Welcome to American River College

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

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

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

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

Marie B. Smith
Marie B. Smith
President
SUMMER SESSION 2004

Instruction begins - 1st session ............................................................ June 7 ......................................................... Monday
Instruction begins - 6 week/2nd session ............................................. June 21 ........................................................ Monday
End of 4 week/1st session ................................................................. July 2 ............................................................ Friday
Independence Day Holiday (college closed) ........................................ July 5 ........................................................ Monday
Instruction begins - 4 week/2nd session ............................................. July 6 ........................................................ Tuesday
End of 6 week/1st session ................................................................. July 16 ........................................................ Friday
End of 8 week session ........................................................................ July 29 .................................................. Thursday
End of 6 week/2nd session ................................................................. July 29 .................................................. Thursday
Grades due (faculty) ........................................................................ August 5 .................................................. Thursday
Grades available online ................................................................. August 13 ................................................. Friday

FALL SEMESTER 2004*

Instructional improvement days (faculty) ........................................... August 12, 13 ................................................ Thursday, Friday
Instruction begins ................................................................. August 16 ......................................................... Monday
(Saturday and Sunday classes begin) ............................................... August 21, 22 ........................................... Saturday, Sunday
Labor Day Holiday (college closed) ................................................... September 6 .......................................... Monday
Veterans Day Holiday (college closed) ............................................ November 12 ........................................ Friday
Last day to drop full semester classes ............................................ November 20 ........................................... Saturday
Thanksgiving recess (college closed) ............................................... Nov. 25-28 ........................................... Thursday-Sunday
End of semester .............................................................................. December 17 ........................................... Friday
Winter recess (limited office hours) ............................................... Dec 20-30 ........................................... Monday-Thursday
Grades due (faculty) ......................................................................... January 3 ................................................ Monday
Semester break ................................................................................ January 3-12 ........................................ Monday-Wednesday
Grades available online ................................................................. January 14 ................................................. Friday

SPRING SEMESTER 2005*

Instructional improvement days (faculty) ........................................... January 13, 14 ........................................... Thursday, Friday
King’s Birthday Holiday (college closed) ........................................... January 17 ........................................................ Monday
Instruction begins ................................................................. January 18 ........................................................ Tuesday
(Saturday and Sunday classes begin) ............................................... January 22, 23 ........................................... Saturday, Sunday
Lincoln’s Birthday Holiday (college closed) ..................................... February 18 .................................................. Friday
Washington’s Birthday Holiday (college closed) ................................ February 21 .................................................. Monday
Spring recess (limited office hours) .................................................. March 21-27 .................................................. Monday-Sunday
Last day to drop full semester classes ........................................... April 30 ........................................................ Saturday
End of semester (Graduation) ........................................................ May 25 ...................................................... Wednesday
Memorial Day Holiday (college closed) ........................................... May 30 ........................................................ Monday
Grades due (faculty) ....................................................................... May 31 ........................................................ Tuesday
Grades available online ................................................................. June 3 ........................................................ Friday

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

Note: Fall and summer registration take place at the same time. A complete calendar, including important deadlines, can be found in the class schedule. Application for enrollment can be completed online. Online (eServices) enrollment and Telephone Enrollment Services (TES) are available every day, including holidays, from 7:00 a.m. to 10:00 p.m. for registration and adding and dropping classes, except when down due to maintenance.
American River College is among the ten largest community colleges in the state and is looked upon as a leader in innovative programs and services. It transfers more students to UC Davis and CSU Sacramento than any other community college.

Today, nearly 50 years after its founding, American River College continues its leadership role among Sacramento area institutions of higher education.

Vision, philosophy and mission

Our vision

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

Our philosophy

We believe that:

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

Our mission

American River College will:

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

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

In June 1954, voters agreed to the establishment of a new junior college district, followed by the approval of a $3 million bond issue in November of that year. Grant Technical College ceased operation after 13 years and American River Junior College was born in the fall of 1955.

For the first three years, classes were offered at the former Grant Technical College campus. However, soon after its first semester of classes had begun, the college purchased a 153-acre site known as the Cameron Ranch on which to construct a permanent campus. By October of 1958, when official dedication ceremonies were held, eight new building complexes had been erected among the magnificent oaks native to the area.

Since that dedication the stately oak has been adopted as the official college symbol (including the campus seal), and many other facilities have been added to expand instructional and related services.

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

Campus facilities development as part of the Los Rios District began with Davies Hall, a three-story classroom and faculty office building completed in 1966.

In 1968-1969 new facilities for chemistry, physics, engineering, women’s physical education, and technical vocational studies, were added.

The campus grew rapidly in the 1970s, including a three-story library, a horticulture complex, a major addition to the technical education facility, a child care center and counseling center.

The 1980s saw the completion of the Rose Marks open-air pavilion and a new bookstore (remodeled in the 1990s). Improvements since then include major remodeling of laboratories, and new facilities for Disabled Student Programs & Services and instructional technology. In 2002, voters approved a multimillion bond measure that will fund construction and renovation of classroom and laboratory facilities on campus, and elsewhere in our service area.
Things you may need to know

American River College is a public community college, offering instructional and support services and special programs during the day, evening and weekends on campus and at a growing number of locations in the community. The college awards Associate in Arts or Science degrees, occupational certificates, and transfer credit to students who wish to continue their education at a four-year college or university.

Accreditation

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

Off-campus classes

College-credit classes are taught at four off-campus locations in the northern and northeastern areas of Sacramento County. Classes at the Ethan, Natomas, and Sunrise Centers offer the same credit as those taught on the main campus, and students can complete most degree requirements at the centers. Counseling, assessment, and other services are also available at those centers.

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

Natomas Center:
Inderkum High School, Room A213
2500 New Market Dr.
Sacramento, CA 95835
(916) 922-5646
Office hours: Mon-Thurs 5:00-8:30 p.m.

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

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

Community Involvement

ARC Foundation

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

ARC Patrons

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

Contract education/Contract training

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

ARC Extension is a program of non-credit, fee-based classes and activities designed to serve individuals with educational goals that do not require college credit. Usually, these classes are shorter than credit classes and do not require lengthy preparation. Subjects include: art, business, computer use, jewelry, dance, foreign language, a special study skills series for children grades 4-8, and certificate programs in retail floristry and travel agency. ARC Extension also offers over 40 different on-line Internet classes. For more information, visit the ARC website [www.arc.losrios.edu](http://www.arc.losrios.edu) and click on the "Extension" link.

Campus facilities are available through the Extension Office to community groups whenever they do not conflict with ongoing instructional programs. Depending upon the day and time, nature of the program, and facilities used, a use fee is assessed to cover costs.

For more information about Extension course offerings or facilities usage, call (916) 484-8643.

### Courses by television

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

To receive course details, refer to the class schedule or call (916) 484-8566.

### Online instruction

To broaden and improve student access to education, American River College offers online courses. Learning opportunities using this medium are of two types. In the first, all or most course instruction takes place online through the use of materials and activities posted on an Internet site. In the second mode, the instructor of a class that meets face-to-face in the traditional way also may use the Internet to post learning materials, resources and assignments, as well as provide individual contact with students through e-mail or other electronic means.

These courses contain the same curriculum components as a traditional class, with content presented through Web pages and class discussion occurring through e-mail, bulletin board, and/or chat rooms. Course details, specific dates, and locations can be located in the class schedule and online [www.arc.losrios.edu](http://www.arc.losrios.edu).

### Non-discrimination policy

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

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

- **Disciplinary Officer**: Al Ghoston—Associate Vice President, Student Success (484-8569)
- **Student Grievance Officer**: Celia Esposito-Noy, Associate Vice President, Enrollment Services (484-8171)
- **Equity Officer**: Vicky Fong—Associate Vice President, Instruction (484-8405)
- **Sexual Harassment Officer**: Vicky Fong—Associate Vice President, Instruction (484-8405)
- **Title IX Coordinator**: Vicky Fong—Associate Vice President, Instruction (484-8405)
- **504 Coordinator**: Robin Neal—Dean, Counseling (484-8375)
- **Americans with Disabilities Act (ADA) Coordinator**: Robin Neal—Dean, Counseling (484-8375)

### Política contra la discriminación

El Distrito Universitario Comunitario Los Ríos, en cumplimiento con todos los Títulos y Secciones pertinentes de la Ley de Derechos Civiles de 1964, las Enmiendas Educativas de 1972, la Ley de Rehabilitación de 1973, la Ley de Americanos con Incapacidades y todas las demás leyes aplicables federales, estatales y locales, no discrimina con base en la raza, color, estado civil, religión, preferencia sexual, nacionalidad, sexo, edad de mayor de cuarenta años, estado de inhabilitado o veterano de la guerra de Vietnam, incapacidad física o mental; y ningún estudiante será discriminado por conversar en un idioma que no sea inglés, en ninguna de sus funciones o actividades, incluyendo el empleo. El Distrito cumple además con aquellas leyes federales y estatales y las normas de la Junta de Directores de los Colegios Comunitarios de California, las cuales prohíben el hostigamiento sexual. Tales políticas antidiscriminatorias se extienden a todas las funciones y actividades del Distrito Universitario Comunitario Los Ríos, incluyendo el empleo y la selección de empleos, programas educativos, servicios, admisiones y ayuda financiera.

### Summer session

College-transfer, general education, occupational and technical-vocational classes are offered during the summer sessions. Those eligible to enroll are high school graduates and others 18 years of age or older who may benefit from college instruction. A student may enroll for a maximum of seven units of college credit during summer session; this workload is the equivalent of 18 units during a regular semester. College policies concerning non-resident tuition fees, veterans benefits, and academic standards apply also to summer session. The library, cafeteria, bookstore, admissions office, job placement, financial aid office, career information, counseling center, and the child care center are open for the convenience of summer session students.
Helping you get there

Assessment Center

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

The Assessment Center also provides testing for reading and mathematics competency, a requirement for graduating with an Associate degree, and to establish ability to benefit for students who do not have a high school diploma, or GED, and who are applying for financial aid.

Current office hours and the testing schedule are available on the college website [www.arc.losrios.edu] and at all student services offices. In addition, the Math Self-Assessment Test is available anytime online through the college website.

Bookstore

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

Cafeteria

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

Career and Job Opportunity Center

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

Employment information is available to currently enrolled students who are looking for part-time, full-time and/or summer jobs. Students are encouraged to apply for jobs related to their majors in order to obtain relevant work experience. Current job listings are posted on bulletin boards and in industry-specific binders. Students are advised to check these sources frequently as new notices are received daily.

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

Children’s Center

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

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

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

Counseling Center

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

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

American River College’s counseling services include academic counseling, educational counseling, career counseling, personal counseling. Academic counseling includes program planning, determination of transfer requirements, course information for a degree and/or certificate. Educational counseling includes selection of a major, time management, study skills, and course selection. Career counseling includes assessment of skills, interests, values, and per-
The goal of Disabled Students Programs and Services is to promote equal access to programs and facilities at American River College, thereby insuring that students with disabilities have the opportunity to participate fully in campus activities. The philosophy of DSP&S is to encourage maximum independence and personal empowerment.

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

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

For additional information, please contact DSP&S at (916) 484-8382; or 484-8365 (TDD). Materials in braille, large print, or audio tape format are available upon request. To contact Learning Disabilities, please call (916) 484-8487.
**The Library**

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

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

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

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

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

**Learning Resource Center**

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

The Reading, Writing and English As A Second Language Centers are located here, as well, and provide an opportunity for students to enroll in individualized, self-paced modules at a variety of skill levels. Staffed by instructors and tutors, these programs are open enrollment until the twelfth week of instruction. Summer programs are also available.

The tutoring program is a specialized service of the Learning Resource Center. The program provides individualized tutoring in most subjects for students who need academic assistance outside the classroom. Tutoring is conducted by instructor-approved student tutors, and is free to any ARC student. Students who demonstrate proficiency in a specific subject are encouraged to apply to become a tutor at the center. Tutors are salaried and must complete a tutor training seminar to comply with the state guidelines for tutoring in the community college.

ARC instructors teaching a variety of courses, from music to auto mechanics, are currently using technology to enhance their course offerings.

The ARC Learning Resource Center is unique because of the wide range of academic services available to students along with the latest in high technology equipment. The center is located at the southeast corner of the campus near Davies Hall, and is open Monday through Saturday. Phone (916) 484-8693.

**Maintenance allowance**

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

**Matriculation**

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

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

The student agrees to:

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

**How does the Matriculation process work?**

All new students and students who are attending American River College for the first-time must complete the following matriculation components:

1. **Admissions**

Admissions materials are available and must be completed by all students for enrollment into the college. All new students and students who are attending American River College for the first time are directed by the counseling office to matriculation services as needed. New first time non-exempt students who complete the matriculation process are given priority registration that allows them to register with continuing students.
2. Assessment
All new (to college and/or to ARC) and non-exempt students are required to complete the basic skills assessment tests in English or ESL, reading and mathematics. These tests will assist the counselor and the students to determine the appropriate skill level of the student when developing an educational plan. Test dates and times are available in the Assessment Center in the Student Services Center or in the Counseling Center.

3. Orientation
Orientation services are available to all students and required of all new and first time to American River College students who are non-exempt. Full orientation sessions are provided throughout the fall and spring semesters prior to the beginning of registration. After registration begins, an abbreviated orientation is provided to all late registering students who require the service. (See Admissions Procedure under “Getting Started”.)

4. Counseling Services
All matriculation students must meet with a counselor prior to the beginning of classes for the purpose of developing a student education plan. Recent high school students should bring a copy of their high school transcripts with them to the counseling session. Most new students will see a counselor on the same day they receive orientation services referred to above.

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

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

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

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

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

On-Campus employment
Part-time jobs on campus are listed through the Career & Job Opportunity Center, located in the Student Services Building [www.arc.losrios.edu/career].

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

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

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

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

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

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

Financial need is a factor for some awards, but not all. In order to apply, students must have completed at least six units at ARC and at the time of
application, be enrolled in six units. In 2004, over 200 scholarships totaling more than $90,000 will be awarded. The scholarship program runs from January through March each year. Students are notified in April, and recognized at the annual awards ceremony and reception in May. Scholarship monies are disbursed beginning the first day of classes of the fall semester (mid-August). The application is completed online [www.arc.losrios.edu/funds].

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

**Transfer Center**

The Transfer Center provides to students and all staff the most current information to ensure a smooth transition to four-year universities and colleges. Applications, catalogs, and other resource materials, including Internet access, are available to students who are committed to transfer as well as to those exploring the possibility of transfer. Students may talk to community college counselors and meet with admissions advisors from several colleges and universities including California State University, Sacramento; University of California, Davis; and University of the Pacific. Each of the four-year representatives can assist with other campuses within their system.

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

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

**Tutoring**

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

**Veterans Affairs**

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

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

**Writing Center/Reading Center**

Students may enroll in individualized, self-paced reading and writing modules at a variety of skill levels ranging from basic skills development to the post-professional. Both centers, located in the Learning Resource Center, are staffed by instructors and tutors and offer open enrollment until the twelfth week of classes (English 53 and 104, and English 12 and 117). Open Monday through Friday, the centers are designed to appeal to a variety of learning styles for students who can work independently. Summer programs are also available. Phone (916) 484-8695.
Administration

President ........................................................................................................................................ Dr. Marie Smith

Vice Presidents

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

Associate Vice Presidents

Enrollment Services ...................................................................................................................... Celia Esposito-Noy
Instruction ...................................................................................................................................... Dr. Vicky Fong
Instruction & Learning Resources ............................................................................................... Dr. Lee Thiel
Student Success .......................................................................................................................... Adolphus Ghoston
Workforce Development & Business ........................................................................................... Dr. Kathleen Wishnick

Deans

Behavioral and Social Sciences ................................................................................................. Whitney Yamamura
Computer Science & Information Technology ............................................................................ Barbara Blanchard
English .......................................................................................................................................... Dr. Robert Frew
Fine & Applied Arts ..................................................................................................................... Dr. David Newnham
Health & Education ..................................................................................................................... Sheryl Gessford
Humanities ...................................................................................................................................... Dr. Bruce Kinghorn
Mathematics ............................................................................................................................... Rachel Rosenthal
Off-Campus Centers & Extension Services .................................................................................. J.V. Thompson
Physical Education & Athletics ....................................................................................................... Jean Snuggs
Planning, Research & Development ............................................................................................ Rachel Rosenthal [interim]
Sacramento Regional Public Safety Training Center .................................................................... Richard McKee
Science and Engineering ............................................................................................................. Dr. Pamela Walker
Student Recruitment & Information ............................................................................................... Bruce Patt
Student Services ............................................................................................................................ Robin Neal
Technical Education ...................................................................................................................... Gabriel Meehan

Other Administrative Staff

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

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

Parents are considered to have the primary responsibility for assisting the dependent student in meeting the cost of education. Financial aid is available to help meet the student’s academic expenses.

Aid to independent students is available based on student contribution and the student’s academic expenses.

The free application for federal student aid (FAFSA) is used to apply for campus-based aid and the Pell Grant/Student Loans. The application allows the government to calculate the expected family contribution.

The student completes the FAFSA application listing American River College as the college of choice. Completing the FAFSA online allows for quicker processing. The FAFSA may also be mailed.

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

Students awarded financial aid are notified by letter. The student has ten days to accept the award before it is canceled and reallocated.

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

<table>
<thead>
<tr>
<th></th>
<th>At Home</th>
<th>Away from Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board/Room</td>
<td>$3,258</td>
<td>$6,776</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>910</td>
<td>910</td>
</tr>
<tr>
<td>Transportation</td>
<td>900</td>
<td>900</td>
</tr>
<tr>
<td>Personal</td>
<td>1,200</td>
<td>1,200</td>
</tr>
<tr>
<td>Fees</td>
<td>308</td>
<td>308</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,576</strong></td>
<td><strong>$10,094</strong></td>
</tr>
</tbody>
</table>

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

### Student eligibility requirements for financial aid

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

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

### Satisfactory progress policy

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

American River College students are evaluated each semester against the following standards:

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

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

Other conditions include:

- Students who complete a degree, certificate or have earned 72 units will be denied financial aid.

- Students may attempt up to 90 units in pursuit of their educational goal. Students who have attempted 90 units or more will be denied aid.

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

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

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

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

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

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

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

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

Activities Office

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

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

Over 60 chartered clubs on campus are organized around various special interests and promote participation in a variety of cultural and social activities. Membership is open to all interested students.

Student Government

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

Student Association identification (ID) card

Through the sale of Student Association cards, a comprehensive program of speakers, concerts, cultural events, entertainment and services are provided. All students can support the Student Association by purchasing a photo identification card, available throughout the year from the business services office. With the Student Association card you will receive many benefits: free admission to most athletic events, drama, musical productions and special college programs; free or reduced admission to all Student Association events; reduced bike locker fee; eligibility for Student Association scholarships; picture identification card; campus check-cashing privileges; and discounts at local businesses.

Intercollegiate athletics

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

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

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

Student Publications

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

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

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

Students wishing to transfer to ARC

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

Exemptions

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

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

Admission procedure

All first-time students

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

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

All new transfer students

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

All returning students

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

Exemptions

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

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

Challenges

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

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

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

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

Fees

Community College Enrollment fees are set by the California State Legislature. All fees are subject to change. The general enrollment fee for California residents was $18 per unit for all students as this catalog went to press. Should the California State Legislature increase enrollment fees, students who have registered for classes prior to any increase may be billed for the additional amount.

Refunds

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

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

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

Non-resident tuition

Students who have not established legal residence in California will be required to pay a tuition fee in the amount of $167 per class unit (includes the Community College Enrollment Fee) at the time of registration.

International student application fee

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

International student tuition

International students who are admitted with a foreign student visa will be required to pay a tuition fee in the amount of $178 per class unit (includes the Community College Enrollment Fee). International students must enroll in a minimum of 12 units (full-time) and maintain good academic standing.
Getting Started

Fee refunds

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

Instructional materials fee

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

Parking fee

See Student Services section on parking information.

Transcripts

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

Military personnel and dependents

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

High school advanced education classes

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

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

High school international baccalaureate program

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

International students

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

An international student must be enrolled in at least 12 units each semester and must maintain a C (2.0) grade point average at all times, in order to be in compliance with F-1 visa requirements. For more information, contact the Associate Vice President of Enrollment Services, at (916) 484-8171.

Open courses

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

Prerequisites, corequisites and advisories

It is the intent of American River College to guide students into courses in which they will have the greatest chance for academic success. Therefore, you will find courses that have prerequisites, corequisites or advisories in their description. The definitions for prerequisites, corequisites and advisories are:
a) “Prerequisite” means a course that a student is required to take and pass in order to demonstrate readiness for enrollment in another course or educational program.

b) “Corequisite” means a course that a student is required to take in the same session as another course.

c) “Advisory on recommended preparation” means that a student is advised, but not required, to take a specific course before or in conjunction with enrollment in another course or educational program.

### Prerequisite verification

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

### Prerequisite challenge procedure

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

1) You have knowledge or ability to succeed in the course without the prerequisite.

2) The course which provides the prerequisite is not readily available.

3) You believe that the prerequisite is discriminatory or being applied in that manner.

4) You believe that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures.

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

### Registration

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

### Residence requirements

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

Out-of-state students may be admitted to American River College, provided their application is approved. Out-of-state students are classified as nonresidents, unless eligible for an out-of-state fee exemption.

If a student is erroneously determined to be a nonresident, and pays a tuition fee, the fee is refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid. Refund requests will be processed only if accompanied by the receipt issued at the time of payment.

Fees are subject to change without notice upon approval by the trustees of the Los Rios Community College District, and pending approval by the state legislature and governor.

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

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

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

Academic renewal without course repetition
A student may have previous substandard work, (D's or F's), earned at American River College discounted. Courses and grades which no longer reflect a student's current educational objective and current level of academic success may upon petition be discounted in the computation of the grade point average. The following conditions must apply:

1. No more than 30 units of substandard grades may be discounted.
2. A minimum of three semesters must have elapsed and a minimum of 12 units with C grades or better must have been completed by the student after the most recent work to be alleviated was recorded.
3. Current educational objectives must be discussed with a counselor and the counselor's recommendation must be included on the petition.
4. Under no circumstances may course work be discounted if it was used to fulfill requirements for a degree or certificate that has been granted.
5. All grades remain on the permanent record and transcript of grades. However, a proper notation on the transcript will indicate the specific grades that were discounted from the grade point average.
6. Questions regarding this policy should be directed to the Associate Vice President, Enrollment Services.

Academic renewal petitions are available in the Counseling Center.

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

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

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

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

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

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

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

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

Access to student records
The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the offices of the Associate Vice President, Enrollment Services, and the Vice President, Student Services.
District Regulation 2265 provides for the release, without student consent, of specific student directory information (student name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended). In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student’s name, address and telephone number for recruitment purposes. **Students have the right to refuse the release of directory information by submitting a written request to the Records & Admissions Office.**

### Attendance

College students are expected to attend all sessions of their courses. Excessive absence may result in the student being dropped from class by the instructor. Excessive absence is defined as the number of unexcused absences equal to the number of meetings of a class per week plus one.

If a student is absent because of illness verified by the Health Center or personal physician, the absence must be excused and the student allowed to make up work missed.

### Auditing

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

### Catalog rights and election of regulations determining graduation requirements

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

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

Please note:
- A college may authorize or request substitution for discontinued courses.
- Students changing their major field of study may be required to complete those requirements for the major in effect at the point of change.
- For purposes of this section, “attendance” means taking classes in at least one semester, quarter, or summer session in each calendar year. Absence for attendance at another accredited institution shall not be considered an interruption in attendance.

### Change of address or name

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

### Concurrent enrollment

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

Numbering/Designation

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

Course numbering

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

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

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

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

Course numbering comparison chart

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

Credit/No credit grading

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

Grades and grade point averages

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

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

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

Progress Percentage = \( \frac{\text{Total Units with \"W\", \"F\" and \"NC\"}}{\text{Total Units Enrolled}} \)

Grades of incomplete

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

Grades of in-progress

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

Graduation

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

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

Repetition of courses

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

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

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

Unit of credit

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

Student classification

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

Transfer students coming to ARC

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

Withdrawal from class or college

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

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

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

Military withdrawal

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

Leave of absence

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

Withholding student records

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

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

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

2. Major (minimum 18 units). Completion of one of the following options:

   A. Option I—Lower division general education pattern of the California State Universities. Courses used to complete this option may also be used to complete other ARC Graduation Requirements.

   B. Option II—Lower division general education pattern of the Intersegmental General Education Transfer Curriculum (IGETC). Courses used to complete this option may be used to complete other ARC Graduation Requirements.

   C. Option III—a two-year Major Program of Study offered at American River College. See ARC Major Programs of Study in the ARC catalog.

3. Completion of ARC's general education requirements (21 unit minimum) or possession of a Baccalaureate Degree or higher from a regionally accredited college or university in the U.S.

   A. NATURAL SCIENCE—One course from the following (3 units minimum):

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

   B. HUMANITIES—One course from the following (3 units minimum):


   C. SOCIAL & BEHAVIORAL SCIENCES—(6 units minimum):

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

         HIST 310, 311, 318, #320, #321, #323, #325, #327, #330, 483, 484; POLS 301; SS 110, 111

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

         ANTH #310, 315, 320, 330, #333; BUS 110, 300, #*320, #330, 345; ECE +312, +314; ECON 302, 304; +320; FCS +314; GEOG #310, #320; GERON +320; HIST *300, *302, *305, *#307, #308, 340, 341, 343, *364, *365, 367, 373, *480, *481, 494; HSER +#330; INDEP 300; JOUR 310; MGMT 174; POLS 302, 310, 322, 330, 332; PSYC 300, 305, 320, #361, #365, #370, +372, +374, 480; SILA #330; SOC 300, 301, #320, 325, #342; SS 310, 312

   D. LANGUAGE & RATIONALITY—Two courses (6 units minimum):

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

         ENGW 103, 300, 480; ESLW 340; BUS 310

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

         AT 105; BUS 105; CISA 305, 315, 320; CISC *300; CISP 317, 320, 340, 350, 360, 400, 440; ET 310, 311, 370; ENGCW 400, 430; ENGRD 310, 312; ENGW 301, 302, 330, 342, 481, 482; ESL 350; GEOG 330; JOUR 300; MGMT 360; MATH 120, 300, 310, +320, 325, 330, 340, 342, 344, 350, 370, 400; PHIL 320, #325; PSYC 330; SPEECH 301, 331; STAT 301, 481; WELD 140

   E. LIVING SKILLS —(3 units minimum):

      a. One Physical Education activity course with one of the following prefixes: ADAPT, DANCE, FITNS, PACT, TAMCT, SPORT

      b. Minimum of 2 units from the following: AT 107; BUS +320; CISC *300; ECE 330, +350; ECON +320; ENGED 320, +324; ET 250; GERON +300, 330, 334; HCD 310, 318, 330, 331, 336; HEED 300; HSER +340; INDIS 325; NUTRI *300, *302, 305; PSYC 340, 342, 354, 356, 358, *370, 378, 379, 380, 390, +400, 481; SOC +335; SPEECH 321; WELD 150

   F. ETHNIC/MULTICULTURAL STUDIES—(3 units minimum):

      ANTH #310, #333; ARTH #322; BIOL 322; BUS #330; DANCE 300; ECE 430; ENGL #327, #333, #334, #337, #372, #374, #376; GEOG #310, #320, 322; HIST #307, #308, #320, #321, #325, #330; HUM #320, #330; HSER +#330; MUFHL #315, #330; NUTRI 310; PSYC #361, #365; SILA #330; SOC #320, #342; SPEE 325; TA #306, #318

*Courses appearing in more than one category may be used to satisfy only one category.
+ Courses are cross numbered in two subject areas and may count in only one area.
# These multicultural courses can also satisfy general education category requirements.
Required major courses taken in excess of 18 units may be used to satisfy both major and general education requirements, provided they are among the general education courses listed in (3.)
4. Completion of minimum competency requirements in mathematics, reading and writing. All students who wish to receive an A.A. or A.S. degree from American River College must demonstrate competency in writing, reading and mathematics as listed below. (The ARC Assessment Tests that were used for course recommendations may fulfill the competency requirement in Reading.)

A. WRITTEN EXPRESSION COMPETENCY is satisfied by the following:
   a. Completion with a 'C' or better in one of the following courses or its equivalent at an accredited college: BUS 310; ENGW 103, 300, 480; ESLW 340
   b. Possession of an AA/AS Degree or higher, completed at an accredited college in the United States

B. READING COMPETENCY is satisfied by one of the following:
   a. Completion with a C or better of one of the following courses: ENGRD 310, 312; ESLR 340
   b. Possession of an AA/AS Degree or higher completed at an accredited college in the United States
   c. Achieving a qualifying score on either of the first two attempts on the college level reading examination administered by a Los Rios Assessment Center.

C. MATHEMATICS COMPETENCY is satisfied by one of the following:
   a. Complete one of the following with a 'C' or better: MATH 100 or higher-level math course; AT 105; CISP 340; ET 310 & 311; PHIL 325; PSYC 330; STAT 301, 481; WELD 140
   b. Complete an equivalent course with a "C" or better at an accredited college.
   c. Obtain a satisfactory score on the District's Math Competency Test.
   d. Or possession of a Baccalaureate Degree or higher from a *regionally accredited college or university in the U.S.

NOTE: See District Policy and Regulations P7241/R7241.
Articulation

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

Transfer program

Transfer information has been compiled to assist American River College students who intend to transfer to another college or university. Students may earn their Associate in Arts or Associate in Science degrees as a transfer student by completing the General Education courses as prescribed by the state of California and a college major. Each of the public four-year colleges and universities in California will accept a maximum of 70 semester units of credit in transferable courses completed in the community colleges. There are many independent colleges and universities as well to which ARC students transfer. Each institution of higher learning has its own requirements for admission and for junior standing. To prepare for continued education, students must decide which college they will attend and learn the requirements of that particular college. In no way does this part of the ARC catalog release the student from the need of studying the current catalog of the college or university to which transfer is planned. The material in this catalog is compiled too early to be able to reflect changes in other college catalogs published at the same time.

A university may be made up of a number of colleges. The college in which one will do work depends upon the field or area of major. This means that in any institution of higher learning it will be necessary for a student to fulfill three types of requirements: first, the general university requirements for graduation; second, those set up by the college under which the major department is classified; and third, those set up by the department in which the student majors.

While attending American River College, students who plan to transfer to another university should take the courses required by the institution they are preparing to attend. A list of American River College courses which have been certified for baccalaureate (B.A. or B.S.) credit may be obtained from an ARC counselor. Many colleges accept other courses as well, so it is advisable to check with the ARC counselors or with the institution involved when uncertain of credit evaluation.

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

Transfer students

Effective Fall 1991, the Intersegmental General Education Transfer Curriculum (IGETC) may be used. IGETC will also provide an option to the California State University General Education Requirements (See Intersegmental General Education, in this catalog). All students have the option to use the California State University pattern, IGETC, or campus specific requirements for CSU and UC.

The Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU’s general education requirements or those of a particular UC campus.

In compliance with the Student Right to Know and Campus Security Act of 1990, completion and transfer rates for students attending American River College can be found online [srk.cccco.edu].

California Articulation Number (CAN) system

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.

Lists of courses from campuses participating in the CAN system are available in counseling offices and online [www.can.cuscs.edu]. The system assures students that CAN courses on one participating campus will be accepted “in lieu of” the comparable CAN course on another participating campus. Example: CAN ECON 2 on one campus will be acceptable for CAN ECON 2 on another participating campus. Each campus also retains its own numbering system.

California Articulation Numbers are listed parenthetically after each course description in this catalog. See a counselor for assistance.

High school subject requirements

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

California State University undergraduate transfer admission

Students intending to transfer to a state university should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units and/or high school record and test scores. Consult the catalog issued by the individual campus for a complete description of the curricula and regulations. Files of such catalogs are available in the Counseling Center and Transfer Center.

Applicants who are California residents and who have completed 36 transferable college units (60 units, beginning fall 2005) are eligible for admission if they have achieved a grade point average of 2.0 or better on all transferable work, are in good standing at ARC, and have satisfied CSU admission requirements.

Foreign visa students should consult with the international student counselor.

If the student was eligible for admission to a California State University upon graduation from high school, but has attended American River College, the student may transfer with less than 56 transferable units, but must have earned...
Transfer to Four-Year Institutions

a grade point average of C (2.0) or better in the total program attempted and be in good standing at American River College in order to be accepted for transfer. Consult with a counselor regarding high school graduation eligibility.

If the student was ineligible for admission to a California State University on the basis of high school grade point average, test scores, or subject requirements, the student will be eligible only if presenting a minimum of 56 transferable units (60 beginning fall 2005) with at least a 2.0 grade point average and meeting the additional CSU admission requirements:

Additional CSU requirements

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

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

See the CSU General Education Requirements page in this catalog.

General education requirement and certification

Students transferring to one of the campuses of the California State University system find it to their advantage to complete the required General Education Breadth Requirements before transfer. A candidate for a Bachelor's Degree from the California State University system shall complete a minimum of 48 semester units in general education courses. Some California state universities have additional General Education units requirements. An American River College student may complete a maximum 39 of the 48 required units. In addition to these 39 units of lower division general education courses, students must complete nine units of upper division course work at a California State University campus. ARC will certify that a student has completed the 39 unit pattern if the following conditions have been met:

1. Students must make an appointment with their ARC counselor to have their CSU General Education certified.

2. The student must complete all of the requirements listed in each area as stipulated: A, B, C, D, E. One or more areas may be certified individually for subject area certification. Students will need to meet with their ARC counselor to certify completion of lower division CSU General Education requirements.

Students who were not eligible to enter a California State University directly from high school are required to present a minimum of 56 transferable units for admission (60 units, beginning fall 2005). Students will be required to complete their English Competency, Critical Thinking, Speech, and Math requirements plus 30 units of general education to transfer. Students are urged to complete lower division core courses for their major as required by the California State University of their choice, in addition to the 39 unit pattern of general education. See a counselor for assistance in choosing appropriate courses.

Aerospace studies (Air Force ROTC)

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

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

Army ROTC

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

Graduation and transfer rate information

For student outcome information from American River College (as required by the Student Right to Know Act), visit the Student Right to Know website [http://srtk.cccco.edu/].
Final status of this information was unavailable at publication time. Contact the American River College Counseling Center at (916) 484-8572 for 2004-2005 requirements.

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

Requirements for the Bachelor’s Degree

The degree requirements at a California State University (CSU) consist, in general, of: (1) the general education requirements which are required of all degree candidates; (2) the major department requirements which are a part of the student’s field of specialization; (3) individual campus graduation requirements, and (4) state law requirements. These requirements are classified in two levels: lower division and upper division. Students may transfer a maximum of 70 lower division units which may involve preparation for the major and all of the lower division in the general education pattern while attending American River College.

General education requirements 2003-2004

To be eligible for graduation with a Bachelor’s Degree from a California State University, students must complete a minimum of 48 semester units of general education. American River College will certify completion of 39 lower division general education units for students if they follow the pattern outlined below. At least 9 units must be upper division courses completed at the four year university.

It is important that students complete the required courses for their major, or courses that prepare them for their major, prior to transfer; 56 (60 beginning in fall 2005) transferable units are needed for a student to transfer with junior standing.

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

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

The following American River College courses meet CSU lower division:

A. COMMUNICATION—ORAL, WRITTEN, CRITICAL THINKING (9 units total, 1 course from each area.)
1. SPEECH 301, 331
2. ENGW 300, 480; ESLW 340
3. ENGW 301, 302, 481, 482; ESL 350, PHIL 320; SPEECH 302, 311

B. SCIENCE AND MATH (9 units minimum, 1 course from each area). One course from section 1 or 2 must include a 4 or 5 unit course with a lab.
1. ASTR 300, 400(L); CHEM 305(L), 320(L), 400(L), 401(L), 423(L); GEOG 300, 301(L), +307, +308, +309(L); GEOL 300, 301(L), 305, 306(L), 310, 311(L), +325, +330, +331(L), 342, 345; PHYS 305, 310, 311, 312(L), 350(L), 410(L); PS 300, 301(L)
2. ANTH 300, 301(L), 480; BIOL 300, 303(L), 305(L), 310(L), 352, 370(L), 400(L), 410(L), 420(L), 440(L), 442(L), 482(L); PSYC 310, 311(L)
3. CISP 440; MATH 300, 310, +320, 325, 330, 340, 342, 344, 350, 351, 370, 400, 401, 402, 410, 420; PHIL +325; PSYC 330; STAT 301, 481

C. THE ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE (9 units minimum with at least one from the Arts and one from Humanities plus 1 from either Arts or Humanities)
3. SOCIAL, POLITICAL, ECONOMIC INSTITUTIONS (9 units minimum, 1 course from each area.)
1. HIST 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484
2. POLS 301

Note: American Institutions requirement met by completing one course from D1 and 1 course from D2.

E. LIFELONG UNDERSTANDING (3 units minimum, one course from each area.)
1. GERON +300, +302; HEED 300; HSER +330, +340; INDIS 300, 325; NUTRI 300; PSYC *340, 342, 354, 356, 358, +365, *370, +374, 380, 390, 400; SOC +355; SPEE 321
2. PHYSICAL EDUCATION activity course with one of the following prefixes: ADAPT, DANCE, FITNS, PACT, TMACT, SPORT, except FITNS533

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

Any laboratory course used to satisfy the laboratory requirement can only be used when the corresponding lecture course is taken, i.e., Anthro 301 with Anthro 300; Geog 301 with Geog 300; Geol 301 with Geol 300; Astron 400 with Astron 300; Phys Sci 301 with Phys Sci 300.
Final status of this information was unavailable at publication time. Contact the American River College Counseling Center at (916) 484-8572 for 2004-2005 requirements.

Completion of all the requirements in the Interssegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer to take additional lower-division general education courses.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of “C” or better.

NOTE: Student must see a counselor to have this form certified before transferring.

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

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

NOTE: No credit for MUFHL 321 if taken after 400.

UC REQUIREMENT ONLY

LANGUAGE NOT ENGLISH

Proficiency equivalent to two years of high school study in the same language.

UC GRADUATION REQUIREMENT ONLY

U.S. History, Constitution and American Ideals (6 semester units, one course from each group)

GROUP 1: POLS 301

GROUP 2: HIST 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484

NOTE: If a student used these 2 courses to fulfill AREA 4, the student will need to complete two additional upper division courses in AREA 4 after transferring.

Any laboratory course used to satisfy the laboratory requirement can only be used when the corresponding lecture course is taken, i.e., Anthro 301 with Anthro 300; Geog 301 with Geog 300; Geol 301 with Geol 300; Astron 400 with Astron 300; Phys Sci 301 with Phys Sci 300.
The University of California has 10 campuses throughout the state. This catalog gives general information concerning requirements for transfer into the University of California campuses. Specific information regarding preparation for major and/or breadth requirements to the individual campuses is available in the ARC Counseling Center. There is an Intersegmental General Education Transfer Curriculum (IGETC) at American River College that meets the General Education/Breadth Requirements at any UC and CSU campus. Students may come to the Counseling Center for a copy of the IGETC pattern. Consult with an ARC Counselor to receive assistance with your General Education and major requirements.

Transfer requirements (Advanced standing admission)

Students planning to transfer to the UC system should discuss their transfer plans with a counselor, semester by semester, since major changes frequently occur in requirements after the printing of this catalog.

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

Advanced standing admission requirements

Requirements for admission in advanced standing vary according to your high school record. It is necessary for a student planning to transfer to UC Davis, UC Berkeley or any other UC campus, to have a copy of the high school transcript sent to the ARC admissions office. UC requires an exact pattern of high school subjects. If deficiencies in either subjects or grades exist, they can be made up with courses taken at ARC. A student who has not graduated from high school or who has not graduated but has passed the State Proficiency Exam or has a GED (General Education Diploma) may also make up subject and grade deficiencies at ARC. In many cases, these courses also will help satisfy the college breadth requirements. Students are expected to complete:

1. General university requirements.
2. The particular college or school requirements.
3. Major subject requirements.

Students planning to transfer to the University are required to complete a minimum of 60 semester units of transferable work with a 2.4 GPA if the student were ineligible due to grades from high school.

An applicant who did not achieve the required score on the Eligibility Index, or did not achieve the required score and lacked required a-f subjects, may be admitted to the University after he or she has:

1. Established a college grade point average of 2.4 or better; and
2. Completed 90 quarter or 60 semester units of transferable college credits; and
3. Completed the following course pattern, earning a grade of "C" or better in each course:
   - Two transferable courses in English
   - One transferable course in Mathematics

The course in mathematics must have Algebra II (Intermediate Algebra) as a prerequisite. The University accepts, at full unit value, approved transfer courses completed with satisfactory grades at American River College. After a student has earned 70 units acceptable toward a degree, no further unit credit will be awarded toward a degree although subject credit may still be earned. Up to two units of high school work in the a-f subjects may be waived. A unit is equivalent to a one-year high school course.

General requirements

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

High school proficiency examination

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

Transfer Opportunity Program (TOP)

The Transfer Opportunity Program (TOP) exists at American River College to assist ARC transfer students in the transition to the University of California at Davis.

Once a week a transfer advisor from UC Davis is available in the counseling office at ARC to assist students in fulfilling admission requirements, lower division major requirements, breadth requirements and screening requirements in impacted majors.

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

**Associate Degree**

Accounting Paraprofessional  
Administrative Assistant  
(Management Field)  
Advertising and Sales  
Promotion (Marketing)  
Anthropology  
Arts  
Art New Media  
*Automotive Collision Technology (Automotive Technology)  
*Automotive Component Service Technician (Automotive Technology)  
*Automotive Technology  
*Biotechnology  
Business, General  
Business, Transfer  
Chemical Dependency  
(Human Services)  
Commercial Music (Music)  
*Computer Information Science  
*Computer Networking Management (CIS)  
Culinary Arts/Restaurant Management  
(Hospitality Management)  
*Database Management (CIS)  
*Design Technology  
Diesel Mechanics (Automotive Technology)  
Early Childhood Education  
*Electronics Engine Management System Technician (Automotive Technology)  
*Electronic Systems Technology (Electronics Technology)  
*Engineering Technology (Design & Engineering)  
Family & Consumer Science  
Fashion Design  
Fashion Merchandising  
Financial Accounting (Accounting)  
Fire Technology  
*Funeral Service Education  
General Education - Transfer  
General Transfer  
*Geographic Information Systems (Geography)  
Gerontology  
*Horticulture: Landscape Industry  
*Horticulture: Nursery Industry  
Hospitality Management  
Human Services  
Interior Design  
Interpreter Training  
(Sign Language Studies)  
Journalism, Community Languages & Literature  
(English, Speech)  
Legal Assisting  
Liberal Studies (Social Science)  
Liberal Studies for Elementary Teachers (Social Science)  
Management: Business Option  
Marketing  
*Mathematics  
*Mathematics/Physical Science  
(English, Geology, Mathematics, Physical Science, Physics)  
*Microcomputer Applications (CIS)  
Modern Management (Management)  
Music  
*Natural Resources  
*Nursing  
Office Administration-General  
Office (Business Technology)  
*Paramedic  
*PC Support Management (CIS)  
*Programming (CIS)  
Real Estate  
Recreation Management  
*Respiratory Care  
Retail Management (Marketing)  
*Science, General (Anthropology, Astronomy, Biology, Chemistry, Geography, Geology, Physical Science, Physics)  
*Sign Language Studies  
Small Business Management (Management)  
Social Science (Astronomy, Economics, Geography, History, Philosophy, Political Science, Psychology, Social Science, Sociology)  
Technical Communication  
(Art New Media, CIS, English)  
Theatre Arts  
Welding Technology  
*Associate in Science degree programs

**Certificate Programs**

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

**Career Certificate**

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

Accounting Paraprofessional  
Administrative Assistant  
(Management Field)  
Automotive Technology  
Automotive Technology (multiple certificates)  
Basic Marketing (Marketing)  
Basic Retailing (Marketing)  
Biotechnology  
Business, General  
Business, Pre-Professional  
Chemical Dependency Studies (Human Services)  
Commercial Music: Audio Production (Music)  
Commercial Music: Business (Music)  
Computer Networking  
(Computer Information Science)  
Culinary Arts  
(Hospitality Management)  
Database Management  
(Computer Information Science)  
Design Technology  
Early Childhood Education (multiple certificates)  
Electronics Technology (multiple certificates)  
Engineering Technology (Design and Engineering)  
Fashion Design  
Fashion Merchandising  
Financial Accounting (Accounting)  
Fire Technology  
General Office Administration (Business Technology)  
Geographic Information Systems (Geography)  
Gerontology (multiple certificates)  
Graphic Design (Art New Media)  
Illustration (Art New Media)  
Interior Design  
International Studies (Political Science, Social Science)  
Landscape Industry (Horticulture)  
Management: Business Option  
Modern Management  
Natural Resources  
Networking  
(Computer Information Science)  
Nursery Industry (Horticulture)  
Office Careers (Business Technology)  
Office Technology (Business Technology)  
Paramedic  
PC Support Management  
(Computer Information Science)  
Programming  
(Computer Information Science)  
Real Estate  
Restaurant Management  
(Hospitality Management)  
Retail Management (Marketing)  
Sign Language Studies  
(multiple certificates)  
Small Business Management  
(Management)  
Software Applications  
(Computer Information Science)  
Technical Communication  
(Art New Media, CIS, English)  
3D Animation (Art New Media)  
Web Graphics (Art New Media)  
Web Programming  
(Computer Information Science)  
Web Publishing  
(Computer Information Science)

* Associate in Science degree programs

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Certificates of Completion

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

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

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

- Acting (Theatre Arts) Level 3
- Activity Coordinator (Gerontology) Level 2
- Acute Care Certified Nurse Assistant (Nursing) Level 2
- Advanced Electronic Assembly & Repair (Electronics Tech) Level 3
- Air Conditioning Service (Automotive Technology) Level 3
- Associate Teacher (Early Childhood Education) Level 3
- Basic Electronic Assembly and Repair (Electronics Tech) Level 2
- Call Center Customer Service Representative (Business) Level 2
- Children's Theatre (Theatre Arts) Level 3
- CMOS Mask Design (Electronics Technology) Level 3
- Costuming (Theatre Arts) Level 3
- Dietary Manager/Dietary Supervisor (Nutrition & Foods) Level 3
- Family Child Care (Early Childhood Education) Level 3
- Family Service (Early Childhood Education) Level 3
- Fiber Optics (Electronics Technology) Level 3
- Film (Theatre Arts) Level 3
- Fitness Specialist (Physical Education) Level 3
- Gas Metal Arc Plate and Pipe (Welding) Level 2
- Gas Tungsten Arc Plate and Pipe Welding (Welding) Level 2
- Home Health Aide (Nursing) Level 1
- In-Home Support Service Worker (Gerontology) Level 2
- Introductory Baking (Hospitality Management) Level 3
- Jazz Studies (Music) Level 3
- Leadership Development (Student Government) Level 3
- Mathematics and Blueprint Interpretation (Welding) Level 2
- Modern Management (Management) Level 3
- Musical Theatre (Theatre Arts) Level 3
- Nurse Assistant (Nursing) Level 1
- Office Assistant (Business Technology) Level 2
- Parts and Service (Automotive Technology) Level 3
- Program Assistant (Gerontology) Level 1
- Robotics (Electronics Technology) Level 3
- Shielded Metal Arc Plate and Pipe (Welding) Level 3
- Social Service Designee (Gerontology) Level 1
- Technical Theatre (Theatre Arts) Level 3
- Telecommunications Field Technician (Electronics Tech) Level 2
- Telecommunication Specialist (Electronics Technology) Level 3
- Undercar Service (Automotive Technology) Level 3
- Welding Metallurgy and Inspection (Welding) Level 3

Occupational/Vocational education

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

Work experience/Education programs

Cooperative work experience education is a program for students to earn college credit by combining volunteer or paid work experience and classroom training. Using their jobs as learning situations, the students join with their employers and the college in establishing learning objectives to be accomplished during the semester. Credit is available under two separate programs:

General Work Experience (GWE) students may earn credit when they are employed in positions which assist them in learning about the world of work, but who are not working in a job related to their vocational major and/or are undecided about their occupational goals.

Apprenticeship

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

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

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

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

Class attendance

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

Involvement of the employer

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

Summer session

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

Alternate semester work experience

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

Schedule and credit

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

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

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

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

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

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

Independent and special study

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

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

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

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

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

Petition for Independent or Special Study must be filed before the end of the eighth week of the semester in which the study is to be completed. If the study is not completed by the end of the semester, a new petition must be approved in the subsequent semester, if units are to be granted.

Credit by examination

Under special circumstances, a student who has successfully completed 12 units at American River College, who is currently enrolled and in good standing, and who is qualified by experience or previous training, may take a special examination to establish credit in a course in which he/she is not formally registered or has not received previous credit. Each instructional area of the college is responsible for the eligibility requirements and the nature of an examination in its subjects. A “Credit” grade will be given, not a letter grade.

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

A student seeking credit by examination should consult the dean of the appropriate area. Credit by examination is not applicable to all courses and in some instances the process may require measures of evaluation.

College Level Examination Program (CLEP)

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

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

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

All other tests must be submitted to area dean by petition for consideration of credit to be allowed. Students should see their counselor to initiate the petition.
The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campuses.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for or deleted from the CAN database, students should always check with their campus' counselors, articulation officer, or the transfer center director to determine how CAN-designated courses fit into their educational plans for transfer.

Students should consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on course agreements. The college staff will help students interpret this information.

<table>
<thead>
<tr>
<th>CALIFORNIA ARTICULATION #</th>
<th>ARC COURSE #</th>
<th>CALIFORNIA ARTICULATION #</th>
<th>ARC COURSE #</th>
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</thead>
<tbody>
<tr>
<td>CAN ANTH 2</td>
<td>ANTH 300</td>
<td>CAN ENGL SEQ B</td>
<td>ENGLT 310+311</td>
</tr>
<tr>
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<td>ANTH 310</td>
<td>CAN ENGL SEQ C</td>
<td>ENGLT 320+321</td>
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<td>CAN ANTH 6</td>
<td>ANTH 320</td>
<td>CAN ENGR 2</td>
<td>ENGR 312</td>
</tr>
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<td>ARTH 302</td>
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<td>ART 390</td>
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<td>ART 300</td>
<td>CAN ENGR 8</td>
<td>ENGR 320</td>
</tr>
<tr>
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<td>ART 320</td>
<td>CAN ENGR 10</td>
<td>ENGR 310</td>
</tr>
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<td>ART 370</td>
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</table>
General Education-Transfer

A student fulfilling the requirements for an Associate of Arts degree in General Education Transfer must complete the California State University General Education lower division requirements* or the Intersegmental General Education Curriculum lower division requirements. The student must fulfill all other American River College graduation requirements. (Courses used to complete these options may also be used to complete other American River College graduation requirements.)

*One science for the CSU System must have a 4 or 5 unit laboratory and be on approved list.

General Science

Broad study in the fields of biological and physical sciences.

Requirements for Degree Major: 18 units of transfer level course work in science in addition to other graduation requirements.

Two laboratory courses must be included, one in a physical science and one in a biological. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics and zoology. See ARC graduation requirements.

Liberal Arts

A major for effective living, emphasizing experience in the fields of natural science, social studies, humanities and learning skills.

Requirements for Degree Major: 24 units of transfer level course work. One course from natural science, one from humanities, two from social science, one from Language and Rationality, and three additional courses from one or more of these areas. See Graduation requirements.

Mathematics-Physical Science

Broad study in the field of mathematics and physical sciences.

Requirements for Degree Major: 18 units of transfer level course work in addition to other graduation requirements. Courses may be selected from astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics and statistics. See Graduation requirements.

Social Science

Requirements for Degree Major: 18 units of transfer-level work in addition to other graduation requirements. Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except PSYCH 335) and Sociology.

General Education Graduation Requirement: Students must also complete the general education graduation requirements for an A.A. degree. See general education requirements.
Accounting is the interpreting, measuring and describing of economic activity. Accountants often specialize and may work independently or work for private business, nonprofit organizations or for government agencies. The study of accounting also provides decision-making skills and patterns of thought valuable to people in occupations not directly related to accounting.

**Career Opportunities**

Employment opportunities at all levels in the accounting field are expected to remain strong, and areas of specialization will continue to grow. Opportunities are especially good for those with both accounting and computer knowledge. Since employers expect that applicants for accounting positions will have strong computer abilities, students preparing for accounting positions should have excellent keyboarding skills, and know word processing, spreadsheet, data base, and accounting software. An knowledge of operating systems software is also useful.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

**Accounting Paraprofessional**

Preparation for entry-level and promotional accounting paraprofessional positions (i.e. bookkeeper, account clerk) with private industry and government and nonprofit agencies. An intensive program requiring a considerable focus on transaction analysis and entry.

### Requirements for Degree Major 36-37 units

#### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 101</td>
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<td>BUS 110 or ECON 302</td>
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<tr>
<td>BUS 300</td>
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<td>BUS 340</td>
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<tr>
<td>BUSTEC 300 (1 unit) or keyboarding competency</td>
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</table>

*Three units selected from:

CIS classes; BUSTEC 305, 310

#### Concentration Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<td>ACCT 125 or 153</td>
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<tr>
<td>ACCT 301</td>
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<td>ACCT 311</td>
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<td>ACCT 341</td>
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<td>ACCT 343</td>
<td>2</td>
</tr>
<tr>
<td>BUS 310</td>
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</tr>
</tbody>
</table>

**Recommended Electives**

ACCT 103, 104; BUS 105, 320, 330; CISA 316, 321; MGMT 360

### Requirements for Certificate 27 units

#### Courses Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
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<td>ACCT 111</td>
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<td>ACCT 343</td>
<td>2</td>
</tr>
<tr>
<td>BUS 310</td>
<td>3</td>
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</tbody>
</table>

*Three units selected from:

CIS classes; ACCT 341, 343; BUSTEC 305, 310

**Financial Accounting**

Preparation for accounting positions with business firms and government agencies with emphasis upon advanced courses in financial accounting. An intensive program emphasizing analytical aptitude in addition to computational skills.

### Requirements for Degree Major 36-37 units

#### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 301</td>
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<td>BUSTEC 300 (1 unit) or keyboarding competency</td>
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</table>

*Three units selected from:

CIS classes; ACCT 341, 343; BUSTEC 305, 310

#### Concentration Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>ACCT 343</td>
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<td>BUS 310</td>
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</table>

**Recommended Electives**

ACCT 107, 121, 153; BUS 105, 320, 330; CISA 305, 315, 316, 320; CIS 320; MGMT 360

### Requirements for Certificate 27 units

#### Courses Required

<table>
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<tr>
<th>Course</th>
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<tbody>
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<td>ACCT 343</td>
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<tr>
<td>BUS 310</td>
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</tbody>
</table>

Area: Business
Associate Vice President:  
Dr. Kathleen Wishnick  
Phone: (916) 484-8622  
Counseling: (916) 484-8572

American River College 2004-2005
ACCT 101 Fundamentals of College Accounting 3 Units
Formerly: ACCT 60
Prerequisite: None
Advisory: BUS 105 or MATH 100; and ENGWR 102 or 103, and ENGRD 116 or ESLR 320 and ESLW 320.
Hours: 54 hours LEC
This is a beginning accounting course that emphasizes small business applications. It covers the accounting cycle for a service business and for a merchandising business. The general journal, special journals, the general ledger, and subsidiary ledgers are covered: the preparation of adjustments and worksheet, closing entries, correcting entries, financial statements, bank statement reconciliation, and payroll; and calculations for interest, sales discounts, purchases discounts, sales taxes, and payroll taxes.

ACCT 103 Intermediate Accounting 3 Units
Formerly: ACCT 91A
Prerequisite: None
Advisory: ACCT 301 and 311 with a grade of "C" or better.
Hours: 54 hours LEC
This course continues the study of the valuation of financial statements with an emphasis on cash flows, receivables, current liabilities, inventory, and plant equipment.

ACCT 104 Intermediate Accounting 3 Units
Formerly: ACCT 91B
Prerequisite: None
Advisory: ACCT 103 with a grade "C" or better.
Hours: 54 hours LEC
This course continues the study of valuation of financial statements with special emphasis on intangible assets, stock, long-term liabilities, retained earnings and dividends, income tax and analysis of financial statements.

ACCT 107 Auditing 3 Units
Formerly: ACCT 95
Prerequisite: None
Advisory: ACCT 104 with a grade of "C" or better.
Hours: 54 hours LEC
Procedures and practices used in the verification of accounting records and financial statements are studied. Internal auditing functions will be stressed. Course offered Fall semester only.

ACCT 111 Cost Accounting 3 Units
Formerly: ACCT 92
Prerequisite: None
Advisory: ACCT 311 with a grade of "C" or better.
Hours: 54 hours LEC
This course is an introduction to cost accounting methods, including job order, process and standard cost systems. Special attention will be given to managerial uses of cost accounting. Offered Spring semester only.

ACCT 121 Payroll Accounting 3 Units
Formerly: ACCT 70
Prerequisite: None
Advisory: ACCT 101 or 301 with a grade of "C" or better and CISC 300.
Hours: 54 hours LEC
This course covers current practices in payroll accounting and tax reporting, including federal and state laws that affect payroll records and reports. The course covers both manual and computer payroll systems with hands-on computer applications.

ACCT 125 Federal and State Taxation 4 Units
Formerly: ACCT 77
Prerequisite: None
Advisory: ACCT 301 and 311.
Hours: 72 hours LEC
Federal and State tax regulations pertaining to individual partnership, and corporate returns are covered. The course includes filing of returns, income and adjustments, itemized deductions, capital and other gains and losses. Recommended for accounting majors.

ACCT 141 Quick Books (R) for Small Business (Same as BUS 230) 1 Unit
Formerly: ACCT 61
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320 and ESLW 320; BUS 350.
Hours: 18 hours LEC
This class will emphasize the use of Quick Books (R) to aid the small business operator in creating financial statements and other financial reports. Not open to students who have taken BUS 230.

ACCT 153 Governmental Accounting 3 Units
Formerly: ACCT 95
Prerequisite: None
Advisory: ACCT 301 with a grade of "C" or better.
Hours: 54 hours LEC
This course introduces the student to accounting for governmental and nonprofit entities. The course emphasizes financial reporting for governmental units, accounting for funds, accounting aspects of budgeting and budgetary controls. Course offered Spring semester only.

ACCT 301 Financial Accounting 4 Units
Formerly: ACCT 1A
Prerequisite: None
Advisory: ACCT 101; ENGWR 102 or 103 and ENGRD 116 or ESLR 320.
Course Transferable to UC/CSU
Hours: 72 hours LEC
Financial accounting for business administration and accounting majors covers accounting systems and preparation and interpretation of financial statements and other summary reports. It includes units in receivables and payables, inventories, depreciation, systems and controls, payroll, forms of business organization, stocks and bonds, and cash flows. Business Administration majors with an accounting concentration planning to transfer should have completed 30 units of course work prior to enrolling. CAN BUS 2 (CAN BUS SEQ A - ACCT 301+311) (BUS SEQ A Sum of CAN Bus 2 and Bus 4)

ACCT 311 Managerial Accounting 4 Units
Formerly: ACCT 1B
Prerequisite: None
Advisory: ACCT 301 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course continues the study of accounting theory. It emphasizes the kinds of accounting information managers need, sources of information, and how this information is used by managers. Included are cost systems; cost behavior, analysis, and use; cost-volume-profit analysis; contribution margin; standard costs; relevant costs; capital budgeting and income taxes; and statement analysis. (CAN BUS 4) (BUS SEQ A Sum of CAN Bus 2 and Bus 4)

ACCT 341 Accounting on the Microcomputer 2 Units
Formerly: ACCT 5
Prerequisite: None
Advisory: ACCT 101 or 301 with a grade of "C" or better; ability to keyboard 20 WAM; CISC 300.
Course Transferable to CSU
Hours: 27 hours LEC, 27 hours LAB
This course emphasizes the major areas of a computerized accounting system—general ledger, depreciation, accounts payable, accounts receivable, and payroll. The course will show how the computer stores its master files and transactions, maintains them, processes transactions against them, and prints the reports. Recommended for all accounting majors.
ACCT 343  Computer Spreadsheet Applications for Accounting  2 Units

Formerly: ACCT 6
Prerequisite: None
Advisory: ACCT 301 with a grade of "C" or better; ability to keyboard 20 WAM; CISC 300 or CISA 310.
Course Transferable to CSU

Hours: 27 hours LEC, 27 hours LAB
In the course, the student will use current spreadsheet software for payroll, bank reconciliation, purchases, receivables and payables, worksheets, depreciation, financial statements including the Statement of Cash Flows, distribution of earnings statement and ratio analysis, and supplemental schedules.
American River College offers the basic lower-division courses in anthropology. Anthropology serves as an excellent background to many other behavioral sciences. It also helps students better understand people and the world around them.

**Career Options**

Anthropology is a basic component for careers as an anthropologist, anthropology instructor, museum curator, population analyst, urban planner, transcultural nurse, health researcher, and environmental impact analyst.

Some career options may require more than two years of college study.

**General Science**

**Requirements for Degree Major**

Students must complete 18 units of transfer level course work in science in addition to other graduation requirements. Two laboratory courses must be included, one in a physical science and one in a biological. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics and zoology. See ARC graduation requirements.

**Social Science**

**Requirements for Degree Major**

Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except Psychology 335), and Sociology.

**Anthropology**

**Requirements for Degree Major**

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<td>ANTH 310</td>
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<tr>
<td>ANTH 320</td>
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<td>and 8 units from the following: ANTH 311</td>
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<tr>
<td>ANTH 312</td>
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<tr>
<td>ANTH 330</td>
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<td>ANTH 333</td>
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<td>ANTH 335</td>
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<tr>
<td>ANTH 370</td>
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<tr>
<td>ANTH 372</td>
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</tbody>
</table>

**Recommended Electives**

Suggested courses correlated with Physical Anthropology include Biology, Biotechnology, Chemistry, Geography, Geology, and Psychology. Suggested courses correlated with Cultural Anthropology include Biology, English Literature, Geography, History, Humanities, Music, Nutrition, Philosophy, Political Science, Sociology, and Social Science. Also suggested: Foreign Language and/or Sign Language.

**General Education Graduation Requirements**

In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

**ANTH 300** **Physical Anthropology** 3 Units

**Prerequisite:** None

**Advisory:** ENGW 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course covers the concepts, methods and theory of biological evolution and its application to the human species. There is a specific focus on molecular, Mendelian and population genetics mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course.

(CAN ANTH 2) AA/AS area 3A; CSU area B2; IGETC area 5B.

**ANTH 301** **Physical Anthropology Laboratory** 1 Unit

**Formerly:** ANTH 11

**Prerequisite:** None

**Corequisite:** ANTH 300.

**Course Transferable to UC/CSU**

**Hours:** 54 hours LAB

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

**ANTH 310** **Cultural Anthropology** 3 Units

**Formerly:** ANTH 2

**Prerequisite:** None

**Advisory:** ENGW 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course is an introduction to the varieties of customs, traditions and forms of social organizations in both western and non-western societies. The main focus of the course is to examine non-western cultures and the social experiences of development. This course provides valuable background to students interested in multicultural perspectives and/or anticipating involvement in global business opportunities or travel. (CAN ANTH 4) AA/AS area C2 & F; CSU area D3; IGETC area 4.
ANTH 311 Cultural Anthropology Discussion 1 Unit
Prerequisite: None
Advisory: ANTH 310
Course Transferable to CSU
Hours: 18 hours LEC
This course provides opportunities to discuss issues relevant to cultural anthropology and explore non-western cultures using the anthropological literature. The applicability of terms such as "ethnocentrism" and "cultural relativism" is examined.

ANTH 312 The Anthropology of Gender 1 Unit
Prerequisite: None
Advisory: ANTH 310.
Course Transferable to CSU
Hours: 18 hours LEC
This course examines the contributions of anthropologists to the field of gender studies. The course deals with topics relevant to gender issues from a cross-cultural perspective. Gender issues are studied as they relate to family, social groups, and the concept of "self".

ANTH 315 Cultures in Focus 3 Units
Formerly: ANTH 15
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC
An examination of the cultures of the "Third World" with emphasis on development problems. The course examines the historical and cultural context of development. Technological changes are examined as they impact ideological aspects of culture. Problems of overpopulation, underemployment, famine, etc., are discussed in their cultural context. AA/AS area C2; CSU area D3; IGETC area 4.

ANTH 320 Introduction to Archeology and World Prehistory 3 Units
Formerly: ANTH 3
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC
The course introduces students to the theories, concepts, and methods employed by the archaeologist in the study of human pre-history. The course emphasizes the development and diverse evolution of social and cultural systems. It explores the problems and achievements of non-literate and traditional cultures, diverse communities, and social classes over time based on a comparison of a wide range of archaeological examples from all over the world. (CAN ANTH 6) AA/AS area C2; CSU area D3; IGETC area 4.

ANTH 330 Magic, Witchcraft and Religion 3 Units
Formerly: ANTH 12
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC
A cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in various societies of Africa, Asia, aboriginal Australia, Oceania, South America, native North America and elsewhere. Emphasis is on understanding beliefs and rituals within their own social contexts, but also on broad comparison to derive insight into the general functions of beliefs and rituals in human life. AA/AS area C2; CSU area D3

ANTH 333 American Indians of California 3 Units
Formerly: ANTH 14
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys the sociocultural systems of California Indians from the prehistoric period to present. In addition to offering an overview of the diversity and complexity of aboriginal California, it includes environmental adaptations, material culture, social structure, ideology, and response to change. AA/AS area C2 & F; CSU area D3; IGETC area 4.

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

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

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

ANTH 480 Honors Physical Anthropology 3 Units
Formerly: ANTH 111
Prerequisite: 3.0 or better cumulative GPA, ENGRD 116 or ESLR 320 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an in-depth introduction to the science of physical anthropology. This seminar style honors course approaches the topical material through class discussion which encourages problem solving techniques focusing on current anthropological issues. Weekly topical issues will be presented in a case study format. Critical thinking skills are emphasized in responding to these issues. The following topics are included in the course: evolutionary theory, heredity, human variation, taxonomy and behavior of the living primates and the fossil evidence of human evolution. AA/AS area 3A; CSU area B2; IGETC area 5B.

ANTH 494 Topic in Anthropology 1-3 Units
Formerly: ANTH 40
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320.
Course Transferable to CSU
Hours: 18-54 hours LEC
Concentrated study of current anthropological issues. Topics will reflect contemporary issues and problems in the areas of cultural and physical anthropology, as well as in archaeology. Issues in the area of physical anthropology will be approached from a biological and ecological perspective; issues in cultural anthropology and archaeology will be approached from a multi-cultural and international platform. Course may be repeated for a maximum of 6 units.
Apprenticeship

A.A. Degree: Carpenters Apprenticeship
Drywall/Lathing Apprenticeship
Electrical Apprenticeship
Electrical Sound and Communications Apprenticeship
Ironworker Apprenticeship
Sheet Metal Apprenticeship
Sheet Metal Service Technician Apprenticeship

Certificates:
Carpenters Apprenticeship
Drywall/Lathing Apprenticeship
Electrical Apprenticeship
Electrical Sound and Communications Apprenticeship
Ironworker Apprenticeship

American River College conducts, in cooperation with the local construction unions, a number of apprenticeship programs (most of which can lead to an Associates of Arts degree). An apprenticeship program is a formal system of occupational training from two to five years that combines paid employment, on-the-job training and job related college level instruction in order to develop highly skilled workers.

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

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

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

Carpenters Apprenticeship

This is a four-year construction trade program. Carpenters typically build commercial, light commercial, and residential structures from the foundation to roof, which includes concrete and wooden foundations, framing, exterior finishes, flooring, roofing, doors, windows and sky-lighting.

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

Requirements Degree Major/Certificate 20.5 units

Courses Required  Units
CARPT 100 0.2
CARPT 102 1.4
CARPT 104 2
CARPT 110 1
CARPT 112 1
CARPT 114 1
CARPT 120 1
CARPT 122 1
CARPT 130 1
CARPT 140 1.3
CARPT 142 1
CARPT 150 1
CARPT 160 1.3
CARPT 162 1.3
CARPT 170 1
CARPT 180 1
CARPT 190 1
CARPT 200 2
Drywall/Lathing Apprenticeship

This is a four-year construction trade program. The Drywall/Lathing program teaches apprentices how to provide architectural appeal, fire protection and structural integrity to houses, office buildings, warehouses, shopping malls, etc. This includes steel stud framing, wall covering and installation.

