Advanced Reporting and Writing
Prerequisite: JOUR 120 with a grade of “C” or better
Transfers to: CSU
This course is designed to meet lower division requirements for Journalism majors which are transferable to four-year institutions. JOUR 220 is a continuation of JOUR 120 with emphasis on improvement of basic skills. This course concentrates on writing and editing of more advanced news and feature stories and other factual forms for newspapers. Students will study methods of preparing material intended for publication.
3 Units
54 Lecture hours
36 Lab hours

JOUR 230
Magazine Production
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This course includes writing news, news features, profile features, commentary, and photography for publication in the college magazine, La Cima. Students will learn copy-editing, layout, computer design, Photoshop, digital photography, and advertising fundamentals through the process of writing, editing and laying out the college magazine. Students may take this course once and repeat it one more time for credit.
3 Units
36 Lecture hours
54 Lab hours

JOUR 231
Digital Magazine Production
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is intended for students wanting to learn the production and management techniques of the college online magazine La Cima as an online publication. Students will be shown basic techniques for writing and producing El Paisano, the college online magazine. Students will be shown through lecture and demonstration the proper techniques for gathering editorial, photo, layout, and video content for an online magazine and entering and placing the information on the pages of El Paisano online.
3 Units
36 Lecture hours
54 Lab hours

JOUR 241
Newspaper Production I
Prerequisite: JOUR 147
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This course is intended for students wanting to continue in an advanced degree the production and management techniques of the college newspaper El Paisano in an online publication. Students will be shown basic techniques for writing and producing El Paisano, the campus newspaper, through continued lectures and advanced demonstrations and the proper techniques for writing, proofreading, layout by learning Quark Express and photo enhancements through Photoshop. Students will be expected to serve in leadership roles and cover a major or public affairs beat.
4 Units
36 Lecture hours
108 Lab hours

JOUR 244
Digital Newspaper Production II
Prerequisite: JOUR 242
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is intended for students wanting to continue in an advanced degree the production and management techniques of the college newspaper El Paisano as an online publication. Students will continue work on writing for the online newspaper but will learn, by hands-on development, actual video broadcasts by using station video equipment that will encompass the entire Rio Hondo campus and areas of interest within the community. Students will also
work on KRHC, the student radio station to develop audio news programs for the station. Those students wishing to may also develop photo slide presentations of action taken through student activities on campus for the online publication.

4 Units
36 Lecture hours
108 Lab hours

JOUR 290 Cooperative Work Experience/Internship for Journalism Related Fields
Prerequisite: JOUR 120
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: CSU
This course supports and reinforces on-the-job training in journalism related fields under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in an area of journalism related fields and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose intended job is related to the field of journalism and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures.”

Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours;
3 Units/180 hours; 4 Units/240 hours

Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours;
3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

JOUR 299 Directed Study: Journalism
Transfers to: UC, CSU
Independent Study / Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and / or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor.

Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.

1 to 4 Units
54 to 216 Lab hours

LANDSCAPE
Division of Career & Technical Education

LAND 095 Introduction to Landscape Design & Maintenance
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; ENGT 105

This introductory course is designed for the non-scientist and specifically for amateur garden enthusiasts interested in learning landscape design from a professional landscape architect. The class is a comprehensive overview of general landscape design including topics of landscape design, irrigation, plant identification and maintenance. The class sessions are combination lecture lab with hands-on design lessons and plant identification. There will be a field trip to local nurseries or demonstration gardens.

3 Units
45 Lecture hours
27 Lab hours

LAND 102 Introduction to Landscape Architecture & Design
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; ENGT 105

This introductory course is for students interested in the field of Landscape Architecture or Landscape Design. Fundamental principles and concepts essential to landscape design development will be introduced through lectures, readings, discussions, field trips, and assignments. Natural and human determinants that shape the landscape will be explored in addition to the study of the theory, history, and role of the landscape architecture profession in environmental design.

4 Units
54 Lecture hours
54 Lab hours

LAND 103 Landscape Architecture Theory and Form
Advisory: LAND 102
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; ENGT 101; ENGT 105

This is a continuation course to LAND 102, Introduction to Landscape Architecture and Design. This course expands upon fundamental landscape design principles and concepts. The course examines theory and methods pertaining to landscape architecture design and site planning. Study and design of landscape will be conducted from small local scale to larger regional scale through in-class assignments, multimedia projects, model-making, and readings. Comprehension of topography and design of landform through 2D and 3D model studies will also be included.

4 Units
54 Lecture hours
54 Lab hours

LATIN
Division of Communications & Languages

LATN 101 Latin I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC, CSU
Latin 101 introduces students to the classics, enhances their understanding of basic grammar, exposes them to authentic pronunciation, increases their knowledge of vocabulary derivatives, and acquaints them with Roman history and culture. This class is designed for students who plan to major in Classics, History, Philosophy, or Languages and would also be important for those going into law, medicine, and other fields where Latinate terminology is common.

3 Units
54 Lecture hours

LATN 102 Latin II
Prerequisite: Successful completion of LAND 095

Transfers to: UC, CSU
Latin 102 increases students' understanding of the classics, enhances their understanding of grammar and vocabulary, exposes them to authentic pronunciation, increases their knowledge of vocabulary derivatives, and acquaints them further with Romance languages and the Latinate vocabulary of English. The history and culture of the Roman Empire, including the spread of the Empire, institutions, literature, and the arts will be further explored. This class is designed for students who plan to major in Classics, History, Philosophy, or Languages and would also be important for those going into law, medicine, and other fields where Latinate terminology is common.

3 Units
54 Lecture hours
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**LIBRARY**

**Division of Library & Instructional Support**

**LIB 101**

**Fundamentals of Library Research**

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CIT 100A

Transfers to: UC, CSU

This course promotes information literacy by introducing students to the resources available in an academic library, including books, online catalogs, online databases, and Web sources. Students learn how to define their research problem, apply appropriate search tools, analyze and evaluate information and search strategies, and use information ethically and legally. The critical thinking skills and research strategies learned in this class will benefit students who need to find information for college-level research assignments, career demands, and lifelong learning.

3 Units

54 Lecture hours

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**LITERATURE**

**Division of Communications & Languages**

**LIT 102**

**Approaches to Literature**

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC (credit limit*), CSU

("Students will receive credit from UC for only one of the following courses: LIT 102 or LIT 102H")

This course is designed for students who wish to study the four general literary forms: poetry, drama, short story, and novel. Emphasis is placed on critical thinking, critical reading, and composing. Compositions will be based upon discussion, analysis and interpretations of literature, and upon the relationship of Western and Non-Western literature to contemporary thought.

3 Units

54 Lecture hours

**LIT 102H**

**Approaches to Literature**

Prerequisite: ENGL 101 with a "C" or better

Advisory: READ 023 or appropriate assessment

Transfers to: UC (credit limit*), CSU

("Students will receive credit from UC for only one of the following courses: LIT 102 or LIT 102H")

This course is designed for students who wish to study the four general literary forms: poetry, drama, short story, and novel. Emphasis will be placed on critical thinking, critical reading, and composing. Compositions will be based upon discussion, analysis and interpretations of literature, and upon the relationship of Western and Non-Western literature to contemporary thought.

3 Units

54 Lecture hours

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**LIT 110**

**Postcolonial Literature**

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC (credit limit*), CSU

("Students will receive credit from UC for only one of the following courses: LIT 110A or LIT 110AH")

This course is an introduction to postcolonial literature - the literature of peoples, nations, and cultures which have at one time in their history been colonized by another country. The course will explore the themes of identity formation and nationhood in works by African, South Asian, Middle Eastern, Latin American, and Caribbean authors. Assigned readings may come from a variety of genres including essays, short stories, novels, and poetry. This course is beneficial for English majors, future elementary and secondary teachers, and students interested in broadening their knowledge of diverse literature.

3 Units

54 Lecture hours

**LIT 110H**

**Postcolonial Literature**

Prerequisite: ENGL 101 with a "C" or better

Advisory: READ 023 or appropriate assessment

Transfers to: UC (credit limit*), CSU

("Students will receive credit from UC for only one of the following courses: LIT 110A or LIT 110AH")

This course is an introduction to postcolonial literature - the literature of peoples, nations, and cultures which have at one time in their history been colonized by another country. The course will explore the themes of identity formation and nationhood in works by African, South Asian, Middle Eastern, Latin American, and Caribbean authors. Assigned readings may come from a variety of genres including essays, short stories, novels, and poetry. This course is beneficial for English majors, future elementary and secondary teachers, and students interested in broadening their knowledge of diverse literature. This course is designed for students eligible for the honors program.

3 Units

54 Lecture hours

**LIT 112A**

**American Literature**

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC (credit limit*), CSU

("Students will receive credit from UC for only one of the following courses: LIT 112A or LIT 112AH")

This course explores a range of American literature, with a focus on major texts and writers from the early settlement to 1865. Representative writers include Bradstreet, Bradford, Franklin, Douglass, Paine, Lincoln, Emerson, Thoreau, Poe, Melville, and Dickinson. Course reading and writing assignments explore major cultural and historical themes, including the pre-colonial exploration of the Americas, Native American literary contributions, the Revolutionary and Civil Wars, transcendentalism, and romanticism. This course is designed for students interested in exploring various genres of literature, students interested in learning more about cultural expression in the Americas, and students majoring in English or Liberal Studies.

3 Units

54 Lecture hours

**LIT 112B**

**American Literature**

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC (credit limit*), CSU

("Students will receive credit from UC for only one of the following courses: LIT 112B or LIT 112BH")

This course is designed for students interested in exploring American literature from the mid-nineteenth century to the present. It introduces students, through case discussions and written essays, to representative writers of this period such as Emily Dickinson, Mark Twain, Edith Wharton, Robert Frost, Zora Neale Hurston, William Faulkner, Ernest Hemingway, Tennessee Williams, Louise Loss, Henry David Hwang, Toni Morrison, Leslie Marmon Silko, Maxine Hong Kingston, Milica Sanchez-Scott, and others.

3 Units

54 Lecture hours
LIT 112BH
American Literature
Prerequisite: ENGL 101 with a "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UIC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: LIT 112B or LIT 112BH)

This course is designed for students interested in exploring American literature from the mid-nineteenth century to the present. It introduces students to critical thinking, reading, and composing. This course will explore works of American literature from ancient times to the present, analyze the literary elements of these works, assess their value for both children and adults, and examine the historical and cultural environments in which they were written, including but not limited to Asian, Latino, Native American, and African cultures. This course is beneficial for English majors, teachers planning to transfer to a university, and anyone interested in learning more about American literature and culture. This course is intended for students eligible for the Honors Program.

3 Units
54 Lecture hours

LIT 117
Mexican Literature in Translation
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: UC, CSU

This course explores a range of Mexican literature in English translation, with a focus on major literary influences and achievements from the pre-Hispanic era to the twentieth century. Course reading and writing assignments explore indigenous literatures and myths, chronicles of the Spanish conquest, literature of the colonial period, high culture and folklore of the eighteenth century, political and modernist literature of the nineteenth century, and poetry and prose of the twentieth century. This course is designed for students interested in exploring various genres of literature, students interested in learning more about Mexican cultural expression, and students majoring in Chicano Studies.

3 Units
54 Lecture hours

LIT 110
Introduction to the Novel
Prerequisite: ENGL 101 with a "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU

This course introduces students to a variety of approaches to the novel. Course readings will focus on novels selected from different historical periods and within a variety of cultural traditions. Students will gain an understanding of the features that distinguish the novel as a literary genre: narrative structure, point of view, character development, setting, theme, style, imagery, and symbol. This course is designed for students interested in learning more about literary expression and students intending to major in a literary or arts-related field of study.

3 Units
54 Lecture hours

LIT 114
Children's and Adolescent Literature
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: UC, CSU

This course is an introduction to children's and adolescent literature in its three general literary forms: the short story (including myths, legends, fairy tales, and folk tales), the novel, and poetry. Stress is placed upon critical thinking, critical reading, and composing. This course will explore works of children's literature from ancient times to the present, analyze the literary elements of these works, assess their value for both children and adults, and examine the historical and cultural environments in which they were written, including but not limited to Asian, Hispanic, Native American, and African cultures. This course is beneficial for English majors, teachers planning to transfer to a university, and anyone interested in learning more about children and adolescent literature. This course is intended for students eligible for the Honors Program.

3 Units
54 Lecture hours

LIT 114H
Children's and Adolescent Literature
Prerequisite: ENGL 101 with a grade of "C" or better
Advisory: READ 023 or appropriate assessment

This course is an introduction to children's and adolescent literature in its three general literary forms: the short story (including myths, legends, fairy tales, and folk tales), the novel, and poetry. Stress is placed upon critical thinking, critical reading, and composing. This course will explore works of children's and adolescent literature from ancient times to the present, analyze the literary elements of these works, assess their value for both children and adults, and examine the historical and cultural environments in which they were written, including but not limited to Asian, Hispanic, Native American, and African cultures. This course is beneficial for English majors, teachers planning to transfer to a university, and anyone interested in learning more about children and adolescent literature. This course is intended for students eligible for the Honors Program.

3 Units
54 Lecture hours

LIT 130
Women and Literature
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: CSU

This course explores women writers, their lives, the roles they play in culture and society, and how they have influenced the world. Students will examine topics such as female authorship, literary influence, evolution of technique, the effects of race and class, and the environments in which works were written, including but not limited to American, British, Asian, Hispanic, Native American, and African cultures. Stress is placed on critical thinking, reading, and composing. Feminist, literary, and political theory will be explored. Special emphasis may be placed on a period, genre, theme, or literary grouping. This course is beneficial for English majors, students planning to transfer to a university, and anyone interested in learning about women and literature.

3 Units
54 Lecture hours

LIT 140
Introduction to the Novel
Prerequisite: ENGL 101 with a "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU

(*Students will receive credit from UC for only one of the following courses: LIT 140 or LIT 140H)

This course introduces students to a variety of approaches to the novel. Course readings will focus on novels selected from different historical periods and within a variety of cultural traditions. Students will gain an understanding of the features that distinguish the novel as a literary genre: narrative structure, point of view, character development, setting, theme, style, imagery, and symbol. This course is designed for students interested in learning more about literary expression and students intending to major in a literary or arts-related field of study.

3 Units
54 Lecture hours

LIT 140H
Introduction to the Novel
Prerequisite: ENGL 101 with a "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU

(*Students will receive credit from UC for only one of the following courses: LIT 140 or LIT 140H)

This course introduces students to a variety of approaches to the novel. Course readings will focus on novels selected from different historical periods and within a variety of cultural traditions. Students will gain an understanding of the features that distinguish the novel as a literary genre: narrative structure, point of view, character development, setting, theme, style, imagery, and symbol. This course is designed for students interested in learning more about literary expression and students intending to major in a literary or arts-related field of study. This course is intended for students eligible for the Honors Program.

3 Units
54 Lecture hours
LIT 141
Introduction to Poetry
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course introduces students to a variety of approaches to poetry. Course readings will include poems on diverse topics representing the fundamental modes, historical periods, and cultural traditions. Students will gain an understanding of the features that distinguish poetry as a literary genre, including techniques of sound, tropes and figurative language, and thematic development. The course is appropriate for both English majors and those students who wish to expand their knowledge and appreciation of poetry.
3 Units
54 Lecture hours

LIT 142
Introduction to Shakespeare
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students who wish to increase their knowledge and appreciation of Shakespeare’s art, his life and times, and his exploration of the human condition. The major works of Shakespeare are explored in the context of the dramatic genre, the Elizabethan theater, and the social, religious, and political milieu of Renaissance England. Representative tragedies, comedies, histories, romances, poetry, and the sonnet cycle are studied.
3 Units
54 Lecture hours

LIT 142H
Introduction to Shakespeare
Prerequisite: ENGL 101 with a “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students who wish to increase their knowledge and appreciation of Shakespeare’s art, his life and times, and his exploration of the human condition. The major works of Shakespeare are explored in the context of the dramatic genre, the Elizabethan theater, and the social, religious, and political milieu of Renaissance England. Representative tragedies, comedies, histories, romances, poetry, and the sonnet cycle are studied. This course is intended for students eligible for the Honors Program.
3 Units
54 Lecture hours

LIT 143
Exploring Authors
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This one-unit course is designed for students who wish to study the literary works of one author in depth. Students will compare and contrast all genres and literary criticism of the author’s works in class discussions and in essay form. Students should consult the class schedule for the author selection as it varies each semester.
1 Unit
18 Lecture hours

LIT 143H
Exploring Authors
Prerequisite: ENGL 101 with a “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This one-unit course is designed for students who would like the opportunity to study the literary works of one author in depth. Students will compare and contrast the author’s works in class discussions and in essay form. Students should consult the class schedule for the author selection as it varies each semester. This course may be taken once and repeated two times for credit. This course is designed for students eligible for the Honors Program.
1 Unit
18 Lecture hours

LIT 144A
World Literature
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course introduces students to a wide range of world literature from antiquity, the Middle Ages, and the Renaissance. Although the emphasis is on continental literature and Western civilization, the course may include significant works from African, Asian, Middle Eastern, and/or Latin American traditions. Course readings and writing assignments emphasize literary periods and literary history, the different genres of literary expression, and literature as a reflection of major cultural events and beliefs. This course is designed for students interested in learning more about literary expression and students intending to major in a literary or arts-related field of study.
3 Units
54 Lecture hours

LIT 144B
World Literature
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course introduces students to a wide range of world literature from the seventeenth century to the present. Although the emphasis is on continental literature and Western civilization, the course may include significant works from African, Asian, Middle Eastern, and/or Latin American traditions. Course readings and writing assignments emphasize the European Enlightenment, romanticism, realism, modernism, and literature as a reflection of major cultural events and beliefs. This course is designed for students interested in learning more about literary expression and students intending to major in a literary or arts-related field of study. LIT 144A need not be taken before LIT 144B.
3 Units
54 Lecture hours

LIT 144H
Introduction to the Short Story
Prerequisite: ENGL 101 with a grade “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: LIT 144 or LIT 144H)
This course is designed for students interested in exploring short fiction from a variety of different periods and traditions in order to increase appreciation, understanding, and enjoyment of its various forms and techniques. Students will compare and contrast authors’ works in writing and class discussions. The course emphasizes the short story as a genre from the Nineteenth century to the present.
3 Units
54 Lecture hours

LIT 145
Introduction to the Short Story
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: LIT 144 or LIT 144H)
This course is designed for students interested in exploring short fiction from a variety of different periods and traditions in order to increase appreciation, understanding, and enjoyment of its various forms and techniques. Students will compare and contrast authors’ works in writing and class discussion. The course emphasizes the short story as a genre from the Nineteenth century to the present. This course is designed for students eligible for the honors program.
3 Units
54 Lecture hours

LIT 146A
British Literature
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students who are interested in learning about British literature from the Old English period to the beginning of the nineteenth century. The following major British writers will be discussed: Chaucer, Spenser, Shakespeare, Bacon, Donne, Milton, Dryden, Swift, Pope, Johnson, Boswell, Fielding, and others.
3 Units
54 Lecture hours
**LIT 146AH**  
Survey of British Literature  
Prerequisite: ENGL 101 with a “C” or better  
Advisory: READ 023 or appropriate assessment  
Transfers to: UC, CSU  
This course is designed for students who are interested in learning about British literature from the Old English period to the beginning of the nineteenth century. The following major British writers will be discussed: Chaucer, Spenser, Shakespeare, Bacon, Donne, Milton, Dryden, Swift, Pope, Johnson, Boswell, Fielding, and others. This course is designed for students eligible for the Honors Program.  
3 Units  
54 Lecture hours

**LIT 149**  
Introduction to Chicana/Chicano Literature  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: UC, CSU  
This course explores a range of Chicana/Chicano literature, with a focus on major texts from 1848 to the present. Course reading and writing assignments explore major cultural themes, including identity issues. Assigned readings may be from a variety of genres including essays, poetry, fiction, oral histories, corridos, and autobiography by writers throughout the Southwest. This course is designed for students interested in exploring various genres of literature, students interested in Chicana/o cultural expression, and students majoring in Chicano Studies.  
3 Units  
54 Lecture hours

**LIT 299**  
Directed Study: Literature  
Transfers to: UC, CSU  
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.  
3 to 4 Units  
54 to 216 Lab hours

**LOGISTICS**  
Division of Business

**LOG 101**  
Supply Chain Management  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; CIT 042  
Transfers to: CSU  
This course is intended for students seeking a career in logistics or supply chain management. The course presents the tools and techniques for the design and improvement of any supply chain, through the optimal use of information, materials, and technology to improve efficiency and reduce costs. The student will examine the processes for planning, sourcing, making, delivering, and returning products in order to integrate suppliers and customers into an organization’s supply chain. The student will receive an overview of career opportunities within the logistics and supply chain management field.  
3 Units  
54 Lecture hours

**LOG 105**  
Purchasing Management  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; CIT 042; LOG 101  
Transfers to: CSU  
This course is intended for students seeking a career in logistics or supply chain management. This course explores the basic purchasing functions including establishing purchasing requirements and quantities, developing purchasing policies and procedures, receiving acceptable goods, arranging for packaging and shipping, managing inventory control, and the integration of the purchasing activities with other business functions.  
3 Units  
54 Lecture hours

**LOG 110**  
Warehouse Management  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; CIT 042; LOG 101  
Transfers to: CSU  
This course is intended for students seeking a career in logistics or supply
chain management. This course provides the essential skills for warehouse managers, with emphasis on the planning, protection, productivity, and quality control functions in warehouse and distribution operations. Topics include warehouse design and layout, effective communication, industry terminology, technology, distribution systems, inventory management and protection, accountability, auditing, and safety rules and regulations. This course is intended for students seeking a career in logistics or supply chain management.

3 Units

54 Lecture hours

LOG 115
Inventory Management
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; CIT 042; LOG 101

Transfers to: CSU

This course is intended for students seeking a career in logistics or supply chain management. The course reviews the concepts and techniques available for planning and controlling inventories. The student will examine methods to determine the appropriate amount of inventory to carry; the relationship between inventory as a physical asset and an accounting asset; the operations for drafting and negotiating contracts with freight carriers, warehousemen and other logistics service providers.

2 Units

36 Lecture hours

LOG 102
Transportation Management
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; CIT 042; LOG 101

Transfers to: CSU

This course is intended for students seeking a career in logistics or supply chain management. The course provides a study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehousemen and other logistics service providers.

2 Units

36 Lecture hours

LOG 125
Contract Management
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; CIT 042; LOG 101

Transfers to: CSU

This course is intended for students seeking a career in logistics or supply chain management. The course provides a study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehousemen and other logistics service providers.

3 Units

54 Lecture hours

LOG 130
Computerized Logistics
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; CIT 042; LOG 101

Transfers to: CSU

This course is intended for students seeking a career in logistics or supply chain management. The course provides a study of the need and use of computers in the supply chain and logistics industry and an introduction to the software that is available, such as enterprise resource planning, demand planning, and warehouse management.

3 Units

54 Lecture hours

LOG 135
Quality Management Concepts
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment; CIT 042; LOG 101

Transfers to: CSU

This course is intended for students seeking a career in logistics or supply chain management. The course provides a study of the basic principles, objectives, and policies of a quality management program. Topics include the implementation of continuous quality improvement and the understanding of the various quality philosophies, such as Deming’s 14 points, process management, ISO 9000 certification, Six Sigma efforts, the Baldridge award criteria, and an introduction to statistical process control.

3 Units

54 Lecture hours

MANAGEMENT

Division of Business

MGMT 050
Business English
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment

This course is designed for the student who is seeking a career in business and wants a review of the fundamentals of English. Topics include grammar, sentence structure, paragraph development, punctuation, capitalization, spelling, and vocabulary building as they apply to effective business communication.

3 Units

54 Lecture hours

MGMT 052
Business Mathematics
This course consists of the fundamental operations of business which are mathematical in application. Topics covered include percent, payroll, mathematics of buying and selling, simple and compound interest, annuities, business and consumer loans, taxes and insurance, depreciation, finance, and basic statistics. This course provides solid preparation for students going on to further study in accounting, management, marketing, retailing, real estate, or office administration.

3 Units

54 Lecture hours

MGMT 070
Customer Service
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment

This course is designed for students who need to develop their skills as customer service representatives. Students will learn how to identify customer behavior, determine customer needs through active listening, improve their verbal and nonverbal communications, develop telephone customer service skills, learn how to handle difficult customers, and learn how to deal with a diverse business environment. The emphasis of the course will be on learning new techniques and then applying them in work situations. 9-week course, 2 sessions each semester.

3 Units

54 Lecture hours

MGMT 072
Professionalism in Business
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment

The purpose of this course is to develop an attitude of professionalism in students and to provide them with the soft skills necessary to succeed in the workplace. The everyday courtesies that put others at ease in the business environment and guidelines for handling the new challenges that have become part of the American workplace are an integral part of this curriculum. Workplace behavior, social etiquette, and professional appearance form the core areas of study. This is a nine-week module.

1.5 Units

54 Lecture hours
Human Relations in Business

MGMT 120

3 Units
54 Lecture hours

Elements of Supervision

Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; MGMT 101

Transfers to: CSU

This course is designed for the student who is considering a career in management and is seeking an entry-level career position with a company in retailing, industry, or the government. This course examines the role of the first-line manager and/or supervisor within the organization and emphasizes the application of management functions in effective supervision. Topics include an overview of management principles in direct and straightforward terms, critical concepts and insights into real world practice and challenges.

3 Units
54 Lecture hours

Business Communications

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MGMT 100

Transfers to: CSU

The course covers the principles of effective writing in business. Extensive experience is provided using the different forms of business writing: memorandums, letters, reports, and resumes. Cultural differences and their impact on communicating in business will be studied. This course is designed for students pursuing careers in business.

3 Units
54 Lecture hours

Human Relations in Business

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MGMT 101

Transfers to: CSU

This course is designed for the student who is seeking a career in management or is currently in a leadership role and wants a better understanding of human relation skills and techniques. Topics covered in the course include leadership, teamwork, communication, group problem solving, diversity, motivation, and management organizations. These topics will apply to both a diverse and competitive environment.

3 Units
54 Lecture hours

Small Business Management-Entrepreneurship

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MGMT 101

Transfers to: CSU

This course is designed for those students interested in small business, either in a domestic or international market. Topics include start-up methods and techniques, management and operations, marketing, financing and cash management, location strategies, personnel practices, buying and selling strategies, and e-commerce. This course will also provide students with an opportunity to develop a business plan as it pertains to their small business interest.

3 Units
54 Lecture hours

Introduction to International Business

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: CSU

This introductory course is designed to provide students with an understanding of International Trade, specifically with regard to Import/Export. The course is designed for those who wish to enter the field of International Finance/Banking or those who want to further their knowledge and understanding of International Business and International Trade.

3 Units
54 Lecture hours

Small Business Management-Entrepreneurship

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: CSU

This course is designed to provide students with an understanding of international banking, monetary systems, sources of funds, methods of payments and methods for assessing financial risk. It includes an understanding and appreciation of the relationship between International Finance/Banking and International Trade. The course is designed for students who want to enter the International Finance/Banking field or for those who wish to further their knowledge and understanding of International Banking & Finance.

3 Units
54 Lecture hours

Human Resources Management

Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: CSU

This course is designed to study employer-employee relationships with particular emphasis on the challenges facing an expanding multicultural workforce in Southern California. Topics include: legal framework; personnel policies and procedures; implementing equal employment and affirmative action; legal aspects of supervision; training and development; interviewing; testing: wage and salary administration,
job analysis and description; recruitment; transfers; promotions; and principles of collective bargaining.

3 Units
54 Lecture hours

MGMT 150 Principles of Management
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for the student who is seeking a career in management or for the student who needs to expand his/her knowledge of management techniques and organizational methods. In this course, students will learn the theory and application of managerial functions as it applies to planning, organizing, leadership, controlling organizations. Additional topics to be covered will include the history of management, and practical management techniques, practices, and problem-solving methodologies. The topics of employee empowerment, characteristics and qualities of successful managers, and contemporary trends in management will also be explored in this course.
3 Units
54 Lecture hours

MGMT 155 Principles of Leadership
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is intended for professionals who want to develop an understanding of leadership principles. The course explores the differences between leadership and management, the approaches used to define leadership, and methods used to assess leadership behavior. Various instruments for assessing leadership are examined and discussed. Other topics examined include leadership in teams and leadership of change initiatives.
3 Units
54 Lecture hours

MGMT 160 Principles of Project Management
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course develops the project management skills needed to define, plan, lead, monitor, and complete projects in any type of industry. Specific topics include managing project integration, scope, time, cost, quality, human resources, communications, risks, and procurement. In addition, the five phases of a project are explored: initiating, planning, executing, controlling, and closing. This course is intended for professionals who want to learn or improve the skills of project management.
3 Units
54 Lecture hours

**MGMT 162 Project Cost & Schedule Management**
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CIT 101
Transfers to: CSU
This course is intended for students seeking a career in project management. Time, cost, and budget estimates are the basis for project control. This course explores the tools and techniques used to estimate project tasks, costs, and resources, and monitor performance against those estimates over the life of the project.
2 Units
36 Lecture hours

**MGMT 164 Project Risk Management**
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CIT 101
Transfers to: CSU
This course is intended for students seeking a career in project management. Managing project risk depends upon developing an understanding of the sources of problems in projects, and then working to minimize threats and maximize opportunities wherever feasible. This course explores the tools and techniques used to plan risk management, identify risks, perform qualitative and quantitative risk analysis, plan risk responses, and monitor and control risk responses.
2 Units
36 Lecture hours

**MGMT 166 Project Management Practicum**
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CIT 101
Transfers to: CSU
This course is intended for students seeking a career in project management. This is a hands-on capstone course providing students with practice in the five phases of the project management process groups and the nine knowledge areas. Students will simulate a project based on case studies. The case studies will require the completion of project planning documents under typical business constraints. The case studies will be completed in a team environment.
2 Units
36 Lecture hours

**MGMT 290 Cooperative Work Experience/Internship for Business Management**
Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of Business Management and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures”.

**Student Unpaid Internship:**
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours

**Student Paid Internship:**
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

**MGMT 299 Directed Study: Management**
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being acquired, and receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals.

**MARKETING**
Division of Business

**MRKT 170 Element of Marketing**
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MGMT 101
Transfers to: CSU
This course is designed for the student who is interested in a career in marketing or gaining an entry-level marketing position with a retail, industrial, service, or consumer product company. Discussion
of marketing concepts, strategies, and techniques will take place in an environment that reflects new technologies and international competitiveness. The topics in the course will include marketing concepts, functions, operations, and organizations of retail and wholesale enterprises, distribution channels; market research; advertising; marketing costs; pricing; cooperative marketing, marketing legislation and regulations and trends.

3 Units
54 Lecture hours

MRKT 171
Consumer Behavior
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MGMT 101
Transfers to: CSU
This class investigates and analyzes the reasons why consumers select, purchase, use, and dispose of goods and services to satisfy their personal and household needs. Topics to be explored include consumer culture, group influence, consumption patterns, and consumer attitudes and lifestyles as well as other relevant topics. This class is appropriate for the marketing major and anyone who wants to know why people buy.

3 Units
54 Lecture hours

MRKT 172
Advertising and Promotion
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MGMT 101
Transfers to: CSU
This course is designed to introduce students to the creative and competitive field of advertising and promotion. Course content includes understanding the target audience, developing marketing and advertising plans, engaging in the creative process through strategy and execution, and integrating marketing communications elements as they relate to personal selling, sales promotion, direct marketing, and electronic digital and print media. This course is appropriate for the marketing major or anyone interested in advertising and promotion.

3 Units
54 Lecture hours

MRKT 174
Small Business Marketing and Advertising
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MGMT 101
Transfers to: CSU
This class provides useful and effective marketing and advertising tools and techniques to those students who have or would like to own a small business. A special emphasis is placed on the fundamentals of marketing and guerilla marketing and advertising techniques. Topics for discussion will include marketing plan strategies, research, market research, marketing channel management, retail and pricing strategies, and cost-effective advertising techniques for small businesses.

3 Units
54 Lecture hours

MRKT 175
Retail Management
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MGMT 101
Transfers to: CSU
This course is designed for the student pursuing a career in retail management or desiring to own their own retail business. Class discussions will explore the topics of customer buying behavior, retail market strategy, retail site location, and human resources management. Case studies and experimental exercises will be used to help students understand additional topics including customer service, store management, retail pricing, supply chain management, and merchandise management.

3 Units
54 Lecture hours
and applications to percents. Students may enroll in MATH 020 in a lecture section for three units of credit or in individual one-unit modules: MATH 020A, 020B, and 020C, in the Math and Science Center (MSC). This is a non-degree credit course.

3 Units
54 Lecture hours

MATH 020A
Basic Mathematics A
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 021 or appropriate assessment; Individual modules to be taken in sequence.
This course is designed for students who need a review of the basic principles and skills of arithmetic. See MATH 020 for more information.
1 Unit
54 Lab hours

MATH 020B
Basic Mathematics B
Prerequisite: MATH 020A with a “C” or better
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 021 or appropriate assessment; Individual modules to be taken in sequence.
This course is designed for students who need a review of the basic principles and skills of arithmetic. See MATH 020 for more information.
1 Unit
54 Lab hours

MATH 020C
Basic Mathematics C
Prerequisite: MATH 020B with a “C” or better
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 021 or appropriate assessment; Individual modules to be taken in sequence.
This course is designed for students who need a review of the basic principles and skills of arithmetic. See MATH 020 for more information.
1 Unit
54 Lab hours

MATH 021
Basic Mathematics and Study Skills
Advisory: ENGL 030 or ENLA 024 or appropriate assessment; READ 022 or appropriate assessment.
This course is designed for the student who needs an introduction to the study skills required to succeed in a college mathematics course, as well as a comprehensive review of the basic principles and skills of mathematics. The general areas of mathematics review are operations with whole numbers and fractions, operations with decimals, percent problems and applications to percent, and proportional thinking. Special attention is given to the following study skills: reading a math book, completing homework assignments, taking notes, studying for exams, approaching word problems, and getting help. Other topics include learning styles and attitudes and behaviors that are beneficial to success in mathematics. This is a non-degree credit course.
4 Units
72 Lecture hours

MATH 028
What’s Math got to do with it?
Prerequisite: Concurrent enrollment in MATH 020 or 030
Advisory: ENGL 030 or ENLA 024 or appropriate assessment; READ 021 or appropriate assessment.
This course is designed for the student who struggles with mathematics. It explores why it is important to study mathematics and to develop a number sense. The student will gain an understanding of attitudes and behaviors that are beneficial to success in mathematics and will learn to avoid those that are counterproductive. Each student will be provided with a multitude of study skills that are appropriate for individual learning styles. The student will learn how to stay motivated; read the math book; complete homework assignments; take notes; study for exams; approach word problems and get help. The students will be introduced to the tutoring software packages that are bundled with most text books and provide free help. Concurrent enrollment in MATH 020 or MATH 030 is required. This will provide the student with immediate application of the skills learned and support throughout the semester.
1 Unit
18 Lecture hours
18 Lab hours

MATH 030
Prealgebra
Prerequisite: MATH 020 or MATH 021 or MATH 020C with a “C” or better or appropriate assessment.
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment.
This course is designed primarily for students who know the fundamentals of arithmetic, and have had little or no background in algebra. The course strengthens the student’s arithmetic and informal geometry skills, pro-
vides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solving linear equations. Students may enroll in MATH 030 in a lecture section for 18 hours or in a lab section for 54 hours. MATH 030 is designed primarily for those who have had little or no background in algebra. See MATH 030 for more information.

4 Units
72 Lecture hours

MATH 030A
Prealgebra A
Prerequisite: MATH 020 or MATH 021 or MATH 020C with a "C" or better or appropriate assessment
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is designed primarily for students who know the fundamentals of arithmetic, and have had little or no background in algebra. See MATH 030 for more information.

1 Unit
18 Lecture hours OR 54 Lab hours

MATH 030B
Prealgebra B
Prerequisite: MATH 030A with a "C" or better
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is designed primarily for students who know the fundamentals of arithmetic, and have had little or no background in algebra. See MATH 030 for more information.

1 Unit
18 Lecture hours OR 54 Lab hours

MATH 030C
Prealgebra C
Prerequisite: MATH 030B with a "C" or better
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is designed primarily for students who know the fundamentals of arithmetic, and have had little or no background in algebra. See MATH 030 for more information.

1 Unit
18 Lecture hours OR 54 Lab hours

MATH 030D
Prealgebra D
Prerequisite: MATH 030C with a "C" or better
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is designed primarily for students who know the fundamentals of arithmetic, and have had little or no background in algebra. See MATH 030 for more information.

1 Unit
18 Lecture hours OR 54 Lab hours

MATH 033
Fast-Track Prealgebra
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This is the first of three math courses designed to allow students to complete developmental math courses at a faster rate of speed than the traditional lecture course. This course combines topics from both Basic Math and Prealgebra, including operations with whole numbers, integers, fractions, decimals and proportional thinking, percent problems and applications to percents, as well as an introduction to algebraic thinking using fundamental principles of expressions and solving linear equations.

4 Units
72 Lecture hours

MATH 049
Introduction to MESA
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This standalone one-unit course is designed for students who participate in the MESA (Mathematics, Engineering, Science Achievement) program at Rio Hondo College. The course will introduce students to Science-Technology-Engineering-Mathematics (STEM) career paths, transfer requirements, internships and scholarships, motivations to continue in STEM fields, and applications to personal statements. Students are expected to be concurrently enrolled in at least one mathematics or science course.

1 Unit
18 Lecture hours

MATH 050
Elementary Algebra A
Prerequisite: MATH 030 or MATH 030D or MATH 033 with a grade of "C" or better or appropriate assessment
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is designed primarily for those students who have no prior training in algebra or need a review of the fundamentals of algebra. See MATH 050 for more information.

1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 050B
Elementary Algebra B
Prerequisite: MATH 050A with a grade of "C" or better or appropriate assessment
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is an introduction to the basic principles and skills of algebra. It is designed primarily for those students who have no prior training in algebra or need a review of the fundamentals of algebra. See MATH 050 for more information.

1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 050C
Elementary Algebra C
Prerequisite: MATH 050B with a grade of "C" or better or appropriate assessment
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is an introduction to the basic principles and skills of algebra. It is designed primarily for those students who have no prior training in algebra or need a review of the fundamentals of algebra. See MATH 050 for more information.

1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 050D
Elementary Algebra D
Prerequisite: MATH 050C with a grade of "C" or better or appropriate assessment
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is an introduction to the basic principles and skills of algebra. It is designed primarily for those students who have no prior training in algebra or need a review of the fundamentals of algebra. See MATH 050 for more information.

1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 050A
Elementary Algebra A
Prerequisite: MATH 030 or MATH 030D or MATH 033 with a grade of "C" or better or appropriate assessment
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is designed primarily for those students who have no prior training in algebra or need a review of the fundamentals of algebra. See MATH 050 for more information.

1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 050B
Elementary Algebra B
Prerequisite: MATH 050A with a grade of "C" or better or appropriate assessment
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is an introduction to the basic principles and skills of algebra. It is designed primarily for those students who have no prior training in algebra or need a review of the fundamentals of algebra. See MATH 050 for more information.

1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 050C
Elementary Algebra C
Prerequisite: MATH 050B with a grade of "C" or better or appropriate assessment
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is an introduction to the basic principles and skills of algebra. It is designed primarily for those students who have no prior training in algebra or need a review of the fundamentals of algebra. See MATH 050 for more information.

1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 050D
Elementary Algebra D
Prerequisite: MATH 050C with a grade of "C" or better or appropriate assessment
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is an introduction to the basic principles and skills of algebra. It is designed primarily for those students who have no prior training in algebra or need a review of the fundamentals of algebra. See MATH 050 for more information.

1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours
MATH 053
Fast-Track Elementary Algebra
Prerequisite: MATH 030 or MATH 050D or MATH 053 with a grade of “C” or better or appropriate skill level as determined by participation in the math placement process
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This is the second of three math courses designed to allow students to complete developmental math courses at a faster rate of speed than the traditional lecture course. It is designed primarily for those students who need to learn the fundamentals of algebra. This course consists of topics including solutions and graphs of linear equations and inequalities, slopes of lines, systems of linear equations, and applications. Students may enroll in MATH 070 in a lecture section for four units of credit or in individual one-unit modules: MATH 070A, 070B, 070C, and 070D in the Math and Science Center (MSC) or online.
4 Units
90 Lecture hours

MATH 060
Intermediate Algebra A
Prerequisite: MATH 050, MATH 050D, or MATH 053 with a grade of “C” or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: CSU if taken prior to the Fall Semester, 1988
This course is designed for students who have completed an elementary algebra course and need to complete an additional course in algebra before proceeding to a college level transferable course. See MATH 070 for more information.
1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 070A
Intermediate Algebra B
Prerequisite: MATH 070A with a grade of “C” or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: CSU if taken prior to the Fall Semester, 1988
This course is designed for students who have completed an elementary algebra course and need to complete an additional course in algebra before proceeding to a college level transferable course. See MATH 070 for more information.
1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 070B
Intermediate Algebra C
Prerequisite: MATH 070B with a grade of “C” or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: CSU if taken prior to the Fall Semester, 1988
This course is designed for students who have completed an elementary algebra course and need to complete an additional course in algebra before proceeding to a college level transferable course. See MATH 070 for more information.
1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours

MATH 070C
Intermediate Algebra D
Prerequisite: MATH 070C with a grade of “C” or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU if taken prior to the Fall Semester, 1988
This course is designed for students who have completed an elementary algebra course and need to complete an additional course in algebra before proceeding to a college level transferable course. See MATH 070 for more information.
1 Unit
0 to 22.5 Lecture hours
0 to 54 Lab hours
MATH 103
Math Tutoring Skills
Prerequisite: MATH 070 or appropriate assessment
Prerequisite/Corerequisite: ED 090
Transfers to: CSU
This course is designed for students who seek to peer-tutor and students who aim to tutor at elementary, middle, high school or college. The course will provide the student with the skills to appropriately help, explain, and assist others solve math problems without assistance.
0.5 Unit
9 Lecture hours

MATH 104
Math Tutoring Discussion
Prerequisite/Corerequisite: MATH 103
Transfers to: CSU
This course is designed for students who currently peer-tutor and students who tutor at elementary, middle, high schools or college. The discussion will assist the students with solving problems that occur in tutoring situations and expand their mathematical problem solving skills.
0.5 Unit
9 hours

MATH 120
Finite Mathematics
Prerequisite: MATH 070 or MATH 070D with a grade of “C” or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students majoring in business, social sciences, and life sciences. This course provides an overview of descriptive and inferential statistics. The students learn to read, interpret and present data in a well-organized way. This includes frequency distributions, graphs, measures of central tendency and variability, correlation and linear regression. While discussing inferential statistics, the students learn to make generalizations about populations. This includes probability, sampling techniques, confidence intervals, and hypothesis tests. This course is intended for students who meet Honors Program requirements.
4 Units
72 Lecture hours

MATH 130
Statistics
Prerequisite: MATH 070, MATH 070D, or MATH 073 with a grade of “C” or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
(“Students will receive credit from UC for only one of the following courses: MATH 130 or MATH 130H”)
This course is designed for students majoring in business, social sciences, and life sciences. This course provides an overview of descriptive and inferential statistics. The students learn to read, interpret and present data in a well-organized way. This includes frequency distributions, graphs, measures of central tendency and variability, correlation and linear regression. While discussing inferential statistics, the students learn to make generalizations about populations. This includes probability, sampling techniques, confidence intervals, and hypothesis tests. This course is intended for students who meet Honors Program requirements.
4 Units
72 Lecture hours

MATH 130H
Statistics
Prerequisite: MATH 070, MATH 070D, or MATH 073 with a grade of “C” or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit *), CSU
(“Students will receive credit from UC for only one of the following courses: MATH 130 or MATH 130H”)
This course is designed for students majoring in business, social sciences, and life sciences. This course provides an overview of descriptive and inferential statistics. The students learn to read, interpret and present data in a well-organized way. This includes frequency distributions, graphs, measures of central tendency and variability, correlation and linear regression. While discussing inferential statistics, the students learn to make generalizations about populations. This includes probability, sampling techniques, confidence intervals, and hypothesis tests. This course is intended for students who meet Honors Program requirements.
4 Units
72 Lecture hours

MATH 140
Mathematics for Elementary Teachers
Prerequisite: MATH 070 or MATH 070D or MATH 073 with a grade of “C” or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit *), CSU
(“Students will receive credit from UC for only one of the following courses: MATH 140 or MATH 140H”)
This course is designed for students majoring in business, social sciences, and life sciences. This course provides an overview of descriptive and inferential statistics. The students learn to read, interpret and present data in a well-organized way. This includes frequency distributions, graphs, measures of central tendency and variability, correlation and linear regression. While discussing inferential statistics, the students learn to make generalizations about populations. This includes probability, sampling techniques, confidence intervals, and hypothesis tests. This course is intended for students who meet Honors Program requirements.
4 Units
72 Lecture hours

MATH 141
Mathematics for Elementary Teachers
Prerequisite: MATH 060 and MATH 140 with a grade of “C” or better
Transfers to: CSU
This course is designed for students who are majoring in math, science, and engineering. This course equips students with the skills necessary for success in pre-calculus. It presents the concepts of plane trigonometry using a functions approach. Included is a study of basic relations, functions, and transformations, as well as circular functions, trigonometric functions.
Calculus I
MATH 190H
Pre-Calculus
Prerequisite: MATH 175 with a grade of "C" or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 101 or appropriate assessment
Transfers to: UC (credit limit*), CSU ("Students will receive credit from UC for only one of the following courses: MATH 160 or MATH 165 or MATH 180")
This course is designed to prepare students for the study of calculus. It presents a comprehensive study of limits, quadratic, polynomial, exponential, logarithmic, rational, and trigonometric functions. Inequalities, introductory analytical geometry, polar coordinates, polar equations and their graphs, DeMoivre's Theorem and an introduction to sequences are also included. This course is a prerequisite for MATH 190.
4 Units
72 Lecture hours

MATH 190
Calculus I
Prerequisite: MATH 180 with a grade of "C" or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 101 or appropriate assessment
Transfers to: UC, CSU
MATH 190 is a semester course which continues the study of calculus begun in MATH 190H. The course includes techniques of integration, improper integrals, anti-derivatives, application of the definite integral, differential equations, Taylor polynomials, series, vectors, the dot product and the cross product. This course is the second course of the calculus sequence required of engineering, physics, and mathematics majors.
4 Units
90 Lecture hours

MATH 191
Calculus I
Prerequisite: MATH 190 or MATH 190H with a grade of "C" or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 101 or appropriate assessment
Transfers to: UC, CSU
MATH 191 is a semester course which continues the study of calculus begun in MATH 190H. The course presents a comprehensive study of linear algebra with applications to problems in the physical and social sciences. It includes a study of vectors, systems of linear equations, matrices, determinants, the Fundamental Theorem of Invertible Matrices, Eigenvalues and Eigenvectors, orthogonality, vector spaces and proof by mathematical induction. This course is required for Engineering, Physics, Computer Science and Mathematics majors.
4 Units
90 Lecture hours

MATH 199
Directed Study: Mathematics
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or project proposals. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.
1 to 4 Units
54 to 216 Lab hours

MUSIC
Division of Arts & Cultural Programs
MUS 101
Fundamentals of Music for Non-Music Majors
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This is a course designed for the student interested in the fundamentals of music theory. Included in this class will be a study of basic notation, rhythm reading, major and minor scale construction, simple musical analysis and basic chord construction.
3 Units
54 Lecture hours
MUS 103
Music Theory I
Prerequisite: MUS 101 with a “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who wants to study the basic materials of harmony and musicianship: scales, keys, intervals, chords, chord connections, part writing, and inversions. Also included is ear training, melodic and harmonic dictation, and harmonic analysis. Required of all music majors.
3 Units
54 Lecture hours

MUS 104
Music Theory II
Prerequisite: MUS 103 with a “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who wants to study the harmonic practices of the eighteenth and nineteenth centuries. Advanced stages of chromaticism which includes tonicization, modulation, modal mixture, and sequential movement both tonal and real will be incorporated into the harmonic study. Techniques and orchestration of instruments are studied and applied to melodic and motivic construction in a formal compositional context.
3 Units
54 Lecture hours

MUS 106
Beginning Musicianship I
Prerequisite: MUS 101 with a “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who wants to develop beginning aural skills, sight-reading, sight-singing and rhythmic interpretation skills. It is recommended for all instrumentalists, singers and composers.
3 Units
54 Lecture hours

MUS 107
Beginning Musicianship II
Prerequisite: MUS 106
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This beginning level course is designed for the student who wants to continue developing aural skills, sight-reading, sight-singing and rhythmic interpretation skills. It is recommended for all instrumentalists, singers and composers.
3 Units
54 Lecture hours

MUS 108
Commercial Music
Prerequisite: MUS 101
This course is designed for the student who wants to develop the skills needed in the music industry. Focus is on composition, arranging, and production for digital audio production. This course is offered for credit/no credit.
2 Units
48 Lecture hours

MUS 109
American Popular Music
Prerequisite: MUS 101
This course is designed for the student who wants to become familiar with the music of the United States. The course covers the history of popular music, the impact of technology on the music industry, and exploring the role of music in society.
3 Units
42 Lecture hours

MUS 110
College Community Orchestra
Advisory: MUS 101
Transfers to: UC, CSU
This course is designed for the instrumental music student who wants to become familiar with the vast body of orchestral music. It provides players an opportunity to develop their own musical capabilities as well as participating in ensemble playing. Students are expected to provide their own instruments.
1 Unit
54 Lab hours

MUS 111
Music Ensemble for Diverse Instruments I
Transfers to: UC, CSU
This course is designed for the electric and acoustic instrumental student, the vocal student, and the novice to perform together in one ensemble. The ensemble content, which will depend upon the instrumental and vocal makeup of the class, will include a diversity of approaches that might include Latin, Asian, Popular and contemporary Classical Music.
2.5 Units
27 Lecture hours
54 Lab hours

MUS 112
Music Ensemble for Diverse Instruments II
Prerequisite: MUS 111
Transfers to: UC, CSU
This course is designed for the intermediate electric, acoustic instrumental and vocal students to perform together in one ensemble. The ensemble content, which will depend upon the instrumental and vocal makeup of the class, will include a diversity of approaches that might include Latin, Asian, Popular and contemporary Classical Music.
2.5 Units
27 Lecture hours
54 Lab hours

MUS 113
Music in Latin American Culture
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a survey course designed for the student seeking an introduction to the music of Latin American culture. The course will focus on the diverse musical cultures of South America, Central America, Mexico and the Caribbean. Emphasis will be placed on rhythmic styles and structures, as well as, specific social, cultural, and historical backgrounds.
3 Units
54 Lecture hours

MUS 114
Music History and Literature Before 1750
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who wants to become familiar with the vast body of orchestral music. It provides players an opportunity to further develop their own musical capabilities as well as participate in ensemble playing. Students are expected to provide their own instruments.
1 Unit
54 Lab hours

MUS 115
Advanced College Community Orchestra
Prerequisite: MUS 110
Transfers to: CSU
This course is designed for the more advanced instrumental music student who wants to become more familiar with the vast body of orchestral music. It provides advanced players an opportunity to further develop their own musical capabilities as well as participate in ensemble playing. Students are expected to provide their own instruments.
1 Unit
54 Lab hours

MUS 116
Music Ensemble for Diverse Instruments
Transfers to: UC, CSU
This course is designed for the electric and acoustic instrumental student, the vocal student, and the novice to perform together in one ensemble. The ensemble content, which will depend upon the instrumental and vocal makeup of the class, will include a diversity of approaches that might include Latin, Asian, Popular and contemporary Classical Music.
2.5 Units
27 Lecture hours
54 Lab hours

MUS 117
Music Ensemble for Diverse Instruments II
Prerequisite: MUS 116
Transfers to: UC, CSU
This course is designed for the intermediate electric, acoustic instrumental and vocal students to perform together in one ensemble. The ensemble content, which will depend upon the instrumental and vocal makeup of the class, will include a diversity of approaches that might include Latin, Asian, Popular and contemporary Classical Music.
2.5 Units
27 Lecture hours
54 Lab hours

MUS 118
Mexican Folk Ensemble
Advisory: MUS 101
Transfers to: CSU
This course is designed for the student who is interested in singing or playing regional music styles of Mexico, with a special emphasis on Mariachi music. Folk ensemble playing and folk singing are coordinated and indigenous instruments are employed such as the guitarron, vihuela, guitar and jarana jarocha as well as the violin, flute and trumpet. Students are expected to provide their own instruments.
2 Units
18 Lecture hours
54 Lab hours

MUS 119
Advanced Mexican Folk Ensemble
Advisory: MUS 101
Transfers to: UC, CSU
This course is designed for the student who seeks an opportunity to perform in a vocal ensemble. Participation in public performance is required. The repertoire will include a diversity of selections including classical choral literature, world music, popular and contemporary music. Previous choral experience is not required.
2 Units
27 Lecture hours
27 Lab hours

MUS 120
Music History and Literature
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who wants to become more familiar with the vast body of orchestral music. It provides players an opportunity to further develop their own musical capabilities as well as participate in ensemble playing. Students are expected to provide their own instruments.
1 Unit
54 Lab hours

MUS 121
Music in Latin American Culture
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is a survey course designed for the student seeking an introduction to the music of Latin American culture. The course will focus on the diverse musical cultures of South America, Central America, Mexico and the Caribbean. Emphasis will be placed on rhythmic styles and structures, as well as, specific social, cultural, and historical backgrounds.
3 Units
54 Lecture hours

MUS 122
Music in Latin American Culture
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who seeks an introduction to music in Latin American culture. The course will focus on the diverse musical cultures of South America, Central America, Mexico and the Caribbean. Emphasis will be placed on rhythmic styles and structures, as well as, specific social, cultural, and historical backgrounds.
3 Units
54 Lecture hours

MUS 123
Music History and Literature
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who seeks an introduction to music in Latin American culture. The course will focus on the diverse musical cultures of South America, Central America, Mexico and the Caribbean. Emphasis will be placed on rhythmic styles and structures, as well as, specific social, cultural, and historical backgrounds.
3 Units
54 Lecture hours
appropriate assessment

Transfers to: UC, CSU

This course is designed for the student who seeks an introduction to the major composers and musical movements from 1750 to the present. The course focuses on learning, reasoning, and writing about these periods with the goal of understanding their social, political, and cultural contexts. In addition, these periods will be compared to contemporary culture and its social, political, and cultural framework.

3 Units
54 Lecture hours

MUS 132

History of Rock and Roll
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC, CSU

This course is a survey course designed for the student who seeks an introduction to Rock and Roll. The course will focus on rock and roll music, its origins and its many sub-styles. The social, political and economic influence the music has had on society and other types of music will also be examined.

3 Units
54 Lecture hours

MUS 133

Music Appreciation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC, CSU

This course is a survey course of musical practices from various periods of music history with an emphasis on social, political and commercial contexts. Types of music to be covered will include Classical, Jazz, Rock, Blues and World Music. This course is targeted for students seeking to fulfill the general education requirement in the arts.

3 Units
54 Lecture hours

MUS 134

Rio Hondo College Singers
Prerequisite: MUS 120 and audition
Advisory: ENGL 035 or ENLA 100 and appropriate assessment; READ 023 or appropriate assessment

Transfers to: CSU

This advanced level course is designed for students who seek to broaden their understanding of choral literature by performing difficult choral works. Attention is given to the refinement and polishing of technique through rehearsal and performance of choral music from various musical periods and styles. Enrollment criteria include an audition.

2 Units
18 Lecture hours
54 Lab hours

MUS 135

Music in Film
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC, CSU

This course is a survey of the art and craft of film music as practiced by prominent film composers and sound designers. Emphasis will be placed on history and function from 1930 to the present, as well as cultural context. The class is designed for students interested in learning how music influences film.

3 Units
54 Lecture hours

MUS 136

History of Jazz
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC, CSU

This course is a survey course designed for the student who seeks an introduction to Jazz. The course will focus on jazz music, its origins and its many sub-styles. The social, political and economic influence the music has had on society and other types of music will also be examined.

3 Units
54 Lecture hours

MUS 138

Masterworks Chorale
Prerequisite: Audition
Advisory: ENGL 030 or ENLA 034 or appropriate assessment

Transfers to: UC, CSU

This advanced level course is designed for students who seek to broaden their understanding of choral literature by performing difficult choral works such as the B minor Mass by Bach, Elijah by Mendelssohn, or Messiah by Handel accompanied by orchestra or other instrumental ensemble. Attention is given to the refinement and polishing of technique through rehearsal and performance of choral music from various musical periods and styles. Public Performance is required. Enrollment criteria requires an audition.

2 Units
18 Lecture hours
27 Lab hours

MUS 139

Advanced Vocal Ensemble
Prerequisite: MUS 120 with a grade of “C” or better

Transfers to: CSU

This course is designed for the more advanced vocal student who seeks an opportunity to perform in a vocal ensemble. The repertoire will include a diversity of approaches that might include Latin, Asian, Popular and contemporary Classical Music.

2 Units
18 Lecture hours

MUS 140

Beginning Voice
Advisory: READ 023 or appropriate assessment

Transfers to: UC, CSU

This course is designed for students who wish to learn the vocal techniques used in signing Opera, Pop, Folk, Rock and Jazz. Emphasis is placed upon selection of material dependent upon the abilities of the student. No previous musical experience is necessary.

1 Unit
18 Lecture hours
27 Lab hours

MUS 142

Intermediate Voice
Prerequisite: MUS 140 with a “C” or better

Advisory: READ 022 or appropriate assessment

Transfers to: UC, CSU

This course is designed for students who wish to further develop the techniques acquired in Beginning Voice. A comprehensive study of style and artistic interpretation will be included.

1 Unit
18 Lecture hours
27 Lab hours

MUS 144

Beginning Piano I
Advisory: READ 023 or appropriate assessment

Transfers to: UC, CSU

This class is for the student interested in beginning piano skills, and in the understanding of music through the study of simple piano pieces. The development of skills at the beginning level may be used in the playing of various styles including Classical, Pop, Jazz and Rock. Individual pieces are performed in class. No previous experience is necessary.

1 Unit
18 Lecture hours
27 Lab hours

MUS 146

Beginning Piano II
Prerequisite: MUS 145 with a “C” or better

Transfers to: UC, CSU

This course is for the student interested in beginning piano skills, and in the understanding of music through the study of simple piano pieces. The development of skills at the beginning level may be used in the playing of various styles including Classical, Pop, Jazz and Rock. Individual pieces are performed in class. No previous experience is necessary.

1 Unit
18 Lecture hours
27 Lab hours
MUS 147
Intermediate Piano III
Prerequisite: MUS 146 with a “C” or better
Transfers to: UC, CSU
This course is designed for students seeking to broaden their knowledge and understanding of piano literature. Varied works of intermediate difficulty will be introduced. Attention is given to the refinement and polishing of technique through scales, arpeggios, sightreading, interpretation and tone production.
1 Unit
18 Lecture hours
27 Lab hours

MUS 148
Intermediate Piano IV
Prerequisite: MUS 147 with a “C” or better
Transfers to: UC, CSU
This course is designed for students seeking to broaden their knowledge and understanding of piano literature. More advanced solo literature of intermediate difficulty will be introduced. Emphasis is placed on the technical and interpretive demands required to perform a varied repertoire.
1 Unit
18 Lecture hours
27 Lab hours

MUS 150
Beginning Guitar
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student interested in beginning guitar skills and in the understanding of music through the study of simple guitar pieces. The development of skills at the beginning level may be used in the playing of various styles including Classical, Pop, Jazz, Rock and Blues. No previous musical experience is necessary.
1.5 Units
18 Lecture hours
27 Lab hours

MUS 151
Intermediate Guitar
Prerequisite: MUS 150
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This intermediate level course is designed for students who seek to broaden their understanding of guitar literature by performing moderately difficult works. Attention is given to the refinement and polishing of technique through scales, arpeggios, sightreading, interpretation and tone production.
1.5 Units
18 Lecture hours
27 Lab hours

MUS 154
Guitar Ensemble
Prerequisite: Must have completed at least one semester of guitar
Transfers to: UC, CSU
This course will offer the opportunity for guitarists, electric or acoustic, to perform together in an ensemble. The ensemble content will depend upon the makeup of the class and will include a diversity of approaches that might include Latin, Asian, Popular and Classical Music. Recommended for guitarist whether they be music majors or not.
2 Units
27 Lecture hours
27 Lab hours

MUS 155
Music for Dance
Advisory: ENGL 030 or ENLA 034 or appropriate assessment
Corequisite: MUS 180
Transfers to: UC, CSU
This advanced level course is designed for the student who wants to continue the study of elements involved in electronic music including: fundamental elements of music, keyboard electronics, signal processing, virtual synthesis which may include Sylenth, Crystal, and Gladiator, MIDI, simple computer software which may include Garage Band, and digital recording. Creating electronic compositions will also be covered. Students should take Music 180 concurrently. This course is recommended for all students who intend to pursue music professionally.
3 Units
54 Lecture hours

MUS 156
Intermediate Musicianship I
Prerequisite: MUS 107
Transfers to: CSU
This course is designed for the student who wants to further develop aural skills, sight-reading, sight-singing and rhythmic interpretation skills beyond the beginning level. It is recommended for all instrumentalists, singers and composers.
3 Units
54 Lecture hours

MUS 157
Intermediate Musicianship II
Prerequisite: MUS 156
Transfers to: CSU
This course is designed for the student who wants to further develop aural skills, sight-reading, sight-singing and rhythmic interpretation skills beyond the introductory intermediate level. It is recommended for all instrumentalists, singers and composers.
3 Units
54 Lecture hours

MUS 158
Masterworks Chorale II
Prerequisite: MUS 138 and Audition
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This advanced level course is designed for students who seek in-depth study of choral literature by performing complex choral works such as Beethoven’s Mass in C, Orff’s Carmina Burana, and Britten’s War Requiem accompanied by orchestra or other instrumental ensemble, or sung a cappella. Attention is given to every detail of musical development through rehearsal and performance of choral music from various musical periods and styles. Public performance is required. Enrollment criteria requires successful completion of MUS 138 and an audition.
2 Units
27 Lecture hours
27 Lab hours

MUS 165
Electronic Music I
Corequisite: MUS 180
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for the student who wants to learn the basic elements involved in electronic music including: fundamental elements of music, keyboard electronics, signal processing, virtual synthesis which may include Sylenth, Crystal, and Gladiator, MIDI, simple computer software which may include Garage Band, and digital recording. Creating electronic compositions will also be covered. Students should take Music 180 concurrently. This course is recommended for all students who intend to pursue music professionally.
3 Units
36 Lecture hours
54 Lab hours

MUS 167
Electronic Music II
Prerequisite: MUS 165 with a “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for the student who wants to continue the study of concepts and techniques needed to compose electronic music and is recommended for students who intend to pursue music professionally. Various types of synthesis including software analog synthesis and virtual analogue synthesis will be studied. Software that will be used in the course may include Reason and Logic Pro. Sequencing, recording via studio software, notating compositions and creating music for dance and theatre...
MUS 168
Electronic Music III
Prerequisite: MUS 167
Transfers to: CSU
This course is designed for the advanced electronic music student who wants to continue the study of concepts and techniques needed to compose electronic music and is recommended for students who intend to pursue music professionally. Assignments in the course will include scoring music to stop-time animation and motion picture scenes available on the internet. Advanced notation techniques including full score and individual parts will also be covered.
3 Units
36 Lecture hours
54 Lab hours

MUS 180
Music Laboratory
Corequisite: MUS 165 or 167
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed to provide students enrolled in electronic music courses with supervised study or practice.
1 Unit
54 Lab hours

MUS 181
Applied Music I
Prerequisite: Audition
Corequisite: Enrollment in a Rio Hondo College Large Ensemble (either MUS 116 or MUS 117 or MUS 120 or MUS 134 or MUS 138 or MUS 139)
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course offers individual instruction in voice, piano, guitar, band or orchestral instruments with an assigned instructor. Emphasis will be placed on study at the beginning level of technique and repertoire. Weekly, it includes one recital class, and one individual lesson. Performance for a faculty jury will be required at the end of the semester.
2 Units
27 Lecture hours
27 Lab hours

MUS 216
Advanced Music Ensemble for Diverse Instruments I
Prerequisite: MUS 117
Transfers to: CSU
This course is designed for the advanced electric, acoustic instrumental, and vocal students to broaden their abilities to perform in an ensemble. The course content, which will depend upon the instrumental and vocal makeup of the class, will include a diversity of approaches that might include Latin, Asian, Popular and contemporary Classical Music.
2.5 Units
27 Lecture hours
54 Lab hours

MUS 217
Advanced Music Ensemble for Diverse Instruments II
Prerequisite: MUS 216
Transfers to: CSU
This course is designed for the advanced electric, acoustic instrumental, and vocal students who want to interpret and perform ensemble repertoire at a professional level. The course content, which will depend upon the instrumental and vocal makeup of the class, will include a diversity of approaches that might include Latin, Asian, Popular and contemporary Classical Music.
2.5 Units
27 Lecture hours
54 Lab hours

MUS 220
Vocal Arts Ensemble II
Prerequisite: MUS 120
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for the intermediate vocal student who seeks an opportunity to perform in a vocal ensemble. Participation in public performance is required. The repertoire will include a diversity of sections including intermediate level classical choral literature, world music, popular and contemporary music.
Successful completion of MUS 120 is required to enroll.
2 Units
27 Lecture hours
27 Lab hours

MUS 240
Advanced Voice
Prerequisite: MUS 142 with a “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student interested in further developing the interpretive and technical demands inherent in advanced vocal performance. Attention is given to a detailed study and analysis of vocal technique and interpretation. Public performance will be required.
2 Units
27 Lecture hours
27 Lab hours

MUS 245
Advanced Piano
Prerequisite: MUS 148 with a “C” or better
Transfers to: UC, CSU
This course is designed for the student interested in further developing the interpretive and technical demands inherent in advanced piano literature. Attention is given to a detailed study and analysis of various musical periods and styles.
2 Units
27 Lecture hours
27 Lab hours

MUS 251
Advanced Guitar I
Prerequisite: MUS 151 with a grade of “C” or better
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: UC, CSU
This advanced level course is designed for students who seek to broaden their understanding of guitar literature by performing difficult works. Attention is given to the refinement and polishing of technique through scales, arpeggios, sightreading, interpretation, and tonal production, as well as analysis of various musical periods and styles.
2 Units
27 Lecture hours
27 Lab hours

MUS 290
Cooperative Work Experience/Internship for Music Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in business, industrial, non-profit, studio, community and professional music organizations under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of music and have completed or enrolled in the appropriate coursework. Instructor approval is required to remain in the class. “Contact the CWE office regarding re-enrollment procedures”.
Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours
Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

MUS 299
Directed Study: Music
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to...
prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor for a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be taught by an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.