For More Information Contact:
Program Director
4421 Pell Drive #B
Sacramento, CA 95838
1-888-315-3098

Electrical Sound and Communications Apprenticeship

This is a three-year construction trade program. Sound and Communications technicians typically install telephone, television, security, and data transmission components and systems in residential and commercial buildings and sites.

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

Ironworker Apprenticeship

This is a three-year construction trade program. Ironworkers are employed in four segments of the trade: Rigging, Structural Ironwork, Reinforcing and Ornamental Ironwork.

For More Information Contact:
Program Director
3524 51st Ave.
Sacramento, CA 95823
(916) 428-7420

Electrical Apprenticeship

This is a five-year construction trade program. Electrical technicians typically install wiring, conduit, breaker boxes and components, motors and controls, lighting, switches, and all wiring, components, and controls associated with the interior and exterior of commercial buildings and sites.

Ironworker Apprenticeship

This is a three-year construction trade program. Ironworkers are employed in four segments of the trade: Rigging, Structural Ironwork, Reinforcing and Ornamental Ironwork.

For More Information Contact:
Program Director
3524 51st Ave.
Sacramento, CA 95823
(916) 428-7420

Requirements for Degree Major/Certificate 25 units

Courses Required Units
DRLTH 100 2
DRLTH 102 1.5
DRLTH 105 2
DRLTH 110 1.5
DRLTH 112 1.5
DRLTH 120 1.5
DRLTH 121 1.5
DRLTH 122 1.5
DRLTH 130 1.5
DRLTH 131 1.5
DRLTH 140 1.5
DRLTH 142 1.5
DRLTH 150 1.5
DRLTH 160 1.5
DRLTH 162 1.5
DRLTH 170 1.5

Requirements for Degree Major/Certificate 18 units

Courses Required Units
ELSC 100 3
ELSC 101 3
ELSC 110 3
ELSC 111 3
ELSC 120 3
ELSC 121 3

Requirements for Degree Major/Certificate 26.5 units

Courses Required Units
IW 100 2.5
IW 110 2
IW 120 2
IW 130 2
IW 131 2
IW 140 2
IW 150 2
IW 151 2
IW 160 2
IW 170 2
IW 171 2
IW 180 2
IW 181 2

Requirements for Degree Major/Certificate 33 units

Courses Required Units
ELECT 110 3.3
ELECT 111 3.3
ELECT 120 3.3
ELECT 121 3.3
ELECT 130 3.3
ELECT 131 3.3
ELECT 140 3.3
ELECT 141 3.3
ELECT 150 3.3
ELECT 151 3.3
Sheet Metal Apprenticeship

This is a five-year construction trade program. Sheet Metal Workers typically construct and install heating and air-conditioning ducting, venting systems, hoods, metal roofing, and food service kitchen components in commercial buildings.

Requirements for Degree Major/Certificate 38 units

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<th>Courses Required</th>
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Sheet Metal Service Technician Apprenticeship

This is a five-year construction trade program. Sheet Metal Service Technicians typically install, service, diagnose, and repair heating, air-conditioning, heating, and venting system components and controls in commercial buildings.

Requirements for Degree Major/Certificate 38.2 units

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<th>Courses Required</th>
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Sheet Metal Residential Apprenticeship

This is a two-year construction trade program. Sheet Metal Residential Workers typically construct and install heating and air-conditioning ducting and venting systems in residential buildings.

Requirements for Certificate 12 units

<table>
<thead>
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For more information contact:
Program Director
1624 Silica Ave.
Sacramento, CA 95815
(916) 922-9381
American River College’s art curriculum offers introductory and intermediate-level courses in a variety of art media as well as courses in art appreciation and art history.

To earn an A.A. degree in art, all students are required to complete the core requirements, the concentration requirements of the particular major, and the college’s graduation requirements.

Art Degree

Requirements for Degree Major 30 units

Core Requirements

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<td>ART 370</td>
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<td>ARTH 302</td>
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<td>ART 308 or 310</td>
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Concentration Requirements

15 units from the following:

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Recommended Electives

Additional ART classes; ARTNM 326, 420; MUFHL 300, 310, 311; PHIL 300; TA 300, 312, 420

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

ART 120 Introduction to Metal Fabrication and Sculpture (Same as Welding 104) .5-3 Units

Formerly: ART 67
Prerequisite: WELD 300 with a grade of “C” or better.
Hours: 0-36 hours LEC; 27-54 hours LAB
This course will cover metal sculpture techniques, design principles and materials used for sculpture, and functional and nonfunctional art forms, on ferrous and non-ferrous metals. Techniques on the major welding processes - gas welding, SMAW, MIG and TIG - will be an integral part of the course as well as related safety issues. This course may be taken 4 times for a maximum of 6 units. Not open to students who have completed WELD 104.

ART 122 Introduction to Ornamental Iron (Same as WELD 106) .5-3 Units

Formerly: ART 68
Prerequisite: WELD 300 with a grade of “C” or better.
Hours: 0-36 hours LEC; 27-54 hours LAB
This course will cover the hands-on basics of metal forming and welding techniques, design principles and materials used for sculpture, and functional art forms with emphasis on the use of the anvil and the gas forge. Techniques on the major welding processes - gas welding, SMAW, MIG and TIG - will be an integral part of the course as well as related safety issues. This course may be taken 4 times for a maximum of 6 units. Not open to students who have completed WELD 106.

ART 300 Elementary Drawing and Composition 3 Units

Formerly: ART 11A
Prerequisite: None
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a studio class in drawing and composition. Lectures and discussions stress the fundamental discipline
related to the visualization of concrete or abstract concepts. Practice in drawing and development of content will be emphasized. (CAN ART 8) CSU area C1; AA/AS area B

ART 302  Elementary Drawing and Composition  3 Units
Formerly: ART 11B  
Prerequisite: ART 300.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course will further develop the skills and concepts of drawing as introduced in Art 300. Students will continue to develop the relationship of the formal elements of line, shape, value, texture, spatial relations and color through the creative exploration of materials. Students will critically evaluate their own and others' art work.

ART 304  Figure Drawing and Composition  3 Units
Formerly: ART 12A  
Prerequisite: ART 300 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This is a studio class where the understanding of human form and structure is based upon drawing from the nude figure. Topics include analysis of proportion, anatomy and the relationship of the figure to space. Projects developing compositions in which the figure is the subject for a study of line, shape, value, texture and space will be emphasized. This course may be taken twice for credit.

ART 305  Figure Drawing and Composition  3 Units
Formerly: ART 12B  
Prerequisite: ART 304 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This is a combined lecture and lab class where the human figure is studied directly and in historical context. Students will study the structure, proportion, and relationship of the nude figure to compositional space and color. Students will study great works of figurative based art and will practice subjective responses to a multitude of aesthetic theories. This course may be taken twice for credit.

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

ART 314  Introduction to Illustration  
(Same as ARTNM 370)  3 Units  
Formerly: ART 47A  
Prerequisite: ART 300 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course will survey the history of the art of illustration. The course defines areas of specialization and the illustrator's role in visual communication. This course will evaluate the appropriate use of materials, tools and methods. Illustration will be analyzed as a method of visual problem solving through a series of projects with varied applications. Not open to students who have taken Art New Media 370.

ART 320  Design: Fundamentals  3 Units  
Formerly: ART 14  
Prerequisite: None  
Advisory: ENGW 102 or 103 and ENGRD 116 or ESR 320, ESL 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course focuses on the fundamentals of design for beginning students, establishing a foundation for intermediate and advanced art courses as well as developing a visual and verbal vocabulary essential to understanding and appreciating art and design esthetics. The fundamentals of line, shape and form, spatial relationships, value and color will be analyzed. These principles will be applied through a series of studio projects, developing skills with a wide range of tools, media, and presentation techniques. (CAN ART 14) AA/AS area B; CSU area C1

ART 322  Design: Image and Content  3 Units  
Formerly: ART 15A  
Prerequisite: ART 320.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course will present problems in organizing the elements of design (line, shape, form, color, texture) into creative visual expressions. Emphasis is placed on the relationship between design (image) and content (ideas and feelings). Discussion and criticism of problems utilizing a variety of media will be included. AA/AS area B

ART 323  Design: Color Theory  3 Units  
Formerly: ART 15B  
Prerequisite: ART 320.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course covers studio problems in the use and understanding of color and its application to works of art, interior design and graphics; basics of color theory and color interchange. It also includes image and composition as related to the use of color both functionally and creatively.

ART 327  Painting  3 Units  
Formerly: ART 17A  
Prerequisite: ART 300 or 320.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course covers the techniques and materials of oil painting. Projects are based on twentieth century painting contributions and the use of formal values as they relate to expression. This course is designed to encourage creative expression. May be taken twice for credit.

ART 328  Painting  3 Units  
Formerly: ART 17B  
Prerequisite: ART 327.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 72 hours LAB  
This course is a continuation of Art 327. Students will continue to explore artistic style, style development and general and specific criticism in painting. This course may be taken twice for credit.

ART 329  Painting  3 Units  
Formerly: ART 17C  
Prerequisite: ART 327 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course will survey the creative strategies of contemporary painting. Topics include post-modern ideas such as: image/text, the blending of 2D and 3D form, and combining multiple styles and techniques within a single artwork. This course may be taken twice.
ART 336  Watercolor Painting  3 Units
Formerly: ART 20A
Prerequisite: ART 300 or 320.
CourseTransferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the medium of transparent watercolor. The class covers media methods of brush painting, traditional and modern composition, color relationships and creative resolutions to watercolor. This course may be taken twice for credit.

ART 337  Intermediate Watercolor Painting  3 Units
Formerly: ART 20B
Prerequisite: ART 336.
CourseTransferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an intermediate watercolor class. It includes an in-depth study of contemporary methods and concepts in transparent watercolor. Emphasis is given to different approaches to watercolor, as well as composition, technical approaches, and individual style development. This course may be taken twice for credit.

ART 361  Printmaking: Survey  3 Units
Formerly: ART 39A
Prerequisite: None
CourseTransferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers various printmaking techniques which may include relief printing, monotype, silk screen, lithography and intaglio. This course may be taken twice for credit.

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

ART 372  Sculpture  3 Units
Formerly: ART 21A
Prerequisite: None
Advisory: ENWNR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320, ESLW 320, or placement through assessment process.
CourseTransferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides basic practice in the expressive use of form and color in three-dimensional space utilizing traditional additive and subtractive media such as clay and plaster, as well as constructive media such as wood, found objects, and other materials. It utilizes a problem-solving format in order to develop knowledge of technical process, formal vocabulary, and individual expression. It examines both historical and contemporary approaches in developing form and content. It develops the ability to process visual information and create expressive objects in three dimensions.

ART 374  Sculpture Lab  1-2 Units
Formerly: ART 21L
Prerequisite: None
Corequisite: Current enrollment in ART 372 or 373 or 375.
CourseTransferable to UC/CSU
Hours: 54-108 hours LAB
This course offers laboratory experience to assist in completing complex sculpture projects. The course focuses on the development of a personal creative vision furthering technical skills, and complex problem solving. May be taken three times.

ART 375  Figure Sculpture  3 Units
Formerly: ART 43A
Prerequisite: None
Advisory: ART 304.
CourseTransferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers historical and contemporary approaches to fabricating sculpture, using the live nude model as a reference. It will develop an understanding of the human form as it relates to both modern and traditional sculpture. These concepts will be developed by making studio projects using a variety of sculptural material. The projects will combine new understanding of human form with imagination, for a more complete expression of technique and creativity. May be taken twice for credit.

ART 382  Metal Design: Emphasis in Mixed Media  3 Units
Formerly: ART 27C
Prerequisite: None
Advisory: ENWNR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320, ESLW 320, or placement through assessment process.
CourseTransferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers mixed media in small metal sculpture and jewelry. Basic small glasswork, enameling, plastics, etching, reticulation and granulation will be studied. May be taken twice for credit.

ART 383  Metal Design: Emphasis in Fabrication  3 Units
Formerly: ART 27D
Prerequisite: None
Advisory: ENWNR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320, ESLW 320, or placement through assessment process.
CourseTransferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers historical and contemporary approaches to fabrication design. Sculptural forms will be made utilizing processes of fabricating, surfaceing, soldering, forming and forging of metals. Basic methods and techniques for use with silver and base metals will be covered. May be taken twice for credit.

ART 384  Metal Design: Emphasis in Casting  3 Units
Formerly: ART 27E
Prerequisite: None
Advisory: ENWNR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320, ESLW 320, or placement through assessment process.
CourseTransferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers historical and contemporary approaches to centrifugal casting, mold making, wax patterns, and the aesthetic aspects of metal casting for small-scale sculpture and jewelry will be studied. Basic methods and techniques for wax working, kiln burnout, centrifugal casting, vulcanized rubber molds and metal finishing will be emphasized. May be taken twice for credit.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Formerly</th>
<th>Prerequisite</th>
<th>Corequisite</th>
<th>Advisory</th>
<th>Hours</th>
<th>Course Transferable to</th>
<th>Course Description</th>
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<td>ART 385</td>
<td>Metal Arts Lab</td>
<td>1-2</td>
<td></td>
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<td>UC/CSU</td>
<td>This course offers laboratory experience to assist in completing complex metal art projects. The course focuses on the development of a personal creative vision furthering technical skills, and complex problem solving. May be taken three times.</td>
</tr>
<tr>
<td>ART 390</td>
<td>Ceramics</td>
<td>3</td>
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<td>UC/CSU</td>
<td>This course includes techniques of elementary clay construction including pinch pot, coil, slab and simple one-piece molds. An introduction to the potter’s wheel, different types of clays and methods of design, glazing and firing will be studied. (CAN ART 6) CSU area C1</td>
</tr>
<tr>
<td>ART 391</td>
<td>Intermediate Ceramics</td>
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<td>UC/CSU</td>
<td>This course is an intermediate class in ceramic sculpture techniques and methods. It includes glazing, surface treatment and various firing processes used in clay sculpture. Focus will be on in-depth examination of contemporary ceramic sculpture. This course may be taken twice for credit.</td>
</tr>
<tr>
<td>ART 392</td>
<td>Ceramic Lab</td>
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<td></td>
<td>UC/CSU</td>
<td>This course offers laboratory experience to assist in completing complex ceramic projects. The course focuses on the development of a personal creative vision, furthering technical skills, and complex problem solving. May be taken twice for credit.</td>
</tr>
<tr>
<td>ART 411</td>
<td>Photography</td>
<td>3</td>
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<td>UC/CSU</td>
<td>This course consists of a structured examination of the formal and technical aspects of 35mm photography. A problem-solving approach is utilized to explore compositional ideas. Camera operation, black and white film developing, and printmaking are covered. Student must furnish 35mm camera, film and photographic paper. Processing chemicals will be supplied. (CAN ART 18) CSU area C1</td>
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<tr>
<td>ART 412</td>
<td>Photography</td>
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<td>UC/CSU</td>
<td>This course covers the aesthetic aspects of color photography involving camera and darkroom techniques emphasizing uniqueness of expression. It includes a continuing exploration of form and composition, lighting and exposure, film development and enlarging with emphasis on color photography as an art form. Student must furnish camera, film, enlarging paper and printing filters. Processing chemicals will be supplied.</td>
</tr>
<tr>
<td>ART 413</td>
<td>Intermediate Photography</td>
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<td>UC/CSU</td>
<td>This course covers the technical control of black and white photographic materials and equipment. Professional camera techniques and the creative aspects of photography will be emphasized. A 35mm SLR camera and related instructional materials will be required. This course may be taken twice for credit.</td>
</tr>
<tr>
<td>ART 414</td>
<td>Documentary Photography</td>
<td>3</td>
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<td>UC/CSU</td>
<td>This course provides instruction in advanced documentary and photojournalism techniques in a black and white format. Various processes of film developing and printing are emphasized. A portfolio including an extensive documentary project is required. A 35mm SLR camera and various other materials and supplies related to darkroom production are required.</td>
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<tr>
<td>ART 415</td>
<td>Studio Lighting</td>
<td>3</td>
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<td>UC/CSU</td>
<td>This course is a study in studio lighting techniques used in commercial photography. Topics include lighting ratios, correct exposure using an electronic flash, basic portraiture, advertising, appropriate choice of camera formats/film, and also studies of commercial photography. Black and white as well as color transparency processes are included.</td>
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<tr>
<td>ART 416</td>
<td>Photography Lab</td>
<td>1-2</td>
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<td>UC/CSU</td>
<td>This class offers students the additional lab hours to more fully develop their creative vision, technical skills and other photography class assignments. May be taken four times for credit up to a maximum of six units.</td>
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<tr>
<td>ART 417</td>
<td>Medium Format Photography</td>
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<td>UC/CSU</td>
<td>This course will cover issues related to the production of 2½ format negatives, prints, and transparencies, for fine art photography and advertising. A 2½ camera and related instructional materials and supplies are required. Field trips may be required. May be taken twice for credit.</td>
</tr>
</tbody>
</table>
| ART 418     | Historical Processes in Photography| 3     |          |              |             |          |       | UC/CSU                 | This course covers the history of photographic processes from daguerreotype to the digital age with emphasis on photography as an art medium and its evolution as a visual tool. A 35mm SLR camera and related instructional materials are required. Field trips may be required. AA/AS area B.
ART 420  Film Making  2 Units
Formerly: ART 29A
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course involves discussion and studio participation relating to the structural, technical and intellectual aspects of filmmaking. Work by contemporary filmmakers will be used to supplement class lectures and criticism. The student choosing to make an individual film must furnish camera, film and processing. Equipment and materials are supplied for students participating in a group film. CSU area C1

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

ART 431  Art and Children  3 Units
Formerly: ART 26A
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the use of tools, media and process for studio activity in the classroom. It includes the study of basic appreciation of art history, movements and concepts. The course combines the activity of a beginning college art class with the method and approach to teaching children, seniors, etc., the methods and appreciation of visual art. AA/AS area 3B; CSU area C1

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

ART 442  Art Gallery Operations  2 Units
Formerly: ART 334
Prerequisite: Two college art courses.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course covers gallery preparation and maintenance for students grounded in fundamentals of the visual arts. It involves experience in planning and installing exhibitions.

ART 444  Art Gallery Operations  2 Units
Formerly: ART 33B
Prerequisite: ART 442
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is a further study in gallery management. Emphasis will be on selection of exhibitions, news releases, announcements and receptions. Field trips and/or individual visitations to art galleries and museums are required.
**ARTH 308  Renaissance Tradition in Art  3 Units**
Formerly: ART 4
Prerequisite: None
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the architecture, graphic art, painting and sculpture of European cultures from the Proto-Renaissance to the Post-Impressionist period. Art works of each major period will be discussed and analyzed and placed within an historical context. AA/AS area B; CSU area C1; IGETC area 3 (ART SEQ A Sum of ARTH 302, 308 and 310).

**ARTH 310  Modern Art  3 Units**
Formerly: ART 5
Prerequisite: None
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the factors determining the historical development of the fine arts from Impressionism to the present. Examples illustrating the relationships between various schools and styles in Modern Art are shown. Field trips and/or individual visitations to art galleries and museums are required. AA/AS area B; CSU area C1; IGETC area 3 (ART SEQ A Sum of ARTH 302, 308 and 310).

**ARTH 322  Art History of the Non-Western World  3 Units**
Formerly: ART 3A
Prerequisite: None
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of art history in cultures throughout the non-western world. It is an introduction to the study of the architecture, sculpture and painting of the peoples of India, Africa, Asia, the Americas, the Arctic, Australia and Oceania. The time period covered is from the Stone Age to the eighteenth century. Field trips and/or individual visitations to art galleries and museums are required. AA/AS areas B, F; CSU area C1; IGETC area 3.

**ARTH 334  International Contemporary Art  3 Units**
Formerly: ART 5A
Prerequisite: ARTH 300, 310, or HUM 310.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a worldwide survey of trends in art and architecture since 1980, with an emphasis on the diversity of contemporary global cultures. New art media, such as video, computer, and performance art are highlighted. Social and political concerns in art are another primary focus. A field trip to a local art exhibition is required. AA/AS area B; CSU area C1; IGETC area 3.

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

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

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

**ARTH 483  Honors Art History of the Non-Western World  1 Unit**
Formerly: ART 3H
Prerequisite: ENGW 300 and cumulative GPA of 3.0 or above.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This honors course, a supplement to ARTH 322, will directly address specific items of art cultures of the non-western world. It is an intensely focused study of the art of the peoples on India, Africa, Asia, the Americas, the Arctic, Australia and Oceania. The time period covered is from the Stone Age to the eighteenth century. CSU area C1.
Art New Media at American River College is a course of study that emphasizes the visual arts produced in a digital environment. Besides a degree, the program also offers certificates in graphic design, illustration, multimedia, and web graphics.

**Career Opportunities**

People trained in digital graphics have a number of career options, including custom multimedia software development, computer-based training, entertainment and computer games, website design, and animation. Businesses need designers to build marketing presentations and electronic catalogs on CD-ROM and the Internet. Corporations with large-scale training needs, publishing companies, and educational institutions need courseware designers and qualified training specialists. The development of computer games will continue to be a growing field of employment. So will website design, which is much in demand as a skill. Finally, computer animation serves many markets, including all the areas above, plus film and television production. Each area of specialization has somewhat different qualifications, but all demand a solid foundation of design skills and a good working knowledge of important graphic software applications.

The graphic designer has the responsibility for communicating a message primarily through visual means (posters, signs, packaging, corporate symbols, advertisements). Illustrators may work from their original designs or take a concept from another person and bring it to life. Graphic designers and illustrators work for themselves, or for design, advertising, or marketing firms, or in design offices in large corporations.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

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### Art New Media

**Requirements for Degree Major**

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
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<tr>
<td>ART 300</td>
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<tr>
<td>ART 320/ARTNM 310</td>
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<td>ART 323</td>
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<td>ARTH 310</td>
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<th>Concentration Requirements</th>
<th>Units</th>
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<tr>
<td>24 units from the following. Repeatable courses may be taken no more than twice in order to apply toward AA degree or certificate.</td>
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<tr>
<td>ARTNM 320/ART 306</td>
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<tr>
<td>ARTNM 324</td>
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<td>CISW 300 /INDIS 410</td>
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<th>Recommended Electives</th>
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<td>ART 322, 370, 411; MUFHL 300, 310, 311; PHIL 300; TA 300, 302, 304, 312, 314, 315; CISW 310</td>
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### Graphic Design

**Requirements for Certificate**

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<td>ART 320 or ARTNM 310</td>
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<td>ART 323</td>
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**Art New Media**

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**Illustration**

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<td>ART 323</td>
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**3D Animation**

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**Web Graphics**

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**Technical Communication**

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**Technical Communication Certificate**

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ARTNM 300  Careers in Multimedia  1 Unit
Formerly: ARTNM 6
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course presents the trends in the current market of multimedia and areas in which multimedia titles are developed. Topics included production roles, technical skills, assessing, the job search.

ARTNM 302  Digital Basics for Art New Media  1.5 Units
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 27 hours LAB
This course is an introduction to the digital environment for Art New Media. Topics of MAC OS, digital vocabulary, scanning, saving and file formats will be included. Distinctions between vector, bitmap, and page layout applications will be made using Adobe Illustrator, Adobe Photoshop, and Adobe InDesign.

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

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

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

ARTNM 324  Digital Design  3 Units
Prerequisite: None
Advisory: ART 300 or 320 and CISC 300 (Macintosh) and ENGRW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to computer based design using the basic operating principals of Adobe Illustrator. Design skills and the tools of the software application will be applied to produce individual portfolio quality projects. A field trip is required. This course may be taken four times on different versions.

ARTNM 326  Digital Painting  3 Units
Formerly: ARTNM 22
Prerequisite: None
Advisory: ARTNM 302, ART 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the basic operating principles of Corel Painter to create and manipulate images. The fundamental skills of drawing and painting will be applied to individual portfolio quality projects. This course may be taken four times on different platforms.

ARTNM 328  Digital Photo Imagery - PhotoShop Basics  3 Units
Formerly: ARTNM 24A
Prerequisite: None
Advisory: ART 320; CISC 300 (Macintosh), ENGRW 102 or 103, and ENGRD 116 with a grade of “C” or better; or ESLR 320, ESLL 320, ESLW 320 with a grade of “C” or better; or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to computer-based photographic imaging using the basic operating principles of Adobe PhotoShop. Topics include color field variation, retouching, and the integration of graphics and photographs. The tools of the software application are applied to produce individual portfolio quality projects. This course may be taken four times on credit for a different version.

ARTNM 330  Intermediate Digital Imaging  3 Units
Formerly: ARTNM 24B
Prerequisite: ARTNM 328.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course addresses the intermediate techniques of Adobe Photoshop. Topics include features of the action and history palettes, threshold selections, mask channels, and combining filters with layers and blend modes. Personal photos will be required for creative projects. This course may be taken four times for credit on a different software package or version.

ARTNM 332  Digital Video  3 Units
Prerequisite: None
Advisory: Art New Media 302 and 328.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course applies the principles of cinematography to the production of digital video. Software applications such as Adobe Premiere and Adobe After Effects, will be employed to capture/import, edit and produce high-end visual productions. The course includes transitions, multiple layers, alpha channels and composite blue screen segments. Evaluation of multimedia projects containing video segments in terms of design esthetics and technical and technical competence will also be included. This course may be taken four times on a different software package or version.

ARTNM 350  Fundamentals of Graphic Design  3 Units
Formerly: ARTNM 15
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces visual communication through the historical development of graphic design and typography. The design process will be applied to a series of non-computer based individual projects with an emphasis on clear communication and portfolio quality presentation. The terminology and visual language of graphic design will be applied through the creation and evaluation of individual projects.
ARTNM 352 Design for Publication 3 Units
Formerly: ARTNM 16
Prerequisite: None
Advisory: ARTNM 350, ART 320 and ARTNM 302.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the basic operating principles of the digital page layout software Adobe InDesign interfacing with related software. The principles of typography and page design will be applied to individual portfolio quality projects. Areas of focus include promotions such as fliers, posters, and brochures and publications such as newsletters, journals, and catalogues. This course may be taken four times on different software versions.

ARTNM 354 Digital Prepress 3 Units
Formerly: ARTNM 18
Prerequisite: None
Advisory: ARTNM 350 and CISC 300 (Macintosh).
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces digital prepress for graphic design. Areas of focus will include desktop production for one-color and multi-color printing as well as the language necessary to properly communicate with service bureaus and commercial printers. Field trips are required.

ARTNM 356 Advanced Projects in Graphic Design 3 Units
Formerly: ARTNM 25
Prerequisite: None
Advisory: ARTNM 324, 328, and 352.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers project development and multiple software applications. Emphasis will be placed on project analysis, research, production, and presentation. Projects will be produced through the integration of major graphics applications in page layout, vector based graphics and digital imaging. A portfolio of professional level projects will be developed and presented.

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

ARTNM 400 Imaging for the Web (Same as CISW 350) 1 Unit
Formerly: ARTNM 31
Prerequisite: None
Advisory: CISW 300 or CISC 306.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course takes an in-depth look at designing graphics for the Web. Industry standard graphic software is used to create original graphics as well as to manipulate found imagery. Topics include developing graphic elements for a Web site using a visual theme, creating buttons and intuitive navigational elements, making background textures and images, understanding Web file formats, scanning, presenting to a client, and simple animation. May be taken twice for credit on a different platform or graphics software package. Not open to those students who have taken CISW 350.

ARTNM 402 Graphic Design for the Web 3 Units
Formerly: ARTNM 42
Prerequisite: ARTNM 328 with a grade of "C" or better.
Advisory: Art New Media 302 and INDIS 410 or CISW 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course applies the principles of graphic design to publishing on the World Wide Web. Software applications such as Macromedia Dreamweaver and Adobe ImageReady, will be employed to process, design, and adapt content for this medium. Projects include image preparation, preparing fully functional web pages and sites including text, graphics and multimedia content. Web delivery methods for sound, video animation, and interactive content will also be presented. This course may be taken four times on a different software package or version.

ARTNM 404 Dynamic Design with Flash 3 Units
Formerly: ARTNM 32
Prerequisite: None
Advisory: ARTNM 402, CISW 300, CISC 306.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers the creation of vector-based graphics, animation and interactivity within the Web environment. Emphasis will be placed on applying design principles to the elements of motion and interactivity. The basic operating principles of Macromedia Flash will be applied in order to create Web sites with animation, interactive buttons and sound. Issues of optimal delivery will be covered. A portfolio of professional level projects will be developed and presented. This course may be taken four times on different software versions.

ARTNM 406 Web Team Projects (Same as CISW 470) 3 Units
Formerly: ARTNM 45
Prerequisite: CISW 300, CISW 310, or ARTNM 402 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on web development in a team setting. Emphasis will be placed on the project development cycle including design specification, research, production, modification, and presentation. Web projects assigned in the class will be multifaceted, approaching the complexity that individuals would be expected to encounter in the web development industry. Not open to students who have completed CISW 470.

ARTNM 420 Introduction to Digital 3-D Animation 3 Units
Prerequisite: None
Advisory: CISC 300 (Macintosh), ART 300 or 320.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces computer based three dimensional rendering and animation, using the basic operating principles of Lightwave. Areas of focus include the construction of three dimensional forms, surface textures, lighting effects and animation of completed forms. The tools of the software application will be applied to produce images for use in fine art, design, multimedia, and World Wide Web environments. This course may be taken four times for credit on different software versions.

ARTNM 421 Intermediate Digital 3-D Animation 3 Units
Prerequisite: ARTNM 420.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course builds from the foundation laid by ARTNM 420. More complex modeling, lighting and mapping techniques will be explored. Creation of 3D characters using inverse kinematics will be included as well as QuickTime editing issues relating to animation. May be taken four times on different software packages or versions.
ARTNM 450  Portfolio for Art New Media  3 Units
Formerly: ARTNM 44
Prerequisite: Completion of 9 units from one Art New Media Certificate with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides the fundamentals of designing and assembling an Art New Media portfolio of art and/or graphic works. Topics include techniques for presenting and photo-documenting the work and developing a resume.

ARTNM 496  Teaching Assistant in Art New Media  1-3 Units
Prerequisite: Completion with "C" or better in the course which the student will tutor.
Course Transferable to CSU
Hours: 12-36 hours LEC; 18-54 hours LAB
This course provides opportunities to develop an in-depth understanding of some facet of Art New Media such as graphic design, web graphics or 3D Animation. Teaching assistants will work with individuals and/or small groups. May be taken four times for credit up to maximum of 6 units.

ARTNM 497  Internship in Art New Media  1-4 Units
Formerly: ARTNM 43
Prerequisite: Completion of 12 units of Art New Media (ARTNM) courses with a "C" or better.
Course Transferable to CSU
Hours: 18 hours LEC, 60-240 hours LAB
This course provides supervised internship in the field of Art New Media which includes graphic design, multimedia and web graphics. It also includes essential aspects of project development and management.
Astronomy

Degree: A.S. - General Science

Area: Science and Engineering

Dean: Dr. Pam Walker

Phone: (916) 484-8107

Counseling: (916) 484-8572

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

Mathematics - Physical Science

Requirements for Degree Major

Students must complete 18 units of transfer-level course work in addition to other graduation requirements. Courses may be selected from astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics and statistics. See ARC graduation requirements.

General Science

Requirements for Degree Major

Students must complete 18 units of transfer level course work in science in addition to other graduation requirements. Two laboratory courses must be included, one in a physical science and one in a biological. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics and zoology. See ARC graduation requirements.

ASTR 300  Introduction to Astronomy  3 Units

Formerly: ASTR 1
Prerequisite: None
Advisory: MATH 100 and 110.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers an evaluation of common astronomical events, utilizing history, observations, reading and discussion. It is intended primarily for students with a limited background in science. AA/AS area 3A; CSU area B1; IGETC area 5A.

ASTR 400  Astronomy Laboratory  1 Unit

Formerly: ASTR 2
Prerequisite: None
Corequisite: ASTR 300.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers the practical use of a telescope for both visual observation and astro-photography; identification of constellations; collecting and interpreting scientific data; telescope optics; and the use of sky charts and handbooks to plan observation. Students are not required to have a telescope. Two or three night field trips are required. AA/AS area A; CSU area B1; IGETC area 5A.

ASTR 480  Honors Introduction to Astronomy  1 Unit

Formerly: ASTR 1H
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of "C" or better.
Corequisite: ASTR 300.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course covers an evaluation of common astronomical events, utilizing history, observations, reading and discussion. It is an introduction to Astronomy for students with a serious interest in science and requires the ability to understand mathematical and physical concepts, but previous high school algebra and trigonometry classes provide sufficient qualification. Students will attend the ASTR 300 lectures (3 hours/week) plus an additional hour of discussion each week to examine the topics from lecture at a more rigorous level.
The automotive technology program is a combination of classroom and hands-on shop experiences that prepare students for careers in all phases of automotive service and repair on all types of cars. Instruction and practice is provided in diagnosis of malfunctions, disassembly of units, parts inspection and repair or replacement of parts involving engine repair, ignition systems, fuel systems, brakes, transmissions, air conditioning, heating systems, emissions controls, front-end alignment, body and fender repair and the installation of a variety of accessories.

Students are trained on the use of workshop manuals in traditional and computerized formats, hand held meters and scanners, and special shop tools including power and hand tools.

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

The ARC Program

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

Career Opportunities
Automotive technicians are in great demand in California and Sacramento specifically. Independent shops and dealerships constantly seek well-trained technicians. There is a strong demand for automotive technicians with the high-tech skills taught at ARC.
Automotive Technology

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an AA/A.S. degree. See ARC graduation requirements.

Automotive Collision Technology

Students are prepared for positions in the field of auto body repair. Students develop skill in metalworking and auto body rebuilding and in using a wide range of repair techniques on unit body and body frame construction.

Requirements for Degree Major  25.5 units

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Requirements for Certificate  25.5 units

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General Education Graduation Requirements: Students must also complete the general education graduation requirements for an AA degree. See ARC graduation requirements.

Automotive Component Service Technician

Prepares the student for employment in the repair of various automobile components including those requiring computerized technology.

Requirements for Degree Major  40 units

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Requirements for Certificate  40 units

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Automotive Technology

Prepares the student for entry-level positions in the automotive mechanics trade. This program is ASE certified as a master educational program.

Requirements for Degree Major  60 units

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Requirements for Certificate  60 units

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Diesel Mechanics

Prepares the student for entry-level employment in the diesel truck service and repair industry. Program covers diesel truck engines, power trains and electrical systems.

Requirements for Degree Major  54 units

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Requirements for Certificate  54 units

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## Electronics Engine Management Systems Technician

### Requirements for Degree Major 47 units

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## Transmission Service

Prepares the student for entry level employment as a Transmission Service Technician.

### Requirements for Certificate 28 units

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## Air Conditioning Service

Prepares the student for entry level employment as an Air Conditioning Service Technician.

### Requirements for Certificate 16 units

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## Parts and Service

Prepares the student for entry level employment as an Undercar Service Technician.

### Requirements for Certificate 17-18 units

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## Undercar Service

Prepares the student for entry level employment as an Undercar Service Technician.

### Requirements for Certificate: 17 units

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## Automotive Claims Estimator

### Requirements for Certificate 20-21 Units

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## Automotive Service Technician

Prepares the student for entry level employment as an Automotive Service Technician.

### Requirements for Certificate 36 units

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## General Automotive Maintenance 2 Units

**Formerly: AT 200**

**Prerequisite: None**

**Hours: 18 hours LEC; 54 hours LAB**

Familiarization with hand tools, safety and the proper maintenance procedures for today's high tech automobiles. Topics covered are oil changing, belt replacement and tension, hose replacement, fluid level checks, brake inspection, tire changing, jump starting, minor tune-up, and emergency road repair operations.
AT 100  Technical Basics for the Automotive Professional  2 Units
Formerly: AT 53
Prerequisite: None
Hours: 18 hours LEC, 54 hours LAB
This course presents theoretical and practical training for entry-level technicians. It is a guide through basic automotive diagnosis and service procedures used in automotive shops. Lab projects performed in an automotive shop environment provide hands-on experience with industry shop tools. Shop service operations which meet Automotive Service Excellence (ASE) standards including safety, electrical, and other general automotive procedures are covered.

AT 102  Keep Your Wheels Rolling  2 Units
Formerly: AT 52
Prerequisite: None
Hours: 27 hours LEC, 27 hours LAB
This course is designed to provide skills necessary for basic automotive upkeep. Additionally, it covers the selection of repair technicians and the purchase of vehicles. It is not designed for the automotive technician program.

AT 105  Mathematics for Automotive Technology  3 Units
Formerly: AT 75
Prerequisite: None
Hours: 54 hours LEC
This course covers mathematics as it relates to the automotive trades. Metric system, fractions, decimal equivalents, basic equations, ratio and proportion, gear and pulley ratios, power, efficiency, torque and thrust are covered. AA/AS area D2

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

AT 107  Employability Skills for Technical Careers (Same as ET 250 and WELD 150)  2 Units
Formerly: AT 118
Prerequisite: None
Hours: 36 hours LEC
This course provides the opportunity of exploring technical careers while developing valuable work and life skills. It is an introduction to a variety of technically related occupations. Emphasis is placed on exploring technical careers in the Sacramento area. Activities are designed to enhance personal development, employability skills, and self esteem through leadership, citizenship, and character development. Not open to students who have taken ET250 or WELD 150. AA/AS area E2

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

AT 121  Automotive Collision - Removal and Replacement of Non-Structural Components and Damage Analysis  2.5 Units
Formerly: AT 62A
Prerequisite: None
Hours: 27 hours LEC, 54 hours LAB
This course covers the principles and theory of automobile construction and application of technical skills. It provides a fundamental knowledge to correctly and safely remove, inspect, replace and align cosmetic bolt-on body components and assemblies on today's vehicles. This course provides information necessary for the technician to protect mechanical and electrical systems during tear down and reassembly, anchoring theory and techniques applicable to collision-damaged vehicles. Interpretation of damage analysis reports and types of collision damage are covered.

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

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

AT 124  Automotive Refinishing Technology  2.5 Units
Formerly: AT 63
Prerequisite: None
Hours: 27 hours LEC, 54 hours LAB
This course covers the principles and theory of paint finish application, tinting and blending, color evaluation, color adjustment and evaluating color mismatch problems. It also covers OSHA, EPA, Clean Air Act, and VOC regulations and compliance for each of these rules or regulations. Paint application techniques, restoration of corrosion protection, and blending procedures are covered in addition to new and emerging paint technologies. Color identification and interpreting vehicle color codes are covered.

AT 126  Automotive Collision Estimating  2 Units
Formerly: AT 64
Prerequisite: None
Hours: 18 hours LEC, 54 hours LAB
This course is designed to provide the student with both technical and practical skills necessary to properly diagnose collision damaged vehicles and to document the costs and times necessary to repair collision damaged vehicles. Using state-of-the-art computer-generated estimating programs and video imaging, the student will analyze collision-damaged vehicles and then prepare itemized estimates detailing the required procedures and parts necessary to correctly repair the vehicle.

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

**AT 128  Automotive Collision Repair Welding  4 Units**
Formerly: AT 50
Prerequisite: None
Hours: 36 hours LEC; 108 hours LAB
This course includes principles and theory of welding applicable to collision repair. Emphasis will be on: welding thin gauge high strength low alloy and high strength steels found on today's vehicles; joint design for sectioning structural panels; weld testing; maintaining corrosion protection; equipment setup and tuning; and preparation for industry certification.

**AT 130  Manual Drive Trains and Axles  4 Units**
Prerequisite: None
Corequisite: AT 100.
Hours: 36 hours LEC; 108 hours LAB
This course covers the basics of manual transmission and transaxles principles of service and repair. Areas of instruction include clutches; manual transmissions and transaxles; drive line and shafts; differentials/limited slip differentials; and four-wheel drive/all-wheel drive. This course meets ASE (Automotive Service Excellence) standards.

**AT 140  Advanced Automotive Skill and Speed Development  4 Units**
Formerly: AT 78
Prerequisite: None
Corequisite: AT 110, 130, 311, 312, and 314.
Hours: 36 hours LEC; 108 hours LAB
This course covers automotive heavy component diagnosis and repair including engine and transmission removal and replacement, as well as in-car engine repairs, adjustments, and service.

**AT 143  Automotive Parts and Service Advising  3 Units**
Formerly: AT 115
Prerequisite: None
Corequisite: AT 100.
Advisory: AT 180.
Hours: 36 hours LEC; 54 hours LAB
This course covers the duties and responsibilities of automotive parts and service advisors. Course content includes service and parts merchandising and communication skills, integrated computer management software, cost estimation, enhancing customer satisfaction, scheduling, inventory control, hazardous materials, warranties, lemon laws and documentation requirements.

**AT 145  Automotive Exhaust System  4 Units**
Formerly: AT 55
Prerequisite: AT 100.
Hours: 36 hours LEC; 108 hours LAB
This course is an introduction to the principles and service of exhaust systems including: pipe bending, cutting, welding, installation, repair and inspection. This course prepares students for the ASE (Automotive Service Excellence) exhaust systems test which is required for the ASE Under-Car Specialist Certificate.

**AT 150  Diesel Technology  10 Units**
Formerly: AT 73A
Prerequisite: AT 312, WELD 300.
Corequisite: AT 100.
Hours: 90 hours LEC; 270 hours LAB
Covers diesel truck engines, power trains and air brakes. Prepares the students for entry-level employment in the diesel truck service and repair industry.

**AT 151  Diesel Technology  10 Units**
Formerly: AT 73B
Prerequisite: AT 150.
Hours: 90 hours LEC; 270 hours LAB
Covers diesel truck engines, power trains and air brakes. Prepares the student for entry level employment in the diesel truck service and repair industry.

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

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

**AT 173  BAR A-8 Alternative - Engine Performance Systems  1.5 Units**
Formerly: AT 111
Prerequisite: None
Hours: 27 hours LEC
This course is an intensive Bureau of Automotive Repair (BAR)-approved review of automotive engine performance offered as an alternative to the ASE A-8 certification. It partially qualifies auto technicians for a Smog Check Technician license exam.

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

**AT 175  BAR OBD (On Board Diagnostics) II Update Course  1.5 Units**
Formerly: AT 114
Prerequisite: None
Hours: 27 hours LEC
This course presents an overview of automotive On-Board Diagnostic (OBD) systems. Instruction will include a history of OBD systems, computer diagnostics, government and Society of Automotive Engineers (SAE) regulations, OBDII diagnostics, monitors and reference information. This is a Bureau of Automotive Repair approved course.

**AT 176  Bureau of Automotive Repair (BAR) 2003/04 Update  .5 Units**
Formerly: AT 116
Prerequisite: Current California state smog license.
Hours: 9 hours LEC
This course is designed for all licensed smog technicians who need to meet California smog license renewal requirements after January 1, 2003. Successful completion will renew the technician’s Basic Area or Enhanced Area Smog Check License.
Automotive Technology

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

AT 190  Advanced Student Projects  2 Units
Formerly: AT 83
Prerequisite: Must have a grade of "C" or better in the Automotive Technology major.
Hours: 108 hours LAB
Opportunity for students to pursue advanced projects which are selected by the department. May be taken twice for credit.

AT 201  ASE A-1 Engine Repair Test Preparation  .5 Units
Formerly: AT 101
Prerequisite: None
Hours: 9 hours LEC
This nine-hour course will help prepare for the ASE (Automotive Service Excellence) A-1 Engine Repair examination by reviewing ASE-style test questions and engine repair information. Credit/No Credit only. This course may be taken four times.

AT 202  ASE A-2 Auto Transmission and Transaxles Test Preparation  .5 Units
Formerly: AT 102
Prerequisite: None
Hours: 9 hours LEC
This nine-hour course will help prepare for the ASE (Automotive Service Excellence) A-2 Transmission/Transaxle examination by reviewing ASE-style test questions and transmission/transaxle information. Credit/No Credit only. This course may be taken four times.

AT 203  ASE A-3 Manual Drive Trains and Axles Test Preparation  .5 Units
Formerly: AT 103
Prerequisite: None
Hours: 9 hours LEC
This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-3 manual drive trains and axles examination by reviewing ASE-style test questions and drive trains information. Credit/No Credit only. This course may be taken four times.

AT 204  ASE A-4 Suspension and Steering Test Preparation  .5 Units
Formerly: AT 104
Prerequisite: None
Hours: 9 hours LEC
This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-4 Suspension and Steering examination by reviewing ASE-style questions and suspension and steering information. Credit/No Credit only. This course may be taken four times.

AT 205  ASE A-5 Brakes Test Preparation  .5 Units
Formerly: AT 105
Prerequisite: None
Hours: 9 hours LEC
This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-5 Brakes examination by reviewing ASE-style test questions and brakes information. Credit/No Credit only. This course may be taken four times.

AT 206  ASE A-6 Electrical/Electronic Systems Test Preparation  .5 Units
Formerly: AT 106
Prerequisite: None
Hours: 9 hours LEC
This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-6 Electrical/Electronic Systems examination by reviewing ASE-style test questions and electrical/electronic systems information. Credit/No Credit only. This course may be taken four times.

AT 207  ASE A-7 Heating & Air Conditioning Test Preparation  .5 Units
Formerly: AT 107
Prerequisite: None
Hours: 9 hours LEC
This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-7 Heating & Air Conditioning examination by reviewing ASE-style test questions and heating & air conditioning information. Credit/No Credit only. This course may be taken four times.

AT 208  ASE A-8 Engine Performance Test Preparation  .5 Units
Formerly: AT 108
Prerequisite: None
Hours: 9 hours LEC
This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) A-8 Engine Performance examination by reviewing ASE-style test questions and engine performance information. Credit/No Credit only. This course may be taken four times.

AT 209  ASE L-1 Advanced Engine Performance Specialist Test Preparation  .5 Units
Formerly: AT 109
Prerequisite: None
Hours: 9 hours LEC
This nine-hour course will help prepare students for the ASE (Automotive Service Excellence) L-1 Advanced Engine Performance Specialist examination by reviewing ASE-style test questions and engine repair information. Credit/No Credit only. This course may be taken four times.

AT 210  Advanced Automatic Transmission and Transaxle  4 Units
Prerequisite: AT 313 with a grade of "C" or better.
Hours: 36 hours LEC; 108 hours LAB
This course covers the advanced aspects of automatic transmission and transaxle diagnosis, service, and repair. Topics include mechanical, electrical, and electronic diagnosis, diagnosis and repair of vibration problems, advanced scan tool operation, and dyno testing.

AT 294  Topics in Automotive Technology - New and Emerging Occupations  .5-5 Units
Formerly: AT 93
Prerequisite: To be determined for each topic.
Hours: 9-90 hours LEC; 27-270 hours LAB
Individualized course developed in cooperation with industry to meet specialized training needs.

AT 298  Work Experience in Automotive Technology  1-4 Units
Formerly: AT 98
Prerequisite: None
Hours: 18-72 hours LEC
This course is designed for students to earn college credit by combining volunteer or paid work experience and classroom training. Using their jobs as learning situations, the students join with their employers and the college in establishing learning objectives to be accomplished during the semester.
### AT 310  Heating and Air-Conditioning Systems  4 Units

Formerly: AT 54  
Prerequisite: None  
Corequisite: AT 100.  
Course Transferable to CSU  
Hours: 36 hours LEC; 108 hours LAB  
This course is an introduction to automotive heating and air conditioning theory. This course meets ASE standards (Automotive Service Excellence) and will allow the student to combine performance testing and repair practices of A/C systems as utilized in the industry.

### AT 311  Suspension and Steering Systems  4 Units

Formerly: AT 56  
Prerequisite: None  
Corequisite: AT 100.  
Course Transferable to CSU  
Hours: 36 hours LEC; 108 hours LAB  
This course is an introduction to advanced principles and service of suspension and steering systems, including: alignment of equipment; alignment procedures; diagnosis and repair of suspension components. It meets ASE (Automotive Service Excellence) certification standards.

### AT 312  Electrical Systems  4 Units

Formerly: AT 58  
Prerequisite: None  
Corequisite: AT 100, 105.  
Course Transferable to CSU  
Hours: 36 hours LEC; 108 hours LAB  
This course covers the principles, operation, and diagnosis of automotive electrical systems including: basic engine operation; fundamentals of electricity (DC); electrical circuits; battery operation; fundamentals of magnetism; charging systems; starting systems; schematics. It meets ASE (Automotive Service Excellence) certification standards with completion of AT 320 or 322. It is required of all automotive, autobody, and heavy equipment majors.

### AT 313  Automatic Transmission and Transaxles  4 Units

Prerequisite: None  
Corequisite: AT 100.  
Course Transferable to CSU  
Hours: 36 hours LEC; 108 hours LAB  
This course covers the principles of automatic transmission and transaxle principles and service. Instruction areas include hydraulic principles, diagnosis and service, power conversion, torque conversion, and automatic transmission operation. This course meets Automotive Service Excellence (ASE) standards.

### AT 314  Automotive Engine Repair  4 Units

Formerly: AT 70  
Prerequisite: None  
Corequisite: AT 100, 105.  
Course Transferable to CSU  
Hours: 36 hours LEC; 108 hours LAB  
This course covers the principles, operation and diagnosis of automotive engines including: basic engine operation and construction; parts identification and location; engine disassembly procedures; engine diagnosis using metric and English measurement systems; engine repair and rebuilding procedures; engine reassembly procedures. Meets industry standards. Required of all automotive majors.

### AT 315  Advanced Engine/Chassis Electrical  3 Units

Prerequisite: AT 312 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course covers the principles of advanced diagnosis of engine and chassis electrical systems including power windows, power seats, door systems including keyless entry, multi-plexing systems, electronic engine control systems and systems with memory.

### AT 320  Engine Performance Technology  12 Units

Formerly: AT 80A  
Prerequisite: AT 312 and 314 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 108 hours LEC; 324 hours LAB  
This course covers the principles and diagnosis of chassis electrical, engine electrical, conventional and electronic computer-controlled ignition systems and basic computer sensors. It includes extensive troubleshooting, use of hand-held test equipment, lab oscilloscopes, scanners, Digital Storage Oscilloscopes (DSOs) and 4 and 5 gas analyzers.

### AT 321  Engine Performance Technology  12 Units

Formerly: AT 80B  
Prerequisite: AT 312 and 314 with a grade of "C" or better.  
Advisory: AT 320.  
Course Transferable to CSU  
Hours: 108 hours LEC; 324 hours LAB  
This course covers theory, operation, and diagnosis of fuel delivery and emission control systems. Fuel supply, electronic feedback carburetors, mechanical and electronic fuel injection, emission components, as well as operation and diagnosis are also presented. Course includes On Board Diagnostics (OBD) II, Bureau of Automotive Repair (BAR 97) 8 hour training, BAR 90 Clean Air Car Course and the BAR 8 hour update course for 2003/2004.

### AT 322  Electronic Engine Controls/Engine Performance  5 Units

Formerly: AT 81  
Prerequisite: AT 312 and AT 314 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 162 hours LAB  
This course covers diagnostic principles of electronic engine controls including fuel injection, engine electrical systems, and conventional/electronic/computer controlled ignition systems. It includes extensive troubleshooting, use of hand-test equipment, lab oscilloscopes, computers, and emission components diagnosis. Meets industry ASE standards.

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

Formerly: AT 82  
Prerequisite: AT 322 with a grade of "C" or better or one year work experience in automotive engine performance.  
Course Transferable to CSU  
Hours: 36 hours LEC; 108 hours LAB  
This course covers the Bureau of Automotive Repair (BAR) certified Basic Area Clean Air Car Course, which now includes the former On Board Diagnostics (OBD) II update course, and the BAR 2003/2004 update course. This course is required for first time license technicians or those whose license has expired for more than one year. With the completion of AT 324, students may be eligible for the Enhanced Area Test and Repair Exam.

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

Formerly: AT 84  
Prerequisite: AT 323 or a Basic Technician Smog Check License.  
Course Transferable to CSU  
Hours: 36 hours LEC  
This course covers advanced emission testing, service, and repairs for Enhanced Areas of the state of California. Instruction will include the latest in automotive technologies that may affect emissions testing, diagnosis, or repair such as NOX, Digital Storage Oscilloscopes (DSO) usage, sensor waveforms, diagnostic flowcharts, and catalytic converters. Also included are the 8 hours of training required by the Bureau of Automotive Repair (BAR) for transition to loaded mode testing for enhanced emission control areas (BAR 97). All smog check technicians who wish to obtain the Advanced Emission Specialist license must complete this training.
Biology & Biotechnology

Degree: A.S. - General Science
A.S. - Biotechnology
Certificate: Biotechnology

American River College’s biology program offers courses that satisfy general requirements in natural sciences, and prepares students for transfer opportunities to four-year programs.

General Science

Requirements for Degree Major
Students must complete 18 units of transfer level course work in science in addition to other graduation requirements. Two laboratory courses must be included, one in a physical science and one in a biological. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics and zoology. See ARC graduation requirements.

Biotechnology

Requirements for Degree 41-42 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
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<tr>
<td>BIOL 310 or 400</td>
<td>4-5</td>
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<tr>
<td>BIOL 440</td>
<td>4</td>
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<td>CHEM 305 or 400</td>
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<td>CHEM 306 or 401</td>
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<td>CISC 300</td>
<td>1</td>
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<td>ENGR 300</td>
<td>3</td>
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<tr>
<td>ENGR 301, 302, or 342</td>
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<tr>
<td>STAT 301</td>
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Concentration Requirements

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<tr>
<td>BIOT 300</td>
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<td>BIOT 307</td>
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<td>BIOT 315</td>
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<td>and 2 units from the following:</td>
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<tr>
<td>BIOL 498</td>
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<tr>
<td>or 2 units from the following:</td>
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<tr>
<td>BIOL 305 (1 unit) and BIOL 498 (1 unit)</td>
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<td>BIOL 310 (1 unit) and BIOL 498 (1 unit)</td>
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Recommended Electives

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<th>Units</th>
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<tr>
<td>QSCI 305, 315, 320; CISC 305; PHIL 310; PHYS 350, 360; SPEECH 301</td>
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Requirements for Certificate 32-33 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tr>
<td>BIOL 310 or 400</td>
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<tr>
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<td>BIOT 300</td>
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<td>BIOT 315</td>
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<td>CHEM 305 or 400</td>
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<td>CISC 300</td>
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<td>ENGR 300</td>
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<tr>
<td>MATH 120</td>
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<td>and one of the following:</td>
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General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

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

Prerequisite: None
Hours: 54 hours LEC, 54 hours LAB
This course examines body systems from an anatomical and physiological point of view. It meets the minimum requirements for licensed vocational nursing, paramedic, gerontology, and funeral services programs. The basic anatomy and physiology of all the body systems will be covered with an emphasis on developing vocabulary in each area. Activities will include microscope work, simple physiology experiments and demonstrations, and using models and simple dissections to learn anatomy. AA/AS area A.

BIOL 115 Basic Anatomy and Physiology 3 Units

Formerly: BIOL 50
Prerequisite: None
Hours: 54 hours LEC
This course provides instruction involving basic human anatomy and physiology of the skin, skeletal, muscular, nervous, circulatory and lymphatic systems. It is designed for medical assisting majors, medical secretaries and other health-related technologies. Together BIOL 115 and 116 compose a complete study of the basic anatomy and physiology of the human body. AA/AS area A.

BIOL 116 Basic Anatomy and Physiology 3 Units

Formerly: BIOL 51
Prerequisite: None
Hours: 54 hours LEC
This course provides instruction involving basic human anatomy and physiology. This course is designed for medical assisting majors, medical secretaries, and other health-related technologies. It covers body organization, basic chemistry, cells, and tissues. In addition, BIOL 116 covers respiratory, digestive, urinary, endocrine, and reproductive systems. Either BIOL 115 or 116 may be taken first, however, both courses are necessary for a complete study of human anatomy and physiology. AA/AS area A.
Biology & Biotechnology

**Biol 117 Basic Anatomy and Physiology Lab** 1 Unit  
**Formerly: BIOL 50L**  
**Prerequisite:** None  
**Corequisite:** BIOL 115.  
**Hours:** 54 hours LAB  
This course is an optional introductory laboratory course in basic human anatomy and physiology designed to complement the lecture course, BIOL 115. It is designed for medical assisting, medical records, and hazardous materials technician majors, and other health-related technologies. This course is not acceptable in most nursing and respiratory care programs.

**Biol 118 Basic Anatomy and Physiology Laboratory** 1 Unit  
**Formerly: BIOL 51L**  
**Prerequisite:** None  
**Corequisite:** BIOL 116.  
**Hours:** 54 hours LAB  
This course is an optional introductory laboratory course in basic human anatomy and physiology designed to complement the lecture course BIOL 116. It is designed for medical assisting, medical records, and hazardous materials technician majors, and other health-related technologies. It is not acceptable in most nursing and respiratory care programs.

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

**Biol 300 The Foundations of Biology** 3 Units  
**Formerly: BIOL 12**  
**Prerequisite:** None  
**Course Transferrable to UC/CSU**  
**Hours:** 54 hours LEC  
This non-majors course covers basic biological principles and how they relate to humans. Concepts include introduction and philosophy of science, cell chemistry, structure, and physiology; genetics (transmission and molecular); biotechnology; human body systems; evolution; reproduction and development; ecology; and human impacts on the environment. Field trips may be required. AA/AS area 3A; CSU area B2; IGETC area 5B.

**Biol 303 Survey of Biology** 4 Units  
**Formerly: BIOL 5**  
**Prerequisite:** None  
**Course Transferrable to UC/CSU**  
**Hours:** 54 hours LEC; 54 hours LAB  
This course covers biological principles with special emphasis on the major groups of organisms and the structure and function of their organ systems. Ecology, genetics, and evolution will be included. Plant and animal dissection may be an integral part of the laboratory sessions. Field trips required. Appropriate for Liberal Studies, Elementary Education, Environmental Studies, Recreation and other majors requiring BIOL 303. Not appropriate for science majors and those having completed ARC's Biology 310, without counselor's approval. AA/AS area A; CSU area B2.

**Biol 305 Natural History** 4 Units  
**Formerly: BIOL 10**  
**Prerequisite:** None  
**Course Transferrable to UC/CSU**  
**Hours:** 54 hours LEC; 54 hours LAB  
This course covers basic ecological and biological principles in order to understand the origin and diversity of living organisms. Topics range from landscape formation and habitats to the adaptations organisms have evolved to live in their environment. Although this is a broad survey course, emphasis will be placed on the animal kingdom and on local environments. A variety of field trips opportunities allow students to study the diversity of life around them. Dissection is not part of this course. Designed as non-majors, introductory course and for those who enjoy the outdoors. AA/AS area 3A; CSU area B2; IGETC area 5B.

**Biol 310 General Biology** 4 Units  
**Formerly: BIOL 16**  
**Prerequisite:** None  
**Course Transferrable to UC/CSU**  
**Hours:** 54 hours LEC; 54 hours LAB  
This non-majors laboratory course covers basic biological principles and how they relate to humans. Concepts included are cell chemistry, structure, and physiology; genetics (transmission and molecular); biotechnology; human body systems; evolution; reproduction and development; ecology; and human impacts on the environment. Field trips may be required. No dissection is required. AA/AS area A; CSU area B2; IGETC area 5B.

**Biol 320 Field Botany** 3 Units  
**Formerly: BIOL 21**  
**Prerequisite:** None  
**Course Transferrable to CSU**  
**Hours:** 36 hours LEC; 54 hours LAB  
This course covers identification, sight recognition and ecological relationships of native vascular plants of California. Plant keys and principles of taxonomy are stressed to develop proficiency in identification of plant species. This course covers some of society's historical uses of native plants. Frequent field trips and a plant collection are required.

**Biol 322 Ethnobotany** 3 Units  
**Formerly: BIOL 23**  
**Prerequisite:** None  
**Course Transferrable to CSU**  
**Hours:** 36 hours LEC; 54 hours LAB  
The focus of this introductory course is the multicultural use of plants. Emphasis is on the identification and use of plants from several cultures including the American Indians, Europeans, South Americans, and Chinese. Topics include the use of plants for food, medicine, basketry, technology, shelter, and music. Site recognition and plant use will be emphasized. An analysis of ethnicity and ethnocentrism is included. AA/AS area F.

**Biol 330 Natural History of Insects** 3 Units  
**Formerly: BIOL 8**  
**Prerequisite:** None  
**Course Transferrable to UC/CSU**  
**Hours:** 54 hours LEC  
This course provides an introduction to the science of Entomology. Approximately 75% of all known species of animals are insects, therefore, they often have a profound effect on human civilization. This class details their great variety, structures and function, habitats, and their significance to plants and animals, including humans. Opportunities for field investigations will be provided.

**Biol 332 Introduction to Ornithology** 2 Units  
**Formerly: BIOL 20**  
**Prerequisite:** None  
**Course Transferrable to CSU**  
**Hours:** 18 hours LEC; 54 hours LAB  
This course covers the structure, physiology, ecology, behavior, reproduction and classification of birds. Field trips are required during class time to study bird identification, behavior and ecology.

**Biol 342 The New Plagues: New and Ancient Infectious Diseases Threatening World Health** 3 Units  
**Formerly: BIOL 34**  
**Prerequisite:** None  
**Course Transferrable to UC/CSU**  
**Hours:** 54 hours LEC  
This course will explore the biology, epidemiology and pathology of selected pathogens such as prions, viruses, bacteria protozoa, and helminthes threatening public health on a global scale. The course explores the influence of human behavior and activities on the emergence of new infectious agents and the re-emergence of ancient plagues.
**Biol 350  Environmental Biology**  
3 Units  
Formerly: Biol 14  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
A survey course covering the management of soil, water, forest, mineral and energy resources as well as wildlife management and conservation. Case studies involving both national and local problems will enhance the study of human-environment interactions. Field trips and a semester project may be required.

**Biol 352  Conservation Biology**  
3 Units  
Formerly: Biol 18  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This introductory course covers biological and ecological principles involved in understanding and analyzing environmental problems and exploring scientifically sound conservation techniques. Major topics include the nature of science, population dynamics and distributions, evolution and species extinctions, biodiversity, ecosystem functions, and the interdependence between humans and our environment. This course places emphasis on the scientific processes and methodology. Statewide and local environments will be highlighted. Field trips and a semester project may be required. AA/AS area A; CSU area B2; IGETC area 5B.

**Biol 370  Introduction to Marine Environment**  
4 Units  
Formerly: Biol 15  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC, 54 hours LAB  
This course is an introduction to oceanography and marine biology. It includes the study of seawater, marine geology, marine algae, marine vertebrate and invertebrate animals, and the ecology of various marine zones. Field trips focusing on the Central California coast are required. AA/AS area A; CSU area B2; IGETC area 5B.

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

**Biol 400  Principles of Biology**  
5 Units  
Formerly: Biol 1A  
Prerequisite: Any transfer level chemistry course with a grade of "C" or better.  
Advisory: ENGRD 116, and ENGW 102 or 103; or ESL 130 and ESLR 320 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC, 108 hours LAB  
This is an introductory course covering biological concepts and major principles of biology for science majors. The emphasis is on anatomy, morphology, life cycles, embryology and physiology of plants and on a plant kingdom survey. All laboratory work includes instructor-directed lecture-discussion consisting of an introduction and analysis of the data and ideas covered. One field trip is required. (CAN Biol 6) IGETC area 5B; CSU area B2; (Biol SEQ A Sum of CAN Biol 400, 420 and 410).

**Biol 420  Principles of Zoology**  
5 Units  
Formerly: Biol 3  
Prerequisite: Biol 400 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC, 108 hours LAB  
This course covers general principles of zoology. The course is designed to give students a broad understanding of the development, individual characteristics, and relationships of the various phyla. Topics covered include: a survey of the animal kingdom, embryology, evolution, systematics, and comparative anatomy and physiology. One or two field trips per semester are required. (CAN Biol 4) IGETC area 5B; CSU area B2; (Biol SEQ A Sum of CAN Biol 400, 420 and 410).

**Biol 430  Anatomy and Physiology**  
5 Units  
Formerly: Biol 25  
Prerequisite: Chem 305 or 400 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC, 108 hours LAB  
This course provides instruction on the principles of human anatomy and physiology emphasizing the integration of structure and function. The topics covered are anatomical terminology, chemistry, cells, histology, articulations and the integumentary, skeletal, muscular and nervous systems. Both Biol 430 and 431 must be taken to study all of the major body systems. AA/AS area A; (Biol SEQ B Sum of CAN Biol 430 and 431).

**Biol 431  Anatomy and Physiology**  
5 Units  
Formerly: Biol 26  
Prerequisite: Biol 430 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC, 108 hours LAB  
This course covers the principles of human anatomy and physiology emphasizing the integration of structure and function. It includes the following systems: cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine and reproductive. Both Biol 430 and 431 must be taken to study all of the major body systems. AA/AS area A3A; (Biol SEQ B Sum of CAN Biol 430 and 431).

**Biol 440  General Microbiology**  
4 Units  
Formerly: Biol 6  
Prerequisite: Chem 305 or 400 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC, 72 hours LAB  
This course introduces microorganisms and their effects on human health. The course examines the structure, physiology, metabolism, and genetics of microorganisms. Laboratory work includes aseptic technique, morphological and biochemical properties of microorganisms, and medically relevant issues regarding microorganisms. (CAN Biol 14) CSU area B2; IGETC area 5B.

**Biol 442  General Bacteriology**  
5 Units  
Formerly: Biol 4  
Prerequisite: Chem 305 or 400 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC, 108 hours LAB  
This course provides a survey of bacteria and viruses, examining bacterial structure, physiology, metabolism, and genetics and viral structure and replication. Laboratory work introduces methods for culturing and characterizing microorganisms and explores the properties of microorganisms in various habitats. CSU area B2; IGETC area 5B.

**Biol 460  Biology of Cancer**  
3 Units  
Formerly: Biol 27  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC
This course is a biological introduction to cancer which covers topics such as the pathology of cancer, the types of cancer, causes of cancer due to natural or environmental causes, methods of identifying cancer, cancer treatment and the psychological and social impact of cancer on its victims, their families, and society.

**BIOL 468 Mammals of Africa** 2 Units
Formerly: BIOL 38
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course covers the evolutionary adaptation of African mammals to their environment. Topics include some of the unique types of biological traits that mammals have to survive in the Serengeti ecosystem. The physiology, behavior and physiques of various mammalian groups such as primates, antelopes, elephants, and large cats will be covered. Conservation issues of the Serengeti ecosystem will be an integral part of this course.

**BIOL 470 Biology/Chemistry Honors Seminar** 1 Unit
Formerly: BIOL 9H
Prerequisite: CHEM 400 with a grade of “C” or better; BIOL 400 with a grade of “C” or better; ENGWR 300 or 480 with a grade of “C” or better; 3.0 cumulative GPA.
Course Transferable to CSU
Hours: 18 hours LEC
This honors section will provide a seminar approach for advanced students of general chemistry and biology to discuss and analyze in-depth recent scientific articles in terms of the chemical and biological principles introduced in these curricula. Not open to students who have taken CHEM 482. May be taken twice.

**BIOL 482 Honors Introduction to Marine Environment** 4 Units
Formerly: BIOL 15H
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC, 54 hours LAB
This course presents an honors level introduction to marine biology. Using a seminar style, selected topics in marine zoology, botany and ecology will be explored. In addition to the topics presented in BIOL 370, this honors course will include additional studies in cell biology, experimental design, the developmental planning of marine conservation, journal critiques, and applied research based on independent or collaborative field experiments. Field trips focusing on inter-tidal organisms of the Central California Coast are required. AA/AS area A; CSU area B2.

**BIOL 490 Science Skills and Applications** .5 Units
Formerly: BIOL 39
Prerequisite: None
Corequisite: Current enrollment in a Biology course.
Course Transferable to CSU
Hours: 27 hours LAB
This course offers individualized instructional modules designed to acquire or improve reading skills in the various science classes. A partial list of skills may include the following: textbook comprehension, principle of learning and retention, note taking, annotating, discipline-based vocabulary, paraphrasing, reading graphics, test taking, and problem solving. Credit/No Credit. Registration is open through the twelfth week of the semester. May be taken four times for a maximum of two units.

**BIOT 305 Introduction to Bioinformatics** 1 Unit
Formerly: BIOL 44
Prerequisite: BIOL 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC, 54 hours LAB
This course introduces computation concepts and methods used in bioinformatics. It addresses issues in genomics and proteomics, such as sequence alignment, gene recognition and regulation, and protein modeling. The course examines software and programming tools used to access and manipulate biological database information, especially nucleic acid and protein data.