1 to 4 Units
54 to 216 Lab hours

NURSING – ASSOCIATE DEGREE
Division of Health Sciences & Nursing

ADN 075
LVN Transition into the Associate Degree Nursing Program
Prerequisite: Acceptance into Nursing Program and Current LVN License
Advisory: READ 023 or appropriate assessment; MATH 070 or appropriate assessment
This short-term course provides an overview of the Associate Degree Nursing Program. The focus is on successful learning strategies and the development of critical thinking skills. An overview of the Systems Developmental Stress Model is included as a framework for the nursing process and the Associate Degree Nursing Curriculum. Also included is an in depth study of the nursing process including physical assessment, nursing diagnosis, interventions and evaluations. The nursing skills required for physical assessment and basic patient care will be presented. This course is open to all career ladder LVN and 30 unit option students entering the second year of the Associate Degree Nursing Program.
2.5 Units
36 Lecture hours
27 Lab hours

ADN 150
Medical/Surgical Nursing I
Prerequisite: BIOL 222, ENGL 101, and ADN 151 with a grade of “C” or better
Corequisite: ADN 154
Transfers to: CSU
This course focuses on the application of the nursing process in caring for patients with disturbances in the digestive and renal systems, fluid and electrolyte status and acid/base balance, endocrine, cardiovascular and respiratory systems. The pathophysiology of disease processes, as well as medical and nursing interventions, is discussed. The students will apply the theoretical concepts in the clinical setting. This course is designed for students in the Associate Degree Nursing Program.
8 Units
72 Lecture hours
216 Lab hours

ADN 151
Clinical Nursing Concepts
Prerequisite: BIOL 125, 222, and 226 with a grade of “C” or better; ENGL 101 or appropriate assessment
Advisory: READ 023 or appropriate assessment; MATH 070 or appropriate assessment
Transfers to: CSU
This is an introductory course in basic clinical nursing concepts. The student will be introduced to a theoretical framework for nursing practice including the nursing process and the conceptual model used in the Associate Degree Nursing Program. Concepts related to therapeutic communication, legal and ethical issue and documentation are included. The nursing skills required for physical assessment and individualized patient care will be presented. The course includes laboratory practice and experience in the care of patients in the clinical setting. This course is designed for students in the Associate Degree Nursing Program.
4 Units
36 Lecture hours
108 Lab hours

ADN 154
Pharmacology
Prerequisite: ADN 151 with a grade of “C” or better
Corequisite: ADN 150
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This is an introduction pharmacology course that focuses on the study of drugs most frequently prescribed. The course emphasis is on basic techniques and computations used in the administration of medications as well as the special nursing considerations that pertain to the safe administration of medication. Completion of this course allows the Associate Degree Nursing student to safely administer medication to patients under the supervision of the nursing instructor.
2 Units
27 Lecture hours
27 Lab hours

ADN 155
Nursing Process: Childbearing Family/Women’s Health
Prerequisite: ADN 150 and ADN 154 with a grade of “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for the Associate Degree Nursing student. It focuses on the biological, intrapersonal/interpersonal and developmental aspects of human reproduction. The nursing process is utilized in meeting maternal, newborn and family needs as they relate to human reproduction. This course also focuses on women’s health issues with regards to fertility, family planning, gynecological problems and related needs, and the utilization of the nursing process to meet those needs.
4 Units
36 Lecture hours
108 Lab hours

ADN 156
Nursing Process Applied to the Care of Children
Prerequisite: ADN 150 and ADN 154 with a grade of “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: CSU
This course focuses on the application of the nursing process in caring for children. Emphasis is placed on normal growth and development patterns of the growing child and developmental, biological, interpersonal and intrapersonal stressors affecting children and their families. The pathophysiology of disease processes that may occur during childhood and related medical and nursing interventions are discussed. The students will apply the theoretical concepts in the clinical setting. This course is designed for students in the Associate Degree Nursing Program.
4 Units
36 Lecture hours
108 Lab hours

ADN 250
Advanced Pharmacology
Prerequisite: ADN 155 and ADN 156 (for generic ADN students) with a grade of “C” or better; ADN 075 (for LVN to ADN students) with a grade of “C” or better
Advisory: ENGL 101; READ 023 or appropriate assessment; MATH 070 or MATH 070D or MATH 073 or appropriate assessment
Transfers to: CSU
This is an advanced pharmacology course that focuses on the skills and study of medications used
ADN 252
Psychiatric/Mental Health Nursing
Prerequisite: ADN 155 and ADN 156 (for generic ADN students) with minimum grade of “C” or better; ADN 075 (for LVN to ADN students) with a grade of “C” or better
Corequisites: ADN 251 (students who have an active psychiatric technician license are exempt from this corequisite) and ADN 250
Transfers to: CSU
This course focuses on the application of the nursing process as it relates to normal aging, changing biological, interpersonal and intrapersonal needs. It also focuses on the application of the nursing process in caring for patients with disturbances in perception, coordination and mobility. The pathophysiology of disease processes, as well as medical and nursing interventions and rehabilitative approaches to restoring and maintaining optimum health are discussed. The students will apply the theoretical concepts in the clinical setting. This course is designed for students in the Associate Degree Nursing Program.
4.5 Units
36 Lecture hours
136 Lab hours

ADN 253
Nursing Process Applied to Advanced Concepts
Prerequisite: ADN 250, ADN 251 and ADN 252 with a grade of “C” or better
Transfers to: CSU
This course focuses on the use of the nursing process in caring for patients requiring complex nursing care in general medical/surgical settings. The course also focuses on generalized emergencies, immunologic problems and oncologic problems. Nursing theory from previous courses is integrated as the student applies advanced concepts in the clinical setting. This course is designed for students in the Associate Degree Nursing Program.
5 Units
36 Lecture hours
162 Lab hours

ADN 254
Leadership and Management in Nursing
Prerequisite: ADN 253 with a minimum grade of “C” or better
Transfers to: CSU
This course focuses on theories and principles of leadership and management. It also addresses legal and ethical issues, current trends in nursing and changes in the delivery of health care affecting nursing practice. The students will apply the concepts and principles related to leadership and management through a preceptorship experience in the clinical setting. This course is designed for students in the Associate Degree Nursing Program.
4 Units
27 Lecture hours
135 Lab hours

ADN 290
Cooperative Work Experience/Internship for Nursing Related Fields
Prerequisite: ADN 154, 155, 156 or equivalent
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in health care institutions under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for second year nursing students currently enrolled in Rio Hondo’s nursing program and have completed the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures.”
Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours

ADN 251
Nursing Process Applied to Aging,
Perception, Coordination and Mobility
Prerequisite: ADN 155 and ADN 156 (for generic ADN students) with minimum grade of “C” or better; ADN 075 (for LVN to ADN students) with a grade of “C” or better
Corequisite: ADN 252 (students who have an active psychiatric technician license are exempt from this corequisite) and ADN 250
Transfers to: CSU
This course focuses on the aging process as it relates to normal aging, changing biological, interpersonal and intrapersonal needs. It also focuses on the application of the nursing process in caring for patients with disturbances in perception, coordination and mobility. The pathophysiology of disease processes, as well as medical and nursing interventions and rehabilitative approaches to restoring and maintaining optimum health are discussed. The students will apply the theoretical concepts in the clinical setting. This course is designed for students in the Associate Degree Nursing Program.
4.5 Units
36 Lecture hours
136 Lab hours

NURSING – VOCATIONAL
Division of Health Sciences & Nursing

VN 061
Basic Fundamentals of Nursing
Prerequisite: HS 060; PSY 101
Corequisite: VN 061L
This course is designed for the entry level vocational nursing student with a focus on the nursing process and its application in medical/surgical settings. The role of the Licensed Vocational Nurse in providing care for patients in a variety of situations is discussed. This course is open to students enrolled in the Vocational Nursing Program and is required for Vocational Nursing licensure.
3.5 Units
63 Lecture hours

VN 061L
Basic Fundamentals of Nursing Laboratory
Prerequisite: HS 060; PSY 101
Corequisite: VN 061
Advisory: READ 023 or appropriate assessment
This course is designed to provide the entry level vocational nursing student with the opportunity to learn basic nursing skills in the Health Science Skills laboratory and the clinical setting within the context of the nursing process. The student will apply the role of the Licensed Vocational Nurse in the clinical medical surgical setting. This course is open to students enrolled in the Vocational Nursing Program and is required for Vocational Nursing licensure. Offered on a pass/no pass basis.
5 Units
270 Lab hours

VN 071L
Introduction to Medical-Surgical Nursing Lab
Prerequisite: VN 061 with a grade of “C” or better and VN 061L with a grade of “Pass”
This course will provide the student with the opportunity to use the nursing process at a beginning level to care for patients in the clinical setting. The student will develop competency in data collection and basic nursing skills. Special emphasis will be placed on the care of the patient with problems of the endocrine, musculoskeletal and integumentary systems, as well as the older adult. This course is open to students enrolled in the...
VN 072L
Intermediate Medical-Surgical Nursing Lab
Prerequisite: VN 071L with a grade of “Pass”; VN 074 and VN 075 with a grade of “C” or better
Corequisite: VN 073
This course will provide the student with the opportunity to use the nursing process with increasing independence in providing care for patients in the clinical setting. The student will increase competency in data collection and nursing skills. Special emphasis will be placed on the care of the patient with problems of the cardiovascular, respiratory, gastrointestinal, and renal systems. This course is open to students enrolled in the Vocational Nursing Program and is required for Vocational Nursing licensure. Offered on a pass/no pass basis.
3.5 Units
189 Lab hours

VN 073
Basic Pharmacology
Prerequisite: VN 061 with a grade of “C” or better and VN 061L with a grade of “Pass”
Advisory: HS 045 and READ 023 or appropriate assessment
This is an introductory course of basic techniques and computations used in the administration of medications. Completion of the course prepares the student to safely administer medications to patients under the supervision of the nursing instructor. This course is open to students enrolled in the Vocational Nursing Program and is required for the Vocational Nursing Licensure.
2 Units
36 Lecture hours

VN 074
Nursing Care of Patients with Integumentary/Oncoplastic Problems and Concepts of Gerontologic Nursing
Prerequisite: VN 061 with a grade of “C” or better and VN 061L with a grade of “Pass”
Using the Systems Developmental Stress Model, The Nursing Process, and Erickson’s Psycho-Social Theory of Human Development, this course is designed to prepare the vocational nursing student with the foundational knowledge necessary to care for the aging patient, and patients with disorders of the musculoskeletal, integumentary and neurologic systems. This course is open to students enrolled in the Vocational Nursing Program.
2.5 Units
45 Lecture hours

VN 075
Nursing Care of Patients with Endocrine Problems
Prerequisite: VN 061 with a grade of “C” or better and VN 061L with a grade of “Pass”
This course focuses on the use of the nursing process in caring for individuals with disturbances of the pancreas, thyroid, parathyroid, adrenal glands, and pituitary glands. The pathophysiology, assessment data, nursing problems, and nursing interventions for patients with endocrine disorders are discussed. This course is open to students enrolled in the Vocational Nursing Program and is required for Vocational Nursing licensure.
1 Unit
18 Lecture hours

VN 076
Nursing Care of Patients with Renal, Urinary and Gastrointestinal Problems
Prerequisite: VN 071L with a grade of “Pass”; VN 074 and VN 075 with a grade of “C” or better
Corequisite: VN 073
This course focuses on the application of the nursing process in medical surgical situations for the patient with gastrointestinal and renal problems. Emphasis is placed on the application of principles of nutrition in caring for patients with gastrointestinal and renal dysfunction. This course is open to students enrolled in the Vocational Nursing Program and is required for Vocational Nurse licensure.
3.5 Units
63 Lecture hours

VN 077
Nursing Care of Patients with Cardiovascular and Respiratory Nursing Problems
Prerequisite: VN 071L with a grade of “Pass”; VN 074 and VN 075 with a grade of “C” or better
Corequisite: VN 073
Using the Systems Developmental Stress Model, The Nursing Process, and Erickson’s Psycho-Social Theory of Human Development, this course is designed to prepare the vocational nursing student with the foundational knowledge necessary to care for patients with cardiovascular and respiratory disorders. This course is open to students enrolled in the Vocational Nursing Program.
3 Units
54 Lecture hours

VN 081L
Maternal and Pediatric Nursing Lab
Prerequisite: VN 072L with a grade of “Pass”; VN 073, VN 074, VN 075, VN 076 and VN 077 with a grade of “C” or better
Corequisite: VN 084
This course will provide the student with the opportunity to use the nursing process with increasing independence in proving care for patients in the clinical setting. The student will increase competency in data collection and nurses skills. Special emphasis will be placed on the care of the pediatric, antepartum, intrapartum, postpartum, and newborn patient. This course is open to students enrolled in the Vocational Nursing Program and is required for Vocational Nurse licensure. Offered on a pass/no pass basis.
2.5 Units
135 Lab hours

VN 082L
Advanced Medical/Surgical Nursing Laboratory
Prerequisite: VN 081L with a grade of “Pass” and VN 084 with a grade of “C” or better
This course provides the student with the opportunity to apply learned leadership skills within the Vocational Nurse scope of practice. The student will utilize the nursing process with increasing independence and accountability in providing care for patients in the clinical setting. Special emphasis will be placed on the care of medical/surgical patients with complex problems, neurological system disorders and oncological problems. The student will have the opportunity to further develop the necessary communication skills needed to provide care for patients with mental health problems. This course is open to students enrolled in the Vocational Nursing Program and is required for Vocational Nurse licensure.
3.5 Units
189 Lab hours

VN 083
Applied Pharmacology
Prerequisite: VN 073 with a grade of “C” or better
Using the Systems Developmental Stress Model, The Nursing Process, and Erickson’s Psycho-Social Theory of Human Development, this course is designed to prepare the vocational nursing student with the advanced knowledge necessary to safely administer medications to patients and accurately assess the patient response to medication therapy under the supervision of the nursing instructor. This course is open to students enrolled in the Vocational Nursing Program.
2 Units
36 Lecture hours

VN 084
Maternal and Pediatric Nursing
Prerequisite: VN 072L with a grade of “Pass”; VN 073, VN 074, VN 075, VN 076 and VN 077 with a grade of “C” or better
Corequisite: VN 081L
This course focuses on growth and development with concomitant problems traced from newborn through infancy, toddler, preschool, school-age and the adolescent. Nursing care...
appropriate to the developmental stage of the child and the focus of the pediatric problems including biological and psychological problem’s affecting the well and hospitalized child and family. This course is open to students enrolled in the Vocational Nursing Program and is required for the Vocational Nurse licensure.

1 Unit
18 Lecture hours

### OPERATING ENGINEERS
Division of Career & Technical Education

**OENG 001**
Introduction to Apprenticeship

**Prerequisite:** Registration as a State Indentured Apprentice

This course is designed to meet the needs of State Indented Apprentices employed full-time in the operating engineer field. Topics covered include: making yourself valuable, safety, first aid, the cost of accidents, industry terminology, setting up a string line, standard industry hand signals, labor unions and learning to operate heavy equipment.

2 Units
36 Lecture hours
36 Lab hours

**OENG 002**
Grade Checking

**Prerequisite:** State Indented Apprentice in the Operating Engineers Trust Apprenticeship Program

Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MATH 030 or appropriate assessment

This course is designed to meet the needs of State Indented Apprentices employed full-time in the operating engineer field. Topics covered include: the labor movement in the United States, relationship of politics to construction work, preventive maintenance, and the operation of heavy equipment.

2 Units
36 Lecture hours
36 Lab hours

**OENG 003**
Equipment Operator

**Prerequisite:** State Indented Apprentice in the Operating Engineers Trust Apprenticeship Program

Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MATH 030 or appropriate assessment

This course is designed to meet the needs of State Indented Apprentices employed full-time in the operating engineer field. Topics covered include: the safe use oxyacetylene cutting equipment, the technique of brazing, and electric arc welding.

2 Units
36 Lecture hours
36 Lab hours

**OENG 004**
Plan Reading

**Prerequisite:** State Indented Apprentice in the Operating Engineers Trust Apprenticeship Program

Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MATH 030 or appropriate assessment

This course is designed to meet the needs of State Indented Apprentices employed full-time in the operating engineer field. Topics covered include: reading and interpreting grading plans for highways, streets and subdivisions.

2 Units
36 Lecture hours
36 Lab hours

**OENG 005**
Skills Specialization

**Prerequisite:** State Indented Apprentice in the Operating Engineers Trust Apprenticeship Program

Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MATH 030 or appropriate assessment

This course is designed to meet the needs of State Indented Apprentices employed full-time in the operating engineer field. Topics covered include: safety, first aid, the cost of accidents, industry terminology, setting up a string line, standard industry hand signals, labor unions and learning to operate heavy equipment.

2 Units
36 Lecture hours
36 Lab hours

**OENG 012**
Heavy Duty Repairman

**Prerequisite:** State Indented Apprentice in the Operating Engineers Trust Apprenticeship Program

Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MATH 030 or appropriate assessment

This course is designed to meet the needs of State Indented Apprentices employed full-time in the operating engineer field. Topics covered include: the safe use oxyacetylene cutting equipment, the technique of brazing, and electric arc welding.

2 Units
36 Lecture hours
36 Lab hours

**OENG 013**
Heavy Duty Repairman

**Prerequisite:** State Indented Apprentice in the Operating Engineers Trust Apprenticeship Program

Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MATH 030 or appropriate assessment

This course is designed to meet the needs of State Indented Apprentices employed full-time in the operating engineer field. Topics covered include: the safe use oxyacetylene cutting equipment, the technique of brazing, and electric arc welding.

2 Units
36 Lecture hours
36 Lab hours
OENG 014
Heavy Duty Repairman
Prerequisite: State Indentured Apprentice in the Operating Engineers Trust Apprenticeship Program
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to meet the needs of State Indentured Apprentices employed full-time in the operating engineer field. Topics covered include: diagnosis, service and repair of hydraulic valves, motors, pumps and cylinders; diagnosis and repair of variable speed hydraulic drives; service and maintenance of pneumatic systems used on heavy equipment and heavy trucks.
2 Units
36 Lecture hours
36 Lab hours

OENG 015
Heavy Duty Repairman
Prerequisite: State Indentured Apprentice in the Operating Engineers Trust Apprenticeship Program
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to meet the needs of State Indentured Apprentices employed full-time in the operating engineer field. Topics covered include: internal combustion engine theory and servicing the fuel, lubricating, and governing systems of gasoline and diesel engines.
2 Units
36 Lecture hours
36 Lab hours

OENG 016
Heavy Duty Repairman
Prerequisite: State Indentured Apprentice in the Operating Engineers Trust Apprenticeship Program
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to meet the needs of State Indentured Apprentices employed full-time in the operating engineer field. Topics include: clutches, mechanical transmissions, differentials, final drives, crawler tractor undercarriage, and crawler tractor track assemblies.
2 Units
36 Lecture hours
36 Lab hours

OENG 021
Grades and Plans
Prerequisite: State Indentured Apprentice in the Operating Engineers Trust Apprenticeship Program
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; MATH 030 or appropriate assessment
This course is designed to develop the ability to read grade plans, establish lines and elevations from previously established control points defined in the grade plans and learn how to check grade plans.
2 Units
36 Lecture hours
36 Lab hours

OENG 022
Structural Masonry Inspection
Prerequisite: State Indentured Apprentice in the Operating Engineers Trust Apprenticeship Program
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; MATH 020 or appropriate assessment
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the field of Operating Engineers Inspectors. Topics include industry safety, industry terminology, masonry inspection testing, blueprint reading, field interpretation, and successful completion of the industry standard certification examination.
4 Units
54 Lecture hours
54 Lab hours

OENG 023
Reinforced Concrete Inspection
Prerequisite: Must be an Indentured Apprentice in the Operating Engineers State Apprenticeship Program
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; MATH 020 or appropriate assessment
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the field of Operating Engineers Inspectors. Topics include industry safety, applications of reinforced concrete structure, sample testing, industry terminology, reinforced concrete inspection testing, blueprint reading, field interpretation, and successful completion of the industry standard certification examination.
4 Units
54 Lecture hours
54 Lab hours

OENG 024
Structural Steel/Welding Inspection
Prerequisite: Must be an Indentured Apprentice for the State of California in the Operating Engineers Training Trust Apprenticeship Program
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; MATH 020 or appropriate assessment
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the field of Operating Engineers Inspectors. Topics include industry safety, industry terminology, structural steel/welding inspection testing, analytical blueprint reading, field interpretation, and successful completion of the industry standard certification examination.
4 Units
54 Lecture hours
54 Lab hours

OENG 025
Precast Concrete Inspector
Prerequisite: State Indentured Apprentice for the State of California in the Operating Engineers Training Program
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; MATH 020 or appropriate assessment
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the field of Operating Engineers Inspectors. Topics include safety, industry terminology, precast concrete inspection, blueprint reading, field interpretation, and successful completion of the industry standard certification examination.
4 Units
54 Lecture hours
54 Lab hours

OENG 026
Soil Testing and Inspection
Prerequisite: Must be an Indentured Apprentice in the Operating Engineers Training Trust Apprenticeship Program in the classification of Special Inspection
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; MATH 020 or appropriate assessment
This course is designed to meet the needs of State Indentured Apprentices with the State of California who are interested in the field of Operating Engineers Inspectors. Topics include industry safety, industry terminology, inspection testing procedures, blueprint reading, field interpretation, and successful completion of a certification class sponsored by the American Concrete Institute and Nuclear Safety Course.
4 Units
54 Lecture hours
54 Lab hours
PHILOSOPHY
Division of Behavioral & Social Sciences

PHIL 101
Introduction to Philosophy
Advisory: ENGL 101 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course introduces philosophical ideas and methods concerning knowledge, reality and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind. This course is appropriate for anyone seeking a broader program of philosophical study, or to fulfill general Humanities or Philosophy major requirements.
3 Units
54 Lecture hours

PHIL 101H
Introduction to Philosophy Honors
Prerequisite: ENGL 101 with a “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course introduces philosophical ideas and methods concerning knowledge, reality and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind. This course is intended for those who meet Honors Program requirements.
3 Units
54 Lecture hours

PHIL 110
Critical Thinking
Advisory: ENGL 101 or appropriate assessment
Transfers to: UC, CSU
This course is an introduction to the methods and techniques of informal fallacies, and related fields, and will expose them to some of the most profound moral and ethical questions in the Western philosophical tradition. We will examine the concept of morality and values, representative ethical theories, and may include their applications to moral problems.
3 Units
54 Lecture hours

PHIL 112
Introduction to Logic
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or MATH 030D or appropriate assessment
Transfers to: UC, CSU
This course introduces logical methods and principles of deductive logic. Topics include translation between natural and formal language, syllogistic logic, and propositional logic. This course is especially recommended for students of mathematics, business, computer science, science, engineering, law, and humanities.
3 Units
54 Lecture hours

PHIL 116
History of Philosophy: Ancient
Advisory: ENGL 101 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This introductory level course is for those interested specifically in the relationship between political systems and philosophy. It is especially relevant for students interested in political science, philosophy and law. This course introduces the history and development of political thought, and will consider the justification of the State, Libertarianism, Socialism, Communism, as well as conceptions of rights and distributions of goods.
3 Units
54 Lecture hours

PHIL 124
Philosophy of Religion
Advisory: ENGL 101 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This introductory course explores the philosophical aspects of a variety of issues of contemporary interest. This course is intended for all students interested in applying methods of philosophy to contemporary topics which may include, but are not limited to: war/terrorism, sex work, cloning, euthanasia, suicide, philosophical issues pertaining to race or gender, genetic engineering, illicit drug use, business ethics, or artificial intelligence.
3 Units
54 Lecture hours

PHIL 126
History of Philosophy: Modern
Advisory: ENGL 101 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This introductory level course is intended for all students interested in the Modern period of Western Philosophy (16th through 18th Century). We emphasize broad epistemological and metaphysical developments through close analysis of primary texts. Philosophers to be studied will include Descartes and other Rationalists, Hume and other Empiricists, and Kant.
3 Units
54 Lecture hours
PHOTOGRAPHY

Division of Arts & Cultural Programs

PHTO 185 Introduction to Digital Photography
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This introductory course covers basic technical and conceptual skills in digital photography, including digital camera use, principles of photographic composition, digital image editing, and digital printing. This course is designed for non-photography majors interested in gaining experience with digital photography. Students are required to supply their own digital camera.
3 Units
36 Lecture hours
72 Lab hours

PHTO 190 Beginning Photography
Advisory: READ 023 or appropriate assessment; ART 120
Transfers to: UC, CSU
This course is designed for students who wish to study the basic technical and conceptual approaches to contemporary photography. Traditional black and white photography techniques are explored, with special emphasis on the basic use of the 35mm camera and enlarger as well as the processing of black and white film and printing paper. Students are required to provide their own 35mm camera with manual controls.
3 Units
36 Lecture hours
72 Lab hours

PHTO 191 Intermediate Photography
Prerequisite: PHTO 190
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students who have successfully completed beginning photography and wish to study more advanced technical and conceptual approaches to contemporary black and white photography. Students are required to provide their own 35mm camera with manual controls.
3 Units
36 Lecture hours
72 Lab hours

PHTO 192 Digital Photography
Prerequisite: PHTO 190 or PHTO 185
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for students who have successfully completed PHTO 190 and have a working knowledge of basic camera controls and photographic composition. It will cover use of digital cameras, image editing and manipulation, digital printing, and the expression of ideas through digital photographs. Students are required to supply their own digital camera.
3 Units
36 Lecture hours
72 Lab hours

PHTO 299 Directed Study: Photography
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses.
Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.
1 to 4 Units
54 to 216 Lab hours

PHYSICAL EDUCATION

Division of Physical Education
(For Dance courses – See Dance)

Dance activity courses may be used in place of P.E. activity courses to fulfill degree requirements. Students may select several different courses or may enroll in a course and continue to the next level of the same course the following semester. Courses labeled “I” and “II” fall into the continued instruction category.
### PE 101 Tennis I
**Advisory:** ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment

Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)

This is a beginning tennis class designed to take the student to a recreational level in skills. Instruction in the serve, groundstroke, volley, and rules are taught so that the student can compete on a recreational level.

1 Unit

54 Lab hours

### PE 102 Intercollegiate Baseball I
**Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment

Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)

This course is designed for the student interested in participating in baseball at the collegiate level. Instruction will focus on the introduction of advanced drills in the area of offense, defense and pitching. Special attention will be placed on skill development and class participation in preparing students for intercollegiate competition. This course may be taken once and repeated three times for credit.

1 Unit

54 Lab hours

### PE 103 Softball I
**Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment

Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)

This course is designed for the beginning student who wishes to gain the fundamental skills of softball. It is designed to present the following skills to the student; throwing, batting, bunting and defense. Additionally, the individual field positions and the responsibilities of team work will be emphasized.

1 Unit

54 Lab hours

### PE 104 Volleyball I
**Advisory:** ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)

This course is a beginning class designed to present the basic fundamental skills and rules of volleyball. The student will have the opportunity to learn and practice serving, setting, and spiking. The student will also participate in team play. This class is appropriate for students who have never played volleyball, are just learning the game or haven’t played for an extended period of time and want to refresh their skills.

1 Unit

54 Lab hours

### PE 105 Basketball I
**Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment

Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)

This beginning level course designed for all students will provide instruction in the fundamentals of basketball such as dribbling, passing, shooting, team play, rebounding, defense and strategy. Collegiate rules, class competition, injury prevention and care, and proper diet and fitness needs are included in instruction. The emphasis will be on active participation, basketball as recreation and skill development within this team sport.

1 Unit

54 Lab hours

### PE 106 Badminton I
**Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment

Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)

This is a beginning badminton class designed for the student to gain experience of various degrees of competitive play. Instruction in the serve, drive, drop, smash, clears, and court etiquette are taught so the student can perform at a competitive level.

1 Unit

54 Lab hours

### PE 107 Water Polo I
**Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)**

This is a course in the fundamentals and skills of water polo such as passing, guarding, shooting, team play, and strategy. Rules and class competition are included.

1 Unit

54 Lab hours

### PE 108 Soccer I
**Advisory:** READ 023 or appropriate assessment

Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)

This is a beginning soccer/activity class designed for all students interested in developing the physical, technical and tactical elements of the game of soccer. The course will include fundamental skills of soccer which include, dribbling, passing, kicking, collecting and basic concepts of offensive and defensive tactics.

Rules of the game, skill practice and participating in recreational soccer matches will be included.

1 Unit

54 Lab hours

### PE 110 Futsal (Indoor Soccer)
**Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment

Transfers to: CSU

This class will provide instruction and repetition in the technical and tactical components of Futsal (Indoor Soccer). The Federation of International Football Association (FIFA), which is the governing body of soccer in the world and the United States Soccer Federation (USSF), which is the governing body of soccer in the United States recognize Futsal as its own sport consisting of a smaller, fast-paced technical game. FIFA Futsal Laws of the Game will be introduced to the students. The course will develop skills, provide knowledge of the rules and instruct students to demonstrate Futsal techniques, recognize tactical situations and improve physical fitness.

1 Unit

54 Lab hours

### PE 113 Golf I
**Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment

Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)

Golf I is designed for the beginning golfer who wants to gain the fundamental skills that form the basis of good golf technique. The goal of this class is for the student to learn to play a respectable game of golf, to avoid embarrassment, and to enjoy time outdoors with friends. Etiquette, rules and course play are included.

1 Unit

54 Lab hours

### PE 117 Swimming I
**Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment

Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)

This class will provide instruction in the fundamentals of water safety and knowledge in order to make them reasonably safe while in the water. It is suitable for all students interested in basic swimming.

1 Unit

54 Lab hours

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PE 120
Swim for Fitness
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(‘The UC will grant a maximum of 4 units credit for PE activity courses)
This is a swimming/fitness course designed for all students interested in swimming as an aerobic activity. Emphasis will be placed on aerobic training with some training at the anaerobic threshold and anaerobic levels. This class is suitable for all students interested in swimming as a fitness activity.1 Unit
54 Lab hours

PE 121
Track and Field
Transfers to: UC (credit limit*), CSU
(‘The UC will grant a maximum of 4 units credit for PE activity courses)
This is a course in the fundamentals and techniques of the various track and field events.1 Unit
54 Lab hours

PE 124
Self Defense
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course is designed for all students interested in developing both personal safety and self-defense techniques through scenario and martial arts training. Through different forms of martial arts training, students will practice both defensive and offensive moves against various forms of attacks. Proficiency in the practical, effective, and tactical use of movement, leverage and strikes will be stressed.1 Unit
54 Lab hours

PE 130
Lifelong Fitness Laboratory
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(‘The UC will grant a maximum of 4 units credit for PE activity courses)
This 45 hour self-paced physical fitness laboratory is designed for all students of the college to develop and encourage positive attitudes and habits with regards to health-related fitness components, including cardiovascular fitness, flexibility, and muscular strength and endurance. Each student, upon entry, will be assessed for risk factors and medical history, as well as body composition, cardiovascular fitness, muscular strength and endurance, and flexibility to establish an individual fitness profile. From this profile, an individual exercise prescription will be developed. Fitness activity will primarily utilize exercise equipment organized into an aerobic super circuit with additional activity prescribed in the aerobic machine area, body parts weight training area, and flexibility area. It is expected that the student will attend an average of three 50 minute exercise sessions each week. Additional assessment at the conclusion of the semester will provide data necessary to evaluate the accomplishment of stated goals. Offered on a pass/no pass basis.1 Unit
54 Lab hours

PE 132
Aqua Aerobics
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(‘The UC will grant a maximum of 4 units credit for PE activity courses)
This class is designed to help increase fitness levels for the senior population. It is also appropriate for individuals who are physically challenged, engage in limited activity, and those recovering from injury or long term illness. The purpose of the class is to condition students for strength and flexibility as well as balance, coordination and agility. These skills are important factors in achieving and maintaining the ability to function in daily activities and live independently.1 Unit
54 Lab hours

PE 133
Wrestling I
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(‘The UC will grant a maximum of 4 units credit for PE activity courses)
This wrestling class is designed for the beginner as well as for the student who wishes to increase their knowledge and skill through practice and competition. It is designed to present the following skills to the student: escapes, pinning combination take-downs, and strategies. The student will learn basic definitions, terminology and rules of wrestling. This class will include information on proper nutrition and fitness conditioning.1 Unit
54 Lab hours

PE 134
Fitness Through Rhythmic Aerobics
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(‘The UC will grant a maximum of 4 units credit for PE activity courses)
This course is designed to meet the needs of daily physical exercise for lifelong fitness and health. It is designed to present the following skills to the student: rhythmic aerobics, step aerobics, core fitness and flexibility training. Additionally, the student will learn basic definitions and terminology of the current fitness arena, assisting them with lifelong fitness goals. Instruction in proper diet, heart rate monitoring, skill proficiency and fitness program planning will be provided to each student. This class is designed for students who are interested in starting an exercise program, or developing an active lifestyle.1 Unit
54 Lab hours

PE 136
Pilates Mat 1
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(‘The UC will grant a maximum of 4 units credit for PE activity courses)
This course introduces students to the basic Pilates floor exercises, which are designed to increase strength in the abdominal and spinal musculature. Students will engage in activities and exercises designed to increase awareness of body alignment, increase strength in the torso, spine and limbs, increase endurance, learn breathing techniques to utilize in strength training exercises, increase coordination, improve balance, and will learn about the muscle groups and their actions being utilized in the course. This course is suitable for students interested in dance. Hatha Yoga, athletics and individuals seeking to increase strength to better support the spine in everyday activities.1 Unit
54 Lab hours
PE 139  
**Cross Training for Fitness**  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment  
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)  
This cross-training course is designed for the beginning as well as advanced student who wishes to increase their cardiovascular fitness level through a variety of aerobic and anaerobic activities. It is designed to present the following skills to the student: cycling, running, swimming, interval training and introduction to weight training. Additionally, the student will learn basic definitions and terminology of the current fitness arena, assisting them with lifelong fitness goals using a variety of cardiovascular mediums.  
1 Unit  
54 Lab hours

PE 140  
**Walking for Fitness**  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)  
This course is designed to meet the needs of daily physical exercise for lifelong fitness and health. Walking is one of the safest and most effective forms of exercise to improve health, and develop and maintain physical fitness. The course provides cardiovascular conditioning through the activity of walking. Instruction in proper diet, heart rate monitoring, skill proficiency and fitness program planning will be provided to each student. This class is designed for students who are interested in starting an exercise program, or developing an active lifestyle.  
1 Unit  
54 Lab hours

PE 142  
**Techniques of Running**  
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)  
This course is designed for the beginning student who would like to learn the fundamental physical Asanas (poses) of Hatha Yoga as well as Pranayama (breathing techniques) and Dhyana (meditation techniques). The goal of the course is to integrate the mind, body, and spirit and to give the student tools to better manage stress, alleviate physical tensions, and encourage optimum fitness. In this introductory course, students learn proper physical alignment in the standing poses (Sun Salutation Series A-C, Warrior I-2, Downward Dog, Upward Dog, Cobra, Triangle, Crescent), the floor poses (Staff, Lotus, Cobbler, Twists, Backbends), and in elementary inversions (Inverted Leg Rest, Headstand Preparation, Wall-Dog Preparation).  
1 Unit  
54 Lab hours

PE 147  
**Fitness for Athletic Competition**  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment  
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)  
This course is designed for any student preparing for intercollegiate athletic competition. The specific physical fitness routines required by the intercollegiate athlete during the off-season will be addressed. The purpose of the course is to develop a level of physical fitness, strength and conditioning that will enhance the athlete's ability to be successful in intercollegiate competition. This course may be taken once and repeated three times for credit.  
1 Unit  
54 Lab hours

PE 148  
**Strength Training**  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment  
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)  
This course is designed for students who would like to learn the basic fundamentals of strength and conditioning. Students will be introduced to a variety of routines that will enable them to develop a personal exercise plan.  
1 Unit  
54 Lab hours

PE 158  
**Yoga I**  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment  
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)  
This course is designed for the beginning student who would like to learn the fundamental physical Asanas (poses) of Hatha Yoga as well as Pranayama (breathing techniques) and Dhyana (meditation techniques). The goal of the course is to integrate the mind, body, and spirit and to give the student tools to better manage stress, alleviate physical tensions, and encourage optimum fitness. In this introductory course, students learn proper physical alignment in the standing poses (Sun Salutation Series A-C, Warrior I-2, Downward Dog, Upward Dog, Cobra, Triangle, Crescent), the floor poses (Staff, Lotus, Cobbler, Twists, Backbends), and in elementary inversions (Inverted Leg Rest, Headstand Preparation, Wall-Dog Preparation).  
1 Unit  
54 Lab hours

**Intercolligate Athletics**  
**Coeducational Teams**

**FEDERAL LAW –TITLE IX (86.41-Athletics)**  
The Federal Law states the following: "No person shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be treated differently from any other person or otherwise be discriminated against in intercollegiate athletics." The law continues to state that colleges may operate separate teams for members of each sex. However, where the college operates a team in a particular sport for members of one sex, and no comparable team for members of the other sex, members who have been excluded may try out for the team offered, unless the sport involved is deemed a “CONTACT SPORT”. Contact sports include football, wrestling, and basketball, and other sports whose basis of major activity involves bodily contact.

**Men's Teams**  
Teams are limited to enrollment for those students who are candidates for specific teams. The teams spend a minimum of 10 hours a week in preparation for regularly scheduled competition with other colleges.

**Women's Teams**  
Teams are limited to enrollment for those students who are candidates for specific teams. The teams spend a minimum of 10 hours a week in preparation for regularly scheduled competition with other colleges.

PE 170  
**Women's Intercollegiate Basketball Team**  
Advisory: READ 022 or appropriate assessment  
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)  
This is an advanced course designed for students who will be competing at the collegiate level in the sport of women's basketball. Students will be required to spend a minimum of 10 hours a week preparing for competition with other colleges. This course may be taken once and repeated three times for credit.  
2 Units  
180 Lab hours

PE 171  
**Women's Intercollegiate Tennis Team**  
Advisory: READ 022 or appropriate assessment  
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)  
This is an advanced course designed for students who will be competing at the collegiate level in the sport of women's tennis. Students will be required to spend a minimum of 10 hours a week preparing for competition with other colleges. This course may be taken once and repeated three times for credit.  
2 Units  
180 Lab hours

PE 172  
**Women's Intercollegiate Volleyball Team**  
Advisory: ENGL 030 or ENLA 034 or appropriate assessment  
Transfers to: UC (credit limit*), CSU (*The UC will grant a maximum of 4 units credit for PE activity courses)  
This is an advanced course designed for students who are candidates for specific teams. The teams spend a minimum of 10 hours a week in preparation for regularly scheduled competition with other colleges.  
2 Units  
180 Lab hours

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[FEDERAL LAW –TITLE IX](https://www.hondonews.com/athletics/)
for students who will be competing at the collegiate level in the sport of women’s volleyball. Students will be required to spend a minimum of 10 hours a week preparing for competition with other colleges. This course may be taken once and repeated three times for credit.

2 Units

180 Lab hours

PE 173
Women’s Intercollegiate Softball Team
Advisory: READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU ("The UC will grant a maximum of 4 units credit for PE activity courses")
This is an advanced course designed for students who will be competing at the collegiate level in the sport of women’s softball. Students will be required to spend a minimum of 6.75 hours a week preparing for competition with other colleges. This course may be taken once and repeated three times for credit.

2 Units

108 Lab hours

PE 174
Women’s Intercollegiate Swim Team
Advisory: READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU ("The UC will grant a maximum of 4 units credit for PE activity courses")
This is an advanced course designed for students who will be competing at the collegiate level in the sport of women’s swimming. Students will be required to spend a minimum of 11.25 hours a week preparing for competition with other colleges. This course may be taken once and repeated three times for credit.

2 Units

180 Lab hours

PE 175
Women’s Intercollegiate Cross-Country Team
Advisory: READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU ("The UC will grant a maximum of 4 units credit for PE activity courses")
This is an advanced course designed for students who will be competing at the collegiate level in the sport of women’s cross-country. Students will be required to spend a minimum of 10 hours a week preparing for competition with other colleges. This course may be taken once and repeated three times for credit.

2 Units

180 Lab hours

PE 176
Women’s Intercollegiate Soccer Team
Advisory: READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU ("The UC will grant a maximum of 4 units credit for PE activity courses")
This is an advanced course designed for students who will be competing at the collegiate level in the sport of women’s soccer. Students will be required to spend a minimum of 10 hours a week preparing for competition with other colleges. This course may be taken once and repeated three times for credit.

2 Units

108 Lab hours

PE 177
Women’s Intercollegiate Volleyball Team
Advisory: READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU ("The UC will grant a maximum of 4 units credit for PE activity courses")
This is an advanced course designed for students who will be competing at the collegiate level in the sport of women’s volleyball. Students will be required to spend a minimum of 10 hours a week preparing for competition with other colleges. This course may be taken once and repeated three times for credit.

2 Units

180 Lab hours
tion with other colleges. This course may be taken once and repeated three times for credit.
2 Units
180 Lab hours

PE 190
Men’s Intercollegiate Soccer Team
Advisory: READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*The UC will grant a maximum of 4 units credit for PE activity courses)
This is an advanced course designed for students who will be competing at the collegiate level in the sport of men’s soccer. Students will be required to spend a minimum of 10 hours a week preparing for competition with other colleges. This course may be taken once and repeated three times for credit.
2 Units
180 Lab hours

PE 201
Tennis II
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment; PE 101
Transfers to: UC (credit limit*), CSU
(*The UC will grant a maximum of 4 units credit for PE activity courses)
This is an intermediate tennis class designed to take the student beyond recreational skills. Advanced instruction in the serve, groundstrokes, volley, and playing strategy is given. The lob and smash are introduced.
1 Unit
54 Lab hours

PE 202
Intercollegiate Baseball II
Advisory: PE 102
Transfers to: UC (credit limit*), CSU
(*The UC will grant a maximum of 4 units credit for PE activity courses)
This course is designed for the advanced baseball student interested in competing at the collegiate level. Instruction will focus on advanced drills in the area of offense, defense and pitching. Special attention will be placed in preparing students for intercollegiate competition. This course may be taken once and repeated three times for credit.
1 Unit
54 Lab hours

PE 203
Softball II
Prerequisite: PE 103
Transfers to: UC (credit limit*), CSU
(*The UC will grant a maximum of 4 units credit for PE activity courses)
This course is designed for the advanced student who wishes to gain additional skills in the sport of softball. It is designed to present the following skills to the student: throwing, batting, bunting, and defense. In addition to these basic skills, we will cover both offensive and defensive strategies, as well as game situations through class competitions.
1 Unit
54 Lab hours

PE 204
Volleyball II
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*The UC will grant a maximum of 4 units credit for PE activity courses)
This course is designed for intermediate volleyball students who have previously played volleyball and are looking to improve their skill and knowledge of the game. Students will develop the intermediate skills of setting, serving, passing, spiking, team Offense of 6-1, 5-1 and defensive coverage. Rules and class competition are included.
1 Unit
54 Lab hours

PE 205
Basketball II
Prerequisite: PE 170 or PE 181, or instructor approval for admission
Advisory: READ 022 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*The UC will grant a maximum of 4 units credit for PE activity courses)
This course is designed for the advanced level of basketball that includes the ability to compete in intercollegiate play. Students will receive advanced instruction on strategies, offensive and defensive skills and concepts, intercollegiate rules, diet and fitness instruction and skill development.
1 Unit
54 Lab hours

PE 206
Volleyball III
Transfers to: UC (credit limit*), CSU
(*The UC will grant a maximum of 4 units credit for PE activity courses)
This course is an advanced class designed to present advanced techniques in serving, passing, setting, spiking, plus jump serving, jump set, jump attack, and various defensive patterns. Students will be participating in more class competition.
1 Unit
54 Lab hours

PE 207
Badminton II
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment; PE 107
Transfers to: UC (credit limit*), CSU
(*The UC will grant a maximum of 4 units credit for PE activity courses)
This course is an intermediate level badminton class designed for the student to develop the ability to make appropriate responses (relative to their own abilities) to the particular problems posed by the game. Advanced instruction is given in the basic strokes as well as the introduction of Indonesian serve, around-the-head shot, hairpin and flick shot.
1 Unit
54 Lab hours

PE 208
Swimming III
Transfers to: UC (credit limit*), CSU
(*The UC will grant a maximum of 4 units credit for PE activity courses)
This course is designed for the advanced swimmer’s class designed to provide the individual with the opportunity to master the coordination of six swimming strokes in order to swim effectively with ease, endurance, and versatility in
PE 258  Yoga II  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfer to: UC (credit limit*), CSU  
(*The UC will grant a maximum of 4 units credit for PE activity courses)  
This course is designed for intermediate students who would like to advance their physical asanas (poses) of Hatha Yoga as well as Pranayama (breathing techniques) and Dhyana (meditation techniques). The goal of the course is to integrate the mind, body, and spirit and to further challenge the students in their physical practice by increasing stamina, perfecting alignment, and by incorporating twists and wraps. Parivrtta Trikonasana, Prasarita Padottanasana, Malasana, Garudasana, Natasajasana, Uthita Hasta Padangustasana, Chaturanga Dandasana, Purvottanasana, Navasana, Virasana, Ustrasana, Matsyasana, Sarvangasana, Surya Namaskar B will be covered in depth during the course.  
1 Unit  
54 Lab hours

PE 290  Cooperative Work Experience/Internship for Athletic Training Related Fields  
Prerequisite: PETH 197 and a current CPR card  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfer to: CSU  
This course supports and reinforces on-the-job training in the field of athletic training under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of athletic training and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures”.  
Student Unpaid Internship:  
1 Unit/60 hours; 2 Units/120 hours  
Student Paid Internship:  
1 Unit/75 hours; 2 Units/150 hours  
3 Lecture hours  
60 to 150 hours

PHYSICAL EDUCATION THEORY  
Division of Physical Education

PETH 115  Fitness Specialist Internship  
Prerequisite: Completion of the following courses with a grade of “C” or better: PETH 122, PETH 126, PETH 131, PETH 146, PETH 127, PETH 128, PETH 145, MGMT 130  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment  
Transfer to: CSU  
This course will provide students with practical experience in the field of exercise and fitness. Emphasis is placed on participant screening, evaluation, and exercise program design, self-marketing, fitness specialist/client relationships and professional responsibility in a fitness setting. This course is designed for the student pursuing a career in the fitness industry, a certificate in the Fitness Specialist Program, as well as those interested in furthering their understanding of the effects of exercise on the body and mind.  
3 Units  
54 Lecture hours

PETH 122  Nutrition for Sport and Fitness  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment  
Transfer to: CSU  
This course provides an overview of the role of nutrition to increase energy and enhance performance. Nutrient needs before, during, and after exercise are evaluated for their effect on optimal health. Carbohydrate loading, popular diets and supplementation are discussed. This course is designed for the student pursuing a career in the fitness industry, a certificate in the proposed Fitness Specialist Program, as well as those interested in furthering their understanding of the effects of nutrition on the mind and body.  
3 Units  
54 Lecture hours

PETH 116  Principles of Strength and Conditioning  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment  
Transfer to: CSU  
This course is designed to include the necessary information needed for those intending to teach strength and conditioning. The course covers anatomy and physiology, bioenergetics, biomechanics, training adaptations, exercise and equipment selection, training techniques, program design, and safety factors. This course is designed for the student pursuing a career in the fitness industry, a certificate in the Fitness Specialist Program, or those interested in furthering their understanding of the effects of exercise on the body and mind.  
3 Units  
54 Lecture hours

PETH 127  Exercise Physiology  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment  
Transfer to: CSU  
This course provides an overview of how the body functions under conditions of exercise stress and how fitness training affects health and wellness. Emphasis will be placed on muscular, cardiovascular, respiratory, bioenergetics, and other physiological processes that are affected by exercise. The effects of various diseases will also be addressed. This course is designed for the student pursuing a career in the fitness industry, a Certificate in the Fitness Specialist Program, or those interested in furthering their understanding of the effects of exercise on the body and mind.  
3 Units  
54 Lecture hours
PETH 128
Fitness Testing and Exercise Prescription
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides an overview of how to assess cardiorespiratory endurance, muscular strength and endurance, flexibility, body fat, pulmonary function, blood pressure, postural analysis, and functional movement, and evaluate the results. Emphasis is placed on determining the appropriate test, conducting the test, interpreting the results, and creating an exercise program. This course is designed for the student pursuing a career in the fitness industry or a certificate in the Fitness Specialist Program, as well as those interested in furthering their understanding of the effects of exercise on the body.
3 Units
54 Lecture hours

PETH 131
Structure and Analysis of Movement
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides an overview of the study of movement as it relates to exercise under both normal and injury conditions. Students will learn the basic anatomical principals used specifically in the area of human performance. Emphasis is placed on applying body alignment, range of motion, stabilization, and acceleration principles to the analysis of movement. This course is designed for the student pursuing a career in the fitness industry, a certificate in the Fitness Specialist Program, or those interested in furthering their understanding of the biomechanical effects of exercise on the body.
3 Units
54 Lecture hours

PETH 145
Theory and Analysis of Fitness Instruction
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides an introduction to the principles and techniques involved in teaching group exercise and developing a personal trainer/client relationship. Emphasis is placed on client assessment, communication skills, program design, exercise adherence, teaching strategies, and professional responsibility and liability. This course is designed for the student pursuing a career in the fitness industry, a certificate in the Fitness Specialist Program, as well as those interested in furthering their understanding of the effects of exercise on the mind and body.
2 Units
36 Lecture hours

PETH 146
Training Principles for Special Populations
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course provides an overview of the exercise implications for special populations related to age, medical condition and level of fitness. Emphasis is placed on cardiac conditions, diabetes, physical disabilities, HIV and AIDS, asthma, sensory impairments, seniors, children, mentally impaired and pregnant and postpartum women and the issues and barriers to exercise. This course is designed for the student pursuing a career in the fitness industry, a certificate in the Fitness Specialist Program, as well as those interested in furthering their understanding of the effects of exercise on the mind and body.
2 Units
36 Lecture hours

PETH 157
Theory of Lifeguard Training and Water Safety
Prerequisite: Swim 500 yards continuously
Advisory: READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for all students who are interested in becoming employed as a lifeguard and/or water safety instructor. Students who successfully pass the requirements as established by the American Red Cross will receive Red Cross Lifeguard Training, First Aid, and Water Safety Instructor cards. This class satisfies one course of the Physical Education activity requirements.
3 Units
36 Lecture hours
54 Lab hours

PETH 188
Theory and Practice of Coaching
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
The purpose of this course is to explore the impact that coaches have on athletic programs in the community. This course is designed for all students interested in coaching individual and team sports. The course will cover topics such as role of the coach, athlete motivation, coaching leadership, coaching work teams, coaching technology, and effective coaching practice. At the end of the course, students will have more insight into coaching in various athletic programs.
3 Units
54 Lecture hours

PETH 191
Health: Personal Issues
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(“Students will receive credit from UC for only one of the following courses: PETH 191, PETH 192, or PETH 196)
This course is designed for all students that are physically active and interested in learning how to improve and maintain their personal health. Topics covered include the general health principles, nutrition and diet, physical fitness, stress management, sexuality and reproduction, drug/alcohol use and abuse, consumer and safety issues and the process of death. Students learn how to develop sound health principles through text readings, lectures, assignments/labs and guest speakers.
3 Units
54 Lecture hours

PETH 192
Health: Women’s Personal Health
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(“Students will receive credit from UC for only one of the following courses: PETH 191, PETH 192, or PETH 196)
This course is designed for all students interested in expanding their knowledge regarding health problems and social issues unique to women. Physiological and psychological aspects of nutrition, hygiene, sexuality and reproduction, drugs and chemicals, and common diseases are among the many topics covered. Guest speakers, videos, current events, and text readings will assist the student in developing sound health principles.
3 Units
54 Lecture hours

PETH 193
Standard First Aid and CPR
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students pursuing a career working with the public and for those who want to further their understanding of handling emergency situations. The student will learn how to give immediate care to the suddenly injured or ill person. In addition, students will learn techniques for control of bleeding, splinting, transporting victims, emergency procedures, one person C.P.R. and the use of an AED. Students will have the opportunity to apply these technical procedures in class. This course fulfills the requirements for American Red Cross certifications in both Standard First Aid and Cardiopulmonary Resuscitation (C.P.R.).
3 Units
54 Lecture hours
PETH 194
Introduction to Kinesiology
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment; MATH 020 or appropriate assessment
Transfers to: CSU
This course is designed for those students who are interested in pursuing a career in the field of kinesiology. The philosophy, history and scientific foundations of kinesiology, exercise science, health/wellness, fitness and sport will be covered. Students will have the opportunity to explore professional career opportunities in teaching, coaching, athletic training, sport management, fitness leadership, sport media and health/wellness. The challenges, future of kinesiology, sport and health/wellness are also addressed.
3 Units
54 Lecture hours

PETH 195
Contemporary Issues in Athletics and Sports
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course will examine the impact of athletics, sports, and physical education in American society. The topics in this course will focus on racism, gender equity, ethics, drug abuse, sexual abuse in sports, and the issue of children in competitive sports activities. Coaching methodologies and future trends in athletics, physical activities, and physical education will be discussed. An emphasis will be placed on developing an appreciation for sports, athletics, and physical education. Upon the successful completion of this course, students will have satisfied the (Title V) requirements for the State of California that allows them to high school sports teams.
3 Units
54 Lecture hours

PETH 196
Health: Fitness and Wellness
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following courses: PETH 191, PETH 192, or PETH 196")
This course is designed for all students who are interested in learning the value of life-long, healthy lifestyles. Students will be given the tools to assist them in making positive life-style changes based on a personal health/fitness profile. Topics covered include: basic anatomy and physiology, nutrition, weight control, tobacco and alcohol, muscle fitness, flexibility, stress reduction, and cardiovascular functioning.
3 Units
54 Lecture hours

PETH 197
Prevention and Treatment of Athletic Injuries
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course introduces the basic concepts of athletic training, including instruction for prevention, recognition, management and treatment of common injuries in a physically active population. The skills of basic strapping, bracing, padding and taping for the prevention and support of injuries will be presented and practiced. This class is recommended for those interested in becoming a Certified Athletic Trainer.
3 Units
54 Lecture hours

PETH 198
Contemporary Issues Related to Athletic Participation
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course is designed for students who are interested in athletic competition. This course presents an overview of contemporary societal issues that have a significant impact on the ability of athletes to be successful in a competitive environment. Topics to be covered in this course include decision making skills, substance abuse, sexual behavior, eating disorders, and athletic eligibility requirements.
1 Unit
18 Lecture hours

PETH 297
Advanced Athletic Training
Prerequisite: PETH 197
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course introduces the advanced concepts of athletic training, including instruction for evaluation and rehabilitation of common athletic injuries. Advanced taping and bracing techniques will also be presented and practiced. This class is designed for students interested in becoming a Certified Athletic Trainer or those who are preparing for a career in any allied health care profession.
3 Units
54 Lecture hours

PHYSICS
Division of Mathematics & Sciences

PHY 120
Physics for Everyday Use
Prerequisite: MATH 050 with a grade of “C” or better or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive no credit from UC for PHY 120 if taken after PHY 150 or PHY 211")
This course investigates the basic characteristics of matter and the interactions that govern its behavior and emphasizes how remarkable everyday phenomena are. Examples from popular culture (movies, TV, and sports) are emphasized. Topics include how to describe an object’s motion, how to explain changes in an object’s motion, the roles of work and energy, and other topics. The course is oriented to the non-science major, stresses conceptual understanding, and is intended to present students with an opportunity to see how our world works.
4 Units
54 Lecture hours
54 Lab hours

PHYSICS
Division of Mathematics & Sciences

PHY 101
Physics and Chemistry for Teachers
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or appropriate assessment
Transfers to: CSU
Designed for the future elementary school teacher, this laboratory science course introduces students to the fundamentals of physics and chemistry including properties of the states of matter, physical and chemical changes, solutions and mixtures, motion, forces, energy and light.
4 Units
54 Lecture hours
54 Lab hours
**PHY 150**
**General Physics - I**
Prerequisite: MATH 175 with a grade of “C” or better or appropriate assessment.
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for one physics series: PHY 150 and PHY 160 or PHY 211, PHY 212, and PHY 213)

This course is the first of a two-semester sequence and is designed for students transferring to a four-year institution and planning careers in health professional fields such as medicine, dentistry, veterinary science, pharmacy, and optometry as well as those students in engineering technology and architecture. Students majoring in the biological sciences should consult a counselor as to whether this course satisfies the general preparation requirements for the major at the university. Topics include kinematics, dynamics, energy, work, momentum, and conservation principles.

4 Units
54 Lecture hours
54 Lab hours

**PHY 212**
**Physics for Scientists and Engineers - II**
Prerequisite: PHY 211 with a grade of “C” or better
Corequisite/Prerequisite: MATH 191
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for one physics series: PHY 150 and PHY 160 or PHY 211, PHY 212, and PHY 213)

This course is the second of a three-semester sequence and is designed for students transferring to a four-year institution with majors in the sciences and engineering. Topics covered include quantum physics, physical optics, and thermodynamics.

4 Units
54 Lecture hours
54 Lab hours

**PHY 213**
**Physics for Scientists and Engineers - III**
Prerequisite: PHY 212 with a grade of “C” or better
Corequisite: MATH 190 or MATH 190H
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.
Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for one physics series: PHY 150 and PHY 160 or PHY 211, PHY 212, and PHY 213)

This course is the third of a three-semester sequence and is designed for students transferring to a four-year institution with majors in the sciences and engineering. Topics covered are electric fields, electric potential, current, circuits, magnetic fields, Gauss’ law, Ampere’s law, Maxwell’s equations, induction, and electromagnetic waves.

4 Units
54 Lecture hours
54 Lab hours

**PHY 299**
**Directed Study: Physics**
Transfers to: UC, CSU

Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.

1 to 4 Units
54 to 216 Lab hours

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**POLICE ACADEMY**
**Division of Public Safety**

**PAC 040**
**Basic Police Recruit Class**
Prerequisite: Medical clearance, California Department of Justice clearance for firearms training, passing scores on POST written and physical tests (agency sponsored cadets are exempt)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; PAC 040 or PAC 075B, 075C, 075D

This is a fundamental course which covers criminal law, evidence, procedure and investigation, firearms, first aid, defense tactics, use of chemical agents and other related police subjects. This course meets the educational requirement for basic certification by the Commission on Peace Officer Standards and Training (P.O.S.T.).

24 Units
722 Lecture hours
163 Lab hours

**PAC 042**
**Police Supervision**
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; PAC 040 or PAC 075B, 075C, 075D

This course is designed to explain and apply the elements of supervision oriented to law enforcement personnel. Methods of effective leadership, motivation, communication and techniques of training are presented. This course is certified by the Commission on Peace Officer Standards and Training (P.O.S.T.) for 80 hours/8 hours per day for 10 days.

1 Unit
80 Lecture hours

**PAC 043**
**Advanced Officers Course**
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; PAC 040 or PAC 075B, 075C

This course is designed for upgrading currently employed law enforcement personnel. The curriculum follows that recommended by the Commission of Peace Officer Standards and
Training. The course is designed to keep peace officers informed of new laws, recent court decisions, current enforcement procedures, new concepts in law enforcement, technology, community relations and other refresher training as may be necessary. This description applies to all PAC 043 series courses.

0.07 to 1.48 Units  
2 to 40 Lecture hours  
2 to 40 Lab hours

PAC 071  
Public Safety Dispatcher Basic Course  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040  
This course meets the POST (California Commission on Peace Officer Standards & Training) requirements for the position of public safety dispatcher. The content of this course is a combination of the following topics: Professional Orientation, Criminal Justice System, Law, Communication Technology, Telephone Procedures, Radio Procedures, Missing Persons, Domestic Violence, Referral Services, Cultural Diversity, Sexual Harassment, Hate Crimes, Gang Awareness, Stress Management, Critical Incidents, Telecommunications and Practical Application Activities.

1.5 Units  
120 Lecture hours

PAC 072  
Records Supervisor  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040  
This course is designed to expose records supervisors and managers to the various aspects of their assignment. They will learn procedures for minimizing civil liability, new laws and case decisions affecting records maintenance, management strategies for dealing with personnel issues and techniques for improving supervisory skills.

0.5 Unit  
40 Lecture hours

PAC 073  
Basic Police Records Course  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040  
This course provides police records personnel with the basic skills and knowledge necessary to effectively meet the demands of their specific assignment. The course is certified by the California Commission on Peace Officer Standards and Training.

0.5 Unit  
40 Lecture hours

PAC 075B  
Basic Course-Module III (Ext)  
Prerequisite: Medical clearance, California Department of Justice clearance for firearms training, passing scores on POST written and physical tests (agency sponsored cadets are exempt).  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.

This course is designed for those interested in becoming a Level III Reserve officer. This course covers criminal law, evidence, investigations, firearms, arrest and control, vehicle operations, report writing, first aid/CPR, cultural diversity, and other related police topics. It is the level of training which satisfies the legal requirements for a Level III Reserve officer.

5 Units  
54 Lecture hours  
108 Lab hours

PAC 075C  
Basic Police Recruit Class - Level II Module  
Prerequisite: Successful completion of PAC 075B or POST Module III, current (within last 3 years) in PC 832 Arrest and Firearms training requirements, passage of the POST-constructed Comprehensive Module III End-of-Course Proficiency Test within the preceding 12 months, medical clearance, Department of Justice clearance for firearms training  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This course is designed for those interested in becoming a Level II Reserve officer. This course covers criminal law, evidence, investigations, firearms, arrest and control, community relations, report writing, cultural diversity, and other related police topics. It is the training which satisfies the legal requirements for a Level II Reserve officer.

5 Units  
108 Lecture hours  
81 Lab hours

PAC 075D  
Basic Police Recruit Class - Level I Module  
Prerequisite: Successful completion of PAC 075B and PAC 075C or POST Modules III and II, current (within last 3 years) in PC 832 Arrest and Firearms training requirements, passage of the POST-constructed Comprehensive Module II End-of-Course Proficiency Test within the preceding 12 months, medical clearance, Department of Justice clearance for firearms training  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This course is designed for those individuals who have completed a basic police recruit academy and a California Department of Justice clearance for firearms training. This course is designed for the training of peace officers in defensive driving techniques. The student will develop a training program including the physical design for a training site. In addition the student will plan and present a lesson on an assigned topic, as well as utilize rating forms to evaluate performance on driving exercises.

0.037 to 0.741 Unit  
2 to 40 Lecture hours  
2 to 40 Lab hours

PAC 077  
Driver Training Instructor  
Prerequisite: Successful completion of a basic police academy  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This course is designed for instructors for Driver Training Awareness courses for the training of police officers in defensive driving techniques. Students will learn how to develop a training program. This course is designed for those who will serve as instructors for the training of police officers in emergency vehicle operation techniques including collision avoidance, skid control, use of lights and sirens, and high speed pursuit driving.

0.037 to 0.741 Unit  
2 to 40 Lecture hours  
2 to 40 Lab hours

PAC 078  
Requalification - Basic Course  
Prerequisite: Successful completion of a basic police academy and a California Department of Justice clearance for firearms training  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment

This course is designed for individuals who have completed a basic police recruit academy, but have not been active in the law enforcement field for at least three years. It provides a review of the skills and knowledge needed to return to active law enforcement duty. The topics covered include human relations, legal changes and a review of current legal issues, conducting a preliminary investigation, field tactics, the use of force and weaponry, and racial profiling.

3 Units  
96 Lecture hours  
40 Lab hours
PAC 079
Code Enforcement Officer, Basic Course
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to enhance the student's communication and field investigation skills when working as a Code Enforcement Officer. The students will be introduced to the following specific code enforcement elements that will enable them to perform their duties: Ethics, Basic Inspection Protocols, Vehicle Abatement, Zoning Code, Substandard Housing, Drug Recognition and Gang Awareness, Abatement of Dangerous Buildings and Substandard Housing, Report Writing, Right of Entry and Inspection Warrants, Case Preparation for Administrative, Civil and Criminal Cases.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 080
Code Enforcement Officer, Advanced Course
Prerequisite: PAC 079
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to enhance the communication and field investigation skills of Code Enforcement Officers that are currently working in that capacity. The students will be introduced to the following specific code enforcement elements that will enable them to perform their duties: Legal Aspects, Introduction to Electrical, Mechanical, Plumbing, and Fire Codes, Vector Guidelines, Microbial Contamination for Substandard Housing and Resolving Neighborhood Problems via Problem Oriented Policing Techniques.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 081
Code Enforcement, Introduction to Supervision
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment; PAC 079; PAC 080
This course is designed as a variable format (2-40 Hours Lecture; 2-40 Hours Lab) course for current Code Enforcement Officers or supervisors, new supervisors, or individuals who may desire to seek employment as a supervisor of Code Enforcement Officers. Major topics include: Budgeting, Community Relations and Media, Personnel Issues and Counseling, Leadership, Communication, Cost Recovery, and Report Writing.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 082
Code Enforcement Officer, Intermediate Course
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to enhance the communication and field investigation skills of Code Enforcement Officers that are currently working in that capacity. The students will be introduced to the following code enforcement elements that will enable them to perform their duties: Tactical Communications, Use of Pepper Spray, Basic Courtroom and Administrative Hearing Procedures, Problem Oriented Policing, Communication and Coordination Techniques, and Animal Awareness, including Animal Abuse and Animal Cruelty.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 083
Pre-Academy Physical Fitness
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
This course is designed to help prospective police cadets improve their physical performance and keep informed of physical fitness techniques prior to entering the Rio Hondo Police Academy. The curriculum is geared toward and followed by the California Commission on Peace Officer Standards and Training.
0.148 to 0.741 Unit
8 to 40 Lecture hours
8 to 40 Lab hours

PAC 43001
Advanced Officer Development
Prerequisite: Completion of basic peace officer training or equivalent
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to keep senior peace officers informed as to the latest innovations in enforcement techniques and concepts which include but are not limited to information sharing; problem oriented policing models, and discretionary decision making. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 43003
Community Relations
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to keep peace officers informed of new community relations issues as well as federal and state changes and recent requirements which affect current law enforcement procedures. Community relations for officer development presents new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 43007
Professional Standards
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Ethical and Professional Standards issues along with Federal and State Law changes and recent requirements which affect current law enforcement procedures, and new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lab hours

PAC 43011
Juvenile Law and Procedures
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of current Federal and State Juvenile Law changes and recent requirements which affect current law enforcement procedures. This course is designed to keep peace officers informed of new concepts in the law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lab hours

PAC 43015
Laws of Arrest
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Federal and State Arrest Law changes and recent requirements which affect current law enforcement procedures. Laws of Arrest for Officer Development present new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lab hours
PAC 43016
Search and Seizure
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Federal and State Search and Seizure changes and recent requirements which affect current law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training. 0.037 to 0.741 Unit 2 to 40 Lecture hours 2 to 40 Lab hours

PAC 43017
Presentation of Evidence
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to provide the student with the necessary information and skills needed to observe the rules of evidence as they pertain to relevancy, types of evidence, authentication and chain of custody. This course will provide the student with the necessary information and skills needed to function as a police officer. 0.037 to 0.741 Unit 2 to 40 Lecture hours 2 to 40 Lab hours

PAC 43018
Investigative Report Writing
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of current Federal and State Investigative Report Writing laws and recent requirements which affect current law enforcement procedures. Investigative Report Writing for officer development presents new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training. 0.037 to 0.741 Unit 2 to 40 Lecture hours 2 to 40 Lab hours

PAC 43020
Use of Force
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of current Use of Force, Federal and State laws and recent requirements which affect current law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training. 0.037 to 0.741 Unit 2 to 40 Lecture hours 2 to 40 Lab hours

PAC 43024
Handling Disputes
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new techniques for handling disputes, Federal and State laws and recent requirements which affect current law enforcement procedures. Handling disputes for Officer Development presents new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training. 0.037 to 0.741 Unit 2 to 40 Lecture hours 2 to 40 Lab hours

PAC 43026
Unusual Occurrences
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Unusual Occurrences Procedures, new Federal and State changes and recent requirements which affect current law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training. 0.037 to 0.741 Unit 2 to 40 Lecture hours 2 to 40 Lab hours

PAC 43030
Preliminary Investigation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Preliminary Investigation Techniques, current Federal and State laws and recent requirements which affect current law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training. 0.037 to 0.741 Unit 2 to 40 Lecture hours 2 to 40 Lab hours

PAC 43035
Firearms
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Firearms Techniques, current Federal and State laws and recent requirements which affect current law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training. 0.037 to 0.741 Unit 2 to 40 Lecture hours 2 to 40 Lab hours

PAC 43036
Information Systems
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Information Systems for Officer Development presents new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training. 0.037 to 0.741 Unit 2 to 40 Lecture hours 2 to 40 Lab hours
Hazardous Materials
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Hazardous Materials techniques, new Federal and State laws and recent requirements which affect current law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 43038
Gang Awareness
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Gang Awareness information, current Federal and State laws and recent requirements which affect current law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.17 to 0.5 Unit
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 4304
Advanced Officer Training, District Attorney
This course is designed to meet P.O.S.T. requirements for advanced officer training for District Attorney’s investigators. The content shall be devoted to a combination of the following subjects: new laws; recent court decisions and/or search and seizure refresher; officer survival techniques; new concepts; procedures; technology; and discretionary decision making.
0.167 to 0.75 Unit
8 to 40 Lecture hours
PAC 43040
Weapons Violations
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Weapons Violations laws, current Federal and State laws and recent requirements which affect current law enforcement procedures. Weapons Violations for Officer Development presents new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 43041
Hazardous Materials
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Hazardous Materials techniques, new Federal and State changes and recent require-
ments which affect current law enforcement procedures. Hazardous Materials for Officer Development presents new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 43043
Impact Weapons
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new Impact Weapons instruction, current Federal and State laws and recent requirements which affect current law enforcement procedures. Impact Weapons for Officer Development presents new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 43049
First Aid/CPR
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new First Aid and CPR techniques, current Federal and State laws and recent requirements which affect current law enforcement procedures. First Aid/CPR for Officer Development presents new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 43055
Emergency Planning
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to keep peace officers informed of new areas of emergency planning training, current Federal and State laws and recent requirements which affect current law enforcement procedures. Emergency Planning for Officer Development presents new concepts in law enforcement procedures. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 43060
Security Basic Course
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to keep any officer and/or interested students informed of new security basic instruction, current Federal and State laws and recent requirements which affect current law enforcement procedures. Security Basic Course presents new concepts in security procedures. The curriculum follows that recommended for training by the California Commission on Peace Officer Standards and Training and Consumer Affairs.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 43061
Supervisory Course for Security
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to keep officers and/or interested students informed of new supervisory instruction for security personnel, current Federal and State laws and recent requirements which affect current law enforcement procedures. Supervisory Course for Security presents new concepts in security procedures. The curriculum follows that recommended by the California Commission on Peace Officer Standards and Training and Consumer Affairs.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 43062
Advanced Security Officer Development
Prerequisite: PAC 43060
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to keep senior security officers informed as to the latest innovations in enforcement techniques and concepts which includes information sharing, problem oriented policing models and discretionary decision making. The curriculum follows that recommended for training by the California Commission on Peace Officer Standards and Training and the California Department of Consumer Affairs.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours
PAC 4308
Techniques of Teaching Spanish
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to acquaint the non-Spanish speaking public service employee with development...
PAC 4311 Supervisory and Management Seminar
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; PAC 040 or PAC 075B, 075C, 075D
This course is designed to inform and update supervisors and managers in the public safety field. Classroom time will consist of lecture presentations, participation in simulation games, and the sharing of limited outside assignments. Students will have an opportunity to explore their own leadership styles, as well as the unique personality of the police officer. Students will also develop a better understanding of specific skills which will assist them in their roles. The course, while specifically designed for supervisors and managers, would also be of benefit to individuals who are preparing for supervisory positions in the public safety field.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4313 Law Enforcement Instructors Development Course
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This lecture-workshop is designed for law enforcement training officers and instructors. The student will gain a knowledge of and the ability to organize the law enforcement training functions within the agency as demonstrated by a model which they will develop during the course. The student will develop the ability to prepare a training program including course outlines, lesson plans and audio-visual aids. This ability will be demonstrated by actual presentation of each of the above items. Students will gain the ability to make instructional presentations which they will demonstrate to the class during workshops.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4314 Field Training Officer Course
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to teach a Police Officer how to train new recruits. This course includes training principles, civil liability, ethics and integrity, performance goals, principles of instruction, and role model.
0.07 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4317 Crime Scene Investigation
Prerequisite: AJ 275
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 041; AJ 104; AJ 208; AJ 275
This course is designed to present a detailed study of the various investigative and scientific aspects of crime scene investigation. Emphasis will be placed on the collection, preservation, identification and packaging of evidence. Several field problems will be conducted to give the student practical experience in the proper methods of crime scene investigation.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4327 Advanced Latent Fingerprints
Prerequisite: PAC 4380
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 041; AJ 104; AJ 208; AJ 275
This course is designed for students interested in the field of fingerprint comparison, forensics and law enforcement. The course stresses advanced fingerprint identification techniques including the latest print development techniques using various powders, chemicals, and forensic light sources.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4328 Advanced Crime Scene Techniques
Prerequisite: AJ 208
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 041; AJ 104; AJ 275; PAC 4317
This course is designed for students interested in a career in the field of criminal justice and for crime scene investigation personnel. It presupposes a basic knowledge of the crime scene investigation process. Selected types of physical evidence will be examined in depth to include the recognition, collection, and forensic value of selected evidence types. An introduction to the criminalistics laboratory organization and function will be presented.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4330 Trial Preparation and Courtroom Demeanor
Prerequisite: AJ 104
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 041; AJ 208; AJ 275; PAC 4317; PAC 4328; PAC 4382
This course is designed for students interested in a career in the field of criminal justice, forensics and for crime scene personnel. The course will prepare students to give effective testimony in a court of law as related to recognizing, obtaining, developing and preserving physical evidence. The course will include courtroom demeanor, how to qualify as an expert witness, the study of direct and cross examination questions and participation in moot court training.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4337 Rangemaster Instructor School
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This is a variable format (2-40 Hours of Instruction; 2-40 Hours of Lab) course designed to instruct the experienced officer with the operation and maintenance of a firing range. Teaching techniques and the use of revolvers, semiautomatic handguns, rifles, shotguns and fully automatic weapons will be emphasized.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4339 Tactics for Field Officers
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed for field officers to combat complacency or apathy that may have intruded into their behavior. It will reinforce their mental attitude, physical awareness and training that is needed in handling the situational complexities that officers are continually confronted with in the field. It is also designed to stimulate or renew their commitment to good personal practices encouraging safety and the professional delivery of service to the public.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4340 Weapons, Semi-Automatic Handguns
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed for personnel who are concerned with semiautomatic pistols as a police service side arm. Overall course will encompass Colt .45 semiautomatic, Smith and
PAC 4343  Special Weapons Training
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to familiarize both law enforcement and private security personnel with the latest types of firearms. Emphasis will be placed on the legal aspects of the use of firearms and the safe handling of various types of firearms.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4350  Crime Prevention Theory and Practice
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to acquaint law enforcement personnel with the latest theories and techniques of crime prevention through opportunity reduction. Emphasis will be placed on physical security devices and systems, community involvement in prevention programs, evaluation of crime trends and prevention techniques, development of prevention strategies and program materials, crime prevention and the community planning process, ordinances, zoning and environmental design. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4351  Industrial Security Powers to Arrest and Baton Training
This course is designed for students who are involved in private security. The contents presented will give an overview of the role of security guards, First Aid basics, Powers to Arrest and P.O.S.T. Certified Baton Training.
0.167 to 0.75 Unit
8 to 40 Lecture hours

PAC 4352  Industrial Security Baton Powers to Arrest Firearms
This course is designed for students who are involved in private security. The contents presented will qualify students for certification with the Department of Consumer Affairs in the areas of Powers to Arrest, Firearms, and Baton.
0.167 to 0.75 Unit
8 to 40 Lecture hours

PAC 4353  Industrial Security Baton Powers to Arrest, Chemical Agents
This course is designed for students who are involved in private security. The contents presented will qualify students for certification with the Department of Consumer Affairs in the areas of Powers to Arrest, Chemical Agents and Baton.
0.167 to 0.75 Unit
8 to 40 Lecture hours

PAC 4355  Advanced Police Video/Photography
Prerequisite: PHTO 190
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 041; AJ 104; AJ 208; AJ 275
This course is designed for students interested in preparing for a career in the field of crime scene video, photography, forensics and law enforcement. The course introduces students to the advanced use of various video and photography techniques employed during a police investigation with special emphasis on documenting a crime scene and preparing evidence for use in a court of law.
0.07 to 1.48 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4358  Police Defensive Driving Course
Prerequisite: Valid California Driver’s License
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to provide officers with an understanding and awareness of the problems inherent in the skills required for defensively driving a police vehicle in everyday use. It is not a red light and siren, high speed pursuit, emergency vehicle operation course. Rather, it is a course with the idea in mind that accidents can be prevented by giving students a series of demonstrations, lectures and practical exercises in basic police vehicle defensive driving techniques which also includes the use of the on-tract skid pan for actual driver training. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4360  Radar Traffic Enforcement
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
Radar Traffic Enforcement course covers the legal issues involved, the nomenclature, concepts and practical operation of police speed control radar. This course is designed to provide the student with the necessary information and skills needed to function as a radar enforcement officer. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.074 to 1.482 Units
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4362  Child Abuse Investigation
Advisory: PAC 040
This course is designed to provide the student with the necessary information and skills needed to function as a Child Abuse Investigator. Specifically, this course covers child abuse laws, recognition of abuse, victim treatment, interviewing and investigating techniques, inter-agency coordination and court involvement.
0.167 to 0.75 Unit
8 to 40 Lecture hours

PAC 4365  Vice Investigation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to provide the student with the necessary information and skills needed to function as vice investigator. Specifically, this course covers the legal issues, types of offenses and investigative techniques used in vice investigation. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4366  Basic Traffic Accident Investigation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to provide the student with the necessary information and skills to conduct basic traffic accident investigations. Specifically, this course covers the reporting investigation, cause determination and prosecution aspects of traffic accident investigation. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.
0.057 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4367  Intermediate Traffic Accident Investigation
Prerequisite: PAC 4366
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to expand on the student’s basic understand-
employment in public agencies and currently have a working knowledge of the law enforcement functions with the skills and information necessary to satisfy state requirements for the PC 832 Communications and Arrest Techniques course which covers community relations, communications, report writing, arrest control and personal searches. This course can be taken alone or in combination with PAC 4376, PC 832 Arrest and/or PC 4377, PC 832 Firearms to satisfy varying agency requirements. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.