**BIOT 306 Computer Applications in Bioinformatics** 3 Units
Prerequisite: BIOT 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC, 54 hours LAB
This course focuses on the emerging impact of biotechnology on society. Basic concepts in biotechnology are introduced in a non-technical manner to explore advances in medicine, agriculture, and other fields. Public perception and ethical issues in biotechnology are also emphasized.

**BIOT 310 Polymerase Chain Reaction (PCR) Methods** 1 Unit
Formerly: BIOL 43
Prerequisite: None
Course Transferable to UC/CSU
Hours: 14 hours LEC, 14 hours LAB
This course provides training in techniques involving the polymerase chain reaction (PCR). Topics include PCR protocols, troubleshooting, and applications to medicine, forensics, and agriculture.

**BIOT 315 Methods in Biotechnology** 5 Units
Formerly: BIOL 44
Prerequisite: BIOT 300.
Course Transferable to CSU
Hours: 54 hours LEC, 108 hours LAB
This course provides specialized laboratory skills and theory in biotechnology. Topics include aseptic technique, preparation of media and solutions, methods in bacteria and plant tissue culture, isolation and analysis of nucleic acids and proteins, good laboratory practice and quality control.

**BIOT 498 Work Experience in Biotechnology** 1-2 Units
Prerequisite: BIOL 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC, 60-150 hours LAB
This course provides directed work experience in the biotechnology industry with the purpose of applying classroom instruction to the biotechnology workplace. Class enrollment is dependent upon availability of paid or volunteer work experience in a biotechnology-related environment.
“Business” describes a broad range of activities involving the buying and selling of products and/or services. The field of business education, however, is divided into two general areas.

The first area of study deals with directing the flow of goods and services from producer to consumer. These activities include selling and such sale-supporting functions as buying, transporting, storing, promoting, financing, marketing research and management.

The second general area of study may lead to employment and/or advancement in occupations that include recording and retrieval of data, supervision and coordination of office activities, internal and external communication, and the reporting of information.

Career Opportunities

The range of well-paying positions in business is expanding. There are excellent opportunities for well-prepared people in private business, high-tech industries and government agencies. The Business Area offers degrees and certificates in different areas: Accounting, General Business, Management, Marketing, and Real Estate. The programs are designed to prepare students for entry-level employment and/or for transfer to a four-year college or university.

To earn an AA degree in Business, all students are required to complete a business core of 14-18 units, the concentration requirements of the particular major, and the college’s graduation requirements. ARC offers business degrees in 22 different areas of study (concentrations).

Certificate programs have been developed with the assistance of business and industry advisory committees to provide vocational training for students who are seeking employment. Many of the courses required for a certificate may apply towards an AA degree. American River College offers certificates in 15 different areas.

General Business - A.A.

Designed to prepare students for entry-level positions in business and government.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 or 301</td>
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<td>BUS 310</td>
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<tr>
<td>BUS 340 or 345</td>
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<tr>
<td>BUSTEC 300 or keyboarding competency test</td>
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<tr>
<td>CISA 305 and 315</td>
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Concentration Requirements

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 105</td>
</tr>
<tr>
<td>BUS 330</td>
</tr>
<tr>
<td>MGMT 304</td>
</tr>
<tr>
<td>MKT 300</td>
</tr>
<tr>
<td>and minimum of 9 units from Business Area courses</td>
</tr>
</tbody>
</table>

General Business - Transfer A.A.

Designed to prepare students for advanced study in business. Provides for the business core required of most four-year colleges and universities as well as the college graduation requirements. Students should confer with their counselor about specific transfer requirements or any additional general education requirements. Many colleges and universities have different OORE requirements. You can obtain this information from your counselor.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Core Requirements</th>
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<tbody>
<tr>
<td>ACCT 301</td>
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<td>BUSTEC 300 or passing of a keyboarding competency test</td>
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<td>CISA 305 and 315</td>
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### Business

#### Concentration Requirements

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</tbody>
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#### General Education Graduation Requirements

In addition to completing the degree requirements, students must also complete the general education graduation requirements for an AA/AS degree. See ARC graduation requirements.

#### General Business Basic

**Requirements for Certificate** 22 units

<table>
<thead>
<tr>
<th>Courses Required</th>
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<td>BUS 216</td>
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<td>BUS 220</td>
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<td>BUS 224</td>
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<td>BUS 300</td>
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<td>BUS 330</td>
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<td>CISA 305 and 315</td>
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<td>CISC 300</td>
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#### General Business Pre-Professional

**Requirements for Certificate** 37-39 units

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<td>BUS 105</td>
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<td>CISA 305</td>
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<td>MKT 300</td>
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<td>5 units from the following:</td>
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<tr>
<td>ACCT 311; BUS 210, 214, 220, 350 or BUSTEC 122; CISA 320, 330 or CISC 305; MGMT 308, 360, 362, or 372; MKT 310, 312, or 314;</td>
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#### Call Center Customer Service Representative

**Requirements for Certificate** 9 units

<table>
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<tr>
<th>Courses Required</th>
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<td>BUS 241</td>
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<td>CISA 305</td>
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<td>CISC 300</td>
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</table>

#### BUS 100 Business English

**Formerly:** BUS 50  
**Prerequisite:** ENGWR 51 and ENGRD 15, or ESR 310 and ESLW 310 with a grade of “C” or better; or placement through assessment.  
**Advisory:** Touch-typing.  
**Hours:** 54 hours LEC  
This course stresses the mechanics of English as specifically applied to the field of business. Contents include sentence structure, punctuation, grammar, spelling, business vocabulary, dictionary usage, and business document formatting. The application of these skills requires the use of a computer. This course is required of all office administration majors. It is recommended for all business majors during their first semester.

#### BUS 105 Business Mathematics

**Formerly:** BUS 60  
**Prerequisite:** None  
**Advisory:** ENGWR 102 or ENGWR 103 and ENGRD 116 or ESL 320 and ESLW 320; or placement through assessment.  
**Hours:** 54 hours LEC  
This course is a review of basic mathematical skills and introduces equations and formulas in solving for unknowns. Applications of mathematics in business include such areas as banking, commercial discounts, retail and wholesale markup/markdown, payroll computations, simple and compound interest, bank discount, present value, taxes, insurance, depreciation, and financial statements. Recommended and useful for every major in business. AA/AS area D2.

#### BUS 110 Business Economics

**Formerly:** BUS 59  
**Prerequisite:** None  
**Advisory:** ENGWR 102 or ENGWR 103 and ENGRD 116 or ESL 320 and ESLW 320.  
**Hours:** 54 hours LEC  
This course is designed for two-year Accounting, Business, Computer Information, Marketing, and Real Estate majors. Both microeconomic and macroeconomic theory will be covered with the emphasis towards applications. Does not meet ECON 302 or 304 requirements for transfer students. AA/AS area C2.

#### BUS 115 Retail/Wholesale Operations Management

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

#### BUS 210 The Business Plan

**Formerly:** BUS 71A  
**Prerequisite:** None  
**Advisory:** ENGWR 51 and ENGRD 15, or ESL 310 and ESLW 310; BUS 105, 350  
**Hours:** 18 hours LEC  
This course offers an organized, step-by-step approach to preparing a business plan. The plan will enable students to solve problems “on paper” before they become operational or money problems. Students will create a business plan as part of the course.

#### BUS 212 Marketing for Small Businesses

**Formerly:** BUS 71B  
**Prerequisite:** None  
**Advisory:** ENGWR 51 and ENGRD 15, or ESL 310 and ESLW 310; BUS 105, 350  
**Hours:** 18 hours LEC  
This course emphasizes how a small business or non-profit organization can market its service or product to the consumer. The student will learn about ways to improve market mix, identify target markets, and develop a marketing plan.
BUS 214  **Financing a Small Business**  1 Unit
Formerly: BUS 71C  
Prerequisite: None  
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.  
Hours: 18 hours LEC
This course covers sources and ways of raising capital for small businesses. It will explore how much money is needed and where it can be obtained, startup costs, and projecting monthly and yearly costs. Financial ratios and key financial statements are also covered.

BUS 216  **Essential Records for the Small Business**  1 Unit
Formerly: BUS 71D  
Prerequisite: None  
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.  
Hours: 18 hours LEC
This course emphasizes the various types of records that small businesses must keep. The focus will be upon financial, employment, and tax records. Simple, easy-to-use record-keeping systems will be covered.

BUS 218  **Management Skills for the Small Business**  1 Unit
Formerly: BUS 71E  
Prerequisite: None  
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.  
Hours: 18 hours LEC
A small business owner must understand and motivate others to help the business reach its objectives. This course covers such functions as planning and organizing work flow, delegating responsibilities, understanding leadership styles, decision making, stress and time management, and working with employee organizations.

BUS 220  **Retailing and Merchandising for the Small Business**  1 Unit
Formerly: BUS 71F  
Prerequisite: None  
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.  
Hours: 18 hours LEC
This course will emphasize retailing concepts, such as inventory control and turnover rates, selecting merchandise sources, using trade and cash discounts, pricing, markup and markdown, and shrinkage control. Students will also learn how to develop a merchandising plan, inventory control system, and assess consumer behavior and demographics.

BUS 224  **Customer Service**  1 Unit
Formerly: BUS 71I  
Prerequisite: None  
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.  
Hours: 18 hours LEC
This course is a study of the principles involved in building an effective customer service team. Customer service activities in business, government, and other service industries will be examined so that improved customer service will be emphasized.

BUS 226  **Loss Prevention and Security**  1 Unit
Formerly: BUS 71J  
Prerequisite: BUS 350.  
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310; BUS 105.  
Hours: 18 hours LEC
This course focuses on the procedures in developing a loss prevention program. Such topics as store design, employee training, and the use of loss detection devices will be introduced. Local laws relating to shoplifting will be presented and explained.

BUS 228  **Selling Techniques for the Small Business**  1 Unit
Formerly: BUS 71K  
Prerequisite: None  
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310; BUS 350, MKT 300.  
Hours: 18 hours LEC
This class will focus on those skills that will aid an individual to become a professional salesperson. The skills presented will be those that will aid both product and service salespeople. This course is recommended for anyone who might have to use some selling techniques in any business, industry, or government position.

BUS 230  **QuickBooks (R) for Small Business**  1 Unit
Formerly: BUS 71M  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, or ESLR 320 and ESLW 320; BUS 350, MKT 300.  
Hours: 18 hours LEC
This class will emphasize the use of QuickBooks (R) to aid the small business operator in creating financial statements and other financial reports. Not open for students who have taken Accounting 141.

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

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

BUS 294  **Topic in Business**  .5-3 Units
Formerly: BUS 80  
Prerequisite: None  
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310.  
Hours: 0-54 hours LEC, 0-108 hours LAB
Individualized topics are developed in cooperation with business and industry to meet specialized training needs. Topics may be selected from accounting, business, computer science, management, marketing, office administration and real estate. Maximum of six units. Topics may not be repeated.

BUS 300  **Introduction to Business**  3 Units
Formerly: BUS 20  
Prerequisite: None  
Advisory: ENGWR 102 or ENGRD 103 and ENGRD 116 or ESLR 320 and ESLW 320.
This course is a survey class for those commencing studies in any business field. It will survey the primary majors in business such as Management, Marketing, Finance, Accounting, Computer Information Science, and Business Law. Topics will also cover the many environments of business such as business ethics, community concerns, pollution, and many others. AA/AS area C2.

**BUS 310 Business Communications** 3 Units
Formerly: BUS 8
Prerequisite: BUS 100 or ENGRWR 102 or ENGRWR 103 and ENGRWR 116; or ESLW 320 with a grade of "C" or better, or placement through assessment.
Advisory: Keyboarding skill or BUSTEC 300 (1 unit).
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the concepts, strategies, and principles of effective communication. Tools to communicate effectively in a fast-paced technological, global marketplace are emphasized. The course provides opportunities to create, evaluate, critique, and judge business documents and reports. A formal research paper using analytical skills and the ability to draw conclusions and make recommendations is required. AA/AS area D1.

**BUS 320 Concepts in Personal Finance (Same as ECON 320)** 3 Units
Formerly: BUS 14
Prerequisite: None
Advisory: ENGRWR 102 or ENGRWR 103 and ENGRWR 116 or ESLW 320 and ESLW 320, and BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and conceptual basis of financial planning and the analysis and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined. Not open to students who have completed Economics 14. AA/AS area C2, E2; CSU area D3.

**BUS 330 Managing Diversity in the Workplace** 3 Units
Formerly: BUS 15
Prerequisite: None
Advisory: ENGRWR 102 or ENGRWR 103 and ENGRWR 116 or ESLW 320 and ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
The course examines the leadership skills and abilities needed to manage a multicultural workforce. A primary focus is placed upon the workplace impact of various historical, social, and cultural experience/perspectives related to gender, age, ethnicity, and disability. Workforce issues related to the diversity of the American consumer and global consumer impact on the United States are analyzed. AA/AS areas C2, F; CSU area D3.

**BUS 340 Business Law** 3 Units
Formerly: BUS 18A
Prerequisite: None
Advisory: ENGRWR 102 or ENGRWR 103 and ENGRWR 116 or ESLW 320 and ESLW 320.
Course Transferable to UCI/CSU
Hours: 54 hours LEC
This course focuses on the law in its relationship to the environment of business. Topics covered include the American legal system as an instrument of economic, social, and political control, sources and processes of law, contracts and sales, agency, business organizations, ethics, and the regulatory process. (CAN BUS 12).

**BUS 345 Law and Society (Same as Political Science 332)** 3 Units
Formerly: BUS 16
Prerequisite: None
Advisory: ENGRWR 102 or ENGRWR 103 and ENGRWR 116 or ESLW 320 and ESLW 320.
Course Transferable to UCI/CSU
Hours: 54 hours LEC
This course is an introduction to the Anglo-American Common Law system with emphasis upon the nature and purpose of law. The evolution of legal concepts as a reflection of the social environment, and the basic organization and functioning of the American judicial system presented from a theoretical rather than a practical viewpoint through analysis of selected cases and reading materials. Not to be taken in place of BUS 340 (Business Law) where required. Not open to students who have completed POLS 332. AA/AS area C2; CSU area D3; IGETC area 4.

**BUS 350 Small Business Management/Entrepreneurship** 3 Units
Formerly: BUS 25
Prerequisite: None
Advisory: ENGRWR 102 or ENGRWR 103 and ENGRWR 116 or ESLW 320 and ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
This class provides an overview of the various elements involved in starting and operating a small business. It introduces such topics as developing a business plan, finding financial resources, developing personal and business goals, meeting legal requirements, understanding marketing concepts, and other topics of interest to the entrepreneur.

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

Degrees:  A.A. - Administrative Assistant
          A.A. - Office Administration - General Office

Certificates: Administrative Assistant
             General Office Administration
             Office Technology
             Office Careers - Fast Track

Area:     Computer Science
          & Information Technology

Dean:     Barbara Blanchard

Phone:    (916) 484-8361

Counseling: (916) 484-8572

Certificate of completion offered by department:
Office Assistant

Office Technology

The Office Technology program includes courses, certificates, and degrees that offer preparation for first-time employment, re-entry, or career advancement in a variety of offices. Certificates include Office Assistant, Office Careers – Fast Track, General Office Administration (entry level), Administrative Assistant (professional or career level), and Office Technology (semi-technical level). Fast-track certificates can be earned in 9-18 weeks; others, in 2 semesters. Many of the courses required for a certificate apply toward an A.A. degree in General Office Administration or Administrative Assistant.

Program topics include keyboarding/word processing, integrated office applications, organization and supervision of office activities, business communications, and general office procedures. Emerging topics relate to working in a virtual office and using office technologies to coordinate and manage office activities. The curriculum is updated with the assistance of a business and industry advisory committee.

Programs are designed to provide flexibility and meet individual needs. Courses are scheduled in 6-, 9-, and 18-week time frames. Delivery methods include lecture/discussion, self-paced, open entry/exit, and distance education.

Career Opportunities

The job outlook for well prepared office professionals is excellent. Skills obtained in any of the Office Administration programs are applicable to all careers from entry level to managerial to entrepreneurial.

Dynamic changes in office technologies continue to challenge workers to update skills and adjust to a changing work environment. Office Technology programs include preparation for up-and-coming career choices.

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

Administrative Assistant

Preparation for administrative-support careers in an automated office environment.

Requirements for Degree Major 36-38 units

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>BUS 310</td>
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<tr>
<td>BUS 340</td>
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Concentration Requirements 36 units

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<td>MGMT 300 or 304</td>
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Recommended Electives

- BUS 105, 320, 330, 498; CISA 320, 340; CISC 305, 320, 350, 351

Requirements for Certificate 25-27 units

Courses Required

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<th>Course</th>
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<td>BUS 310</td>
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<td>MGMT 300 or 304</td>
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## General Office Administration

Preparation for entry-level office employment.

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<td>BUS 340 or 345</td>
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### Concentration Requirements

<table>
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### Recommended Electives

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<td>BUSTEC 301</td>
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</tr>
<tr>
<td>CISA 315</td>
<td>2</td>
</tr>
<tr>
<td>CISC 305 or 350</td>
<td>1</td>
</tr>
</tbody>
</table>

Four units selected from the following:

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 105; BUSTEC 310; CISA 320, 340; CISC 320</td>
<td></td>
</tr>
</tbody>
</table>

### Office Technology

### Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100</td>
<td>3</td>
</tr>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 101</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 110</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 305</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 310</td>
<td>3</td>
</tr>
<tr>
<td>CISA 315</td>
<td>2</td>
</tr>
<tr>
<td>CISC 320</td>
<td>1</td>
</tr>
<tr>
<td>CISC 340</td>
<td>1</td>
</tr>
<tr>
<td>CISC 305 or 350</td>
<td>1</td>
</tr>
</tbody>
</table>

## Office Assistant Certificate

### Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100</td>
<td>3</td>
</tr>
<tr>
<td>BUS 498</td>
<td>2</td>
</tr>
<tr>
<td>BUSTEC 101</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 122</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 310 or CISA 305 and 306</td>
<td>2-4</td>
</tr>
<tr>
<td>CISC 300</td>
<td>1</td>
</tr>
</tbody>
</table>

and three units selected from the following:

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSTEC 100; CISA 315, 320, 340; CISC 305, 320, 350</td>
<td></td>
</tr>
</tbody>
</table>

### Office Careers Certificate - Fast Track

### Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100</td>
<td>3</td>
</tr>
<tr>
<td>BUS 498</td>
<td>2</td>
</tr>
<tr>
<td>BUSTEC 101</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 122</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 310 or CISA 305 and 306</td>
<td>2-4</td>
</tr>
<tr>
<td>CISC 300</td>
<td>1</td>
</tr>
</tbody>
</table>

## Business Technology

### Office Assistant Certificate

#### Requirements for Certificate:

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSTEC 125</td>
<td>7</td>
</tr>
</tbody>
</table>

### BUS 100 Business English

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

Formerly: BUS 50

Prequisite: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310 with a grade of "C" or better; or placement through assessment.

Advisory: Touch-typing.

Hours: 54 hours LEC

This course stresses the mechanics of English as specifically applied to the field of business. Contents include sentence structure, punctuation, grammar, spelling, business vocabulary, dictionary usage, and business document formatting. The application of these skills requires the use of a computer. This course is required of all office administration majors. It is recommended for all business majors during their first semester.

### BUS 310 Business Communications

<table>
<thead>
<tr>
<th>Units</th>
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</table>

Formerly: BUS 8

Prequisite: BUS 100 or ENGWR 102 or ENGWR 103 and ENGRD 116; or ESLW 320 with a grade of "C" or better, or placement through assessment.

Advisory: Keyboarding skill or BUSTEC 300 (1 unit).

Course Transferable to CSU

Hours: 54 hours LEC

This course focuses on the concepts, strategies, and principles of effective communication. Tools to communicate effectively in a fast-paced, technological, global marketplace are emphasized. The course provides opportunities to create, evaluate, critique, and judge business documents and reports. A formal research paper using analytical skills and the ability to draw conclusions and make recommendations is required. AA/AS area D1.

### BUSTEC 100 Keyboarding Skills

<table>
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<tr>
<th>Units</th>
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<tbody>
<tr>
<td>1-3</td>
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</tbody>
</table>

Formerly: BUS 55

Prerequisite: None

Advisory: ENGRD 15, Touch-typing

Hours: 12-36 hours LEC; 18-54 hour LAB

This course is designed for beginners and reviewers with some keyboarding skill. Individualized skill improvement plans are based on a computerized assessment of keyboarding speed and accuracy. Enroll any time up to the 12th week of the semester. This course is credit/no credit. Earn one unit of credit for each module successfully completed. Certification testing is available.

### BUSTEC 101 Computer Keyboarding: 10-Key

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
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</table>

Formerly: BUS 53

Prerequisite: None

Advisory: BUSTEC 300 or a keyboarding speed of 30 WPM.

Hours: 12 hours LEC; 18 hours LAB

This course introduces the numeric keypad and develops the ability to key information into a computer with speed and accuracy.

### BUSTEC 110 Administrative Procedures

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>3</td>
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</table>

Formerly: BUS 90

Prerequisite: BUSTEC 300.

Corequisite: BUSTEC 310.

Advisory: BUSTEC 310

Hours: 36 hours LEC; 54 hours LAB

This course provides preparation for the office professional in the changing workplace. Course content covers office technology, office communications, records management, and preparation of meeting, travel, and financial documents. Career planning and career development are addressed.
### Business Technology

**BUSTEC 122 Workplace Skills for the Office** 3 Units  
*Formerly: BUS 83*  
*Prerequisite: None*  
*Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320; or placement through assessment.*  
*Hours: 54 hours LEC*

This course introduces basic procedures that are required of office workers to perform effectively in office-related occupations. Specific topics include planning a career, working with the office team, communicating effectively, preparing and processing information, seeking employment opportunities, and developing a portfolio. This course emphasizes activities and techniques that develop competencies needed in the workplace.

**BUSTEC 122.1 Workplace Skills: Communicating** 1 Unit  
*Formerly: BUS 83A*  
*Prerequisite: None*  
*Hours: 18 hours LEC*

This course introduces basic oral and written procedures that are required of office workers to perform effectively in office environments. Specific topics include presenting information orally, using active listening techniques, and writing messages effectively. This course emphasizes activities and techniques that develop competencies needed in a diverse workplace. Not open to students who receive credit for BUSTEC 122.

**BUSTEC 122.2 Workplace Skills: Teambuilding** 1 Unit  
*Formerly: BUS 83B*  
*Prerequisite: None*  
*Hours: 18 hours LEC*

This course focuses on effective interaction and communication in office environments. Specific topics include helpful and harmful team roles, team leadership skills, and conducting effective meetings. This course emphasizes activities and techniques that develop competencies needed in a diverse workplace. Not open to students who receive credit for BUSTEC 122.

**BUSTEC 122.3 Workplace Skills: Problem Solving** 1 Unit  
*Formerly: BUS 83C*  
*Prerequisite: None*  
*Hours: 18 hours LEC*

This course focuses on using basic problem solving skills in the office environment. Specific topics include identifying problems in the workplace, finding their root causes, selecting and implementing solutions. This course emphasizes activities and techniques that develop competencies needed in a diverse workplace. Not open to students who receive credit for BUSTEC 122.

**BUSTEC 125 Office Assistant Training** 7 Units  
*Formerly: BUS 56*  
*Prerequisite: None*  
*Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320.*  
*Hours: 96 hours LEC; 90 hours LAB*

This course combines the skills needed for office assistant positions into one program. The content includes computer keyboarding, word processing, and spreadsheet programs; alphabetic filing; 10-key skill development to 10,000+ keystrokes/hour; office procedures and communications, including telephone, mail, E-mail, and Internet; human relations; and employment resources. This course may be offered as a short-term, fast-track program. Certificates are granted upon successful completion of all course segments.

**BUSTEC 300 Beginning Keyboarding/Applications** 1-3 Units  
*Formerly: BUS 1*  
*Prerequisite: None*  
*Advisory: ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320.*  
*Course Transferable to CSU*  
*Hours: 12-36 hours LEC; 18-54 hours LAB*

This course provides computer training for employment or personal use. Module 1 covers keyboarding and skill development techniques. Modules 2 and 3 introduce basic formats for business correspondence - memorandums, letters, e-mail, tables, and reports. Enroll at any time during the semester. Earn one unit of credit for each module successfully completed. This course may be taken three times for a maximum of three units.

**BUSTEC 301 Intermediate Keyboarding/Application** 1-3 Units  
*Formerly: BUS 2*  
*Prerequisite: BUSTEC 300.*  
*Course Transferable to CSU*  
*Hours: 12-36 hours LEC; 18-54 hours LAB*

This course develops computer keyboarding, word processing, and document production skills. Formatting applications include business correspondence and reports, tables and charts, form templates, flyers, newsletters, and in-basket projects. Students may enroll up to the twelfth week. Credit is based on the number of modules successfully completed.

**BUSTEC 305 Introduction to Office Technology** 1 Unit  
*Formerly: BUS 9*  
*Prerequisite: None*  
*Advisory: BUSTEC 300.*  
*Course Transferable to CSU*  
*Hours: 18 hours LEC*

This course focuses on the integration of office technology and business skills in the work environment. Topics include hardware and software; e-mail, voice, and fax communications; electronic calendars and scheduling; Internet resources; and the virtual office. This is an introductory course recommended for all business students.

**BUSTEC 310 Introduction to Word/Information Processing** 1-3 Units  
*Formerly: BUS 11*  
*Prerequisite: BUSTEC 300.*  
*Course Transferable to CSU*  
*Hours: 12-36 hours LEC; 18-54 hours LAB*

This course reviews basic word/information processing and introduces intermediate and advanced formatting for correspondence, tables, reports, newsletters, presentations, Internet documents, and other business information. Related topics include scanning, E-mail, calendars, scheduling, and integrated office applications. Units are based on modules successfully completed. The course may be repeated for credit on a different software package or version for a maximum of six units.

**BUSTEC 311 Advanced Word/Information Processing** 3 Units  
*Formerly: BUS 12*  
*Prerequisite: BUSTEC 305 and 310 (3 units) with a grade of “C” or better.*  
*Course Transferable to CSU*  
*Hours: 36 hours LEC; 54 hours LAB*

Provides training on advanced word/information processing functions. Stresses improvement of skill in organizing and producing correspondence, manuscripts, reports, and tabulations. Strengthens formatting, language arts, composition, and decision-making skills using the microcomputer.
American River College’s chemistry program provides a series of courses designed to meet transfer requirements for physical and biological science majors as well as students majoring in other fields of study.

**General Science**

**Requirements for Degree Major**

Students must complete 18 units of transfer-level course work in science in addition to other graduation requirements. Two laboratory courses must be included, one in a physical science and one in a biological. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics and zoology. See ARC graduation requirements.

**Mathematics & Physical Science Degree**

**Requirements for Degree Major**

Students must complete 18 units of transfer level course work in addition to other graduation requirements. Courses may be selected from astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics and statistics. See ARC graduation requirements.

**CHEM 130  Chemistry for Funeral Services**  
**4 Units**

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

**CHEM 305  Introduction to Chemistry**  
**5 Units**

**Formerly:** CHEM 2A  
**Prerequisite:** MATH 100, 110 or 120 with a grade of “C” or better.  
**Advisory:** ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESLW 320; or placement through assessment.  
**Course Transferable to UC/CSU**  
**Hours:** 72 hours LEC; 54 hours LAB  
This course covers principles of chemistry and scientific method, including a brief introduction of organic chemistry. It is primarily designed for general education and majors in allied health, home economics, physical education, physical therapy(*), psychology(*), natural resources(*). (*)May require Chemistry 400. (CAN CHEM 8); (CHEM SEQ B Sum of CHEM 305 and 306).

**CHEM 306  Introduction to Chemistry**  
**5 Units**

**Formerly:** CHEM 2B  
**Prerequisite:** CHEM 305 with a grade of “C” or better.  
**Advisory:** ENGRD 116 and ENGWR 102 or 103, and ENGRD 116; OR ESLR 320 and ESLW 320; or placement through assessment.  
**Course Transferable to UC/CSU**  
**Hours:** 72 hours LEC; 54 hours LAB  
This course is a continuation of CHEM 305. It covers the organic functional groups and reactions involved in the mechanisms of the chemistry of life processes (biochemistry), particularly applied to the health sciences. (CAN CHEM 8); (CHEM SEQ B Sum of CHEM 305 and 306).

**CHEM 310  Chemical Calculations**  
**4 Units**

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

**CHEM 320  Environmental Chemistry**  
**4 Units**

**Formerly:** CHEM 7  
**Prerequisite:** MATH 32 with a grade of “C” or better.  
**Corequisite:** ENGRD 116 or ESLR 320; or placement through assessment.  
**Course Transferable to UC/CSU**  
**Hours:** 54 hours LEC; 54 hours LAB  
This course covers some basic principles of chemistry and their applications to our environment. It includes topics related to the chemistry of water, air, consumer products, and living systems. The laboratory is designed to familiarize students with the methods of science while investigating the presence and interactions of chemicals in the environment. AA/AS area 3A; CSU area B1; IGETC area 5A.
CHEM 334  Chemistry In the Kitchen  3 Units
Formerly: CHEM 15
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course qualitatively covers a variety of chemical principles in the context of cooking. These principles include basic atomic structure and geometry, phase changes, acids and bases, fermentation, fats and carbohydrates. This course is designed for K-6 educators who want to increase their understanding of chemistry principles. Many of the topics will be keyed to the new California State Science Standards.

CHEM 400  General Chemistry  5 Units
Formerly: CHEM 1A
Prerequisite: MATH 120 with a grade of “C” or better and one of the following: 1) CHEM 310 with a grade of “C” or better; 2) OR CHEM 305 with a grade of “C” or better and placement through the chemistry assessment process; 3) OR High School chemistry with a grade of “C” or better and placement through the chemistry assessment process.
Advisory: ENGRD 116 and ENGW 102 or 103, or ESLR 320 and ESLW 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers the basic principles of chemistry with an emphasis on chemical calculations, chemical reactions including balancing of complicated redox reactions, stoichiometry, gas laws, thermochemistry, atomic structure and bonding theories, ionic equations, solutions, intermolecular forces and phases of matter and acid/base chemistry including titrations and pH. Laboratory work is devoted to investigations of the theoretical work discussed in lecture. (CAN CHEM 2) AA/AS area A; CSU area B1; IGEC area 5A; (CHEM SEQ A Sum of CHEM 400 and 401).

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

CHEM 410  Quantitative Analysis  5 Units
Formerly: CHEM 5
Prerequisite: CHEM 401 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers principles and techniques involved in fundamental gravimetric and volumetric analyses and separation techniques including methods of data analysis, precipitation, acid/base neutralization, complex formation, oxidation-reduction, spectroscopy and chromatography. It includes an introduction to modern instrumental analytical procedures with emphasis on optical, electrochemical and chromatographic techniques including UV-visible and atomic absorption spectroscopy, electrodeposition, coulometry, and ion exchange, gas and high performance liquid chromatography. (CAN CHEM 12)

CHEM 420  Organic Chemistry  5 Units
Formerly: CHEM 12A
Prerequisite: CHEM 401 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This is a beginning course designed primarily for chemistry and chemical engineering majors, premedical, pharmacy and other students who desire a more intensive course than CHEM 423. Emphasis is on the application of modern principles regarding structure, reactivity, methods of synthesis and physical properties or carbon compounds.

CHEM 421  Organic Chemistry  5 Units
Formerly: CHEM 12B
Prerequisite: CHEM 420 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers general physical and chemical properties of the carbonyl compounds amines, amides, carbonyl derivatives, and biological compounds of interest. Special attention is given to development of understanding of reaction mechanism methods of organic synthesis and instrumental analysis as it applies to organic chemistry.

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

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

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

CHEM 482  Biology/Chemistry Honors Seminar  1 Unit
Formerly: CHEM 9H
Prerequisite: CHEM 400 with a grade of “C” or better; BIOL 400 with a grade of “C” or better; ENGW 300 with a grade of “C” or better; 3.0 or better cumulative GPA.
Course Transferable to CSU
Hours: 18 hours LEC
This honors section will provide a seminar approach for advanced students of general chemistry and biology to discuss and analyze in-depth recent scientific articles in terms of the chemical and biological principles introduced in these curricula. Not open to students who have taken BIOL 480. May be taken twice.
Computer Information Science

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

Certificate:
Database
Networking
PC Support
Programming
Security

Computer science focuses on the many uses of computers in business and industry. Computers play an integral role in inventory control, payroll, customer service and tracking, networks and sales including support of web-based activities. At American River College, the Computer Information Science department offers many areas of study. These include both degree and certificate programs. The degree and certificate programs include programming, database management, web publishing/programming, networking, PC support and software applications. Our overall academic program includes lecture courses as well as combination lecture/laboratory courses to cover the techniques and skills required in this industry. Our Common Certificate Core developed with the help of local business leaders combined with specialized courses, provides students with the skills necessary to advance in many rapidly growing computer specialties. In each of our areas of study, students will acquire skills that can be used in both professional positions in business and industry and in advanced study at a four year institution. Students will gain a fundamental knowledge of computers using state-of-the-art equipment and the most current software available.

Career Opportunities

Our graduates can look forward to rewarding careers in programming, systems analysis, network administration, database administration, web publishing, web programming, help desk, microcomputer technical support and office management. General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

Computer Science A.S.

Requirements for Degree Major 34.5-38 units

Core Requirements  Units
CISP 300  3
CISP 310 or 319  4
CISP 360  4
CISP 430  4
CISP 440  3
MATH 400  5
MATH 401  5
One course from the following:
MATH 410  3
PHYS 410  5
One course from the following:
BIOL 410  5
BIOL 420  5
BIOL 430 or 431  5
CHEM 400  5
ENGR 401  3.5
ENGR 413  4.5

Recommended Electives
CISC 310; CISP 310, 365, 370, 400, 409

Computer Networking Management

Requirements for Degree Major 41-45 units

Core Requirements  13-15 Units
ACCT 101 or 301  3-4
BUS 300  3
BUS 310 or ENGWR 300  3
BUSTEC 300 or passing of a keyboarding competency test  0-1
CISA 305  2
CISA 315  2

Area: Computer Science
& Information Technology

Dean: Barbara Blanchard
Phone: (916) 484-8361
Counseling: (916) 484-8572
Computer Information Science

CISCO Concentration Requirements

CISC 310 3
CISC 320 1
CISC 323 1
CISC 324 1
CISC 361 3
CISN 110 2
CISN 111 2
CISN 130 5
CISN 131 3
CISN 132 3
CISN 133 3

and 5 units from the following:

CISA 340, 405; CISC 306; CISP 360, 400, 430; CISW 310, 350, 400

LINUX Concentration Requirements

CISC 310 3
CISC 320 1
CISC 323 1
CISC 324 1
CISC 361 3
CISN 110 2
CISN 111 2
CISN 119 3
CISN 120 3
CISN 121 2
CISN 122 2

and 5 units from the following:

CISA 340, 405; CISC 306; CISP 360, 400, 430; CISW 310, 350, 400

WINDOWS Concentration Requirements

CISC 310 3
CISC 320 1
CISC 323 1
CISC 324 1
CISC 361 3
CISN 110 2
CISN 111 2
CISN 119 3
CISN 120 3
CISN 121 2
CISN 122 2

and 5 units from the following:

CISA 340, 405; CISC 306; CISP 360, 400, 457; CISW 310, 350, 400

Requirements for CISCO Networking Certificate

CISC 310, 323, 324, 361; CISN 110, 111, 130, 131, 132, 133

Requirements for LINUX Networking Certificate

CISC 310, 323, 324, 361; CISN 110, 111, 119, 120, 121, 122

Requirements for WINDOWS Networking Certificate

CISC 310, 323, 361; CISN 100, 102, 105, 108, 110, 111

Database Management

Requirements for Degree Major: 43-45 units

Core Requirements

ACCT 101 (3 units) or 301 (4 units) 3-4
BUS 110 or ECON 302 3
BUS 300 3
BUS 310 or ENGR 300 3
BUS 340 3
BUSTEC 300 or passing of keyboarding competency test 0-1
CISA 305 2
CISA 315 2

Concentration Requirements

CISA 320 1
CISA 340 2
CISC 305 1
CISC 306 1
CISC 310 3
CISC 320 (Windows) 1

Microcomputer Applications

The program will concentrate on the use of the microcomputer and current software to solve problems in the business environment. The training will include microcomputer applications in accounting, database, desktop publishing, electronic spreadsheets, graphics, operating systems, integrating software, telecommunications, word processing, and at least one programming language.

Requirements for Degree Major: 36-37 units

Core Requirements

ACCT 301 4
BUS 110 or ECON 302 3
BUS 300 3
BUS 340 3
BUSTEC 300 or keyboarding competency 0-1
CISC 310 3

Concentration Requirements

CISA 305 2
CISA 306 2
CISA 315 2
CISA 316 2
CISA 320 1
CISC 300 1
CISC 320 (Windows) 1
CISP 323 1
CISP 450 or 457 3

and two units selected from:

ACCT 341; CISA 321, 330, 340; CISC 350, 351

and 3 units selected from:

CISP 320, 340, 350, 360, 365, 370 3

Recommended Electives

ACCT 511, 545; BUS 310; CISA 331; CISC 300 (MAC)

PC Support Management

Requirements for Degree Major: 38-40 units

Core Requirements

ACCT 101 or 301 3-4
BUS 110 or ECON 302 3
BUS 300 3
BUS 310 or ENGR 300 3
BUS 340 3
BUSTEC 300 or passing of a keyboarding competency test 0-1
CISA 305 2
CISA 315 2

Concentration Requirements

CISA 320 1
CISA 340 2
CISC 305 1
CISC 306 1
CISC 310 3
CISC 320 (Windows) 1
CISC 361  3
CISC 362  2
CISC 363  2
CISN 110  2

Requirements for Certificate:  24 units
BUS 310; CISA 305, 315, 320; CISC 305, 306 or 321, 310, 320 (Windows), 350, 361, 362, 363; CISN 110

Programming

Requirements for Degree Major  35-38 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 301</td>
<td>4</td>
</tr>
<tr>
<td>BUS 110 or ECON 302</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300 or keyboarding competency</td>
<td>0-1</td>
</tr>
<tr>
<td>CISC 310</td>
<td>5</td>
</tr>
</tbody>
</table>

Concentration Requirements  Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 300</td>
<td>1</td>
</tr>
<tr>
<td>CISP 310 or CISP 317 or CISP 319</td>
<td>4</td>
</tr>
<tr>
<td>CISP 430 or CISP 457</td>
<td>3-4</td>
</tr>
<tr>
<td>CISP 320 or 360</td>
<td>4</td>
</tr>
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</table>

Two classes selected from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP 321</td>
<td>4</td>
</tr>
<tr>
<td>CISP 350</td>
<td>3</td>
</tr>
<tr>
<td>CISP 365</td>
<td>4</td>
</tr>
<tr>
<td>CISP 370</td>
<td>4</td>
</tr>
<tr>
<td>CISP 400</td>
<td>4</td>
</tr>
<tr>
<td>CISP 409</td>
<td>4</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 311; BUS 105 CISA 305, 315, 320, 340; CISC 320, 350; CISP 340; MGMT 300, 362; SPEECH 301 or 331</td>
<td></td>
</tr>
</tbody>
</table>

Requirements for Certificate  22 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
<tr>
<td>CISC 310, 320; CISP 360, 430, and CISP 450 or CISP 457</td>
<td>15</td>
</tr>
<tr>
<td>and a minimum of 4 units from the following:</td>
<td>4</td>
</tr>
<tr>
<td>CISP 310, 317, 319, 320, 350, 365, 370, 400, 409</td>
<td></td>
</tr>
</tbody>
</table>

Technical Communication

Requirements for Degree Major  42.5 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 320</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 350</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306</td>
<td>2</td>
</tr>
<tr>
<td>CISC 320</td>
<td>1</td>
</tr>
<tr>
<td>CISW 300/INDIS 410</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 342</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 344 or ENGWR 348 or ENGWR 350</td>
<td>1.5</td>
</tr>
<tr>
<td>ENGWR 352</td>
<td>3</td>
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<tr>
<td>and 12 units selected from:</td>
<td></td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>3</td>
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<tr>
<td>ARTNM 328</td>
<td>3</td>
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<tr>
<td>ARTNM 330</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 352 or</td>
<td>3</td>
</tr>
<tr>
<td>CISA 350 and CISA 351 or</td>
<td>4</td>
</tr>
<tr>
<td>CISA 335 and CISA 336</td>
<td>4</td>
</tr>
<tr>
<td>ARTNM 354</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 402</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 404</td>
<td>3</td>
</tr>
<tr>
<td>CISA 315</td>
<td>2</td>
</tr>
<tr>
<td>CISA 340</td>
<td>2</td>
</tr>
<tr>
<td>CISW 310</td>
<td>4</td>
</tr>
<tr>
<td>and 6 units selected from:</td>
<td></td>
</tr>
<tr>
<td>ENGW 350</td>
<td>3</td>
</tr>
<tr>
<td>ENGW 451</td>
<td>3</td>
</tr>
<tr>
<td>ENGW 350</td>
<td>3</td>
</tr>
<tr>
<td>ENGW 354</td>
<td>1</td>
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<tr>
<td>ENGW 356</td>
<td>1</td>
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<tr>
<td>ENGW 358</td>
<td>1</td>
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<tr>
<td>JOUR 300</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 401</td>
<td>2</td>
</tr>
<tr>
<td>SPEECH 321 or 331</td>
<td>3</td>
</tr>
</tbody>
</table>

Requirements for Certificate  20.5 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTNM 352 or</td>
<td>3</td>
</tr>
<tr>
<td>CISA 330 and CISA 331 or</td>
<td>4</td>
</tr>
<tr>
<td>CISA 335 and CISA 336</td>
<td>4</td>
</tr>
<tr>
<td>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306</td>
<td>2</td>
</tr>
<tr>
<td>ENGW 342</td>
<td>3</td>
</tr>
<tr>
<td>ENGW 344 or ENGW 348 or ENGW 350</td>
<td>1.5</td>
</tr>
<tr>
<td>ENGW 352</td>
<td>3</td>
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<td>and 6 units selected from:</td>
<td></td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>3</td>
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<tr>
<td>ARTNM 328</td>
<td>3</td>
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<tr>
<td>ARTNM 330</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 402</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 404</td>
<td>3</td>
</tr>
<tr>
<td>CISA 340</td>
<td>2</td>
</tr>
<tr>
<td>CISW 300/INDIS 410</td>
<td>3</td>
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<tr>
<td>CISW 310</td>
<td>4</td>
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</table>

Database

Requirements for Certificate  21 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
<tr>
<td>CISA 315, 316, 320, 321; CISC 320; CISP 350, 370</td>
<td></td>
</tr>
<tr>
<td>and one of the following:</td>
<td></td>
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<tr>
<td>CISP 450 or CISP 457</td>
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Software Applications

Requirements for Certificate  25 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 310</td>
<td></td>
</tr>
<tr>
<td>CISC 300, 305, 306, 310, 320 (Windows), 350</td>
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</table>

Web Programming

Requirements for Certificate  35 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
<tr>
<td>CISC 310</td>
<td>3</td>
</tr>
<tr>
<td>CISC 320 (Win)</td>
<td>1</td>
</tr>
<tr>
<td>CISC 325</td>
<td>1</td>
</tr>
<tr>
<td>CISC 324</td>
<td>1</td>
</tr>
<tr>
<td>CISP 350 (Oracle)</td>
<td>3</td>
</tr>
<tr>
<td>CISP 360</td>
<td>4</td>
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<tr>
<td>CISP 409 (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CISW 300/INDIS 410</td>
<td>3</td>
</tr>
<tr>
<td>CISW 370</td>
<td>1</td>
</tr>
<tr>
<td>CISW 470 or ARTNM 406</td>
<td>3</td>
</tr>
<tr>
<td>One course from:</td>
<td></td>
</tr>
<tr>
<td>CISW 310 or CISW 400</td>
<td>4</td>
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<tr>
<td>One course from:</td>
<td></td>
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<tr>
<td>CISW 410 or CISW 420</td>
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Web Publishing

Requirements for Certificate 20 units

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BUS 310</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CISC 310</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CISC 320 (Win)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISC 323</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISC 300</td>
<td>3</td>
<td></td>
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<tr>
<td>CISC 310</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CISC 370</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Art New Media 402 or CISW 470 or ARTNM 406</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CISW 350 or ARTNM 400</td>
<td>1</td>
<td></td>
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</table>

CISA 160 Project Management Techniques and Software (Same as MGMT 142) 3 Units

Prerequisite: None
Advisory: ENGRWR 102 or 103; and ENGRD 116; or ESLR 320 and ESSLW 320; CISC 300.
Hours: 54 hours LEC
This is an introductory course covering the responsibilities of a project manager. It includes the knowledge needed to manage a project, control costs and schedule resources. It will also introduce the use of project management software to track project resources, tasks and milestones. Not open to students who have taken Management 142.

CISA 294 Topics in Computer Information Science - Applications .5-5 Units

Prerequisite: To be determined with each topic.
Hours: 0.90-90 hours LEC, 0.135-135 hours LAB
This is an individualized course developed in cooperation with industry and/or government to meet specialized training needs. The course may be taken twice for credit.

CISA 305 Beginning Word Processing 2 Units

Formerly: CISA 300
Prerequisite: None
Advisory: CISC 300.
Course Transferable to CSU
Hours: 27 hours LEC, 27 hours LAB
This is an introductory course in word processing. The course introduces word processing operations such as creating, editing, file management techniques, and printing text. Emphasis is on formatting and document production techniques to produce professional business documents used in today's workplace. The course culminates with the study of intermediate level features such as merge sort, graphics, macros, style, and templates. This course may be taken four times on a different software package or version. AA/AS area D2.

CISA 306 Intermediate Word Processing 2 Units

Formerly: CISA 301
Prerequisite: CISA 305 with grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC, 27 hours LAB
This course is a continuation of word processing with emphasis on applications for business documents and reports. In addition, this course includes desktop publishing techniques using word processing software, newsletter production, macro editing, complex document styles and commands, importing, linking and merging data from other applications into a word processing document. This course may be taken four times on a different software packaging or version.

CISA 315 Introduction to Electronic Spreadsheets 2 Units

Formerly: CISA 310
Prerequisite: None
Advisory: CISC 100 and the ability to touch type.
Course Transferable to CSU
Hours: 27 hours LEC, 27 hours LAB
This course introduces the use of electronic spreadsheet programs. The course includes designing spreadsheets, developing formulas for automatic calculations, developing “what if” models, and producing printed reports. In addition, the course will introduce 3-D cell referencing, accessing real-time spreadsheet data from the Internet, and data filtering techniques. The course may be taken four times for credit on a different software package or version. AA/AS area D2.

CISA 316 Intermediate Electronic Spreadsheets 2 Units

Formerly: CISA 311
Prerequisite: CISA 315 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC, 27 hours LAB
This course is a continuation of electronic worksheets with emphasis on workbook design and integration, template design, use of complex formulas, and built-in financial and logical functions. The course also includes look-up tables, the use of worksheet analysis tools, macros, and data integration. The course may be taken four times for credit on a different software package or version.

CISA 320 Introduction to Database Management 1 Unit

Formerly: CISA 13A
Prerequisite: None
Advisory: CISC 300 and BUSTEC 300.
Course Transferable to CSU
Hours: 18 hours LEC, 18 hours LAB
This course introduces the student, through hands-on operation, to the use of database management programs on the microcomputer. It includes designing a database, accessing, searching, updating files, and designing and producing printed reports. The course may be taken four times on a different software package or version. AA/AS area D2.

CISA 321 Intermediate Database Management 1 Unit

Formerly: CISA 13B
Prerequisite: CISA 320 with grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC, 18 hours LAB
This course continues the study of microcomputer database with emphasis on database design, reporting, application building, and utilization of files created using other software. The course may be taken four times on a different software package or version.

CISA 322 Advanced Database Management 1 Unit

Formerly: CISA 13C
Prerequisite: CISA 321 with a grade of “C” or better in the corresponding software application CISA 322 package.
Course Transferable to CSU
Hours: 18 hours LEC, 18 hours LAB
This course continues the study of microcomputer database with emphasis on database design, reporting, application building, and utilization of files created using other software. The course may be taken four times for credit on a different software package or version.

CISA 330 Desktop Publishing 2 Units

Formerly: CISA 33A
Prerequisite: None
Advisory: CISC 300, CISA 300 and ability to touch type.
Course Transferable to CSU
Hours: 27 hours LEC, 27 hours LAB
The course is designed to present an overview of desktop publishing and a major desktop publishing program. Material presented will include page layout skills needed to produce newsletters, brochures, flyers, reports, and directories on the computer. File and equipment management techniques will be presented. This course may be taken four times on a different software package or version.

CISA 331 Intermediate Desktop Publishing 2 Units

Formerly: CISA 17B
Prerequisite: CISA 330 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC, 27 hours LAB
This course is designed to present an overview of advanced desktop publishing (DTP) skills. Advanced techniques in page layout and design, select and use software programs which interface with DTP, use advanced typographic features, create and integrate image/graphic designs, handle files and directories, and analyze DTP needs and equipment integration will be presented. This course may be taken four times on a different software package or version.

**CISA 335 Introduction to Adobe FrameMaker**  
**2 Units**  
Formerly: CIS 19A  
Prerequisite: CISC 300.  
Advisory: BUSTEC 300.  
Course Transferable to CSU  
Hours: 27 hours LEC, 27 hours LAB  
This course is designed to introduce Adobe FrameMaker as a desktop publishing tool. Topics include creating, editing, and saving custom FrameMaker documents; defining elements of book and page layout/design; using templates to quickly start projects; incorporating graphics and tables; learning timesaving tips and shortcuts; producing output (hard copy and PDF); and using options to enhance new skills.

**CISA 336 Advanced Adobe FrameMaker**  
**2 Units**  
Formerly: CIS 19B  
Prerequisite: CISA 335.  
Course Transferable to CSU  
Hours: 27 hours LEC, 27 hours LAB  
This course builds upon previous training in using Adobe FrameMaker, the desktop publishing tool for print and online book publishing. The focus of this course is FrameMaker’s advanced functions that can enhance document presentation and automate complex and otherwise time-consuming tasks. Topics include advanced page layout/design; generating/formatting a book file, table of contents, and index; creating index entries; using advanced, automated functions, such as cross-references, hypertext links, and conditional text; and designing documents for single source output and Web-ready formats.

**CISA 340 Presentation Graphics**  
**2 Units**  
Prerequisite: None  
Advisory: CISC 300.  
Course Transferable to CSU  
Hours: 27 hours LEC, 27 hours LAB  
This course presents an in-depth look at using presentation software in business environments. Topics include elements of good presentation design, slide show techniques, integrating and linking of various software applications and media, animation effects, and the production of presentations using a variety of hardware. This course may be taken four times on a different software package or version.

**CISA 405 Scripting for Applications**  
**3 Units**  
Formerly: CIS 36  
Prerequisite: None  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course is an introduction to the application scripting via object oriented programming concepts. Topics covered include the OS environment; office suites; scripting languages; user interface; creating application macros and scripts; using application objects; properties and methods; customizing applications; linking application data; buttons; boxes; graphics; data handling; error handling; control; and form handling. This course may be taken four times with a different scripting language.

**CISC 300 Computer Familiarization**  
**1 Unit**  
Formerly: CIS 1  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320 and ability to keyboard 20 WAM.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This introductory course provides a general non-technical knowledge on how computers work and basic computer terminology and concepts. The focus is hands-on instruction using an operating system, word processing, spreadsheet, and Internet software. The course may be taken twice for credit on a different hardware platform. AAAS area D2.

**CISC 303 Computer Skills for Educators**  
**3 Units**  
Formerly: CIS 4  
Prerequisite: None  
Course Transferable to CSU  
Hours: 45 hours LEC, 27 hours LAB  
This course is for educators to acquire knowledge of hardware and software that will facilitate the preparation of instructional materials, record keeping, access supplementary materials and resources, facilitate management of equipment and laboratory materials, and make powerful presentations. Operating system, word processing, spreadsheet, database, presentation graphics, utilities, and Internet software, as well as review various types of instructional software will be used.

**CISC 305 Introduction to the Internet**  
**1 Unit**  
Formerly: CIS 21A  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC, 18 hours LAB  
This course is an introduction to how the Internet works, how to connect, and how to use the basic services. Topics will include E-mail, the World Wide Web, newsgroups, mailing lists, Telnet, and FTP.

**CISC 306 Introduction to Web Page Creation**  
**1 Unit**  
Formerly: CIS 21B  
Prerequisite: None  
Advisory: CISC 305.  
Course Transferable to CSU  
Hours: 18 hours LEC, 18 hours LAB  
This course covers the production of Web pages, including design, layout, construction, and presentation. A Web-authoring tool is used to format a Web page. May be taken four times for credit on a different software package or version.

**CISC 309 Applied Applications Lab**  
**.5 Unit**  
Prerequisite: None  
Corequisite: CISC 300, CISA 305, CISA 306, CISA 315, CISA 316, or CISA 320.  
Advisory: ENGRD 116 or ESLR 320 and ability to keyboard 20 WAM.  
Course Transferable to CSU  
Hours: 27 hours LAB  
This course complements CISC 300, CISA 305, CISA 306, CISA 315, CISA 316, and CISA 320 by providing supplemental lab instruction. The material reinforces the concepts and techniques presented in these courses. This course may be taken four times. Credit/no credit only.

**CISC 310 Introduction to Computer Information Science**  
**3 Units**  
Formerly: CIS 3  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of the computer field covering the function and purpose of computer hardware and software, computer programming concepts, productivity software, employment opportunities, and the social impact of the computer.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1</td>
<td>This course introduces students to operating systems for the IBM and IBM compatible microcomputer. It includes lecture and hands-on application of operating system concepts, program management, file/directory organization, printer control, and procedures for installation of software. This course may be taken four times on a different operating system or version.</td>
</tr>
<tr>
<td>CISC 321</td>
<td>Intermediate Operating Systems</td>
<td>1</td>
<td>This course introduces the Linux operating system for microcomputers. Concepts include kernels, file structures, daemons, shells, GUIs, procedures for installing software, creation of user accounts, shell commands, scripts, and file security.</td>
</tr>
<tr>
<td>CISC 322</td>
<td>Linux Operating System</td>
<td>1</td>
<td>This course is a continuation of CISC 323. It covers advanced shell scripting. C Shell, K Shell, BASH and other varieties will be compared. It also includes decision-making logic, looping, nesting, and other scripting tools will be used.</td>
</tr>
<tr>
<td>CISC 323</td>
<td>Intermediate Linux Operating System</td>
<td>1</td>
<td>This course is a continuation of CISC 323. It covers advanced shell scripting. C Shell, K Shell, BASH and other varieties will be compared. It also includes decision-making logic, looping, nesting, and other scripting tools will be used.</td>
</tr>
<tr>
<td>CISC 324</td>
<td>Introduction to Data Communications</td>
<td>1</td>
<td>This course introduces business data communication concepts, systems, technology, protocols, theory, and basic terminology. Specific topics include analog and digital data encoding and transmission, media, interfaces, packet, circuit and broadcast networks, and data multiplexing.</td>
</tr>
<tr>
<td>CISC 350</td>
<td>Introduction to Local Area Networks</td>
<td>1</td>
<td>This course introduces local area networks and provides hands-on training in LAN applications and network administration. Topics include planning, installing, and maintaining a LAN, responsibilities of the system administrator, and human implications. The course may be taken four times on a different operating system.</td>
</tr>
<tr>
<td>CISC 361</td>
<td>Microcomputer Support And Repair</td>
<td>3</td>
<td>This course is a hardware repair course for stand-alone personal computers. It includes training to troubleshoot hardware to a field replaceable component. Desktop operating system installation and simple networking will be covered. It provides a firm grounding in the hardware that runs the supported software and helps in distinguishing hardware from software problems. This course provides a foundation to study for and pass the A+ certification.</td>
</tr>
<tr>
<td>CISC 362</td>
<td>Microcomputer and Applications Support</td>
<td>2</td>
<td>This course provides a foundation in networking and PC support. Hands-on skills taught will include networking basics, SCSI, advanced components installation and configuration, troubleshooting hardware, personal computer support, and repair training to configure and troubleshoot major operating systems and networking hardware. This course is preparation for the A+ Certification exam.</td>
</tr>
<tr>
<td>CISC 363</td>
<td>Advanced Microcomputer Support and Repair</td>
<td>2</td>
<td>This course provides a foundation in networking and PC support. Hands-on skills taught will include networking basics, SCSI, advanced components installation and configuration, troubleshooting hardware, personal computer support, and repair training to configure and troubleshoot major operating systems and networking hardware. This course is preparation for the A+ Certification exam.</td>
</tr>
<tr>
<td>CISC 365</td>
<td>Teaching Assistant in Computer Information Science</td>
<td>1-4</td>
<td>This course is supervised work experience in Computer Information Science. May be taken twice for credit up to a maximum of six units.</td>
</tr>
<tr>
<td>CISC 496</td>
<td>Work Experience in Computer Information Science</td>
<td>1-4</td>
<td>This course is supervised work experience in Computer Information Science. May be taken twice for credit up to a maximum of six units.</td>
</tr>
<tr>
<td>CISN 100</td>
<td>Network Systems Administration</td>
<td>3</td>
<td>This course covers the administration of a server in a client/server network. Topics covered include designing a basic network, installing and configuring network shares, setting up and managing network printers, backing up servers,</td>
</tr>
</tbody>
</table>
monitoring and troubleshooting network resources, and establishing policies and procedures for networking operations. May be taken three times for credit on a different software version.

**CISN 102 Intermediate Network Systems Administration**
3 Units

Formerly: CIS 81
Prerequisite: CISN 100 with a grade of “C” or better.
Hours: 45 hours LEC; 27 hours LAB
This course covers advanced system administration in a client/server network. Topics include configuring the server environment, implementing system policies, implementing and managing fault-tolerant disk volumes, managing applications; managing connectivity for different network and client operating systems, managing remote servers. May be taken three times for credit on a different software version.

**CISN 105 Active Directory Services**
3 Units

Formerly: CIS 82
Prerequisite: CISN 102 with a grade of “C” or better.
Hours: 45 hours LEC; 27 hours LAB
This course covers installing, configuring, and administering Microsoft Windows Active Directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Group Policies will be used to configure and manage the user desktop environment, configure and manage software, and implement and manage security settings. May be taken three times for credit on a different software version.

**CISN 109 Administering Network Infrastructure**
3 Units

Formerly: CIS 84
Prerequisite: CISN 102 with a grade of “C” or better.
Hours: 45 hours LEC; 27 hours LAB
This course covers installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server products. The course focuses on TCP/IP and related services, including DHCP Server service, DNS Server service, WINS, network security protocols, Public Key Infrastructure (PKI), Internet Protocol Security (IPSec), and remote access. The course also covers configuring Windows as a network router, configuring Internet access for a network, configuring a Web server, and managing a Windows deployment using Remote Installation Services (RIS). May be taken three times for credit on a different software version.

**CISN 110 Networking Technologies - Preparation for N+ Certification**
2 Units

Formerly: CIS 63A
Prerequisite: None
Corequisite: CISC 350.
Advisory: CISC 361.
Hours: 27 hours LEC, 27 hours LAB
This course is an introductory, hands-on course in networking software and hardware. Topics covered include modems, communication protocols, local and wide area networks, intra and inter networks, network architectures, topologies, and the Open Systems Interconnect (OSI) model. CISN 110 and CISN 111 are preparation for industry N+ certification test.

**CISN 111 Intermediate Networking Technologies - Preparation for N+ Certification**
2 Units

Formerly: CIS 63B
Prerequisite: CISN 110 with a grade of “C” or better.
Advisory: CISC 361.
Hours: 27 hours LEC, 27 hours LAB
This course is an intermediate, hands-on course in networking software and hardware. Topics covered will include network operating systems setup, analyzing network performance, diagnosing, repairing of network problems, and network security techniques. CISN 110 and CISN 111 are preparation for industry N+ certification test.

**CISN 119 TCP/IP Protocols**
3 Units

Prerequisite: None
Advisory: CISC 350.
Hours: 54 hours LEC
This course covers the TCP/IP protocol suite for the Internet. Information to support and manage TCP/IP is provided.

**CISN 120 Beginning Network Administration with Linux**
3 Units

Formerly: CISN 130
Prerequisite: CISN 102 with a grade of “C” or better.
Advisory: None
Hours: 54 hours LEC; 27 hours LAB
This course covers the basics of installation and administration of the Linux Network Operating System. Topics include the following: connecting to a network, utilizing network utilities; planning, accessing, and managing file systems; planning and implementing login and file system security; administering and maintaining the user and printer environment; protecting network data; and installing network applications.

**CISN 121 Intermediate Network Administration with Linux**
2 Units

Formerly: CISN 115
Prerequisite: CISN 120 with a grade of “C” or better.
Hours: 27 hours LEC, 27 hours LAB
This is the second in a series of three courses in Linux Network Administration. Topics include the following: monitoring system events, setting up and configuring Apache Web Server; and setting up and configuring MySQL server.

**CISN 122 Advanced Network Administration with Linux**
2 Units

Formerly: CISN 117
Prerequisite: CISN 121 with a grade of “C” or better.
Hours: 27 hours LEC, 27 hours LAB
This is the third in a series of three courses in Linux Network Administration. Topics include the following: installing and configuring network servers, clients, and print servers; creating system security; creating workgroups and accounts; and upgrading systems.

**CISN 130 Data Communication and Networking Fundamentals**
3 Units

Formerly: CIS 79A
Prerequisite: None
Advisory: CISC 320, and CISC 300 or 310.
Hours: 54 hours LEC; 18 hours LAB
This course is an introduction to data communication and networking fundamentals. It surveys data communication hardware and software components and basic networking concepts. Topics covered include data communication, the OSI Model, IP addressing, routing concepts, LAN media, and network management and analysis. This is the first course in preparation for Cisco CCNA certification examination.

**CISN 131 Networking Theory and Routing Technologies**
3 Units

Formerly: CIS 79B
Prerequisite: CISN 130.
Hours: 54 hours LEC; 18 hours LAB
This course is an introduction to networking theory and routing technologies, including the main Cisco Internet operating system, beginning router configurations, routed and routing protocols. This is the second course in preparation for Cisco CCNA certification examination.

**CISN 132 Advanced Routing and Switching**
3 Units

Formerly: CIS 79C
Prerequisite: CISN 131.
Hours: 54 hours LEC; 18 hours LAB
This course is an introduction to advanced routing and switching technologies. Topics covered include advanced router configurations, network management, advanced network design, LAN switching, and VLANs. This is the third course in preparation for Cisco CCNA certification examination.

CISN 133 Wide-Area Networks and Project-Based Learning 3 Units
Formerly: CIS 79D
Prerequisite: CISN 132.
Hours: 54 hours LEC; 18 hours LAB
This course develops knowledge and skills to design and configure advanced wide area network (WAN) projects using Cisco IOS command set. This is the fourth course in preparation for Cisco CCNA certification examination.

CISN 170 Web Server Administration 3 Units
Formerly: CIS 86
Prerequisite: CISN 108.
Hours: 45 hours LEC; 27 hours LAB
This course covers web server installation and administration for the Internet and intranets. Topics covered include the installation, configuration, management and tuning of web servers; WWW and FTP services; security features; on-line transaction processing; and web site optimization.

CISN 174 Messaging Server Administration Using Exchange Server 3 Units
Formerly: CIS 87
Prerequisite: CISN 102 with a grade of “C” or better.
Hours: 45 hours LEC; 27 hours LAB
This course covers the installation and administration of messaging servers. Topics include the installation, configuration, management and tuning of mail and messaging services on both servers and clients; mail access protocols; security issues; and Internet connectivity. May be taken 3 times for credit on a different software version.

CISN 190 Client Operating Systems 2 Units
Formerly: CIS 89
Prerequisite: CISN 102.
Hours: 27 hours LEC; 27 hours LAB
This course covers the planning, installation, configuration and administration of Client Operating Systems. Client Operating Systems are an essential component for both the client/server and peer-to-peer network models. Topics covered include planning the Client Operating System implementation; installation and configuration; managing user resources; connectivity of clients in heterogeneous networking environments; monitoring and optimization of the network; and common troubleshooting techniques.

CISN 200 Designing Windows 2000 Network Security 3 Units
Formerly: CIS 94
Prerequisite: CISN 102 with a grade of “C” or better.
Advisory: CISN 105 and 108.
Hours: 45 hours LEC; 27 hours LAB
This course is an introduction to designing and implementation of network strategy in an enterprise network environment. Topics include user authentication, encryption, internal and external risks, Trojans, worms, and viruses. Types of hardware and software attacks on networks, use and configuration of firewalls, file system security, logging, and auditing will be examined. It also covers security consideration for Windows 2000 servers, administrative tools, security tools, security between LAN’s and WAN’s, and security policy management.

CISN 202 Internet Security and Acceleration Server 3 Units
Formerly: CIS 95
Prerequisite: CISN 105, 108 with a grade of “C” or better.
Advisory: CISN 200.
Hours: 45 hours LEC; 27 hours LAB
This course covers the design and implementation of a secure firewall between internal Windows 2000 network and the Internet. Topics covered are planning, installation, setup, configuration, troubleshooting and deploying of ISA server 2000.

CISN 377 Installing and Administering SQL Server 3 Units
Formerly: CIS 85
Prerequisite: CISN 102 with a grade of “C” or better.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course provides the knowledge and technical skills required to install, configure, administer, and troubleshoot the client/server database management system of Microsoft SQL Server. Content includes learning to manage files and databases, choose and configure a login security method, plan and implement database permissions, secure SQL Server in an enterprise network, perform and automate administrative tasks. May be taken three times on a different software version.

CISP 300 Algorithm Design/Problem Solving 3 Units
Formerly: CIS 41
Prerequisite: None
Advisory: CISC 310.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces the Computer Science major to methods for solving typical computer problems through algorithm design. Topics covered include assessing and analyzing computer problems in a top-down, divide-and-conquer approach that leads to a programming solution. It also includes programming plans and detailed design documents from which source code versions of programs will be created.

CISP 310 Assembly Language Programming for Microcomputers 4 Units
Formerly: CIS 35A
Prerequisite: A grade of “C” or better in one of the following: CISP 300, 320, 340, 365, 370.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the architecture of microcomputers that use the Intel microprocessor. Topics include machine and assembly language, keyboard and screen manipulation, binary and BCD arithmetic, ASCII and binary conversion, table processing, macros, and subroutines. Machines language programs will be traced as an aid to debugging.

CISP 317 Computer Organization and Assembly Language Programming 4 Units
Formerly: CIS 34
Prerequisite: None
Advisory: CISP 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the internal organization of a computer. Topics include learning to program in assembly language, implementing high level logic such as loops and subroutines, and performing low level hardware access. AAAS area D2

CISP 319 Advanced Assembly Programming 4 Units
Formerly: CIS 35
Prerequisite: CISP 317 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an extension of the language and techniques studied in CISP 317. Topics include stacks, call frames, arrays and structures in assembly language. Hardware related topics such as interrupts, preemption and multitasking are also introduced.
CISP 320  COBOL Programming  4 Units
Formerly: CISP 36A
Prerequisite: CISP 300 or one of the following: CISP 340, 365, or 370.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This is a course in Programming using the language of COBOL to analyze and solve problems found in business and government. The programs use sequential disk files for input. Both printed reports and disk files are demonstrated output options. Updating of sequential files involves the use of multiple files as input and output. Current methods of problem solving include programming structure, toplevel design, and modular programming techniques. Topics covered include report formatting, control breaks, and single and double arrays. AA/AS area D2

CISP 321  Advanced COBOL Programming  4 Units
Formerly: CISP 36B
Prerequisite: CISP 320 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers advanced COBOL concepts and programming techniques. The topics include sequential file processing, data editing, indexed sequential disk file processing, disk sorts, job control language, debugging techniques, table searching, segmentation, and subroutines. Emphasis is on structured design and structured programming utilizing top-down and modular techniques.

CISP 340  FORTRAN Programming  3 Units
Formerly: CISP 33
Prerequisite: None
Advisory: CISC 310, CISP 300, and MATH 120.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the computer solution of problems by programming in FORTRAN. The emphasis is on learning the language and structured programming techniques. While problems from many disciplines will be presented, emphasis is placed on problems involving science and the physical sciences. Appropriate for all majors in engineering, science and mathematics. (CAN CSCI 4) AA/AS area D2

CISP 350  Database Programming  3 Units
Formerly: CISP 37
Prerequisite: None
Advisory: CISC 310, CISA 320, CISA 321, and CISP 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory course to programming in database. The topics include analysis and design, modular programming, screen displays and menus, and multiple databases. AA/AS area D2.

CISP 360  Introduction to Structured Programming  4 Units
Formerly: CISP 32A
Prerequisite: A grade of "C" or better in one of the following: CISP 300, 320, 340, 365, 370.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to structured programming and objects. Topics include Top-down, variables, control flow, constants, libraries, arrays, functions, arguments, input/output, classes and objects. AA/AS area D2.

CISP 365  Structured Programming with PASCAL  4 Units
Formerly: CISP 31
Prerequisite: None
Advisory: CISC 310, CISP 300, MATH 120.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to PASCAL, a language which emphasizes the concepts of structured programming. Topics include topdown design, output-input, data types, control structures, functions and procedures. Students will design, code test, and run PASCAL programs. (CAN CSCI 12)

CISP 370  Beginning Visual Basic  4 Units
Prerequisite: None
Advisory: CISC 310 and CISP 300.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This is an introductory programming course employing the language of Visual BASIC. Concepts and problems relate to a graphic user interface operating system (such as Windows) and object oriented programming. Terms, rules, and program components used in desktop customization will be explored. Applications include control menu boxes, menu bars, and scroll bar development.

CISP 371  Intermediate Visual Basic  4 Units
Prerequisite: CISP 370 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This is the second course in Visual Basic programming. The course examines data and its relationship to the functions that operate on data. Topics include forms, components, properties, classes, objects, static and dynamic relationships, databases, data sets, queries, hierarchies, inheritance, coding, dialog boxes, associations, testing, and debugging. This course may be taken four times with a different version of Visual Basic.

CISP 400  Object Oriented Programming with C++  4 Units
Formerly: CISP 409
Prerequisite: CISP 360 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the C++ programming language and object-oriented programming. Topics include operation, encapsulation and overloading, classes, inheritance and virtual functions. (CAN CSCI 18) AA/AS area D2

CISP 401  Object Oriented Programming with Java  4 Units
Formerly: CISP 409
Prerequisite: CISP 360 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to object oriented programming using the Java programming language. Topics include: objects, inheritance, polymorphism, interfaces, abstract classes, inner classes, error handling, graphical user interfaces, applets, threads, files, databases, and packages.

CISP 430  Data Structures  4 Units
Formerly: CISP 40
Prerequisite: CISP 360 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the computer solution of problems by programming using the language of C++. Concepts and problems relate to the C++ programming language and object-oriented programming. Topics include operation, encapsulation and overloading, classes, inheritance and virtual functions. (CAN CSCI 18) AA/AS area D2

CISP 440  Discrete Structures for Computer Science  3 Units
Formerly: CISP 44
Prerequisite: MATH 370 with a grade of "C" or better.
Corequisite: CISP 430.
This course is an introduction to the essential discrete structures used in Computer Science, with emphasis on their applications. Topics to be covered include elementary formal logic and set theory, elementary combinatorics, recursive programming and algorithm analysis, digital logic and switching, combinatorial circuits, and computer arithmetic. AA/AS area D2; CSU area B3.

CISP 450  System Development for Microcomputers  3 Units
Formerly: GIS 20
Prerequisite: CISA 300, CISA 310, CISA 320, and one programming language
Course Transferable to CSU
Hours: 54 hours LEC
This course covers computer system design using structured analysis, automated analysis and design tools, and prototyping to develop system/software evaluation tools and recommendations.

CISP 457  Computer Systems Analysis and Design  3 Units
Prerequisite: CISC 310 and one of the following: CISP 317, CISP 319, CISP 320, CISP 340, CISP 360, CISP 365, or CISP 370.
Advisory: CISC 305 and CISC 340.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers computer system design using structured analysis, automated analysis and design tools, and prototyping to develop system/software evaluation tools and recommendations.

CISW 300  Web Publishing (Same as Interdisciplinary Studies 410)  3 Units
Formerly: GIS 22
Prerequisite: None
Advisory: CISC 300 and CISC 305.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to publishing on the World Wide Web. Topics include creating WWW pages with the Hyper Text Markup Languages (HTML), organizing a series of pages into a web site, and uploading web pages to a server. The course makes extensive use of the computer tools necessary to insert HTML tags, create images, and view web documents. This course prepares apprentice web designers and publishers to identify the information dissemination needs of a client, design an appropriate WWW solution, and implement it. Not open to those students who have taken INDIS 410.

CISW 310  Advanced Web Publishing  4 Units
Formerly: GIS 23
Prerequisite: CISP 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course builds upon previous web publishing concepts and study. The primary focus of this course is the systematic development of interactive web sites. Topics include cascading style sheets, dynamics HTML, forms, client-side programming with JavaScript, CGI scripting with Perl, and web-database interactivity.

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

CISW 370  Designing Accessible Web Sites  1 Unit
Formerly: GIS 22D
Prerequisite: GIS 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course provides an overview of the methods that are used to design web sites for people with disabilities. Current legal requirements for accessible web sites, especially the Americans with Disabilities Act (ADA), are emphasized.

CISW 400  Client-side Web Scripting  4 Units
Formerly: GIS 25A
Prerequisite: CISW 300 with a grade of “C” or better.
Advisory: CISW 310 and CISP 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course emphasizes the creation of dynamic and interactive web sites using a client-side scripting language such as JavaScript. Topics include the Document Object Model of web pages, core features of the client-side scripting language, event handling, control of windows and frames, functions, and form validation. May be taken twice on a different client-side scripting language.

CISW 410  Middleware Web Scripting  4 Units
Formerly: GIS 25B
Prerequisite: CISW 300 with a grade of “C” or better.
Advisory: CISW 310 and CISW 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course emphasizes the creation of interactive web sites using a middleware scripting environment such as PHP or ASP. Topics include core features of the middleware scripting language, embedding server commands in HTML pages, control structures, functions, arrays, form validations, cookies, environmental variables, email applications, and database-driven web applications. May be taken twice in a different middleware web scripting environment.

CISW 420  Server-side Web Scripting  4 Units
Formerly: GIS 25C
Prerequisite: CISW 300 with a grade of “C” or better.
Advisory: CISW 310 and CISW 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course emphasizes the creation of interactive web sites using a server-side scripting language such as a Perl or Java. Topics include core features of the server-side web scripting language, control structures, functions, arrays, form validation, regular expressions, cookies, environmental variables, email applications, and database-driven web applications. May be taken twice with a different server-side web scripting language.

CISW 470  Web Team Projects (Same as Art New Media 406)  3 Units
Formerly: GIS 28
Prerequisite: CISW 300, or CISW 310, or ARTNM 402 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on web development in a team setting. Emphasis will be placed on the project development cycle including design specification, research, production, modification, and presentation. Web projects assigned in the class will be multifaceted, approaching the complexity that individuals would be expected to encounter in the web development industry. Not open to students who have completed ARTNM 406.
Design Technology

ARC’s design technology program provides a background in skill and theory to qualify the student for employment as a design drafter.

The ARC Design Technology Program emphasizes the basic skills needed for success in architectural, mechanical and engineering occupations. These include the design process, drafting standards and practices, technical communication, and design critique and presentation.

The use of computers and CADD software is emphasized throughout the program since they are the tools of choice in the industry.

Career Opportunities

Whether building a bridge, a satellite, a television set, a skyscraper or a home, workers rely on drawings that show the exact dimensions and specifications of the entire object and each of its parts.

Using traditional or computerized drawing tools, design draftpersons prepare design and detailed drawings from rough sketches, specifications and calculations provided by engineers, architects and designers.

Civil, mechanical, electrical, aeronautical, structural and architectural design drafting are major fields of employment.

Although accomplished design technicians usually specialize, the ARC program prepares graduates for entry-level positions in all these principal areas of employment.

Employment of design technicians is expected to increase as a result of the increasingly complex design of products and processes. If you plan a career in design technology you should be prepared to do both freehand sketching and detailed computer-assisted drawings of three-dimensional objects with a high degree of accuracy. You must also be able to function as a part of a team, since you will work directly with engineers, architects and craft workers.

Requirements for Degree Major 39 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DESGN 100</td>
<td>3</td>
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<tr>
<td>DESGN 102</td>
<td>3</td>
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<tr>
<td>DESGN 300</td>
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<td>DESGN 308</td>
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<td>DESGN 350 or ENGR 310</td>
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<tr>
<td>DESGN 360</td>
<td>5</td>
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<tr>
<td>DESGN 405</td>
<td>3</td>
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</tbody>
</table>

Recommended Electives

CHEM 305 or 310; CISA 315 and 316; ENGR 300; HORT 320; MATH 330; PHYS 310, 350

Requirements for Certificate 39 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>DESGN 100</td>
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<tr>
<td>DESGN 360</td>
<td>5</td>
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<tr>
<td>DESGN 405</td>
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General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

Engineering Technology

Students gain a background in skill and theory to qualify them for employment as an engineering technician with government or industry.

While scientists discover new products and principles, and the engineers design ways of putting these discoveries to practical use, it is the engineering technicians and technologists who often do the testing, implementation, fabrication, and trouble shooting of these engineering designs.

All engineering technicians require a common academic background. The ARC engineering technician program is designed to give the student this basic
preparation in physics, mathematics, drafting, computer-aided drafting and design (CADD), chemistry, manufacturing processes, engineering materials and other subjects necessary for the well trained technician.

Upon completion of the A.S. degree the engineering technician will be prepared to go directly into the employment market as a technical assistant to engineers, or other technical employment, or to transfer to California State University, Sacramento, with junior standing, in their mechanical engineering technology or construction management programs.

The two-year A.S. degree program provides options for special concentration: engineering technology, architectural engineering technology, civil engineering technology, electrical engineering technology, or mechanical engineering technology.

In addition, the college offers special transfer options to California State University, Sacramento, including Mechanical Engineering Technology and Construction Management.

A certificate program in engineering technology is also offered by the college. See also Engineering.

Career Opportunities

For every engineer, several technicians are required. Engineering technicians are needed in the fields of manufacturing, architecture, construction, materials testing, public utilities and many other fields. Salaries are dependent upon local industries.

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

Requirements for Degree Major

Courses Required

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 305 (5 units) or CHEM 310 (4 units)</td>
<td>4</td>
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<tr>
<td>CISA 315</td>
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<tr>
<td>CISA 316</td>
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<td>DESIGN 100</td>
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<td>DESIGN 102</td>
<td>3</td>
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<tr>
<td>DESIGN 300 or ENGR 307</td>
<td>3</td>
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<td>DESIGN 308</td>
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<tr>
<td>DESIGN 310 or ENGR 312</td>
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<td>DESIGN 350 (4 units) or ENGR 320 (3 units)</td>
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<td>DESIGN 350 or ENGR 310</td>
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<tr>
<td>MATH 350</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 310 (3 units) or PHYS 350 (4 units)</td>
<td>3</td>
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</tbody>
</table>

Recommended Electives

BUS 310, 340; DESIGN 320; ET 302; ENGR 300; ENGWR 342; MATH 350, 351; SPEECH 301; STAT 301; WELD 300

Students must complete 18 units of transfer-level course work in addition to other graduation requirements. Courses may be selected from astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics and statistics. See ARC graduation requirements.

Requirements for Certificate

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<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 305 (5 units) or CHEM 310 (4 units)</td>
<td>4</td>
</tr>
<tr>
<td>CISA 315</td>
<td>2</td>
</tr>
<tr>
<td>CISA 316</td>
<td>2</td>
</tr>
<tr>
<td>DT 100</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 102</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 300 or ENGR 307</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 308</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 310 or ENGR 312</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 330</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 340 or 360</td>
<td>5</td>
</tr>
<tr>
<td>DESIGN 350 or ENGR 310</td>
<td>4</td>
</tr>
<tr>
<td>MATH 350</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 310 (3 units) or PHYS 350 (4 units)</td>
<td>3</td>
</tr>
</tbody>
</table>

Engineering Technology Degree Concentrations

As an option to the two-year Engineering Technology degree, a student may petition to have a specific area of concentration noted on the transcript. To qualify for a concentration the following courses must be completed in addition to the core requirements.

Architectural Engineering Technology Concentration

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN 320, 340, 350, 360, 405</td>
<td></td>
</tr>
</tbody>
</table>

Civil Engineering Technology Concentration

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN 300 or ENGR 307; DESIGN 310, 320, 340; DESIGN 350 or ENGR 310</td>
<td></td>
</tr>
</tbody>
</table>

Electrical Engineering Technology Concentration

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN 102; DESIGN 300 or ENGR 307; ENGR 401; ET 302</td>
<td></td>
</tr>
</tbody>
</table>

Mechanical Engineering Technology Concentration

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN 308, 310, 320, 330; ENGR 307 or DESIGN 300; ENGR 320</td>
<td></td>
</tr>
</tbody>
</table>

Mechanical Engineering Technology (CSU Transfer)

A background in skill and theory to satisfy the transfer requirement to California State University, Sacramento, leading to a Bachelor of Science Degree in Mechanical Engineering Technology. This sequence of classes satisfies the Associate of Science Degree in Engineering Technology, and transfers directly to upper division courses at CSUS. Consult Counseling Department for graduation requirements. Students planning to complete a four year degree in Mechanical Engineering Technology should take this option.

Requirements for Degree Major

Courses Required

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 305 or 400</td>
<td>5</td>
</tr>
<tr>
<td>CISP 340 or CISP 409 or CISA 315 and 316</td>
<td>3-4</td>
</tr>
<tr>
<td>DESIGN 100</td>
<td>3</td>
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<tr>
<td>DESIGN 102</td>
<td>3</td>
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<tr>
<td>DESIGN 300 or ENGR 307</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 308</td>
<td>3</td>
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<tr>
<td>DESIGN 310 or ENGR 312</td>
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<td>DESIGN 330</td>
<td>4</td>
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<td>DESIGN 340 or 360</td>
<td>5</td>
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<tr>
<td>DESIGN 350 or ENGR 310</td>
<td>4</td>
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<td>ENGR 320</td>
<td>3</td>
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<td>MATH 350</td>
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<td>MATH 351</td>
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<tr>
<td>PHYS 350</td>
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<tr>
<td>PHYS 360</td>
<td>4</td>
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<td>STAT 301</td>
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<tr>
<td>Electives</td>
<td>5</td>
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<tr>
<td>Humanities</td>
<td>3</td>
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<tr>
<td>Language and Rationality</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
</tbody>
</table>

Recommended Electives

BUS 310, 340; DESIGN 320; ENGWR 342; ET 302; WELD 300
**Construction Management (CSU Transfer option)**

A background in skill and theory to satisfy the transfer requirement to California State University, Sacramento, leading to a Bachelor of Science Degree in Engineering Technology - Construction Management. To satisfy the Associate of Science Degree for this option and graduation requirements, consult with the counseling department. Students planning to complete a four year degree in Engineering Technology - Construction Management, should take this option.

### Requirements for Degree Major  
70-71.5 units

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 301</td>
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</tr>
<tr>
<td>ACCT 311</td>
<td>4</td>
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<td>BIOL 305</td>
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<td>BUS 340</td>
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<td>CISA 305</td>
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<td>CISA 315</td>
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<td>CSC 320</td>
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<tr>
<td>DESGN 100</td>
<td>3</td>
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<tr>
<td>DESGN 102</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 310</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 340 or DESGN 360</td>
<td>5</td>
</tr>
<tr>
<td>DESGN 350 or ENGR 310</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 307 (3 units) or 413 (4.5 units)</td>
<td>3-4.5</td>
</tr>
<tr>
<td>ENGR 420</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 530</td>
<td>3</td>
</tr>
<tr>
<td>MATH 350</td>
<td>3</td>
</tr>
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<td>MATH 351</td>
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<td>PHYS 350</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 360</td>
<td>4</td>
</tr>
<tr>
<td>SPEECH 311</td>
<td>3</td>
</tr>
<tr>
<td>STAT 301</td>
<td>3</td>
</tr>
</tbody>
</table>

* Construction Management 22

*Students can take CM 22, Construction Documents, as a cross over course prior to transferring to CSUS. Consult with Counseling Department.

**DESGN 110**  
Drafting for Design Majors  
1 Unit

Formerly: DESGN 90
Prerequisite: None
Hours: 9 hours LEC, 27 hours LAB
Basic drafting techniques for interior design and theatre arts majors. Not recommended for drafting or engineering majors.

**DESGN 300**  
Introduction to Design Resources  
3 Units

Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of the resources that are used in the architectural and engineering professions for design planning, evaluation, and selection. It covers the methods and techniques used to determine human resources, evaluate and select materials for design, and disseminate design information.

**DESGN 308**  
Three Dimensional Design-Solids Modeling  
3 Units

Prerequisite: DESGN 410
Course Transferable to CSU
Hours: 36 hours LEC, 72 hours LAB
This course will cover the concepts and applications of three dimensional graphic design using AutoCAD solid modeling, mechanical desktop, and solid works software. Topics include the development and techniques for producing wire frame, surface, and solid models and their application in architectural and mechanical design. This course may be taken 4 times on different software releases.

**DESGN 310**  
Graphic Analysis  
3 Units

Formerly: DESGN 53
Prerequisite: DESGN 100 with a grade of “C” or better.
Advisory: Design Technology 102.
Course Transferable to CSU
Hours: 36 hours LEC, 72 hours LAB
This course covers CADD applications of the orthographic projection and geometric construction principles to solve technical problems as well as graphical analysis of the true length, true shape, true angle in the solution of engineering and architectural problems. This course satisfies the transfer requirements to CSUS for engineering, engineering technology, and design technology students.

**DESGN 320**  
Three Dimensional Graphics and Design  
3 Units

Formerly: DESGN 54
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC, 72 hours LAB
This course includes instruction and practice in freehand engineering and architectural technical expression in various graphic media. Additionally, students will develop design solutions represented in freehand perspectives and 3-D CADD solutions.

**DESGN 330**  
Machine Design  
4 Units

Formerly: DESGN 55
Prerequisite: DESGN 310.
Advisory: DESGN 100.
Course Transferable to CSU
Hours: 54 hours LEC, 54 hours LAB

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**ADVISORY:** All students planning to transfer to a four-year institution should consult the institution’s transfer requirements and the appropriate chapter of the catalog of that institution for further information. Students transferring to Cal State campuses should refer to the CSU Transfer Portal (www.csu.edu). Student choosing to transfer to a State University, leading to a Bachelor of Science Degree in Engineering Technology, should consult the college catalog of the university to which they are transferring. Consult with Counseling Department.

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

Formerly: DESGN 66
Prerequisite: None
Hours: 36 hours LEC, 72 hours LAB
This course is an introduction to computer-assisted drafting and design (CADD) and basic technical drawing. It covers orthographic and isometric projection concepts, utilizing CADD to produce basic technical drawings and applies the editing commands available in the software. It introduces basic drawings from architecture, mechanical design, electronics and space planning. This course may be taken four times using different software releases.

**DESGN 102**  
Intermediate Computer Aided Drafting and Design (CADD)  
3 Units

Formerly: DESGN 67
Prerequisite: DESGN 100 with a grade of “C” or better.
Hours: 36 hours LEC, 72 hours LAB
This course emphasizes advanced CADD commands and design graphics drawing principles. Orthographic and isometric projection principles are used for solving missing view problems with CADD as the tool for producing the drawings. Section views for mechanical and architectural applications are covered. Topics encompass architectural design, mechanical design, 3D-drawing, orthographic and isometric projection, sections, developments, attributes, civil drafting, and interior design and space planning. This course is a survey of the resources that are used in the architectural and engineering professions for design planning, evaluation, and selection. It covers the methods and techniques used to determine human resources, evaluate and select materials for design, and disseminate design information.

**DESGN 300**  
Introduction to Design Resources  
3 Units

Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of the resources that are used in the architectural and engineering professions for design planning, evaluation, and selection. It covers the methods and techniques used to determine human resources, evaluate and select materials for design, and disseminate design information.

**DESGN 308**  
Three Dimensional Design-Solids Modeling  
3 Units

Prerequisite: DESGN 410
Course Transferable to CSU
Hours: 36 hours LEC, 72 hours LAB
This course will cover the concepts and applications of three dimensional graphic design using AutoCAD solid modeling, mechanical desktop, and solid works software. Topics include the development and techniques for producing wire frame, surface, and solid models and their application in architectural and mechanical design. This course may be taken 4 times on different software releases.

**DESGN 310**  
Graphic Analysis  
3 Units

Formerly: DESGN 53
Prerequisite: DESGN 100 with a grade of “C” or better.
Advisory: Design Technology 102.
Course Transferable to CSU
Hours: 36 hours LEC, 72 hours LAB
This course covers CADD applications of the orthographic projection and geometric construction principles to solve technical problems as well as graphical analysis of the true length, true shape, true angle in the solution of engineering and architectural problems. This course satisfies the transfer requirements to CSUS for engineering, engineering technology, and design technology students.

**DESGN 320**  
Three Dimensional Graphics and Design  
3 Units

Formerly: DESGN 54
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC, 72 hours LAB
This course includes instruction and practice in freehand engineering and architectural technical expression in various graphic media. Additionally, students will develop design solutions represented in freehand perspectives and 3-D CADD solutions.

**DESGN 330**  
Machine Design  
4 Units

Formerly: DESGN 55
Prerequisite: DESGN 310.
Advisory: DESGN 100.
Course Transferable to CSU
Hours: 54 hours LEC, 54 hours LAB
This course covers instruction in machine design and dimensioning of engineering machine drawings. Basic dimensioning of orthographic, sections, auxiliaries, forging, and casting drawings will be studied as well as basic manufacturing techniques. Emphasis will be placed on the latest ANSI Standard for Geometric Dimensioning and Tolerancing and its application to working drawings. Satisfies the transfer requirement for machine drawing to CSUS Mechanical Engineering Technology Program.

DESGN 340  Architecture and Construction  5 Units
Formerly: DESGN 56
Prerequisite: DESGN 102, 310, and 320.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers individual and group exercises simulating typical design, drafting and procedures in architecture and construction. The course focuses on residential design and light commercial wood frame construction.

DESGN 350  Surveying and Construction Measurement Techniques  4 Units
Formerly: DESGN 57
Prerequisite: DESGN 102, DESGN 310 with a grade of “C” or better.
Advisory: Math 120.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers basic measurement and alignment techniques used in light and heavy construction for design technology analysis. Additionally, the course includes site, road staking, cut and fill calculations, and elementary surveying principles.

DESGN 360  Commercial Engineering Design and Drafting  5 Units
Formerly: DESGN 58
Prerequisite: DESGN 102 and 310 with a grade of “C” or better.
Advisory: Design Technology 320.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This course employs individual and group exercises simulating typical design and engineering problems in structures, land planning, and environmental systems in buildings. Design solutions are presented by freehand, manual drafting, and CADD application. The course includes both individual and team design problems.

DESGN 405  Advanced Computer-Aided Drafting and Design (CADD)  3 Units
Prerequisite: DESGN 340 or 360 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 72 hours LAB
This course emphasizes the study of electronic graphical data development, manipulation techniques, and research data retrieval within the areas of architectural and mechanical, and civil engineering applications. Data base development is applied to various technical design problems incorporating the design process. This course may be taken four times on different software versions.
Early Childhood Education is a field that addresses the needs of children from birth through eight years of age, with some services provided in after-school programs for children up through 14 years of age. Early childhood programs provide simultaneously for the education and care of young children. In so doing, they focus on all aspects of development—a child’s mind, body, emotional security, and social competence. Early childhood educators work closely with the families of children served in their programs, supporting not only the education of the children, but also the well-being of the children’s families. Such programs cover a diverse range of services and have various names—preschool education, child care and development centers, school-age child care, family child care, infant care, foster care, family service, instructional assistance in kindergarten and primary classrooms, children’s advocacy, and child care resource and referral.

Career Opportunities

National interest in the education and care of children has made Early Childhood Education a rapidly growing field. The California Commission on Teacher Credentialing grants permits to those preparing to teach children younger than five or older children in after-school child care programs. These permits, known as Child Development Permits, authorize service in publicly-funded child care and development programs.

The Early Childhood Education certificates and degree prepare students to work at various levels of the early childhood teaching profession—teacher assistant, teacher, supervisor, and director of child care and development centers; instructional assistant in kindergarten and primary grade classrooms in public schools; and teacher or teacher assistant in private schools. The course work also prepares those who wish to be foster parents and family service workers.

The ARC Early Childhood Education Program

The course work in the ARC Early Childhood Education department is approved by the California Commission on Teacher Credentialing as meeting the requirements for the California Child Development Permits. Students who complete selected certificates in the ECE program are recommended by the American River College faculty to the Commission on Teacher Credentialing for direct issuance of Child Development Permits.

Upon completion of the AA degree, a student will possess the course work required to work as a teacher in both private and public preschool and child care and development programs. The ARC program offers a sequence of certificates, which guide students in working their way up the career ladder in the field of early childhood education.

1. Students who complete the Associate Teacher Certificate, which leads to the Associate Teacher Permit issued by the state of California, are prepared to work as teacher assistants in publicly-funded early childhood education programs and as teachers in many privately-funded early childhood education programs.

2. Students who complete the Teacher Certificate, which leads to the Teacher Permit, are prepared to work as teachers in both publicly and privately funded early childhood education programs.

3. Those who complete the Master Teacher Certificate, leading to the Master Teacher Permit, are prepared to work as teachers in early childhood classrooms.

4. Students who complete the requirements for the AA degree in Early Childhood Education and two additional courses in administration may apply for the Site Supervisor Certificate, leading to the Site Supervisor Permit, required of those supervising an early childhood education site.
For those students who seek courses which will prepare them to work with a specific age group or program type, the Early Childhood Education program offers six certificates which do not lead to Child Development Permits. These certificates focus on 1) infant care; 2) school-age care; 3) family child care; 4) management; 5) family service; and 6) culture and diversity.

A.A. - Early Childhood Education

**Requirements for Degree Major**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312/PSYC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
</tr>
<tr>
<td>ECE 321</td>
<td>4</td>
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<td>ECE 331</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
<tr>
<td>ECE 420 or 424</td>
<td>2</td>
</tr>
<tr>
<td>ECE 430</td>
<td>3</td>
</tr>
<tr>
<td>ECE 330, 350, 361, 363, 404, 432, 496; ENGL 370; NUTRI 320/ECE 415; RECR 320; TA 404</td>
<td>6</td>
</tr>
</tbody>
</table>

**Recommended Electives**

ART 431; BIOL 305; ECE 420; 422; 424; 498; ENGED 320; HEED 310, 316; FCS 302; MUFHL 330; MUIVI 340/341, 370/371; MUSM 370; NUTRI 300, 310, 330/HM 315; SILA 305, 306; SPAN 351, 352, 361, 362

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

**Certificates Leading to Child Development Permits**

Students who complete the following requirements will, upon verification of required experience, be recommended to the Commission on Teacher Credentialing for issuance of Child Development Permits.

**Teacher**

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312/PSYC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/FCS 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
</tr>
<tr>
<td>ECE 321</td>
<td>4</td>
</tr>
<tr>
<td>ECE 331 or 356 or 404</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
<tr>
<td>ECE 430</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus 16 units, including one course from each of the following four categories of courses listed under the ARC Graduation Requirements.

1. Math/Science: Any course from Area 3A or Area 4C1
2. English: Any course from Area 3D1
3. Humanities: Any area 3B course
4. Social Sciences: Any Area 3C course

**Associate Teacher Certificate**

Upon completion of this certificate, and with appropriate documented experience, the student meets the minimum requirements for employment as a teacher in privately funded child care programs. This certificate also provides the student with coursework required for the Associate Teacher Permit issued by the Commission on Teacher Credentialing. It is recommended that applicants for this certificate complete ECE 410 and certification in pediatric CPR and pediatric first aid in order to meet state requirements.

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312/PSYC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/FCS 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
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<tr>
<td>ECE 321</td>
<td>4</td>
</tr>
<tr>
<td>ECE 351 or 356 or 404</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
<tr>
<td>ECE 420 or 424</td>
<td>2</td>
</tr>
<tr>
<td>ECE 430</td>
<td>3</td>
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</tbody>
</table>

**Master Teacher Certificate**

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
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<tr>
<td>ECE 300</td>
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</tr>
<tr>
<td>ECE 312/PSYC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/FCS 314</td>
<td>3</td>
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<td>ECE 320</td>
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<tr>
<td>ECE 321</td>
<td>4</td>
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<tr>
<td>ECE 351 or 356 or 404</td>
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<tr>
<td>ECE 410</td>
<td>1</td>
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<tr>
<td>ECE 420 or 424</td>
<td>2</td>
</tr>
<tr>
<td>ECE 430</td>
<td>3</td>
</tr>
</tbody>
</table>

**Plus 16 units, including one course from each of the following four categories of courses listed under the ARC Graduation Requirements.**

1. Math/Science: Any course from Area 3A or Area 4C1
2. English: Any course from Area 3D1
3. Humanities: Any area 3B course
4. Social Sciences: Any Area 3C course

**Master Teacher Specialization Concentrations**

(Courses included in the specialization concentrations may not be used to fulfill other requirements for the Master Teacher Certificate.)

**Art with Children**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 361 and 3 units from the following: ART 320, 431, 432; ARTH 300</td>
<td>6</td>
</tr>
</tbody>
</table>

**Children's Health, Safety and Nutrition**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 415/NUTRI 320 and NUTRI 300</td>
<td>6</td>
</tr>
</tbody>
</table>

**Children's Literature**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 370, 372, 374, 376</td>
<td>6</td>
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</tbody>
</table>

**Culture and Diversity**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 432 and any 3 units from area 3F of the ARC graduation requirements, with the exception of ECE 430</td>
<td>6</td>
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</tbody>
</table>

**Drama with Children**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 400, 404, or 406</td>
<td>6</td>
</tr>
</tbody>
</table>

**Infant Care**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ECE 330 and 331; or if ECE 331 is used to fulfill other requirements for the Master Teacher Certificate, student may take ECE 330 and 3 units from the following: ECE 334 and/or 408 with placement in an infant center</td>
<td>6</td>
</tr>
</tbody>
</table>

**Music with Children**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 363 and 3 units from one of the following: MUFHL 330; MUIVI 340, 341, 370, 371; MUSM 370</td>
<td>6</td>
</tr>
</tbody>
</table>
School-Age Care  
6 units  
ECE 356 and one of the following:  
Recreation 320 or ECE 498 with placement in a school-age child care program  

Special Needs  
6 units  
ECE 404 and one of the following:  
PET 312; SILA 305, 330, 332; ECE 498, with placement in a classroom for children with special needs  

Site Supervisor Certificate  
Requirements for Certificate  
38 units  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312/PSYC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/PYS 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
</tr>
<tr>
<td>ECE 321</td>
<td>4</td>
</tr>
<tr>
<td>ECE 331</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
<tr>
<td>ECE 420</td>
<td>3</td>
</tr>
<tr>
<td>ECE 422</td>
<td>3</td>
</tr>
<tr>
<td>ECE 424</td>
<td>2</td>
</tr>
<tr>
<td>ECE 430</td>
<td>3</td>
</tr>
<tr>
<td>ART 431; ENGLT 370; ECE 356; ECE 415/NUTRI 320; MUSM 370; RECR 320; TA 404</td>
<td>and two of the following:</td>
</tr>
</tbody>
</table>

The Early Childhood Education Department is also authorized to recommend students to the Commission on Teacher Credentialing for the Child Development Assistant Permit and for the Program Director Permit. Students who wish to be recommended for the Child Development Assistant Permit must have completed ECE 312/PSVCH 372, and ECE 300 for a total of six units. Students who wish to be recommended for the Child Development Program Director Permit must verify completion of a BA degree, possess the Child Development Teacher Certificate, and complete ECE 420, 422 and 424. This permit is required for those supervising multiple publicly-funded early childhood education sites.  

Certificates Not Leading to Child Development Permits  
The following certificates are designed for students who seek courses which will prepare them to work with a specific age group or program type. These certificates do not lead directly to a Child Development Permit.  
The following certificates meet the minimum requirements for teaching in or administering privately-funded preschool and child care and development programs.  

Culture and Diversity Specialist Certificate  
This certificate is for ECE students wishing to specialize in culture and diversity issues with young children. Additionally, it meets the minimum requirements for teaching in privately funded early care and education programs.  

Requirements for Certificate  
20 units  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312/PSVC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/FCS 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
<tr>
<td>ECE 430</td>
<td>3</td>
</tr>
<tr>
<td>ECE 432</td>
<td>3</td>
</tr>
</tbody>
</table>

Family Child Care Certificate  
Upon completion of this certificate, Family Child Care Providers have advanced their education and are prepared to offer quality child care to families in our community.  

Requirements for Certificate  
12 units  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 305</td>
<td>1</td>
</tr>
<tr>
<td>ECE 312/PSVC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/FCS 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
<tr>
<td>ECE 498 (placement in family child care home)</td>
<td>4</td>
</tr>
</tbody>
</table>

Family Service Certificate  
Upon completion of this certificate, the student has prepared for jobs which support the growth of families in connection with Early Childhood Education programs, providing a foundation in ECE yet including courses specific to providing support services to families.  

Requirements for Certificate  
15 units  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 312/PSVC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/FCS 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 430</td>
<td>3</td>
</tr>
<tr>
<td>ECE 440</td>
<td>3</td>
</tr>
<tr>
<td>HSER 300</td>
<td>3</td>
</tr>
</tbody>
</table>

Infant Specialist Certificate  
Upon completion of this certificate, and with appropriate documented experience, the student meets the minimum requirements for employment as a teacher in privately funded infant care programs. These minimum requirements are outlined in Title 22 (Department of Social Service) regulations for child care licensing.  

Requirements for Certificate  
21 units  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312/PSVC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/FCS 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
</tr>
<tr>
<td>ECE 331</td>
<td>3</td>
</tr>
<tr>
<td>ECE 334</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
</tbody>
</table>

Management Specialist Certificate  
Upon completion of the certificate and with appropriate, documented experience, the student meets the minimum requirements for employment as a director/manager of a privately funded child care program. These minimum requirements are outlined in Title 22 (Department of Social Service) regulations for child care licensing.  

Requirements for Certificate  
23 units  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312/PSVC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/FCS 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
<tr>
<td>ECE 420</td>
<td>3</td>
</tr>
<tr>
<td>ECE 422</td>
<td>3</td>
</tr>
<tr>
<td>ECE 424</td>
<td>2</td>
</tr>
<tr>
<td>ECE 498 (placement in a management position in a licensed child care facility)</td>
<td>1</td>
</tr>
</tbody>
</table>

School Age Specialist Certificate  
Upon completion of this certificate, and with appropriate documented experience, the student meets the minimum requirements for employment as a teacher in privately funded before and after school child care programs. These requirements are specified in Title 22 (Department of Social Service) regulations for child care licensing.  

Requirements for Certificate  
18-21 units  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 300</td>
<td>3</td>
</tr>
<tr>
<td>ECE 312/PSVC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECE 314/FCS 314</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>4</td>
</tr>
<tr>
<td>ECE 321 or 498 (placement in school age child program) or RECR 320</td>
<td>1-4</td>
</tr>
<tr>
<td>ECE 356</td>
<td>3</td>
</tr>
<tr>
<td>ECE 410</td>
<td>1</td>
</tr>
</tbody>
</table>
### Early Childhood Education

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
<th>Formerly</th>
<th>Prerequisite</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100</td>
<td>Parenting Issues: Preschool</td>
<td>1 Unit</td>
<td>ECE 50</td>
<td>None</td>
<td>18 hours LEC</td>
<td>This course is designed for student parents who have children enrolled in the Campus Preschool Center Program and other interested students. The course will focus on relevant parenting issues. This course may be taken four times with no duplication of topics.</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Parenting Issues: Infant/Toddler</td>
<td>1 Unit</td>
<td>ECE 51</td>
<td>None</td>
<td>18 hours LEC</td>
<td>This class is designed for student parents who have children enrolled in the Infant/Toddler Center and other interested students. The course focuses on current issues of parenting infant/toddlers. This course may be taken four times with no duplication of topics.</td>
</tr>
<tr>
<td>ECE 120</td>
<td>Effective Discipline for Foster Parents</td>
<td>1 Unit</td>
<td>ECE 54</td>
<td>None</td>
<td>18 hours LEC</td>
<td>This course will provide foster parents knowledge of discipline techniques which are effective in the production of positive behaviors in the children and youth placed in their care. Techniques involved in Love and Logic will be presented. This course meets requirements for continuing education for Sacramento County licensed foster parents or kinship care providers.</td>
</tr>
<tr>
<td>ECE 122</td>
<td>Competence in Diversity</td>
<td>1 Unit</td>
<td>ECE 57</td>
<td>None</td>
<td>18 hours LEC</td>
<td>This course identifies the importance of promoting the self-esteem of foster children through personal history and culture. Techniques for promoting a positive self-concept will be emphasized. Included will be critical issues that foster parents and the children they care for in a play-ethnic and otherwise diverse community. This course meets requirements for continuing education for Sacramento County licensed foster parents and kinship care providers.</td>
</tr>
<tr>
<td>ECE 294</td>
<td>Topic in Early Childhood Education</td>
<td>0.5-3 Units</td>
<td>ECE 52</td>
<td>None</td>
<td>9-54 hours LEC</td>
<td>This course provides opportunity to study current topics in early childhood education which are either, not included in current offerings, or require emphasis beyond that offered in existing courses. The course may be taken four times up to a maximum of 6 units providing there is no duplication of topics.</td>
</tr>
<tr>
<td>ECE 300</td>
<td>Introduction to Early Childhood Education</td>
<td>3 Units</td>
<td>ECE 1</td>
<td>None</td>
<td>54 hours LEC</td>
<td>This course is an introduction to early childhood education, including an overview of the history of the field, current curriculum approaches, and programs serving children from infancy through the school-age years. It reviews the current status of education for young children, with a focus on integrated education. Techniques for observing, documenting, and interpreting the behavior of young children and opportunities to observe in a variety of early childhood education settings will be included.</td>
</tr>
<tr>
<td>ECE 305</td>
<td>Introduction to Family Child Care</td>
<td>1 Unit</td>
<td>ECE 19</td>
<td>None</td>
<td>18 hours LEC</td>
<td>This course is an orientation to family child care. It includes state and local regulations, issues of health and safety, curriculum, behavior guidance, and business management of child care programs operating in the provider’s home.</td>
</tr>
<tr>
<td>ECE 312</td>
<td>Child Development (Same as Psychology 372)</td>
<td>3 Units</td>
<td>ECE 34</td>
<td>None</td>
<td>Hours 54 hours LEC</td>
<td>This course is a study of the growth and development of children from the prenatal stage through adolescence. For each stage of development, students learn about the physical, cognitive, linguistic, social, moral, and emotional aspects of development, with attention to both typical as well as atypical development in each area. Included are the influences of culture, family and the environment. This material is designed as a foundation for careers in childcare, teaching and nursing as well as parenting and preparing general students interested in child development. Not open to students who have completed Psychology 372. (CAN FCS 14) AA/AS area C2; CSU area D3; IGETC area 4.</td>
</tr>
<tr>
<td>ECE 314</td>
<td>The Child, the Family and Community (Same as Family and Consumer Science 314)</td>
<td>3 Units</td>
<td>ECE 35</td>
<td>None</td>
<td>Hours 54 hours LEC</td>
<td>This course will cover the child within the family and within the community. The focus will be on the impact of parenting style, marriage and transitions within the family, culture, school, and media on the child’s development. Students will have an opportunity to research and review the diverse community resources available to support the child and the family. Not open to students who have completed FCS 314. AA/AS area C2; CSU area D3.</td>
</tr>
<tr>
<td>ECE 320</td>
<td>Principles and Practices in Early Childhood Education</td>
<td>4 Units</td>
<td>ECE 3</td>
<td>ECE 300; ECE 312/PSYC 372; current tuberculosis clearance.</td>
<td>Hours 36 hours LEC; 108 hours LAB</td>
<td>This laboratory class provides experience working with children in an early childhood setting under the supervision of a mentor teacher. Lectures cover principles of curriculum development, classroom design, and child guidance. Laboratory provides opportunities for applying these key teaching principles in practical situations.</td>
</tr>
<tr>
<td>ECE 321</td>
<td>Advanced Principles and Practices in Early Childhood Education</td>
<td>4 Units</td>
<td>ECE 4</td>
<td>ECE 320; current tuberculosis clearance.</td>
<td>Hours 36 hours LEC; 108 hours LAB</td>
<td>This advanced laboratory class provides experiences in applying principles of overall early childhood curriculum design and effective classroom management. Lecture and laboratory components build on introductory experiences offered in ECE 320 and provide opportunities to plan, provision, and supervise the overall learning setting. Course work is aimed at mastering classroom leadership in the areas of child observation, documentation of children’s work, child assessment, guidance of behavior, group management, collaborative teaching, and effective oversight of long-term study projects.</td>
</tr>
</tbody>
</table>
### ECE 330 Infant Development 3 Units
Formerly: ECE 7A
Prerequisite: None
Course Transferable to CSU

This course is an examination of the developmental needs of infants, from conception to three years of age, preparing both parents and health, education, and social service professionals with strategies for care that are based on research in infant development. ARC area E2

### ECE 331 Education and Care of Infants in Group Settings 3 Units
Formerly: ECE 7B
Prerequisite: None
Course Transferable to CSU

This course applies current research in infant development to the teaching and care of infants in group settings. Emphasis is on early childhood education principles and practices when applied to the care and education of infants from birth to three years of age. It includes strategies for designing, implementing, and evaluating group care programs for infants.

### ECE 334 Laboratory with Infants and Toddlers 1 Unit
Formerly: ECE 7L
Prerequisite: Current tuberculosis clearance.
Corequisite: ECE 330 or 331.
Course Transferable to CSU

This class provides experience working with infants and toddlers in a group care program. It is designed as a laboratory for those who have completed or are enrolled in Early Childhood Education 330 or 331. The course requires participation for a designated three hours per week with infants and/or toddlers under the supervision of experienced teachers in a supervised infant - toddler care setting. This course may be taken twice for credit.

### ECE 350 Introduction to Elementary Teaching with Field Experience 3 Units
Formerly: ECE 10A
Prerequisite: None
Advisory: ECE 312/PSYC 372 with a grade of "C" or better.
Course Transferable to CSU

This course is a career exploration course with an early field experience for K-8 teaching. It includes a supervised field placement of four hours weekly in a local elementary school in addition to weekly class meetings on campus. It will fulfill one of the early field experiences for the CSUS blended liberal studies major. Course content includes the profession and culture of teaching, observation skills, communication skills, diversity, and social issues. Field experience will integrate and apply the course content. Not open to students who have completed ENGED 324. ARC area E2

### ECE 356 Programs for the School-Age Child 3 Units
Formerly: ECE 9
Prerequisite: None
Course Transferable to CSU

This course covers the fundamentals of planning, implementing and evaluating programs for before and after school care of school-age children (K-6). Emphasis on developmental levels, age-appropriate activities and day-to-day program operations.

### ECE 361 Introducing Young Children to Visual Arts 3 Units
Prerequisite: None
Course Transferable to CSU

This course prepares teachers in early childhood education with strategies for introducing young children to the media and tools of drawing, painting, sculpting, and other visual arts commonly used by young children to represent and understand the world around them. The focus will be on observing children’s natural ways of exploring each medium and learning strategies to facilitate and document children’s emerging skills and relationship with each medium. Included are strategies for designing early childhood environments that promote children’s exploration of visual arts. AA/AS area B

### ECE 363 Music and Movement with Young Children 3 Units
Prerequisite: None
Course Transferable to CSU

This course focuses on the use of music and movement with children from infancy to age eight in group settings. Theoretical perspectives are reviewed and blended with practical applications that the teacher of young children can use to form a classroom community of learners, manage classroom behavior, and facilitate transitions. It will develop music and movement experience plans and create musical instruments from inexpensive, readily available materials. It will also explore music and movement as ways to involve children with cultural diversity and traditions. AA/AS area B

### ECE 404 Children with Special Needs 3 Units
Formerly: ECE 11
Prerequisite: ECE 312/PSYC 372.
Course Transferable to CSU

This course is designed to provide a broad overview of the characteristics, assessment techniques, methods of intervention, community and family resources, and current issues of young children (from birth to age eight) with special needs. The focus is to increase the awareness and understanding of children’s individual needs in an early childhood setting and to provide practical information to those currently involved with children with special needs. Observations in public or private children’s center, schools, and agencies are required.

### ECE 410 Health and Safety in Child Care Settings 1 Unit
Formerly: ECE 13
Prerequisite: None
Course Transferable to CSU

This course covers health and safety issues in child care centers and Family Day Care Homes. It includes preventative health practices such as control of infectious diseases, injury prevention, nutrition, sanitation, emergency preparedness and evacuation. Meets partial requirements of Assembly Bill 962 for child care providers for the preventative health portion of the bill.

### ECE 414 California Child Care Cardiopulmonary Resuscitation (CPR) and First Aid (Same as HEED 311) 1 Unit
Prerequisite: None
Advisory: ENGRD 116
Course Transferable to CSU

This course covers life saving and first aid techniques involving children. Respiratory distress, non-breathing, unconsciousness, choking and other pediatric emergencies are covered. The California Child Care first aid certificate examination is included. HEED 311 and/or ECE 414 may be taken four times for credit for a maximum of 4 units.

### ECE 415 Children’s Health, Safety and Nutrition (Same as Nutrition and Foods 320) 3 Units
Formerly: ECE 14
Prerequisite: None
Advisory: ENGRD 116
Course Transferable to CSU

This course covers health, safety and nutrition issues in child care centers and Family Day Care Homes. It includes preventative health practices such as control of infectious diseases, injury prevention, nutrition, sanitation, emergency preparedness and evacuation. Meets partial requirements of Assembly Bill 962 for child care providers for the preventative health portion of the bill.
Early Childhood Education

Course Transferable to CSU
Hours: 54 hours LEC

This course is designed to look at basic nutrition, health, and safety needs of children from the prenatal period through school age. Topics include identification of the nutrients in foods as they affect a child’s physical and mental development. Course emphasis is placed on maintaining the optimal health, safety, and nutritional status of children at home and in group care. (Not open to students who have completed NUTRI 320.)

ECE 420 Administration of Child Development Centers 3 Units
Formerly: ECE 5
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC

This is an introductory course in the elements of program planning, budgeting, supervision and personnel administration for schools and private child care and development centers serving children and families.

ECE 422 Advanced Coordination and Supervision of Child Development Programs 3 Units
Formerly: ECE 15
Prerequisite: ECE 320 or 420 or ECE 312/PSYC 372.
Course Transferable to CSU
Hours: 54 hours LEC

This is an advanced course in administration and coordination of multi-faceted Child Development Programs. The emphasis of the course is on publicly funded programs and personnel management. This course meets the requirements of the Education Code under Title 5 and the Commission for Teacher Credentialing.

ECE 424 Adult Supervision: Mentoring in a Collaborative Learning Setting 2 Units
Formerly: ECE 47
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC

This course covers principles and strategies for teachers who supervise the work of other teachers in early childhood education. Emphasis is on the role of mentor teacher, one who works collaboratively to guide a teaching team within a classroom setting. This course satisfies the adult supervision requirement for the Master Teacher Permit issued by the California Commission on Teacher Credentialing.

ECE 430 Culture and Diversity in Early Childhood Education 3 Units
Formerly: ECE 36
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC

This course covers culturally responsive care and education in early childhood settings. It includes the study of childrearing and communication styles as they vary across the diverse cultures represented in the classroom and as they impact a child’s development. Included are strategies for helping children negotiate and resolve conflicts caused by cultural differences. AA/AS area 3F

ECE 432 Leadership in Diversity 3 Units
Formerly: ECE 37
Prerequisite: ECE 430.
Course Transferable to CSU
Hours: 54 hours LEC

This course expands upon ideas developed in ECE 430. Specific cultural differences are researched and similarities and differences are addressed. The class critically discusses the role of individual perspective and offers suggestions of ways to implement an anti-biased curriculum that allows for diverse viewpoints of all families and staff of children’s programs.

ECE 440 Introduction to Family Support Service in Early Childhood Education 3 Units
Formerly: ECE 38
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC

This course will cover topics that provide support services to families as they identify and meet their own goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supportive to children and families of all cultures. This will include building family relationships, accessing community service and enhancing problem-solving skills.

ECE 496 Teaching Assistant in Early Childhood Education 1-4 Units
Formerly: ECE 46
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 27-108 hours LAB

This course provides students with an in-depth understanding and greater knowledge of issues, strategies, and skills in regards to specific facets of early childhood education. This course may be taken twice for credit. May be taken up to a maximum of six units.

ECE 498 Work Experience in Early Childhood Education 1-4 Units
Formerly: ECE 48
Prerequisite: Current tuberculosis clearance.
Corequisite: Student must be enrolled in a minimum of 7 units, including this course.
Course Transferable to CSU
Hours: 18 hours LEC; 60-300 hours LAB

This course provides work experience in early childhood settings - primarily child care and development centers - with opportunities to work with children from infancy through the school-age years. By combining volunteer or paid work experience with college training, jobs are used as learning settings and together with the employer and the college instructor establish learning objectives for the semester. Enrollment is dependent on employment or on availability of voluntary work placement. Instructor may assist in locating voluntary work placement. Course may be taken four times for a maximum of eight units.
Economics is the study of how individuals and societies choose to use limited resources for production of goods and services and how they distribute them for current and future consumption.

Economics is divided into two major areas, macroeconomics and microeconomics. Macroeconomics studies decision-making at the national level. Macroeconomics topics include Gross Domestic Product, unemployment and inflation. Microeconomics studies decision-making at the individual, household, firm, industry and government level. Microeconomic topics include theory of the firm and consumer behavior.

Courses offered by the Economics Department satisfy general education requirements at American River College. In addition, economics courses provide students with essential tools to analyze contemporary national and international economic issues.

**Career Opportunities**

A major in economics leads to several career paths in the public and private sector. These include jobs in management, sales, banking, healthcare industry, utility industry, consulting, statistical analysis, international finance, education, foreign service and many others.

An undergraduate degree or coursework in economics is essential for those wishing to pursue career paths in law, MBA, political science and public administration.

Elective coursework in areas such as business, statistics, computer science, sociology, political science, environmental science and international studies increase the marketability of economics majors to potential employers.

### Social Science

#### Requirements for Degree Major

Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except Psychology 335), and Sociology. See ARC graduation requirements.
Electronic equipment is present everywhere in our lives. From computerized traffic signals to personal computers and cellular telephones, modern electronic systems make our everyday lives easier, safer, and more efficient.

Electronic technicians design, develop, build, install, repair and maintain many different types of sophisticated electronic devices. The American River College Electronics program combines broad based Electronic and Telecommunications training with the newest specialty areas (such as Robotics, Fiber Optics, Programmable Interface Controllers and Stamp Microcontrollers). By working closely with our industry partners we ensure our curriculum is relevant and meets industry current and future needs. This relevant and up-to-date education prepares graduates for excellent career opportunities in the Electronics, Robotics or Telecommunications fields.

**The ARC Program**

Electronics and robotics, fiber optics and telecommunication cabling, surface mount and through hole soldering, semiconductor applications, computer upgrade and repair, and the integration of software tools are presented in the first two semesters of the Electronics Systems Technology Program. Advanced digital and communication courses, and their integration into systems are covered in the remaining two semesters. Courses in integrated circuits, microprocessors, microcontrollers, computer systems, programmable logic controllers, programmable interface controllers and programmable logic devices (PLCs, PICs, and PLD's) keep pace with advances in industry. Electronic communication courses focus on AM, FM, High Definition Digital Television (HDTV), telecommunications, satellites, radar and microwave communication systems.

American River College is an official NATRE (National Association of Television and Radio Engineers) Federal Communication Commission (FCC) test site and offers an FCC license preparation course.

**Career Opportunities**

Electronic technicians who possess digital, telecommunication and software application skills are in demand. These diversified skills allow graduates to obtain employment in a wide range of fields such as Telecommunication and Fiber Optic Technicians, Broadcast Technicians, Communication Technicians, Robotics Technicians, Maintenance Technicians, Industrial Machinery Mechanics, Service Technicians, Electrical and Electronic Technicians, and Electronic Assemblers and Repairers.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.
Electronic Systems Technology

Preparation for technician entry level positions in electronic systems technology. A grade of “C” or better is necessary in each of the required Electronic Technology courses for progression in the program and for an associate degree or certificate.

**Requirements for Degree Major**  37 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>ET 115</td>
<td>4</td>
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<tr>
<td>ET 140</td>
<td>3</td>
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<tr>
<td>ET 143</td>
<td>2</td>
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<tr>
<td>ET 302 or ET 300 and ET 301</td>
<td>4</td>
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<td>ET 307</td>
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<tr>
<td>ET 310</td>
<td>1.5</td>
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<tr>
<td>ET 311</td>
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<td>ET 322 or ET 315 and ET 320</td>
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<td>ET 335</td>
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<td>ET 380</td>
<td>4</td>
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<td>ET 420</td>
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</tbody>
</table>

**Recommended Electives**

ET 112, 162, 192, 194, 196, 386, 387, 490

**Requirements for Certificate**  37 units

<table>
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<td>4</td>
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<td>ET 420</td>
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</tbody>
</table>

**Recommended Electives**

ET 112, 162, 192, 194, 196, 386, 387, 490

**Basic Electronic Assembly and Repair Certificate**

This certificate prepares the student for an entry level position in the electronic assembly and repair industry.

**Requirements for Certificate**  9 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>ET 302 or ET 300 and ET 301</td>
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<td>ET 307</td>
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<td>ET 310</td>
<td>1.5</td>
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<tr>
<td>ET 311</td>
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</tbody>
</table>

**Advanced Electronic Assembly and Repair Certificate**

This advanced certificate enhances the skills learned in the entry level certificate and enables the technician to move up the career ladder in the electronics field.

**Requirements for Certificate**  16 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>ET 302 or ET 300 and ET 301</td>
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<td>ET 311</td>
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<tr>
<td>ET 143</td>
<td>2</td>
</tr>
<tr>
<td>ET 322</td>
<td>5</td>
</tr>
</tbody>
</table>

CMOS Mask Design Certificate

By earning a CMOS mask design certificate students are qualified for employment at an entry level position at one of the numerous semiconductor design facilities. A grade of “C” or better is required for progression in the program and for the certificate.

**Requirements for Certificate**  13 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>CISC 320</td>
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<tr>
<td>CISC 321</td>
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<tr>
<td>ET 205</td>
<td>3</td>
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<tr>
<td>ET 206</td>
<td>3</td>
</tr>
<tr>
<td>ET 335</td>
<td>5</td>
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</tbody>
</table>

Fiber Optics Certificate

By earning a Fiber Optics certificate students are qualified for employment in the telecommunication industry as entry level Fiber Optics technicians. A grade of “C” or better is required for progression in the program and for the certificate.

**Requirements for Certificate**  13 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>ET 115</td>
<td>4</td>
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<tr>
<td>ET 380</td>
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<tr>
<td>ET 386</td>
<td>3</td>
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<tr>
<td>ET 387</td>
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</table>

Robotics Certificate

The robotics certificate qualifies the student for a wide variety electrical/mechanical jobs in many automated processing industries.

**Requirements for Certificate**  15 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>ET 192</td>
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<tr>
<td>ET 194</td>
<td>2</td>
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<tr>
<td>ET 195</td>
<td>3</td>
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<td>ET 196</td>
<td>2</td>
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<tr>
<td>ET 302</td>
<td>4</td>
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<td>ET 307</td>
<td>2</td>
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</tbody>
</table>

Telecommunication Field Technician Certificate

This certificate qualifies the student for a wide variety of entry level telecommunication field technician positions such as telephone installer, cable installer, and fire and safety alarm installers.

**Requirements for Certificate**  10 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>ET 115</td>
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<tr>
<td>ET 302 or ET 300 and ET 301</td>
<td>4</td>
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<tr>
<td>ET 307</td>
<td>2</td>
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</tbody>
</table>

Telecommunication Specialist Certificate

This advanced certificate builds on the skills learned in the Field technician Certificate and enables the field technician to progress up the career ladder in the telecommunications field.

**Requirements for Certificate**  16 units

<table>
<thead>
<tr>
<th>Courses Required</th>
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</thead>
<tbody>
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<td>ET 115</td>
<td>4</td>
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<tr>
<td>ET 380</td>
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<tr>
<td>ET 386</td>
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<td>ET 387</td>
<td>2</td>
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<tr>
<td>ET 112</td>
<td>3</td>
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</tbody>
</table>
### Electronics Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ET 10</strong></td>
<td>Elements of DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>Formerly: ET 200</td>
<td>Prerequisite: None</td>
<td>Hours: 54 hours LEC</td>
</tr>
<tr>
<td></td>
<td>Basic course for those interested in electronics who do not meet the requirements for ET 300. Includes DC circuit analysis, powers of ten and basic algebra as related to electronics; satisfies the algebra requirement for ET 300 and 310.</td>
<td></td>
</tr>
</tbody>
</table>

| **ET 20**   | Mobile and Cellular Radio Systems                  | 2     |
| Formerly: ET 207  | Prerequisite: ET 102.     | Hours: 36 hours LEC  |
|             | Nature of mobile radio signal and its properties. Statistical communication theory introduced and applied in four areas of mobile communications: propagation, received signal characteristics, functional design and system performance. Historic, legal and regulatory aspects of cellular radio industry. Covers specific services and features of the technology, control architectures and switching systems, and siting and economic considerations. |

| **ET 30**   | Traffic Engineering for Voice and Data Systems     | 3     |
| Formerly: ET 208  | Prerequisite: ET 102.     | Hours: 54 hours LEC  |
|             | Course divided into two sections: Voice and Data. Voice: Overview of telecommunications traffic engineering. Basic engineering, formulas derived that permit economic analysis and analysis of trade-offs between grade of service and cost of equipment. Formulas interpreted and applied to typical situations found in the field. Data: Understanding of computer network topologies and access methods. Various transmission mediums are described and compared. Concepts of performance analysis using probability and queuing theory are discussed. |

| **ET 100**  | Introduction to Telecommunications Systems         | 3     |
| Formerly: ET 52  | Prerequisite: None     | Hours: 54 hours LEC  |
|             | This course is an overview of the Telecommunication Industry focusing on both voice and data communication. Terminology, concepts and telecommunication practices are covered along with new and emerging changes in switching systems caused by the next generation of Internet. Additionally, this course focuses on systems that transfer data from one location to another. Field trips are required. |

| **ET 102**  | Advanced Telecommunication Systems                 | 3     |
| Formerly: ET 53  | Prerequisite: ET 100 with a grade of “C” or better, or Telecommunications Industry Experience.     | Hours: 54 hours LEC  |
|             | This course expands on the concepts mastered in the Introduction to Telecommunications Systems course. Voice/data switching and transmission theory including system operation and design are covered in detail. Emphasis is placed on fiber optics and the newest methods of high speed data transfer. Also included are advanced high speed switching/routing systems along with their associated hardware/software. Dense Wave Division Multiplexing (DWDM) is also covered. Field Trips are required. |

| **ET 104**  | Telecommunications Regulatory Policy                | 2     |
| Formerly: ET 62  | Prerequisite: Electronic Technology 102.     | Hours: 36 hours LEC  |
|             | Overall regulatory policy affecting telecommunications within the United States. Covers FCC policy evaluation, major FCC decisions, FCC policy impact, proposed legislation, AT & T divestiture and common carrier services. |

| **ET 106**  | Voice Networks                                      | 3     |
| Formerly: ET 63  | Prerequisite: ET 102.     | Hours: 54 hours LEC  |
|             | Fundamentals of telecommunications technology with emphasis on the emerging stored program controlled digital network. Covers the integrated telecommunications network and the critical balance between service and cost. Examines present and developing telecommunications technologies. Students participate in a group case problem which stresses the integrated relationship among network components. |

| **ET 108**  | Purchasing Telecommunications Systems               | 2     |
| Formerly: ET 79  | Prerequisite: ET 102.     | Hours: 36 hours LEC  |
|             | Covers telecommunication marketplace and explores present and future implications for organizational planners and decision-makers. Detailed planning process relative to selecting and implementing the telecommunication system that best meets organizational needs. Students participate in workshop planning exercises. |

| **ET 110**  | Communications Systems                              | 5     |
| Prerequisite: ET 330 or 335; and ET 380 with a grade of “C” or better. Hours: 54 hours LEC; 108 hours LAB  |  |
|             | This course is a comprehensive study of high frequency communication concepts including antennas, transmission lines, transmitters and receivers. Commercial telecommunication equipment and schematics are used to simulate equipment that is utilized in industry. System design, component and equipment analysis and troubleshooting are stressed. Extensive use of laboratory experiments enhances theory. A field trip is required. |

| **ET 112**  | Federal Communication Commission License Preparation | 3     |
| Formerly: ET 88  | Prerequisite: None     | Hours: 54 hours LEC  |
|             | This course is preparation for the Federal Communication Commission (FCC) General Radiotelephone license examination. The course covers both the electronics theory required and the rules and regulations mandated by the FCC. Field trips are required. This course may be taken four times for credit. |

| **ET 114**  | Basic Electricity and Electronics for Installation Specialists | 5     |
| Prerequisite: None  | Advisory: ET 380 or Communication industry experience. Hours: 54 hours LEC  |  |
|             | This course is an introduction to the concepts of Direct and Alternating Current Theory. It includes a detailed study of commonly used circuit components, mathematical concepts necessary for calculating circuit values, relationships of components in series, parallel and combination DC and AC circuit configurations and reading electrical diagrams and schematics. Emphasis is on applying electronic concepts to practical situations. |

| **ET 115**  | Fiber Optics and Telecommunication Cabling          | 4     |
| Prerequisite: None  | Advisory: ET 307. Hours: 54 hours LEC; 54 hours LAB  |  |
|             | This course is an introduction to the concepts of telecommunication cable installation and connection practices and standards. It includes the study of commonly used fiber and copper cable types and connectors, installation tools, and test equipment. Emphasis is on installation techniques in practical situations. Laboratory activities provide practical experience in the operation and use of tools and test equipment specific to the telecommunication industry. Field trips are required. |
### ET 120 Technical Data Acquisition for the Electronics Technician
#### 1.5 Units
Formerly: ET 65  
Prerequisite: None  
Hours: 18 hours LEC, 27 hours LAB  
This course introduces the electronics technician to the multi-media sources that are needed to access technical data. It will include retrieving technical data contained on CD ROM and world wide data banks in addition to downloading product updates and software drivers. Includes methods of obtaining new product information prior to formal release. Electronics resume' submission is discussed as well as information retrieval from world wide job boards. May be taken four times for credit.

### ET 130 Introduction to High Definition Digital Television
#### 3 Units
Formerly: ET 67  
Prerequisite: None  
Hours: 54 hours LEC  
This course covers the theory and operation of High Definition Digital Television. It covers the concepts and circuitry involved in this medium. Analogies between analog and digital systems are featured enabling an understanding of current technology. Field trips are required.

### ET 140 Software Tools for Electronic Technicians
#### 3 Units
Prerequisite: None  
Corequisite: ET 302.  
Hours: 36 hours LEC, 54 hours LAB  
This course covers software applications and technical documentation required by electronic technicians. Content covers equations, schematics, and formulas which are created, imported and arranged in electronic documents. Computer based training and electronic circuit simulations are used to enhance learning. Industry standard lab formats and reports are taught. Field trips are required.

### ET 142 Personal Computer System Analysis for Electronic Technicians
#### 4 Units
Formerly: ET 94  
Prerequisite: ET 170, 420 with a grade of "C" or better.  
Hours: 54 hours LEC, 54 hours LAB  
This course covers the operation of the personal computer, based on IBM-compatible personal computers. Each sub-section will be studied, with emphasis on how it relates to the complete system. The initial setup and configuration of a computer system will be studied. The personal computer as a controller of peripheral equipment will also be studied in lecture and laboratory assignments.

### ET 143 Computer Upgrade, Repair, and Assembly
#### 2 Units
Prerequisite: None  
Hours: 18 hours LEC, 54 hours LAB  
This course covers basic personal computer upgrading, repair, and assembly. Safety, terminology, component identification, file management, upgrades, and virus protection are among the topics that are covered. This class may be taken twice for credit.

### ET 150 Data Network
#### 3 Units
Formerly: ET 70  
Prerequisite: ET 102.  
Hours: 54 hours LEC  
Techniques and application in the Data Processing/Data Communications (DP/DC). Develops an understanding of the DP/DC environment from basic to intermediate levels. Provides terminology and concepts necessary to function effectively in the DP/DC environment.

### ET 154 Wireless Communication Systems
#### 1.5 Units
Prerequisite: None  
Hours: 18 hours LEC; 27 hours LAB  
This is an introduction to wireless communication designed for electronic technicians. The course includes wireless communication terminology and instruction in the proper use of hardware and test equipment used in installation, maintenance and operation. Topics include the study of individual system component theory and operation as well as the entire wireless communication system.

### ET 160 Office Automation
#### 3 Units
Formerly: ET 75  
Prerequisite: ET 102 or equivalent.  
Hours: 54 hours LEC  

### ET 162 Home Electronics and Power
#### 1 Unit
Prerequisite: None  
Hours: 18 hours LEC  
This course is an overview of the power and electronics used in the modern home. It covers the power distributed through the home as well as the appliances and communication systems used. The topics of home security, power conservation, alternate energy sources, and home automation are also covered.

### ET 170 Programming for Electronic Technicians Using Visual BASIC
#### 3 Units
Formerly: ET 76  
Prerequisite: ET 322 (ET 315 and ET 320) and 140 with a grade of "C" or better.  
Hours: 36 hours LEC, 54 hours LAB  
This course is an introduction to programming using the Microsoft Visual Basic programming language. The course involves problem solving unique to the electronics technician, including Ohm's Law, series and parallel circuits, and transistor amplifier circuits.

### ET 180 Circuit Review and Application
#### 3 Units
Formerly: ET 89  
Prerequisite: ET 330 with a grade of "C" or better.  
Hours: 54 hours LEC  
This course is a thorough review of electronics theory and devices with emphasis on circuit analysis and troubleshooting techniques. Commercial schematics are used in the review of DC/AC fundamentals, digital systems, analog circuits (bipolar and field effect transistors as well as op amps) and non-linear devices such as SCR’s and triacs. This course is helpful in preparing for job interviews and is also a refresher course for technicians currently employed in the field of electronics. This course may be taken twice for credit.

### ET 190 Introduction to Programmable Logic Controllers (PLCs)
#### 2 Units
Formerly: ET 90  
Prerequisite: None  
Corequisite: ET 330.  
Hours: 36 hours LEC  
This course is an introduction to the operation and use of the Programmable Logic Controller (PLC), an electronic device that controls machines and processes. The PLC uses a programmable memory to store instructions and executes specific functions that include on/off control, timing, counting, sequencing, arithmetic, and data handling. Ladder logic is used in programming and troubleshooting the PLC. May be taken twice for credit.
Electronics Technology

ET 192 Microcontrollers for Robotics 2 Units
Prerequisite: None
Hours: 36 hours LEC
This course covers the application and programming of the Parallax Stamp Microcontroller. Applications where the microcontroller easily interfaces with common everyday electronic applications are explored. Unusual and innovative applications for the device are also investigated. Field trips are required. This course may be taken twice for credit.

ET 194 Introduction to Robotics 2 Units
Prerequisite: None
Hours: 36 hours LEC
This course is an overview of how robotics and automation are utilized in industry. Hardware component selection, assembly and software programming of various types of robotic assemblies are performed and analyzed. The principles of electronics, physics and engineering as they are applied to robotic design are presented. Field trips are required.

ET 195 Electrical and Mechanical Power and Control Systems 3 Units
Prerequisite: None
Hours: 54 hours LEC
This course is a study of electrical and mechanical power components and systems used in the control and transmission of mechanical and electrical power. Topics include the analysis of electric circuits and controls; programmable logic controllers (PLCs), electromagnetic devices and their use in systems; discrete semiconductor switching devices; hydraulic and pneumatic power devices; types and uses of electric motors and generators as well as power distribution systems. Troubleshooting and repair of hydraulic, pneumatic control equipment and electrical / electronic systems are studied through a number of industry-based projects.