This course is designed to provide the student employed or seeking employment in public agencies, with the skills and information necessary to satisfy the state requirements for the PC 832 Arrest course which covers the California justice system, professional behavior, law, evidence and discretionary decision making. This course can be taken alone or in combination with PAC 4377, PC 832 Firearms and/or PAC 4378, PC 832 Communications and Arrest Methods to satisfy varying agency requirements.

This course is designed to provide the student employed or seeking employment in public agencies with the skills and information necessary to satisfy state requirements for the PC 832 Firearms course which covers firearms safety, care, cleaning, shooting and qualification. This course can be taken alone or in combination with PAC 4376, PC 832 Arrest and/or PAC 4378, PC 832 Communications/Arrest to satisfy varying agency requirements.

This course is designed to provide the student employed or seeking employment in public agencies and currently have a working knowledge of the law enforcement functions with the skills and information necessary to satisfy state requirements for the PC 832 Communications and Arrest Techniques course which covers community relations, communications, report writing, arrest control and personal searches. This course can be taken alone or in combination with PAC 4376, PC 832 Arrest and/or PC 4377, PC 832 Firearms to satisfy varying agency requirements. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.

This course is designed to provide

PAC 4376
PC 832 Arrest
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 040
This course is designed to provide the student, employed or seeking employment in public agencies, with the skills and information necessary to satisfy the state requirements for the PC 832 Arrest course which covers the California justice system, professional behavior, law, evidence and discretionary decision making. This course can be taken alone or in combination with PAC 4377, PC 832 Firearms and/or PAC 4378, PC 832 Communications and Arrest Methods to satisfy varying agency requirements.

0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4377
PC 832 Firearms
Prerequisite: PAC 4376; Pursuant to Section 13511.5 of the California Penal Code, each student who is not sponsored by a local or other law enforcement agency, must submit written certification from the California Department of Justice certifying no criminal history background which would disqualify the student pursuant to Section 12021.1 P.C.
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to provide the student employed or seeking employment in public agencies with the skills and information necessary to satisfy state requirements for the PC 832 Firearms course which covers firearms safety, care, cleaning, shooting and qualification. This course can be taken alone or in combination with PAC 4376, PC 832 Arrest and/or PAC 4378, PC 832 Communications and Arrest Methods to satisfy varying agency requirements.

0.037 to 0.741 Unit
2 to 40 Lecture hours
2 to 40 Lab hours

PAC 4378
PC 832 Communications and Arrest Methods
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; PAC 4376
This course is designed to provide the student employed or seeking employment in public agencies and currently have a working knowledge of the law enforcement functions with the skills and information necessary to satisfy state requirements for the PC 832 Communications and Arrest Techniques course which covers community relations, communications, report writing, arrest control and personal searches. This course can be taken alone or in combination with PAC 4376, PC 832 Arrest and/or PAC 4377, PC 832 Firearms to satisfy varying agency requirements. The curriculum follows that recommended as refresher training by the California Commission on Peace Officer Standards and Training.

This course is designed to provide

POLITICAL SCIENCE
Division of Behavioral & Social Sciences

POLS 110
Government of the United States
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Advisory: AJ 041; AJ 104; AJ 208; AJ 275
This course is designed for students interested in a career in law enforcement and/or forensics. The course will present an advanced overview of techniques that are used and issues that surface during the initial investigation of the death of a human being. The course will also address the role of the Coroner’s office and their ability to scientifically investigate the cause and manner of any sudden, suspicious, or violent death.

0.5 Unit
24 Lecture hours

POLS 110H
Government of the United States
Prerequisite: ENGL 101 with a “C” or better
Advisory: READ 023 or appropriate assessment
This course surveys and analyzes the origins, principles, institutions, policies, and politics of U.S. National and California State Governments, including their constitutions. Emphasis is placed on the rights and responsibilities of citizens, and an understanding of the political processes and issues involved in the workings of government. This course fulfills the American Institutions requirement for the Associate Degree. It also is suitable for students wishing to expand their knowledge of local, state and national governments.

3 Units
54 Lecture hours

POLS 110H
Government of the United States
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Advisory: AJ 041; AJ 104; AJ 208; AJ 275
This course is designed for students interested in a career in law enforcement and/or forensics. The course will present an advanced overview of techniques that are used and issues that surface during the initial investigation of the death of a human being. The course will also address the role of the Coroner’s office and their ability to scientifically investigate the cause and manner of any sudden, suspicious, or violent death.

0.5 Unit
24 Lecture hours

This course is designed for students interested in a career in law enforcement and/or forensics. The course will present an advanced overview of techniques that are used and issues that surface during the initial investigation of the death of a human being. The course will also address the role of the Coroner’s office and their ability to scientifically investigate the cause and manner of any sudden, suspicious, or violent death.

0.5 Unit
24 Lecture hours

POLS 110
Government of the United States
Prerequisite: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Advisory: AJ 041; AJ 104; AJ 208; AJ 275
This course is designed for students interested in a career in law enforcement and/or forensics. The course will present an advanced overview of techniques that are used and issues that surface during the initial investigation of the death of a human being. The course will also address the role of the Coroner’s office and their ability to scientifically investigate the cause and manner of any sudden, suspicious, or violent death.

0.5 Unit
24 Lecture hours
POLS 120
California State and Local Governments
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: UC, CSU
This course is an introduction to the structure, functions, and politics of California governments including state, county, municipal and special districts.
3 Units 54 Lecture hours

POLS 128
Introduction to Political Philosophy
Advisory: ENGL 101 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is for students interested in the relationship between political systems and philosophy. It is especially relevant for students interested in political science, philosophy and law. This course introduces the history and development of political thought, and will consider the justification of the State, Libertarianism, Socialism, Communism, as well as conceptions of rights and distributions of goods.
3 Units 54 Lecture hours

POLS 130
Comparative Government
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course examines the political systems of selected industrial democracies, dictatorships, and governments of the developing world. Emphasis is placed on the institutional development and political processes and cultures within these countries. This course features an examination of current political problems and a comparison of such differing ideologies as Marxism, democracy, theocracy, and totalitarianism. This course is intended for the student interested in the study of foreign governments and for those who wish to major in political science.
3 Units 54 Lecture hours

POLS 135
International Political Economy
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This is an introductory course designed for students interested in economics and political science, as well as anyone interested in the global interconnectedness of the world economy. The course focuses on the relations between the political and economic systems within the global economy. The course covers the impact of political decisions on world economies and international organizations. Further emphasis is placed on a comparison-contrast of various national economies. Geographical areas of concern include Africa, Europe, the Pacific Rim, the Middle East, Latin America, Russia, China, and the United States. The course is cross-listed as Economics 135 and Political Science 135. Credit is given in either area, not both.
3 Units 54 Lecture hours

POLS 140
International Relations
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course examines the structure and operation of the international system. Emphasis is placed on the nature and sources of conflict and cooperation, issues of war and peace among states in the international system, and international economic development. The impact of nation-states, international organizations, and non-governmental actors are all examined. This course is suitable for students who wish to expand their knowledge of international politics and for those who wish to major in political science or international relations.
3 Units 54 Lecture hours

POLS 150
Chicano Politics (Same as CHST 150)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course examines U.S. history and political issues relevant to the Chicano/Latino community, provides an overview of Chicano/Latino demographics in the U.S., examines Chicano/Latino political activism and the rise of Chicano/Latino political leadership. This is an entry level course serving as an elective for both the Political Science and Chicano Studies majors.
3 Units 54 Lecture hours

POLS 155
Directed Study: Political Science
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.
1 to 4 Units 3 Lecture hours 60 to 300 hours

PSY 101
Introductory Psychology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit), CSU
(“Students will receive credit from UC for only one of the following courses: PSY 101 or PSY 101H”)
PSY 101 or PSY 101H

Rio Hondo College / 247
This course is designed as a general introduction to psychology for psychology majors, those with an interest in psychology, or anyone with a desire to further their understanding of human behavior. It provides an overview of the field of psychology, introducing students to the research methods used to advance the science of psychology and the various areas that comprise this diverse discipline. Research and theories are presented, discussed, and evaluated. Topics covered include biological psychology, sensation and perception, lifespan development, learning, memory, motivation and emotion, cognition, personality, psychopathology and social psychology.

3 Units
54 Lecture hours

**PSY 101H**
Introductory Psychology
Prerequisite: ENGL 101 with a grade of "C" or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for only one of the following courses: PSY 101 or PSY 101H)

This course is designed as a general introduction to psychology for psychology majors, those with an interest in psychology, or anyone with a desire to further their understanding of human behavior. It provides an overview of the field of psychology, introducing students to the research methods used to advance the science of psychology and the various areas that comprise this diverse discipline. Research and theories are presented, discussed, and evaluated. Topics covered include biological psychology, sensation and perception, lifespan development, learning, memory, motivation and emotion, cognition, personality, psychopathology and social psychology. This course is intended for those who meet Honors Program requirements.

3 Units
54 Lecture hours

**PSY 112**
Lifespan Development
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for only one of the following courses: PSY 112 or CD 106)

This course provides an overview of human psychological development across the lifespan. The physical, cognitive, social, and emotional changes that occur from the prenatal period through old age are addressed. In addition, recent research findings and their applicability to ongoing developmental problems are explored. This course is appropriate for the student seeking to develop a better understanding of the development gains and losses that occur throughout our lives.

3 Units
54 Lecture hours

**PSY 114**
Introduction to Abnormal Psychology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course provides an introduction to the study of abnormal behavior for psychology majors, those with an interest in abnormal psychology, or anyone with a desire to further their understanding of abnormality. The classification, assessment and treatment of psychological disorders will be explored. Students will not only develop an understanding of the etiology and diagnosis of such disorders, as based upon DSM-IV-TR criteria, but develop an appreciation of the cultural, historical and theoretical influences that affect the definitions and treatment of abnormal behavior.

3 Units
54 Lecture hours

**PSY 116**
Introduction to Cross-Cultural Psychology
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU

This course provides an introduction to the literature of Cross-Cultural Psychology. This course is organized around understanding the historical events leading to research in cross-cultural psychology, and the efforts to understand human behavior within an international and multicultural context. From this context, a variety of psychological phenomena will be studied including consciousness, learning and memory, life-span development, perception, cognition, emotion, social psychology, and stress and coping.

3 Units
54 Lecture hours

**PSY 117**
Drug Education and Prevention
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU

This course is designed for students interested in furthering their understanding of substance dependence and those interested in working with populations recovering from or at risk for such problems. It addresses the history, theories, models, and approaches to substance abuse education and prevention. In addition to an academic look at drug abuse, students will also explore and examine their own values and beliefs about substance use and misuse. The impact of public policy, the media, and drug education programs on drug use will all be considered.

3 Units
54 Lecture hours

**PSY 121**
Drugs, Society, and Behavior
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course is for the student who seeks a basic understanding of the effects of drugs of abuse and an in-depth consideration of the societal aspects of psychoactive drugs. It is designed for those students interested in furthering their understanding of psychoactive drugs and those interested in working with populations recovering from or at risk for drug problems. Historical and historical uses and attitudes towards drugs will be addressed, as well as drug use disorders, drug legislation, and treatment options. Societal and cultural differences will also be noted.

3 Units
54 Lecture hours

**PSY 123**
Introduction to the Physiological Effects of Drugs of Abuse
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU

This course is designed for students interested in furthering their understanding of psychoactive drugs and those interested in working with populations recovering from or at risk for drug problems. It provides an examination of the pharmacological actions of drugs of abuse and how this relates to the physiological, as well as the behavioral, effects of such drugs. The properties of drugs that increase the likelihood of the development of dependence will be emphasized.

3 Units
54 Lecture hours

**PSY 133**
Personal and Social Adjustment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course is designed for the student interested in furthering their general knowledge of themselves and the more applied areas of psychology. An overview of the principles underlying mental health and well-being is provided with the goal of initiating a process of self-discovery through readings and activities designed to explore existing beliefs, biases, and expectations. Topics addressed include personality theories and therapy, life span development, stress and stressors, forms of adaptive and maladaptive behavior, resources for...
effective communication, interpersonal relationships including friendship and marriage, sexuality, work and the development of personal values and a philosophy of life.

3 Units

54 Lecture hours

PSY 170
Introduction to Learning and Memory
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course details the background and research that led to the identification of the different types of learning and memory. Students will explore topics in the field of learning and memory including but not limited to classical conditioning, operant conditioning, instrumental conditioning, short-term and long-term memory, forgetting, and models of learning and memory. This course is beneficial for students that are Psychology majors, students looking to transfer as a Psychology major and students that are interested in learning about the field of learning and memory.

3 Units

54 Lecture hours

PSY 180
Positive Psychology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course focuses on the research, theories, and ideas surrounding promoting, and maintaining well-being, good health, and happiness. Students will explore topics in the field of positive psychology including but not limited to wellness, optimism, flow, happiness, and positive thinking. This course is beneficial for students that are Psychology majors, students looking to transfer as a Psychology major and students that are interested in learning about positive psychology.

3 Units

54 Lecture hours

PSY 190
Statistics for the Behavioral Sciences
Prerequisite: MATH 070 or MATH 070D with a grade of “C” or better or appropriate assessment
Advisory: ENGL 101 and READ 023 or appropriate assessment
Transfers to: UC, CSU

This course is designed for students majoring in psychology, sociology, political science, and anthropology.

4 Units

72 Lecture hours

PSY 200
Research Methods in Psychology
Prerequisite: PSY 101
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course provides an introduction to the philosophy of science and the examination of the hypothetical deductive methods and their relationship to theory. Topics include: the nature of experimental research and design, experimental and non-experimental research-including group and single-subject designs, literature review, research ethics, collection and analysis of data, and writing APA-style reports. Collection, handling, and analysis of original empirical data, during class and outside of class, in both experimental and non-experimental designs, are an integral component of the course. The course is designed for students intending to pursue a degree in psychology.

3 Units

36 Lecture hours

54 Lab hours

PSY 210
Biological Psychology
Prerequisite: PSY 101
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU

("Students will receive credit from UC for only one of the following courses: PSY 210 or PSY 210H"

This course is designed for the student who has an interest in understanding the biological processes that underlie human behavior. The biological basis of normal and abnormal behavior, including sensory systems, brain and behavior relationships, and underlying neurochemical processes will be addressed. The extent to which biological processes interact with environmental influences to determine behavior will be explored. This course is intended for students eligible for the Honors Program.

3 Units

54 Lecture hours

RADIO
Division of Communications & Languages

RDIO 104
Introduction to Broadcasting
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU

This course is an introduction into the field of broadcasting in a survey format covering the vast areas of broadcasting throughout the world. It is a
Cooperative Work Experience/Internship in Radio Related Fields
Prerequisite: JOUR 147
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in radio related fields under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in an area of radio related fields and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose intended job is related to the field of radio and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures.”

Student Unpaid Internship:
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours
Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

RDIO 290
Directed Study: Radio
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exemption from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.
1 to 4 Units
54 to 216 Lab hours
through the reading of material drawn from popular works, textbooks, magazines, and newspapers. Areas addressed include determining main ideas, recognizing supporting details, identifying author's organization, and making inferences. This is a non-degree applicable course and is offered on a pass/no pass basis. All students are required to concurrently enroll in Reading Lab, Reading 022L.

3 Units
54 Lecture hours

READ 022L
Reading Lab
Prerequisite: READ 021 or appropriate assessment
Corequisite: READ 022
This course is a skills class designed to assist students in improving reading comprehension and vocabulary through individually prescribed lab work. Students will complete reading tasks intended to complement the activities of their reading course. All students must enroll. This is a non-degree applicable course offered on a pass/no pass basis.
0.5 Unit
27 Lab hours

READ 023
Reading College Textbooks
Prerequisite: READ 022 or appropriate assessment
This is a course designed for students who need to improve their reading competencies in order to succeed in other college classes. Areas of emphasis will include reading strategies essential in such academic areas as social sciences, science, technology, business and humanities. The course also introduces academic vocabulary. This is a non-degree credit course and is offered on a pass/no pass basis.
3 Units
54 Lecture hours

READ 101
Critical Reading
Prerequisite: READ 023 or appropriate assessment
Advisory: ENGL 035 or ENLA 100 or appropriate assessment
Transfers to: CSU
This course is designed to aid students in acquiring critical reading and thinking skills across the disciplines. Emphasis is placed on the ability to analyze and evaluate material by establishing thesis and support as well as by analyzing elements of argumentation. The course also focuses on vocabulary and the effects of language on the reader.
3 Units
54 Lecture hours

READ 134
Effective Study Methods
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is designed for students who want to acquire study strategies for college success and lifelong learning. The class topics include student motivation techniques, time management methods, book marking approaches, memory processes, lecture note-taking styles, test preparation procedures, and test-taking strategies. In addition, students will explore more effective class-related communications and creative thinking styles while using college, internet, and community resources. By learning, practicing, and implementing the course theories and strategies, students will succeed in their education, careers, and communities.
3 Units
54 Lecture hours

SOCIOPHOLgy
Division of Behavioral & Social Sciences

SOC 101
Introduction to Sociology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (*Students will receive credit from UC for only one of the following courses: SOC 101 or SOC 101H)
This course is designed for those with an interest in Sociology, or anyone with a desire to further their understanding of human group behavior and the organization of society. The student, using several theoretical points of view, will study and analyze: (1) the organization of social life; (2) problems of inequality - of age, sex, race and ethnicity, social class and life style; (3) the basic social institutions: family, religion, and economics; and (4) global issues of technology, social movements and social change.
3 Units
54 Lecture hours

SOC 101H
Introduction to Sociology
Prerequisite: Enrollment is restricted to those who meet Honors Program requirements (minimum GPA of 3.0) and completion of ENGL 101 with a “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (*Students will receive credit from UC for only one of the following courses: SOC 101 or SOC 101H)
This course is designed for those with an interest in Sociology, or anyone with a desire to further their understanding of human group behavior and the organization of society. The student, using several theoretical points of view, will study and analyze: (1) the organization of social life; (2) problems of inequality - of age, sex, race and ethnicity, social class and life style; (3) the basic social institutions: family, education, politics, economics, and religion; and (4) global issues of population, technology, social movements and social change. This course is intended for students eligible for the Honors Program.
3 Units
54 Lecture hours

REGISTERED DENTAL ASSISTING
Division of Health Sciences & Nursing

RDA 051
Registered Dental Assisting I
Prerequisite: Acceptance into Registered Dental Program
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is part one of a two-semester Registered Dental Assisting competency based course. This course includes patient care experience in a fully equipped facility. Students who successfully complete the curriculum are qualified to take the California Dental Board examination leading to licensure as a Registered Dental Assistant. At completion of the program, the student will be certified by the state of California to perform coronal polishing and place pit and fissure sealants. Student who are interested in the dental field are encourage to take this course.
12 Units
151 Lecture hours
200 Lab hours

RDA 052
Registered Dental Assisting II
Prerequisite: Enrollment in the RDA Program and successful completion of RDA 051 with a grade of “C” or better
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 030 or appropriate assessment
This is part two of a two-semester Registered Dental Assisting competency based program. This course includes patient care experiences in a fully equipped facility and a 160 hour preceptor experience. Students who successfully complete the curriculum are qualified to take the California Dental Board examination leading to licensure as a registered Dental Assistant. At the completion of the program, the student will be certified by the state of California to perform coronal polishing and place pit and fissure sealants. Student who are interested in the dental field are encourage to take this course.
12 Units
100 Lecture hours
356 Lab hours
SOC 102
Major Social Problems
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed to provide students with an understanding of the definition, development, reduction and elimination of major social problems in contemporary society. Topics addressed include problems of mental and physical health including addictions, crime and violence, social inequality, terrorism and war, as well as technology and the environment. Various social theories and relevant empirical research are critically examined throughout the course.
3 Units
54 Lecture hours

SOC 105
Introduction to Human Sexuality
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students interested in the social scientific study of human sexuality. The course provides students with knowledge about the processes and variation in sexual functions, reproduction, intimate relationships, sexual and gender role development and sexual activities. Numerous factors involved in human sexuality are explored, emphasizing sexuality as a form of human interaction. The social, cultural, and historical contexts of human sexuality will be critically analyzed.
3 Units
54 Lecture hours

SOC 114
Marriage, Family and Intimate Relationships
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student interested in examining, from a sociological perspective, issues such as marriage, family, and emerging alternative life styles which constitute the reality of life today. The course explores love, sexuality, mate selection, and engagement preceding traditional marriage and family patterns, extra-marital and non-marital unions, singles, and future trends in intimate relationship styles.
3 Units
54 Lecture hours

SOC 127
Introduction to Criminology
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for students interested in the subject of criminology. The scientific analysis of the nature, extent, and causes of violations of societal rules of behavior that are formally defined as crime and delinquency will be emphasized. The course includes an analysis of the development of criminal law and the administration of criminal justice, the patterns of criminality and delinquency, the impact of crime on social change, and the labeling, identification, characteristics, and treatment of criminals and delinquents.
3 Units
54 Lecture hours

SOC 128
La Chicana: The Contemporary Mexican-American Female
(Also as CHST 148)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
The introductory course will examine the ethnic identity formation of the Mexican-American woman. The students will analyze the employment, education, religious, family, historical and cultural influences present in the lives of Mexican-American females. This course is appropriate for students interested in furthering their understanding of the social construction of the Mexican-American woman.
3 Units
54 Lecture hours
SPANISH
Division of Communications & Languages

SPAN 101
Spanish I
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following sequences of courses: SPAN 101 and SPAN 102 or SPAN 130 and SPAN 131")
This course is an introduction to the essentials of Spanish language: reading, listening, speaking, and writing skills. Various facets of Spanish-speaking cultures will be analyzed via cross-cultural comparisons. In addition to classroom discussion, students receive intensive individualized oral-aural practice in the language laboratory in which websites, video programs, and CD ROMs are used. This course is intended for students who do not have a Spanish language background who wish to learn to speak Spanish or who seek a degree in the Spanish language.
4 Units
72 Lecture hours
18 Lab hours

SPAN 102
Spanish II
Prerequisite: Successful completion of SPAN 101 or two years of high school Spanish
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following sequences of courses: SPAN 101 and SPAN 102 or SPAN 130 and SPAN 131")
This course is a continuation of the study of the essentials of Spanish language: reading, listening, speaking, and writing skills. The skills learned in Spanish 101 will be reviewed. The class will increase vocabulary, grammar, and cultural knowledge to improve on the reading, listening, speaking and writing skills presented in SPAN 101. In this course the study of verb tenses and constructions is completed. Various facets of Spanish-speaking cultures will be analyzed via cross-cultural comparisons. In addition to classroom discussion, students receive intensive individualized oral-aural practice in the language laboratory in which websites, audio CDs, video programs, and CD ROMs are used. This class is designed for those students who do not have a Spanish language background who wish to learn to speak Spanish or who seek a degree in the Spanish language.
4 Units
72 Lecture hours
18 Lab hours

SPAN 130
Spanish for the Heritage Speakers I
Advisory: ENGL 030 or ENLA 034 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following sequences of courses: SPAN 101 and SPAN 102 or SPAN 130 and SPAN 131")
This course is designed to improve the language skills of students with a Spanish language background. Emphasis will be placed on the improvement of reading and writing skills. Aspects of culture, civilization, and literature from the Spanish-speaking countries will be included.
3 Units
54 Lecture hours

SPAN 131
Spanish for Heritage Speakers II
Prerequisite: SPAN 130 with a grade of "C" or better
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following sequences of courses: SPAN 101 and SPAN 102 or SPAN 130 and SPAN 131")
This course is a continuation of SPAN 130. It is designed to further improve the language skills of students with a Spanish language background. Emphasis will continue to be placed on the improvement of reading and writing skills, focusing especially on accents and spelling. Aspects of the culture and civilization of Spanish-speaking countries will be included in the readings of the literature of Spanish-speaking countries. This course is intended for students who are native speakers of Spanish.
3 Units
54 Lecture hours

SPAN 201
Spanish III
Prerequisite: SPAN 202 or SPAN 131 with a "C" or better, or three years of high school Spanish
Transfers to: UC, CSU
("Students will receive credit from UC for only one of the following courses: SPAN 201 or SPAN 201H")
This is an intermediate level course in which Spanish grammar is reviewed. It also includes intensive classroom practice in conversation and composition. In addition to classroom instruction, students receive intensive, individualized oral-aural practice in the language laboratory in which websites, video programs, audio CDs, and CD ROMs are used. Many aspects of Spanish culture are introduced in short stories by Latin American and Spanish authors. Students strengthen their communication and writing skills by analyzing these stories in Spanish. This course is designed / intended for students who wish to broaden their knowledge in Spanish as well as for those interested in pursuing a degree in the Spanish language.
4 Units
72 Lecture hours
18 Lab hours

SPAN 202
Spanish IV
Prerequisite: SPAN 201 or SPAN 201H with a grade of "C" or better or four years of high school Spanish
Transfers to: UC, CSU
SPAN 202 is an intermediate level course designed to further improve the use of Spanish grammar, conversation, reading comprehension and composition. Various aspects of Spanish culture and literature are introduced through readings in the textbook and in supplementary readings. Students strengthen their communication and writing skills by analyzing literary selections that vary in style from simple journalist writing to highly original and complex literary works in Spanish. Students also receive intensive, oral-aural practice in the language laboratory in which websites, video programs, audio CDs, and CD ROMs are used. This course is designed / intended for students who wish to broaden their knowl-
Interpersonal Communication

SPCH 100
Interpersonal Communication
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
Interpersonal Communication is an introductory course focusing on interactions between two people. Designed to provide students with greater understanding of communication in everyday activities, the course focuses on self-discovery and strengthening the self-image; discovering and understanding the factors that influence communication behavior; and the establishment and maintenance of meaningful relationships in professional and social settings. This course is designed for speech communication majors or anyone with an interest in human communication.
3 Units
54 Lecture hours

SPCH 101
Public Speaking
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following courses: SPCH 101 or SPCH 102")
This introductory course is designed to prepare students to be effective oral communicators in all aspects of public presentations including design and delivery of the public speech. The course is appropriate for all students interested in developing their public speaking knowledge and skills such as speech communication majors, future teachers, and future business leaders.
3 Units
54 Lecture hours

SPCH 102
Fundamentals of Oral Communication
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
("Students will receive credit from UC for only one of the following courses: SPCH 101 or SPCH 102")
This is a course designed for students who want a broad overview of communication. The principles of interpersonal communication, group communications, and public speaking will be addressed. The roles of interpersonal and group communication as they are used in everyday activities and in the workplace will be covered. Students will develop, organize, and deliver speeches for a variety of public audiences and occasions.
3 Units
54 Lecture hours

SPCH 110
Forensics: Speech and Debate Team
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course trains students to participate in Rio Hondo’s Forensic Speech Team and/or to participate in community speech activities. This course emphasizes speech writing and/or presentation in debates, limited preparation speeches, drama, poetry, prose, humorous, informative, and persuasive speaking genres. This course is appropriate for students specializing in areas involving public speaking such as law, political science, drama, and instruction. This course may be taken once for credit and repeated three times for credit.
2 Units
18 Lecture hours
54 Lab hours

SPCH 111
Forensics: Debate Research and Practice
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course involves participation in Rio Hondo’s Forensic Debate Team. Students research, structure, and present debate cases. Students in this course will improve their ability to debate at intercollegiate debate tournaments. Emphasis is placed on successful participation in National Parliamentary Debate Association (NPDA) sanctioned tournaments. This course is recommended for students preparing for careers in law, political science, or community advocacy. This course may be taken once and repeated three times for credit.
2 Units
108 Lab hours

SPCH 112
Forensics: Oral Interpretation Laboratory
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This course is designed to train students in the analysis and performance of literature at speech events attended by the Forensic Speech Team. Students develop skills to interpret and perform literature ranging from the play, screenplay, short story, novel, and poetry. Students gain an understanding of character and scene analysis as it applies to an oral interpretation performance. This course is recommended for students specializing in communication, performance studies, and creative literature. This course may be taken once and repeated three times for credit.
2 Units
108 Lab hours

SPCH 130
Oral Interpretation
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This communication course focuses on the oral performance of various forms of literature, such as poetry, prose, and drama. The skills needed for making such public performances will be addressed and student knowledge of the various forms of literature will be enhanced. Emphasis is placed on creating the essence of characters in a text through facial, vocal, and kinetic methods. This course is appropriate for speech majors or anyone interested in public performance and literature.
3 Units
54 Lecture hours
SPCH 132
Readers Theatre
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This is a creative communication course focusing on group presentations of literature. Students will perform pose, drama, and/or poetry in groups so that a communicative message emerges and fosters imaginative responses in the minds of an audience. Emphasis is placed on the fusion between rhetoric, interpretation and acting. Readers Theatre is designed for Speech Communication majors and those interested in literature and performance.
3 Units
54 Lecture hours

SPCH 140
Argumentation and Debate
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for only one of the following courses: SPCH 140 or SPCH 240)
This course is an introduction to the principles and techniques of argumentation and debate. Effective methods of research, critical analysis, reasoning, refutation, and listening are stressed. Through debate participation and analysis, students will gain the knowledge and skills to advocate and refute argumentative positions. This course is particularly appropriate for students anticipating entering occupations where argumentation, negotiation, and issue-analysis are likely to occur.
3 Units
54 Lecture hours

SPCH 201
Advanced Public Speaking
Prerequisite: SPCH 101 with a grade of “C” or better
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
Advanced public speaking provides an introduction to the skill necessary for publicly influencing others. A major goal of the course is to develop the skills needed to engage in ethical persuasion and public speaking in general. Emphasis is placed on the historical origins of rhetorical communication and how it relates to current day situations. Students will explore the five canons of rhetoric and apply them to creating and delivering informative and persuasive presentations. This course is designed for students who are interested in refining the skills used by successful public speakers.
3 Units
54 Lecture hours

SPCH 240
Argumentation and Discussion
Prerequisite: SPCH 140 with a grade of “C” or better
Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for only one of the following courses: SPCH 140 or SPCH 240)
This course gives the student expanded practice and theory in argumentation. Students further develop their argumentation knowledge and skills through debate participation, observation, and discussion. This course is particularly appropriate for students anticipating entering occupations involving extensive argumentation and deliberation such as law, communication, negotiation, and any area where argumentation and debate occur frequently.
3 Units
54 Lecture hours

TECHNICAL EDUCATION
Division of Career & Technical Education

TCED 044
OSHA Workplace Safety
Advisory: READ 023 or appropriate assessment
This course is intended for them individual who needs an overview and/or certification of both the California and Federal OSHA Safety Regulations for the General Industry Workplace. This course will cover a detailed overview of the rules and regulations, and discuss fire protection and prevention, material handling/storage/use and disposal, hand and power tools, welding and cutting, electrical safety, and fall protection. Upon completion of this course, (as well as passing the final exam), the student will receive a 10-hour OSHA Training Certificate of completion, which is good for life.
1 Unit
18 Lecture hours

TCED 045
Survey of Technology
Advisory: READ 023 or appropriate assessment
This course is an exploration of the various applied technologies pertinent to today's world. Students will receive an introduction to auto technology, auto collision, drafting/architecture, geographical information systems, and fabrication. Lectures/demonstrations will focus on practical applications and career paths/job opportunities represented by the disciplines discussed. Students will be given hands-on opportunities to explore skills associated with the discipline. This course will provide the student an introduction to five different technology disciplines to help him/her determine a potential career path and/or make them a more informed consumer of these technologies.
3 Units
45 Lecture hours
27 Lab hours

TCED 046
Industrial Design & Visual Communications
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Intended for students interested in a career in Transportation Design or Product Design, this course introduces the student to the fundamentals of industrial design drawing and communication with a lecture about possible career opportunities which exists within this profession. Students will learn to improve hand/eye coordination through repetition of given drawing tasks. Instruction emphasizes perfecting line, arc, circle and ellipse. Perspective drawing and shading are introduced. Culmination of the course will require the student to produce and present a solution to a given design problem and produce visual aids to describe product proposal and solution.
2 Units
18 Lecture hours
54 Lab hours

TCED 054
OSHA Workplace Safety II
Advisory: READ 023 or appropriate assessment
This course is intended for the individual who needs an intermediate-level overview and/or the number of hours required for certification of both the California and Federal OSHA Safety Regulations for the General Industry and Construction Workplace. The course will cover a detailed overview of the rules and regulations, fire protection and prevention, material handling/storage and disposal, hand and power tools, welding and cutting, electrical safety, fall protection, scaffolds, excavations, concrete and masonry construction, steel erection, demolition, cranes/hoists/elevators and conveyors, lockout/tagout procedures, industrial hygiene and emergency action plans. Powered Industrial Trucks will also be covered during the course, meeting the requirement for OSHA Standard 1910.178. Upon completion of this course, (as well as passing the final exam and the powered industrial trucks operator safety training), the student will receive a 30-hour OSHA Training Certificate of Completion, which is good for life, and a powered industrial truck Certified Operator Card, which is good for 3 years.
4 Units
72 Lecture hours
TCED 060
Elementary Metallurgy
Advisory: READ 022 or appropriate assessment
This is an elementary course in the basic principles of metallurgy. It is designed for Welding and Machine Shop majors, but is suitable for all technology students. Emphasis is placed on terminology, numbering systems, methods of altering the properties of metals, and the effect on fabrication.
2 Units
36 Lecture hours