ET 196 Sensors, Measurement, and Control 2 Units
Prerequisite: None
Hours: 36 hours LEC
This course is a detailed study of the physical world and the sensors which measure its properties. Signals from these sensors are converted for display and used to control physical properties such as temperature or pressure. Lecture and demonstrations reinforce theory and provide experience in sensor identification and troubleshooting. PLC's and STAMP micro controllers are used to simulate industrial situations.

ET 200 Computer Aided Drafting for Electronics 4 Units
Formerly: ET 92
Prerequisite: ET 140, 320 with a grade of "C" or better.
Corequisite: ET 330.
Hours: 54 hours LEC; 54 hours LAB
This course will cover instruction in drawing electronic schematics and fundamental Printed Circuit Board layout, using IBM compatible computers and AutoCAD software. Intended for electronics students, technicians, and engineers, who have had no previous CAD experience.

ET 205 CMOS Mask Design I 3 Units
Formerly: ET 96A
Prerequisite: None
Corequisite: ET 330.
Hours: 54 hours LEC
This course is an entry level integrated circuit (IC) layout and design in CMOS (Complementary Metal-Oxide-Silicon) technology. This course provides practical experience in drawing logic diagrams, transistor level schematics, cross sectional views, STIK diagrams, and in converting STIKS to the actual layout of the layers that will be used to manufacture the IC. The course stresses application of design rules, area estimation, and pin and bus placements.

ET 206 CMOS Mask Design II 3 Units
Formerly: ET 96B
Prerequisite: ET 205 with a grade of "C" or better.
Hours: 36 hours LEC; 54 hours LAB
CMOS Mask Design II is a continuation of CMOS Mask Design I (ET 205). This course introduces more complex logic and design rules for integrated circuit layout. This course also includes practical experience in the use of a Unix-based integrated circuit design tool, Cadence VLE, from Cadence Design Systems.

ET 250 Employability Skills for Technical Careers (Same as Automotive Technology 107 and Welding 150) 2 Units
Formerly: ET 118
Prerequisite: None
Hours: 36 hours LEC
This course provides the opportunity of exploring technical careers while developing valuable work and life skills. It is an introduction to a variety of technically-related occupations. Emphasis is placed on exploring technical careers in the Sacramento area. Activities are designed to enhance personal development, employability skills, and self esteem through leadership, citizenship, and character development. Not open to students who have taken AT 107 or WELD 150. AA/AS area E2

ET 294 Topics in Electronics Technology .5-5 Units
Formerly: ET 93
Prerequisite: To be determined for each topic.
Hours: 9-90 hours LEC; 27-270 hours LAB
This is an individualized course developed in cooperation with industry to meet specialized training needs. It may be taken four times with no duplication of topics.

ET 298 Work Experience in Electronics Technology 1-4 Units
Formerly: ET 98
Prerequisite: None
Corequisite: Maintain a minimum of 7 units.
Hours: 9-90 hours LEC; 27-270 hours LAB
This course gives practical experience to students who are training for careers in the electronics industry by providing actual supervised work at various electronics firms within the Sacramento area.

ET 300 DC Theory and Circuit Fundamentals 2.5 Units
Formerly: ET 30A
Prerequisite: None
Corequisite: ET 310.
Course Transferable to CSU
Hours: 27 hours LEC; 54 hours LAB
This course is an introduction to the concepts of Direct Current Theory including a detailed study of the components of Direct Current circuits, energy sources, circuit fundamentals, the relationship of current and resistance in series, parallel and combination DC circuit configurations and the principles of magnetism and electromagnetism. Emphasis is on learning and applying electronic concepts to practical situations through critical thinking. Laboratory activities provide hands-on experience in the operation and use of analog and digital test equipment in analyzing and testing of Direct Current circuits.

ET 301 AC Theory and Circuit Fundamentals 2.5 Units
Formerly: ET 30B
Prerequisite: ET 300 with a grade of "C" or better.
Corequisite: ET 311.
Course Transferable to CSU
Hours: 27 hours LEC; 54 hours LAB
This course is an introduction to the concepts of Alternating Current Theory including a detailed study of alternating current and voltage, transformers,
inductors and capacitors. An in-depth study of resistance, impedance, capacitive and inductive reactance and the effect frequency has on each of these components when used in series and parallel circuit configurations. This course also includes the study of RC, RL, time constants and RLC resonant circuits. Emphasis is on learning and applying alternation current concepts to practical situations through critical thinking. Laboratory activities provide hands-on experience in AC circuit analysis that teach and stress the use of signal generators, frequency counters, analog and digital multi-meters, oscilloscopes and a variety of specialized electronic equipment in analyzing and testing of alternating current circuits.

**ET 302 Principles of Electricity and Electronics**  
4 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This introductory course explores the field of electronics and electricity. Complete systems such as robotics, Global Positioning Systems (GPS), computers, and home electronics are used to demonstrate component application. The use of electronic simulation software combined with actual hands on lab experiments reinforces theory. Various test equipment such as digital four channel color oscilloscopes, Digital Multi Meters and programmable function generators are used to demonstrate electronic principles and theory of AC, DC, Ohm's law, inductance and capacitance as they apply to voltage and frequency response. Field trips to local electronics industries are required.

**ET 306 Electronics Fabrication and Soldering Techniques**  
2 Units  
Formerly: ET 50  
Prerequisite: None  
Advisory: ET 300.  
Course Transferable to CSU  
Hours: 18 hours LEC; 54 hours LAB  
This course covers the skills needed for identification and the safe and efficient use of hand tools and soldering equipment used in basic electronics repair. Fabrication, soldering/de-soldering techniques, electro-static discharge (ESD), assembly, and safety practices are covered. Field trips are required. This course may be taken twice for credit.

**ET 307 High Tech Soldering and Fabrication Techniques**  
2 Units  
Prerequisite: None  
Advisory: ET 302.  
Course Transferable to CSU  
Hours: 18 hours LEC; 54 hours LAB  
This course teaches fundamental soldering techniques required in the Electronics industry. Lecture and lab exercises introduce state of the art processes involving safety, component and tool identification, diagrams, terms, standards, soldering [plated through hole (PTH), surface mount (SMT), fine and ultra fine pitch], de-soldering, electrostatic discharge (ESD), devices and assembly. Field trips are required. This course may be taken twice for credit.

**ET 310 Mathematics for DC Circuits Fundamentals**  
1.5 Units  
Formerly: ET 51A  
Prerequisite: None  
Advisory: Concurrent enrollment in ET 300; ET 10, ENGW 102 or ENGW 103 and ENGRD 116, or ESLR 320 and ESLW 320 or placement through assessment.  
Course Transferable to CSU  
Hours: 27 hours LEC  
This course covers mathematics for DC circuit fundamentals. Uses of powers of ten, algebra and other mathematical concepts necessary for calculation of resistance, DC voltage and current distribution in series, parallel, and combination circuits are covered. Computer-aided learning software including MultiSim 2001 (Electronic Workbench) will be used to assist in understanding how mathematical equations relate to electronic circuitry. AA/AS area D2

**ET 311 Mathematics for AC Circuits Fundamentals**  
1.5 Units  
Formerly: ET 51B  
Prerequisite: ET 310 with a grade of “C” or better.  
Advisory: ET 301.  
Course Transferable to CSU  
Hours: 27 hours LEC  
This course covers the application of algebra and trigonometry for the mathematical analysis of AC concepts involving resistances and/or reactances in series, parallel and combination circuits. Computer aided learning software including MultiSim 2001 (Electronic Workbench) will be used to assist in applying mathematical equations to electronic circuitry. AA/AS area D2

**ET 315 Mathematics for Semiconductor Theory**  
3 Units  
Formerly: ET 60  
Prerequisite: ET 301 and 311 with a grade of “C” or better.  
Advisory: ET 320.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is a comprehensive study of the mathematics required for problem solving in semiconductor circuits. Concepts include algebra, vector algebra, load-line and graph plotting, logarithms and decibels and their application of power supplies and discrete bipolar and field effect transistor and integrated amplifier circuits.

**ET 320 Semiconductor Theory**  
5 Units  
Formerly: ET 61  
Prerequisite: ET 301 and 311.  
Corequisite: ET 315.  
Course Transferable to CSU  
Hours: 54 hours LEC; 108 hours LAB  
This course is a detailed study of semiconductor devices such as junction diodes, bipolar and field effect transistors, op-amps and their use in power supplies and amplifiers. Laboratory assignments reinforce lecture theory and provide experience in assembling circuits from schematics, trouble shooting and the use of test and measurement equipment.

**ET 322 Semiconductor Devices and Applications**  
5 Units  
Prerequisite: ET 301 or ET 302 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC; 108 hours LAB  
This course is a detailed study of semiconductor devices and their circuit applications. Components such as diodes, transistors, and op-amps are studied, including their use and characteristics under operating circuit conditions in such devices as power supplies and amplifiers. Computer laboratory assignments utilizing MultiSim (Electronic Workbench) are used to assist in understanding how mathematical equations relate to electronic circuitry.

**ET 330 Analog and Digital Integrated Circuit Applications**  
5 Units  
Formerly: ET 71  
Prerequisite: ET 322, or 315 and 320 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC; 108 hours LAB  
This is an analog and digital application course that includes a complete overview of integrated circuits used in various industrial and consumer applications. Digital topics include digital logic gates, truth tables, counters, and decoder design and operation. The analog portion covers circuits utilizing operational amplifiers, comparators, timers, and phase lock loops.

**ET 335 Integrated Circuits with Computer Applications**  
5 Units  
Prerequisite: ET 302 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC; 108 hours LAB  
This course covers integrated circuits (IC’s) and applications used in industrial
and consumer products. Digital theory and applications start with standard Transistor-Transistor Logic (TTL) and Complimentary Metal Oxide Semiconductor (CMOS) logic circuits and progress into complex circuits built on Programmable Logic Devices (PLDs) using Very Large Scale Integration Hardware Description Language (VHDL). Other IC devices and circuits covered include timers, operational amplifiers, Phase-Lock-Loops (PLL) and digital memory. Field trips are required.

**ET 337  Advanced Integrated Circuit Applications** 3 Units

Prerequisite: ET 330 or ET 335 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB

This course is a continuation of Integrated Circuit Applications, ET 335. It includes a comprehensive study of advanced circuits used in various industrial and consumer applications. Topics include advanced operational amplifier circuits; electrical-mechanical transducers; voice recognition and reproduction circuits; motor driver circuits; global positioning circuits (GPS); and computer and human interface circuits. Field trips are required.

**ET 370  Microprocessor Machine Language Programming** 4 Units

Formerly: ET 77
Prerequisite: ET 315 and 320 with a grade of “C” or better.
Corequisite: ET 330.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB

This course provides an introduction to machine language software development. A custom designed 8 bit microprocessor trainer is used to demonstrate the use of software control of external devices. A custom assembler/emulator is also used for the simulation of I/O interfacing and for observation of internal CPU register operations. Laboratory activities emphasize software applications of I/O interfacing plus control and testing of hardware devices. AA/AS area D2.

**ET 380  Introduction to Electronic Communications** 4 Units

Prerequisite: ET 301 or ET 302 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB

This course covers UHF, VHF, microwave, satellite, and fiber optics. AM and FM transmitters, transmission lines, antennas, and receivers are analyzed down to the component level. Propagation, wave theory, decibels, and signal transmission limitations are also covered. Technician safety and proper test equipment use are stressed throughout the course. Field trips are required.

**ET 386  Fiber Optic Splicing, Connectivity, and Testing** 3 Units

Formerly: ET 152
Prerequisite: None
Hours: 54 hours LEC

This is an introductory course in fiber optic theory and operation including the complete fiber optic communication system. It includes fiber optic terminology and instruction in the proper use of tools and equipment associated with fiber optic installation and maintenance. Tests of the fiber optic systems are performed using sophisticated equipment such as optical power meters and Optical Time Domain Reflectometer (OTDR). A field trip is required. This course may be taken twice for credit using different equipment.

**ET 387  Advanced Fiber Optics** 2 Units

Prerequisite: ET 386 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC

This course covers advanced fiber optic theory and operation. Fiber optic systems are vital communication links that enable high speed transfer of video, telephone, and data to occur. Testing of fiber optic systems using sophisticated electro-optical test equipment such as the Optical Time Domain Reflectometer (OTDR) is included. This course also introduces the use of computer based software to simplify fiber optic system design. May be taken twice for credit.

**ET 420  Microprocessors, Microcontrollers, and Programmable Logic Devices** 5 Units

Prerequisite: ET 330 or ET 335 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB

This course is an in-depth study of the hardware and software of microprocessors, microcontrollers and Programmable Logic Devices (PLD). The focus is on the concepts of digital devices such as bus structure, data flow, internal architecture, programming, interfacing, memory, data converters (DAC/ADC), programmable I/O devices and stepper motors. Field trips are required.

**ET 421  Advanced Microprocessors, Microcontrollers, and Programmable Logic Devices** 3 Units

Prerequisite: ET 420 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB

This course is a continuation of ET 420. It focuses on the advanced features of microprocessors, microcontrollers, and Programmable Logic Devices (PLD). Topics include microcontroller assembly language; optical, RF and serial communication techniques; output display design; and developing Reduced Instruction Set Controller (RISC) microprocessors from PLD’s. Field trips are required.

**ET 490  Advanced Student Projects Laboratory** 2 Units

Formerly: ET 83
Prerequisite: ET 330 with a grade of “C” or better.
Course Transferable to CSU
Hours: 108 hours LAB

This course provides an opportunity for students to pursue advanced projects selected by the Electronics department. This course may be taken twice for credit.
Engineering involves the design and solution to technical problems through the application of scientific and mathematical principles. Career opportunities exist in the following field of study: aerospace, agricultural, architectural, biomedical, chemical, civil, computer, electrical, environmental, industrial, materials, mechanical, mining, nuclear, petroleum, and research.

ARC's program provides the foundation in mathematics, physics, and engineering necessary to transfer to a four-year institution and complete a bachelor's degree in engineering. Students should consult the institution to which they wish to transfer for the specific lower division requirements.

Most lower division engineering programs require the following ARC courses: Mathematics 400, 401, 402, 420; Physics 410, 421, 431; Chemistry 400, and Engineering 401, 413, 420, 430. See also Design & Engineering Technology.

**ENGR 300 Introduction to Engineering** 1 Unit

Formerly: ENGR 2  
Prerequisite: None  
Advisory: ENGRD 116; or ESLR 320 AND ESLW 320.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This course is an introduction to the engineering and engineering technology professions and their place in industry. It includes an explanation of engineering and engineering technology options and curricula involved. The topics include an emphasis on problem-solving techniques used in engineering and engineering technology. This course is recommended for all entering engineering and engineering technology students.

**ENGR 305 Basic Technical Drawing** 3 Units

Formerly: ENGR 51  
Prerequisite: None  
Advisory: ENGR 10, or ENGRD 116; or ESLR 320 AND ESLW 320.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 72 hours LAB  
This course introduces the graphical tools and instruments used to generate, analyze and interpret engineering drawings.

This class is required for engineering students. Topics include lettering, geometric construction, or orthographic projection, auxiliary drawings, sectioning, and dimensioning.

**ENGR 307 Industrial Materials Testing** 3 Units

Formerly: ENGR 78  
Prerequisite: Math 100 with a grade "C" or better; and ENGR 102 or 103, and ENGRD 116 with a grade "C" or better; or ESLR 320 and ESLW 320 with a grade "C" or better.  
Advisory: MATH 120.  
Course Transferable to CSU  
Hours: 54 hours LEC; 18 hours LAB  
This course covers the basic properties of materials used in industry. The course emphasizes the practical use of the materials, but uses sufficient theory to understand these applications well. The course covers metals, concretes, plastics, ceramics, glasses, wood, and other composites. This course is primarily intended for design technology, engineering technicians and other technical students.

**ENGR 310 Engineering Survey Measurements** 4 Units

Formerly: ENGR 10  
Prerequisite: Math 330.  
Advisory: ENGR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers the basic fundamentals of surveying for engineers. Electronic surveying instruments are used in this course to develop the principles of measurement for distance, elevations and angles. Additional topics include discussions on systematic and random errors, line directions, profiles and cross-sections, traverse computations, horizontal and vertical curves, and earthwork quantity calculations. This course is intended for civil engineers, but may also be required for other programs. (CAN ENGR 10)

**ENGR 312 Engineering Graphics** 3 Units

Formerly: ENGR 27  
Prerequisite: ENGR 305 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 72 hours LAB  
This course applies the graphical tools needed to analyze, interpret and solve engineering problems. The engineering design process is taught using manual and introductory interactive computer-aided design and drafting (CADD) tools to solve typical three-dimensional engineering problems. Topics include descriptive geometry, vector graphics, orthogonal projection, and primary and secondary auxiliary views. This course is intended for mechanical and civil engineers, but may also be required for other programs. (CAN ENGR 2)
ENGR 320  Manufacturing Processes  3 Units
Formerly: ENGR 37
Prerequisite: ENGR 312 or DESGN 310; ENGWR 103 or 300 or ESLW 340.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
Principles of manufacturing processes in the areas of material removal, addition, joining, and change of form or condition. Hands-on experience in welding, machinery operation, (e.g. lathe, milling machine drill press, etc.) and various casting techniques (sand casting, etc).

ENGR 401  Introduction to Electrical Circuits and Devices  3.5 Units
Formerly: ENGR 17
Prerequisite: PHYS 421 with a grade of "C" or better.
Corequisite: MATH 420.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 36 hours LAB
This course covers the basic fundamentals of electrical circuit theory and analysis for engineers. Topics include circuit analysis techniques, sinusoidal analysis, phasors, first- and second-order circuits with natural and step responses, operational amplifiers, and average power. This course is intended to provide a solid foundation for upper division engineering courses. (CAN ENGR 6)

ENGR 413  Properties of Materials  4.5 Units
Formerly: ENGR 45
Prerequisite: PHYS 410 and CHEM 400 with a grade of "C" or better.
Advisory: ENGWR 300 or ESLW 340.
Course Transferable to UC/CSU
Hours: 72 hours LEC; 27 hours LAB
This is an introductory course in properties of materials used in engineering. This course places emphasis upon the theory underlying the behavior of engineering materials. The course includes a laboratory component, in which work will cover the testing of metals, polymers, composites, wood and other materials. (CAN ENGR 4)

ENGR 420  Statics  3 Units
Formerly: ENGR 35
Prerequisite: PHYS 410 and MATH 401 with a grade of "C" or better.
Advisory: ENGR 305 and MATH 410.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the study of bodies in equilibrium with emphasis on force systems, structures, distributed loads, friction and virtual work. In this course, analytical rather than graphical methods of problem solving will be emphasized. (CAN ENGR 8)

ENGR 428  Engineering Mechanics  3 Units
Formerly: ENGR 34
Prerequisite: Physics 410 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the study of bodies in equilibrium with emphasis on structures and friction, including methods to calculate centroids and moments of inertia. It also includes the fundamental principles of kinematics and kinetics, and the study of motion and force analysis of particles and rigid bodies.

ENGR 430  Dynamics  3 Units
Formerly: ENGR 36
Prerequisite: ENGR 420 and MATH 402 with a grade of "C" or better.
Advisory: MATH 420; ENGWR 300 or ESLW 340.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the basic fundamentals of dynamics for engineers. Topics include kinematics and kinetics of particles, systems of particles and rigid bodies; systems with fixed and rotating axes; and the equations of motion, energy and momentum.
The ARC English Department offers broad study of the fields of written and spoken language. This study teaches skills that are universal to every other discipline. In particular, the ability to read effectively and to write expressively will prove invaluable to any student.

**Language and Literature Degree**

**Requirements for Degree Major** 24 units

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<th>Units</th>
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<tr>
<td>ENGWR 300 or 480</td>
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<tr>
<td>ENGWR 301 or 482 or Speech 301</td>
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and 18 units of transfer level course work from the following subjects: composition, speech, foreign language, journalism, literature. Up to six units may be in humanities or philosophy.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

**Career Opportunities**

**Technical Communication**

Technical Communication is one of the fastest growing professions in the Sacramento region and the country. The Sacramento chapter of the Society for Technical Communication, the professional organization of technical communicators, is also growing rapidly. Although a degree or certificate is not always required for someone entering the profession, having one is an advantage in the competitive job market. The Technical Communication program at American River College is designed for students desiring a two-year degree or certificate, for those who will transfer to earn BA degrees, or for employees who want to upgrade their skills.

Technical communicators work in business, industry, and government as technical writers, Web designers, and multimedia artists. They work on a wide variety of writing projects, including, formal reports, instructions and procedures, grants, feasibility studies, proposals, technical manuals, scientific reports, computer documentation, training manuals, and marketing materials. Online information technology, including Web publishing and digital graphics, is a major trend in the profession. Consequently, Technical Communication program at American River College combines courses from three academic areas: Technical Writing, Computer Information Science, and Art New Media.

What skills do technical communicators need? Technical Communicators must analyze information and communicate it clearly to their readers. They must comprehend complex systems and summarize them simply. Good writing, research, and editing skills are paramount. Technical communicators must be able to think critically and logically, working independently and on teams. They must be comfortable with technology and be proficient with computers. They must be able to manage writing projects and meet deadlines.

**Technical Communication**

**Requirements for Degree Major** 42.5 units

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### English - Creative Writing

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#### ENGW 400 Creative Writing 3 Units
Formerly: ENGL 15
Prerequisite: ENGW 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a course in creative writing through experience in four genres: short story, poetry, autobiography, and script writing. The course includes analysis of literary models, individual and class criticism of work, and discussion of literary techniques in each genre, such as dialogue, imagery, and narrative. A related objective is to develop critical thinking skills: identifying and defining problems and issues; collecting, analyzing, synthesizing, and evaluating information; and developing conclusions, with special consideration given to the distinctive requirements of each genre. (CAN ENGL 6) AA/AS area D2

#### ENGW 410 Fiction Writing Workshop 3 Units
Formerly: ENGL 15A
Prerequisite: None
Advisory: ENGW 300 or ENGW 400 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course concentrates on fiction writing. Short stories and/or novel chapters written during the semester will be analyzed in constructive, in-class workshops. The elements of literary creation will be critically examined from a writer's perspective through lecture, discussion, assigned readings, and in-class writing exercises. The class includes journaling, the preparation of a portfolio of work completed during the class, and individual conferences.

#### ENGW 420 Poetry Writing Workshop 3 Units
Formerly: ENGL 15B
Prerequisite: None
Advisory: ENGW 300 or ENGW 400 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a creative writing course that concentrates on poetry writing. The workshop format will focus on analysis of poetry written in the class. Through lecture, discussion, assigned reading, collaborative writing projects, and in-class writing exercises, the course will examine literary devices in period and contemporary poetry and will demonstrate revising and editing processes. The course requires a portfolio of original work and individual conferences with the instructor.

#### ENGW 421 A Short Course in Poetry Writing 1 Unit
Formerly: ENGL 15G
Prerequisite: None
Advisory: ENGW 400.
Course Transferable to CSU
Hours: 18 hours LEC
This course is designed for students writing poetry. Focuses on the analysis of poetry written by students in the class. Study of literary devices in modern and contemporary poetry and practice in revising and editing. Review of publication sources, including the Internet.

#### ENGW 430 Creative Non-Fiction Writing Workshop 3 Units
Formerly: ENGL 15C
Prerequisite: None
Advisory: ENGW 300 or ENGW 400 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a creative writing course concentrating on the literary essay. The course will include creative approaches to various kinds of essay writing, which may include memoir, autobiography, reflective nature writing, prose with poetic elements (prose-poetry), and other fact-based or philosophical writing with a definite literary, stylistic component. In addition, there will be an emphasis on the importance of factual detail and research; on critical examination of published examples of creative nonfiction in the areas of voice, context, and point of view; and on production of several works of creative nonfiction. AA/AS area D3.

#### ENGW 440 Screenwriting Workshop 3 Units
Formerly: ENGL 15D
Prerequisite: None
Advisory: ENGW 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory writer's workshop in three areas of screenwriting: experimental, documentary, and dramatic film. It includes preparation of three short scripts in those areas plus the viewing and analysis of films representing the three fields. This course introduces career paths in screenwriting, including local government and commercial sources preparing and utilizing film.

#### ENGW 441 Advanced Screenwriting Workshop 3 Units
Formerly: ENGL 15F
Prerequisite: None
Advisory: ENGW 400 or 440.
Course Transferable to CSU
Hours: 54 hours LEC
This course instructs students in the writing of a full-length feature or documentary film. Includes three proposals for projects, one of which will be developed through the first act in official screen format (approximately thirty pages), plus scene descriptions for major scenes, character sketches, and plot outlines. Several classic features and documentaries will be shown and analyzed for their writing strengths. Prepares students to finish a full film script using the skills learned in this class.

#### ENGW 450 College Literary Magazine 3 Units
Formerly: ENGL 17
Prerequisite: None
Advisory: ENGW 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC; 18 hours LAB
This course provides instruction in technique and experience in writing, editing, and structuring the college literary magazine. Students will write, select and edit manuscripts and graphics, discuss and design layout, and process copy for printing. Students will gain experience in marketing, distribution and other matters related to production management. Students will have access to computers, laser printers, and other journalism equipment. May be taken twice for credit. Spring semester ONLY is production semester.
English

ENGED 324  Introduction to Elementary Teaching with Field Experience  3 Units
Formerly: ENGL 10A
Prerequisite: None
Advisory: ECE 312/PSYC 372 with a grade of C or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a career exploration course with an early field experience for K-8 teaching. It includes a supervised field placement of four hours weekly in a local elementary school in addition to weekly class meetings on campus. It will fulfill one of the early field experiences for the CSUS blended liberal studies major. Course content includes the profession and culture of teaching, observation skills, communication skills, diversity, and social issues. Field experience will integrate and apply the course content. Not open to students who have completed ECE 350. AA/AS area E2.

ENGED 340  Technology in the English Classroom: Presentational Software  .5 Units
Formerly: ENGL 11A
Prerequisite: ENWRG 301 or 302.
Advisory: Working knowledge of Macintosh or PC.
Course Transferable to CSU
Hours: 6 hours LEC; 9 hours LAB
The course offers reading and writing instructors the opportunity to experience software, hardware, and Internet tools and to explore the effective integration of these technologies and related pedagogies into the teaching of English. The course will require specific hands-on activities and development of materials using technologies featured within the course. The course work will integrate such presentational technologies as PowerPoint, and web-based presentational tools. Technologies offered within the class will vary as the field of computers and English evolves. This course may be repeated once with a different software package or emphasis.

ENGED 341  Technology in the English Classroom: Collaborative Software  .5 Units
Formerly: ENGL 11B
Prerequisite: ENWRG 301 or 302.
Advisory: Working knowledge of Macintosh or PC.
Course Transferable to CSU
Hours: 6 hours LEC; 9 hours LAB
The course offers reading and writing instructors the opportunity to experience software, hardware, and Internet tools and to explore the effective integration of these technologies and their related pedagogies into the teaching of English. The course will require specific hands-on activities and development of materials using technologies featured within the course. The course will integrate such presentational technologies as Daedalus, and CommonSpace. Technologies offered within the class will vary as the field of computers and English evolves. This course may be repeated once with a different software package or emphasis.

ENGED 342  Technology in the English Classroom: Internet Tools  .5 Units
Formerly: ENGL 11C
Prerequisite: ENWRG 301 or 302.
Advisory: Working knowledge of Macintosh or PC.
Course Transferable to CSU
Hours: 6 hours LEC; 9 hours LAB
The course offers reading and writing instructors the opportunity to experience software, hardware, and Internet tools and to explore the effective integration of these technologies and their related pedagogies into the teaching of English. The course will require specific hands-on activities and development of materials using technologies featured within the course. The course will integrate such Internet-based technologies as e-mail and web-based instructional tools. Technologies offered within the class will vary as the field of computers and English evolves. This course may be repeated once with a different internet emphasis.
**ENG 350 Technology in the English Classroom: Creation of Web Documents**  .5 Units  
Formerly: ENG 11D  
Prerequisite: ENGW 301 or 302.  
Advisory: Working knowledge of Macintosh or PC.  
Course Transferable to CSU  
Hours: 6 hours LEC; 9 hours LAB  

The course offers reading and writing instructors the opportunity to experience editing software and technologies and to create their own instructional web documents. The course will explore the effective integration of these technologies and their related pedagogies into the teaching of English. The course will require specific hands-on activities and development of materials using such technologies as Netscape and BBEdit, and other web-based editing tools. Technologies offered within the class will vary as the field of computers and English evolves. This course may be repeated once with a different project emphasis.

**English - Laboratory**

**ENGL 123 College Timed Writing Workshop**  1 Unit  
Formerly: ENGL 58A  
Prerequisite: ENGW 102 with a letter grade, “Incomplete” or “In Progress”.  
Hours: 18 hours LEC  

This course provides a structured approach to improving timed writing skills. It includes reviewing and practicing writing principles: understanding writing assignments, structuring and developing paragraphs and essays, and editing and correcting errors in grammar and mechanics. This course is designed for students who failed the ENGW 102 final or who need work in timed essay writing. The goal of this course is to prepare students to pass the ENGW 102 final or other timed writing exams. This course does not replace ENGW 102. Grading will be on a credit/no credit basis. This course may be taken twice.

**ENGL 490 Individualized English (Language and Composition)**  1-3 Units  
Formerly: ENGL 200  
Prerequisite: None  
Hours: 18-54 hours LEC  

Individualized instruction in ENGW 51, ENGW 102 or ENGW 300. Students who enroll in the course should either have been assessed or have successfully completed the appropriate prior course. Immediate advancement from one course to the next is allowed upon completion of the prescribed work. Students receive three units of credit when they have completed all of the work for the respective course. EENGW 102 students must take the department proficiency test. Units earned in Language and Composition ENGW 300 will transfer to the UC or CSU systems. Students who, for legitimate cause, do not complete the course work within a semester may be, at the discretion of the instructor, assigned an “In-Progress” grade at the end of the semester, but must enroll again the following semester to complete the work.

**English - Literature**

**ENGL 300 Introduction to Fiction**  3 Units  
Formerly: ENGL 28  
Prerequisite: ENGW 300 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This course covers the study of fiction as a type of literature. The course will examine a wide range of fiction, critically analyzing plot, setting, character, theme, and style. The course will include British and American works, as well as fiction in translation. (CAN ENGL 18) AA/AS area 3B; CSU area C2; IGETC area 3.

**ENGL 302 Introduction to the Novel**  3 Units  
Formerly: ENGL 41  
Prerequisite: ENGW 300 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This course examines the novel as a type of literature. Representative novels will be read and analyzed in an intense and thorough manner with emphasis on form, content, and style. AA/AS area B; CSU area C2; IGETC area 3.

**ENGL 303 Introduction to the Short Story**  3 Units  
Formerly: ENGL 42  
Prerequisite: ENGW 300 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This course will focus on the development and distinguishing characteristics of the short story; the course includes a range of stories, their backgrounds and criticism. Lecture-discussion format encourages students to develop their understanding and enjoyment of literature and their analytical skills. Written work is designed to aid students in articulating their own critical evaluations. AA/AS area B; CSU area C2; IGETC area 3.

**ENGL 304 Introduction to Poetry**  3 Units  
Formerly: ENGL 43  
Prerequisite: ENGW 300 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

Designed to introduce students to the art of poetry, this course includes analysis and appreciation of poetry as a type of literature, a thorough study of various kinds of poetry, and a brief survey of major poets and movements. It focuses on how to react as a reader and how to help give poetry meaning in the light of one’s accumulated feelings, interests, and ideas. AA/AS area B; CSU area C2; IGETC area 3.

**ENGL 310 English Literature**  3 Units  
Formerly: ENGL 35  
Prerequisite: ENGW 300 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This course is a survey of representative works in English literature from the Anglo-Saxon period to the eighteenth century. (CAN ENGL 8) AA/AS area B; CSU area C2; IGETC area 3; (ENGL SEQ B Sum of ENGLT 310 and 311).

**ENGL 311 English Literature**  3 Units  
Formerly: ENGL 36  
Prerequisite: ENGW 300 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This course is a survey of representative works in English literature from the nineteenth and twentieth centuries. (CAN ENGL 10) AA/AS area B; CSU area C2; IGETC area 3; (ENGL SEQ B Sum of ENGLT 310 and 311).

**ENGL 320 American Literature**  3 Units  
Formerly: ENGL 30  
Prerequisite: ENGW 300 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This course surveys American literature from the pre-colonial period to the Civil War. Approximately one-third of the semester’s reading, discussion, and exploration is devoted to the development and backgrounds of a truly national literature. The larger two-thirds of the semester’s study focuses upon the early half of the nineteenth century prior to the Civil War with special emphasis upon eight major writers: Poe, Hawthorne, Emerson, Thoreau, Douglass, Melville, Whitman, and Dickinson. The course also examines aesthetic theories, growth of literary methods, and changes in literary tastes and opinions within the intellectual current of the times. (CAN ENGL 14) AA/AS area B; CSU area C2; IGETC area 3; (ENGL SEQ C ENGLT 320 and 321).
ENGL 321 American Literature 3 Units
Formerly: ENG 31
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a surveys representative literature from the post-Civil War period until the present. It begins with the end of the Romantic period and follows the rise of Realism. Prose includes local color and social criticism, fiction of the "Lost Generation," and contemporary stories. Poetry includes the many movement from turn-of-the-century to contemporary. (CAN ENGL 16) AA/AS area B; CSU area C2; IGETC area 3; (ENGL SEQ C ENGL 320 and 321).

ENGL 327 Literature of California 3 Units
Formerly: ENGL 20
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the literature of California in the context of its ethnic, social, political, geographical and intellectual history. The course will examine a wide range of literature (fiction, non-fiction, poetry, memoirs, and essays) including but not limited to Native American legends, early California exploration accounts, prose and poetry from the California heartland, Hollywood crime fiction, and more, with emphasis on what makes the California experience unique. AA/AS area B & F; CSU area C2.

ENGL 333 African-American Dramatic Literature 3 Units
Formerly: ENGL 37C
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course investigates African-American drama between 1800 and the present. African-American drama of various periods will be compared to the dominant drama of the time to investigate cultural effects on this drama. Protest drama of the 1960s will receive special focus, as will the recent resurgence of African-American drama. AA/AS areas B & F; CSU area C2; IGETC area 3.

ENGL 334 Asian American Literature 3 Units
Prerequisite: ENGWR 300 with a grade of "C" or better.
Advisory: ENGWR 301.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys autobiographies and fiction written by Asian Americans; the work focuses on the experience of Asian Americans growing up in a culture that is dominated by Eurocentric influences. The selected readings were written in American English in the last 60 years by Filipino-, Chinese-, Japanese-, and Korean-Americans. The course compares and contrasts the perspectives with which these four groups of Asian-American writers shape their portrayals of their immigration, discrimination, and assimilation experiences; further, the course examines the diversities of these experiences both within and across the generations. AA/AS areas B & F; CSU area C2; IGETC area 3.

ENGL 337 Other American Literatures 3 Units
Formerly: ENGL 37A
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces heretofore neglected works from the 16th to the 20th century which have shaped our culture but are not derived from English or Western European sources. Readings are confined to works produced on this continent from discovery to the present. They include works by the following: Native Americans and European explorers colonizers; French, Spanish, and Mexican inhabitants and African slaves; Black, Asian, Latino, and contemporary Chicano/Hispanic/Mexican-American writers. Cross-cultural comparisons will reveal characteristics of diverse cultures and will create an inclusive multi-cultural canon. Comparisons will also show how diverse writings fit into the traditional Anglo Euro-centric canon. AA/AS areas B & F; CSU area C2; IGETC area 3.

ENGL 340 World Literature 3 Units
Formerly: ENGL 33
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of world literature by authors of the ancient world to the early seventeenth century. Emphasis is on Western literature; in addition to Greek and Latin masterpieces, the early national literature of Italy, France, and Spain are studied. The entire range of genres is represented and, whenever possible, works are studied in their entirety. AA/AS area B; CSU area C2; IGETC area 3.

ENGL 341 World Literature 3 Units
Formerly: ENGL 34
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the literature of the world from the eighteenth century to the present, with emphasis on European literature. It is designed to establish an understanding of the philosophies of the various cultural periods, as well as the tempers of the classicism, romanticism, and realism in literature and the related arts. AA/AS area B; CSU area C2; IGETC area 3.

ENGL 345 Mythologies of the World 3 Units
Formerly: ENGL 26
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to the characters and themes in dominant myths in world literature; creation stories; gods and goddesses; sagas of heroes; journeys to death and rebirth. Theories of the meanings of myths will be discussed. Students will also learn, through selected examples, how characters and stories in myths remain alive in modern literature and culture. AA/AS area B; CSU area C2; IGETC area 3.

ENGL 360 Women in Literature 3 Units
Formerly: ENGL 27
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
The roles women have played both as creators and as protagonists in the art of fiction will be examined in this course. The course includes reading and evaluating literature from a wide range of times, places, and ethnic groups, by both men and women, although emphasis will be on works written by women. AA/AS area B; CSU area C2; IGETC area 3.

ENGL 370 Children and Literature 3 Units
Formerly: ENGL 39
Prerequisite: None
Advisory: ENGWR 102 or 103 with a grade of "C" or better, or ENGWR 300; or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of the best literature past and present, created for children and of criteria for selecting, evaluating, and discussing children's books. It includes discussion of the history of children's literature and of current issues such as censorship, literacy, and multicultural diversity. The course is intended for prospective teachers, ECE majors, parents, and anyone who is or will be in frequent contact with children. It includes reading to children in a formal group situation. AA/AS area B; CSU area C2.

ENGL 372 Children and Literature: Storytelling 1 Unit
Formerly: ENGL 39B
Prerequisite: None
Advisory: ENGWR 102 or 103 with a grade of "C" or better, or ENGWR 300; or placement through assessment process.
Course Transferable to CSU
Hours: 18 hours LEC
This course offers further studies in children's literature, emphasizing the principal types and sources of oral literature for children. Students will study the theories of ways in which storytelling develops cognitive and language skills, social growth, self-esteem, and aesthetic appreciation in children. Studies will include multiculturally diverse story sources of oral literature such as folk tales, legends, dramatic poetry, and family and community histories. Practice in storytelling is included. This course may be repeated twice for credit. AA/AS areas B & F; CSU area C2.

**ENGL 374 Children and Literature: Multicultural Literature** 1 Unit

**Formerly:** ENGL 39C  
**Prerequisite:** None  
**Advisory:** ENGRW 102 or 103 with a grade of "C" or better, or ENGRW 300; or placement through assessment process.  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC  
This course surveys fiction and non-fiction written for children about racial and ethnic minority groups in the United States. Readings will include literature written by and about Native Americans, African Americans, Hispanic Americans, and Asian Americans. Books written in non-English languages will also be reviewed. Study will emphasize literary analysis and the values of multicultural literature in the development of children's cultural and aesthetic sensitivity. This course may be repeated twice for credit. AA/AS areas B & F; CSU area C2.

**ENGL 376 Children and Literature: Reader's Theatre** 1 Unit

**Formerly:** ENGL 39D  
**Prerequisite:** None  
**Advisory:** ENGRW 102 or 103 with a grade of "C" or better, or ENGRW 300; or placement through assessment process.  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC  
This course offers further studies in children's literature with emphasis on selecting and adapting children's literature to group writing and reading aloud dramatically in group situations. Criteria for selection and adaptation will be applied to folk literature, plays, short novels, and storybooks. The emphasis will be on using Reader's Theatre preparation to develop the child's understanding and appreciation of literary aesthetics, language skills, and cultural diversity. This course may be repeated twice for credit. AA/AS areas B & F; CSU area C2.

**ENGL 378 Young People's Literary Classics** 3 Units

**Formerly:** ENGL 45  
**Prerequisite:** ENGRW 300 with a grade of "C" or better.  
**Course Transferable to UC/CSU**  
**Hours:** 54 hours LEC  
This course is a study of works which have earned merit as classics written for both young adult and general audiences. Representative writers may include Shakespeare, Dickens, London, Stevenson, Twain, Tolkein, C.S. Lewis, and contemporary, multiculturally diverse writers such as J.D. Salinger, Jamake Highwater, Alice Walker, Maya Angelou, and Amy Tan. It includes a discussion of literary form and style, with emphasis on the contributions of such works to the development of literacy and aesthetic appreciation in young readers. AA/AS area B; CSU area C2; IGETC area 3.

**ENGL 380 Introduction to Shakespeare** 3 Units

**Formerly:** ENGL 47  
**Prerequisite:** ENGRW 300 with a grade of "C" or better.  
**Course Transferable to UC/CSU**  
**Hours:** 54 hours LEC  
This course is a survey of eight to ten representative dramatic works of Shakespeare and related literary criticism. It includes an examination of the Elizabethan worldview as a context for the plays. Attendance at live Shakespearean performances may be required. AA/AS area B; CSU area C2; IGETC area 3.

**ENGL 382 Literary Themes in Dramatic Literature** 3 Units

**Formerly:** ENGL 44  
**Prerequisite:** ENGRW 300 with a grade of "C" or better.  
**Course Transferable to UC/CSU**  
**Hours:** 54 hours LEC  
The study of drama of a variety of periods and cultures as they reflect recurring themes in literature. Attendance at live theatre productions will be required. AA/AS area B; CSU area C2; IGETC area 3.

**ENGL 390 Mystery and Detective Fiction** 3 Units

**Formerly:** ENGL 21  
**Prerequisite:** ENGRW 300 with a grade of "C" or better.  
**Course Transferable to UC/CSU**  
**Hours:** 54 hours LEC  
This course covers the study of mystery and detective fiction from beginning to the present. Representative authors are Dickens, Poe, Conan Doyle, Chesterton, Sayers, Hammet, Hillerman, Eco, Grafi, Forrest, James, Paretsky, James. AA/AS area B; CSU area C2; IGETC area 3.

**ENGL 392 Science Fiction and Fantasy** 3 Units

**Formerly:** ENGL 38  
**Prerequisite:** ENGRW 300 with a grade of "C" or better.  
**Course Transferable to UC/CSU**  
**Hours:** 54 hours LEC  
Survey of the principal types of science fiction and fantasy including analysis of traditional as well as contemporary works. AA/AS area B; CSU area C2.

**ENGL 493 Short Literary Topics** 1-2 Units

**Formerly:** ENGL 25A  
**Prerequisite:** ENGRW 300 with a grade of "C" or better.  
**Course Transferable to CSU**  
**Hours:** 18-36 hours LEC  
This course will provide a brief study of an area of literature or an overview of a literary subject. Specifically, courses might be offered in a particular subgenre (for example, the sonnet or the fairy tale), author, short literary period (for example, the Harlem Renaissance), or theme (for example, the Monster in Literature). Individual course descriptions are provided in the class schedule. The course may be taken four times for a maximum of six units.

**ENGL 494 Topics in English - Literature** 3 Units

**Formerly:** ENGL 25  
**Prerequisite:** ENGRW 300 with a grade of "C" or better.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  
This is a literature course to be scheduled as needed under a title describing specific content. It provides the opportunity to focus on an in-depth study of specific literary subjects or genres. The course will offer and extensive study of works by significant writers or of literature defined by theme, region, religion, or human experiences. Possible titles include Retelling Stories, The Love Story, The Far West, The Military Experience in Literature, The Hero in Contemporary Fiction, Humor in American Fiction. May be taken twice for credit. AA/AS area B; CSU area C2.

**ENGRD 12 Reading Center: Basic Reading Skills** .5-2 Units

**Formerly:** ENGL 268  
**Prerequisite:** Placement through assessment process or completion of ESLR 50 with a grade of "C" or better.  
**Hours:** 27-108 hours LAB  
The Reading Center offers individualized instructional modules designed to acquire or improve reading skills in specific areas. Course offerings vary, depending upon needs and abilities. A partial list includes the following: Comprehension (beginning-intermediate levels), Vocabulary Development (beginning-intermediate levels), Critical Reading, Study Skills, Spelling
ENGRD 15  Basic Reading Skills  3 Units  
Formerly: ENGL 270
Prerequisite: One or more units of ENGRD 12 with "credit" grade, or placement through assessment process.
Advisory: Concurrent enrollment in ENGWR 51.
Hours: 54 hours LEC
This course provides instruction in techniques for improving skills basic to all reading. It involves intensive work with word attack, literal comprehension, vocabulary and study skills, to include practice with multicultural reading materials and strategies. Individual work in the Learning Resource Center may be required by the instructor. May be taken twice for credit.

ENGRD 18  Reading Strategies for Success in Certificate Program, Level 1  1.5 Units  
Formerly: ENGL 206
Prerequisite: Placement through the assessment process.
Hours: 27 hours LEC
This course is designed to sharpen the reading skills of students enrolled in campus certificate programs. Students will learn contextual vocabulary and spelling and review basic reading and listening skills. Additionally, the course will cover textbook reading techniques and workplace related reading skills. Students will also participate in team-building and role-playing exercises. Additional hours may be required in the Learning Resource Center.

ENGRD 116  Proficient Reading  3 Units  
Formerly: ENGL 78
Prerequisite: ENGRD 15 with a grade of "C" or better, or placement through assessment.
Advisory: Concurrent enrollment in ENGWR 102 or 103.
Hours: 54 hours LEC
This course analyzes expository and argumentative essays, textbooks and literature in preparation for ENGRD 310 or 312. It emphasizes recognition of an author's thesis, supporting details, point of view, purpose and tone through an in-depth analysis of an essay's introduction, body and conclusion. It will also focus on applying study strategies for comprehending and retaining information from textbooks in preparation for test. Individual work in the Learning Resource Center, Writing Across the Curriculum Program or Reading Across the Disciplines Program may be required. This course may be taken twice for credit.

ENGRD 117  Reading Center: Reading Skills  .5-2 Units  
Formerly: ENGL 68
Prerequisite: Placement through assessment process.
Advisory: ENGRD 12.
Hours: 27-108 hours LAB
The Reading Center offers individualized instructional modules designed to strengthen reading skills in specific areas. Course offerings vary, depending upon needs and abilities. A partial list includes the following: Comprehension (advanced levels), Vocabulary Development (advanced levels), Speed Reading, Critical Reading, Textbook Reading, Reading for the Proficiency Exam, Study Skills, Tutor Training. Credit/No Credit only. The same module may not be repeated for credit and is not a substitute for any Reading or ESL course. Scheduling is flexible. Enrollment is open through the 12th week of the semester. Units are awarded upon the successful completion of modules. May be taken four times for credit with a maximum of six units.

ENGRD 115  College Analytical and Speed Reading  3 Units  
Formerly: ENGL 4
Prerequisite: ENGRD 116 with a grade of "C" or better, or placement through assessment process.
Advisory: Concurrent enrollment in ENGWR 300.
Course Transferable to CSU
Hours: 54 hours LEC
This overview course covers the theory and practice of critical reading skills and speed needed for successful academic performance with an emphasis on the following: (1) critical and analytical evaluation of college level expository and argumentative essays, (2) development of flexible reading rate and speed, (3) critical analysis and evaluation of research, (4) vocabulary development, and (5) application in multicultural essays, journals, fiction and nonfiction reading. Individual work in the Learning Resource Center, Writing Across the Curriculum or Reading Across the Disciplines programs may be required. May be taken twice for credit. AA/AS area 4B.

ENGRD 116  Proficient Reading  3 Units  
Formerly: ENGL 78
Prerequisite: ENGRD 15 with a grade of "C" or better, or placement through assessment.
Advisory: Concurrent enrollment in ENGWR 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course offers individualized instructional modules designed to acquire or improve reading skills in the various content area classes. Course offerings vary, depending upon the needs and abilities of the student. A partial list may include the following: textbook comprehension, principles of learning and retention, note taking, annotating, discipline-based vocabulary, paraphrasing, reading graphics, test taking, speed reading and research techniques. Credit/No Credit. Registration is open through the twelfth week of the semester. May be taken four times for a maximum of two units.

ENGRD 312  Academic Textbook Reading  3 Units  
Formerly: ENGL 5
Prerequisite: ENGRD 116 with a grade of "C" or better, or placement through assessment process.
Advisory: Concurrent enrollment in ENGWR 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course will concentrate on the refinement of the ability to read, understand and respond to college-level textbooks across the curriculum. Emphasis is on critical thinking, graphs, discipline-based vocabulary, and reading rates as they relate to academic success. AA/AS area 4B.

ENGRD 314  Reading Across the Disciplines (RAD)  .5-1 Units  
Formerly: ENGL 6
Prerequisite: None
Corequisite: Enrollment in a transfer level content area course.
Course Transferable to CSU
Hours: 27-54 hours LAB
This course offers individualized instructional modules designed to acquire or improve reading skills in the various content area classes. Course offerings vary, depending upon the needs and abilities of the student. A partial list may include the following: textbook comprehension, principles of learning and retention, note taking, annotating, discipline-based vocabulary, paraphrasing, reading graphics, test taking, speed reading and research techniques. Credit/No Credit. Registration is open through the twelfth week of the semester. May be taken four times for a maximum of two units.

ENGRD 43  Spelling  2 Units  
Formerly: ENGL 201
Prerequisite: None
Hours: 36 hours LEC
This course emphasizes the improvement of spelling through study of basic rules of spelling and application of those rules. Readings, writing and individualized spelling lists will be required throughout the course to supplement and reinforce spelling rules.

ENGRD 51  Developmental Writing  4 Units  
Formerly: ENGL 256
Prerequisite: One or more units of ENGRD 53 with "credit" grade, or placement through assessment.
Advisory: Concurrent enrollment in ENGRD 15.
Hours: 72 hours LEC
This course focuses on basic writing skills, emphasizing the connection between writing and reading. This course includes reading, studying and responding orally and in writing to short, nonfiction multicultural selections at an appropriate level. The course emphasizes the writing process and development of specific skills within the sentence, paragraph and essay forms in preparation for ENGRD 102 or 103. The course also emphasizes the reading process and development of comprehension skills. One or more hours may be required in the Learning Resource Center. This course may be taken twice for credit.
Reading Courses

with corresponding writing courses

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

Readiness for college-level reading

ENGRD 15
(formerly English 270)
Basic Reading Skills
3 units
lecture/discussion

Corresponding writing level: ENGRWR51

ENGRD 12
(formerly English 268)
Reading Center: Basic Reading Skills
5-2 units
Individualized reading modules
Open entry/exit

Corresponding Writing Center: ENGRWR53

College Level
(AA/AS degree-applicable)

ENGRD 116
(formerly English 78)
Proficient Reading
3 units
lecture/discussion

Corresponding writing level: ENGRWR102/ENGRWR103

ENGRD 117
(formerly English 68)
Reading Center: Reading Skills
.5-2 units
Individualized reading modules
Open entry/exit

Corresponding Writing Center: ENGRWR104

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

Corresponding writing level: ENGRWR300

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

ENGRD 312
(formerly English 5)
Academic Textbook Reading
3 units
lecture/discussion

Corresponding writing level: ENGRWR300

or

ENGRD 314
(formerly English 6)
Reading Across the Disciplines (RAD)
.5-1 unit, Credit/No Credit
Drop-in program for assistance with reading assignments in academic classes across the disciplines.
Open entry/exit

Corresponding writing program: Writing Across the Curriculum (WAC)

Referral
Instructors may refer a student, or student may self-refer.
Composition Courses

with corresponding reading courses

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

Readiness for college-level writing
College Level (AA/AS degree-applicable)
Transfer Level (Transfers to CSU & UC)

ENGWR 51
(Formerly English 254)
Developmental Writing
4 units
lecture/discussion
Corresponding reading level: ENGRD15

ENGWR 103
(Formerly English 60)
Practical Communication*
3 units
lecture/discussion
Corresponding reading level: ENGRD116

ENGWR 102
(Formerly English 58)
Proficient Writing**
3 units
lecture/discussion or individualized
Corresponding reading level: ENGRD116

ENGWR 300
(Formerly English 1A)
College Composition*
3 units
lecture/discussion or individualized
Corresponding reading levels: ENGRD310/ENGRD 312

ENGWR 301
(Formerly English 1B)
College Composition
& Literature

ENGWR 302
(Formerly English 1C)
Advanced Composition & Critical Thinking

ENGWR 53
(Formerly English 254)
Writing Center: Basic Writing Skills
.5-2 units
Individualized writing modules. Open entry/exit
Corresponding Reading Center: ENGRD12

ENGWR 104
(Formerly English 54)
Writing Center: Writing Skills
.5-2 units
Individualized writing modules. Open entry/exit
Corresponding Reading Center: ENGRD117

ENGWR 53
(Formerly ENG 254)
Writing Across the Curriculum (WAC)
.5-1 unit, Credit/No Credit
Drop-in program for assistance with writing assignments in academic classes across the curriculum. Open entry/exit
Corresponding reading program: Reading Across the Disciplines (RAD)

* Fulfills writing competency requirement for AA/AS degree.
** Pre-requisite for ENGRD300

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ENGWR 52  Writing Strategies for Success in Certificate Programs, Level 1  1.5 Units
Formerly: ENGL 265
Prerequisite: Placement through the assessment process.
Hours: 27 hours LEC
This course is designed to sharpen the writing skills of students enrolled in campus certificate programs. Topics will include techniques for creating and understanding memos and directions, job-related forms and other workplace related writing. In addition, listening skills, group interaction techniques, and problem-solving skills will be introduced. Additional hours may be required in the Learning Resource Center.

ENGWR 53  Writing Center: Basic Writing Skills .5-2 Units
Formerly: ENGL 254
Prerequisite: Placement through the assessment process or ESLR 50 and ESLW 50 with a grade of "C" or better.
Advisory: BUSTEC 300 or CISC 300.
Hours: 27-108 hours LAB
This course offers individualized instruction modules (mini English courses) that focus on improving basic writing skills, including familiarity with the writing process, sentence writing, and paragraph writing, as well as editing and proofreading. Course offerings vary depending on a student's needs and skill levels. Computers will be used to produce writing assignments. The same module may not be repeated for credit. This course is not a substitute for any other English course. Registration is open through the twelfth week of the semester. Credit/No Credit only. May be taken three times.

ENGWR 102  Proficient Writing  3 Units
Formerly: ENGL 58
Prerequisite: ENGWR 51 with a grade of "C" or better, or placement through assessment process.
Advisory: Concurrent enrollment in ENGRD 116.
Hours: 54 hours LEC
This course emphasizes topic selection, prewriting, organization of ideas, and development of introductory, body, and concluding paragraphs for expository and argumentative essays in preparation for ENGWR 300. It also includes the review and further development of sentence writing and editing skills and analysis of selected readings. One or more additional hours in the Learning Resource Center or Writing Across the Curriculum or Reading Across the Disciplines programs may be required. The course includes a departmental proficiency exam.

ENGWR 103  Practical Communication  3 Units
Formerly: ENGL 60
Prerequisite: ENGWR 51 with a grade of "C" or better, or placement through assessment process.
Advisory: Concurrent enrollment in ENGRD 116.
Hours: 54 hours LEC
This course will present methods of organizing ideas and writing for college and career: reports, resumes, business correspondence. It will include research techniques and intensive review of grammar, spelling and mechanics. The course is designed for students who do not plan to transfer. One or more additional hours per week in the Learning Resource Center may be required.

ENGWR 104  Writing Center: Writing Skills .5-2 Units
Formerly: ENGL 54
Prerequisite: Completion of at least 1 unit of ENGWR 53 or placement through assessment process.
Advisory: BUSTEC 300 or CISC 300.
Hours: 27-108 hours LAB
This course offers individualized instruction modules (mini English courses) that focus on improving writing skills, including intermediate to advanced sentence, paragraph, and essay writing, research paper writing, literary analysis, as well as editing and proofreading. Course offerings vary depending on a student's needs and skill levels. Computers will be used to produce writing assignments. The same module may not be repeated for credit. This course is not a substitute for any other English courses. Registration is open through the twelfth week of the semester. Credit/No Credit only. May be taken three times.

ENGWR 142  Writing in the Workplace: Essentials of Practical Communication  1 Unit
Formerly: ENGL 62
Prerequisite: None
Hours: 18 hours LEC
This course is designed to sharpen the skills of workplace writers. It helps them identify their audience and then establish a purpose and strategy for successful written communication. The course also reviews sentence patterns and punctuation as well as principles of usage, especially as they are applied in the workplace. Teamwork and peer editing are practiced. Students keep a portfolio of their memos, letters, and other writing assignments.

ENGWR 300  College Composition  3 Units
Formerly: ENGL 1A
Prerequisite: ENGWR 102 with a grade of "C" or better, or placement through assessment process.
Advisory: Concurrent enrollment in ENGRD 310 or 312.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course emphasizes writing, reading, and critical thinking skills essential for successful completion of a four-year college program. Writing assignments include expository and argumentative papers (6,500 words minimum for course). A research paper written in the MLA format is required. Works read and analyzed will include essays exhibiting a variety of structures and styles. One or more additional hours per week may be required in the Learning Resource Center or the Writing Across the Curriculum or Reading Across the Disciplines programs. (CAN ENGL 2) AA/AS area D1; CSU area A2; IGETC area 1A; (ENGL SEQ A Sum of ENGWR 300 and 301).

ENGWR 301  College Composition and Literature  3 Units
Formerly: ENGL 1B
Prerequisite: ENGR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
1) This course further develops analytical skills through writing and discussion. It examines methods by which people are persuaded to think, believe, and/or act. It also includes analyses of arguments or expressions of opinions for their validity and soundness. Finally, it focuses on critically assessing, developing, and effectively expressing opinions on issues, including cultural diversity. It emphasizes thinking clearly and organizing thought carefully by using principles of logic. The course includes writing a minimum of 6,500 words. AA/AS area D1; CSU area A2; IGETC area 1B; (ENGL SEQ A Sum of ENGWR 300 and 301).

ENGWR 302  Advanced Composition and Critical Thinking  3 Units
Formerly: ENGL 1C
Prerequisite: ENGR 300 with a grade of "C" or better.
Advisory: English 4.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course further develops analytical skills through writing and discussion. It examines methods by which people are persuaded to think, believe, and/or act. It also includes analyses of arguments or expressions of opinions for their validity and soundness. Finally, it focuses on critically assessing, developing, and effectively expressing opinions on issues, including cultural diversity. It emphasizes thinking clearly and organizing thought carefully by using principles of logic. The course includes writing a minimum of 6,500 words. AA/AS area D2; CSU area A3; IGETC area 1B.

ENGWR 330  Writing for Publication  3 Units
Formerly: ENGL 14A
Prerequisite: None
Advisory: ENGWR 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to sharpen the skills of workplace writers. It helps them identify their audience and then establish a purpose and strategy for successful written communication. The course also reviews sentence patterns and punctuation as well as principles of usage, especially as they are applied in the workplace. Teamwork and peer editing are practiced. Students keep a portfolio of their memos, letters, and other writing assignments.
This is an introductory course on writing nonfiction for publication. Emphasis will be on developing a saleable magazine article; finding ideas and analyzing print and online publications: writing a query letter; researching and interviewing; organizing, writing, and illustrating an article. AA/AS area D2

**ENGWR 331 Writing for Publication**  
Formerly: ENGL 14B  
Prerequisite: None  
Advisory: ENGWR 300 or 330 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 27 hours LEC

This course offers a marketing approach to selling nonfiction writing. The course surveys print and online publication, including consumer magazines, trade journals, specialty publications, regional magazines, and local markets. Topics include an analysis of a variety of magazine article styles and types; writing and sending articles to the marketplace; individual and class criticism of student manuscripts. Emphasis is on increasing freelance writing production. The course may be taken twice for credit.

**ENGWR 342 Introduction to Technical/Professional Communication**  
Formerly: ENGL 13A  
Prerequisite: None  
Advisory: ENGWR 102 or 103 or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC

This course emphasizes principles of reader-centered writing for the workplace, focusing specifically on aspects of technical and professional communication. The course teaches the writing of documents used in businesses, academia, industry, and government. These documents may include memos, letters, brochures, reports, procedures, proposals, grants, scientific reports, web sites, software documentation, and case studies. The course may include team projects that require collaboration outside the classroom. One or more additional hours per week may be required in the Learning Resources Center. AA/AS area D2

**ENGWR 344 Technical/Professional Communication: Writing Reports**  
Formerly: ENGL 13C  
Prerequisite: None  
Advisory: ENGWR 103.  
Course Transferable to CSU  
Hours: 18 hours LEC

This course emphasizes the writing of reports for the workplace and for technical and scientific disciplines. The course covers audience analysis, standard report formats, research techniques, and concise, grammatical writing.

**ENGWR 348 Technical/Professional Communication: Plain English**  
Formerly: ENGL 13E  
Prerequisite: None  
Advisory: ENGWR 102 or 103.  
Course Transferable to CSU  
Hours: 18 hours LEC

This course emphasizes the use of clear, concise English in professional writing. The course begins with a brief review of English grammar and then covers common writing problems. The course also teaches professional editing techniques.

**ENGWR 350 Technical/Professional Communication: Proposal Writing**  
Formerly: ENGL 13F  
Prerequisite: None  
Advisory: ENGWR 342.  
Course Transferable to CSU  
Hours: 18 hours LEC

This course emphasizes the writing of proposals. It includes planning, writing, and evaluating proposals, both formal and informal, solicited and unsolicited. Special attention is given to requests for proposal (RFPs) and how to respond to them. The use of workplace projects is encouraged. A collaborative project is required.

**ENGWR 352 Technical/Professional Communication: Writing Technical Manuals**  
Formerly: ENGL 13G  
Prerequisite: None  
Advisory: ENGWR 342.  
Course Transferable to CSU  
Hours: 54 hours LEC

This course is designed for professionals in design technology, computer science, engineering, and communications. This course explains how to design and write technical manuals for the users, technical support staff, and developers of technical products. The course offers strategies for audience and task analysis, product learning, document design, drafting, procedure writing, and revision. Desktop publishing tools are used to produce a portfolio-quality manual.

**ENGWR 354 Introduction to Careers in Technical Communication**  
Formerly: ENGL 13H  
Prerequisite: None  
Advisory: ENGWR 102 or 103.  
Course Transferable to CSU  
Hours: 18 hours LEC

This course examines trends in the profession of technical writing, including job opportunities, salaries, responsibilities, requirements, and tools. Permanent employment is compared to independent contracting and contracting with agencies. Visiting technical writers describe a day on the job and share tips for getting started. Topics include letters of application, resumes, and portfolios.

**ENGWR 356 Writing Formal Reports**  
Formerly: ENGL 13I  
Prerequisite: None  
Advisory: ENGWR 342 or 344.  
Course Transferable to CSU  
Hours: 18 hours LEC

This technical writing course covers all the elements of formal reports, including how to write letters of transmittal, create title pages, automatically generate tables of contents, write executive summaries, format pages, and prepare glossaries and appendices. Style lessons focus on controlling tone, tense, person, and voice.

**ENGWR 358 Writing Training Materials**  
Formerly: ENGL 13J  
Prerequisite: None  
Advisory: ENGWR 342 or 344.  
Course Transferable to CSU  
Hours: 18 hours LEC

This technical writing course focuses on developing training materials, including student handbooks, instructor guides, and other instructional aids. The course surveys instructional design theory and the impact of technology in the form of CBT (Computer-Based Training) and WBT (Web-Based Training).

**ENGWR 480 Honors College Composition**  
Formerly: ENGL 1A-H  
Prerequisite: Placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC

This honors composition course requires the analysis of professional essays and at least one full-length volume of non-fiction that exhibit complexity in both subject and structure. It emphasizes writing carefully reasoned, stylistically sophisticated essays of varying lengths and in varying rhetorical modes; at least one of those essays requires research and appropriate MLA documentation. Essays written during the term will total at least 6,500 words. One or more additional hours per week in the Learning Resources Center or Writing Across the Curriculum or Reading Across the Disciplines programs may be required. AA/AS area D1; CSU area A2; IGETC area 1A.
ENGWR 481  Honors College Composition and Literature  
3 Units

Formerly: ENGL 1B-H  
Prerequisite: Cumulative GPA of 3.0 or higher; ENGWR 300 or ENGWR 480 Honors with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This is an advanced course in critical reasoning and writing about literature. It examines the four major genres—the novel, the short story, poetry, and drama by authors representing diverse perspectives. It will explore principles of formal and informal logic, characteristics of sophisticated writing, and means of recognizing logical fallacies. Written analyses will total at least 6,500 words and will include material from secondary sources, cited and documented according to MLA format. Attendance at a live theater production may be required. One or more additional hours per week in the Learning Resource Center or Writing Across the Curriculum or Reading Across the Disciplines programs may be required. AA/AS area D2; CSU area A3; IGETC area 1B.

ENGWR 482  Honors Advanced Composition and Critical Thinking  
3 Units

Formerly: ENGL 1C-H  
Prerequisite: Cumulative GPA of 3.0 or higher; ENGWR 300 or ENGWR 480 Honors with a grade of "C" or better.  
Advisory: ENGRD 310 or 312.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

This is a course in critical reasoning, reading, and writing requiring a high level of competence in English composition. Complex texts (essay and book-length works) reflecting a variety of cultural, historical, and philosophical perspectives will be read, discussed, and analyzed. The course includes inductive and deductive reasoning, fallacious reasoning, and use of persuasive language. The minimum word requirement of 6,500 words will be divided among at least four formal essays, ranging from 1,000-3,000 words each, two of which will include primary and secondary research and MLA format. Several group and individual class presentations will be required. AA/AS area D2; CSU area A3; IGETC area 1B.
American River College offers courses in English as a Second Language (ESL) designed to provide students with a command of the English language necessary to pursue both transfer and career goals.

**ESL 40**  
**ESL Through Computer Technology**  
2 Units  
Formerly: ESL 270T  
Prerequisite: ESLL 30, ESLR 30, and ESLW 30 with a grade of “C” or better or placement through the assessment process.  
Corequisite: ESLL 40, ESLR 40, and ESLW 40.  
Hours: 18 hours LEC; 54 hours LAB  
The course is designed to introduce intermediate-low ESL students to the basic vocabulary patterns connected with computer usage. It includes use of student email, the American River College web site, basic word processing, and the Internet. Credit/no credit only. May be taken twice for credit.

**ESL 50**  
**Introduction to Online Instruction of ESL Students**  
2 Units  
Formerly: ESL 280T  
Prerequisite: ESL 40 with credit.  
Advisory: ESLL 50, ESLR 50, and ESLW 50.  
Hours: 18 hours LEC; 54 hours LAB  
This course is designed to introduce the language and skills needed to enroll in and successfully complete an online course in a sheltered computer classroom. Emphasis will be on practicing communication skills in a computer classroom which mirrors an online environment. Using email, bulletin boards, and chat rooms to practice communication skills and web sites, to practice reading skills, and to critically evaluate web sources. Credit/no credit only. May be taken twice for credit.

**ESL 97**  
**ESL Center: Skills in ESL**  
.5-1.5 Units  
Formerly: ESL 265  
Prerequisite: ESLL 30, ESLR 30, and ESLW 30 with a grade of “C” or better or placement through the assessment process.  
Advisory: Concurrent enrollment in at least one ESL course at the 40, 50 or 310 level.  
Hours: 27-81 hours LAB  
Coursework consists of a variety of self-study modules on such topics as grammar, composition, reading, vocabulary, listening, pronunciation, study skills, and work place skills and is designed to develop and reinforce English language skills at high beginning and intermediate levels. Independent work on complex assignments will be required. Credit/No Credit grading only. May be taken for a maximum of 6 units.

**ESL 181**  
**ESL Center: Skills in ESL**  
.5-1.5 Units  
Formerly: ESL 65  
Prerequisite: ESLL 310, ESLR 310, and ESLW 310 with a grade of “C” or better or placement through the assessment process.  
Advisory: Concurrent enrollment in at least one ESL course at the 320, 330, or 340 level.  
Hours: 27-81 hours LAB  
Coursework consists of a variety of self-study modules on such topics as grammar, composition, reading, vocabulary, listening, pronunciation, study skills, and work place skills and is designed to develop and reinforce English language skills at advanced levels. Independent work on complex assignments will be required. Credit/No Credit grading only. May be taken for a maximum of 6 units.

**ESL 310**  
**U.S. Culture Through Film**  
3 Units  
Formerly: ESL 1C  
Prerequisite: ESL 50 with a grade of “C” or better or placement through assessment process.  
Course Transferrable to CSU  
Hours: 54 hours LEC  
This course provides opportunities for non-native speakers of English to become familiar with and make sense of aspects of U.S. culture through the medium of American film and video. Students will watch, discuss, and comment on films chosen for their illumination of selected culture topics. One or more additional hours in the Learning Resource Center may be required. Course includes departmental final examination.