TCED 070
Foundation Skills for Technical Trades I
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is part one of a two-part series of courses designed to assist the student to become more effective and efficient in fundamental skills used in Technical Trades. The student will also gain an understanding of attitudes and behaviors that are beneficial to succeed in vocational settings and everyday life. Course content includes units of measure and measurement tools; converting fractions, decimals, and percentages; graphs and charts; perimeter, area, and volume; and personal finance. Emphasis will be placed on the practical application of these topics, and the use of a variety of hands-on classroom activities included.
3 Units
54 Lecture hours

TCED 080
Foundation Skills for Technical Trades II
Prerequisite: TCED 070
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is part two of a two-part series of courses designed to assist the student to become more effective and efficient in fundamental skills used in Technical Trades. The student will also gain an understanding of attitudes and behaviors that are beneficial to succeed in vocational settings and everyday life. Course content includes solving technical problems using value analysis, graphs and charts, and personal growth. Emphasis will be placed on the practical application of these topics, and the use of a variety of hands-on classroom activities included.
3 Units
54 Lecture hours

TCED 089
Blueprint Reading for Manufacturing Drawings
Advisory: READ 022 or appropriate assessment
This course presents an introduction to the use of blueprints as used in industrial applications. Principles of reading drawings, specifications, projection principles, working drawings, details, assemblies and pictorial representation are discussed. The course is helpful for apprentices and employes in a variety of technology including planning, purchasing, manufacturing, machine trades, welding, future engineers, and inspection.
2 Units
36 Lecture hours

TCED 299
Directed Study in Technical Education
Transfers to: UC, CSU
Independent Study / Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies/Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress through the semester. Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.
1 to 4 Units
54 to 216 Lab hours

TELEVISION
Division of Arts & Cultural Programs

TV 135
Creative Digital Video
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This is a basic course in film-style production techniques for drama and music videos. Topics will include creating a story treatment, script writing, story boarding, camera handling, lighting, audio, and simple editing. Students will work in teams and crew all positions, including writer, producer, director, 1st assistant director, 2nd assistant director, lighting director, gaffer, camera operator, boom operator, and editor. Emphasis will be placed on defining the content, structure, and style of the production. This course may be of interest to students interested in both film and television production.
3 Units
36 Lecture hours
54 Lab hours

TV 137
Introduction to Studio/Field Multi-Camera Production (EFP)
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This is a basic course in multi-camera television production. Topics will include the theory of NTSC and ATV (HDTV) television system operation; camera set-up and handling; live video mixing, layering and recording; video text and graphics; and audio and lighting fundamentals. Students crew all positions, including writer, producer, director, assistant director, 1st assistant director, 2nd assistant director, lighting director, floor manager, camera operator, technical director, audio engineer, recording engineer, and graphics operator. Emphasis is on defining structure, style, and content of film and television production. This course may be of interest to students interested in film and television production.
3 Units
36 Lecture hours
90 Lab hours

TV 138
Video Editing Lecture
Prerequisite/Concurrent: TV 137
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: CSU
This is a course in the history and techniques of motion picture and television image editing. Students will view, discuss, and evaluate the evolution of the art, ranging from the earliest motion pictures to current video commercials. Emphasis is on defining structure, style, and content of film and television editing. This course is intended for all students with an interest in film and television editing, and who have completed or are concurrently enrolled in an introductory television production course.
3 Units
54 Lecture hours
news and documentary, single camera production.
2 Units
36 Lecture hours

TV 196
ENG/Single Camera Production Lab
Advisory: TV 137 with a grade of “C” or better
Transfers: CSU
This is a basic course in television production techniques. This course will provide hands on training in scripting, lighting, camera, audio and field acquisition techniques involved in dramatic, non-dramatic, single camera production.
1 Unit
54 Lab hours

TV 199
Television Internship
Prerequisite: TV 257 and TV 238 with a grade of “C” or better
Transfers to: CSU
This course is designed to provide television students with on-the-job training in the profession. Students will meet with the instructor one hour each week to receive instruction in the specific area of internship. Students may be involved in any or all of the following professional areas: cable, industrial, education or broadcast television production - videography, audio, graphics, technical direction, editing, lighting, or directing.
3 Units
18 Lecture hours
144 Lab hours

TV 237
Advanced Studio/Field Multi-Camera Production
Prerequisite: TV 137 with a grade of “C” or better
Transfers to: CSU
This is a continuation of the basic course in multi-camera television production (TV 137), which expands the student’s knowledge of production skills, including the following: NTSC and ATV (HDTV) television system signal systems and their operational characteristics; camera handling skills; live video mixing; advanced layering within the switcher; advanced video text (CG) operation; 2D animated graphics; and advanced audio and lighting techniques. Students crew all positions including writer, producer, director, 1st assistant, 2nd assistant director, lighting director, floor manager, camera operator, technical director (video switcher), audio engineer, video engineer, recording engineer, and graphics operator. This course is intended for all students with an interest in film and television editing, and who have completed an introductory television production course.
3 Units
36 Lecture hours
90 Lab hours

TV 238
Video Editing Lab
Corequisite: TV 138
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers: CSU
This is a course in the techniques of television image editing. Students engage in supervised laboratory experience in the fundamental characteristics of linear and non-linear editing systems, leading to competence in linear, AVID, and final cut PRO editing systems. Emphasis is on integrating structure, style, and content. This course is intended for students who wish to learn linear and nonlinear editing hardware and software.
2 Units
18 Lecture hours
54 Lab hours

TV 239
Television Engineering
Prerequisite: Completion of TV 237 with a grade of “C” or better
Transfers: CSU
This course is an introduction to broadcast television engineering requirements. The course will identify video signal characteristics, the function and uses of signal monitoring scopes, proper maintenance of camera optics, camera setup and alignment, videotape recorder maintenance and video system diagnostics, audio recorder maintenance and audio signal monitoring.
3 Units
36 Lecture hours
90 Lab hours

TV 290
Cooperative Work Experience/Internship for Television Production
Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces the student’s knowledge of production skills, including the following: NTSC and ATV (HDTV) television system signal systems and their operational characteristics; camera handling skills; live video mixing; advanced layering within the switcher; advanced video text (CG) operation; 2D animated graphics; and advanced audio and lighting techniques. Students crew all positions including writer, producer, director, 1st assistant, 2nd assistant director, lighting director, floor manager, camera operator, technical director (video switcher), audio engineer, video engineer, recording engineer, and graphics operator. This course is intended for all students with an interest in film and television editing, and who have completed an introductory television production course.
3 Units
36 Lecture hours
90 Lab hours

Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 Lecture hours
60 to 300 hours

TV 299
Directed Study: Television
Transfers to: UC, CSU
Independent Study/Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or projects. To enroll in an independent study/directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies/Directed Studies may be developed from any topic arising from or related to a course of study. The course is intended for students who have completed or are enrolled in the appropriate course or course sequence.

THEATRE
Division of Arts & Cultural Programs

THTR 101
Theatre Arts Appreciation
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This course is an introduction and broad view of the entire field of theatre arts. The practice and theory of the following will be explored: costume, stage and lighting design, acting, directing, playwriting, criticism, play structure, theatre architecture and producing. Included will be a brief historical overview. At least one field trip to an outstanding theatre production will be required. Recommended for all students. Required for Theatre Arts majors.
3 Units
54 Lecture hours
THTR 105
The History and Development of the Theatre
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: THTR 105 or THTR 105H)
This course is designed for the student with an interest in history or theatre. It will cover humanity’s relationship with theatre from primitive tribal cultures through today’s large musicals and blockbuster hits. The class explores the way societies’ religious, political and social structures were presented and shared through their theatre. The class will investigate major plays, playwrights and historic theatrical techniques through lectures, discussion, field trips and films.
3 Units
54 Lecture hours

THTR 105H
The History and Development of the Theatre
Prerequisite: ENGL 101 with a grade of “C” or better
Advisory: READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU
(*Students will receive credit from UC for only one of the following courses: THTR 105 or THTR 105H)
This course is designed for the student with an interest in history of the theatre. It will cover humanity’s relationship with theatre from primitive tribal cultures through today’s large musicals and blockbuster hits. The class explores the way societies’ religious, political and social structures were presented and shared through their theatre. The class will investigate major plays, playwrights and historic theatrical techniques through lectures, discussion, field trips and films. This course is designed for students eligible for the Honors program.
3 Units
54 Lecture hours

THTR 110
Principles of Acting
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who wants to continue the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through exercises, character analysis, monologues, and scenes.
3 Units
36 Lecture hours
54 Lab hours

THTR 111
Principles of Acting
Prerequisite: THTR 110
Transfers to: UC, CSU
This course is for the student who wants to continue the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through exercises, character analysis, monologues, and scenes.
3 Units
18 Lecture hours
108 Lab hours

THTR 115
Principles of Acting
Prerequisite: THTR 110
Transfers to: UC, CSU
This course is for the student who wants to continue the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through exercises, character analysis, monologues, and scenes.
3 Units
36 Lecture hours
54 Lab hours

THTR 150
Theatre Crafts I
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
The course is designed for the student who wishes to gain a basic understanding of the technical phases of scene production including construction, painting, rigging, placement and manipulation of stage scenery, lighting equipment, sound equipment, properties and wardrobe as well as the organization and management of stage activity and stagecraft. The student will study the aesthetics and practical application principles of stage scenic, sound and lighting design. Students are assigned a specific crew responsibility that directly relates to a college theatre production.
3 Units
18 Lecture hours
108 Lab hours

THTR 151
Theatre Crafts II
Prerequisite: THTR 150
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who wishes to continue the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through exercises, character analysis, monologues, and scenes.
3 Units
18 Lecture hours
108 Lab hours

THTR 152
Theatre Crafts III
Prerequisite: THTR 151
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who wishes to further expand the skills and concepts acquired in Theatre Crafts I and II. Technical phases of scene production including construction, painting, rigging, placement and manipulation of stage scenery, lighting equipment, sound equipment, properties and wardrobe as well as the organization and management of stage activity and stagecraft are examined in greater depth. The student will complete an in depth study of the theatrical design process by designing sets, props, lights and sound for Rio Hondo theatrical productions. Students are assigned a specific crew lead with supervisory responsibility that directly relates to a college theatre production.
3 Units
18 Lecture hours
108 Lab hours

THTR 153
Stage Lighting
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Prerequisite: THTR 101 or THTR 110 or THTR 150 or THTR 170 or THTR 171 or THTR 180
Transfers to: UC, CSU
The course is designed for the student who wants to gain an understanding and appreciation of the roles light and lighting design play in the theatrical production. Students will gain understanding in lighting theory, function and esthetics. Students will be able to hang, focus, color, cable and strike conventional and automated lighting fixtures as well as identify and select appropriate types of lighting fixtures, cables, control and power distribution equipment for a given purpose. Electrical and operational safety will receive special emphasis. Students will be able to operate lighting consoles at a proficient level.
3 Units
18 Lecture hours
108 Lab hours

THTR 154
Stage Audio
Prerequisite: THTR 150
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
Transfers to: UC, CSU
This course is designed for the student who wants to gain an understanding and appreciation of the roles audio and audio design play in the theatrical production. Students will gain an understanding in audio design, function and esthetics.
Students will be able to rig, cable, troubleshoot, strike and maintain analogue and digital audio equipment as well as identify and select appropriate types of microphones, cables, speakers and sound amplification equipment for a given purpose. Electrical and operational safety will receive special emphasis. Students will be able to operate audio mixing consoles at a proficient level.

### THTR 170
**Theatre Rehearsal and Performance**
- **Advisory:** THTR 110
- **Transfers to:** UC, CSU
- This course is intended for the student who would like to develop their acting and/or technical skills through theatre production. Students are given an opportunity to be part of a theatre company in the organization of full-length and/or one-act plays. Students participate in theatre activity that may include acting, direction, production and management under the supervision and guidance of a faculty director. Productions will be presented for public performance and will be part of the Kennedy Center/ American College Theatre Festival Competition.
- **3 Units**
- **18 Lecture hours**
- **108 Lab hours**

### THTR 171
**Musical Theatre Rehearsal and Performance**
- **Transfers to:** UC, CSU
- This course provides study and laboratory exploration of all aspects of musical production. Students are given an opportunity to perform in one or more of the following areas: Music: instrumental or vocal; Theatre: acting or technical; Dance: Art: scenic design and/or scenic painting. Singers and instrumental musicians, dancers, actors and technicians explore the audition, preparation and presentation phases of the musical theatre production under the supervision and guidance of a faculty director. Productions will be presented for public performance. Enrollment is for the duration of the preparation and presentation phases of production.
- **3 Units**
- **36 Lecture hours**
- **54 Lab hours**

### THTR 174
**Introduction to Stage Costume**
- **Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
- **Transfers to:** UC, CSU
- This course is designed for the student who seeks to gain an understanding and appreciation of costume techniques used for the theatre and other entertainment industries. The student will gain the practical knowledge and experience necessary to work in a costume shop; an understanding of costume history; basic costume design including sketching; basic costume construction including alteration and sewing; costume design tools, materials and crafts; costume sourcing practices; and, backstage costume preparation and practices for productions. Students will be able to identify period costumes (garments and accessories), analyze the effectiveness of costumes in a production, draft a pattern in order to sew/construct a garment, and source costumes needed for a production through vendors.
- **3 Units**
- **36 Lecture hours**
- **54 Lab hours**

### THTR 180
**Touring Theatre Local I**
- **Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
- **Transfers to:** CSU
- This course is designed for the student who wishes to gain a basic understanding of the rigorous requirements of touring a theatre production, including acting, lighting, and maintaining props, costumes and sets. Students are assigned a specific responsibility that directly relates to a production that tours locally.
- **2 to 4 Units**
- **18 to 36 Lecture hours**
- **54 to 108 Lab hours**

### THTR 181
**Touring Theatre Local II**
- **Prerequisite:** THTR 180
- **Advisory:** ENGL 030 or ENLA 034 or appropriate assessment; READ 022 or appropriate assessment
- **Transfers to:** CSU
- This course is designed for the student who wishes to expand the skills and concepts acquired in THTR 180 regarding the rigorous requirements of touring a theatre production, including acting, directing, scenic design, management, lighting, construction and maintenance of props, costumes and sets. Students are assigned a specific responsibility that directly relates to a production that tours locally.
- **2 to 4 Units**
- **18 to 36 Lecture hours**
- **54 to 108 Lab hours**

### THTR 210
**Acting Workshop: Devising**
- **Prerequisite:** THTR 110 or THTR 150 or THTR 153 or THTR 170 or THTR 171 or THTR 174
- **Transfers to:** UC, CSU
- This class is for the student who wants to create their own work, whether they are actors or non-actors. The class will study the history of devising (also known as collective creation), learn techniques of devising, and create, research, develop, rehearse and present a devised project. Some knowledge of traditional theatre is helpful for this class. Some semesters a public performance will be presented.
- **3 Units**
- **36 Lecture hours**
- **54 Lab hours**
THTR 215  
Acting: A Course in Auditioning and Cold Reading  
Prerequisite: THTR 110  
Transfers to: CSU  
This course is designed to help performers, at all levels of experience, prepare for audition. Areas covered will be: selection of material, analyzing the text, presentation of material, preparation of self for maximum effect, personal appearance, cold readings, relaxation for an audition; preparation of resumes and pictures. A repertoire of audition pieces will be developed throughout the semester. Whenever possible, guest lecturers will appear in the class and a simulated audition will aid the work.  
1 Unit  
18 Lecture hours  
36 Lab hours

THTR 230  
Principles of Directing  
Prerequisite: THTR 110  
Advisory: READ 023 or appropriate assessment  
Transfers to: UC, CSU  
This course is designed for the student who wants to develop their ability to work with actors, interpret drama and to stage plays. It will cover the history and the techniques of the stage director. Emphasis is placed on class activities such as exercises and scenes. Career opportunities, stage management and assistant directing are also covered. It is a requirement for the Theatre Arts major.  
3 Units  
36 Lecture hours  
54 Lab hours

THTR 231  
Principles of Directing  
Prerequisite: THTR 230  
Advisory: READ 023 or appropriate assessment  
Transfers to: UC, CSU  
This course is designed for the student majoring in Theatre Arts. The class is a continuation of Theatre Arts 230. Techniques in casting, rehearsal, picturization, characterization, tempo and climax in play direction are covered. Students will direct a 10-minute play with other students.  
3 Units  
36 Lecture hours  
54 Lab hours

THTR 286  
Ballet Folklorico  
Prerequisite: See request for exception  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: UC, CSU  
This course is designed to give a general knowledge of the regional dance styles of Mexico and its cultural aspects. Instruction will focus on the development of technique in Ballet Folklorico movements. Participation in public performance is required.  
2 Units  
18 Lecture hours  
54 Lab hours  
18 Other hours

THTR 290  
Cooperative Work Experience/Internship for Theatre Arts Related Fields  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
Transfers to: CSU  
This course supports and reinforces on-the-job training in business, industrial, non-profit, studio, community and professional theatre organizations under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is designed for students whose job is related to the field of theatre arts and have completed or enrolled in the appropriate course-work. Instructor approval is required to remain in the class. “Contact the CWE office regarding re-enrollment procedures”.  
Student Unpaid Internship:  
1 Unit/60 hours; 2 Units/120 hours; 3 Units/180 hours; 4 Units/240 hours  
Student Paid Internship:  
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours  
1 to 4 Units  
3 Lecture hours  
60 to 300 hours

THTR 299  
Directed Study: Theatre  
Transfers to: UC, CSU  
Independent Study / Directed Study is intended for students who have the ability to assume responsibility for independent work and to prepare written or oral reports and/or appropriate projects. To enroll in an independent study / directed study course, students must possess a 2.5 overall grade point average, a 3.0 grade point average in the discipline of study being requested, or receive an exception from the instructor. Independent Studies / Directed Studies may be developed from any topic arising from or related to a course of study that will result in developing depth and breadth in that subject area. Students will be expected to meet on a regular basis with their faculty sponsor and submit a final report or project, and student progress shall be evaluated at regular intervals. Academic standards for Independent Studies / Directed Studies shall be the same as those for other courses. Units are awarded in accordance to Title V regulations with one unit of credit awarded for 54 hours of Directed Studies, six (6) hours of which must be with an instructor. The instructor is responsible for monitoring student progress throughout the semester.  
Students may take directed study courses for a maximum of four (4) units within a discipline, and may not accumulate more than a total of twelve (12) units college wide.  
1 to 4 Units  
54 to 216 Lab hours

VOCABULARY  
Division of Communications & Languages

VOCB 025  
Intermediate Vocabulary  
Advisory: READ 021 or appropriate assessment  
This course is intended for students who want to develop precollege-level reading, writing, and speaking vocabulary. Students will learn the meaning of new words commonly used in college textbooks and lectures, and they will use them in written and spoken sentences. Students will also gain knowledge of word roots to reinforce their understanding of words. This is a non-degree course and is offered on a pass/no pass basis.  
3 Units  
54 Lecture hours

VOCB 101  
Vocabulary & Etymology  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 022 or appropriate assessment  
Transfers to: CSU  
This course offers the student an opportunity to develop a college level vocabulary. The course emphasizes an understanding of the etymology, definition, and usage of words so that students gain a comprehensive understanding of the meanings of words and how they are used. Additionally, students will study general and specialized terms used in courses across the curriculum. In order to internalize word meanings successfully, students will work in individual, small group, and whole class settings.  
3 Units  
54 Lecture hours

WELDING  
Division of Career & Technical Education

WELD 040  
Introduction to Welding Processes  
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment  
This is an introductory class designed to familiarize the student with several welding processes that are currently used in the welding and metal fabrication industry. This course offers an overview and basic introduction to
the theory and practice of a variety of welding and metal cutting methods. This course will emphasize safety, theory, procedure, and practical skill development.

2 Units
18 Lecture hours
54 Lab hours

**WELD 045**
Introduction to Electric Arc Welding
Advisory: READ 022 or appropriate assessment
This course utilizes the basic principles and techniques of hot metal deposition and control with practice in electric arc welding. Emphasis is placed on safety, theory, procedure and development of fundamental skills.

2 Units
18 Lecture hours
54 Lab hours

**WELD 050**
Semi-Automatic Welding Processes
Advisory: READ 023 or appropriate assessment; WELD 045 or equivalent work experience
This is an intermediate level course designed to introduce students to wire-fed, semi-automatic welding processes for mass-production welding applications, i.e. Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Submerged Arc Welding (SAW). This course emphasizes safety, theory, characteristics and settings for power supplies and wire feeding units, electric current settings, electrode identification and selection, welding positions, and welding of ferrous and non-ferrous metals. Special emphasis will be placed on developing proficiency and speed for high volume production applications.

2 Units
18 Lecture hours
54 Lab hours

**WELD 055**
Electric Arc Welding
Prerequisite: WELD 045
Advisory: READ 022 or appropriate assessment
This course emphasizes skills in electric arc welding. Course content includes intensive practices in both horizontal and vertical positions. Students will learn how to properly adjust the welding machines when using different welding electrodes. This course also emphasizes advanced theory for arc welding required for the WELD 060 welding class.

4 Units
36 Lecture hours
108 Lab hours

**WELD 060**
Production Welding Techniques
Advisory: READ 023 or appropriate assessment; WELD 045
This is an intermediate level course designed to introduce the student to welding techniques used in high volume production manufacturing applications. This class will focus on GMAW and GTAW for mild steel, stainless steel aluminum, and will include pulsed-arc applications for both processes. In addition, the student will be introduced to welding fixtures, welding positioners and other auxiliary welding equipment. Emphasis will be placed on shop safety and on developing proper working procedures.

4 Units
36 Lecture hours
108 Lab hours

**WELD 065**
Inert Gas Welding
Prerequisite: WELD 040
Advisory: READ 022 or appropriate assessment
This course offers specialized training and introduction in theory and manipulative skills of the inert-gas welding process. Discussed are the use and adjustments of welding equipment. Welding is practiced on ferrous metals, including stainless steel, and on non-ferrous metals such as aluminum. Necessary instruction is provided to perform TIG welding on copper, magnesium, titanium, and cast iron.

4 Units
36 Lecture hours
108 Lab hours

**WELD 070**
Advanced Inert Gas Welding
Prerequisite: WELD 065
Advisory: READ 022 or appropriate assessment
This is an advanced course in Gas Tungsten Arc Welding (Heli-Arc). Emphasis will be on specialty and precision welding, including semi-automated methods. Necessary instruction will be given on the requirements for passing the Mil Std 1595 A certification test.

4 Units
36 Lecture hours
108 Lab hours

**WELD 075**
Certification Welding
Prerequisite: WELD 050; WELD 055; WELD 060
Advisory: READ 022 or appropriate assessment
This course offers specialized training and instruction which are necessary to pass the written and performance tests for the following certification types and processes: light gage steel and structural aluminum for the Los Angeles City Building Department. Emphasis is placed on safety, test preparation, procedures, and destructive testing.

2 Units
18 Lecture hours
54 Lab hours

**WELD 080**
Metal Fabrication
Prerequisite: WELD 040; WELD 050; WELD 055; WELD 065
Advisory: READ 022 or appropriate assessment
This course offers specialized training in metal fabrication. Instruction will include manipulative skills, layout methods, safety, and how to operate a wide variety of machines to perform either a singular or sequential operation.

3 Units
27 Lecture hours
81 Lab hours

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**WILDLAND FIRE TECHNOLOGY**
Division of Public Safety

**WFT 040**
Firefighter Type 2 (S130)
Advisory: ENGL 030 or ENLA 034 or appropriate assessment
This is the first course in the wildland firefighter training series. This course provides students with entry level firefighter skills for wildland fire incidents. This course also provides instruction in wildland fire behavior, hazard recognition, human factors in high risk environments, basic incident command system, radio operations, and documentation. Classroom and field exercises will prepare the student for a position as a Firefighter Type 2 (FF2). This course meets the National Wildfire Coordinating Group’s (NWCG) requirements for S-130/S-190/L 180/I-100 and J-158.

2 Units
32 Lecture hours
12 Lab hours

**WFT 041**
Firefighter Type 1 (S131)
Prerequisite: WFT 040
Advisory: ENGL 030 or ENLA 034 or appropriate assessment
This is the second course in the
wildland firefighter training series. This course prepares students with additional leadership and skills sets needed to make leadership and tactical decisions on wildland fire incidents. This course also provides instruction in the Risk Management Process, fireline reference materials, portable fire pump operations, and staging area standard operating procedures and practices. Classroom and field exercises will prepare the student for a position as a Firefighter Type 1 (FF1) and will provide the skills necessary to become an Incident Commander Type 5 (ICT5) and Staging Area Manager. This course meets the National Wildfire Coordinating Group’s (NWCG) requirements for S-131/S-133/S-211/IF36/RT-130.

2 Units
32 Lecture hours
12 Lab hours

WFT 042 Portable Pumps and Water Use (S211)
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course provides students with practical knowledge and skills in the use of portable fire pumps and related equipment during wildland fire incidents. The course consists of three skill areas: supply, delivery, and application of water. Students will be required to demonstrate their knowledge of correct water use, basic hydraulics, and equipment care. Field exercises, demonstrations, and evaluations will cover set up, operation, and maintenance of pump equipment. This course meets the National Wildfire Coordinating Group’s (NWCG) requirements.

1 Unit
16 Lecture hours
12 Lab hours

WFT 043 Wildland Fire Chain Saws (S212)
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course provides the basic knowledge, understanding, function, maintenance, and use of internal combustion engine powered chain saws. The student will also learn the tactical use of wildland fire chain saws. Field exercises support entry level training for fighters with little or no previous experience in operating a chain saw. The field exercises will provide students with hands-on cutting experience in surroundings similar to fire line situations. This is an entry level course for students interested in wildland fire suppression and is highly recommended prior to enrolling in intermediate level wildland fire related course. Students who have already completed this course may retake it in order to advance their skill classification. This course meets the National Wildfire Coordinating Group’s (NWCG) requirements.

1 Unit
16 Lecture hours
16 Lab hours

WFT 044 Introduction to ICS (I100)
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course provides an introduction to the Incident Command System (ICS-100), the National Incident Management System (NIMS-700), the National Response Framework (NRF-800), and Emergency Support Function (ESF) – Firefighting (ESF-804). This course also provides a basic introduction to wildland fire management (S-110) and a basic working knowledge of the human performance concepts in dynamic and high risk environments (L-180). This course meets the National Wildfire Coordinating Group (NWCG) National Standard Curriculum.

1 Unit
18 Lecture hours

WFT 045 ICS for Single Resources (I200)
Prerequisite: WFT 044
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). The course focuses on the implementation of ICS and single resources. Topics include ICS fundamentals review, leadership and management, delegation of authority, management by objectives, ICS functional areas and positions, briefings, organizational flexibility, and transfer of command. This course provides training and resources for personnel who are likely to assume a supervisory position within the ICS. This course meets the National Incident Management System (NIMS) National Standard Curriculum.

0.7 Unit
13 Lecture hours

WFT 046 Intermediate ICS (I300)
Prerequisite: WFT 045
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course provides description and detail of the Incident Command System (ICS) organization and operations in supervisory roles on expanding or Type 3 incidents. Topics include ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, Unified Command, incident resource management, planning process, demobilization, transfer of command, and close out. Students will be organized into teams for classroom exercises that replicate an incident operation. This course meets the National Incident Management Systems (NIMS) National Standard Curriculum.

1 Unit
24 Lecture hours

WFT 047 Advanced ICS (I400)
Prerequisite: WFT 046
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
This course provides skills and resources required for advanced application of the Incident Command System (ICS) organization and operations. This course expands on ICS-100, ICS-200, and ICS-300 courses and is intended for command and general staff positions. Topics include ICS fundamentals review, major and/or complex incident/event management, area command, and multiagency coordination. Group exercises will emphasize advanced ICS concepts. This course meets the National Incident Management Systems (NIMS) National Standard Curriculum.

1 Unit
18 Lecture hours

WFT 077 Wildland Fire Academy
Prerequisite: Carry a 45 lb. pack three miles within a 45 minute time period; Must complete and pass a US Forest Service Physical Examination.
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed for those students who desire to gain certification through the NWCG (National Wildland Coordinating Group) as a Wildland Firefighter. This course provides training in hand crew formation, fire line construction and the use of wild land equipment. Students will learn about wild land firefighter safety, fire behavior, protective clothing and wild land fire tools. This course includes arduous physical conditioning as day and night time hikes and other outdoor activity is included. This academy provides the required training for the US Forest Service and CAL Fire agencies as a wild land firefighter for certification purposes.

13 Units
162 Lecture hours
216 Lab hours
Wildland Fire Behavior
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is one in a series of core courses required for the Wildland Fire Technology Certificate of Achievement and Associate of Science Degree program. This course provides students with information necessary to understand basic wildland fire behavior, wildland fire predictions, and wildland fire operation safety. Wildland fire environmental factors and the tools required to monitor weather and fire behavior will be discussed as it relates to wildland fire predictions. This course meets or exceeds the National Wildfire Coordinating Group’s (NWCG) requirements.
3 Units
54 Lecture hours

Wildland Fire Operation (Ground Air)
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is one in a series of core courses required by the Wildland Fire Technology Certificate of Achievement and Associate of Science Degree program. This course provides students with information necessary to understand ground and air operations associated with wildland firefighting operations. Emphasis will be placed on incident command system use, strategy, tactics, hazards, resource typing, management, and safety procedures during wildland fire incidents. This course meets or exceeds the National Wildfire Coordinating Group’s (NWCG) requirements.
3 Units
54 Lecture hours

Wildland Fire Investigation, Prevention and Public Information
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is one in a series of core courses required by the Wildland Fire Technology Certificate of Achievement and Associate of Science Degree program. This course provides students with information and skills necessary to understand the roles and functions of the Public Information Officer (PIO, S-203), Fire Prevention Education Team Member (PETM, P-101), and the Wildland Fire Investigator (INVF, FI-110). Various wildland fire associated class projects will challenge the student’s public speaking, report writing, and presentation skills. This course meets or exceeds the National Wildfire Coordinating Group’s (NWCG) requirements.
3 Units
54 Lecture hours

Wildland Fire Logistics, Finance and Planning
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is one in a series of core courses required by the Wildland Fire Technology Certificate of Achievement and Associate of Science Degree program. This course provides students with information necessary to understand the responsibilities and functions of the logistics, finance, and planning sections. Emphasis will be placed on how the different incident command system sections are organized and utilized during wildland fire incidents. This course meets or exceeds the National Wildfire Coordinating Group’s (NWCG) requirements.
3 Units
54 Lecture hours

Wildland Fire Fighter Safety and Survival
Advisory: ENGL 030 or ENLA 034 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course is one in a series of core courses required for the Wildland Fire Technology Certificate of Achievement and Associate of Science Degree program. This course provides students with information necessary to understand occupational safety and hazards associated with wildland firefighting operations. Emphasis will be placed on situational awareness, protective measures, accident avoidance procedures, and the risk management process. Students will also review fire ground near misses, entrapments, and fatalities. This course meets or exceeds the National Wildfire Coordinating Group’s (NWCG) requirements.
3 Units
54 Lecture hours

Cooperative Work Experience/Internship for Wildland Fire Technology Related Fields
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: CSU
This course supports and reinforces on-the-job training in the Wildland Fire Technology field under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional level assignment in the area of Wildland Fire Technology and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is related to the field of fire technology and have completed or enrolled in the appropriate coursework. “Contact the CWE office regarding re-enrollment procedures.”
Student Unpaid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
Student Paid Internship:
1 Unit/75 hours; 2 Units/150 hours; 3 Units/225 hours; 4 Units/300 hours
1 to 4 Units
3 to Lecture hours
60 to 300 hours
Non-credit Courses

**NBAS 004**  
**General Academic Advisement**  
Courses designed to assist awareness of college programs and services and exercising good judgment in the selection of classes and an academic path. Topics can include basic skills assessment, campus life, academic and career choices, and other related subjects.  
0 Unit  
18 Lecture hours

**NBAS 005**  
**Personal and Career Exploration**  
Courses to increase awareness of processes for personal and career growth. Intellectual, social, emotional, and physical development; personal values clarification; decision making; identification of needs and methods of satisfying; human sexuality and family life; and accepting and assuming responsibility for own behavior; and investigation into career and life planning alternatives can be explored. Included can be diagnostic testing, survey of interests, and capabilities, and development of positive self-image through group interaction.  
0 Unit  
18 Lecture hours

**NBAS 008**  
**Personal Learning Skills/Basic Skills**  
This course assists the student to become more effective and efficient in developing skills and knowledge necessary to function in a work setting. Skills may include psychomotor skills, communication skills and computer software skills. Opportunities to develop critical thinking skills in simulated situations are provided. The student may use computer assisted instructional programs, word processing, equipment related to the work setting, audiovisual materials and computer software to meet program objectives. Faculty and peers will provide tutoring services and assist students in completing assignments.  
0 Unit  
120 Lecture hours

**NBAS 010**  
**College Refresher Math/Individual Study**  
Courses for individual study in basic mathematics. Areas to be covered can include whole numbers, fractions, decimals, percent, measurement, applications in consumer math, and other topics determined by individual student need.  
0 Unit  
40 Lab hours

**NCCH 001**  
**Health and Fitness**  
This is an open-entry, open-exit course to develop and enhance a student’s knowledge of the importance of healthy lifestyles and to further develop skills which will facilitate a personal fitness program. Student’s will also participate in specific activities that develop an individual’s level of physical fitness.  
0 Unit  
1 to 54 Lab hours

**NCCH 002**  
**Beginning Jujitsu: Self Defense for Adults**  
This course is designed to teach the basic skills of self-defense. Students will be taught skills related to coordination, quick reflex response, how to build stamina, speed, and strength. They will learn all phases of punches, blocks, kicks, hand releases and breaks, two-step fighting, judo and jujitsu falls. Students will practice strategies of protecting themselves from attackers.  
0 Unit  
48 Lecture hours

**NCCH 007**  
**Chorus Singing for the Older Adult**  
This course introduces older adult students to a variety of choral music and explores its cultural and historical aspects. Students will gain knowledge of posture, vowel modification, elements of phrasing and harmony. Students will perform vocal exercises and practice breathing techniques appropriate for the older adult.  
0 Unit  
1 to 48 Lecture hours

**NCCH 008**  
**Computers Unlimited for Older Adults**  
This course is designed for the older adult who thinks he or she will never learn to use a computer. Students will build basic skills that will prepare them to write documents, send e-mail, use online banking or simply enjoy surfing the Internet. Mastery of the basic skills will let you grow from simple accomplishments to things you never dreamed possible. Our gentle, easy approach will show you the many ways that computers can be fun and interesting.  
0 Unit  
1 to 24 Lecture hours  
1 to 8 Lab hours

**NCCH 010**  
**Hatha Yoga for Older Adults**  
This class uses active and passive movements which are adapted for older adults. Movements include stretching, relaxation, and breathing exercises. Students will learn repetitive skill building, weight bearing poses and become familiar with working together in rhythm.  
0 Unit  
1 to 48 Lecture hours

**NCCH 012**  
**Painting for Older Adults**  
This course offers the older adult an individual approach to painting and creative arts. Topics can include art appreciation and art history; awareness of line, color, shape and form; techniques in drawing and progression through color mixing and canvas painting. Creativity and general art knowledge will be taught in a friendly and relaxed environment allowing each artist to work at their own pace.  
0 Unit  
1 to 48 Lecture hours
NCOA 013
Current Topics for Older Adults
This course presents older adults with various topics for discussion and class activities based on the student's individual interests and backgrounds. Older adults will explore international, national and local events and issues from a current and historical viewpoint.
0 Unit
1 to 24 Lecture hours

NCOA 014
Tai Chi Chuan for Older Adults
This course introduces older adults to a Chinese health exercise which is neither vigorous nor strenuous. It is suitable for older adults who want to exercise to gain or maintain good health. It will strengthen the muscles and organs, relax the mind and body, improve the mind and body, and increase memory and concentration.
0 Unit
1 to 24 Lecture hours

NCOA 015
Creative Writing for Older Adults
This course is for older adults and teaches both beginning and experienced writers how to create and shape autobiographies, fiction, non-fiction and poetry into readable and publishable forms. Participants will put their experiences on paper and analyze quality, selection and structure of written materials through group discussion and projects.
0 Unit
1 to 24 Lecture hours

NESL 001
English as a Second Language
Entry level courses designed to provide instruction in basic skills in English and related subjects. Speaking, listening, reading, writing and comprehension skills included.
0 Unit
1 to 72 Lecture hours

NESL 015
ESL Beginning
This is a competency-based course that focuses on basic verbal communication within routine situations common in everyday life within an English-speaking setting. Emphasis is on communication within school, work, and community domains. Successful completion of this course will prepare students to enter NESL 016.
0 Unit
58.7 Lecture hours

NESL 016
ESL Intermediate Low
Prerequisite: ESL 015 or equivalent placement
This is a competency-based course that focuses on expanded verbal communication within routine situations common in English-speaking environments. Emphasis is on communication within school, work, and community domains combined with the introduction of academic English. Successful completion of this course will prepare students to enter NESL 017.
0 Unit
58.7 Lecture hours

NESL 017
ESL Intermediate High
Prerequisite: ESL 016 or equivalent placement
This is a competency-based course that builds upon the skills learned in NESL 016 and prepares English learners to comprehend and communicate in written and spoken English for a variety of audiences and purposes. Successful completion of this course will prepare students to enter NESL 018.
0 Unit
58.7 Lecture hours

NESL 018
ESL Advanced
Prerequisite: ESL 017 or equivalent placement
This is the highest level Non-credit ESL course. It focuses on advanced spoken and written communication within English-speaking school, work, and community domains in a variety of formal and informal contexts. This course is designed for language learners at levels below Rio Hondo College's Credit ESL Program; however, upon its successful completion, it will prepare them for direct entry.
0 Unit
58.7 Lecture hours

NESL 035
ESL Multi-Level
This course focuses on preparing students to use English to achieve tasks within a variety of real-life situations such as a doctor's office or a department store. Students are instructed to be able to listen, speak, read, and write in English in context-specific environments.
0 Unit
1 to 144 Lecture hours

NESL 036
Family Literacy
This course focuses on engendering reading and literacy as a fundamental component of a healthy, well-functioning family. The family-oriented assignments promote the seamless integration of reading across school and home boundaries.
0 Unit
1 to 72 Lecture hours

NHAN 001
Art Workshop for the Handicapped
Courses for cultural enrichment and awareness of many different forms of art. Emphasis is on therapeutic value.
0 Unit
1 to 18 Lecture hours
1 to 18 Lab hours

NHEC 002
Soap Making as an Art and a Business
This course is designed for anyone wanting to expand their creative skills for personal satisfaction or as a business. Students will create different kinds of soaps such as glycerin or coconut soap. The use of molds, layering of colors, and adding herbs and fragrances will be discussed.
0 Unit
1 to 54 Lecture hours

NVOC 001
Asbestos Abatement Workers Training Program
This course is designed to train students in recognizing procedures dealing with removal and/or encapsulation of asbestos. Other topics include products and materials that may become a hazard, options for dealing with asbestos, and potential health effects on exposure.
0 Unit
18 Lab hours

NVOC 0011
Acoustical
This course is designed to introduce the learner to the standard methods of assemblies and codes required for acoustical ceiling construction. Upon completion of this course the learner will have a working knowledge of assembling standard grid for ceilings and softtifs. Hand tools are mandatory.
0 Unit
18 Lecture hours

NVOC 0012
Drywall/Lath
This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the drywall/lath field within the carpentry industry. Course topics include: proper techniques, procedures and tools used in the drywall finishing trade, basic framing/material identification, basic lathing, framing of ceil-
Framing

NVOC 0014
Finish Carpentry

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the finishing field within the carpentry industry. Modules cover the following topics: forming methods for flatwork, tilt-ups, wall forms, column forms, beams and decking forms, stairs and ramps, foundations, walls, windows, welding, and bridge construction.