**ESL 350**  
**Advanced Composition and Literature**  
4 Units  
Formerly: ESL 6  
Prerequisite: ESLW 340 and ESLR 340 with a grade of “C” or better.  
Course Transferrable to UC/CSU  
Hours: 72 hours LEC  
This course covers reading and interpreting major types of literature, including poetry, drama and fiction. It includes study in critical thinking and essay writing and emphasizes reading, oral, and written analysis of major literary works. Attendance at a live theatre production is encouraged. Students will be required to write at least 6,500 words. AA/AS area D2; CSU area A3

**ESL 496**  
**Teaching Assistant in English As a Second Language**  
2 Units  
Formerly: ESL 46  
Prerequisite: ESLW 340 or ENGWYR 300 with a grade of “C” or better.  
Advisory: ESLW 341 or ENG 305.  
Course Transferrable to CSU  
Hours: 27 hours LEC; 36 hours LAB
This course is designed to prepare tutors to work with ESL learners. Lectures cover ESL theory, methodology and tutoring techniques. Laboratory sessions permit tutors to apply what they learn in the classroom while working with ESL students.

**ESL - Grammar**

**ESLG 50 Intermediate-Mid Grammar** 4 Units  
Formerly: ESL 280G  
Prerequisite: ESLW 40 with a grade of “C” or better, or placement through the assessment process.  
Advisory: Concurrent enrollment in an ESL Listening and Speaking, Reading, and/or Writing course at the student's assessed level(s).  
Hours: 72 hours LEC  
This course concentrates on the fundamental grammatical structures of English at the Intermediate-Mid Level. It focuses on grammatical structures in appropriate contexts. Oral and written practice with an emphasis on sentence structure and verb tenses is included.

**ESLG 310 Intermediate-High Grammar** 4 Units  
Formerly: ESL 1G  
Prerequisite: ESLG 50 with a grade of “C” or better or placement through the assessment process.  
Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.  
Course Transferable to CSU  
Hours: 72 hours LEC  
This course focuses on further practice of the forms, meanings, and usage of grammatical structures of English at the intermediate-high level. Verbal practice in class reinforces the structures studied.

**ESLG 320 Advanced-Low Grammar** 4 Units  
Formerly: ESL 2G  
Prerequisite: ESLG 310 with a grade of “C” or better or placement through the assessment process.  
Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.  
Course Transferable to CSU  
Hours: 72 hours LEC  
This course focuses on practice in the forms and meanings of major structures used in writing with an emphasis on clause structure at the advanced-low level. Oral practice reinforces the structures studied. Assignments emphasize sentence structure in the context of longer written work.

**ESL - Listening**

**ESL 20 Novice Listening and Speaking** 4 Units  
Formerly: ESL 200L  
Prerequisite: None  
Advisory: One year of adult school and concurrent enrollment in ESL Reading and Writing courses at the student's assessed levels are highly recommended.  
Hours: 72 hours LEC  
This course focuses on understanding and producing appropriate language utilizing learned phrases and expressions required for everyday communication. Basic clarification strategies will be demonstrated and practiced. English sounds and intonation patterns will be introduced. Credit/no credit grading only. May be taken twice for credit.

**ESL 30 Novice-High Listening and Speaking** 4 Units  
Formerly: ESL 260L  
Prerequisite: Placement through assessment.  
Advisory: Concurrent enrollment in an ESL Reading and/or Writing course at the student's assessed level.  
Hours: 72 hours LEC  
This is a course in listening comprehension and practical conversation for non-native English speakers who plan to take college courses. The sounds of American English, stress, rhythm, and intonation patterns will be introduced. Credit/no credit grading only. May be taken twice for credit.

**ESL 40 Intermediate-Low Listening and Speaking** 4 Units  
Formerly: ESL 270L  
Prerequisite: ESL 30 with a grade of “C” or better, or placement through assessment.  
Advisory: Concurrent enrollment in an ESL Reading and Writing course at the student's assessed level.  
Hours: 72 hours LEC  
This is a course that develops the listening and speaking skills needed to succeed in college courses. Activities will focus on developing phrases and sentences to communicate ideas in familiar situations. The course includes group and individual listening and speaking activities, an overview of American English sounds, and practice in stress, rhythm, and intonation. May be taken twice for credit.

**ESL 50 Intermediate-Mid Listening and Speaking** 4 Units  
Formerly: ESL 280L  
Prerequisite: ESL 40 with a grade of “C” or better or placement through assessment.  
Advisory: Concurrent enrollment in an ESL Reading and Writing course at the student's assessed level.  
Hours: 72 hours LEC  
This is a course to help students understand and be understood in both familiar and unfamiliar situations. Class activities will introduce academic listening and speaking activities and will continue to work on pronunciation skills. May be taken twice for credit.

**ESL 310 Intermediate-High Listening and Speaking** 4 Units  
Formerly: ESL 1L  
Prerequisite: ESL 50 with a grade of “C” or better, or placement through assessment.  
Advisory: Concurrent enrollment in an ESL Reading and Writing course at the student's assessed level.  
Course Transferable to CSU  
Hours: 72 hours LEC  
This is a course to further practice and develop listening and speaking for academic purposes, including comprehension of lecture, note-taking, and classroom discussion. This course covers a review of American English sounds with emphasis on understanding and producing stress, rhythm, and intonation patterns to communicate effectively. May be taken twice for credit.

**ESL 320 Advanced-Low Listening and Speaking** 4 Units  
Formerly: ESL 2L  
Prerequisite: ESL 310 with a grade of “C” or better or placement through assessment.  
Advisory: Concurrent enrollment in an ESL Reading and Writing course at the student's assessed level.  
Course Transferable to CSU  
Hours: 72 hours LEC  
This is a course that develops the listening and speaking skills needed to succeed in college courses. Activities will focus on developing phrases and sentences to communicate ideas in familiar situations. The course includes group and individual listening and speaking activities, an overview of American English sounds, and practice in stress, rhythm, and intonation. May be taken twice for credit.

**ESLP 85 Pronunciation** 2 Units  
Formerly: ESL 288P  
Prerequisite: ESL 40 with a grade of “C” or better or placement through the assessment process.  
Hours: 36 hours LEC  
This course is designed to improve pronunciation. It offers intensive practice in the pronunciation and recognition of American English sounds. This course will introduce intonation patterns of English, syllables, and stress. May be taken twice for credit.
ESL - Reading

**ESLR 20  Novice Reading** 4 Units
Formerly: ESL 200R
Prerequisite: None
Advisory: One year of adult school and concurrent enrollment in ESL Writing and Speaking courses at the student's assessed level.
Hours: 72 hours LEC
This course focuses on literal understanding of readings including basic vocabulary. There will be a focus on expanding basic vocabulary through readings, word parts, and word form activities. The concepts of using context and giving personal reactions to readings will be introduced. Credit/no credit grading. May be taken twice for credit.

**ESLR 30  Novice-High Reading** 4 Units
Formerly: ESL 260R
Prerequisite: Placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking course at the student's assessed level.
Hours: 72 hours LEC
This course is an introduction to reading words, phrases, and sentences in short texts for non-native speakers who plan to take college courses. It will cover core vocabulary, literal comprehension, and grammar necessary to understand short readings. Credit/no credit grading only. May be taken twice for credit.

**ESLR 40  Intermediate-Low Reading** 4 Units
Formerly: ESL 270R
Prerequisite: None
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student's assessed level.
Hours: 72 hours LEC
This course focuses on developing reading skills with an emphasis on building vocabulary, literal comprehension, and fluency. Students will discuss and write about readings.

**ESLR 50  Intermediate-Mid Reading** 4 Units
Formerly: ESL 280R
Prerequisite: ESLR 40 with a grade of "C" or better or placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student's assessed level.
Hours: 72 hours LEC
This course focuses on the introduction of academic reading skills, with an emphasis on vocabulary development, literal comprehension, and dictionary skills. Course activities will include understanding, analyzing, discussing and writing responses to ideas expressed in readings.

**ESLR 310  Intermediate-High Reading** 4 Units
Prerequisite: ESLR 50 with a grade of "C" or better, or placement through assessment.
Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.
Course Transferable to CSU
Hours: 72 hours LEC
This course focuses on the introduction of academic reading skills with an emphasis on speed, vocabulary expansion, and comprehension of ideas, and introduces library use. Practice will be provided in understanding, paraphrasing, summarizing, and responding, either orally or in writing, to ideas expressed in reading.

**ESLR 320  Advanced-Low Reading** 4 Units
Prerequisite: ESLR 310 with a grade of "C" or better or placement through assessment.
Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.
Course Transferable to CSU
Hours: 72 hours LEC
This course focuses on refining academic reading skills with an emphasis on speed, vocabulary development, and analytical comprehension. It will also include practice in research and synthesizing skills and extensive writing based on critical analysis of readings.

**ESLR 340  Advanced Reading Skills Through Literature** 4 Units
Prerequisite: ESLR 320 with a grade of "C" or better, or placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student's assessed level.
Course Transferable to CSU
Hours: 72 hours LEC
This course is designed to improve vocabulary and reading skills for the advanced ESL learner. Readings will include various forms of literature from a variety of cultural groups. It covers a wide variety of selections including essays, poetry, drama, short stories and novels. This course emphasizes critical thinking and reading skills needed for academic performance: (1) vocabulary development (2) analysis and comprehension skills (3) flexibility of reading rate. It also emphasizes the comparison contrast of universal and metaphorical themes, as applied in various cultures. AA/AS area 4B.

ESL - Writing

**ESLW 20  Novice Writing** 4 Units
Formerly: ESL 200W
Prerequisite: None
Advisory: One year of adult school and concurrent enrollment in ESL Reading and Speaking courses at the student's assessed level.
Hours: 72 hours LEC
This course focuses on the introduction of academic writing skills which include theme development, outlining, composing, and correcting writing using common and everyday vocabulary. Emphasis will be demonstrated and practiced. Credit/no credit grading. May be taken twice for credit.

**ESLW 30  Novice-High Writing** 4 Units
Formerly: ESL 260W
Prerequisite: Placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student's assessed level.
Hours: 72 hours LEC
This course is an introduction to writing in English for non-native speakers who plan to take college courses. It covers simple sentences and paragraph structures. Credit/no credit grading only. May be taken twice for credit.

**ESLW 40  Intermediate-Low Writing** 4 Units
Formerly: ESL 270W
Prerequisite: ESLW 30 with a grade of "C" or better or placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student's assessed level.
Hours: 72 hours LEC
This course provides practice in writing focused paragraphs with a clear beginning, middle and end. Critical thinking skills and correct grammar in writing will be stressed.

**ESLW 50  Intermediate-Mid Writing** 4 Units
Formerly: ESL 280W
Prerequisite: ESLW 40 with a grade of "C" or better, or placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Writing course at the student's assessed level.
Hours: 72 hours LEC
This course covers techniques essential to essay writing. Control of sentence structure in longer pieces of writing will continue to be developed.
ESL 85  Parts of Speech  2 Units
Formerly: ESL 288F
Prerequisite: ESLW 40 with a grade of "C" or better or placement through the assessment process.
Hours: 36 hours LEC
This course covers the most important parts of speech in English. Course activities focus on identifying and using nouns, pronouns, adjectives, adverbs, verbs, prepositions, and conjunctions in basic sentences. May be taken twice for credit.

ESLW 86  Spelling  2 Units
Formerly: ESL 288S
Prerequisite: ESLR 40 and ESLW 40 with a grade of "C" or better or placement through the assessment process.
Hours: 36 hours LEC
This course is designed for students who need to improve their spelling. It includes an introduction to the basic spelling rules and patterns of English. Activities will provide practice with homophones, suffixes and plurals. The course will foster competence in spelling. May be taken twice for credit.

ESLW 310  Intermediate-High Writing  4 Units
Prerequisite: ESLW 50 with a grade of "C" or better, or placement through assessment.
Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course further develops the ability to respond to a variety of essay assignments. Class discussions and written responses to readings and prompts will exercise critical thinking skills. Control of a range of sentence structures will be refined.

ESLW 311  Intermediate Editing and Grammar Review for ESL Writers  2 Units
Formerly: ESL 1E
Prerequisite: None
Corequisite: ESLW 310 or ESLW 320.
Course Transferable to CSU
Hours: 36 hours LEC
This course is intended to assist intermediate ESL writers to refine their use of English structures in order to better succeed in ESLW 310 and ESLW 320. It is designed to heighten awareness of typical intermediate level ESL grammar errors common to the writing process, using writing and editing exercises that focus on improved analysis and the development of self-help strategies. This course is graded credit/no credit. May be taken twice for credit.

ESLW 320  Advanced-Low Writing  4 Units
Formerly: ESL 2W
Prerequisite: ESLW 310 with a grade of "C" or better or placement through assessment.
Advisory: Concurrent enrollment in other ESL skills at the student's assessed level.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course exercises analytical and logical skills in the production of focused, developed and organized essays on a variety of topics. The course emphasizes sentence variety and the mechanics of English in the context of the essay. Essays will incorporate outside sources as well as personal experience.

ESLW 340  Advanced Composition  4 Units
Prerequisite: ESLW 320 with a grade of "C" or better or placement through assessment.
Advisory: Concurrent enrollment in an ESL Listening and Speaking and Reading course at the student's assessed level.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This college composition course applies critical thinking skills to writing. Writing assignments include expository and argumentative prose (8,500 words minimum) based on analysis of a variety of readings. Students will refine summarizing and paraphrasing skills. The course requires writing a research paper with citations and bibliography. AA/AS area 3D1 & 4A; CSU area A2

ESLW 341  Advanced Editing and Grammar Review for ESL Writers  2 Units
Formerly: ESL 5E
Prerequisite: ESLW 320 with a grade of "C" or better or placement through the assessment process.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed to increase awareness of common higher level ESL grammar errors typical to the composition process. Reading, writing and editing exercises focus on improved analysis and the development of self-help strategies. Credit/no credit only.
Family and Consumer Science focuses on consumerism and the relationships and processes involved in the establishment of a strong home and community environment for individuals and families.

**Career Opportunities**

Students may choose a broad program or select specific courses to prepare themselves for careers as a foods consultant, market consultant, family and consumer science educator, public utility field representative, extension service advisor, consultant in consumer economics or researcher.

Many students complete their studies at a four-year institution, whether in family and consumer science or a related field. If this is your goal, be sure to talk with a counselor in order to prepare an educational plan—particularly if you plan to work toward a teaching credential in family and consumer science or home economics.

By careful selection of required and elective units a student can develop a broad family and consumer science major or specialize in child development, or foods and nutrition.

Additional units may be chosen from other family and consumer science courses, as well as from the college's programs in early childhood education, interior design, hospitality management, or nutrition and foods.

In fact, the diversity of these related offerings is one more reason why students find the ARC program so attractive. The program also offers practical experience in various situations at cooperating establishments in different specialty areas.

**Requirements for Degree Major 16-19 units**

ECE 312, FCS 302, FASHN 320, HM 315, NUTRI 300, and one course in Interior Design

**Recommended Electives**

Additional units may be chosen from Family and Consumer Science, Early Childhood Education, Interior Design or Hospitality Management or Nutrition and Foods.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

**FCS 300 Consumer Power 3 Units**

*Formerly: FCS 4*

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 54 hours LEC*

This course explores role of the consumer in today's marketplace. It is designed to develop knowledge, techniques, and attitudes necessary to become wise consumers. Information to develop skills for purchasing goods and services is provided. The course includes promotional devices, credit and contracts, complaint procedures and consumer protection.

**FCS 302 Life Management 3 Units**

*Formerly: FCS 3*

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 54 hours LEC*

A broad based introductory core class teaching life survival skills including effective functioning in changing family structures and societal pressures in the work place. Major topics include: values identification, goals, skills for decision-making, time, energy and conflict management, and techniques for improving self-understanding and interpersonal relationships.
FCS 314   The Child, the Family and Community (Same as Early Childhood Education 314)   3 Units
Formerly: FCS 35
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320 and ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will cover the child within the family and within the community. The focus will be on the impact of parenting style, marriage and transitions within the family, culture, school, and media on the child's development. Students will have an opportunity to research and review the diverse community resources available to support the child and the family. Not open to students who have completed ECE 314. AA/AS area C2; CSU area D3.

FCS 496   Teaching Assistant in Family and Consumer Science   1-4 Units
Formerly: FCS 46
Prerequisite: Department interview and appropriate Family and Consumer Science course with a grade of "C" or better.
Course Transferable to CSU
Hours: 9-36 hours LEC, 27-108 hours LAB
This course provides opportunities to develop in-depth understanding of some facet of Family and consumer Science, and to learn to work with individual and small groups of students. The student will work closely with the instructor in classroom activities, audio-visual set-up and the recording of grades. May be taken four times for a maximum of six units.

FCS 498   Work Experience in Family and Consumer Science   1-4 Units
Formerly: FCS 48
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC, 60-300 hours LAB
This course provides practical experience in various situations for Family and Consumer Science majors. Students work in cooperating establishments in different areas in Family and Consumer Science. Recommended for those needing practical experience before employment. May be taken four times for credit up to a maximum of six units.
Fashion and fashion-related industries are the nation's largest employer. Fashion design involves work with the design and production of clothing, whether with a large manufacturer, a small specialty firm or in a one-person business. Fashion merchandising refers to the large task of in-store promotion and the display of various types of fashion merchandise.

ARC follows industry needs by offering two program options: Fashion Design and Fashion Merchandising. Fashion design prepares the student with those skills necessary to coordinate original design concepts with manufacturing and merchandising techniques. Fashion Merchandising provides training for jobs in fashion coordinating, promotion, visual presentation, management, merchandising or ready-to-wear garments.

**Career Opportunities**

Careers in fashion design include designer, fashion illustrator, pattern maker and custom dressmaker. Careers in fashion merchandising include buyer, store owner, manufacturer's sales representative, fashion coordinator, or visual merchandiser.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

**Fashion Design**

Fashion Design prepares the student with those skills necessary to coordinate original design concepts with manufacturing, marketing and merchandising techniques.

**Requirements for Degree Major**  35 Units

<table>
<thead>
<tr>
<th>Course Requirements</th>
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<tbody>
<tr>
<td>ART 320</td>
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<tr>
<td>FASHN 151</td>
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<tr>
<td>FASHN 300</td>
<td>3</td>
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<tr>
<td>FASHN 310</td>
<td>3</td>
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<tr>
<td>FASHN 374</td>
<td>3</td>
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<tr>
<td>FASHN 378</td>
<td>3</td>
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</tbody>
</table>

**Recommended Electives**

ACCT 101; CISC 300; FASHN 334, 393, 395; MKT 300, 314

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**Requirements for Certificate**  23 units

<table>
<thead>
<tr>
<th>Courses Required</th>
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<tbody>
<tr>
<td>FASHN 151</td>
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<td>FASHN 310</td>
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<td>FASHN 344</td>
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<tr>
<td>FASHN 374</td>
<td>3</td>
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<tr>
<td>FASHN 378</td>
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</tbody>
</table>

**Fashion Merchandising**

Fashion merchandising provides training for jobs in the retail market including: fashion coordination, promotion, visual presentation, management, merchandising.

**Requirements for Degree Major**  32 Units

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>FASHN 300</td>
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<tr>
<td>FASHN 310</td>
<td>3</td>
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<td>FASHN 320</td>
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<td>MKT 300</td>
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<td>MKT 312</td>
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</tbody>
</table>

**Recommended Electives**

ART 320; BUS 105; MGMT 360; MKT 120

**Requirements for Certificate**  20 Units

<table>
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<th>Units</th>
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<tbody>
<tr>
<td>FASHN 300</td>
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<td>MKT 300</td>
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<tr>
<td>MKT 312</td>
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</tbody>
</table>

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American River College 2004-2005
Fashion

FASHN 151 Basic Industry Sewing  2 Units
Prerequisite: None
Hours: 18 hours LEC, 54 hours LAB
This course introduces basic fashion industry sewing techniques. Emphasis is on industry standards and specifications concerning construction, assembly, and sequence of operations. No previous sewing experience is required.

FASHN 294 Topics in Fashion  .5-4 Units
Formerly: FASHN 52
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment.
Hours: 9-54 hours LEC
This course is designed to give students an opportunity to study topics in fashion design and/or fashion merchandising not included in current course offerings. May be taken four times up to a maximum of 6 units providing there is no duplication of topics.

FASHN 298 Work Experience in Fashion  1-4 Units
Formerly: FASHN 98
Prerequisite: Current employment or voluntary position.
Hours: 18-72 hours LEC, 60-300 hours LAB
This course reflects supervised work experience in apparel merchandising. Students work in cooperating fashion apparel firms. Class enrollment is dependent upon student being in a paid or volunteer work experience learning environment. May be repeated for credit for a maximum of sixteen units.

FASHN 300 Introduction to the Fashion Industry  3 Units
Formerly: FASHN 10
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of the complex diversity of today's fashion industry. It introduces the process of how the fashion business works in sequential order from the concept to the consumer. It provides an overview of fashion design, production, distribution, and merchandising and will give an understanding of the fashion industry as a whole. Field trips are required.

FASHN 310 Fashion Analysis  3 Units
Formerly: FASHN 21
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
In this course influences on fashion (social, political, cultural, technological and environmental) will be analyzed and compared with current fashion trends. The function, aesthetics and attitude of dress including image projection, perceptions and gender roles will be explored as a form of silent communication. A generational approach to consumer buying behavior and response towards fashion will be examined. Other aspects of fashion analysis will include identifying apparel details, styles and elements of design. (CAN FCS 20)

FASHN 320 Textiles  3 Units
Formerly: FASHN 20
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of natural and man-made fibers, methods of fabrication and finishes. Topics include modern fabrics in relation to their selection, use and care of clothing and home furnishings.

FASHN 330 History of Western World Fashion  3 Units
Formerly: FASHN 30
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a comprehensive survey of how fashion has been influenced by major world historical events. Selected eras of history are viewed within a cultural, political, and economical context as expressed in dress. Emphasis will include cross cultural influences on major fashion trends throughout selected historical periods of the western world from the time of the Egyptians to the present. AA/AS area 3B; CSU area C1.

FASHN 334 Vintage Costuming (Same as Theatre Arts 434)  .5-2 Units
Formerly: FASHN 37
Prerequisite: None
Advisory: ENGWR 51 and ENGRD 15, or ESLW 310 and ESLR 310; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 9-18 hours LEC, 27-54 hours LAB
This course covers the factors that influence historical costume design and production. Principles and techniques involved in developing and constructing a period costume. The course will demonstrate these by fabricating their own costumes. The historical period will change each semester. May be taken four times for credit on different topics with a maximum of 8 units. Not open to those who have completed TA 416 on the same topic.

FASHN 342 Fashion Illustration  3 Units
Formerly: FASHN 25
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course applies the skills used in computer-based fashion illustration and design. Emphasis is placed on the principles and elements of design to develop a line of apparel including researching fashion trends, determining a target market, selecting colors and fabrics and designing a line using computer software. Application of design elements and principles include color, texture, line, balance, and apparel details.

FASHN 344 Apparel Line Development  3 Units
Formerly: FASHN 33
Prerequisite: FASHN 342 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course applies the skills used in computer-based fashion illustration and design. Emphasis is placed on the principles and elements of design to develop a line of apparel including researching fashion trends, determining a target market, selecting colors and fabrics and designing a line using computer software.

FASHN 374 Pattern Making and Design  3 Units
Prerequisite: FASHN 151 with a grade of "C" or better.
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESL 320, and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the flat pattern method of apparel design. Drafted slopers from measurements are used to create original designs. Construction techniques are introduced for the completion of these original designs. A field trip is required.
FASHN 378  Advanced Pattern Making and Design  3 Units
Formerly: FASHN 27
Prerequisite: FASHN 374.
Course Transferable to CSU
Hours: 36 hours LEC, 54 hours LAB
This course includes advanced pattern-making techniques to include: drafting, draping and grading. It focuses on industry methods of duplicating ready-to-wear apparel. Industry fit specifications and construction techniques will be refined. A field trip will be required.

FASHN 380  Production Patternmaking and Design  3 Units
Formerly: FASHN 31
Prerequisite: FASHN 378 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC, 54 hours LAB
This is an advanced pattern drafting class introducing industry computer software such as Artworks by Gerber. The course makes comprehensive use of pattern making skills, acquired in previous pattern classes. Working from a designer's sketch, patterns will be drafted and completed. A production pattern will then be made according to industry requirements and a muslin sample of the garment will be constructed.

FASHN 393  Fashion Promotion  3 Units
Formerly: FASHN 32
Prerequisite: FASHN 300.
Course Transferable to CSU
Hours: 36 hours LEC, 54 hours LAB
This course is a comprehensive study of promotion and presentation unique to fashion industry. Techniques, applications, and customer appeal related to fashion merchandising concepts are analyzed. Functions and instinctive uses of fashion advertising, publicity and visual merchandising will be explored. The focus will be on special events such as, fashion shows, trunk shows, and the use of promotional videos. Basic media strategy, the role it plays, and its relationship with fashion merchandisers will be examined. Planning and technical skills will be developed through the activity of producing a fashion show. Field trips will be required.

FASHN 395  Visual Merchandising  2 Units
Formerly: FASHN 72
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC, 54 hours LAB
This course introduces current visual merchandising techniques, equipment, lighting, and materials. The application of principles and practices in arranging and displaying fashion merchandise for single store and chain organization usage are covered. This practical experience with showcases, window, and on-floor displays will provide familiarity with professional fashion promotional presentations. A field trip is required.

FASHN 497  Internship in Fashion  3 Units
Formerly: FASHN 59
Prerequisite: For FASHN Design—FASHN 300, 310, 320, 342, 378 with grade of "C" or better; for FASHN MERCH—FASHN 300, 310, 320, 393, 395 with grade of "C" or better.
Course Transferable to CSU
Hours: 18 hours LEC, 150 hours LAB
This course provides opportunity for supervised job internships at fashion-related work sites. Skills and knowledge obtained in fashion courses are utilized. Assistance for the internship search is provided by the coordinator, but placement is not guaranteed.
Fire Technology

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

Dean: Richard W. McKee
Director: Al Iannone
Phone: (916) 570-5000
Counseling: (916) 484-8572

Fire technology is the science of fighting and preventing fires through an organized team effort. Firefighters must have a thorough understanding of the physical and chemical laws of combustion, a working knowledge of firefighting and safety equipment, and ability to administer emergency medical aid. The fundamental principles and underlying causes for destructive fires are coupled with basic fire prevention techniques, fire behavior and control and fire hydraulics as a background for advanced training. This includes a study of fire chemistry and physics, firefighting equipment and extinguishing agents, solution to fire hazards and an introduction to the organization of various firefighting units.

Advanced training includes fire safety and safety equipment, sprinkler and alarm systems, portable fire extinguishing equipment.

Career Opportunities

Employment opportunities in the fire service are expected to increase in the next ten years. Nine of ten firefighters are employed by municipal fire departments, and there is opportunity for employment in agencies such as the California Department of Forestry & Fire Protection, and the U.S. Forest Service.

The best career opportunities are expected to be found in small but growing municipalities. Salaries for beginning firefighters are excellent with opportunity for advancement. Most fire department also provide good fringe benefits and retirement plans.

A.A. - Fire Technology

Requirements for Degree Major 35 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>FT 200/PMED 100</td>
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<tr>
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<td>FT 301</td>
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<td>FT 302</td>
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<td>FT 303</td>
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<tr>
<td>FT 304</td>
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<tr>
<td>and 15 units from the following:</td>
<td>15</td>
</tr>
<tr>
<td>FT 110, 130, 132, 170, 180, 190, 192, 310, 320</td>
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</table>

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

Requirements for Certificate 35 units

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<tr>
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<tr>
<td>FT 110, 130, 132, 170, 180, 190, 192, 310, 320</td>
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</tr>
</tbody>
</table>

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

FT 110 Fire Apparatus 3 Units

Formerly: FT 73
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC

This course covers fire apparatus design, specifications and performance capabilities. It also includes the effective utilization of apparatus in fire service emergencies.

FT 130 Fire Company Organization and Management 3 Units

Formerly: FT 61
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC

This course provides a review of fire department organization, planning, organizing and supervising to meet the needs of the fire department, with emphasis on the company officer’s role.

FT 132 Fire Service Records and Reports 3 Units

Formerly: FT 62
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC

This course covers fire department records systems, principles of report writing, applications in the area of pre-fire survey, and post-fire reporting.

FT 140 Related Codes and Ordinances 3 Units

Formerly: FT 63
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Hours: 54 hours LEC

This course includes familiarization and interpretation of national, state and local codes, ordinances and laws which influence the field of fire prevention.
### FT 170 Fire Investigation 3 Units

*Formerly: FT 65*
*Prerequisite: None*

Advisory: FT 300 or FIRE 1090.
*Hours: 54 hours LEC*

This course includes determining the cause of fires (accidental, suspicious and incendiary); types of fires, related laws; introduction to incendiary fires; recognizing and preserving evidence; interviewing witnesses and suspects, arrest, detention, and court procedures.

### FT 180 Rescue Practices 3 Units

*Formerly: FT 68*
*Prerequisite: None*

Advisory: FT 300 or FIRE 1090.
*Hours: 54 hours LEC*

This course focuses on rescue problems and techniques, emergency rescue equipment; toxic gases, chemicals, diseases, and radiation hazards. Also included are the care of victims including emergency childbirth, resuscitation, and other emergency conditions.

### FT 190 Fire Tactics and Strategy 3 Units

*Formerly: FT 66*
*Prerequisite: None*

Advisory: FT 300 or FIRE 1090.
*Hours: 54 hours LEC*

This course includes principles of fire control through the utilization of manpower, equipment, and extinguishing agents on the fireground.

### FT 192 Wildland Fire Control 3 Units

*Formerly: FT 69*
*Prerequisite: None*

Advisory: FT 300 or FIRE 1090.
*Hours: 54 hours LEC*

This course covers all aspects of wildland fire fighting and introduces new advances in technology for wildland fire suppression.

### FT 200 Emergency Medical Technician I (Same as PMED 100) 5 Units

*Formerly: FT 77*
*Prerequisite: Health Education 10 or current Cardiopulmonary Resuscitation certification*

*Hours: 72 hours LEC; 72 hours LAB*

This course is designed to instruct a student to the level of Emergency Medical Technician I. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with a fire, ambulance or other specialized service. This course is conducted in compliance with Title 22, Division 9, Chapter 2 of the California Code of Regulation and Emergency Medical Technician I. A grade of "C" or better is required for certification as EMT-1. Not open to students who have taken Paramedic 100. May be repeated by students whose EMT certification has lapsed.

### FT 209 Emergency Medical Technician IFS Refresher Course 1 Unit

*Formerly: FT 78*
*Prerequisite: Valid EMT certificate.*

*Hours: 20 hours LEC; 4 hours LAB*

Persons who hold a valid Emergency Medical Technician I certificate, or a certificate that has been expired for less than one year, shall be admitted. Consists of classroom instruction, simulation, and supervised field instruction. May be taken four times for credit.

### FT 300 Fire Protection Organization 3 Units

*Formerly: FT 1*
*Prerequisite: None*

Course Transferable to CSU
*Hours: 54 hours LEC*

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

### FT 301 Fire Prevention Technology 3 Units

*Formerly: FT 2*
*Prerequisite: None*

Corequisite: FT 300 or FIRE 1090.
*Course Transferable to CSU*
*Hours: 54 hours LEC*

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention with fire safety education and detection and suppression system.

### FT 302 Fire Protection Equipment and Systems 3 Units

*Formerly: FT 3*
*Prerequisite: None*

Corequisite: FT 300 or FIRE 1090.
*Course Transferable to CSU*
*Hours: 54 hours LEC*

This course provides information on obtaining water from various sources of supply, properly routing it through the pump, and discharging it through various devices with the proper pressures for fire suppression.
FT 320  Hazardous Materials  3 Units

Formerly: FT 6
Prerequisite: None
Advisory: FT 300 or FIRE 1090.
Course Transferable to CSU
Hours: 54 hours LEC

This course is an Introduction to the world of hazardous chemicals, including physical properties, uses in industry, and characteristics when involved in spills, fires, and accidents. This course also provides basic hazardous materials information regarding emergency procedures, legal requirements, and compliance to regulations.

The following courses are held at the Sacramento Regional Public Safety Training Center (SRPSTC) located at 5146 Arnold Avenue, McClellan (formerly McClellan AFB). These courses are certified by the California State Fire Marshal’s Office. All courses are offered in an intense, concentrated format. Course registration is accomplished by contacting the SRPSTC by phone (916) 570-5000 or in person. Student registration into some courses may be restricted by California statute of prerequisites. Pre-payment is required for course registration.

Incident Command System (I-200)
Incident Command System (I-300)
Fire Command 1-A
Fire Command 1-B
Fire Command 2-A
Fire Prevention 1-A
Fire Prevention 1-B
Fire Prevention 1-C
Fire Management 1
Fire Investigation 1-A
Fire Investigation 1-B
Fire Investigation 2-A
Fire Instructor 1-A
Fire Instructor 1-B
## Foreign Languages

- French
- German
- Italian
- Japanese
- Mandarin
- Russian
- Spanish

### French

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FREN 351</td>
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<tr>
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<td>Elementary</td>
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<tr>
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<tr>
<td>Prerequisite: None</td>
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<tr>
<td>Course Transferable to CSU</td>
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<tr>
<td>Hours: 54 hours LEC</td>
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</table>

This course is designed for students at the elementary or 401 level in French. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in French. Emphasis will include oral proficiency and development of French cultural awareness.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FREN 352</td>
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<td>Elementary</td>
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<tr>
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<td>Prerequisite: FREN 351 with a grade of “C” or better or two years of high school French.</td>
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<tr>
<td>Hours: 54 hours LEC</td>
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</table>

This course is designed for students at the elementary or 402 level in French. Students will continue the development of oral-aural skills in French through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of French cultural awareness.

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<tr>
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<tr>
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<tr>
<td>Prerequisite: FREN 352 with a grade of “C” or better or three years of high school French.</td>
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<tr>
<td>Course Transferable to CSU</td>
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<tr>
<td>Hours: 54 hours LEC</td>
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</tbody>
</table>

Students will continue the development of oral-aural skills in French through small group conversations and class discussions, both directed and open-ended. Grammar structures, idiomatic expressions, and verb usage will be reviewed. Reports, discussions on current events, assigned readings, and personal interest topics will be used in individual and group presentations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FREN 362</td>
<td>Conversational French,</td>
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<tr>
<td></td>
<td>Intermediate</td>
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<tr>
<td>Formerly: FREN 12B</td>
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<tr>
<td>Prerequisite: FREN 361 with a grade of “C” or better or four years of high school French.</td>
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<td>Course Transferable to CSU</td>
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<tr>
<td>Hours: 54 hours LEC</td>
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</tbody>
</table>

Students will continue to develop oral proficiency through emphasis on individual and small group presentation. Simple French readings will be used as a vehicle to continue the study and appreciation of the French culture and folklore through discussions and debates.

### FREN 401 Intermediate French 4 Units

Formerly: FREN 2A

Prerequisite: FREN 401 with a grade of “C” or better or three years of high school French.

Course Transferable to UC/CSU

Hours: 72 hours LEC

This course includes speaking, listening, and writing practice at the intermediate level; review of French grammar; reading of various texts and further study of historical and cultural background. (CAN FREN 4) AA/AS area B; IGETC area 3; (FREN SEQ A Sum of FREN 401 and 402).

### FREN 402 Intermediate French 4 Units

Formerly: FREN 1B

Prerequisite: FREN 401 with a grade of “C” or better or two years of high school French.

Course Transferable to UC/CSU

Hours: 72 hours LEC

This course is a further development of the four basic skills: listening, speaking, reading, and writing. It is a continued study of pronunciation, fundamentals of French grammar and French culture. (CAN FREN 4) AA/AS area B; (FREN SEQ A Sum of FREN 401 and 402).

### FREN 411 Intermediate French 4 Units

Formerly: FREN 2B

Prerequisite: FREN 411 with a grade of “C” or better or four years of high school French.

Course Transferable to UC/CSU

Hours: 72 hours LEC

This course continues development of the four basic skills through reading and interpreting various works of French literature, writing summaries, reports and short compositions, and studying the historical and cultural background of French-speaking world. (CAN FREN 10) AA/AS area B; CSU area C2; IGETC area 3; (FREN SEQ B Sum FREN 411 and 412).

### FREN 496 Teaching Assistant in French 1-2 Units

Formerly: FREN 46

Prerequisite: FREN 411 or four years of high school French with a grade of “C” or better.

Course Transferable to CSU
### German

**GERM 351**  
Conversational German, Elementary  3 Units  
*Formerly: GERM 11A*

**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  

This course is designed for students at the elementary or 401 level in German. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in German. Emphasis will include oral proficiency and development of German cultural awareness.

**GERM 352**  
Conversational German, Elementary  3 Units  
*Formerly: GERM 11B*

**Prerequisite:** GERM 351 with a grade of "C" or better or two years of high school German.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  

This course is designed for students at the elementary or 402 level in German. Students will continue the development of oral-aural skills in German through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of German cultural awareness.

**GERM 401**  
Elementary German  4 Units  
*Formerly: GERM 1A*

**Prerequisite:** None  
**Course Transferable to UC/CSU**  
**Hours:** 72 hours LEC  

This course introduces the language and culture of German-speaking people. It includes the fundamentals of German pronunciation and grammar, as well as the development of listening, speaking, reading and writing with emphasis on the communicative skills. (CAN GERM SEQ A-GERM 401+402) AA/AS area B; IGETC area 6.

**GERM 402**  
Elementary German  4 Units  
*Formerly: GERM 1B*

**Prerequisite:** GERM 401 with a grade of "C" or better or two years of high school German.  
**Course Transferable to UC/CSU**  
**Hours:** 72 hours LEC  

This course is a further development of the four basic skills: listening, speaking, reading, and writing. It is a continued study of pronunciation, fundamentals of German grammar and German culture. (CAN GERM 4) AA/AS area B; (GERM SEQ A Sum of GERM 401 and 402).

**GERM 411**  
Intermediate German  4 Units  
*Formerly: GERM 2A*

**Prerequisite:** GERM 402 with a grade of "C" or better or three years of high school German.  
**Course Transferable to UC/CSU**  
**Hours:** 72 hours LEC  

This course includes speaking, listening and writing practice at the intermediate level; review of German grammar; reading of varied texts and further study of historical and cultural background. (CAN GERM SEQ B-GERM 411+412) AA/AS area B; CSU area C2; IGETC area 3.

**GERM 412**  
Intermediate German  4 Units  
*Formerly: GERM 2B*

**Prerequisite:** GERM 411 with a grade of "C" or better or four years of high school German.

**Course Transferable to UC/CSU**  
**Hours:** 72 hours LEC  

This course continues the development of the four basic skills through reading and interpreting various works of German literature, writing summaries, reports and short compositions, and studying the historical and cultural background of the German-speaking world. (CAN GERMA 10) AA/AS area B; CSU area C2; IGETC area 3; (GERM SEQ B Sum GERM 411 and 412).

**GERM 496**  
Teaching Assistant in German  1-2 Units  
*Formerly: GERM 46*

**Prerequisite:** GERM 411 or four years of high school German with a grade of "C" or better.  
**Course Transferable to CSU**  
**Hours:** 9-18 hours LEC; 27-54 hours LAB  

This course provides an opportunity for German-speaking students to work with individuals or small groups of students enrolled in the German program. Students work with the instructor in record keeping and correcting simple tests, journals, workbooks, and reports. They also prepare classroom materials such as charts, visual aids, and handouts. Open entry and exit. May be taken four times for credit up to a maximum of 4 units.

### Italian

**ITAL 351**  
Conversational Italian, Elementary  3 Units  
*Formerly: ITAL 11A*

**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  

This course provides an opportunity for Italian-speaking students to work with individuals or small groups of students enrolled in the Italian program. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in Italian. Emphasis will include oral proficiency and development of Italian cultural awareness.

**ITAL 352**  
Conversational Italian, Elementary  3 Units  
*Formerly: ITAL 11B*

**Prerequisite:** ITAL 351 with a grade of "C" or better or two years of high school Italian.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  

This course is designed for students at the elementary or 402 level in Italian. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in Italian. Emphasis will include oral proficiency and development of Italian cultural awareness.

**ITAL 401**  
Elementary Italian  4 Units  
*Formerly: ITAL 1A*

**Prerequisite:** None  
**Course Transferable to UC/CSU**  
**Hours:** 72 hours LEC  

This course introduces basic essentials of elementary grammar, sentence structure and conversation. It also introduces the Italian character, tradition, and culture. Reading of simple prose will be included. (CAN ITAL 2) AA/AS area B; IGETC area 6; (ITAL SEQ A Sum of ITAL 401 and 402).

**ITAL 402**  
Elementary Italian  4 Units  
*Formerly: ITAL 1B*

**Prerequisite:** ITAL 401 with a grade of "C" or better or two years of high school Italian.  
**Course Transferable to UC/CSU**  
**Hours:** 72 hours LEC  

This course continues the development of oral-aural skills in Italian through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of Italian cultural awareness.

**ITAL 411**  
Intermediate Italian  4 Units  
*Formerly: ITAL 412*

**Prerequisite:** ITAL 402 with a grade of "C" or better.  
**Course Transferable to UC/CSU**  
**Hours:** 72 hours LEC  

This course is a further development of the four basic skills: reading, listening, speaking, and writing. It is a continued study of grammar, fundamentals of Italian grammar and Italian culture. (CAN ITAL 4) AA/AS area B; (ITAL SEQ A Sum of ITAL 411 and 412).
This course includes speaking, listening and writing practices at the intermediate level. It includes a review of Italian grammar; reading of various texts and further study of Italy's history and culture.

Japanese

**JAPAN 101 Conversational Japanese, Elementary** 3 Units
Formerly: JAPAN 50A
Prerequisite: None
Hours: 54 hours LEC
This class teaches pronunciation, intonation, basic vocabulary, idioms, and grammar of spoken Japanese. The grammar emphasizes word order, postpositions and some conjugation in simple sentences. The course includes introduction to Japanese culture. This course may be repeated once for credit.

**JAPAN 401 Elementary Japanese** 4 Units
Formerly: JAPAN 1A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This class teaches pronunciation, intonation, basic vocabulary and grammar of spoken Japanese. The grammar emphasizes word order, postpositions and some conjugation in simple sentences. Students are required to learn Hiragana script. The course includes introduction to Japanese culture. (CAN JAPN 2) AA/AS area B; IGETC area 6.

**JAPAN 402 Elementary Japanese** 4 Units
Formerly: JAPAN 1B
Prerequisite: JAPAN 401 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course continues teaching vocabulary, idioms, and grammar including more complex subordinate phrases and clauses. In addition to Hiragana, students are required to learn Katakana and simple Kanji ideographs. Discussions on Japanese culture continue. (CAN JAPN 4) AA/AS area B.

**JAPAN 405 Japanese Writing** 1 Unit
Formerly: JAPAN 20
Prerequisite: JAPAN 401.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This is a course in the study of written scripts in the Japanese language. Fundamentals of the Japanese written language will be taught with an emphasis on reading and writing (Hiragana, Katakana, and Kanji) common in daily usage. This course may be taken twice.

Mandarin

**MAND 101 Conversational Mandarin, Elementary** 3 Units
Formerly: CHIN 50A
Prerequisite: None
Hours: 54 hours LEC
This beginning course in conversational Mandarin emphasizes the development of oral language skills essential for understanding and speaking elementary Mandarin useful for everyday communication.

**MAND 102 Conversational Mandarin, Elementary** 3 Units
Formerly: CHIN 50B
Prerequisite: Chinese 50A with a grade of "C" or better.
Hours: 54 hours LEC
This course is a continuation of Chinese 50A. Further acquisition of language skills in understanding and speaking will be emphasized. Additional vocabulary and sentence patterns will be introduced. Students will gain proficiency in understanding and speaking Mandarin in everyday situations.

**MAND 401 Elementary Mandarin** 4 Units
Formerly: CHIN 11A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This beginning course in Mandarin Chinese emphasizes pronunciation drill, sentence pattern analysis, and the development of language skills in listening, speaking, reading, and writing. Character reading and writing are introduced. (CAN CHIN 2); AA/AS area B; IGETC area 6.

**MAND 402 Elementary Mandarin** 4 Units
Formerly: CHIN 11B
Prerequisite: Chinese 11A with a grade of "C" or better.
Advisory: Chinese 20.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is the continuation of Chinese 11A. Further acquisition of language skills in listening, speaking, reading, and writing will be emphasized. Additional character reading and writing skills will be developed. Students will gain proficiency in understanding and speaking Mandarin in everyday situations. AA/AS area 3B.

**MAND 405 Chinese Characters** 1 Unit
Formerly: CHIN 20
Prerequisite: MAND 401.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This is a beginning course in the study of Chinese characters. Fundamentals of the Chinese written language will be taught with an emphasis on reading and writing Chinese characters common in daily usage. This course may be taken twice.

Russian

**RUSS 401 Elementary Russian** 4 Units
Formerly: RUSS 1A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course includes Russian alphabet pronunciation, grammar, elementary reading, writing and conversation. The grammar emphasizes noun declension and verb conjugation. Discussions on Russian culture is also included. (CAN RUSS 2) AA/AS area B; IGETC area 6.

**RUSS 402 Elementary Russian** 4 Units
Formerly: RUSS 1B
Prerequisite: RUSS 401 with a grade of "C" or better, or two years of high school Russian.
Course Transferable to UC/CSU
Hours: 72 hours LEC
Continuation of RUSS 401. Further development of listening, speaking, reading, and writing skills. Continued study of Russian grammar fundamentals. Further exposure to Russian character and customs. (CAN RUSS 4) AA/AS area B.

**RUSS 411 Intermediate Russian** 4 Units
Formerly: RUSS 2A
Prerequisite: RUSS 402 with a grade of "C" or better, or three years of high school Russian.
Course Transferable to UC/CSU
Hours: 72 hours LEC
Intermediate level listening and speaking practice. Further development of grammatical structures. Reading of modern prose. (CAN RUSS 8) AA/AS area B; CSU area C2; IGETC area 3.
Foreign Languages

RUSS 412 Intermediate Russian 4 Units
Formerly: RUSS 2B
Prerequisite: RUSS 411 with a grade of "C" or better, or four years of high school Russian.
Course Transferable to UC/CSU
Hours: 72 hours LEC
Continuation of Russian 2A. Reading and interpreting major types of Russian literature (short story, novel, drama, poetry). Practice in speaking and writing. Studying the historical and cultural background. AA/AS area B; CSU area C2; IGETC area 3.

SPAN 311 Conversational Spanish, Intermediate 2 Units
Formerly: SPAN 42A
Prerequisite: SPAN 402 with a grade of "C" or better or two years of high school Spanish.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed at the intermediate level in Spanish with focus on further development of oral-aural skills through conversations and discussions, both directed and spontaneous. Emphasis will be on fostering oral proficiency and further development of Hispanic cultural awareness.

SPAN 351 Conversational Spanish, Elementary 3 Units
Formerly: SPAN 11A
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 401 level in Spanish. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in Spanish. Emphasis will include oral proficiency and development of Hispanic cultural awareness.

SPAN 352 Conversational Spanish, Elementary 3 Units
Formerly: SPAN 11B
Prerequisite: SPAN 351 with a grade of "C" or better or two years of high school Spanish.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary level in Spanish. Students will continue the development of oral-aural skills in Spanish through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of Spanish cultural awareness.

SPAN 361 Conversational Spanish, Intermediate 3 Units
Formerly: SPAN 12A
Prerequisite: Spanish 352 with a grade of "C" or better or three years of high school Spanish.
Course Transferable to CSU
Hours: 54 hours LEC
Students will continue the development of oral-aural skills in Spanish through small group conversations and class discussions, both directed and open-ended. Grammar structures, idiomatic expressions, and verb usage will be reviewed. Reports, discussions on current events, assigned readings, and personal interest topics will be used in individual and group presentations.

SPAN 362 Conversational Spanish, Intermediate 3 Units
Formerly: SPAN 12B
Prerequisite: Spanish 361 with a grade of "C" or better or four years of high school Spanish.
Course Transferable to CSU
Hours: 54 hours LEC
Students will continue to develop oral proficiency through emphasis on individual and small group presentation. Simple Hispanic readings will be used as a vehicle to continue the study and appreciation of the Hispanic culture and folklore through discussions, and debates.

SPAN 401 Elementary Spanish 4 Units
Formerly: SPAN 1A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is an introduction to the language and culture of the Spanish-speaking world. It includes the development of listening, speaking, reading, and writing Spanish with emphasis on the communicative skills, as well as the fundamentals of Spanish pronunciation and grammar. (CAN SPAN SEQ A-SPAN 401+402; CAN SPAN 2) AA/AS area B; IGETC area 6.

SPAN 402 Elementary Spanish 4 Units
Formerly: SPAN 1B
Prerequisite: SPAN 401 with a grade of "C" or better or two years of high school Spanish.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a further development of the four basic skills; listening, speaking, reading, and writing Spanish. It includes emphasis on pronunciation and the fundamentals of Spanish grammar and understanding the diverse cultures of the Spanish-speaking world. (CAN SPAN 4) AA/AS area B; (SPAN SEQ A Sum SPAN 401 and 402).

SPAN 408 Elementary Spanish I Multimedia Enhancement 2 Units
Prerequisite: None
Corequisite: SPAN 401.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed at the introductory level using multimedia with focus on listening and speaking skills in Spanish. Opportunities to practice and speak Spanish in both small and large group formats will be provided in the course. Activities further reinforce what is introduced in Spanish 401. May be taken two times for credit. Credit/no credit only.

SPAN 409 Elementary Spanish II Multimedia Enhancement 2 Units
Prerequisite: SPAN 408.
Advisory: SPAN 402.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed at the introductory level using multimedia with focus on listening and speaking skills in Spanish. The opportunity to practice and speak Spanish in both small and large group formats will be provided in the course. Activities further reinforce what is introduced in Spanish 402. May be taken two times for credit. Credit/no credit only.

SPAN 411 Intermediate Spanish 4 Units
Formerly: SPAN 2A
Prerequisite: SPAN 402 with a grade of "C" or better or three years of high school Spanish.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course includes listening and speaking practice at the intermediate level and review of the fundamentals of Spanish grammar. Students begin writing short paragraphs in Spanish. Further study of cultural and historical background is included. (CAN SPAN 8) AA/AS area B; CSU area C2; IGETC area 3; (SPAN SEQ B Sum SPAN 411 and 412).
**SPAN 412**  
**Intermediate Spanish**  
4 Units  
Formerly: SPAN 2B  
Prerequisite: SPAN 411 with a grade of “C” or better or four years of high school Spanish.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
This course continues the development of the four basic skills through reading and discussion of major types of Spanish literature (short story, drama, poetry). Writing of paragraphs and short compositions is included. Students read and discuss historical and cultural background of the Spanish speaking world. (CAN SPAN 10) AA/AS area B; CSU area C2; IGETC area 3; (SPAN SEQ B Sum SPAN 411 and 412).

**SPAN 418**  
**Intermediate Spanish I Multimedia Enhancement**  
2 Units  
Prerequisite: SPAN 409.  
Advisory: SPAN 411.  
Course Transferable to CSU  
Hours: 36 hours LEC  
This course is designed at the intermediate level using multimedia with focus on listening and speaking skills in Spanish. Opportunities to practice and speak Spanish in both small and large group formats will be provided in this course. Activities further reinforce what is introduced in Spanish 411. May be taken two times for credit. Credit/no credit only.

**SPAN 419**  
**Intermediate Spanish II Multimedia Enhancement**  
2 Units  
Prerequisite: SPAN 418.  
Corequisite: SPAN 411.  
Course Transferable to CSU  
Hours: 36 hours LEC  
This course is designed at the intermediate level using multimedia with focus on listening and speaking skills in Spanish. Opportunities to practice and speak Spanish in both small and large group formats will be provided in this course. Activities further reinforce what is introduced in Spanish 411. May be taken two times for credit. Credit/no credit only.

**SPAN 437**  
**Spanish for Professionals, Intermediate**  
3 Units  
Formerly: SPAN 14  
Prerequisite: SPAN 411 with a grade of “C” or better or four years of high school Spanish.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is an intermediate course designed for persons in law enforcement, business and finance, social services and medical personnel. The emphasis of the course is on acquiring verbal facility in interviewing, collecting and analyzing data, giving instructions, and general courtesies. The course will help students to acquire language proficiency while reviewing and broadening the grammar foundation attained in elementary Spanish. It will introduce specific vocabulary necessary for professionals to successfully communicate in a professional situation, such as an interview. Cultural and behavioral attitudes appropriate for relating to persons of Hispanic heritage will be compared with other cultures. This course may be taken twice.

**SPAN 496**  
**Teaching Assistant in Spanish**  
1-2 Units  
Formerly: SPAN 46  
Prerequisite: SPAN 411 or four years of high school Spanish with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 9-18 hours LEC; 27-54 hours LAB  
This course provides an opportunity for Spanish-speaking students to work with individuals or small groups of students enrolled in the Spanish program. Students work with the instructor in record keeping and correcting simple tests, journals, workbooks, and reports. They also prepare classroom materials such as charts, visual aids, and hand-outs. Open entry and exit. May be taken four times for credit to a maximum of four units.
Funeral Service Education Program

Aims and Purposes

The Funeral Service Education program at American River College is a two-year Associate of Science degree program. The objectives of the program are to prepare students for entry-level positions in the funeral service industry by maintaining and exceeding standards set for by the American Board of Funeral Service Education (38 Florida Avenue, Portland, ME 04103, [207] 878-6530), and to provide a strong theory based curriculum and related clinical experience.

Courses are designed to meet the prerequisites for licensure and employment in the funeral service industry as funeral directors or embalmers through courses that include but not limited to: biology, chemistry, funeral service management, embalming, restorative art, funeral directing, counseling, accounting and funeral service law and ethics. After January 1, 2004, all students are required to take the National Board Examination as a condition for graduation from the program. Upon successful completion of the program and meeting the requirements of the State of California’s Cemetery and Funeral Bureau, the student is eligible to take the California Board Examination to become a licensed embalmer.

Note: A person convicted of any offense other than a minor traffic violation will be required to declare this on the application to take the licensing exam. If there are any questions regarding this matter, please contact the Cemetery and Funeral Bureau at (916) 322-7737. In addition, as a student in the clinical component of the funeral service program, you will be required to undergo a background check that may affect your ability to complete the program.

Your Career in Funeral Service

Funeral personnel are caring professionals who show others, by example, how to respect the deceased and maintain proper dignity, compassion, and efficiency in serving people of all ages and backgrounds. There are many opportunities for professionals in every aspect of funeral service. In fact, according to the U.S. Department of Labor, career prospects in the field are excellent. Practitioners become an important part of the community, as they facilitate the social, legal, psychological, religious, and public health issues associated with death. These include removal of the deceased to a mortuary, preparation of the remains (embalming), performance of a ceremony that honors the deceased and addresses the spiritual needs of the family, and the burial or disposition of the remains. Funeral directors and embalmers must be licensed to work in their profession; most funeral directors are trained, licensed, and practicing embalmers.

Requirements for Pre-Enrollment to the Program

1. Graduation from an accredited high school in the United States, or successful completion of GED or CHSPE.
2. A grade of “C” or better in the following courses: BIOL 102 and FSE 100
3. A minimum cumulative college GPA of 2.5
4. A completed pre-enrollment application
5. Current curriculum planning sheet (within the semester in which the pre-enrollment packet is being submitted)

Pre-enrollment Deadlines

Pre-enrollment applications may be obtained from the Health and Education Division Office or the Coordinator of the Funeral Service Education Program after September 15th. Applications must be submitted by the first Monday in December by 4:00 p.m. to the Health and Education Division Office.

Enrollment

1. Only students who meet the pre-enrollment requirements and follow the pre-enrollment procedures will be considered for the program.
2. Selection is based on a random selection process should the number of applicants exceed available space in the program.
3. Students admitted to the Funeral Service Education program are required to have a physical examination and required vaccinations by the completion of the first semester within the program. Students are responsible for any costs incurred related to meeting the health requirements.
American River College 2004-2005

Requirements for Degree Major 51 units

Courses Required Units

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<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

FSE 100 Introduction to Funeral Service Education 1 Unit
Formerly: FSE 50
Prerequisite: None
Hours: 18 hours LEC
This course is a survey of the history and comprehensive overview of the field of funeral service. Emphasis is on the role and skills of the funeral service practitioner. It provides an understanding of the funeral service industry and its career opportunities.

FSE 110 Funeral Directing I 3 Units
Formerly: FSE 52
Prerequisite: Enrollment in the Funeral Service Education program.
Hours: 54 hours LEC
This course is designed to introduce the general practices of funeral directing. It introduces the sociological phenomena that affect all the elements of funeral service including ethnic groups, family structures, and factors of change that relate to funeralization. It also includes notification of death, transfer and disposition of bodies, arrangement conferences, pre-planned funerals and post-arrangement follow-up.

FSE 111 Funeral Directing II 2 Units
Formerly: FSE 62
Prerequisite: FSE 110 with a grade of “C” or better.
Hours: 36 hours LEC
This course introduces the basic philosophies of a cross-section of religious and ethnic funeral practices and the role of the funeral practitioner in directing each type. Also included are procedures for fraternal, military, and celebrity funerals.

FSE 120 Embalming I 3 Units
Prerequisite: Acceptance into the Funeral Service Education Program.
Corequisite: FSE 130.
Hours: 54 hours LEC
This course is an introduction to the phenomenon of death in the human body. It includes the processes of preservation, restoration and sanitation in treating the dead human body.

FSE 121 Embalming II 2 Units
Formerly: FSE 61
Prerequisite: FSE 120 and 130 with a grade of “C” or better.
Hours: 36 hours LEC
This course is a continuation of Embalming I. It is the study of vascular anatomy, case analysis, the selection and injection of embalming fluids, and treatment of specific conditions requiring special attention.

FSE 130 Restorative Art 3 Units
Formerly: FSE 53
Prerequisite: Enrollment in the Funeral Service Education program.
Hours: 54 hours LEC
This course introduces the techniques of creating an acceptable physical appearance of the deceased for the benefit of the survivors. Included are the study of facial features, cosmetics, and restorative treatment for a variety of situations faced by the practitioner.

FSE 140 Pathology 1 Unit
Formerly: FSE 54
Prerequisite: Enrollment into Funeral Service Education program.
Corequisite: BIOL 440, FSE 120.
Hours: 18 hours LEC
This course offers a study of pathological disease conditions and how they affect various parts of the body. Particular conditions that relate to or affect the embalming or restorative art process are emphasized.

FSE 150 Funeral Service Management 3 Units
Formerly: FSE 72
Prerequisite: FSE 111 with a grade of “C” or better.
Hours: 54 hours LEC
This course introduces the basic principles of management as they apply to the practice of the funeral profession. The role and function of an effective manager are explored. Emphasis is placed on the management functions of planning, organizing, motivating, directing, and controlling. Specific areas of funeral service practice and managerial guidelines for those areas are covered. Additionally, theory as it relates to funeral service practice is addressed.

FSE 155 Merchandising in the Funeral Service Industry 3 Units
Formerly: FSE 63
Prerequisite: FSE 110 with a grade of “C” or better.
Corequisite: FSE 111.
Hours: 54 hours LEC
This course introduces the student to merchandising as it applies to the funeral profession. The curriculum is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral related products. The second section examines methods of pricing, display, presentation, and control of funeral merchandise.

FSE 160 Funeral Service Law and Ethics 3 Units
Formerly: FSE 73
Prerequisite: FSE 111 with a grade of “C” or better.
Hours: 54 hours LEC
This course introduces law and the judicial system as they pertain to businesses in general and to funeral service specifically. Further, this course covers personal and professional ethics that guide decisions and actions in the proper treatment of the dead.

FSE 170 Funeral Services Counseling 3 Units
Formerly: FSE 71
Prerequisite: FSE 111 with a grade of “C” or better.
Corequisite: PSYC 390.
Hours: 54 hours LEC
This course examines communication skills and the role of the funeral director as facilitator, counselor, and caregiver. Included are specific communications and counseling techniques as they are applied in funeral service practice.

FSE 297 Internship in Funeral Service Education 5 Units
Formerly: FSE 74
Prerequisite: FSE 111 and 121 with a grade of “C” or better.
Hours: 18 hours LEC, 216 hours LAB
This course provides an opportunity to apply classroom instruction in funeral service education to real-world practice in the community. Interns participate in a on-site lab experience program at an approved off-campus preceptor site.
Geography

Degree: A.S. - General Science
A.S. - Geographic Information Systems
A.S. - Math/Physical Science
A.A. - Social Science
Certificate: Geographic Information Systems

Area: Science and Engineering
Dean: Dr. Pamela Walker
Phone: (916) 484-8107
Counseling: (916) 484-8572

The study of geography investigates the spatial variation in natural and human phenomena, such as climate, landforms, vegetation, cultural diversity, and resource utilization. Geographers use this understanding to explain the character of regions; to ascertain the ways in which humans—historical and contemporary—have utilized and shaped the earth’s surface; and to predict future patterns and interactions between humans and the natural environment.

Mathematics - Physical Science

Requirements for Degree Major
18 units of transfer level course work in addition to other graduation requirements Courses may be selected from astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics and statistics. See graduation requirements.

General Science

Requirements for Degree Major
Students must complete 18 units of transfer level course work in science in addition to other graduation requirements. Two laboratory courses must be included, one in a physical science and one in a biological. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics and zoology. See ARC graduation requirements.

Social Science

Requirements for Degree Major
Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except Psychology 335), and Sociology. See ARC graduation requirements.

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

Geographic Information Systems (GIS)

Geographic Information System (GIS) is an emerging, powerful technology used to capture, store, transform, manage, analyze, and display spatial information. This technology has a wide range of applications in planning decisions by government agencies, business, and industry. According to an Environmental Sciences Research Institute survey, over 80 percent of the data used for decision-making in government and industry has a spatial component. New areas of rapid growth are in criminal analysis, marketing, retail site location, banking, healthcare planning, insurance, and real estate.

Career Opportunities

Most local, state, and federal government agencies use GIS, as do businesses, planners, architects, foresters, geologists, archeologists, and so on. The growth of GIS has been a marketing phenomenon of amazing breadth and depth and will remain so for many years to come. It is likely that all students, regardless of their particular field of interest, will at least come across and probably use a GIS in some way in the years ahead. The purpose of this program is to prepare students for careers in this expanding technology.

Geographic Information Systems

Two certificates in GIS have been developed. The certificate in GIS (applications emphasis), which was approved by the California Community Colleges Chancellor’s Office in 2001, is offered for students interested in traditional analysis of spatial phenomena using GIS with applications in geography, forestry, natural resource management, economics, marketing, criminology, etc. The certificate in GIS-Web Applications and programming (approval pending from the California Community Colleges Chancellor’s office) emphasizes the computer science aspects of GIS, including database design, database management, programming, web page design, and internet applications.
### Requirements for Degree Major

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<thead>
<tr>
<th>Core Requirements</th>
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<td>GEOG 380</td>
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<td>GEOG 498 (1-3 units)</td>
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### Recommended Electives

- CISA 315, 316, 320, 321, 340; CISP 350, 370, 409; DESGN 100

### Requirements for Certificate

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### Recommended Electives

- CISA 315, 316, 320, 321, 340; CISP 340, 350, 370, 409; DESGN 100

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

**Formerly: GEOG 1**  
**Prerequisite: None**  
**Advisory: MATH 100, ENGRD 116, ENGWR 51, or ESLW 310.**  
**Course Transferable to UC/CSU**  
**Hours: 54 hours LEC**

This course presents a systematic survey of the physical earth and the natural processes that influence humankind. The course provides an introduction to the use of maps and other tools employed in the analysis of patterns of weather, climate, soils, landforms, and vegetation. (CAN GEOG 2) AA/AS area A; CSU area B1; IGETC area 5A.

**GEOG 301  Physical Geography Laboratory**  
1 Unit

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

This course is a laboratory study of basic principles and concepts involved in understanding Earth’s physical systems. Units feature observation, measurement, and analysis in energy, weather and climate, vegetation, soils, landforms, and environmental hazards. In addition to computer applications, construction of maps and interpretation of remote sensing data are integral activities. AA/AS area A; CSU area B1; IGETC area 5A.

**GEOG 306  Weather and Climate**  
3 Units

**Formerly: GEOG 6**  
**Prerequisite: None**  
**Course Transferable to UC/CSU**  
**Hours: 54 hours LEC**

This course is an introduction to atmospheric processes including energy and moisture exchanges, atmospheric pressure, winds and global circulation. Severe weather conditions such as hurricanes and tornados are studied. World, regional and local climates are investigated. Student work will include weather observations and analysis using charts, weather maps and instruments for obtaining atmospheric data.

**GEOG 307  Environmental Hazards and Natural Disasters**  
(Same as Geology 325)  
3 Units

**Formerly: GEOG 13**  
**Prerequisite: None**  
**Course Transferable to UC/CSU**  
**Hours: 54 hours LEC**

This course covers the environmental effects and applications of Earth-related processes. It focuses on earthquakes, volcanic eruptions, landslides, and flooding; availability and exploitation of natural resources; waste disposal; and global climate change. Humans as a force in environmental change will be emphasized. The course addresses geology, engineering, environmental studies, geography, and science education. One field trip is required. Not open to students who have completed GEOL 325. AA/AS area A; CSU area B1.

**GEOG 308  Introduction to Oceanography**  
3 Units

**Formerly: GEOG 7**  
**Prerequisite: None**  
**Advisory: GEOG 300 or GEOL 300.**  
**Course Transferable to UC/CSU**  
**Hours: 54 hours LEC**

This course is an integrated study of water on earth emphasizing physical oceanography, ocean and shoreline processes, plate tectonics, sea floor morphology, ocean chemistry, marine resources, and environmental concerns. Students will gain familiarity with regional physical shoreline features and processes through a field trip, completion of a paper, and class discussions. Not open to students who have completed GEOL 330. AA/AS area A; CSU area B1; IGETC area 5A.
GEOG 309  Introduction to Oceanography Lab  1 Unit
Formerly: GEOG 7L
Prerequisite: None
Corequisite: GEOG 308 or GEOL 330.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a laboratory investigation of water on earth, emphasizing the shape of the sea floor, marine navigation, plate tectonics, sea floor materials and their utilization, the physical and chemical nature of sea water, currents, tides, and marine weather. Not open to students who have completed GEOL 331. CSU area B1; IGETC area 5A.

GEOG 310  Human Geography: Exploring Earth's Cultural Landscapes  3 Units
Formerly: GEOG 2
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320; ENGW 51 or ESLW 310; MATH 32.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course considers the diverse patterns of human development, attitudes, and movement on earth. People's various societal and economic systems and their different levels of interaction with nature are studied. World population and world food systems are surveyed and analyzed. The growth of cities and urban areas are considered, as are aspects of regional planning. The goal is to gain an understanding of people's place on earth and, thus, improve human relations and also people's relationship to the earth. (CAN GEOG 4) AA/AS area C2 & F; CU area D3; IGETC area 4.

GEOG 320  World Regional Geography  3 Units
Formerly: GEOG 10
Prerequisite: ENGRD 116 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a global survey of the world's cultural regions. Basic geographic concepts and ideas are used to study and compare people, resources, landscapes, livelihood and economics, and origins across eight major geographic regions. The interaction of countries and regions, their global roles, and the conflicting pressures of cultural diversity versus globalization are presented. The widening gap between more developed and less developed countries is integrated throughout the course. Cultural and ethnic diversity, as it pertains to the expanding population of the United States, is evaluated throughout the course. AA/AS area C2, 3F; CSU area D3; IGETC area 4.

GEOG 322  Geography of California  3 Units
Formerly: GEOG 21
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, MATH 32, ENGW 51 or ESLW 310, or placement through the assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the various natural and cultural environments of California, with special emphasis on the interaction of landforms, climate, natural vegetation, soils and resources with people. Historical, political and economic development within this diverse environment is presented. The diversity of cultures which make up the state's expanding population are studied and compared. Analysis of relevant issues of the day including those based on ethnic and cultural differences form an integral part of the course. AA/AS area F; CSU area D3; IGETC area 4.

GEOG 330  Introduction to Geographic Information Systems  3 Units
Formerly: GEOG 9
Prerequisite: None
Advisory: CISC 300 (Windows Operating System).
Course Transferable to UC/CSU
Hours: 54 hours LEC
A Geographic Information System (GIS) is a computer-based data processing tool used to manage and analyze spatial information. Applications of GIS include environmental assessment, analysis of natural hazards, site analysis for business and industry, resource management and land-use planning. This course introduces students to the concepts, techniques, and tools of GIS including data acquisition, management, manipulation and analysis, and cartographic output. Through hands-on exercises and/or projects, students will acquire skills and a conceptual base on which they can build further expertise in GIS. AA/AS area D2.