0 Unit
20 Lecture hours
20 Lab hours

NVOC 0015
Floor Installation

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the floor field within the carpentry industry. Modules cover the following topics: hand and power tool usage, topics include: applications of wood products, hand and power tool usage, material usage, layout/millwork, jigs/fixtures, architectural details, shop drawings, estimating, CAD/CAM and construction of a cabinet, along with current glues and abrasives.

0 Unit
140 Lecture hours
420 Lab hours

NVOC 0016
Framing

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the framing field within the carpentry industry. Modules cover the following topics: wall framing, plates, wall layouts, structural connectors, bracing, aligning, floor layouts, floor systems, stair building and layouts, winders, curved stairs, building exteriors, balconies, bay windows, columns, pop-outs, trims, siding, roof systems, hips, gable roofing, dormers, rafter construction, metal framing, fasteners, metal trusses, and panelized roof systems.

0 Unit
20 Lecture hours
20 Lab hours

NVOC 0017
Lath/Drywall

This course is designed to teach the techniques and skills needed for freeform lathing. Skills such as proper layout, use of grids, proper tools, methods to bend rebar and pencil rod, welding, cutting, halving and tying of lath. Hand tools are mandatory.

0 Unit
18 Lecture hours

NVOC 0018
Tilt-Up

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the concrete field within the carpentry industry. Course topics include: forming methods to bend rebar and pencil rod, welding, cutting, halving and tying of lath. Hand tools are mandatory.

0 Unit
18 Lecture hours

NVOC 0019
Tilt-Up

Students will be instructed in layout techniques for a typical tilt-up panel and the importance of 3-4-5 methods of squaring a panel. They also will learn how to identify certain openings and the location of finish floor lines and roof lines through blueprints.

0 Unit
18 Lecture hours

NVOC 0020
Scaffolding

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the scaffolding field within the carpentry industry. Modules cover the following topics: safety procedures, regulations, industry rules, scaffold planning, worksite applications, welded frame/mobile tower scaffolds, welded frame/tower scaffold applications, tube and clamp assemblies and worksite applications, scaffolding systems, shoring, re-shoring, rigging, rigging safety, and estimating.

0 Unit
18 Lecture hours

NVOC 0021
Cabinet/Millwork

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the cabinetmaking field within the carpentry industry. Course topics include: applications of wood products, hand and power tool usage, material usage, layout/millwork, jigs/fixtures, architectural details, shop drawings, estimating, CAD/CAM and construction of a cabinet, along with current glues and abrasives.

0 Unit
140 Lecture hours
420 Lab hours

NVOC 0022
Health & Safety

This course provides basic First Aid/CPR Training in the performance of emergencies for conscious and unconscious victims, recognizing signs of a heart attack and the proper techniques for administering CPR. These skills are presented for use on adults, children and infants. First Aid training deals with controlling bleeding, burns, sprains, strains, poisoning, broken bones and caring for victims of sudden illness. These classes meet or exceed California or Federal OSHA training requirements. American Red Cross I.D. cards will be issued upon successful completion of the course.

0 Unit
18 Lecture hours

NVOC 0023
Acoustical

This course is designed to expand on the usage of acoustical materials and products used in the acoustical industry. Upon the completion of this class the learner will have a working knowledge of glue up, concealed ceilings/walls and the usage of compaso for ceilings and soffits. Hand tools are necessary.

0 Unit
18 Lecture hours

NVOC 0024
Blueprints

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the blueprint reading field within the carpentry industry. Course topics will include: basics of reading, understanding and visualizing the blueprint, terms, symbols and definitions from several trades will be incorporated into prints showing residential/commercial buildings, slopes, grades, and computer designs. Layout tools will be necessary.

0 Unit
20 Lecture hours
20 Lab hours

NVOC 0025
Computers

This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the computer application field within the carpentry industry. Course topics will include: basic principles of computers, general computer usage, processing, spreadsheets, databases, and the world wide web. Lab sessions include individual computer use.

0 Unit
20 Lecture hours
20 Lab hours

NVOC 0026
Welding

This course provides an introduction to basic welding. Students will learn about the various welding machines as well as electrodes and their specific application. They also will be instructed in the proper and safe use of oxygen an acetylene torch. Demonstration and testing will be required.

0 Unit
18 Lecture hours
NVOC 0029 Effective Supervision Certificate Program
This course is designed for individuals promoted into supervisory positions. The class will assist employers who have promoted line employees with little or no formal supervision training, as well as those anticipating a career that includes supervising other individuals. Topics will focus on six areas comprised of basic supervisory skills and concepts. Students are provided with an overview of what is expected of an effective supervisor and what skills are required to successfully perform in that capacity. Real-life business situations are discussed and evaluated. Students take knowledge gained back to their respective work venues and conversely bring examples to the class for discussion.
0 Unit
1 to 500 Lab hours

NVOC 005 Theatre Production Workshop
This course will introduce students to all aspects of preparing for and presenting a full theater production. Topics covered will include technical set-up of the stage, the dress rehearsal, pre-show preparation, techniques for striking the set and the special needs of a traveling show.
0 Unit
18 Lecture hours
18 Lab hours

NVOC 008 Fundamentals of Law Enforcement/Individual Study
This course is designed to provide law enforcement students or those involved in a related public service subject to expand on their knowledge in the major points of law enforcement. Topics include history and general development of law enforcement, ethical and moral standards, California law, and other related issues. Students will receive individualized instruction tailored to their plan of study.
0 Unit
1 to 500 Lab hours

NVOC 014 College Community Orchestra
This is an ongoing program designed for preparation for employment as musicians. Participants may perform with a symphony orchestra such as Rio Hondo Community College.
0 Unit
1 to 8 Lecture hours

NVOC 015 Practical Experience in Fire Suppression
This course is designed to provide fire technology students or those involved in a related fire science subject to expand on their knowledge in the major points of fire service. Topics include the traditions of the fire service, general development of a fire-fighter, ethical and moral standards, and other related issues pertaining to the fire service. Students will receive individualized instruction tailored to their personal plan of study.
0 Unit
1 to 500 Lab hours

NVOC 018 ACEDD-GIS Skills Development
This course complements the CIV, ARCH, ENGT, LAND and GIS lab and lecture courses and is designed to provide an additional opportunity for students to practice concepts covered in the corequisite courses and enhance their board drafting and CAD skills for workplace productivity. These instructional activities are not available in the regular lecture/lab course and are not required for the grade in the corequisite course.
0 Unit
1 to 200 Lab hours

NVOC 038 Real Estate Practice
This class is an introduction to professional aspects of the real estate business. Topics include agency responsibilities for the salesperson and the broker, office management, how to list and prospect property, selling and marketing techniques, advertising, financing, escrow and closing procedures. Students will acquire a general understanding of fields related to real estate such as finance, appraisal, escrow, and investing. The class will detail the areas necessary to conduct a modern real estate brokerage business. This course is approved by the California Department of Real Estate as one of the required courses for the State Sanctioned Conditional Real Estate Sales Persons License.
0 Unit
1 to 48 Lecture hours

NVOC 039 Real Estate Finance
This course is designed to help the new licensee, the experienced real estate agent, the investor, and the lender gain a better understanding of the complex world of real estate finance. It covers all aspects of real estate financing from filling out the loan application to closing the loan. The course details qualifying standards, disclosure requirements, and loan documents.
0 Unit
1 to 48 Lecture hours

NVOC 041 Real Estate Appraisal
In this course students will learn the purpose and importance of appraisals, land values and their characteristics, the process of appraising, site analysis, and considerations. They will also obtain knowledge of construction methods, materials used in cost approaches, accrued depreciation analysis, income and expense analysis, capitalization theory, and techniques in the income approach method of appraising. This course is approved by the California Department of Real Estate as one of the electives for the State Sanctioned Conditional Real Estate Sales Persons License.
0 Unit
1 to 48 Lecture hours

NVOC 043 Conversational Spanish
This introductory class is designed for beginning Spanish speakers who are looking to learn Spanish for use in a workplace setting. This class will be of particular interest to supervisors and managers that oversee a workforce of predominantly Spanish speaking individuals. The focus is on learning how to speak rather than on grammar. The class will cover simple tenses – present, past, imperfect and future. Students will be asked to listen to Spanish radio, watch Spanish television, read Spanish newspaper and participate in Spanish conversations.
0 Unit
14 Lecture hours

NVOC 049 Introduction to Welding Processes
This is an introductory class designed to familiarize the student with several welding processes that are currently used in the welding and metal fabrication industry. This course offers an overview and basic introduction to the theory and practice of a variety of welding and metal cutting methods. This course will emphasize safety, theory, procedure, and practical skill development.
0 Unit
1 to 18 Lecture hours
1 to 54 Lab hours
NVOC 060  
Semi-Automatic Welding Processes  
This is an intermediate level course designed to introduce students to wire-fed, semi-automatic welding processes for mass-production welding applications, i.e. Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Submerged Arc Welding (SAW). This course emphasizes safety, theory, characteristics and settings for power supplies and wire feeding units, electric current settings, electrode identification and selection, welding positions, and welding of ferrous and non-ferrous metals. Special emphasis will be placed on developing proficiency and speed for high volume production applications.
0 Unit  
1 to 18 Lecture hours  
1 to 54 Lab hours

NVOC 061  
Production Welding Techniques  
This is an intermediate level course designed to introduce the student to welding techniques used in high volume production manufacturing applications. This class will focus on GMAW and GTAW for mild steel, stainless steel aluminum, and will include pulsed-arc applications for both processes. In addition, the student will be introduced to welding fixtures, welding positioners and other auxiliary welding equipment. Emphasis will be placed on shop safety and on developing proper working procedures.
0 Unit  
1 to 36 Lecture hours  
1 to 108 Lab hours

NVOC 062  
Introduction to Fabrication Processes  
This is a beginning level course designed to introduce students to various techniques, processes and technologies used in the fabrication industry. This course will develop skills necessary for translating dimensional information from a shop drawing or blueprint to metallic materials used for production of finished parts and assemblies. Topics covered in this class will include basic blueprint reading, measurement and measuring tools, layout, metal cutting, drilling and tapping, and metal forming. Emphasis will be placed on shop safety and safe and proper use of equipment, tools and materials.
0 Unit  
1 to 18 Lecture hours  
1 to 54 Lab hours

NVOC 063  
Intermediate Fabrication Processes  
This course is designed to broaden the students’ skills and knowledge of metal fabrication techniques. This course will introduce students to basic hand tools and power tools commonly used in the metal fabrication industry. Topics covered in this class will include structural fabrication, tube bending, stair layout and construction, and fabrication of components from sheet metal. Emphasis will be placed on shop safety and on developing proper working procedures.
0 Unit  
1 to 18 Lecture hours  
1 to 54 Lab hours

NVOC 101  
Orientation/Safety  
This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the general trade safety within the carpentry industry. Course topics will include: introduction to the carpenter’s apprentice program, hand tool safety, power tool safety, math, beginning blueprint reading and layout, trade history and job-site safety.
0 Unit  
20 Lecture hours  
20 Lab hours

NVOC 102  
Health/Safety  
This course is designed to meet the needs of Indentured Apprentices with the State of California who are interested in the general trade safety field within the carpentry industry. Course topics will include: Health and Safety Certifications, job safety, fall protection, powder actuated tools, confined space entry, scaffold training, rigging training, aerial lift training, and OSHA training. Certification can be earned in forklift, scaffold, American Red Cross/CPR and Ramset/ Redhead low velocity powder actuated tools.
0 Unit  
112 Lecture hours  
112 Lab hours

NVOC 104  
AutoCAD for Basic CADD Applications  
This course is for students preparing for high technology careers who need the skills necessary to function as an entry level CADD operator or to apply CADD to specific disciplines of mechanical and architectural design, manufacturing, illustration and engineering related documents. An overview of computer graphics and CADD (Computer Assisted Design and Drawing) utilizing the latest release of AutoCAD software will be provided. Students will produce 2D orthographic, isometric, and basic 3D models solutions of mechanical and architectural applications.
0 Unit  
54 Lecture hours  
54 Lab hours

NVOC 105  
MicroStation for Basic CADD Applications  
This course is for students preparing for high technology careers who need the skills necessary to function as an entry level CADD operator or to apply CADD to specific disciplines of mechanical and architectural design, manufacturing, illustration and engineering related documents. An overview of computer graphics and CADD (Computer Assisted Design and Drawing) utilizing the latest release of MicroStation software will be provided. Students will produce 2D orthographic, isometric, and basic 3D models solutions of mechanical and architectural applications.
0 Unit  
54 Lecture hours  
54 Lab hours

NVOC 107  
Intermediate AutoCAD for Design and Production  
This course is for students pursuing degrees or certificates in the Architecture and Engineering Design Drafting Program and for those who wish to enhance their AutoCAD skills for workplace productivity. The course is an intermediate application study in computer aided design, drafting, and graphics using the latest revisions of AutoCAD. Combined with previously learned technical drafting conventions and basic AutoCAD operational skills, students will use AutoCAD to produce detailed drawings that involve model-space and paper-space, 2D and 3D objects, block attributes and viewport.
0 Unit  
36 Lecture hours  
72 Lab hours
NVOC 241
Civil Engineering Drafting & Design
This course is for all students interested in the career field of Civil Design Drafting and Civil Engineering. Civil Drafting and Design is an intermediate level class in which the practices and the preparation of drawings pertaining to the civil engineering field, will be expanded to include the development of maps and drawings used for transportation, site development, grading and drainage and road alignment. The student will use Computer Aided Drafting (CADD) to complete the above mentioned projects. Other topics to be covered will include specifications, site details for utilities and underground piping, structural plans and integration of Geographic Information Systems (GIS).
0 Unit
36 Lecture hours
72 Lab hours

NVOC 245
Civil Engineering Design & Modeling
This course is for all students interested in the career field of Civil Design Drafting and Civil Engineering. Civil Design & Modeling is an advanced level class which includes design analysis and the preparation of drawings used in the civil engineering field. The student will use civil engineering software, such as In-Roads and Land Desktop to design, analyze and develop projects relating to transportation, site development, grading, drainage and road alignment and alternatives. Other topics to be covered are terrain modeling, surface editing, alignment editing, plan, profile, cross sections, earthwork computations and site planning design.
0 Unit
36 Lecture hours
72 Lab hours

NVOC 250
Parametric Modeling 3D Applications for Mechanical Design
This course presents advanced applications of 2D and 3D Computer Aided Design Drafting (CADD) and an introduction to parametric modeling and rapid prototyping utilizing the latest releases of Autodesk Inventor series, SolidWorks, and other parametric modeling software to produce solutions for mechanical applications. Topics covered will benefit all students in areas of study related to Engineering, Drafting, Design and Computer Graphics. Course emphasis is given to CADD generated three dimensional graphics using wire frame, surface modeling, and parametric solids. This course may be taken once for credit towards the major and repeated 2 times to enhance student skills and proficiency levels.
0 Unit
54 Lecture hours
54 Lab hours

NVOC 260
Advanced Architecture Using Revit and 3D Software
This course is for students pursuing an advanced study of BIM (Building Information Modeling) applications as they relate to architecture and the AEC industry (Architecture, Engineering, Construction). Utilizing the latest releases of 3D design software such as Revit and AutoCAD Architecture and previously learned technical and architectural drafting conventions, students will produce two and three dimensional BIM generated architectural drawings and 3D virtual models. This course benefits all students studying Architecture, Civil, Engineering of all types, Drafting, Design and Computer Graphics. High technology skills which are necessary to function as a designer or CADD Drafter are emphasized.
0 Unit
54 Lecture hours
54 Lab hours

NVOC 261
Revit for Advanced BIM Architectural, Structural and MEP Applications
Advanced BIM (Building Information Modeling) applications extends the fundamentals of the Arch 260 class to include Structural, Mechanical, Electrical and Plumbing extensions of the Autodesk Revit Building software. Students will work on both group and individual projects to create and present three-dimensional representation of architectural solutions. Students will also learn the basic process and workflow in creation of Revit Families for use in building models.
0 Unit
54 Lecture hours
54 Lab hours

NVOC 265
Pressure Piping Design
This course is for those students with CAD experience who are interested in the career field of pressure piping design engineering. This course presents the preparation of engineering detail drawings of piping systems for commercial, utilities and industrial plants. Included is information and work dealing with the location, installation, operation, and maintenance of pumps, steam turbines, compressors, tanks, heaters, coolers, cooling towers, condenser, reactors, boilers, chillers, heat exchangers and special equipment.
0 Unit
54 Lecture hours
54 Lab hours

NVOC 266
Pressure Piping Applications
This course is for all students with a basic piping design understanding interested in the career field of pressure piping design engineering. This course presents the advanced preparation of engineering detail drawings of piping systems for commercial, utilities and industrial plants. Included is advanced information and layout work dealing with the location, installation, operation of pumps, steam turbines, compressors, vertical vessels, horizontal vessels, tanks, heaters, coolers, condensers, reactors, boilers, chillers, heat exchangers and special equipment.
0 Unit
36 Lecture hours
72 Lab hours

NVOC 270
SolidWorks for 3D Modeling and Prototype Applications
This course presents an intensive study in 3D computer graphics and CADD (Computer Assisted Design and Drafting) utilizing the latest release of SolidWorks Software. This course benefits all students in areas of study related to Engineering, Drafting, Design and Computer Graphics. Students will produce three dimensional parametric computer generated virtual models incorporating mechanical design refinements. The course emphasizes high technology skills which are necessary to function as a design professional to apply 3D design graphics technology to specific disciplines of mechanical engineering, machine drafting and design, manufacturing, animation, modeling and illustration. Students will be introduced to a variety of means to directly produce prototype models from CADD generated solid geometry.
0 Unit
54 Lecture hours
54 Lab hours

NVOC 280
Advanced MicroStation for CADD & BIM Applications
This course is for students pursuing an advanced study in MicroStation 3D parametric CADD (Computer Assisted Design and Drafting) and the BIM (Building Information Modeling) approach to building design using Bentley Architecture. Students will apply previously learned drafting conventions to produce two and three dimensional CADD and BIM generated mechanical and architectural drawings and virtual design models. This course benefits all students studying Architecture, Civil, Engineering of all types, Drafting, Design and Computer Graphics. High technology skills which are necessary to function as a designer or CADD Drafter are emphasized.
0 Unit
54 Lecture hours
Academic Freedom Philosophy
The maintenance of freedom of speech, publication, religion, and assembly (each of which is a component of intellectual freedom) is the breath of life in a democratic society. The need is greatest in fields of higher learning, where the use of reason and the cultivation of the highest forms of human expression are the basic methods. Society has come to rely upon colleges and universities as a principal means of acquiring new knowledge and new techniques, of conveying the fruits of past and present learning to the community, and of transmitting these results to generations to come. Without freedom to explore, to criticize existing institutions, to exchange ideas, and to advocate solutions to human problems, faculty members, staff and students cannot perform their work, cannot maintain their self-respect. Society suffers correspondingly. The liberty that is needed requires a freedom of thought and expression within colleges and universities, freedom to carry the results of honest inquiry to the outside, and a freedom to influence human affairs in the same manner as other informed persons do. Nor is the value of freedom lessened because error at times arises from its exercise. Learning, intellectual development, and social and scientific progress takes place on a trial-and-error basis, and even the unsound cause or hypothesis may call forth the truth that displaces it. (Board Policy 4030).

Access to Student Records
All currently enrolled or former students have the right of access to any records relating to them and maintained by the College.

Student Records
Privacy Act - All student records at Rio Hondo College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Students may request access to those campus records that personally identify the student; the student may challenge the accuracy of the record or the appropriateness of its retention in the campus records. Students consent is needed for the release of records covered by the Act to outside parties (e.g., prospective employers) except for those agencies entitled to access under the provisions of the Act (e.g., campus officials, other schools, federal educational and auditing officers and requests in connection with the application of receipt of financial aid). These provisions apply to records received and used after November 1, 1974. A student may request a report summarizing the number of records he/she has requested or given consent to be released. Complaints as to procedure or improper release of records information may be filed with the Office of Education, HEW FERPA, DHEW, 330 Independence Avenue, S.W., Washington, D.C. 20210.

Children on Campus
Except when children are enrolled in the Child Development Center, other instructional programs in the District, and/or attending public events under the supervision of parent or guardian, bringing children on campus while attending classes is not permitted. Parents and guardians must be aware that the ultimate responsibility for the safety of the children in their care rests with them and no liability can be accepted by the District nor any of its agents or staff for the consequences of children being on campus.

Computer Usage
Each computer user is responsible for the use of computing resources in an effective, efficient, and lawful manner. Computing resources and equipment are college property, and the college retains the right to monitor systems and limit access. Users of computing resources must abide by the rules/policies established by the department responsible for the supervision of the equipment. Each user must understand and acknowledge that his/her freedom to access and display information is limited to authorized academic and administrative uses. No person may use computer resources for any illegal act, including the possession or use of programs, files, or instructions for violating system security or violation of copyright law. Computer resources may not be used to intimidate or create an atmosphere of harassment based upon any protected class/category (gender,
Student Complaints

Grievance Procedures

The District provides a prompt and equitable means of resolving student grievances and complaints. A grievance is an alleged wrongful act by a Rio Hondo College staff or faculty member which has an adverse effect upon a student’s academic or personal status right or privileges as a student at Rio Hondo College. Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member, a staff member, an administrator or an official of the College or another student. Student complaints may be classified as grievances and fall into one of two categories: Academic, or Non-Academic. Issues that are not resolved at the campus level may be presented to the State Chancellor’s Office using their complaint process. Students are encouraged to follow the Rio Hondo College Complaint and Grievance process before attempting to file a complaint with the State Chancellor’s Office. This procedure does not apply to any matters for which a specified method of complaint resolution is provided by law or by District policy, such as; Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures (BP 5500, AP 5500); Police citations (i.e. “tickets”); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation; or Complaints of discrimination, harassment, or retaliation, including grade grievances based on this type of allegation. These types of complaints are covered under separate Board policies and Administrative Procedures (BP 3435, AP 3435).

For more information, please contact the Office of Student Affairs located in SS204 or visit: http://www.riohondo.edu/student_affairs/complaints.htm.

Information

This is to serve as public notice that the following information is regarded by Rio Hondo Community College District as Directory Information, and may be released for distribution unless stop action is initiated by a student on the Rio Hondo College Directory Information Denial of Release form available in the Admissions and Records Office. A new form must be completed each year. Directory information includes: a student’s name, whether or not he/she is currently enrolled, participation in officially reorganized activities and sports, weight and height of members of athletic teams, degrees and awards received.

A request for directory information will be denied to any parties, not otherwise entitled to the information by law, if the college determines that such release is not in the best interest of the student. Further information may be obtained from the Admissions & Records Office.

Hazing

The California Legislature moved Hazing from the educational codes and amended the Penal Code to include hazing in order to close legal loopholes and to deter students, section 245.6 of the California Penal Code, which went into effect on January 1, 2007, reads: It shall be unlawful to engage in hazing. “Hazing” means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury. Hazing can be defined as any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation, which intentionally endangers a student seeking admission into or affiliation with any student organization. The term “hazing” does not include customary athletic events or school-sanctioned events. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both.

Non-Discrimination in College Programs and Activities

Non-Discrimination Policy

Rio Hondo Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX Officer/Section 504/ADA Coordinator, Dr. Dyrell Foster, Dean, Student Affairs, Student Services Building, 2nd Floor, Room SS-204, (562) 908-3498.

Rio Hondo Community College District recognizes its obligation to provide program accessibility for all persons with disabilities in a manner that does not discriminate in the delivery of those services. The college makes reasonable accommodations for students, employees and members of the community who may be participating in campus activities.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District’s compliance with those provisions may also be directed to:
Sexual Harassment

Sexual Harassment is offensive, unwelcome sexual attention. Sexual harassment is a form of sex discrimination which violates Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, California statutes, Rio Hondo Community College District Board policy and the Procedures and the Action Against Sexual Harassment—Know the Law!! brochure.

Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individuals employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment of academic decisions effecting the individual;
3. the conduct has the purpose or effect of having a negative impact of the individuals work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
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 community college.

This definition encompasses two kinds of sexual harassment.

1. Quid pro quo sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual’s willingness to engage in or tolerate unwanted sexual conduct.
2. Hostile environment sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individuals learning or work environment, unreasonably interfere with an individuals academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexual harassment can consist of virtually any form of combination of verbal, physical, visual or environmental conduct. It need not be explicit, nor even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples - Sexual harassment includes, but is not limited to the following misconduct:

1. Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex. This may include, but is not limited to, inappropriate comments regarding an individuals body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or...
Hostigamiento Sexual

Hostigamiento sexual es acoso sexual, ofensivo y mal recibido.

Hostigamiento sexual es una forma de discriminación sexual, lo cual viola el Título VII del Acto de los Derechos Civiles de 1964, a como se han enmendado, Título IX de los Enmendamientos de Educación de 1972, estatutos del Estado de California, y política de la Junta del Distrito del Colegio de Río Hondo y panfleto de Procedures for Action Against Sexual Harassment–Know the Law!!.

Definición – Hostigamiento sexual puede ser acoso sexual mal recibido, solicitudes de favores sexuales, y otro comportamiento implícitamente sexual con tal que:

1. sometimiento al comportamiento se presenta como requisito o condición del empleo del individuo, de la categoría o estado académico del individuo o de adelantamiento del individuo;

2. sometimiento al comportamiento, o rechazo del comportamiento del hostigador se presenta como criterio de empleo o de decisiones académicas en cuanto al individuo;

3. el comportamiento tiene el intento de resultar en impacto negativo en el trabajo del individuo o en los estudios académicos del individuo, o tiene el intento de crear un ambiente de intimidación y hostilidad en el empleo o en los estudios o:

4. sometimiento al comportamiento, o rechazo del comportamiento, del hostigador se usa como criterio de cualquier decisión en cuanto al individuo y los beneficios o servicios, lauros del colegio, programas, o actividades que se presentan o por el colegio.

Esta definición incluye dos clases de hostigamiento sexual.

1. Quid pro quo hostigamiento sexual ocurre cuando una persona con puesto de autoridad presenta beneficios educativos o de empleo como dependencias en el sometimiento del individuo para participar en o tolerar comportamiento sexual mal recibido.

2. Ambiente hostil hostigamiento sexual ocurre cuando comportamiento mal recibido, implícitamente o explícitamente sexual, es bastante severo o intruso para que se cambien las condiciones del ambiente de empleo, o de estudios, del individuo, o para que se impida excesivamente el trabajo del individuo o los estudios del individuo, o para que se crea un ambiente de empleo y educativo, de intimidación, hostilidad y abuso. El individuo como víctima tiene que percibir personalmente el ambiente como hostil, y el hostigamiento tiene que ser de tal manera que una persona razonable del mismo sexo percibiría el comportamiento como hostigamiento sexual. Hostigamiento sexual incluye cualquier combinación de comportamiento verbal, físico, o visual, o de control a través del ambiente de empleo y educativo. El hostigamiento sexual no tiene que ser explícito, ni tiene que ser específicamente dirigido al víctima. Hostigamiento sexual puede ocurrir entre personas del mismo sexo o de diferentes sexos. El criterio para determinar si comportamiento es hostigamiento sexual es si una persona razonable del mismo sexo percibiría el comportamiento como hostigamiento sexual.

Ejemplos – Hostigamiento sexual incluye, pero no se limita a, mal comportamiento como:

1. Verbal: palabras impropias o ofensivas, menores precios, chistes o burlas o insinuaciones sexuales. Esto incluye, pero no se limita a, comentarios impropios en cuanto al cuerpo del individuo, la apariencia física, atavío, valentía sexual, estado civil, o preferencia
sexual del individuo; flirteo o solicitudes mal recibidas; demandas de favores sexuales; abuso verbal, amenazas intimidación de tipo sexual; o sexismo, comentarios arrogantes que ponen en ridículo a un sexo, o que expresan actitud derogatoria contra un sexo.

2. Físico: contacto físico impropio o ofensivo, asalto, o impedimento físico del movimiento de una persona. Esto puede incluir, pero no se limita a, besando, caricias físicas, tocando íntimamente, agarrando a mano, pellizcando, mirando con lascivia, ojeando, pasando ligeramente por encima o impidiendo el paso de otra persona, siblando o haciendo ademanes o gesticulaciones sexuales.

3. Visual o escrito: mostrando, diseminando, o manifestando materia, visual o escrita, ofensiva y de sentido sexual. Esto puede incluir, pero no se limita a, carteles, caricaturas, diseños, dibujos, grafitis, materia para leer, gráficas en la computadora, y materia transmitida electrónicamente.

4. Ambiente: el ambiente de empleo o el ambiente académico que esté lleno de expresiones verbales de sentido sexual, insinuaciones, insultos o abusos verbales que no pertenecen al tema de la clase. Un ambiente hostil se puede realizar con enfoque impropio en temas sexuales o con comentario implícitamente sexual en la clase. Un ambiente puede ser hostil si el comportamiento sexual mal recibido es específicamente dirigido a un individuo o si el individuo solamente observa el hostigamiento ilícito en el ambiente. La determinación del ambiente como hostil se basa en el conjunto de todas las circunstancias, inclusive elementos como la frecuencia del comportamiento, la severidad del comportamiento, si el comportamiento menosprecia o amenaza, y si el comportamiento impide excesivamente el empleo del individuo o los estudios del individuo.

Si usted cree que usted ha sido víctima de hostigamiento sexual, llame a, Oficial de Cumplimiento del Distrito, en el salón SS204, o de teléfono fuera del colegio, llame al número (562) 908-3498.

**Standards of Student Conduct**

The Rio Hondo College campus is an academic community dedicated to teaching and learning. In order that teaching and learning may take place in an atmosphere of respect for one another and for each other’s ideas and beliefs, Rio Hondo College has guaranteed certain fundamental rights to its students and faculty.

Rio Hondo College students are part of a community in which ideas will be explored in a mature spirit of understanding and mutual respect. Only in this mature spirit can the college meet its obligations to those it serves.

All students are required to abide by the Standards of Conduct and failure to do so may result in disciplinary action such as a verbal or written reprimand, probation, suspension and/or expulsion. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- A. Causing attempting to cause, or threatening to cause physical injury to another person.
- B. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in writing by the College President or Designee.
- C. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11014.5.
- D. Committing or attempting to commit robbery or extortion.
- E. Causing or attempting to cause damage to District property or to private property on campus.
- F. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- G. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or posting a college or posting a smoking in any area where smoking has been prohibited by law or by regulation of the college or posting a college or posting a
- H. Committing sexual harassment as defined by law or by District policies and procedures.
- I. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
- J. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or
K. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personal.

L. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

M. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.

N. Unauthorized entry upon or use of District facilities.

O. Lewd, disorderly, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.

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

Q. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

R. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

S. Sexual assault on any District personnel, District vendor, District visitor or student, upon off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.

T. The obstruction or disruption, on or off-campus, of the District’s educational or administrative process or any other District function.

U. The violation of any previous order issued by the District president that is not inconsistent with any of the other provisions of this policy. This order may be given by its publication in the student newspaper or by notice on an official bulletin board designated for this purpose.