GEOG 334  Introduction to Desktop GIS  4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 60 hours LEC; 36 hours LAB
This course provides the foundation for and experience with using desktop geographic information system software (such as Arc View 3.x and Arc GIS 8.x). It also provides the conceptual overview and practice needed to take advantage of the software's display and attribute querying functions. Emphasis is placed on basic software functionality, database construction, spatial analysis/querying, cartographic presentation, and management. Software capabilities for spatial analysis and network analysis will be explored. This course may be taken four times on a different software package or version.

GEOG 340  Cartographic Design for GIS  3 Units
Formerly: GEOG 20
Prerequisite: GEOG 330 with a grade of "C" or better.
Advisory: CISC 300 (IBM compatible Computers and Microsoft Windows).
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a comprehensive study of GIS applicable cartography including cartographic principles. Data acquisition methods used in map production, and methods of base map development. The course will include the study of cartography to include history, principles, map projections, map scale, types of thematic maps, and map accuracy. Techniques used in GIS base map development (scanning, digitizing, and coordinate geometry) will be introduced using hands-on exercises. The course will include the production and presentation techniques of professional quality maps. The course will include hands-on work in computer-assisted mapping projects.

GEOG 344  Spatial Analysis and Modeling in GIS  3 Units
Formerly: GEOG 23
Prerequisite: GEOG 330 with a grade of "C" or better.
Advisory: CISC 300 (IBM compatible Computers and Microsoft Windows); STAT 301.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a general survey of the fundamentals of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course is focused on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships quantitative methods, to include measures of central tendency, dispersion, and density, are discussed. Applications of such methods will be presented using empirical data.

GEOG 350  Data Acquisition in GIS  3 Units
Prerequisite: GEOG 330 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the techniques, theory, and practical experience necessary to acquire, convert, and create spatial data. Topics include acquisition of existing GIS data, metadata, formatting and format conversion of digital GIS data, creating digital data utilizing digital cameras and scanners, the utilization of remotely sensed data, and use of the Global Positioning System.

GEOG 354  Introduction to the Global Positioning System (GPS)  1 Unit
Formerly: GEOG 14
Prerequisite: None
Advisory: GEOG 300, GEOG 301.
Course Transferable to CSU
Hours: 18 hours LEC
This course will introduce the Global Positioning System (GPS), including the conceptual basis for GPS and hands-on operation of the technology, including computer interfaces, GIS software, and real-world applications. Recommended for anyone needing to acquire, process, or display location information.

**GEOG 360  Database Design and Management in GIS**

Prerequisite: GEOG 330 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course examines the principles of database management and design including conversion fundamentals, modeling techniques and strategic planning. The needs, alternatives, and pitfalls of database development and conversion are discussed. In addition, this course also includes the examination of various types of data applicable to GIS and examines relevant issues including hardware and software requirements. Particular attention is paid to determining the appropriate methodology, developing a conversion plan, and data quality assurance. This course includes hands-on practical exercises in database management skills.

**GEOG 370  Introduction to GIS Programming**

Prerequisite: GEOG 334 with a grade of "C" or better.
Course Transferable to CSU
Hours: 30 hours LEC, 18 hours LAB
This course is an introduction to GIS programming utilizing such programming languages as Avenue, Map Objects, and Arc Objects. GIS programming allows the user to modify and customize the software's graphic user interface (GUI), modify GIS tools and commands, create new GIS software tools, automate GIS operations, and integrate GIS functions with other software applications. This course may be taken up to four times on a different software package or version. AA/AS area D2.

**GEOG 371  Intermediate GIS Programming**

Prerequisite: GEOG 370, or GEOG 330 and CISP 370 with a grade of "C" or better.
Course Transferable to CSU
Hours: 30 hours LEC, 18 hours LAB
This course provides the necessary foundation to become a GIS applications developer with GIS programming software such as Avenue, Map Objects, and Arc Objects. This course concentrates on incorporating GIS programming functionality into powerful programming languages such as Visual Basic, C++, Oracle FORMS, and Delphi. Methods of embedding such GIS functions as geographic queries, spatial analysis, encoding, thematic display, and data integration are included. This course may be taken up to four times on a different software package or version.

**GEOG 380  Intermediate Desktop GIS with Applications**

Prerequisite: GEOG 330 and one course from the following: GEOG 340, 344, 350, or 360 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC, 54 hours LAB
This course provides an overview of a full-feature, powerful desktop GIS software (such as ArcGIS 8.x). Software will be used to apply reprocessing concepts to solving geographic problems. Emphasis is placed on the software's topological data model, geodatabase model, creating and editing spatial data to produce map displays, working with attribute data, and the basics of grid processing. This course may be taken four times on a different software package or version.

**GEOG 385  Introduction to Web Based GIS Application Development**

Formerly: GEOG 29
Prerequisite: GEOG 330 and CISW 300.
Advisory: CISW 310.
Course Transferable to CSU
Hours: 63 hours LEC, 27 hours LAB
This course introduces the development of web-based GIS solutions. Webauthoring tools and Internet map servers (such as ArcIMS) will be used to teach the techniques of Internet mapping and interactive user interface design for GIS applications. Focus will be on the theories and principles behind Internet mapping to perform spatial analysis, on GIS application development, and on web design for Internet mapping systems.

**GEOG 390  Field Studies in Geography**

Formerly: GEOG 24
Prerequisite: None
Course Transferable to CSU
Hours: 3-24 hours LEC, 18-144 hours LAB
This course involves field study of selected locations of geographic interest. Course content will vary according to field destination but may include topics in physical geography (e.g., plant and animal communities, climate and weather, geology and geomorphology, natural hazards, environmental impacts, etc.), human geography (e.g., cultural landscapes, economic activities, transportation issues, land use patterns, etc.), and/or introduction to tools and techniques used for geographic field research (e.g., map and compass, the Global Positioning System (GPS), Geographic Information Systems (GIS), etc.). Field excursions are required. May be taken 4 times for a maximum of 6 units.

**GEOG 498  Work Experience in Geographic Information Systems**

Formerly: GEOG 48
Prerequisite: Placement in an agency, private business, non-profit organization, or other entity.
Corequisite: GEOG 330 and student must be enrolled in a minimum of 7 units, including this course.
Course Transferable to CSU
Hours: 18 hours LEC, 75-225 hours paid or 60-180 non-paid LAB
This course is a directed field study program that provides students with an opportunity to apply classroom instruction in geographic information systems to real-world GIS projects in the community. Students will be under the supervision of an advisor from the college while participating in a short-term work experience program in business or government agency.
Geology is the study of the origin and evolution of the earth, using the principles of mathematics, chemistry, physics, and biology. Geologists study rocks, minerals, and fossils in an effort to draw conclusions about the Earth's observable surface processes, as well as those processes taking place inside the Earth.

**General Science**

**Requirements for Degree Major**
Students must complete 18 units of transfer level course work in science in addition to other graduation requirements. Two laboratory courses must be included, one in a physical science and one in a biological. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics and zoology. See ARC graduation requirements.

**Mathematics - Physical Science**

**Requirements for Degree Major**
Students must complete 18 units of transfer level course work in addition to other graduation requirements. Courses may be selected from astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics and statistics. See ARC graduation requirements.

**GEOL 300  Physical Geology  3 Units**
Formerly: GEOL 1
Prerequisite: None
Advisory: MATH 100, ENGRD 116, ENGWR 51, or ESLW 310; or placement through the assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This in-depth course provides an understanding of the dynamic nature of the earth through the study of earth processes including plate tectonics, plate boundary events and features of the ocean basins, earthquakes and the earth's interior, mineral and rock systems, ground water, development and destruction of landforms, glaciers, deserts and examples of environmental geology. One field trip experience is required. May be taken separately from the physical geology laboratory. (CAN GEOL 2-GEOL 300+301) (CAN GEOL 6) AA/AS area A; CSU area B1; IGETC area 5A.

**GEOL 301  Physical Geology Laboratory  1 Unit**
Formerly: GEOL 2
Prerequisite: None
Corequisite: GEOL 300.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is the study of common rocks and minerals, topographic maps, geological maps and air photographs and first-hand field observations of the local geology. (CAN GEOL 2-GEOL 300+GEOL 301) AA/AS area A; CSU area B1; IGETC area 5A.

**GEOL 305  Earth Science  3 Units**
Formerly: GEOL 8
Prerequisite: None
Advisory: MATH 32 and ENGRD 116, ENGWR 51 or ESLW 310; or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is an introductory science course covering major topics in geology, oceanography, meteorology, astronomy, scientific method and philosophy of science. Course is not designed for science and/or geology majors. This course may not be taken with GEOL 301. AA area 3A; CSU area B1; IGETC area 5A.

**GEOL 306  Earth Science Laboratory  1 Unit**
Formerly: GEOL 8L
Prerequisite: None
Corequisite: GEOL 305.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116, or ESLR 320 or ESLW 320; or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course emphasizes scientific methods and systematic laboratory procedures. Includes weather analysis, rock and mineral identification, study of geologic concepts by means of topographic maps, and exercises in astronomy and oceanography. One field trip is required. Not available for credit to students who have completed GEOL 300 or 301. CSU area B1; IGETC area 5A.

**GEOL 310 Historical Geology** 3 Units
Formerly: GEOL 3
Prerequisite: None
Advisory: GEOL 300.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers geologic history of earth as shown by the changing pattern of land and sea and by the succession of fauna and flora. Stratigraphic and other techniques for interpreting the sequence of past geological events are studied. (CAN GEOL 8) AA/AS area A; CSU area B1; IGETC area 5A.

**GEOL 311 Historical Geology Laboratory** 1 Unit
Formerly: GEOL 3L
Prerequisite: None
Corequisite: GEOL 310.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a laboratory study in historical geology. Principles of physical geology and paleontology are applied in the reconstruction of the history of the earth. Exercises in stratigraphy, paleontology and interpretation of geologic maps will be utilized. CSU area B1.

**GEOL 325 Environmental Hazards and Natural Disasters** 3 Units
Formerly: GEOL 13
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the environmental effects and applications of Earth-related processes. It focuses on earthquakes, volcanic eruptions, landslides, and flooding; availability and exploitation of natural resources, waste disposal and global climate change. Humans as a force in environmental change will be emphasized. The course is designed to address interests in geology, engineering, environmental studies, geography, and science education. One field trip is required. Not open to students who have completed GEOG 307. AA/AS area A, CSU area B1.

**GEOL 330 Introduction to Oceanography (Same as Geography 308)** 3 Units
Formerly: GEOL 5
Prerequisite: None
Advisory: GEOL 300 or GEOG 300.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an integrated study of water on earth emphasizing physical oceanography, ocean and shoreline processes, plate tectonics, sea floor morphology, ocean chemistry, marine resources, and environmental concerns. Students will gain familiarity with regional physical shoreline features and processes through a field trip, completion of a paper, and class discussions. Not open to students who have completed GEOG 308. AA/AS area A; CSU area B1; IGETC area 5A.

**GEOL 331 Introduction to Oceanography Lab** 1 Unit
Formerly: GEOL 5L
Prerequisite: None
Corequisite: GEOL 330 or GEOG 308.
Advisory: GEOL 300 or GEOG 300.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a laboratory investigation of water on earth, emphasizing the shape of the sea floor, marine navigation, plate tectonics, sea floor materials and their utilization, the physical and chemical nature of sea water, currents, tides, and marine weather. Not open to students who have completed GEOG 309. CSU area B1; IGETC area 5A.

**GEOL 342 Geology of the National Parks** 3 Units
Formerly: GEOL 18
Prerequisite: None
Advisory: GEOL 300 and 301.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to introduce Earth's geologic story as revealed by the rocks and landscapes in our National Parks. Attention will focus on how natural earth processes have formed our National Parks and National Monuments. Surface shaping processes such as volcanism, plutonism, deformation, sedimentation, glaciation, and fluvial activity will be studied as displayed in our western parks and monuments. One field trip is required.

**GEOL 345 Geology of California** 3 Units
Formerly: GEOL 12
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides a survey of the physical and historical aspects of California geology, emphasizing the linkage of geology and people through economic and social impacts. This course is recommended for non-majors and majors in geology and is of particular value to science, engineering, environmental studies, education, and economics majors. One field trip is required. AA/AS area A; CSU area B1.

**GEOL 350 Introduction to Mineralogy** 4 Units
Formerly: GEOL 6
Prerequisite: GEOL 300.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 108 hours LAB
This course is an introduction to crystal structure and determination of minerals by crystal form, hardness and cleavage. Techniques of spectroscopic and wet chemical analysis, stereogram methods and beginning optical mineralogy.

**GEOL 390 Field Studies in Geology** .5-4 Units
Formerly: GEOL 24
Prerequisite: None
Course Transferable to CSU
Hours: 3-24 hours LEC; 18-144 hours LAB
This course involves field trips to selected locations of geologic interest. Course content will vary according to field trip destination but may include topics in physical geology, environmental geology, economic geology, and/or introduction to tools and techniques used for geosciences field research (e.g. map and compass, the Global Positioning System (GPS), Geographic Information Systems (GIS), etc.). Field trip(s) are required. May be taken 4 times for a maximum of 6 units.
Gerontology

Degree: A.A. - Gerontology
Certificates: Concentrations in:
- Business
- Case Management/Social Services
- Environmental Design
- Health Care
- Recreation
- Social Policy/Advocacy

Gerontology is the study of human growth and development during adulthood. It includes the psychological and physiological changes that touch each individual, as well as the social implications of these changes.

The ARC gerontology program blends classroom instruction and student interaction with older adults in a variety of non-classroom situations. This provides students with the knowledge and experience required for employment in business and agencies that provide services for the elderly, and/or preparation for upper-division work in gerontology at a four-year institution. The result may be an associate of arts degree or a certificate in gerontology.

Concentrations: There are six concentrations from which students must select one: business, case management/social services, environmental design, health care, recreation, and social policy/advocacy. In addition, the college offers an Activity Coordinator Program that meets the requirements for the State of California’s Title 22 Certificate for Activity Coordinator. Students may also work toward a Certificate of Completion for Social Service Designee, In-Home Support Service Worker, or Program Assistant.

Continuing Education: The program at American River College also offers continuing education courses for RNs, LVNs, CNAs, RCFE administrators, MFTs, LCSWs, and Nursing Home Administrators. ARC has gained a reputation as a leader in gerontology studies and is co-host for the Alzheimer’s Aid Society annual conference. This leadership has enriched its offerings and enhanced the career value of an ARC gerontology degree or certificate.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
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<tr>
<td>BUS 310, ENGW 103, or ENGW 300</td>
<td>3</td>
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<tr>
<td>GERON 300/SOC 335</td>
<td>3</td>
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<tr>
<td>GERON 302/PSYC 374</td>
<td>3</td>
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<td>GERON 311</td>
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<td>GERON 330</td>
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<td>GERON 334</td>
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<td>GERON 340/NUTRI 324</td>
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<td>GERON 360</td>
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<td>GERON 498</td>
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<tr>
<td>PSYC 300</td>
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<tr>
<td>Plus 9 units from one of the following concentrations:</td>
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</table>

Requirements for Certificate

| Core requirements (above) | 30 |
| Plus 9 units from one of the following concentrations: | |

Recommended Electives
- ANTH 300, 301; ENGW 300; HSER 300; MGMT 360; PHIL 310; PSYC 370

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.
Business

Preparation for entry-level business positions with private industry, government and nonprofit agencies providing goods and services to senior adults.

Requirements for Certificate 39 units

Core requirements 30

and 9 units from the following:

- ACCT 101 or ACCT 301 3-4
- BUS 105 or BUS 110 3
- BUS 320/Economics 320 3
- BUS 330 3
- BUS 340 3
- HSER 310/GERON 304 3
- MGMT 300 or MGMT 362 3
- MGMT 304 3
- PSYC 390 3

Case Management/Social Services

Preparation for entry-level positions with private industry, government and nonprofit agencies providing social services to senior adults.

Requirements for Certificate 39 units

Core requirements 30

and 9 units from the following:

- GERON 310 2
- GERON 312 1
- HSER 300 3
- HSER 310/GERON 304 3
- HSER 350/PSYC 365 3
- HSER 340/PSYC 400 3
- PSYC 390 3

Environmental Design

Preparation for entry-level and paraprofessional positions with private industry, government and nonprofit agencies providing design services to senior adults.

Requirements for Certificate 39 units

Core requirements 30

and 9 units from the following:

- ART 320 3
- IDES 300 3
- IDES 330 3
- IDES 334* 3

Health Care

Preparation for entry-level position with private industry, government and nonprofit agencies providing health services for senior adults.

Requirements for Certificate 39 units

Core requirements 30

and 9 units from the following:

- AH 110 3
- BIOL 102 or 115 3-4
- GERON 350/NURSE 360 3
- HSER 310/GERON 304 3
- HSER 340/PSYC 400 3
- NURSE 100 3
- NURSE 101* 1.5
- PET 312 3
- PET 313 1-2
- PSYC 390 3

*Prerequisite required

Recreation

Preparation for entry-level position with private industry, government and nonprofit agencies providing recreational services for senior adults.

Requirements for Certificate 39 units

Core requirements 30

and 9 units from the following:

- GERON 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454 6.5
- PET 312 3
- PET 313 1-2

Social Policy/Advocacy

Preparation for entry-level positions with private industry, government and nonprofit agencies and organizations involved in analyzing, influencing, implementing, and/or advocating for social policy affecting senior adults.

Requirements for Certificate 39 units

Core requirements 30

and 9 units from the following:

- GERON 300 3
- HSER 310/GERON 304 3
- HSER 330/PSYC 365 3
- SPEECH 301 3

or 9 units from the following:

- GERON 304 3
- MGMT 362 3
- POLS 301 3
- SPEECH 301 3

Activity Coordinator

Requirements for Certificate 6.5 units

GERON 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454 6.5

Activity Coordinator Program meets State of California, Title 22 requirements for certificate for Activity Coordinator

Social Service Designee Certificate

Requirements for Certificate 4 units

GERON 310, 311, 312 4

Recommend completion of Activity Coordinator Certificate

In-Home Support Service Worker

Requirements for Certificate 6.5 units

ENGRD 18; GERON 100, 101, 102, 103; Math 12 6.5

Program Assistant

Requirements for Certificate 2 units

GERON 320 2
GERON 100 Basic Health Skills for In-Home Supportive Services Worker .5 Units
Formerly: GERON 51A
Prerequisite: None
Corequisite: MATH 12 and ENGRD 18.
Hours: 9 hours LEC
This course will prepare the student to provide non-medical personal services to frail adults and adults with disabilities. Topics include basic skin care, alternative methods of acquiring nutrition, bowel and bladder management, respiratory devices and their care, self-administered medications and the concept of comfort care during the end stages of life.

GERON 101 Aspects of Aging - Methods and Techniques of Mobility .5 Units
Formerly: GERON 51B
Prerequisite: None
Corequisite: MATH 12 and ENGRD 18.
Hours: 9 hours LEC
This course emphasizes the physical, social and psychological losses and common problem of the aging population. It also examines elder abuse, the need for confidentiality and methods and techniques to increase mobility.

GERON 102 Managing a Household - Shopping for Foods 1 Unit
Formerly: GERON 51C
Prerequisite: None
Corequisite: MATH 12 and ENGRD 18.
Hours: 18 hours LAB
This course provides the basic skills necessary for managing a client's home, including: client/household manager relationship, skills for providing food, specialized menus, laundry and shopping.

GERON 103 Directed Field Work - In-Home Supportive Services Worker 1 Unit
Formerly: GERON 51D
Prerequisite: GERON 100, 101, 102.
Hours: 54 hours LAB
This course is a comprehensive, on-site experience as an in-home supportive services worker. The student will perform on-site under the supervision of the instructor.

GERON 300 Sociology of Aging (Same as Sociology 335) 3 Units
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the aged and aging process with emphasis on social factors affecting and affected by an aging population. It includes an analysis of demographics, history of aging in America, social conditions, resources and support systems, employment, retirement, social class/cultural differences. Not open to students who have completed Sociology 335. AA/AS area E2; CSU area E1

GERON 302 Psychology of Aging: Adult Development and Aging (Same as Psychology 374) 3 Units
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the physical, psychological, and social aspects of the aging process including the interactions between the elderly and the rest of society. Topics include an analysis of stereotypes, social bonds, environmental factors, sexuality, physical health, mental health, death, and bereavement. Not open to students who have completed Psychology 374. AA/AS area C2; CSU area E1

GERON 304 Ethical Issues and Client's Rights (Same as Human Services 310) 3 Units
Formerly: GERON 15
Prerequisite: None
Corequisite: HSER 300 or 320.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a comprehensive exploration of the basic ethical issues involving human services delivery. Topics include: professional ethics, confidentiality, counselor and clients' rights and other areas involving ethical controversies. Not open to students who have completed Human Services 310.

GERON 310 Social Service Designee: Role and Responsibility 2 Units
Formerly: GERON 30
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC
This course covers the role of social services designee in long-term care. The focus is on family, patient adjustment, dementia, and documentation.

GERON 311 Social Services Designee: Legal Issues and End-of-Life Decisions 1 Unit
Formerly: GERON 31
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 18 hours LEC
This course covers legal issues involved with long-term care. The focus is on probate, wills, trusts, power of attorney, conservatorship, consent, and right-to-die issues.

GERON 312 Social Services Designee: Fieldwork 1 Unit
Formerly: GERON 32
Prerequisite: GERON 310, 311.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC; 27 hours LAB
This course provides supervised fieldwork in the role of social services designee in long-term care facility.

GERON 320 Program Assistant 2 Units
Formerly: GERON 33
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course provides the training necessary to become a program assistant in adult day care, adult day health care and residential care. Topics include organization and populations of adult day care, personal care, services, communication, responsibilities, ethics, safety, and dementia. Certificate will be issued upon successful completion of course.

GERON 330 Communicating with and Validating Older Adults (Same as PSYC 378) 3 Units
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces the basic theory, techniques, and experiences for communication with, validation of, and stimulation of the elderly at different cognitive levels. Not open to student who have completed Psychology 378. AA/AS area E2

**GERON 334 Reminiscence Therapy**  
3 Units  
Formerly: GERON 42  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course introduces the basic theory and techniques of Reminiscence Therapy and provides experience in planning, facilitating, and evaluating reminiscence groups with the elderly in an institutional setting. AA/AS area E2

**GERON 335 Wellness for Older Adults**  
3 Units  
Formerly: GERON 40  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course will explore positive lifestyle choices in later life which have a positive effect on health and well being. Topics include exercise, nutrition, stress management, chronic disease, and adaptations for disability.

**GERON 340 Nutrition for Healthy Aging (Same as Nutrition and Foods 324)**  
3 Units  
Formerly: GERON 43  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an introduction to nutritional concerns as they apply to the elderly, their implications in the aging process and the environmental, economic, and cultural factors affecting the nutritional status. Not open to students who have completed NUTRI 324.

**GERON 350 Physical Therapy Aide (Same as Nursing 360)**  
3 Units  
Formerly: GERON 45  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to prepare students in the responsibilities of Physical Therapy Aides and to provide a general introduction to the physical therapy field. Basic skills of range of motion exercise, positioning, transfers, and ambulation with assistive devices are covered through lecture and hands-on experiences. This course presents basic anatomy, terminology, and medical issues associated with the field of physical therapy.

**GERON 360 Topics in Gerontology: Ethnic Diversity and Aging**  
.5 Units  
Formerly: GERON 46A  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of ethnicity as a factor in the aging process; emphasis will be on values, beliefs and culture, and their impact on the design and delivery of service. Credit/No Credit only.

**GERON 362 Topics in Gerontology: Biology of Aging**  
.5 Units  
Formerly: GERON 46B  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of aging and health focusing on the health of the older adult, chronic and acute illnesses, normal aging changes, sexuality, nutrition, and strategies for good health. Credit/No Credit only.

**GERON 364 Medical World of Elderly: Pharmacology**  
.5 Units  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of drugs commonly prescribed for the elderly. The course examines how the aging process affects medication effects; changes, compliance, and adverse reactions; drug therapy, and interactions. Credit/No Credit only.

**GERON 366 Coping with Death and Related Bereavement**  
.5 Units  
Formerly: GERON 46D  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an exploration of our societal and personal views of death, dying, and bereavement with the focus on the ways in which our Western society treats the subject of death, right-to-die issues, and the theoretical stages of death and bereavement. Credit/No Credit only.

**GERON 368 Topics in Gerontology: Mental Health and Aging**  
.5 Units  
Formerly: GERON 46E  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an examination of mental health as it is impacted by the aging process, focusing on correlates of mental health, incidence of mental illness, depression, dementia, substance abuse, intervention, and resources. Credit/No Credit only.

**GERON 370 Topics in Gerontology: Elder Abuse**  
.5 Units  
Formerly: GERON 46F  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of elder abuse, focusing on occurrence, prevention strategies, and resources. Credit/No Credit only.

**GERON 372 Alzheimer’s Workshop**  
.5 Units  
Formerly: GERON 46G  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC
This course is an overview of current information on all aspects of dementia and caregiving issues, focusing on research, legal issues, grief, resources, medication, behavior management and activities. Credit/No Credit only.

**GERON 374 Legislation: Origin and Influence** .5 Units  
Formerly: GERON 46H  
Prerequisite: None  
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of how the political process affects issues of aging and delivery of services, focusing on means of impact and influence and community resources. Credit/No Credit only.

**GERON 376 Aging and Family Dynamics** .5 Units  
Formerly: GERON 46I  
Prerequisite: None  
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of how the aging process affects not only individual but also families and relationships. The focus is on changing roles and relationship strategies for negotiating these transitions and helping families resolve aging issues. Credit/No Credit only.

**GERON 378 Body Mechanics and Safety** .5 Units  
Formerly: GERON 46L  
Prerequisite: None  
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of body mechanics emphasizing a problem-solving approach and focusing on basic methods and techniques of positioning, transfer, and ambulation, as well as personal safety, adaptive exercise and assistive devices. Credit/No Credit only.

**GERON 380 Nutrition and Aging** .5 Units  
Formerly: GERON 46K  
Prerequisite: None  
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course concentrates on the practical aspects of nutrition and aging. Cost effective directions for meeting nutritional needs and food recipes will be included. Information regarding environmental factors implicated in the aging process will be discussed. Credit/No Credit only.

**GERON 382 Stress Management: New Approaches** .5 Units  
Formerly: GERON 46L  
Prerequisite: None  
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course examines stress from a communication perspective, how we talk and listen. The concepts of high risk messages will be introduced focusing on how stress reactions affect behavior and morale in residential care facilities and other systems. Emphasis is on message translation and stress, overload, and spill-over effects. Stress management skills will be demonstrated. Credit/No Credit only.
**GERON 394 Health of Older Women .5 Units**
Formerly: GERON 46R
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course analyzes the uniqueness of older women's health needs. Topics will focus on gender differences, activities of daily living, caregiver role, economics, self-care, and long-term care. Credit/No Credit only.

**GERON 396 End-Stage Life Care .5 Units**
Formerly: GERON 46S
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course includes effective strategies for assisting the dying patient and his/her family. Topics include concepts of sub-acute care, physician assisted suicide, euthanasia, and their effect in the elderly society. Credit/No Credit only.

**GERON 398 HIV/AIDS and the Elderly .5 Units**
Formerly: GERON 46T
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course examines HIV/AIDS as a disease process and its effect on the aging population. Topics will include: transmission, universal precautions, treatment options, and psychosocial issues. Credit/No Credit only.

**GERON 400 Illness in Later Life .5 Units**
Formerly: GERON 46U
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course examines chronic diseases associated with age including: osteoarthritis, hypertension, diabetes, coronary artery disease, and stroke. In addition, the impact of lifestyle, management, and prevention will be included. Credit/No Credit only.

**GERON 402 Spirituality, Religion and the Elderly .5 Units**
Formerly: GERON 46V
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course examines religion and belief systems practiced by the elderly population in the U.S. The differences between spirituality and religiosity will be discussed as well as how both are integrated and manifested in the lives of the elderly. Spirituality as a coping mechanism and source of strength and hope will be discussed. Credit/No Credit only.

**GERON 404 Sexuality and Aging .5 Units**
Formerly: GERON 46W
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course examines basic sexual anatomy and physiology of men and women with emphasis on the changes that occur with aging. Sexuality, menopause, impotence, sexually transmitted diseases, heterosexuality, and homosexuality of the older population will be explored. Credit/No Credit only.

**GERON 406 Men as Caregivers .5 Units**
Formerly: GERON 46X
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of specific issues of men as caregivers, including difficulties, changing roles, research, future projections, and resources. Credit/No Credit only.

**GERON 408 Special Need Seniors: Mentally Ill and Homeless .5 Units**
Formerly: GERON 46Y
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the unique factors involved in caring for the mentally ill and the homeless senior population. Topics covered are types and stages of mental illness, social stereotypes, resources for the mentally ill, effects of homelessness on elders, acceptance of aged homeless, and resources for elderly homeless. Credit/No Credit only.

**GERON 409 Right-to-Die Movements and Issues .5 Units**
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This course will examine both the right-to-die movement and right-to-life movement as they address the elderly and the dying. Topics include assisted suicide, advance directives, hospice, and palliative care. Credit/No Credit only.

**GERON 410 Emotional Health and Aging .5 Units**
Formerly: GERON 36A
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the factors involved in emotional health and aging. Topics include social support systems, having a purpose and role, goals, effects of stereotypes, the continuation of life skills, and the development of wisdom. Credit/No Credit only.

**GERON 411 Psychological Treatment Modalities and Aging .5 Units**
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This course explores different treatment modalities appropriate to mental health and aging. Topics include grief therapy, life review, cognitive-behavioral therapy, family-intergenerational therapy, and psychoanalytic therapy. Credit/No credit only.

**GERON 412 Life Review and Reminiscence .5 Units**
Formerly: GERON 36B
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an exploration of the role and techniques of life review and reminiscence in older age and its therapeutic effects. Topics include history of storytelling, group process, facilitating groups, and the art of listening. Credit/No Credit only.
Gerontology

**GERON 413** Caregiving  
**.5 Units**  
Prerequisite: None  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course will examine theories and research on caregiving. Topics include developmental stages, managing and defining role, palliative care, coping with stress and burnout, and community resources. Credit/No credit only.

**GERON 414** Creativity and Aging  
**.5 Units**  
Formerly: GERON 36G  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 120, or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course covers the diversity of creative expression and the changes which may come with age. Topics include differing definitions of creativity, nurturing life-long creativity, opening new creative paths, and creative exercises. Credit/No credit only.

**GERON 415** Super Centenarians  
**.5 Units**  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 120, or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course examines the new phenomenon of large numbers of people living 100 or more years, the reasons for longevity and its implications for society. Credit/No credit only.

**GERON 416** Fundamentals of Aging: Working with Older Adults  
**.5 Units**  
Formerly: GERON 36D  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 120, or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is designed for those who provide direct and indirect care and services for seniors. It focuses on population; physical, social and psychological changes; ethical choices; independence and dependency; and communication skills. Credit/No credit only.

**GERON 417** Understanding Licensed Residential Care  
**.5 Units**  
Prerequisite: None  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an introduction to the philosophy, mission, and operations of residential care. Regulations, rights, and responsibilities of licensees are discussed. Credit/No credit only.

**GERON 418** The Graying of America  
**.5 Units**  
Formerly: GERON 36F  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 120, or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course examines the increase in the aging population and its impact on long-term care. Topics include changes in population groups, life expectancy, family structure, and long-term care. Credit/No credit only.

**GERON 419** Economics of Aging  
**.5 Units**  
Prerequisite: None  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course provides an overview of the economics of retirement including Social Security pensions, Medicare, and MediCal. Also covered are economic problems and proposed solutions, fiduciary abuses and fraud. Credit/No credit only.

**GERON 420** Alcohol and the Elderly  
**.5 Units**  
Formerly: GERON 36G  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 120, or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course will explain how alcohol affects seniors in independent and assisted living environments and explores treatment options for seniors. Credit/No credit only.

**GERON 421** Parkinson's Disease and Other Movement Disorders  
**.5 Units**  
Formerly: GERON 36H  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 120, or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course will explore current knowledge of Parkinson's and other movement disorders, medical treatments, and coping mechanisms. Credit/No credit only.

**GERON 422** Professionalism and Ethics in Gerontology  
**.5 Units**  
Formerly: GERON 36M  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 120, or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course explores professionalism and ethical conduct for those working with seniors in independent and long-term care environments. Topics include the difference between ethics and morals, professional conduct, and listening skills. Credit/No credit only.

**GERON 423** Alzheimer's Disease and Other Dementias  
**.5 Units**  
Formerly: GERON 36M  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 120, or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an introduction to dementia, including Alzheimer's Disease. Topics covered include types of dementia, patient care, environmental issues, and strategies for understanding and responding to associated behaviors. Credit/No credit only.

**GERON 424** Movement with Meaning  
**.5 Units**  
Formerly: GERON 36I  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 120, or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course will introduce the importance of movement for seniors and provide examples adapted to specific chronic conditions. Topics covered are Parkinson's multiple sclerosis, osteoarthritis, osteoporosis, and Alzheimer's and other dementias. Credit/No credit only.
GERON 425  Motivating Older Adults to Stay Active  .5 Units  
Formerly: GERON 36J  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course focuses on how healthy older adults can stay independent, active, and mobile. Topics include wellness, aerobic fitness, nutrition, stress, and cognition. Credit/No Credit only.

GERON 426  Suicide and the Elderly  .5 Units  
Formerly: GERON 36K  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course will examine the risk of suicide among older adults including factors of loss, depression, religiosity, and poverty. Suicide prevention programs will be explored. Credit/No Credit only.

GERON 427  Generational Interdependency  .5 Units  
Formerly: GERON 36N  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course will explore the changing relationships among generations, intergenerational programming and community building, aging policy and its effects on society, and developing community programs. Credit/No Credit only.

GERON 428  Aging of the Brain  .5 Units  
Formerly: GERON 36O  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course will explore how the human brain works and what it ages. Emphasis will be on the difference between normal aging and pathology associated with age as well as strategies to maximize healthy functioning of the brain throughout the aging process. Credit/No Credit only.

GERON 429  Validation: Theory and Practice  .5 Units  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103 and ENGRD 116, or ESLR 320 and ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course will present validation as a communication technique used with individuals with differing levels of cognitive ability. Criteria for evaluating stages of dementia and the selection of appropriate techniques will be covered. Credit/No credit only.

GERON 430  Introduction to Activity Coordinator  .5 Units  
Formerly: GERON 47A  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is designed to introduce the role and responsibilities of an Activity Coordinator in long term care facilities. Topics will include roles and responsibility, program planning, utilizing volunteers, budget, and working as a team. Credit/No Credit only.

GERON 432  Interviewing and Counseling Techniques with Elderly  .5 Units  
Formerly: GERON 47J  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of basic counseling and interviewing techniques when working with older adults. The focus is on communication skills, interviewing techniques, and specific therapeutic approaches to working with impaired older persons. Credit/No Credit only.

GERON 434  Hearing and Speech - Age Changes  .5 Units  
Formerly: GERON 47B  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of age-related changes in speech and hearing. The techniques for working with impaired older adults and development of positive communication with seniors will be emphasized. Credit/No Credit only.

GERON 436  Documentation: State and Federal Regulations Part I  .5 Units  
Formerly: GERON 47C  
Prerequisite: None  
Corequisite: GERON 434.  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of Title 22 regulations and required documentation as it relates to activity coordinators. Topics include activity assessments, social histories, monthly updates, care plans, and quarterly reviews. Credit/No Credit only.

GERON 438  Documentation: State and Federal Regulations Part II  .5 Units  
Formerly: GERON 47D  
Prerequisite: None  
Corequisite: GERON 440.  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of state and federal regulations governing activity coordinators in a health care facility and the necessary documentation required to comply with these regulations. Credit/No Credit only.

GERON 440  Biology of Illness in Later Life  .5 Units  
Formerly: GERON 47F  
Prerequisite: None  
Corequisite: GERON 436.  
Advisory: ENGW 102 or ENGW 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course is an overview of the etiology of major illnesses found in the aging population, focusing on indications and contraindications for activities. Credit/No Credit only.
Gerontology

GERON 442  Social and Psychological Forces of Aging  .5 Units
Formerly: GERON 47H
Prerequisite: None
Corequisite: GERON 438.
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course in an overview of basic psychological and social forces affecting an individual upon entering long-term care. Topics include depression, role loss, myths, and potential benefits and problems of working with families. Credit/No Credit only.

GERON 444  Dementia: Behaviors and Activity  .5 Units
Formerly: GERON 47G
Prerequisite: None
Corequisite: GERON 442.
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of dementia and memory loss. Topics will focus on types, characteristics, communications, behavior management, and caregiving of dementia patients. Credit/No Credit only.

GERON 446  Effective Leadership Skills  .5 Units
Formerly: GERON 47I
Prerequisite: None
Corequisite: GERON 444.
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the fundamentals of leadership for the activity coordinator. Strategies for information processing, problem solving, and decision making will be included. Credit/No Credit only.

GERON 448  Community Agencies and Resources  .5 Units
Formerly: GERON 47K
Prerequisite: None
Corequisite: GERON 450.
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of community resources and how to use them within the health care facility. Credit/No Credit only.

GERON 450  Implementation of Activities  .5 Units
Formerly: GERON 47L
Prerequisite: None
Corequisite: GERON 452.
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the aging process and the consequences of long-term care placement. The focus will be on developing a specific activity designed to meet patient's requirements. Credit/No Credit only.

GERON 452  Activities Development  .5 Units
Formerly: GERON 47T
Prerequisite: None
Corequisite: GERON 446.
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the development of activities for seniors of differing physical and cognitive abilities, different genders, and different cultural backgrounds. Credit/No Credit only.

GERON 454  Directed Fieldwork Experience  .5 Units
Formerly: GERON 47M
Prerequisite: None
Corequisite: GERON 448.
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 3 hours LEC, 18 hours LAB
This course is an opportunity for the student to acquire practical experience working with an activity coordinator in a health care setting. Credit/No Credit only.

GERON 498  Work Experience in Gerontology  2-4 Units
Formerly: GERON 48
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 16 hours LEC, 60-225 hours LAB
This course provides supervised practical experience working with the elderly through placement in nursing facilities, day care, respite care, and community agencies. Placement is arranged by the instructor. May be taken more than once for credit for a maximum of six (6) units.
The college program in health education is designed to provide students the essential information for the evaluation and maintenance of individual health.

HEED 300 Health Science 3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses upon those elements of human behavior which influence the health status of both the individual and the community. Topics include personal fitness, nutrition, sexuality, sexually transmitted disease, drug dependence including alcohol and tobacco, as well as lifestyle disease especially cancer, cardiovascular disease and lung disease. AA/AS are E2; CSU area E1.

HEED 310 Community CPR 1 Unit
Formerly: HEED 10
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course is designed for individuals requiring certification in American Red Cross (Community CPR). The course includes rescue breathing, first aid for choking and CPR for adults, children, and infants as well as heart attack prevention. May be taken four times.

HEED 311 California Child Care Cardio Pulmonary Resuscitation (CPR) and First Aid (Same as ECE 414) 1 Unit
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 18 hours LEC
This course covers life saving and first aid techniques involving children. Respiratory distress, non-breathing, unconsciousness, choking and other pediatric emergencies are covered. The California Child Care first aid certificate examination is included. HEED 311 and/or ECE 414 may be taken four times for credit for a maximum of 4 units.

HEED 316 Responding to Emergencies 2 Units
Formerly: HEED 15
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed for anyone desiring a general knowledge of first aid procedures (parents, foster parents, child care workers, teachers, etc.). It includes infant, child, and adult CPR as well as the care of critically injured and ill.

HEED 323 Cardio Pulmonary Resuscitation (CPR)/Automated External Defibrillators (AED) for the Professional Rescuer .5 Units
Prerequisite: Current American Red Cross Community CPR or American Heart Association Basic Life Support Certification.
Advisory: ENGW 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC
This course meets the requirements for Red Cross certification as a professional rescuer. It includes legal considerations, disease transmission, severe bleeding, and moving the victims, as well as professional rescuer situation practice sessions. May be taken four times for credit.

HEED 324 Emergency Response 3 Units
Formerly: HEED 20
Prerequisite: Current Community CPR card.
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
This course meets prerequisites for Emergency Medical Technician (EMT) courses. It is designed for first responders/professional rescuers (i.e., lifeguards, law enforcement, firefighters, search and rescue personnel, etc.). It is recommended for nursing, physical therapy, and athletic training students. This course covers recognition and first aid treatment for: bleeding wounds, fractures, burns, poisoning, respiratory and cardiac emergencies, sudden illnesses as well as primary and secondary victim assessments and emergency rescue and transfer techniques.

HEED 494 Topics in Health Education .5-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 9-54 hours LEC
This course provides opportunities to study contemporary topics in health which are not included in current offerings or which require emphasis beyond existing courses. The course may be taken four times for a maximum of 6 units providing there is no duplication of topics.
History

Degree: A.A. - Social Science

Area: Behavioral & Social Sciences
Dean: Whitney Yamamura
Phone: (916) 484-8283
Counseling: (916) 484-8572

The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand today.

Social Science

Requirements for Degree Major

Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except Psychology 335), and Sociology. See ARC graduation requirements.

HIST 300    History of Western Civilization

Formerly: HIST 4
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is a survey of western civilization from its origins in the Ancient Middle East until the Renaissance, emphasizing the social, political, economic, cultural and intellectual forces that have served to shape the modern world. The focus will be on the cultural legacies and contributions of the Ancient Middle East, Greece, Rome, and the Middle Ages to the development of western civilization. (CAN HIST SEQ A-Hist 300+302, CAN HIST 2) AA/AS area B or C2; CSU area C2 or D3; IGETC area 3.

HIST 302    History of Western Civilization

Formerly: HIST 5
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is a survey of western civilization from the Renaissance to the present, emphasizing the interplay of social, political, economic, cultural and intellectual forces in creating and shaping the modern world. The focus will be on the process of modernization, stressing the secularization of western society and examining how war and revolution have served to create our world. (CAN HIST 4) AA/AS area B or C2; CSU area C2 or D3; IGETC area 3; (HIST SEQ A Sum of HIST 300 and 302).

HIST 305    Women in Western Civilization

Formerly: HIST 6
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is a survey of women’s contributions to the major ideas, institutions and events of Western Civilization. Examines the diversified roles of women from antiquity to the present with emphasis on the interaction of the sexes. Analyzes the effects on the society of the patriarchal structure of the family and consequently the pervasive impact on all institutions of western culture. AA/AS area B or C2; CSU area C2 or D3; IGETC area 3.
**HIST 307  History of World Civilizations to 1500  3 Units**  
Formerly: HIST 11  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
A survey of world civilizations from antiquity to 1500, with particular emphasis on the dynamic interaction and comparison of peoples and cultures. The focus is on the role played by social, political, economic, cultural, and religious forces in shaping the major world civilizations and the legacy of these civilizations for subsequent civilizations and our world today. AA/AS area B or C2 and F; CSU area C2 or D3; IGETC area 4.

**HIST 308  History of World Civilizations, 1500 to Present  3 Units**  
Formerly: HIST 12  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
A survey of world civilizations from the 16th century to the present, with particular emphasis on the dynamic interaction of peoples and cultures. The focus is on the role played by social, political, economic, cultural, and religious forces in shaping the major world civilizations and the legacy of these civilizations and our world today. (CAN HIST 16) AA/AS area B or C2 and F; CSU area C2 or D3; IGETC area 4.

**HIST 310  History of the United States  3 Units**  
Formerly: HIST 17  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of United States history from its European, African, and Native American backgrounds to 1865. The course examines the origin and development of many of this nation's political, social, economic and intellectual institutions including their influences upon contemporary American life. These analyses also emphasize such historical concepts as cause and effect, multiple causation and historical interpretation. (CAN HIST 8) AA/AS area C1; CSU area D1; IGETC area 4; (HIST SEQ B HIST 310 and 311).

**HIST 311  History of the United States  3 Units**  
Formerly: HIST 18  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of United States History from 1865 to the present. It examines many of America's political, social, economic, and intellectual institutions, including their influences upon contemporary life. This course also examines this nation's increasing involvement in world affairs. These analyses are set within the context of such historical concepts as cause and effect, multiple causation, and historical interpretation. (CAN HIST 10) AA/AS area C1; CSU area D1; IGETC area 4; (HIST SEQ B HIST 310 and 311).

**HIST 318  American Intellectual and Cultural History  3 Units**  
Formerly: HIST 161  
Prerequisite: None  
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of major themes and developments in American culture and ideas from the colonial to the contemporary period. Special emphasis is given to religious, scientific, literary, artistic, philosophical, and political thoughts to explore the sources, expressions, and transformation of cultural and intellectual values in the history of the United States. AA/AS area C1; CSU area D1; IGETC area 4.
HIST 327 History of the Chicano/Mexican American 3 Units
Formerly: HIST 16M
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the relationship between the development of American and Mexican civilization in the Western Hemisphere. Focus is on the role of the Mexican American experience as it was affected by social, political, and economic events in the U.S. Emphasis is placed on socio-cultural contributions of Mexican Americans to American institutions. AA/AS area C1; CSU area D1; IGETC area 4.

HIST 330 Women in American History 3 Units
Formerly: HIST 16W
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course offers a survey of U.S. women's history, including the origin and development of the nation's political, social, economic, and intellectual institutions, from pre-contact indigenous societies to the modern era. The diverse roles and contributions of European American, Native American, African American, Mexican American and Asian American women are emphasized throughout the course. AA/AS areas C1 & F; CSU area D1; IGETC area 4.

HIST 340 History of California through 1879 3 Units
Formerly: HIST 29
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the discovery and settlement of California by the Spanish, the Mexican period, American conquest and occupation, the Gold Rush; and events through the Constitution of 1879. AA/AS area C2; CSU area C2 and D3; IGETC area 3.

HIST 341 History of California: 1879 to Present 3 Units
Formerly: HIST 30
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of California late Nineteenth and Twentieth century history emphasizing political, economic and cultural development to the present time. This course fulfills California state requirement in state and local government, but does not meet the requirement in United States Constitution. AA/AS area C2; CSU area D3; IGETC area 3.

HIST 343 The California Mother Lode .5-3 Units
Formerly: HIST 31
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to CSU
Hours: 8-54 hours LEC, 3-18 hours LAB
This course is a history of the Mother Lode with emphasis on the Gold Rush Era and its effect on the natural environment of the region. Lecture-lab activities at selected locations in the Mother Lode region complement the classroom instruction. Each combination of classroom and on-site instruction constitutes one-half unit of credit. A student may earn a maximum of 3 units. AA/AS area C2; CSU area D3.

HIST 344 American History of the Western Hemisphere 3 Units
Formerly: HIST 19
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a history of the American Hemisphere with emphasis on the United States. Focus is on the role of the United States experience as it was affected by social, political, and economic events in the U.S. Emphasis is placed on political contributions of United States to American institutions. AA/AS area C2; CSU area C2 & D3; IGETC area 3.

HIST 346 United States and Canadian History 3 Units
Formerly: HIST 16M
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a history of the United States and Canadian history with emphasis on the United States. Focus is on the role of the United States experience as it was affected by social, political, and economic events in the U.S. Emphasis is placed on political contributions of United States to American institutions. AA/AS area C2; CSU area C2 & D3; IGETC area 3.

HIST 364 Asian Civilization 3 Units
Formerly: HIST 19
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of Asian civilization with emphasis on South and East Asia, beginning with dawn of recorded history through 1800. The cultures of India, China, and Japan will be emphasized. AA/AS area B or C2; CSU area C2 or D3; IGETC area 3.

HIST 365 Asian Civilization 3 Units
Formerly: HIST 19
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the political, social, economic and cultural transformation of India, China and Japan since 1800. Emphasis on how these cultures responded to the changes of Western Civilization. AA/AS area B or C2; CSU area C2 or D3; IGETC area 3.

HIST 367 History of Russia 3 Units
Formerly: HIST 33
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of Russian history from 1861 to the present. The course examines the major social, political, and economic developments that have shaped Russian society and culture. Special attention will be given to Russian culture, politics and protest during the 20th century, the revolutions of 1917 and the Bolshevist rise to power, the creation and expansion of the Soviet state under Stalin, and the decline and collapse of Soviet power. AA/AS area C2; CSU area C2 and D3; IGETC area 3.

HIST 373 History of Mexico 3 Units
Formerly: HIST 10
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a survey of Mexican history from the Spanish conquest and fusion of two cultures: the War of Independence; the age of Santa Ana and the loss of North Mexico; the reign of Diaz; the Revolution of 1910; reconstruction and contemporary Mexico. AA/AS area C2; CSU area C2 & D3; IGETC area 3.

HIST 480 History of Western Civilization - Honors 3 Units
Formerly: HIST 4H
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of western civilization from its origins in the Ancient Middle East until the Renaissance. The emphasis will be on the social, political, economic, cultural and intellectual forces that have served to shape the modern world. The focus will be on challenging students to interpret the past by critically analyzing both primary sources and relevant works by leading historians. AA/AS area B3 or C2; CSU area C2 or D3; IGETC area 3.
HIST 481  History of Western Civilization - Honors  
3 Units

Formerly: HIST 5H
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is a survey of western civilization from the Renaissance to the present. Emphasis will be on the social, political, economics, cultural and intellectual forces that have served to shape the modern world. The focus will be on challenging students to interpret the past by critically analyzing both primary sources and relevant works by leading historians. AA/AS area B or C2; CSU C2 or D3; IGETC area 3.

HIST 483  History of the United States - Honors 3 Units

Formerly: HIST 17H
Prerequisite: Cumulative GPA of 3.0; ENGWR 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is an in-depth study of American history from the Colonial through the American Civil War eras. Particular emphasis will be placed on the interrelationships of the developing American political, economic, social, and cultural institutions. AA/AS area C1; CSU area D1; IGETC area 4.

HIST 484  History of the United States - Honors 3 Units

Formerly: HIST 18H
Prerequisite: Cumulative GPA of 3.0 or above; ENGWR 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is an intense study of American history from 1865 to the present day. Particular emphasis will be placed on the interrelationships of American political, economic, social and cultural developments. This course is designed to partially fulfill American Institutions graduation requirements. AA/AS area C1; CSU area D1; IGETC area 4.

HIST 494  Topics in History 1-3 Units

Formerly: HIST 40
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320; or placement through assessment process
Course Transferable to CSU
Hours: 18-54 hours LEC

This course is a historical examination of significant ideas, developments and movements which had a major impact in illuminating the historic growth of civilization in the world. Covering topics from a wide range of academic disciplines including anthropology, economics, engineering, fine arts, history, law, life science, literature, mathematics, philosophy, political science, sociology, psychology and will vary in content and scope with the interests and expertise of both the instructors and the students. Modules of one unit each. In any given semester a student may enroll in from one to three modules. AA/AS area C2.
The ARC horticulture program prepares students for self-employment or employment with nurseries, landscape contractors, arborists, park departments, fertilizer and insecticide companies, or as maintenance groundskeepers or horticulture consultants. Students receive a formal education in plant identification: their habits, growth, cultural requirements and landscape use in the climates of northern California as well as a basic knowledge of the tools and equipment used in the landscape and nursery industries. After completing the first year of training, students elect an option in either landscape or nursery practices.

The Landscape Industry option builds skills and knowledge in the design and installation of landscape and turf grass systems, irrigation and sprinkler systems, fertilization, pruning, the use of power equipment and the law and regulations for pest control operations.

The Nursery Industry option emphasizes plant propagation techniques, greenhouse management, plant merchandising and installation, maintenance and customer relations. Work experience is required.

**Career Opportunities**

The continued growth of suburban residential areas, the growth of gardening as a major leisure time activity, and the demand for park and recreational greenbelt areas all provide challenging opportunities to those who choose careers in horticulture. With the growing interest in protecting and enhancing the environment and the increased demand for park and recreation greenbelts, employment opportunities for horticulturists look bright. Employment opportunities should grow in both industry and government agencies as environmental research leads to new laws and standards for protecting the environment.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

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### Landscape Industry

**Requirements for Degree Major**

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**Recommended Electives:**

ACCT 101; Art 370; BIOL 320; BUS 105; CISC 300; DESGN 100; ENGWR 342; IDES 300.

**Requirements for Certificate**

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### Nursery Industry

**Requirements for Degree Major**

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**Recommended Electives**

ACCT 101; BIOL 320; BUS 105; CISC 300; DESGN 100; ENGWR 342; HORT 110; IDES 300.
**Requirements for Certificate**

**COURSES REQUIRED**

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<td>HORT 105 Pest Control Licensing For Certification</td>
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<td>HORT 110 Irrigation Design</td>
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<td>HORT 140 Advanced Student Projects</td>
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<td>HORT 298 Work Experience in Horticulture</td>
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<td>HORT 300 Introduction to Horticulture</td>
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<td>HORT 302 Soils and Plant Nutrition</td>
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<td>HORT 305 Plant Materials I</td>
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<td>HORT 306 Plant Materials II</td>
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<td>HORT 310 Nursery Practices</td>
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<td>HORT 312 Plant Propagation</td>
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<td>HORT 314 Greenhouse Operations</td>
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<tr>
<td>HORT 320 Landscape Construction</td>
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</table>

**HORT 100 Plant Diseases and Pests**

Formerly: HORT 55  
Prerequisite: None  
Corequisite: HORT 300.  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study of plant diseases and pests including weed problems, recognition of symptoms and causes, life cycles, host and habitat relationships and methods of control.

**HORT 105 Pest Control Licensing For Certification**

Formerly: HORT 70  
Prerequisite: HORT 300 with a grade of “C” or better.  
Hours: 36 hours LEC  
This course covers the laws and regulations for operators, applicators, and advisors including the study of different pests and recommended control.

**HORT 110 Irrigation Design**

Formerly: HORT 78  
Prerequisite: HORT 300 with a grade of “C” or better.  
Hours: 36 hours LEC  
This course is a study of water hydraulics irrigation equipment inclusive of heads, pipes, pumps, clocks, valves and design which includes preparing plans dealing with measurement, head layout, pipe sizing and specifications.

**HORT 140 Advanced Student Projects**

Formerly: HORT 83  
Prerequisite: HORT 300 with a grade of “C” or better.  
Hours: 108 hours LAB  
This course provides the student with an opportunity to pursue advanced projects which are selected by the department. May be taken twice for credit.

**HORT 298 Work Experience in Horticulture**

Formerly: HORT 98  
Prerequisite: Horticulture 300.  
Hours: 18 hours LEC; 60-225 hours LAB  
This course provides the student with supervised work experience with nurseries, landscape contractors, parks, state, county, federal agencies, and other horticultural enterprises. It is designed to provide developmental experience in horticulture.

**HORT 300 Introduction to Horticulture**

Formerly: HORT 1  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is a survey of principles and practices of horticulture designed to improve the knowledge of the home gardener as well as those seeking a career. Basic plant structure and function, general knowledge of plant usage, landscape planning and maintenance. AA/AS area A.

**HORT 302 Soils and Plant Nutrition**

Formerly: HORT 2  
Prerequisite: None  
Corequisite: HORT 300.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study of the nature and properties of soils and their relationship to plant needs; water and irrigation problems and erosion control, composition, value and use of fertilizer materials, conditioners and agricultural minerals.

**HORT 305 Plant Materials I**

Formerly: HORT 51  
Prerequisite: None  
Corequisite: HORT 300.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study of the identification, habits of growth, cultural requirements and uses of ornamental woods and herbaceous plants used in the California landscape. Emphasis will be concentrated on those plants best seen in the fall and winter months and frequently used in the nursery and landscape trade.

**HORT 306 Plant Materials II**

Formerly: HORT 52  
Prerequisite: None  
Corequisite: HORT 300.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is the study of the identification, habits of growth, cultural requirements and uses of ornamental woody and herbaceous plants used in the California landscape. Emphasis will be concentrated on those plants best seen in the spring and summer months and frequently used in the nursery and landscape trade.

**HORT 310 Nursery Practices**

Formerly: HORT 60  
Prerequisite: HORT 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is an overview of the practices involved in commercial nursery operations, including basic garden practices.

**HORT 312 Plant Propagation**

Formerly: HORT 70  
Prerequisite: HORT 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study of the fundamental principles involved in propagating plants including identification of facilities, equipment and techniques utilized in plant production.

**HORT 314 Greenhouse Operations**

Formerly: HORT 80  
Prerequisite: Horticulture 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study of the problems and practices in the management of greenhouses, including the production of specific greenhouse crops.

**HORT 320 Landscape Construction**

Formerly: HORT 75  
Prerequisite: HORT 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course develops the skill and knowledge needed in carpentry, masonry, concrete, and irrigation; plan reading, estimating and bidding in the landscape trades.
HORT 322  Landscape Graphics  
Formerly: HORT 76  
Prerequisite: HORT 300 with a grade of “C” or better. 
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is the study of technical drafting skills and freehand graphics including line quality, lettering and organization as it relates to landscape design. The use of a variety of graphic skills and media will be developed along with an introduction to three-dimensional sketching.

HORT 324  Landscape Maintenance  
Formerly: HORT 81  
Prerequisite: HORT 300 with a grade of “C” or better. 
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study of landscape maintenance of residential and commercial landscapes, parks, highways and public buildings. Development of skills including planting, pruning, watering, fertilizing, pest control and power equipment operation and maintenance.

HORT 326  Landscape Design  
Formerly: HORT 86  
Prerequisite: HORT 322 with a grade of “C” or better. 
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study of the basic principles and elements of landscape design related to the problem solving process, design theory and composition, functional and design uses of landscape materials, and client and maintenance criteria.

HORT 328  Turf Grass Management  
Formerly: HORT 85  
Prerequisite: Horticulture 300 with a grade of “C” or better. 
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study of the maintenance and management of turf grass areas including golf greens, athletic fields, parks, as well as for home lawns.

HORT 330  Small Gas Engines  
Formerly: HORT 77  
Prerequisite: None  
Corequisite: HORT 300.  
Course Transferable to CSU  
Hours: 9 hours LEC; 27 hours LAB  
This course covers trouble shooting, adjusting and maintaining small gas engines.
Hospitality management is a field in which qualified professionals organize and manage food service or lodging facilities.

Culinary arts and restaurant management courses emphasize supervisory and management skills, basic and advanced culinary techniques, an understanding of basic food science, hospitality skills, financing, accounting, and marketing. Courses are demanding, both academically and physically; they require energy, the ability to work under pressure, and a commitment to excellence. The Oak Cafe is a small, fine dining establishment on campus that provides a management training lab for advanced students in the program.

Career Opportunities

There is an increase in demand for cooks, chefs and managers in all types of restaurants and food service operations.

Employment opportunities exist with hotels, motels, inns, motor lodges, resorts, residential hotels, bed and breakfast operations, clubs, theme parks, convention centers and cruise lines.

Culinary Arts/Restaurant Management

Preparation for a career in food service industry. All phases of food service operation are covered including career assessment, sanitation, safety, equipment, food science, basic and intermediate culinary skills, purchasing, cost control, supervision and restaurant management and production.

Requirements for Degree Major  49 units

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Area:  Fine & Applied Arts

Requirements for Certificate  40 units

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Recommended Electives

| HM 297           | 1-4   |

General Education Graduation Requirements: Students must also complete the general education graduation requirements for an A.A. degree. See Graduation requirements.

Culinary Arts Certificate

Requirements for Certificate  40 units

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Restaurant Management Certificate

Requirements for Certificate  29 units

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Hospitality Management

Requirements Baking Certificate

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HM 100  Calculations in Foodservice Occupations  3 Units

Formerly: HM 50
Prerequisite: None
Advisory: MATH 25 or placement through assessment process.
Hours: 54 hours LEC
This course is a study of mathematical principles in the context of commercial food production. Topics include study of recipe conversions and yields, production baking formulas, weights and measures, the metric system, and recipe and food cost analysis.

HM 101  Introductory Culinary Skills  1 Unit

Prerequisite: None
Hours: 18 hours LEC
This introductory course is designed to provide the foundation in all entry level food preparation courses. It focuses extensively on the development of job skills, equipment utilization, weights, measurements, knife speed and accuracy, as well as kitchen product identification.

HM 110  Management and Supervision in the Hospitality Industry  2 Units

Formerly: HM 53
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
The role of management in supervision including profiles of effective management styles, supervision and leadership is covered. Current theories of management and supervision of service industry are introduced.

HM 115  Advertising and Sales in Food Service  2 Units

Formerly: HM 57
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
This course is an introductory presentation of principles involved in advertising for food service establishments. Topics covered include menu planning, design and pricing, marketing plans, market information systems, consumer behavior and internal and external promotions.

HM 120  Beverage Operation  2 Units

Formerly: HM 56
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
This course is a study of beverages, both alcoholic and non-alcoholic, used in the food service industry. Topics include: beverage composition, production methods and regions, quality, characteristics, uses in drinks and food, beverage service; wine analysis, service and pairing with food; government regulations and licenses. Field trips are included.

HM 125  Legal Aspects of the Hospitality Industry  2 Units

Formerly: HM 61
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
This course provides an explanation of legal aspects of the food service industry. Topics include government regulations, patron safety and rights; liability issues for food, alcohol, property and ownership protection; employee issues of fair hire and termination and forms of business organization.

HM 150  Catering  3 Units

Formerly: HM 58
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.
Hours: 18 hours LEC; 108 hours LAB
This course covers the business and culinary aspects of catering. Topics include getting started in a catering business; laws and licenses; taxes and insurance; contracting; interviewing clients and organizing catered menus and events; pricing menus and services; staffing, equipping and transporting catered services; culinary techniques; and weddings and receptions.

HM 155  Mediterranean Cuisine  3 Units

Formerly: HM 64
Prerequisite: None
Advisory: HM 100, 102, and 315.
Hours: 36 hours LEC; 54 hours LAB
This class presents the study of ingredients and culinary techniques used in preparing foods from the Mediterranean including France, Italy, Sicily, Greece, Spain, North Africa and regional focuses within these areas. The laboratory component will include skills development, productions and the use of equipment specific to preparation of Mediterranean foods.

HM 162  Fine Baking and Pastry (European)  2 Units

Formerly: HM 63B
Prerequisite: None
Advisory: HM 100, 102, and 315.
Hours: 36 hours LEC; 54 hours LAB
This course covers the theory and principles of fine baking and pastry with emphasis on the European tradition. Concentration is on cakes, fine pastry, chocolate work, decoration, and classic and modern desserts. All lecture and laboratory material is intended for students interested in commercial application in restaurants, bakeries and other food service facilities. Laboratory work allows individual and quantity production of products studied.

HM 165  Regional American Cuisine  3 Units

Formerly: HM 310
Prerequisite: None
Advisory: HM 100, 310, and 315.
Hours: 36 hours LEC; 54 hours LAB
This course presents the study of ingredients and culinary techniques used in the preparation of foods from a variety of North American cuisines, including New England, Floribian, Cajun, Californian, Midwestern, Southern, Pacific Northwestern, and others. Topics include the foods indigenous to the regions and the influences of early settlers. The laboratory component includes skills development, production and the use of equipment specific to those individual areas.

HM 180  Garde Manger  3 Units

Formerly: HM 59
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to fancy culinary work. Use of tools, layout and planning; preparation of food decorations, molds, gelee and chaud froids; pates, galantines, aspics and other fancy food used in hotel and quality hospitality operations are included.

**HM 290  Competitive Culinary Training  2-4 Units**

**Prerequisite:** Hospitality Management 315 with a “C” or better.

**Hours:** 18 hours LEC; 60-225 hours LAB

This course is a cooperative effort between the college, The American Culinary Federation and The Capital Chef’s Associations. Students will work with instructors and local chefs to prepare themselves to compete in regional and national culinary competitions, using the American Culinary Federation format. Labs will include knife skills and hot food preparation. Field trips to local restaurants will be included to work with local chefs. This course may be taken 4 times for a maximum of 12 units.

**HM 297  Internship in Hospitality Management  1-4 Units**

Formerly: HM 75

**Prerequisite:** Must have completed 15 units in Hospitality Management with a grade of “C” or better.

**Advisory:** MATH 25, ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment process.

**Hours:** 18 hours LEC; 60-225 hours LAB

This course is a cooperative effort between the college and hospitality industries in the community to provide training through practical on-the-job experience. Internship sponsors/employers assist in the acquisition of skills and application of knowledge learned in the classroom. May be taken 4 times for credit for a maximum of 8 units.

**HM 300  Becoming a Chef  3 Units**

Formerly: HM 40

**Prerequisite:** None

**Course Transferable to CSU**

**Hours:** 54 hours LEC

This course will cover the history of the culinary profession, explore the numerous avenues of opportunity, and study the advantages of continuing education in the field. Field trips provide exposure to different types of kitchens, industry food shows, and produce markets. The course covers the backgrounds and approaches of successful chefs and restaurateurs.

**HM 310  Sanitation, Safety and Equipment  3 Units**

Formerly: HM 51

**Prerequisite:** None

**Advisory:** MATH 204, ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment process.

**Course Transferable to CSU**

**Hours:** 54 hours LEC

This course covers all phases of food sanitation; cause, control and investigation of illnesses caused by food contamination; sanitary practices in food preparation, proper dishwashing procedures; sanitation of kitchen, dining room, and all equipment; cleaning materials and procedures; garbage and refuse disposal. The course includes general safety precautions, including elementary first aid; maintenance and operation of appropriate food service equipment; and elements of kitchen planning and types of equipment used.

**HM 315  Food Theory and Preparation  4 Units**

Formerly: HM 16

**Prerequisite:** None

**Corequisite:** MATH 32 or placement through assessment process.

**Advisory:** ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.

**Course Transferable to CSU**

**Hours:** 36 hours LEC; 108 hours LAB

This course is a comprehensive study of basic principles of food science and theory and techniques involved in food preparation. A study of the factors that influence foods and the changes which occur in foods during preparation. Emphasis is on basic cooking skills and theory application. Not open to students who have completed Nutrition and Foods 330.

**HM 320  Breads, Yeast Doughs and Pastry  2 Units**

Formerly: HM 63A

**Prerequisite:** None

**Advisory:** MATH 25, ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.

**Course Transferable to CSU**

**Hours:** 18 hours LEC; 54 hours LAB

This course covers theory and principles of doughs, yeast and pastries with emphasis in bread production, sweet and savory doughs, and egg doughs. Topics include: croissant, puff dough, and pate-a-choux; traditional breakfast pastries and American cookies and teacakes. All lectures and laboratory material is intended for students interested in commercial application in restaurants, bakeries and other food service facilities. Laboratory work allows individual and quantity production of products studied.

**HM 330  Advanced Baking and Pastry  3 Units**

Formerly: HM 63C

**Prerequisite:** HM 102.

**Advisory:** HM 102.

**Course Transferable to CSU**

**Hours:** 36 hours LEC; 54 hours LAB

This course focuses on commercial production of baked products, pastries, candies, restaurant style desserts and wedding cakes. Lecture emphasizes knowledge and understanding of baking science; laboratory hours are spent in commercial production. Products include European style breads, Grande Buffet presentation, restaurant style plate presentation, frozen desserts, tortes, cakes, sauces, tarts, pulled sugar, piping and chocolate work. Emphasis is placed on production of high quality products and professional presentation.

**HM 340  Cost Control in the Food Service Industry  2 Units**

Formerly: HM 54

**Prerequisite:** None

**Advisory:** MATH 25, ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment process.

**Course Transferable to CSU**

**Hours:** 36 hours LEC

This course covers accounting and cost control principles in the food service industry. It includes the use of accounting techniques to analyze food and labor cost control, business operations, budgeting, financing and profit and loss statements.

**HM 360  Professional Cooking  3 Units**

Formerly: HM 52

**Prerequisite:** HM 315 with a grade of “C” or better.

**Advisory:** HM 100 and 102.

**Course Transferable to CSU**

**Hours:** 36 hours LEC; 54 hours LAB

This course presents the study of intermediate culinary techniques, production standards, recipe analysis, presentation, stocks, sauces, and major ingredients used in professional cooking. The laboratory component will include use of equipment, skills development and time management in the commercial kitchen.

**HM 370  Dining Room Management  2 Units**

Formerly: HM 60B

**Prerequisite:** HM 100, 102.

**Corequisite:** HM 498 (to include a minimum of 8 hours per week of work experience in the operation of the front of the house for The Oak Cafe at American River College - providing set up and service in the dining room, internal and external marketing, and daily operating reports).