V. Attempting to perform any previously identified act that constitutes a cause for disciplinary action.

W. Violation of District policies or regulations including those concerning the formation and registration of student organizations, the use of college facilities, or the time, place and manner of public expression.

X. Failure to comply with directions of District officials acting in the performance of their duties.

Y. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

Z. Any other cause not previously listed which is identified as a good cause by the College or the Hearing Panel.

AA. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assault, such as teasing or name-calling; special isolation or manipulation; and cyber bullying.

Students who engage in any of the above are subject to the procedures outlined in AP 5520.
Facilities

Art Gallery
The Rio Hondo College Art Gallery is located inside the Art Building and is open to students and the community during the academic year. The gallery provides an intimate setting for temporary exhibits showing both student and professional artists, representing a variety of artistic disciplines. Used also as a teaching gallery, many of the exhibits are displayed and created by students enrolled in ART 180, the Art Gallery Display Design course. The gallery is open to the public and exhibits are advertised in the College’s Cultural Events brochure available from the Division of Arts & Cultural Programs and online at: http://www.riohondo.edu/arts/culturalevents.html. Call (562) 908-3471 for more information.

Black Box Theater
The Black Box Theater is located behind the Wray Theater. With seating for approximately 80 guests, the Black Box provides a more intimate setting for student and visiting performers. The performances are open to the public and are advertised in the College’s Cultural Events brochure from the Division of Arts & Cultural Programs. Call (562) 908-3471 for more information.

Bookstore
The Student Bookstore is operated as a service to the students. Required textbooks and supplies are available. Ninety percent of the commission received from the bookstore goes to the Auxiliary Service Fund for student activities.

The Bookstore hours are listed on the bookstore web page, where book and merchandise can also be purchased.

Rio Café
The Rio Café, located on the middle quad and offers grilled food, a variety of entrees, a deli section with sandwiches, a salad bar, and assorted beverages and snacks. Hours are listed at: www.riohondo.edu.

Child Development Center/Pre-School Laboratory
The Rio Hondo Pre-school Laboratory located at the Child Development Center provides quality pre-school services to the children of Rio Hondo students, staff, and community. Children must be between the ages of 3 to 5 years old and are required to be toilet trained. The Center is supported by state funds and parent fees. Eligibility for state subsidized funding is determined by a combination of family size and income. Some families may pay fees based on a sliding scale. Hours of operation are 7:30 A.M. to 5:00 P.M., Monday through Friday. Holidays and breaks are observed in accordance with the RHC academic calendar. For more information, please call (562) 908-3494 or visit the Rio Hondo website (click on Student Services and then Child Care). Rio Hondo College students from the Child Development/Education Department, the Behavioral and Social Science Division and Nursing utilize the Pre-school Laboratory to observe the development and behavior of pre-school children and to apply the knowledge that they gained in their courses working directly with children.

El Monte Educational Center (EMEC)
The El Monte Educational Center (EMEC) is one of Rio Hondo College’s off-campus satellite facilities. It is located at 3017 Tyler Avenue, El Monte, CA 91731. There are classrooms and a computer resource lab. Regular college credit courses are offered at EMEC, including basic skills classes as well as general education courses for graduation and transfer to a university. The college assessment test is offered on the third Friday of the month. Continuing Education also offers non-credit courses at EMEC. For more information about classes and services at EMEC, please call (626) 443-8932.

Fitness Center
Rio Hondo College’s state-of-the-art Fitness Center is located in the Physical Education Department (room G150). Access is available by enrolling in PE 130, a one-unit Physical Education Activity Class. Additional information is listed in the Class Schedule and on the Fitness Center web page.
Observatory
Rio Hondo College is one of only 10 California Community Colleges to possess an observatory. The Gordon D. Crowell Astrophysical Observatory has been serving the students of the college and residents of the community for over 40 years. The Observatory houses a 16-inch reflecting telescope that is the largest telescope available to the public in the Los Angeles area. We are open to the public, year round, no fee, from 8:00 p.m. to 10:00 p.m. on selected clear Friday evenings. Visitors are asked to park in Lot C and walk up the observatory road to the Observatory. Please wear comfortable walking shoes, dress warmly, and bring a flashlight. Visitors are also advised we do not have rest room facilities at the observatory. Call (562) 908-3472 for more information.

Parking
Parking facilities are provided for students and visitors at nine locations on campus as designated in the Class Schedule. Students are required to display a Rio Hondo College parking permit on all vehicles parking on campus. Parking permits should be obtained at the time of registration and thereafter at every semester registration or where there is a change in vehicle(s). Motorcycle parking is permitted only in specially designated areas in Lots B and Level 5.

Visitors on campus may purchase (daily) temporary parking permits at the Parking Information Booth located on level 2 during the hours of 6:30 a.m. to 9:00 p.m. Monday through Thursday, and on Fridays 6:30 a.m. to 3:00 p.m.

Persons operating vehicles on campus are expected to abide by all California vehicle codes as well as posted regulations. Citations will be issued by campus security officers for violations of such codes or for failure to abide by college parking or vehicular regulations. Everyone is required to pay all fines in connection with such violations. Unpaid fines will be referred to the D.M.V., and a hold will be placed on your vehicle registration.

Persons using the parking facilities at the college do so at their own risk. The college assumes no liability for the use of the parking facilities.

Santa Fe Springs Training Center
The Rio Hondo College Fire Technology program is located at the Santa Fe Springs Regional Training Center at 11400 Greenstone Ave., Santa Fe Springs. The Training Center houses the equipment and facilities for the College’s Fire Academy, Homeland Security Training Center, Emergency Medical Technician (EMT) program, Biddle Physical Abilities Testing, CWH Firefighter Testing, National Fire Firefighter Testing and Advanced Fire Marshal Training Programs. Some Fire Technology classes are also held on the main campus at the new Administration of Justice Building. The Wild land Fire Technology program and the Wild land Fire Academy are located at the AJ Annex on the main campus. Please see Schedule of Classes for more information.

South Whittier Educational Center (SWEC)
The South Whittier Educational Center (SWEC) is one of Rio Hondo College’s off-campus satellite facilities located at 14307 East Telegraph Road, Whittier, CA 90604. There are classrooms and a computer resource lab. Regular college credit courses are offered at SWEC, including basic skills classes as well as general education courses for graduation and transfer to a university. The college assessment test is offered on the first Friday of the month. Continuing Education also offers non-credit courses at SWEC. For more information about classes and services at SWEC, please call (562) 941-2356.

State Smog Center
Rio Hondo College’s State Smog Center is a state-contracted test facility that provides certain Smog Check services for motorists. Working with Automotive Technology departments at the community colleges, the Consumer Assistance Referee Centers provide motorists the opportunity to receive independent smog checks on their vehicles. Visit the web site www.smogcheck.ca.gov for the eligibility conditions necessary to utilize a referee station. The Center is open Monday, Tuesday, Thursday, and Friday from 8:00 a.m. to 5:00 p.m. by appointment only. Closed on Wednesdays. Call (800) 622-7733 for an appointment.

Wray Theatre
The Wray Theatre, located on the lower quad, functions as the main performance space for the college. Showcasing a variety of student and professional performances in the areas of theatre, dance, music, and guest lectures, the theatre seats approximately 300 persons. The performances are open to the public and are advertised in the College’s Cultural Events brochure available from the Division of Arts & Cultural Programs. Call (562) 908-3471 or visit our web site at: http://www.riohondo.edu/arts/culturalevents.html for more information.
Administrators

**ADMINISTRATION**

Dreyfuss, Teresa  
Superintendent/President,  
Vice President of Finance & Business  
B.A., University of Chinese Culture, Taiwan; M.B.A., University of La Verne.

Gee, Henry  
Vice President of Student Services  
A.A. Sacramento City College  
B.A., M.A., Azusa Pacific University; Coursework Completed, Claremont Graduate University.

Pierson, Kenn  
Vice President of Academic Affairs  
B.A., Dakota Wesleyan University; M.A., State University of New York, Buffalo; Ph.D., University of Minnesota.

**DEANS**

Austin, Connie  
Dean of Health Science and Nursing  
A.A., Mt. San Antonio College; B.S.N., Point Loma College; M.A., M.S.N., California State University, Los Angeles.

Flores, Ygnacio  
Dean of Public Safety  
B.S., National University; M.A., University of San Diego; Naval War College Graduate Certificate in Command & Staff Leadership; Ed.D., University of Southern California.

Foster, Dyrell  
Dean of Student Affairs  
B.S., University of California, Davis; M.S., California State University, Long Beach; Ed.D., University of Southern California.

Green, Rebecca  
Dean of Behavioral & Social Sciences  
A.S., Long Beach City College; B.A., California State University, Long Beach; M.A., California State University, Dominguez Hills.

Gustafson, Kats  
Dean of Library & Instructional Support  

Hebert, Steven  
Dean of Physical Education/ Athletics Director  
B.S., Cal Poly State University; M.Ed., Azusa Pacific University.

Holcomb, Robert  
Dean of Communications and Languages  
B.A., M.S., University of Southern California, Ph.D., Claremont Graduate University.

Jones, Walter  
Dean of Counseling & Student Development  
B.A., California State University, Northridge; M.A., California State University, Dominguez Hills; Ed.D., University of California, Los Angeles.

Koons, Karen  
Dean of Mathematics & Sciences  
B.A., M.A., California State University, Fresno.

Kummerman, Howard  
Dean of Institutional Research & Planning  
B.A., San Diego State University; M.S., University of San Diego.

Slavich, Michael  
Dean of Career & Technical Education, Interim, Dean of Business  
A.S., Rio Hondo College; M.A., B.V.E., California State University, Los Angeles.

**ASSOCIATE DEANS**

Mason, Donald  
Interim Associate Dean of Public Safety  
B.S. Southern Illinois University, M.S. Capella University.

Munoz, Michael  
Associate Dean of Student Services  
B.A., University of California, Irvine; M.S., Ed.D., California State University, Long Beach.

**ASSISTANT DEANS**

Salazar, Barbara  
Interim Assistant Dean of Student Success & Retention (Basic Skills)  
B.A., University of California, Berkeley; M.A., San Francisco State University.

Aldrich, Christine  
Interim Director of Extended Opportunity Program & Services/ CalWORKs  
B.A., University of California, Irvine; M.S., California State University, Fullerton.

Castaneda-Calleros, Russell  
Director of Government & Community Relations  
B.A., MA, Stanford University; M.P.P., JFK School of Government at Harvard University, Cambridge.

Connell, Timothy  
Director of Contract Management & Vendor Services  
A.A., Cerritos College; B.S., University of Phoenix.

Coria, Elizabeth  
Director of Financial Aid & Veteran’s Services  
B.A., Whittier College; M.A., University of Redlands; Ed.D., California State University, Fullerton.

Emerson, Yolanda  
Director of Human Resources  
B.A., California State University, Los Angeles; M.B.A. University of Phoenix.

Fisher, Zolita  
Director of T rio Programs/Student Support Services  
B.A., University of California, Riverside; Ed.M., Harvard University; Ph.D., University of Southern California.

Herney, Susan  
Director of Marketing & Communications  
B.A., University of California, Berkeley; M.A., University of Phoenix.

Matsui, Mark  
Director of Disabled Students Programs and Services  
B.A., San Jose State; M.S., California State University, Los Angeles.

Pearson, Judy  
Director of Admissions & Records  
B.A., California State University, Fresno; M.A., California State University, Fresno.

James Popper  
Director of Facilities Services  
A.A., Long Beach City College, B.A., California State University, Long Beach.

Weingart, Chedva  
Director of Accounting  
B.S., California State University, Northridge.
Faculty

A

Accardo, Frank
Instructor of Music
B.M., Berklee College of Music; M.M., California State University, Northridge.

Acevedo, Lisette
Assistant Professor of Speech Forensics
B.A., University of Southern California; M.A., California State University, Northridge.

Acuña-Hansen, Chris
Associate Professor of Photography
B.F.A., California State University, Fullerton; M.F.A., California Institute of the Arts.

Alvarado, Guadalupe
Counselor/Professor
A.A., Compton College; B.A., California State University, Long Beach; M.S., University of LaVerne.

Anderson, Carl
Instructor of Automotive Technology
B.S., M.A. California State University, Long Beach.

Archambault, Alan
Instructor of Mathematics
A.A., Long Beach City College
B.S., University of California, Los Angeles; M.S., California State University, East Bay.

Ayala, Armando
Professor of Health Science
A.A., Rio Hondo College; B.S., Loma Linda University; Graduate Work, Loma Linda University, Physician Assistant, Cerf., College of Osteopathic Medicine of the Pacific.

B

Babou, Robin
Librarian
B.A., California State University Long Beach; M.L.S., San Jose State University.

Baca, J. Manuel
Professor of Political Science/ Business Management
A.A., Rio Hondo College; B.A., M.P.A., California State University, Fullerton; Graduate work University of California, Los Angeles; Ph.D., University of Southern California.

Balch, David
Professor of Administration of Justice
B.S., California State University, Los Angeles; M.B.A., Pepperdine University; Ph.D., United States International University.

Bean, Michelle
Instructor of English
B.A., Whittier College; M.A., California State University, Fullerton.

Bell, Sharon
Associate Professor of Reading
B.A., Brooklyn College; M.A., Hunter College; Ph.D., Fordham University.

Bennett, John
Instructor of Fire Technology
Bethel, Robert
Professor of Biology
B.S., University of California, Davis; M.S., California State University, Long Beach.

Biesemeyer, Gail
Professor of Health Science
B.S.N., Loyola University; M.S.N., Azusa Pacific University.

Blackmun III, Eugene
Associate Professor of Business Management
A.A., Cerritos College; B.S., Brigham Young University; M.B.A., California State University, Fullerton.

Botello, Robert
Instructor of Mathematics
M.S., California State University, Los Angeles.

Bowen, James
Assistant Professor of French
M.A., California State University, Long Beach.

Boyd, Pamela
Professor of Nursing
A.A., Pasadena City College; B.S.N., California State University, Fullerton; M.S.N., University of Phoenix.

Brandt, Katharin
Assistant Professor of Nursing
B.S.N., California State University, Los Angeles; M.S.N., California State University, Dominguez Hills

Bronkar, Ryan
Associate Professor of Mathematics
A.A., Fullerton College; B.A., M.A., University of California, Los Angeles.

Brown, Ada
Associate Professor of Studio Art/ Painting and Design
B.A., Queens College; M.F.A., University of Houston.

Brown, Linda
Professor of Voice
B.A., Whittier College; M.M., University of Southern, California; M.A., University of San Francisco, D.M.A., University of Southern California

Brutlag, Brian
Assistant Professor of Sociology
A.S., Waubonsee Community College; B.A., University of Illinois at Springfield; M.A., Northern Illinois University

C

Callinan, Thomas
Associate Professor of English
M.A., California State University, Long Beach.

Cartagena, Alyson
Assistant Professor of Dance/Yoga/ Pilates
B.F.A., Florida State University; M.F.A., University of California, Irvine.
Chandler, James
Coordinator of Learning Assistance Center
B.A., California State University, Los Angeles; M.A., California State University, Long Beach; Graduate work University of California, Los Angeles, Oregon State University, University of New Mexico.

Clark, Mary Dennyse
Professor / EOPS/CARE Counselor
BA, California Dominguez Hills, M.S.W., California State University, Long Beach.

Coffman, Dan
Professor of Fire Technology
A.S., Miramar College, San Diego; B.S., California State University, Los Angeles; M.P.A., California State University, Los Angeles; California State Certified Fire Chief Officer; California State Licensed Paramedic, California State Certified Firefighter I & II and California State Certified Fire Instructor.

Cummings, Frances
Professor of Biology
B.S., Millerville University; M.A., California State University, Fullerton.

Curiel, Libby
Instructor /Coordinator Speech Forensics
B.A.,M.S., California State University, Los Angeles.

Curlee, Karleen
Professor of Reading and Tutorial Education
A.A., Fullerton College; B.A., M.S., California State University, Fullerton.

Daryoush, Faye
Professor of Mathematics
B.S., University of Bridgeport, CT; M.S., University of Southern California; M.S., University of Southern California, School of Engineering.

Dawson, David
Instructor of 3D Animation and Modeling
A.A., Art Institute of Dallas; B.A., Baylor University; M.F.A., Florida Atlantic University.

De Los Santos, Blanca
Professor of Spanish
B.A., M.A., California State University, Los Angeles.

Dighera, Mike
Instructor of Automotive Technology
A.A., Cerritos College.

Dixon, Scott
Associate Professor of Philosophy
B.A., California State Polytechnic University, Pomona; M.A., California State University, Long Beach.

Dornean, Marius
Instructor/Coordinator Heavy Equipment Maintenance

Duarte, Jeannette
Professor of Speech
B.A., Oregon State University; M.A., Texas A & M University; Ph.D., Arizona State University.

Duran, Jose Joaquin
Assistant Professor of History
B.A., M.A., University of California, Santa Barbara.

Duran-Katnik, Sylvia
Counselor/Professor
A.A., Cerritos College; B.S., University of Redlands; M.S., University of Southern California.

Eckstrom, Marie
Professor of English
B.A., Suffolk University; M.A., California State University, Northridge; M.A., M.A., California State University, Los Angeles.

English, Cameron
Associate Professor of Mathematics
M.S., California State University, Long Beach.

Enright, Adele
Librarian/Professor
B.A., Whittier College; M.L.S., University of California, Los Angeles; M.A., California State University, Dominguez Hills; Graduate Work, Whittier College.

Esquivel, Raymundo
Professor of Mathematics and Spanish
B.A., M.L.S., University of California, Los Angeles; M.A. Claremont Graduate School; Graduate Work, California State University, Northridge; California State University, Los Angeles.

F
Feliciano, Robert
Professor of Public Safety
A.A., East Los Angeles College; B.S., California State University, Los Angeles; M.A., Pepperdine University.

Fernandez, Jennifer
Counselor/Professor of Political Science, Psychology, Biological Sciences, Physical Education
B.A., Whittier College; M.S., University of La Verne; Graduate Work, Pepperdine University; D.P.A., University of La Verne.

Fernandez, Juan
Instructor of English
B.A., M.A., California State University, Long Beach.

Ferrari, Shelly
Associate Professor of Nursing
A.S., Pasadena City College; B.S., Azusa Pacific University; M.S.N., Azusa Pacific University.

Flores-olson, Troy
Career Counselor/Professor
B.A., California State University, Fullerton; M.A., Chapman University.

Florman, Kelli
Associate Professor of Administration of Justice
B.A., Ohio State University; J.D., Case Western Reserve University.

Forrest, Alfred
Professor/Coordinator Student Health Services
J.D., University of Southern California Law School; M.D., University of Southern California Medical School.

Forrest, Michael
Professor of Geology
A.A., Golden West College; B.A., B.S., California State University, Long Beach; Ph.D., University of Southern California.

Frala, John C.
Professor Advanced Transportation Technologies, Hybrid and CNG/LNG Fuels, Honda PACT
A.A., A.S., General Motors University, B.S., B.A., M.A., University of Phoenix.

Francis, John S.
Professor of Speech, Journalism and Mass Media
A.A., Rio Hondo College; B.A., M.A., California State University, Los Angeles.
Freije, Theresa  
Professor of English  
M.A., California State University, Fullerton; Croughton University; University of California, Los Angeles; Cambridge University.

Fung, Hank  
Instructor of Mathematics  
M.A., California State University, Fullerton.

Garcia, Alonso  
Instructor of English  
B.A., University of California, Riverside; M.A., University of Hawaii.

Garcia, Yvette B.  
EOPS Counselor  
B.A., Loyola-Marymount University; M.A., California Family Study Center.

Gaspar, Georgia  
Professor of Reading  
B.A., M.A., California State University, Long Beach.

Gonzalez, Hector  
Associate Professor of Humanities  
A.A., Fullerton College; B.A., M.A., California State University, Fullerton.

Gonzalez, Lydia  
Associate Professor of Mathematics  
B.S., University of California, Santa Cruz; M.S., California State University, Los Angeles.

Gottlieb, Karen  
Assistant Professor of Nursing  
A.S., Cerritos College; A.D.N., Chapman University; B.S.N., M.S.N., University of Phoenix; Ed.D., Argosy University.

Graham, Song-Nguyen  
Articulation Officer/Counselor  
B.A., University of California, Irvine; M.S., California State University, Long Beach.

Griffith, Leah J.  
Instructor of Mathematics  
B.A., Chapman College; M.S., California Polytechnic State University, San Luis Obispo.

Griffith, Margaret  
Associate Professor of Painting & Drawing  
B.F.A., Maryland Institute College of Art; M.F.A., Cranbrook Academy of Art.

Guzman, Sergio  
Counselor/Assistant Professor  
A.A., Santa Ana College; B.A., University of California, Riverside; M.S., California State University, San Bernardino.

H

Halvorson, Gary  
Professor of CAD/Drafting  
B.A., California State University, Fresno; M.A., California State University, Los Angeles.

Hannah, Kathleen  
Associate Professor of Nursing  
A.D.N., Rio Hondo College; B.S.N., Pacific Union College; M.S.N., University of Phoenix.

Hawley, Linda  
Professor of Mathematics  
B.A., Edinboro State University; B.F.A., M.F.A., University of Georgia; M.Ed., Clemson University.

Hemenway, Elaine  
Professor of Mathematics  
B.A., College of the Holy Names; M.S.T.M., Santa Clara University.

Herzfeld, Shari T.  
Professor of Nursing  
B.S.N., California State University, Long Beach; M.N., University of California, Los Angeles.

Hinze, Michael  
Assistant Professor of Physical Education, Coach Water Polo/Swim  
A.A., Orange Coast College; B.A., Humboldt State University; M.A., Azusa Pacific University.

Holcomb, Dianne L.  
Associate Professor/Coordinator/ Counselor Transfer Center  
B.S., M.S., California State University, Los Angeles.

Huang, Irene  
Professor of Chemistry  
B.S., Ch.E., Chung Yuan College; M.S., Ph.D., University of Massachusetts.

Huang, Julie  
Professor of Business Management  
M.B.A., Azusa Pacific University, D.B.A., Argosy University.

Huizenga, Jorge  
Counselor/Assistant Professor  
A.A., Southwestern College; B.A., California State University, Northridge; M.Ed., University of San Diego.

I

Ibarra, Edward  
Instructor of English  
B.A., University of California, Los Angeles; M.A., Ph.D., University of Southern California.

Isaac, Lily  
Professor of English  
B.A., M.A., Bangalore University; Ph.D., Banaras University.

J

Javanmard, Mike  
Instructor of Economics  
B.A., University of California, Riverside; M.S., Cal Poly Pomona.

Johnson, Steve  
Instructor of Physical Education/ Women's Basketball Coach  
A.A., Chaffey College; B.A., M.A., California State University, Dominguez Hills.

K

Kamdibe, Muata  
Professor of English  
B.A., University of Maryland Eastern Shore; M.A., University of Maryland Baltimore County.

Katnik, Stephen  
Professor of Biology  
B.A., University of California, Los Angeles; M.S., University of Guam; C.H.M.M., University of Davis.

Keller, Terry  
Professor of Biology  
B.S., California State Polytechnic University, Pomona; M.S., California State University, Fullerton.

Kepner, Patricia  
Professor of Child Development  
A.A., Cerritos College; B.S., California State University, Fullerton; M.S., Nova Southeastern University.

Kimber, George  
Professor of Public Safety  
B.S., California State University, Los Angeles; M.A. August Vollmer University.

Koelle, Stephen  
Professor of Reading  
M.A., California State University, Long Beach.

Korf, William  
Professor of Theatre Arts  
B.A., University of California, Los Angeles; M.F.A., University of Washington.

Koutoulis, Mathew  
Professor of Chemistry  
B.A., California State University, Long Beach; M.S., University of California, Irvine.
LaTurno, Jan
Professor of Mathematics
B.A., M.A., California State University, Fullerton; Doctoral Work, Earlham College; University of California, Riverside; University of California, Berkeley.

Leung, Allen
Professor of Chemistry
Ph.D, University of Utah.

Lewis, Cynthia
Assistant Professor of Art History
B.A., Pomona College; M.A., California State University, Fullerton.

Lindy, David
Instructor of Electrical/Electronics
A.A., Mt. San Antonio College; B.S., DeVry University.

Littrell, Mark
Professor of Mathematics
B.A., Whittier College; M.S., California State University, Long Beach.

Liu, Jeannie
Instructor of Accounting
A.A., Community College of Southern Nevada
B.S., University of Las Vegas, Nevada
M.A. University of California, Irvine.

Liu, Shin
Professor of Computer Science/Information Systems
B.A., National University of Education; M.S., University of Texas; D.B.A., Argosy University.

Livingston, Jannine
Associate Professor of Music
M.M., University of Southern California.

Llerena, Lydia
Associate Professor of Spanish
A.A., Long Beach City College; B.A., M.A., California State University, Long Beach.

Lopez, Katherine
Associate Professor of Nursing
A.A., A.S., Citrus College; B.S.N., Azusa Pacific University; M.S.N., University of Phoenix.

Luna, Patricia
Associate Professor of Nursing
L.V.N., R.N., Rio Hondo College; B.S.N., P.H.N., M.S.N, California State University, Dominguez Hills.

Lynch, Kelly
Associate Professor of Child Development
A.A., Pasadena City College; B.A., M.A., California State University, Los Angeles.

Lynch, Sheila
Professor of Fine Arts
B.A., California State University, Fullerton; M.F.A., Claremont Graduate School.

Mansolino, Ann
Associate Professor of Photography
B.A., University of California, Riverside; M.F.A., Ohio State University.

Marks, Judy I.
Professor/Learning Disability Specialist
B.S., M.S., University of Utah.

Mata, Moises
Instructor of English as a Second Language
A.A., East Los Angeles College; B.A., California State University, Dominguez Hills; M.A., California State University, Long Beach

Matthias, James
Professor of English
B.A., M.A., California State University, Fullerton.

Mayer, Krysia
Instructor of Mathematics
B.A., M.A., California State University, Fullerton.

McConnell, Patrick
Professor/Specialist of Learning Disability/Adaptive Computer Technology
B.S., Northern Michigan University; M.A., Eastern Michigan University.

Mikalson, Barbara
Professor of Economics
J.D., University of California, Los Angeles, Law School.

Miller, Gregory
Instructor of Mathematics
B.A., Whittier College
M.A., University of Southern California M.A., University of California, Riverside

Miller, Robert
Assistant Professor of Ceramics
B.F.A., Otis Parsons Art Institute; M.F.A., University of California, Los Angeles.

Mindes, Aimee
Professor of Geography
B.A., University of California, Santa Barbara; M.A., California State University, Long Beach.

Mitchell, Carley
Professor of Administration of Justice
B.S., Pepperdine University.

Modyman, Gail
Associate Professor of Nursing
A.D.N., East Los Angeles College; B.S.N., California State University, Dominguez Hills, M.S.N., California State University, Los Angeles.

Moe, Sondra
Professor of Child Development
A.A., Cerritos College; B.S. California State University, Fullerton; M.S., Ph.D., Utah State University.

Mora, Juana
Coordinator/Associate Professor of Chicano Studies
A.A., Mt. San Antonio College; B.A., M.A., California State University, Northridge.

Mosurraf, Firouz
Professor of Mathematics
M.S., University of Southern California; Ph.D., University of California, Irvine.

Mosher, Steven
Professor of Music
B.M., M.M., California State University, Fullerton; Graduate Work, Berklee College of Music, Boston, Massachusetts.

Newman, James
Professor of Administration of Justice
B.S., California State University, Los Angeles; M.P.A. University of LaVerne: Master Instructor, Commission on Peace Officer Standards and Training.

Nyagah, Lynette
Professor of English
B.A., University of California, Berkeley; M.A., Ph.D., University of California, Los Angeles.

O'Brien, Katherine
EOPS Counselor/Professor
B.A., M.A., University of California, Santa Barbara; Graduate Work, California State University, Los Angeles.
Faculty

Okamoto, Tyler
Instructor/Coordinator English as a Second Language
A.A., Rio Hondo College; B.A., M.A., California State Polytechnic University, Pomona

Ortiz, Amelia
Instructor of Nursing
B.S.N. & M.S.N. California State University Dominguez Hills

Osman, Daniel
Assistant Professor of English
B.A., Wesleyan University; M.A., California State University, Los Angeles

Padgett, Vernon
Professor of Psychology
B.A., California State University, San Bernardino; M.A., California State University, Long Beach; M.A., Ph.D., Ohio State University.

Page, Catherine
Professor of Health Science
B.S.N., California State University, Long Beach; M.S.N., University of Southern California.

Parra, Y. John
Counselor/Professor of Sociology
A.A., Fullerton College; B.A., M.S., M.A., California State University, Fullerton; Graduate Work, Pepperdine University, California State University, Long Beach; Licensed Marriage, Family, and Child Counselor.

Pfeiffer, Jill
Associate Professor of Anthropology
B.A., University of California, Los Angeles; M.A., California State University, Los Angeles.

Pichard-Diaz, Dorali
Counselor/Assistant Professor
B.A., M.S., California State University, Long Beach.

Pilati, Michelle L.
Professor of Psychology
B.S., State University of New York, Albany, M.A., Ph.D., University of California Los Angeles, Ph.D., University of California, Los Angeles.

Pitassi, Matthew
Associate Professor of Mathematics
B.S., M.S., California State University, Long Beach.

Preston, Theodore
Associate Professor of Philosophy
B.A., Claremont McKenna College; M.A., California State University, Long Beach; Ph.D., University of California, Riverside.

Priest, Vann
Professor of Physics
B.S., University of Illinois; Ph.D., University of Missouri.

Pudelko, Kathy
Professor of Physical Education
B.A., University of Northern Colorado; M.A., California State University, Northridge.

Puga, Jr. Gilbert
Associate Professor of Speech
B.A., California State Polytechnic University, Pomona; M.A., California State University, Fullerton.

Preston, Theodore
Associate Professor of Philosophy
B.A., Claremont McKenna College; M.A., California State University, Long Beach; Ph.D., University of California, Riverside.

R

Reeder, Ronald
Associate Professor of 2D/3D Design
A.A., Rio Hondo College; B.A., M.A., California State University, Fullerton.

Reilly, Beverly
Assistant Professor of English
B.A., University of California, Irvine; M.A., California State University, Long Beach.

Reyes, Dianna
Counselor, EOP&S/Associate Professor
A.A., Rio Hondo College; B.A., M.S., California State University, Long Beach.

Rhodes, Angela
Instructor of English
A.A., Rio Hondo College; B.A., California State Polytechnic University, Pomona; M.A., California State Polytechnic University, Pomona.

Ribaya, Jeronimo
Assistant Professor of Biology
B.S., M.S., Ph.D., University of California, Los Angeles.

Rickman, Tracy
Coordinator/Professor Fire Technology
A.S. Fire Technology, Community College of the Air Force, B.S., Park College; M.P.A., University of La Verne; Certified Hazardous Materials Instructor, California Certified Fire Instructor, ICC Certified Fire Code Inspector I.

Rifino-Juarez, Melissa
Professor of Sociology
B.A., M.A., California State University Fullerton; M.S., Bellevue University. Graduate Work: Loma Linda University, Loyola Marymount University.

Rios, Rudolfo
Instructor of Computer Information Systems
B.S., DeVry University; M.B.A., Keller Graduate School of Management

Rivera, Mary
Counselor/Professor
B.A., M.S., California State University, Long Beach.

Rivera, Nilsa
Counselor/Professor
B.A., M.S., California State University, Los Angeles.

Roberts, Warren
Professor of GIS/CAD
M.L.A., University of Oregon.

Rodriguez, Jose I.
EOPS/Puente Counselor
M.S., California State University, Los Angeles.

R

Salazar, Barbara
Assistant Professor of English
B.A., University of California, Berkeley; M.A., San Francisco State University.

Salazar, Michael
Professor of Physical Education/Baseball Coach
M.Ed., Azusa Pacific University.

Sauceda, Henry
Counselor/Professor
B.A., M.S., California State University, Fullerton.

Senk, Jodi
Coordinator Fitness Center/Associate Professor of Physical Education
B.S., M.S., University of Connecticut.

Sevilla-Marzona, Judy
Librarian/Professor
B.S., University of the Philippines; M.A., University of California, Irvine; M.L.I.S., San Jose State University.

Sfeir, Lorraine
Assistant Professor of English
B.A., M.A., California State University, Los Angeles.
Sigala, Carol Ann  
Professor of Child Development  
B.A., University of California, Los Angeles; M.S., Pacific Oaks; M.S.W., Ph.D., University of Southern California.

Sloniger, Wells  
Professor of Communications  
B.A., Pepperdine University, Malibu; M.S., California State University, Fullerton.

Smith, Kevin  
Instructor of Psychology  
B.S., B.A., M.A., University of California, Irvine; Ph.D., University of California, Irvine.

Spencer, Shelly  
Assistant Professor of Biology  
A.A., Honolulu Community College; B.S., M.S., California State Polytechnic University, Pomona.

Spieler-Persad, Gisela  
Professor of Mathematics  
B.A., University of Ulm, Germany; M.A., M.S., Ph.D., University of Southern California.

Springer, JoAnn  
Professor of English  
B.A. University of Toronto, M.A. California State University, Long Beach, Ph.D., Claremont Graduate University.

Stein, Richard  
Instructor of Auto Collision Repair  
A.S., Rio Hondo College

Sunyogh, Joseph J.  
Professor of Architecture, Engineering Design Drawing, CADD and BIM  
A.A., Citrus College; B.A., California State University, Los Angeles; M.A., California State University, Los Angeles; Long Beach.

Tanaka-Hoshijo, Jennifer  
Associate Professor of Physical Education/Women's Soccer Coach  
B.A., University of California, Irvine; M.A., Chapman University; M.S., Azusa Pacific University.

Tang, Suzanne  
Professor of Nursing  
R.N., University of San Francisco; M.S.N., California State University, Fullerton; F.N.P., University of California, Irvine.

Thomas, Julius  
Counselor/Professor  
A.A., Riverside Community College; B.A., University of California, Riverside; M.S., P.P.S. Credential, California State University, San Bernardino.

Tomory, Stephen C.  
Professor of Automotive Technology  
A.A., Citrus College; B.V.E., M.A., California State University, Los Angeles.

Torres-Gil, Belen  
Counselor/Professor/Coordinator  
Career Development Center  
B.A., M.A., University of California, Santa Barbara.

Urquidi, Bianca  
Assistant Professor of Physical Education/ Softball Coach  
B.S., Whittier College; M.S., Indiana University.

Valdivia, Irma  
Associate Professor of History  
B.A., University of California, Santa Barbara; M.A., California State University, Los Angeles.

Vazquez, Dana Marie  
Professor of Communications  
B.A., California State University, Chico; M.A., California State University, Sacramento; T.E.S.O.L., Certificate, University of California, Irvine.

Velazquez, Ralph  
Assistant Professor of English  
M.A., California State University, Long Beach.

Vu, Nguyen  
Professor of Mathematics  
M.S., University of Nebraska.

Wallace, Gerald  
Instructor of Fire Technology  
A.S., East Los Angeles College.

Wells, Stephanie  
Librarian/Professor  
B.A., California State University, Fullerton; M.L.S., University of California, Los Angeles.

Wetsman, Adam  
Professor of Anthropology  
B.A., University of California, Santa Barbara; M.S., J.D., University of Wisconsin, Madison; Ph.D., University of California, Los Angeles.

Whitford, Jon  
Professor of Computer Information Systems  
A.A., El Camino College; B.A., California State University, Long Beach; M.B.A., M.S., West Coast University, D.B.A., Argosy University.

Young, Colin  
Associate Professor of Political Science  
B.A., University of California, Los Angeles; M.A., University of California, Santa Barbara.

Zaro, Mariano  
Instructor of Spanish  
M.A., University of Zaragoza (Spain); Ph.D., University of Granada (Spain)
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