**Course Transferable to CSU**

**Hours:** 36 hours LEC

The study of restaurant management with the focus on service and the dining room. The course includes the study of an historical view of service, quality and exceeding expectations, methods of service, management of service operations and personnel, internal and external marketing, and daily reports and controls.
Hospitality Management

HM 380  Restaurant Management and Production  3 Units

Formerly: HM 60A
Prerequisite: HM 100, 102, 315.
Corequisite: HM 498 (to include a minimum of 16 hours per week of work experience in the commercial kitchen of The Oak Cafe at American River College, or other site as assigned - effectively and efficiently producing food for the campus restaurant, campus catering or other commercial use).
Course Transferable to CSU
Hours: 54 hours LEC
The study of restaurant management with the focus on the kitchen. The course includes the study of successful restaurant concepts, food styles and ethnic influences, production methods and standards, menu design, including specific purchasing and cost control, application of sanitation and safety standards, employee scheduling, motivation and supervision, and product marketing.

HM 494  Topics in Hospitality Management  1-3 Units

Formerly: HM 47
Prerequisite: None
Advisory: ENGW 102 or 103 and ENGRD 116 or ESL 320, ESLL 320, and ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 18-54 hours LEC
This course is designed to give students an opportunity to study topics in Hospitality which are job oriented and not included in current offerings. The course may be repeated for up to 6 units of credit provided there is no duplication of topics.

HM 496  Teacher Aide In Hospitality Mgmt  1-4 Units

Formerly: HM 46
Prerequisite: None
Course Transferable to CSU
Hours: 18-72 hours LEC
This course provides opportunities to learn to work with individual and small groups of students. The student will work closely with the instructor in classroom activities.

HM 498  Work Experience in Hospitality Management  2-4 Units

Formerly: HM 48
Prerequisite: None
Corequisite: Maintain a minimum of 7 units.
Advisory: ENGW 102 or 103 and ENGRD 116 or ESL 320, ESLL 320, and ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 18 hours LEC, 50-225 hours LAB
This course is a cooperative effort between the college and hospitality employers in the community. Discussion topics include performance based objectives, resume writing, interviewing and career planning. May be taken 4 times for credit up to 12 units.
American River College’s counseling and guidance classes are designed to help the student in achieving success in college through a variety of classes, which include study skills, exploration of careers, and field

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>HCD 111</td>
<td>College Discovery Program</td>
<td>1 Unit</td>
<td>This course is a review of opportunities and resources relevant to student success at American River College. It will focus on goals and objectives, campus requirements, and skills, techniques, and attitudes compatible with student progress. Examination of student services, instructional area, and campus life. May be taken twice for credit.</td>
</tr>
<tr>
<td>HCD 114</td>
<td>Human Potential Seminar</td>
<td>2 Units</td>
<td>This course provides an in-depth examination of techniques to be used in enhancing one's chances for success in college. It is designed to meet the needs of students who are experiencing difficulty in achieving their goals in higher education. It is required for most dismissed students for readmission to the college.</td>
</tr>
<tr>
<td>HCD 117</td>
<td>Adult Opportunity Program</td>
<td>1 Unit</td>
<td>This course explores opportunities for adults and assists them with decision making on careers, community service, education and personal enrichment. Includes testing, goal planning and orientation to American River College. Offered on a credit/no credit basis.</td>
</tr>
<tr>
<td>HCD 136</td>
<td>Careers and the World of Work</td>
<td>3 Units</td>
<td>This course provides career planning based on the measurement of aptitude, interest, personality traits, values, and skills. It develops strategies for a career campaign, including cover letter/resume writing. It concentrates on the physical and emotional demands of work, the study of work among professional, technical, and laboring groups, as well as large and small companies.</td>
</tr>
</tbody>
</table>

**HCD 310 College Success 3 Units**  
Prerequisite: None  
Advisory: Eligibility for ENGRD 116 or ESLR 320; ENGRW 102 or 103 or EBLW 320.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course will cover the skills and knowledge necessary for college success. Topics to be covered include motivation and self discipline, learning styles, memory development, time management, communication skills, goal-setting, study techniques, critical thinking skills, and personal issues that face many college students. Campus resources and college regulations will also be covered. AA/AS area E2

**HCD 316 Athletic Seminar 1 Unit**  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course addresses the concerns and issues of student athletes. Course topics include support services at ARC, educational planning, career planning, study skills, two-year and four-year eligibility rules, recruitment rules, and nutrition.

**HCD 318 Transfer: Making It Happen 2 Units**  
Prerequisite: None  
Course Transferable to CSU  
Hours: 36 hours LEC  
This course provides the necessary tools and skills to successfully transfer from a community college to a four-year college or university. In addition, it demonstrates the applications of knowledge from college research, self-analysis, and differentiation between college selection and majors. AA/AS area E2

**HCD 330 Life and Career Planning 1 Unit**  
Prerequisite: None  
Advisory: ENGRWR 51 or ESLR 310 or ESLR 310.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is a comprehensive approach to life and career planning based on extensive measurement of aptitude, interests, personality type, values, and skills. Personal and career goals will be formulated using career research and decision-making strategies. Course topics will include changing career trends and job search techniques. AA/AS area E2.
Human/Career Development

HCD 331  Career and Job Search Strategies  1 Unit
Formerly: HCD 13
Prerequisite: None
Advisory: HCD 330.
Course Transferable to CSU
Hours: 18 hours LEC
This course is designed to assist in the development of research skills in preparation for future employment in a competitive employment market. Topics include researching career fields, setting specific career/educational goals, and examining employment trends. It also includes resume writing, interview skills, and job search strategies. AA/AS area E2.

HCD 336  Exploring Health Careers  1 Unit
Formerly: HCD 17
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course will introduce a wide variety of health-related occupations with particular emphasis on educational programs and career opportunities. Through analysis of interests, personality, and research, an individual college and career plan will be developed. AA/AS area E2

HCD 337  Volunteer Experience in Health Careers  1.5 Units
Formerly: HCD 18
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or ESLL 320, HCD 336.
Course Transferable to CSU
Hours: 9 hours LEC; 54 hours LAB
This course offers an opportunity to obtain a “hands-on” volunteer health career experience. Placement will be in hospitals, dental offices, physical therapy clinics, animal health centers, or other locations utilizing health professionals. May be taken twice for credit.

HCD 380  Specific Learning Skills Assessment  1 Unit
Formerly: HCD 21
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course is designed for the student with special learning difficulties who may have a specific learning disability. Individual assessment of learning strengths and weaknesses will be completed to determine eligibility for Learning Disabilities services using criteria mandated by the California community college system. Offered on a credit/no credit basis only.

HCD 382  Specific Learning Strategies  3 Units
Formerly: HCD 22
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course provides learning support related to specific learning disabilities. It will present academic strategies to compensate for learning disabilities in order to provide for success in other college course work. May be taken twice for credit.

HCD 384  Field Experience in Disabled Student Programs and Services  3 Units
Formerly: HCD 11
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or ESLL 320.
Course Transferable to CSU
Hours: 162 hours LAB
This course provides the student with an in-depth understanding, increased knowledge, and direct application of the techniques and skills required to assist disabled students to be successful in the college setting. The majority of course time will be spent providing support services to students with disabilities. Placement will be determined by the instructor. May be taken three times for credit.

HCD 386  Experiences in Disabled Student Programs and Services  .5-3 Units
Formerly: HCD 65
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or ESLL 320.
Course Transferable to CSU
Hours: 27-162 hours LAB
This course allows students an initial opportunity to provide direct, supervised services to disabled college students, thereby assisting in their adaptation to the physical and academic environment of the community college setting. Placement on campus determined by instructor. Course can be entered up to twelfth (12th) week. May be taken for a maximum of nine (9) units.
The human services program provides preparation for entry-level positions in correctional institutions and parole, probation, welfare, rehabilitation and mental health agencies, as well as schools and child care centers. Students combine coursework in interviewing, counseling, tutoring techniques, psychology and sociology with field work in social services agencies. Training includes experience in recognizing problems and effecting behavior change in people.

The human services program also offers an option in chemical dependency studies. This provides preparation for entry-level positions with public or private agencies dealing with problems of chemical dependency.

**Career Opportunities**

Human services include a broad array of employment fields dealing with the social service needs of both groups and individuals. Such careers include teacher aides, vocational rehabilitation aides, group counselor aides, social service technicians and mental health workers.

Persons employed in human services fields are in essence community counselors who help individuals, families and groups to cope with problems in a complex society.

Of special interest today is the growing concern about chemical dependency, which is addressed by a special program option.

Best job opportunities are found in health care fields, programs for the elderly, mental health agencies, child care, and corrections, family and chemical dependency counseling. The ARC programs prepares students for entry-level positions in all these fields.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an AA/A.S. degree. See ARC graduation requirements.

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**Human Services**

**Degree:** A.A. - Human Services
A.A. - Chemical Dependency

**Certificate:** Human Services
Chemical Dependency

**Area:** Behavioral & Social Sciences

**Dean:** Whitney Yamamura

**Phone:** (916) 484-8283

**Counseling:** (916) 484-8572

**Requirements for Degree Major**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>HSER 300</td>
<td>3</td>
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<tr>
<td>HSER 310/GERON 304</td>
<td>3</td>
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<tr>
<td>HSER 330/PSYC 365</td>
<td>3</td>
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<tr>
<td>HSER 340/PSYC 400</td>
<td>3</td>
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<tr>
<td>HSER 360</td>
<td>3</td>
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<td>HSER 362</td>
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<td>HSER 365</td>
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<tr>
<td>PSYC 300 or PSYC 305</td>
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<tr>
<td>PSYC 340</td>
<td>3</td>
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<tr>
<td>SOC 300</td>
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**Recommended Electives**

BLSTEC 310; PSYC 354, 361, 374; PSYC 372/ECE 312; SOC 301, 335

**Requirements for Certificate**

<table>
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<tbody>
<tr>
<td>HSER 300, 360, 365</td>
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<tr>
<td>HSER 362 (six units)</td>
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<tr>
<td>HSER 310/GERON 304</td>
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<tr>
<td>HSER 330/PSYC 365</td>
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<tr>
<td>PSYC 300 or 305</td>
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<td>PSYC 340</td>
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**Chemical Dependency Studies**

The Human Service option, Chemical Dependency Studies, provides preparation for associate professional with public or private agencies dealing with problems of chemical dependency.

**Requirements for Degree Major**

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<tr>
<td>HSER 341/PSYC 401</td>
<td>3</td>
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<tr>
<td>HSER 342/PSYC 402</td>
<td>3</td>
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<tr>
<td>HSER 360</td>
<td>3</td>
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<tr>
<td>PSYC 300 or 305</td>
<td>3</td>
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<tr>
<td>PSYC 340</td>
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</tbody>
</table>

**Recommended Electives**

PSYC 310, 320, 335, 342, 354, 372/ECE 312, 374/GERON 302, ENGWR 342; SOC 301

**Requirements for Certificate**

<table>
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<tr>
<th>Courses Required</th>
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</thead>
</table>
| HSER 300, 310/GERON 304, 330/PSYC 365, 340/PSYC 400, 341/PSYC 401, 342/PSYC 402, 360, 362 (six units), 365; PSYC 300 or 305, 340.

The AA degree and/or the Certificate of Achievement in Chemical Dependency Studies signifies readiness for beginning alcoholism and drug addiction counseling. The CDS faculty recognizes a responsibility to students whose attitudes and behavior indicate a suitability and readiness to carry out professional responsibilities in chemical treatment settings. A student may be denied or postponed placement in the Practices Course (HS 362) if they are deemed not ready. The Program Coordinator and at least one faculty member will meet to make these determinations.
Human Services

HSER 300  Introduction to Human Services  3 Units
Formerly: HSER 14
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or ESLW 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a comprehensive overview of the field of Human Services and an introduction to attitudes and methods that enhance communication skills in human relations and enable effective intervention in problem situations. Emphasis is on the roles and skills of associate professionals such as health workers, activity directors with the elderly, and children's welfare assistants, group techniques are emphasized. Required for the Human Services and the Chemical Dependency Studies majors.

HSER 310  Ethical Issues and Client's Rights
(Same as Gerontology 304)  3 Units
Formerly: HSER 15
Prerequisite: None
Corequisite: HSER 300 or 320.
Advisory: ENGWR 102 or ENGRD 116, or ESLW 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a comprehensive exploration of the basic ethical issues involving human services delivery. Topics include: professional ethics, confidentiality, counselor and clients' right and other areas involving ethical controversies. Not open to students who have completed GERON 304.

HSER 320  Introduction to the Principles of Psychiatric Rehabilitation  3 Units
Formerly: HSER 13
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or ESLW 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the principles and practices of psycho-social rehabilitation (PSR) used for working with individuals who have severe mental illness to live successfully in community-based settings. Emphasis is on the roles and skills of unlicensed mental health workers in hospitals, treatment and social rehabilitation settings.

HSER 330  Issues of Diverse Populations
(Same as Psychology 365)  3 Units
Formerly: HSER 19
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or ESLW 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of the values, problems, issues, concerns and counseling needs of special population groups including the elderly, African Americans, Hispanics, Asians, Native Americans, homosexuals, the poor and terminally ill. It also includes the nature and extent of chemical dependency and other addictive behaviors. Not open to students who have completed PSYC 365. AA/AS areas C2 & F; CSU area E1

HSER 340  Introduction to Chemical Dependency
(Same as Psychology 400)  3 Units
Formerly: HSER 35
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or ESLW 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey that examines the physiological effects of chemical dependency on the individual. Included is an analysis of the effects of substance abuse on the family; the sociological, economic conditions contributing to substance abuse; and a description of community efforts at prevention and treatment. Not open to students who have completed PSYC 400. AA/AS area E2; CSU area E1.

HSER 341  Physiology and Pharmacology: Alcohol and Other Drugs (Same as Psychology 401)  3 Units
Formerly: HSER 36
Prerequisite: HSER 340/PSYC 400 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of the chemical composition of alcohol and the mechanism of action in the body of alcohol and other psychoactive drugs, including opiates, stimulants, depressants, psychotherapeutics, and psychedelics. Also included are the social and psychological implication of tolerance, habituation, and substance abuse of the user and abuser. Not open to students who have completed PSYC 401.

HSER 342  Alcoholism: Intervention, Treatment and Recovery (Same as Psychology 402)  3 Units
Formerly: HSER 37
Prerequisite: HSER 341/PSYC 401 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of techniques used in the treatment of chemical dependency and an evaluation of intervention, individual and group counseling, detoxification, twelve step program, therapeutic communities, and aftercare programs. Not open to students who have completed PSYC 402.

HSER 360  Techniques of Interviewing and Counseling  3 Units
Formerly: HSER 41
Prerequisite: HSER 300 and PSYC 300 or 305 with a grade of "C" or better.
Corequisite: HSER 310.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of interview-counseling techniques appropriate for paraprofessionals in mental health, corrections, and substance abuse counseling. The survey includes theories of family co-dependency and techniques for counseling the family and significant others of substance abusers.

HSER 362  Practices in Human Services  3 Units
Formerly: HSER 40
Prerequisite: HSER 300, an intern placement in a social service agency confirmed in writing.
Corequisite: HSER 310 and HSER 360 or HSER 365.
Course Transferable to CSU
Hours: 18 hours LEC, 108 hours LAB
This course provides advanced study and supervised field experience in public and/or private agencies providing mental health, corrections, chemical dependency, and child/adolescent treatment services. Students apply concepts, values, and skills acquired in other core courses to the process of helping others. May be taken three times for credit.

HSER 365  Techniques of Group Counseling  3 Units
Formerly: HSER 42
Prerequisite: HSER 360 with a grade of a "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the basic assumptions of group counseling, and ethical issues are compared, contrasted and analyzed. Primary emphasis is on the use of facilitating skills and group dynamics.

HSER 494  Topics in Human Services  3 Units
Formerly: HSER 16
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or ESLW 320, ESLW 320 or placement through the assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a concentrated study of current issues in the field of psychosocial rehabilitation. Topics will reflect contemporary issues and problems in the areas of treatment, recovery, advocacy, and future trends. Emphasis will be in the promotion and support of community-based systems of service.

American River College 2004-2005
Humanities courses at ARC emphasize the connections between the arts of major cultures in a process which analyzes the core values of a specific age or place. Art, literature, music, and philosophy are viewed in the historical contexts of classical and modern Europe, the cultures of the Americas, and the civilizations of the East. Courses also provide introductions to the Middle East and to the biblical tradi-

HUM 300  Classical Humanities  3 Units  
Prerequisite: None  
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of Western culture that focuses on the human values expressed through painting, sculpture, architecture, music, literature, and philosophy. Emphasis is on the civilizations of Greece, Rome, and the Middle Ages. AA/AS area B; CSU area C2; IGETC area 3.

HUM 310  Modern Humanities  3 Units  
Prerequisite: None  
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of Western culture that focuses on the human values expressed through painting, sculpture, architecture, music, literature, and philosophy. Emphasis is on the period from the Renaissance to the Modern Age. AA/AS area B; CSU area C2; IGETC area 3.

HUM 320  Eastern Humanities  3 Units  
Formerly: HUM 3  
Prerequisite: None  
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of the traditions, literature, art, and film of India, China and Japan from ancient times to the present. Field trips to museums, a tea ceremony, and other events are an integral part of the course. AA/AS areas B & F; CSU area C2; IGETC area 3.

HUM 322  Humanities of the Ancient Near East  3 Units  
Formerly: HUM 8  
Prerequisite: None  
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  

A study of the arts, cultures, and philosophies of the ancient civilizations of Mesopotamia, Egypt, and Palestine, from the development of writing (c. 3100 B.C.) to the Roman Empire (c. 30 B.C.). Emphasis on the literature, art, and architecture of each, as products of technological and political achievements. AA/AS area B; CSU area C2; IGETC area 3.

HUM 330  Humanities of the Americas  3 Units  
Formerly: HUM 9  
Prerequisite: None  
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
Fine arts of the Western Hemisphere from antiquity to contemporary times, with an emphasis on an awareness of and a sensitivity to the literature, philosophy, sculpture, art, architecture, and music of the past and present, and a special attention to the distinctively American aspects of those arts and their difference from the European tradition. AA/AS areas B & F; CSU area C2; IGETC area 3.

HUM 360  Introduction to the Old Testament (The Hebrew Bible)  3 Units  
Formerly: HUM 11  
Prerequisite: None  
Advisory: ENGWR 102 or 103 or ESLW 320, and ENGRD 116.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course provides a literary and historical approach to The Hebrew Bible. The course will explore the ancient Israelite society prior to the Common Era through a study of the Old Testament of the Bible, cultural artifacts, and other writings of contemporary societies of the ancient near east. AA/AS area B, CSU area C2, IGETC area 3.

HUM 365  Introduction to the New Testament  3 Units  
Formerly: HUM 10  
Prerequisite: None  
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This is a course whose approach is historical and cultural and situates the documents of the early Christian community in relation to both Judaism, out of which it grew, and the Roman world. Important topics include origin of the gospels, the nature of inspiration, origin and development of the early Church and the role of Paul. AA/AS area B; CSU area C2; IGETC area 3.
**HUM 481  Honors Classical Humanities  1 Unit**  
Formerly: HUM 1H  
Prerequisite: 3.0 or better cumulative GPA.  
Corequisite: HUM 300 and ENGWR 300.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This honors course supplements HUM 300. It is an in-depth investigation of seminal works and thought in Western culture from antiquity to the Renaissance. The seminar format requires significant reading and presentation commitments. CSU area C2.

**HUM 482  Honors Modern Humanities  1 Unit**  
Formerly: HUM 2H  
Prerequisite: 3.0 or better cumulative GPA.  
Corequisite: HUM 310 and ENGWR 300.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This honors course supplements Humanities 310. It is an in-depth investigation of seminal works and thought in Western culture from the Renaissance to the present. The seminar format requires significant reading and presentation commitments. CSU area C2.

**HUM 494  Topic in Humanities  .5-3 Units**  
Formerly: HUM 40  
Prerequisite: None  
Advisory: ENGWR 102 or ESLW 320 or placement through assessment.  
Course Transferable to CSU  
Hours: 9-54 hours LEC  
This course will provide the opportunity for concentrated study on specialized topics in the Humanities. Each offering focuses on the integration of arts and ideas in the works of a particular time and place and/or illuminates a selected theme. Refer to class schedule for current topic. Individual field trips may be required. Course may be taken for a maximum of 6 units.
Interior Design

Interior design is a service profession. The interior designer makes living and working environments attractive and functional by considering the purpose of a space and the needs of its occupants. Interior Design is a challenging field requiring organizational skills, attention to detail, artistic talents and the ability to visualize spatial relationships.

Typically, the designer prepares or supervises the preparation of sketches and detailed plans for the finished interior. This includes the selection of floor and wall coverings, furniture and appropriate equipment and accessories. Building and life safety codes, the ADA and barrier-free designs are also incorporated.

Designers may work as a member of a design firm team or as a private consultant.

Career Opportunities

Interior design work may be performed in a variety of environments, including residential design, kitchen and bath, commercial, health care, retail, hospitality, facility management, institutional, education, product design, universal design, and historic preservation.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
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<tr>
<td>ART 320</td>
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<td>IDES 354</td>
<td>2</td>
</tr>
<tr>
<td>IDES 497</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units from the following:

| ART 300          | 3     |
| ART 323          | 3     |
| ARTH 302         | 3     |
| ARTH 308         | 3     |

Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
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<tr>
<td>ART 300</td>
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<tr>
<td>ART 323</td>
<td>3</td>
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<tr>
<td>DESGN 320</td>
<td>3</td>
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</table>

ARTH 310 3
ARTH 322 3
DESIGN 100 2
DESIGN 320 3

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

Interior Retail Merchandising (Level I)

Preparation for employment in retail home furnishings, materials, accessories and related areas.

Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 320</td>
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<tr>
<td>FASHN 320</td>
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<td>IDES 340</td>
<td>3</td>
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</tbody>
</table>

Para-Professional Interior Design Assistant (Level II)

Preparation for employment as a design assistant in the interior design industry.

Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>IDES 312</td>
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<td>IDES 332</td>
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<td>IDES 354</td>
<td>2</td>
</tr>
<tr>
<td>IDES 497</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units from the following:

| ART 300, ART 323, or DESGN 320 | 3     |
### Interior Design

#### IDES 300  
**Fundamentals of Interior Design**  
3 Units  
**Formerly:** IDES 20  
**Prerequisite:** None  
**Advisory:** ENGWR 102 or 103 and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESLL 320, and ESLW 320 with a grade of "C" or better; or placement through assessment process.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  
This introductory survey course addresses various aspects of the interior design industry and profession. It includes the study and application of design principles and elements; influences of historical, cultural and functional design factors; the selection and arrangement of interior furnishings and materials; and an overview of career options in interior design. Field trips are required.

#### IDES 310  
**History of Interior Architecture and Furnishings I**  
3 Units  
**Formerly:** IDES 30  
**Prerequisite:** None  
**Advisory:** ENGWR 102 or 103 and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESLL 320, and ESLW 320 with a grade of "C" or better; or placement through assessment process.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  
This course covers the historical relationship between the decorative arts, period furniture and interior architecture from antiquity through English Regency. Emphasis is placed on identification of specific furniture styles and architectural features. AA/AS area B.

#### IDES 312  
**History of Interior Architecture and Furnishings II**  
3 Units  
**Formerly:** IDES 31  
**Prerequisite:** None  
**Advisory:** ENGWR 102 or 103 and ENGRD 116 with a grade of "C" or better; or ESLR 320, ESLL 320, and ESLW 320 with a grade of "C" or better; or placement through assessment process.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  
This course covers the historical relationship between the decorative arts, period furniture and interior architecture from the American Colonial periods through Modern and Contemporary. Emphasis is on style development as it relates to socio-economic and political factors of the times, as well as identification of specific furniture styles and architectural features. Asian, African, Mid-Eastern and other non-Western styles are included. AA/AS area B.

#### IDES 322  
**Materials of Interior Design**  
3 Units  
**Formerly:** IDES 24  
**Prerequisite:** None  
**Advisory:** ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320; or placement through assessment process.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  
This course covers the industry, technology, products, and specification issues of interior finish materials. Textiles, floor coverings, paint and wall coverings, window treatments, furnishings and surface materials lighting, plumbing fixtures and appliances will be included. Field trips required.

#### IDES 324  
**Interior Design Business Practices**  
3 Units  
**Formerly:** IDES 28  
**Prerequisite:** None  
**Advisory:** CISC 300.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  
This course covers the business and practical aspects of interior design. Topics include ethical practices, methods of compensation, establishing clients' budget, estimating costs, purchasing, billing, marketing, and sales. Field trips are required.

#### IDES 330  
**Beginning Interior Design Studio**  
3 Units  
**Formerly:** IDES 26  
**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 36 hours LEC; 54 hours LAB  
This course covers basic manual drafting and presentation techniques for interior designers. Topics include development of floor plans, furniture arrangements, and elevations for interior space planning. Presentation boards and other methods of presentation are explored.

#### IDES 332  
**Interior Illustration and Rendering**  
3 Units  
**Formerly:** IDES 37  
**Prerequisite:** IDES 330 with a grade of "C" or better.  
**Course Transferable to CSU**  
**Hours:** 36 hours LEC; 54 hours LAB  
This course covers procedures for developing finished presentation drawings and boards for interior design. It includes methods for illustrating plan views, elevations, mechanical and free-hand perspectives to scale, shades, shadows and techniques for color application.

#### IDES 334  
**Interior Environment and Space Planning**  
3 Units  
**Formerly:** IDES 35  
**Prerequisite:** IDES 330 and 350 with a grade of "C" or better.  
**Course Transferable to CSU**  
**Hours:** 36 hours LEC; 54 hours LAB  
This course covers the analysis and application of design concepts and space planning techniques. It includes resources necessary to creatively solve problems relative to the function and quality of human environments. Topics include the integration of barrier-free design, the ADA (Americans with Disabilities Act), resource management and environmental psychology design. Field trips are required.

#### IDES 340  
**Beginning CADD for Interior Design**  
3 Units  
**Prerequisite:** IDES 330 with a grade of "C" or better.  
**Advisory:** IDES 334  
**Course Transferable to CSU**  
**Hours:** 36 hours LEC; 54 hours LAB  
This course employs beginning CADD (computer and drafting design) for interior design projects. Floor plans, space planning, elevations, and perspectives are created. Field trips are required.

#### IDES 341  
**Intermediate Cadd for Interior Design**  
3 Units  
**Prerequisite:** IDES 340 with a grade of "C" or better.  
**Advisory:** IDES 334.  
**Course Transferable to CSU**  
**Hours:** 36 hours LEC; 54 hours LAB  
This course is a continuation of the skills developed in IDES 340. It also includes placing floorplans into viewports, adding attributes, and the creation of customized toolbars.

#### IDES 350  
**Codes and Universal Access for Interior Design**  
2 Units  
**Formerly:** IDES 36  
**Prerequisite:** None  
**Advisory:** ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320; or placement through assessment process.  
**Course Transferable to CSU**  
**Hours:** 36 hours LEC  
This course explores local, state and federal regulations, codes and specifications concerning life-safety issues, and barrier free access (American Disabilities Act universal design requirements) relative to residential and contract design. Special attention is given to performance, health-safety, and barrier free design when estimating and preparing specifications for space planning, materials and furnishings/products.
IDES 351 Codes and Universal Access Lab 1 Unit
Formerly: IDES 36L
Prerequisite: IDES 334 and 350.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320; or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LAB
This course applies the content and skills from Interior Design 36 to various design scenarios requiring universal design, barrier-free design and ADA (Americans with Disabilities Act) compliance. Projects will be drafted following prescribed criteria.

IDES 354 Reading Construction Documents 2 Units
Formerly: IDES 33
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320; or placement through assessment process; MATH 32 or placement through assessment process; CISC 300.
Course Transferable to CSU
Hours: 36 hours LEC
This course covers the language of construction documents and specifications including: symbols, conventions, scales, nomenclature, contract documents, specifications and uniform building codes.

IDES 494 Topics in Interior Design 2-4 Units
Prerequisite: None
Advisory: CISC 300; ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; OR ESLR 320 and ESLW 320 with a grade of “C” or better; OR placement through assessment process.
Course Transferable to CSU
Hours: 36-72 hours LEC
This course is designed to provide an opportunity to study topics in Interior Design not included in current course offerings. Examples include kitchen & bath design; barrier-free design; in depth period style design. May be taken 3 times up to a maximum of 6 units without duplication of topics.

IDES 496 Teaching Assistant in Interior Design 1-4 Units
Formerly: IDES 46
Prerequisite: Department Interview and IDES 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9-36 hours LEC, 27-108 hours LAB
This course provides for the development of an in-depth understanding and greater knowledge of techniques and skills of some facet of interior design. Work under the direction of the instructor performing such duties as research, developing instructional aids and tutoring students. May be taken four times for credit up to a maximum of six units.

IDES 497 Internship in Interior Design 3 Units
Formerly: IDES 39
Prerequisite: Internship placement and IDES 300, 310, 312, 322, 324, 332, 334, 351, and 354 with a grade of “C” or better.
Advisory: CISC 300.
Course Transferable to CSU
Hours: 18 hours LEC, 150 hours LAB
This course provides opportunity for supervised job internships at Interior Design related work sites. Skills and knowledge obtained in Interior Design courses will be utilized. Assistance for the internship search is provided by the program coordinator, but placement is not guaranteed. Lecture portion only, on-line.

IDES 498 Work Experience in Interior Design 2-4 Units
Formerly: IDES 48
Prerequisite: IDES 300.
Course Transferable to CSU
Hours: 18 hours LEC; 120-300 hours LAB
This course provides supervised work experience in interior design and home furnishings placements. Students work in cooperating furniture stores and decorator and design establishments. Essential aspects of the home furnishings trade are covered. Job placement is not guaranteed but assistance is provided by the coordinator. Field trips to the design centers are included.
Journalism

Journalism is the practice of reporting the news of the day. You could be working for printed media such as newspapers, broadcast outlets such as television, or for an interactive page on the World Wide Web.

Journalism includes interviewing and research, writing and designing, and making decisions. Journalists are curious, think fast, and write well. A bachelor’s degree almost always is required. Modern journalists have a solid liberal arts education and an increasing proportion have been educated in specialties ranging from environmental sciences to law.

The community journalism program prepares students for entry-level work in community newspapers and organizational publications. It also prepares students for transfer as mass communication or journalism majors at California State University campuses. The program features the weekly campus newspaper, planned, written and edited by students. A variety of internship positions is available.

Career Opportunities

Journalism is a course of study that can help prepare a student for exciting work in a broad range of fields. These include public relations, corporate communication, and law. It also is a way to begin a career in the news media.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
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<td>HIST 311</td>
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<td>POLS 332/ BUS 345</td>
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</table>

Recommended Electives

CISC 300; ENGR 43, 300, 330; GEOG 310; HIST 300; JOUR 150; POLS 301, 310, 322; SPEECH 301, 331.

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an AA/AS degree. See ARC graduation requirements.

JOUR 150 Public Relations Media Techniques

Formerly: JOUR 54
Prerequisite: None
Hours: 54 hours LEC
Study of public relations techniques; scientific polling techniques and their practical application to various projects, and the role of public relations in business, education, entertainment, social service and other fields.

JOUR 300 Newswriting and Reporting

Formerly: JOUR 20A
Prerequisite: None
Advisory: Ability to keyboard.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers evaluating, gathering and writing news in accepted journalistic style under newsroom conditions. It includes personal interviews, speeches, meetings and other event coverage. The role of the reporter and the legal and ethical issues related to reporting are also examined. (CAN JOUR 2) AA/AS area D2.

JOUR 301 Advanced Newswriting and Reporting

Formerly: JOUR 20B
Prerequisite: JOUR 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the development of advanced skills of reporting, interviewing and writing in the range of work handled by a general assignment reporter, with emphasis on research in depth, critical analysis and story format.

JOUR 310 Mass Media and Society

Formerly: JOUR 10
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the mass media; history, philosophy, structure and trends, as well as the theories which help to explain effects and importance as social institutions. It includes an exploration of economics, technology, law, ethics and social issues, including cultural and ethnic diversity. (CAN JOUR 4) AA/AS area C2; CSU area D3.
JOUR 350  Writing for Broadcasting  3 Units
Formerly: JOUR 21
Prerequisite: JOUR 300, ability to type.
Course Transferable to CSU
Hours: 54 hours LEC
Theory and technique of writing for the broadcast media. Includes reporting for radio and television news, writing and storyboarding commercials and public service programming, and an introduction to production techniques. Recommended for students who plan to work in broadcasting, instructional media and related fields.

JOUR 360  Photojournalism  3 Units
Formerly: JOUR 44
Prerequisite: ART 411.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
Theory and technique of telling stories with pictures, including the technical aspects of camera and darkroom, composition, lighting and an introduction to the role of the photojournalist and pertinent legal and ethical issues.

JOUR 401  College Newspaper Production  2 Units
Formerly: JOUR 30
Prerequisite: JOUR 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 108 hours LAB
This course provides weekly deadline experience in research and analysis, writing, editing, photography and design phases of the campus’ student newspaper. It includes desktop publishing and digital photo-imaging. It may be taken four times for credit. Some universities limit transfer credit; see the department adviser or your counselor.
Legal Assisting

Degree: A.A. - Legal Assisting
Area: Behavioral & Social Sciences
Dean: Whitney Yamamura
Phone: (916) 484-8283
Counseling: (916) 484-8572

The legal assistant works under the supervision of an attorney and aids in preparing pleadings and other documents, obtains information for client interview, maintains complex calendar systems and manages the law office.

The Legal Assisting degree offered by ARC prepares the student for an entry-level position in full compliance with California law. It includes an introduction to the theory of law, the litigation process, and the law library. It is not a pre-law program, nor does it prepare the student to become an attorney.

Legal assisting courses are taught by attorneys and working legal assistants.

Career Opportunities

Employment is brightest for those who have a combination of course work and job experience in a law office or a degree.

According to a study done by the Bureau of Labor Statistics, the need for paralegal personnel is expected to continue in the years ahead.

Salaries for legal assistants vary greatly depending upon the size of the laws firm and the assistant’s experience and level of responsibility. However, wages are generally quite good, even for entry-level positions.

General Education Graduation Requirements: Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses must be taken from at least three major disciplines and must include ENGWR 300 or its equivalent. See ARC graduation requirements.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>LA 300</td>
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<td>LA 320</td>
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<td>LA 330</td>
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<td>LA 332</td>
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<td>LA 368</td>
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<td>LA 497</td>
<td>2-4</td>
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</table>

Recommended Electives

ACCT 101, 301, 311; BUS 340; CISA 305, 306, 320, 321, 350, 351; CISC 305; ENGWR 342; POLS 301
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>Prerequisite: None</td>
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<td>Advisory: ENGW 300 or ENGW 103, and ENG 116 or ESLR 320 or placement through assessment process.</td>
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<td>Course Transferable to CSU</td>
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<td>Hours: 54 hours LEC</td>
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This is an introductory course to the American legal system; its history and function. It provides an overview of several important areas of law such as torts and crimes and the legal assistant's role in the system.

<table>
<thead>
<tr>
<th>LA 310</th>
<th>Civil Procedures and Litigation</th>
<th>3</th>
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<tbody>
<tr>
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<td>Prerequisite: None</td>
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<td>Advisory: ENGW 300 or ESLW 340</td>
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<td>Course Transferable to CSU</td>
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<td>Hours: 54 hours LEC</td>
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This course is an introduction to the California legal system with emphasis on understanding the practical aspects of litigation and the proper procedures required by statutes and rules of court. The phases of California court procedure, including State and Federal constitutional limitations, jurisdiction, venue, pleadings, and motions will be covered. The course also includes the forms by which matters are submitted to the court system from pre-litigation through appeals.

<table>
<thead>
<tr>
<th>LA 312</th>
<th>Torts and Personal Injury</th>
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<tbody>
<tr>
<td></td>
<td>Formerly: LA 12</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td>Advisory: ENGW 300 or ESLW 340</td>
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<td>Hours: 54 hours LEC</td>
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</table>

This course is an overview of substantive tort law as it applies to personal injury (PI) cases. It introduces tort concepts such as negligence, intent, and strict liability, including the elements required to prove liability and defenses available to litigants. This course covers pretrial procedures such as discovery, settlement preparation, and witness and trial preparation.

<table>
<thead>
<tr>
<th>LA 314</th>
<th>Contract Law for Legal Assistants</th>
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<tbody>
<tr>
<td></td>
<td>Formerly: LA 13</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td>Advisory: ENGW 300 or ESLW 340</td>
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<td>Course Transferable to CSU</td>
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<td>Hours: 54 hours LEC</td>
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This course provides the legal assistant with knowledge of basic contract principles, including formation, validity, defenses, rights of third parties, performance, breach, remedies and damages.

<table>
<thead>
<tr>
<th>LA 320</th>
<th>Legal Research</th>
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<tbody>
<tr>
<td></td>
<td>Formerly: LA 14A</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Advisory: ENGW 300 or ESLW 340</td>
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<td>Course Transferable to CSU</td>
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<td>Hours: 54 hours LEC</td>
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</table>

This course is designed to familiarize the legal assistant with the basic tools of legal research in both federal and California law, with emphasis on California materials. Location and use of primary and secondary sources will be studied. The elements of a court decision and how to brief a case will be studied. Legal research in both federal and California law, with emphasis on California.

<table>
<thead>
<tr>
<th>LA 321</th>
<th>Legal Writing</th>
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<tbody>
<tr>
<td></td>
<td>Formerly: LA 14B</td>
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<tr>
<td></td>
<td>Prerequisite: LA 320, and ENGW 300 or ESLW 340</td>
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<td>Hours: 54 hours LEC</td>
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</table>

This course is a continuation of LA 320. It includes the application of research methods to gather information which may be used in a variety of written products. Information will be synthesized into various documents typically used in the law office. Documents created may include interoffice memoranda, court briefs, and letters to clients.
**Legal Assisting**

**LA 360  Corporations Law**  3 Units
Formerly: LA 26
Prerequisite: None
Advisory: LA 300; ENGRD 102 or ENGRD 103, and ENGRD 116 or ESLR 320, ESLW 103 or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces the legal assistant to corporation terminology and legal requirements governing corporations.

**LA 362  Estate Planning and Probate Procedure**  3 Units
Formerly: LA 27
Prerequisite: LA 300 and 320 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to estate planning and the manner in which property may be held and ways it can be transferred. Testate and intestate probate procedures will also be included.

**LA 364  Landlord Tenant Law**  3 Units
Formerly: LA 28
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the most common types of landlord-tenant disputes. Litigation and non-litigation matters covered.

**LA 366  Basic Bankruptcy Law**  3 Units
Formerly: LA 29
Prerequisite: None
Advisory: Legal Assisting 332; ENGRD 102 or ENGRD 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course serves as a basic primer related to the practical aspects of representing debtors or creditors within the bankruptcy system.

**LA 368  Workers’ Compensation Law**  3 Units
Formerly: LA 30
Prerequisite: None
Advisory: LA 300 and LA 312.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides an overview of the Workers’ Compensation Law in California. The focus will be on the procedural aspects of handling a Workers’ Compensation claim from both the applicant’s side and the defense side.

**LA 497  Internship in Legal Assisting**  2-4 Units
Formerly: LA 48
Prerequisite: LA 300, 310, and 320 with a grade of “C” or better.
Corequisite: Maintain a minimum of seven (7) units.
Course Transferable to CSU
Hours: 18 hours LEC; 60-225 hours LAB
This is a course of supervised work experience in law firms or public agencies available to legal assisting students. May be taken twice for credit for a maximum of 4 units.
Library courses provide a general introduction to basic library and research resources.

**LIBR 302 Basic Library Skills 1 Unit**  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This survey course is an introduction to library skills. It examines how information is organized, introduces library services and resources, and teaches basic search strategies when using print and electronic sources. Access to and use of an academic library is required.

**LIBR 318 Library Research and Information Literacy 1 Unit**  
Formerly: LIBR 15  
Prerequisite: None  
Advisory: LIBR 302  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This course will help students acquire the information competency skills necessary to conduct academic or personal research. It provides a step-by-step guide to the research process that is applicable to term papers, course work and life-long learning.

**LIBR 320 Internet Research Skills 1 Unit**  
Formerly: LIBR 35  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course focuses on using the Internet as a research tool. It will provide strategies in locating, retrieving and evaluating information available over the Internet. It will give hands-on practice in developing effective research techniques.

**LIBR 325 Introduction to Internet and Searching Strategies 3 Units**  
Formerly: LIBR 30  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an introductory survey to the content, use, and the evaluation of electronic information sources. Topics will include Internet resources, CD-ROM and online databases. Database search strategies and techniques will be emphasized. Issues in information technology will be discussed.

**LIBR 494 Special Topics in Library and Information Science .5-3 Units**  
Formerly: LIBR 45  
Prerequisite: None  
Course Transferable to CSU  
Hours: 9-54 hours LEC  
This course will focus on special topics in library and information science. Topics will emphasize accessing and using information and information systems. This course may be taken four times for credit on different topics for a maximum of six units.
Managers are organizational leaders, decision makers and activity coordinators. Management skills are the methods used by these individuals in the selection and education of personnel, the regulation of work flow, planning and the allocation of resources. Resource management theory, selection, and education of employees as well as quality management, are key skills in which every manager must excel. The American River College management program includes a broad cross section of courses designed to develop these skills with options for individuals employed in business, industry and government. The program includes courses in basic management techniques and communication, employee relations, quality management and organizational theory. Specialized courses include a series of classes for the small business entrepreneur. Students may specialize in a particular area of management: Business; Hotel (Hospitality Management); Small Business; Total Quality Management. Certificate programs are available in all options for those who may not desire a full degree program.

Career Opportunities

Employment opportunities in management vary greatly, depending on the type and location of business, industry or public agency. Opportunities are greatest for those already employed in a given field and who seek on-the-job advancement. Keys to managerial promotion continue to be a thorough knowledge of the field and training in management theory and practice.

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.
**Small Business Management**

Provides training for the field of small business as owner, manager or employee. The curriculum contains classes in planning, financing and operating a small business as well as training in marketing, business law, accounting and general education.

**Requirements for Degree Major** 33-35 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 101 or 301</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 110 or ECON 302</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300</td>
<td>3</td>
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<tr>
<td>BUS 340</td>
<td>3</td>
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<tr>
<td>BSTEC 300(1 unit) or keyboarding competency test</td>
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*and three units selected from

CIS classes or ACCT 341 or ACCT 343 or BUSTEC 305 or BUSTEC 310 3

<table>
<thead>
<tr>
<th>Concentration Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 105</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>3</td>
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<tr>
<td>MGMT 300 or 362 or 372</td>
<td>3</td>
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<tr>
<td>MKT 300</td>
<td>3</td>
</tr>
<tr>
<td>MKT 312</td>
<td>3</td>
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<tr>
<td>and three units from</td>
<td></td>
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<tr>
<td>BUS 210, 212, 214, 216, 218, 220, 222, 224, 226, 228</td>
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<tr>
<th>Recommended Electives</th>
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<tbody>
<tr>
<td>ACCT 121, 341; BUS 320, 330; CISA 305, 315, 320, 340; CISC 320; MGMT 360; MGMT 310, 314</td>
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**Requirements for Certificate** 32-33 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 101 (3 units) or 301 (4 units)</td>
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<tr>
<td>ACCT 121</td>
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<td>ACCT 341</td>
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<tr>
<td>BUS 330</td>
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<tr>
<td>BUS 340</td>
<td>3</td>
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<td>BUS 350</td>
<td>3</td>
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<tr>
<td>MGMT 300 or 362 or 372</td>
<td>3</td>
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<tr>
<td>MKT 300</td>
<td>3</td>
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<tr>
<td>MKT 310</td>
<td>3</td>
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<tr>
<td>MKT 312 or 314</td>
<td>3</td>
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<tr>
<td>and 3 units from</td>
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<tr>
<td>BUS 210, 212, 214, 216, 218, 220, 222, 224, 226, 228</td>
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**Modern Management Certificates**

**Introduction to Modern Management**

**Requirements for Certificate** 15 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>MGMT 300</td>
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<tr>
<td>MGMT 320</td>
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<td>MGMT 330</td>
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<tr>
<td>MGMT 340</td>
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<td>MGMT 350</td>
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**Appreciation of Systems/Systems Thinking**

**Requirements for Certificate** 9 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>MGMT 300</td>
<td>3</td>
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<tr>
<td>MGMT 330</td>
<td>3</td>
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<tr>
<td>MGMT 350</td>
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**Psychology and Team Facilitation**

**Requirements for Certificate** 9 units

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<tr>
<th>Courses Required</th>
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<tbody>
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<td>MGMT 300</td>
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<tr>
<td>MGMT 330</td>
<td>3</td>
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<td>MGMT 350</td>
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**Theory of Knowledge/Prediction**

**Requirements for Certificate** 9 units

<table>
<thead>
<tr>
<th>Courses Required</th>
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<tbody>
<tr>
<td>MGMT 300</td>
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<td>MGMT 330</td>
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<td>MGMT 350</td>
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**Variation and Statistics**

**Requirements for Certificate** 9 units

<table>
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<th>Courses Required</th>
<th>Units</th>
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<tr>
<td>MGMT 300</td>
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<tr>
<td>MGMT 320</td>
<td>3</td>
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<tr>
<td>MGMT 321</td>
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</tbody>
</table>
### MGMT 100  Management of Change 3 Units  
Formerly: MGMT 61  
Prerequisite: None  
Hours: 18 hours LEC  
This course focuses on the development of effective management response to organizational change. Emphasis is placed on identifying how change affects the lives of organizational members and synthesizing the proper response to reduce stress at all levels. How to facilitate change in an organization and its effect on personal change and growth are explored.

### MGMT 102  Management of Conflicts/IBA 1 Unit  
Formerly: MGMT 62  
Prerequisite: None  
Hours: 18 hours LEC  
This course focuses on the development of skills of dealing with differences and finding ways of reaching mutual agreements amicably. It is based on the work of the Harvard Negotiation Project on improving skills in conflict resolution and agreement making by separating the people from the problem. It is about win-win negotiations, adding a process to address issues in relationships. This course teaches attendees multipurpose process to foster good relationships and better communications.

### MGMT 110  Preparing to Join a Team 1 Unit  
Formerly: MGMT 65A  
Prerequisite: None  
Hours: 18 hours LEC  
This course introduces individuals who have had prior working experience in areas that were individual based, and individuals who have not had work experience to team membership. It focuses on team membership, team development processes, ones learning styles, and ones contribution to the development of a team.

### MGMT 111  Skills for Team Members 1 Unit  
Formerly: MGMT 65B  
Prerequisite: None  
Hours: 18 hours LEC  
This course introduces individuals who have had prior working experience in areas that were individual based, and individuals who have not had work experience to team development. Topics include beginning stages of team development, team mechanics, and group dynamics of an effective team.

### MGMT 112  Adapting to the Team Workplace 1 Unit  
Formerly: MGMT 65C  
Prerequisite: None  
Hours: 18 hours LEC  
This course introduces individuals who have had prior working experience in areas that were individual based, and people who have not had work experience to the team workplace. They will learn how to measure the team’s performance level, experience the team development stages and develop and use planning and participation tools for teams. Topics will include: how to measure a team performance level, team developmental stage, planning and participation stage, planning and participation stages for teams in a classroom-lab-setting.

### MGMT 120  Self-Leadership for Personal Excellence, Module A 1 Unit  
Formerly: MGMT 67A  
Prerequisite: None  
Hours: 18 hours LEC  
This course is designed as an introduction for those who are interested in examining the practical application of self-leadership tools. It explores introductory concepts in the areas of the sources of leadership, external and personal factors, the impact of beliefs, the power of self-rewards, imagination and creativity. This course emphasizes the connection between effective self-leadership and effective leadership of others.

### MGMT 121  Self-Leadership for Personal Excellence, Module B 1 Unit  
Formerly: MGMT 67B  
Prerequisite: None  
Hours: 18 hours LEC  
This course is designed as a continuation for those who are interested in examining the practical application of self-leadership tools. It expands the areas of the sources of leadership, external and personal factors, the impact of beliefs, the power of self-rewards, imagination and creativity, and introduces the concepts of team self-leadership, and the application of tools to empower change. This course emphasizes the connection between effective self-leadership and effective leadership of others.

### MGMT 122  Self-Leadership for Personal Excellence, Module C 1 Unit  
Formerly: MGMT 67C  
Prerequisite: None  
Hours: 18 hours LEC  
This course is the last in a series of courses designed for those who are interested in examining the practical application of self-leadership tools. It further explores the areas of the sources of leadership, external and personal factors, the impact of beliefs, the power of self-rewards, imagination and creativity, team self-leadership, and the application of tools to empower change. This course will validate and reinforce the need for individuals to assist attendees in applying the examined principles to influence their own life and career. This course emphasizes the connection between effective self-leadership and effective leadership of others.

### MGMT 130  Applying Quality Tools 1-3 Units  
Formerly: MGMT 70  
Prerequisite: None  
Hours: 18-54 hours LEC  
This course is designed for those interested in examining the practical application of quality principles. It explores the areas of quality concepts, customer focus, tools and techniques, and the process. This course sets the foundation of a learning organization and provides training that will enable individuals to turn their organizations into an empowered group of motivated, educated, and committed leaders.

### MGMT 142  Project Management Techniques and Software (Same as CISA 160) 3 Units  
Formerly: MGMT 72  
Prerequisite: None  
Advisory: ENGWR 102 or 103; and ENGRD 116; or ESLR 320 and ESLW 320; CISC 300.  
Hours: 54 hours LEC  
This is an introductory course covering the responsibilities of a project manager. It includes the knowledge needed to manage a project, control costs and schedule resources. It will also introduce the use of project management software to track project resources, tasks and milestones. Not open to students who have taken CISA 160.

### MGMT 174  Social Responsibility and Ethics in Management 3 Units  
Formerly: MGMT 87  
Prerequisite: None  
Corequisite: MGMT 300.  
Hours: 54 hours LEC  
This course examines the new ethical climate, the problems which need to be confronted and analyzed; and the role integrity plays in the survival and productivity of American organizations in both the private and public sectors. Course work and studies will incorporate daily news events as well as text materials. AA/AS area C2
MGMT 294  Topics in Management  .5-5 Units  
Formerly: MGMT 93  
Prerequisite: To be determined with each topic.  
Hours: 9-90 hours LEC, 27-270 hours LAB  
This is an individualized course developed in cooperation with industry and or government to meet specialized training needs.

MGMT 300  Introduction to Modern Management  3 Units  
Formerly: MGMT 1  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103 or ENGRD 116 or ESLW 320.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course examines the underlying principles and practices of modern management, and how both individuals and organizations can implement them. Such concepts as Continuous Process Improvement, Total Quality Management, and Customer Focused Management are presented.

MGMT 304  Introduction to Management Functions  3 Units  
Formerly: MGMT 19  
Prerequisite: None  
Advisory: ENGW 102 or ENGW 103 or ENGRD 116, or ESLW 320 and ESLW 320 or placement through assessment.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is a basic course in management that introduces a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed.

MGMT 308  Personnel and Human Resources Management  3 Units  
Formerly: MGMT 22  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an introduction to the complex study and analysis of such areas as civil rights, labor law, the “Human Resources” organization and various management theories currently found in both public and private sector organizations.

MGMT 320  Modern Management: Variation and Statistics I  3 Units  
Formerly: MGMT 3A  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course continues the extension of the basic business statistical knowledge introduced in MGMT 300, with a focus on understanding variation, variation patterns, and how statistical tools can be used to improve existing processes. It also focuses on the support and use of Statistical Process Control (SPC). Emphasis is placed on the immediate application of the tools to the workplace, emphasizing administrative, white collar environments. Course requires team participation.

MGMT 321  Modern Management: Variation and Statistics II  3 Units  
Formerly: MGMT 3B  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is the second in the series of two integrated courses in Modern Management on the application of the understanding and knowledge of variation and statistics. The class focuses on practical application of the knowledge and tools of the design-of-experiments (DOE) using the Taguchi methods and the Taguchi Loss Function in the development and design of administrative and service processes. Emphasis is placed on immediate application in the administrative/service environment. Course requires team participation.

MGMT 330  Teams and Team Facilitation  3 Units  
Formerly: MGMT 4A  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course continues the expansion of the basic business knowledge of teams introduced in MGMT 300. It focuses on practical application of the knowledge and tools of metalinguistics and individual/group psychological character. Emphasis is placed on the immediate application of the tools to the workplace, emphasizing administrative, white collar environments. Course requires team participation outside of class.

MGMT 332  Team Development  3 Units  
Formerly: MGMT 4B  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on the extension of the basic business knowledge of teams, with a focus on practical application of the knowledge and tools of Neuro Linguistic Programming (NLP) and Human Dynamics approach to psychology to assist in the design and delivery of administrative and service products/offers. Emphasis is placed on the immediate application of the tools to the workplace, emphasizing administrative, white collar environments. Course requires team participation outside of class.

MGMT 340  Management and Systems Thinking I  3 Units  
Formerly: MGMT 5A  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on the extension of the basic business knowledge of systems. It is based on practical application of the knowledge and tools of Systems Thinking. Essential Process Analysis/Synthesis is used as the tool for appraising and revising the design and delivery of administrative and service products. Emphasis is also placed on the tools of Fuzzy Thinking, and the theory of Living Systems in the workplace. The need to recognize/counter the main obstacle to systems change, fear, is also closely examined. Course requires team participation outside of class.

MGMT 341  Management and Systems Thinking II  3 Units  
Formerly: MGMT 5B  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on both individual and organizational systems changes that are essential if the quality model is to properly function. Expanding on the teachings of MGMT 300, especially the principals of Profound Knowledge (as set forward by Dr. W. Edwards Deming), the set expands the concept of human capabilities of systems members and demonstrates the need for the addition of Emotional Intelligence at Work, as an essential component of any system. The course will make extensive use of the Internet for understanding and sharing state-of-the-art systems thinking. Course requires team participation.

MGMT 350  Organizational Learning: Theory of Knowledge  3 Units  
Formerly: MGMT 6A  
Prerequisite: MGMT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course continues the study of “Profound Knowledge”, as described by Dr. W. Edwards Deming. It focuses on the Theory of Knowledge, customer service, and organization leadership based on integrity. It emphasizes basic team formation/member psychology and the total quality impact in society, the organization, the team, and individual lives.
MGMT 351  Modern Management: Theory of Knowledge II: Organizational Implementation  3 Units
Formerly: MGMT 6B
Prerequisite: MGMT 300.
Course Transferable to CSU
Hours: 54 hours LEC
This class continues the expansion of the attendees understanding and ability to utilize the concept of “Profound Knowledge” as described by Dr. W. Edwards Deming. The class focuses of the Theory of Knowledge (the ability to make accurate predictions of system activity), the formation of the “New Leadership” in executive teams, and the importance of developing an internal education/training effort using the newest principles of Action Learning as practiced by many Fortune 500 companies.

MGMT 360  Management Communication  3 Units
Formerly: MGMT 21
Prerequisite: None
Advisory: BUS 100 or ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides skill training in coping with communication problems in organizations. It includes the study of the communication process, the analysis of the barriers to effective oral and written communication, and the development of guidelines to improve interpersonal relations within an organization through the effective methods of communication. AA/AS area D2

MGMT 362  Techniques of Management  3 Units
Formerly: MGMT 24
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for supervisors and other entry level managers as well as those entering mid-management positions. It focuses on primary management functions of planning, organizing, controlling, and leading. Related skills such as time management, cost control, performance evaluation, motivation, communication techniques, and the social responsibility of managers are also emphasized. The course provides a clear understanding of management tasks as well as skill development in essential management activities.

MGMT 372  Human Relations and Organizational Behavior  3 Units
Formerly: MGMT 23
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 310 and ESLW 310.
Course Transferable to CSU
Hours: 54 hours LEC
This course emphasizes the psychology of human relations management. It covers human interaction principles that build confidence, competence and positive attitudes in work organizations. Topics include the basis for human behavior, perception, communication, motivation, performance improvement, group behavior, ethics and social responsibility.
Marketing

Marketing refers to all business activity involved in the moving of goods from the producer to the consumer, including selling, promotion, distribution, and packaging. Marketing-related occupations account for a third of the nation’s jobs.

The ARC marketing program is a general-concentration program covering all aspects of marketing as well as the general management skills necessary for success in this profession.

Career Opportunities

No business field offers as many different career possibilities as marketing. Sales manager, purchasing director, advertising director, public relations manager, customer relations manager and research director are just a few job titles in the field. In addition to course work, experience in sales and marketing is required to obtain management positions.

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

Marketing

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 or 301</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 110 or ECON 302</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300</td>
<td>3</td>
</tr>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300 (1 unit) or keyboarding competency</td>
<td>0-1</td>
</tr>
<tr>
<td>CISA 305 and 315</td>
<td>4</td>
</tr>
</tbody>
</table>

Concentration Requirements

<table>
<thead>
<tr>
<th>Requirements for Degree Major</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 300 or 304</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>3</td>
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<tr>
<td>MKT 310</td>
<td>3</td>
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<tr>
<td>MKT 312</td>
<td>3</td>
</tr>
<tr>
<td>MKT 314</td>
<td>3</td>
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</table>

and 7 units selected from the following:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 320 or 330; CISA 320, 330 or CISC 305; MGMT 308, 372; MKT 120; SOC 300; SPEECH 301 or 321</td>
<td>7</td>
</tr>
</tbody>
</table>

Advertising and Sales Promotion

The knowledge and skills necessary for advertising work with newspapers, retail and general business organizations, and advertising agencies.

Requirements for Degree Major

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 (3 units) or 301 (4 units)</td>
<td>5</td>
</tr>
<tr>
<td>BUS 110 or ECON 302</td>
<td>3</td>
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<tr>
<td>BUS 300</td>
<td>3</td>
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<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300 (1 unit) or keyboarding competency</td>
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<tbody>
<tr>
<td>ART 320</td>
<td>3</td>
</tr>
<tr>
<td>ART 411</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 324</td>
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<td>ARTNM 350</td>
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<td>CISA 330</td>
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<td>MKT 300</td>
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<tr>
<td>MKT 310</td>
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<tr>
<td>MKT 314</td>
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</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 320, 330; CISA 305, 330, 331, 340; MKT 312</td>
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</tbody>
</table>

Retail Management

Preparation for a variety of retailing occupation careers. Program includes retail organization, location, buying and merchandising, credit, accounting, personnel management, promotion and related topics.

Requirements for Degree Major

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<tr>
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<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340 or 345</td>
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</tr>
<tr>
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</tbody>
</table>

Concentration Requirements

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</table>

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<tbody>
<tr>
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<td>7</td>
</tr>
</tbody>
</table>
Marketing

Concentration Requirements

- MGMT 304
- MKT 300
- MKT 310
- MKT 312
- MKT 314

and 7 units from the following:
- BUS 105 or 330; CISA 320, 330 or CISC 305; MGMT 300, 308, 360, 362, or 372;
- MKT 120; SPEECH 301 or 321

Basic Marketing

Requirements for Certificate: 24 units

Courses Required

- BUS 224
- BUS 300
- BUS 330
- CISA 305
- MGMT 304
- MKT 300
- MKT 310
- MKT 312
- MKT 314

MKT 120  Survey of International Business  3 Units
Formally: MKT 50
Prerequisite: None
Advisory: ENGW 51 and ENGRD 15 or ESLR 310 and ESLW 310 or placement through assessment process.
Hours: 54 hours LEC

This course is a comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, international marketing, and operation of multi-national corporations.

MKT 132  Basics of Exporting  1.5 Units
Formally: MKT 54A
Prerequisite: None
Hours: 27 hours LEC

This course offers the different aspects of exporting. It affords the student a working knowledge of the various terms and techniques essential to exporting. The topics include international movement of merchandise, and trade patterns by countries and commodities.

MKT 134  Basics of Importing  1.5 Units
Formally: MKT 54B
Prerequisite: None
Hours: 27 hours LEC

This course covers the steps involved in importing a product or service. The course includes an introduction to the United States Customs Service, customs brokers, duty rate, basic laws affecting imports, currency exchange, letters of credit, and transportation of shipments.

MKT 298  Work Experience  1-4 Units
Formally: MKT 98
Prerequisite: None
Hours: 18-72 hours LEC

MKT 300  Principles of Marketing  3 Units
Formally: MKT 20
Prerequisite: None
Advisory: ENGW 102 or ENGW 103 and ENGRD 116, or ESLR 310 and ESLW 310 or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC

This course will examine in detail the four functions of marketing: product, promotion, price, and place. The marketing concept will be the basis for the entire course. The external marketing factors of environment, competition, government regulation, and consumer behavior will be studied also.

MKT 310  Selling Professionally  3 Units
Formally: MKT 22
Prerequisite: None
Advisory: ENGW 102 or ENGW 103 and ENGRD 116, ESLR 320 and ESLW 320, or placement through assessment; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC

This course demonstrates the importance of effective selling techniques. This course will examine and present the qualifications necessary to achieve success in professional selling. This course also emphasizes the development of a business personality and its application to the approach, direction, and closing of a sale. Different types of selling experience such as direct, industrial, wholesale, and retail are covered. This class is recommended for those entering any field of business careers.

Basic Retailing

Requirements for Certificate: 24 units

Courses Required

- BUS 100
- BUS 105
- BUS 216
- BUS 218
- BUS 224
- BUS 228
- BUS 300
- CISA 305
- MGMT 304
- MKT 300
- MKT 312

Retail Management

Requirements for Certificate: 31-32 units

Courses Required

- ACCT 101 or 301
- BUS 100 or 310
- BUS 105
- CISA 305 and 315
- MGMT 304
- MGMT 308
- MGMT 372
- MKT 300
- MKT 312
- SPEECH 301 or 321
**MKT 312  Retailing**  
3 Units  
Formerly: MKT 24  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116, or ESLR 320 and ESLW 320 or placement through assessment; MKT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is a study of modern retail store operation with emphasis on consumer behavior, store location and layout, pricing, organization, promotion, merchandising, and pertinent legislation.

**MKT 314  Advertising**  
3 Units  
Formerly: MKT 26  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment; MKT 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is a study of the marketing promotional mix with special emphasis on the field of advertising. The course will cover the advertising message from initial research through the final advertising message. Different advertising media will be examined and compared.

**MKT 332  Advertising on the Internet**  
(Electronic Commerce)  
3 Units  
Formerly: MKT 25  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116; or ESLR 320 and ESLW 320, or placement through assessment.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course addresses the process of advertising in the electronic commerce environment. It focuses on discussing on-line marketing. The effects of electronic commerce on market research, demographics and traditional advertising channels and case studies of successful models will be studied and examined.
The A.S. degree program in mathematics gives students the opportunity to complete lower-division coursework, in preparation for transfer to a four-year program in mathematics.

### Mathematics

**Requirements for Degree Major**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 400</td>
<td>5</td>
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<tr>
<td>MATH 401</td>
<td>5</td>
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<tr>
<td>MATH 402</td>
<td>5</td>
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<tr>
<td>MATH 410</td>
<td>3</td>
</tr>
<tr>
<td>MATH 420</td>
<td>4</td>
</tr>
<tr>
<td>and one course selected from:</td>
<td></td>
</tr>
<tr>
<td>STAT 301, MATH 320/PHIL 325</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives**

- PHYS 410; One course selected from: CISP 340, 360, or 365.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

### Mathematics Courses

**MATH 10 Overcoming Math Anxiety**

- 1 Unit
- Formerly: MATH 202
- Prerequisite: None
- Advisory: Concurrent enrollment in a math course.
- Hours: 18 hours LEC
- The course will help students to recognize their fear of mathematics and overcome their math anxiety and avoidance. The students will learn strategies to achieve success in mathematical situations. This course is also useful for tutors, counselors and teachers interested in helping others overcome their math anxiety. Credit/No Credit.

**MATH 12 Mathematics for the Home and Workplace**

- 2 Units
- Formerly: MATH 203
- Prerequisite: None
- Hours: 36 hours LEC
- This course will use a variety of realistic consumer-oriented applications to refresh, reinforce, and extend students' mastery of basic mathematics concepts. The applications will include earned wages, buying and maintaining a car, working with food, budgeting, banking, and other consumer and job related activities. Calculator use will be an integral part of the course.

**MATH 25 Computational Arithmetic**

- 3 Units
- Formerly: MATH 204
- Prerequisite: None
- Hours: 54 hours LEC
- This course covers instruction in the fundamentals of arithmetic with an emphasis on computational skills. Topics to be studied will include whole numbers, fractions and decimals, problem solving, and applications.

**MATH 32 Pre-Algebra**

- 3 Units
- Formerly: MATH 215
- Prerequisite: MATH 25 with a grade of "C" or better, or placement through assessment.
- Hours: 54 hours LEC
- This course will briefly review the fundamentals of arithmetic, including whole numbers, fractions, and decimals. Course content will include order of operations, signed numbers, concepts of variables, exponents, ratios and proportions, area/perimeter/volume of geometric figures, and solving equations.
MATH 100  Elementary Algebra  
Formerly: MATH 51  
Prerequisite: MATH 32 with a grade of “C” or better or placement through assessment process.  
Hours: 90 hours LEC  
This course includes the fundamental concepts and operations of algebra with problem solving skills emphasized throughout. Topics include properties of real numbers, linear equations and inequalities, integer exponents, polynomials, factoring polynomials, rational expressions and equations, radicals, expressions and equations, rational exponents, systems of linear equations and inequalities, the rectangular coordinate system, graphs and equations of lines, and solving quadratic equations. AA/AS area 4C.

MATH 110  Elementary Geometry  
Formerly: MATH 52  
Prerequisite: MATH 100 or one year of high school algebra with a grade of “C” or better, or placement through assessment process.  
Hours: 90 hours LEC  
This course covers elementary geometry with emphasis on plane geometry but with some work in space geometry. Problem solving techniques and logical thinking will be emphasized. AA/AS area 4C.

MATH 120  Intermediate Algebra  
Formerly: MATH 53  
Prerequisite: MATH 100 with a grade of “C” or better, or placement through assessment.  
Hours: 90 hours LEC  
This course reviews and extends the concepts of elementary algebra with problem solving skills emphasized throughout. Topics which are reviewed and extended include linear and quadratic equations, factoring polynomials, rational expressions, exponents, radicals, equations of lines, and system of equations. New topics include graphs and their translations and reflections, functions, exponential and logarithmic functions, graphs of quadratic and polynomial functions, nonlinear systems of equations, polynomial and rational inequalities, and an introduction to conic sections. AA/AS area D2 and 4C.

MATH 300  Introduction to Mathematical Ideas  
Formerly: MATH 1  
Prerequisite: Mathematics 120 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course focuses on elements of mathematical systems. It is designed to make fundamental concepts and processes more meaningful to the general student. Its content may include systems, logic, geometry, combinatorics, probability, statistics, sets, matrices, and number theory. Not recommended for students entering elementary school teaching or business administration majors. (CAN MATH 2) AA/AS area D2 and 4C; CSU area B3.

MATH 310  Mathematical Discovery  
Formerly: MATH 2  
Prerequisite: Mathematics 110 and 120 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
In this course students will explore mathematical patterns and relations, and formulate and prove conjectures. Topics from number theory, probability and statistics, and geometry will be investigated. Recommended for students interested in education. (CAN MATH 4) A/AS area D2 & 4C; CSU area B3.

MATH 320  Symbolic Logic  
(Same as Philosophy 325)  
Formerly: MATH 12  
Prerequisite: PHIL 320 or MATH 110, and MATH 120 with a grade of “C” or better  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers sets, probability and combinatorics, expected value, matrix theory, systems of equations and inequalities, linear programming, and mathematics of finance with emphasis on applications in business administration, biological sciences, and social science. It also includes computer applications. (CAN MATH 12) AA/AS area D2 and 4C; CSU area B3; IGETC area 2.

MATH 325  Problem-Solving  
Formerly: MATH 3  
Prerequisite: MATH 120 with a grade of “C” or better, or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on the problem-solving skills necessary to solve both real-life and nontraditional mathematics problems. Problem-solving strategies presented in this course include: drawing a diagram, eliminating possibilities, making a systematic list, looking for a pattern, guessing and checking, solving an easier related problem, working backward, algebraic representation, finite differences, and other related techniques. Divergent thinking, group work, and the clear presentation of mathematical work will be emphasized throughout the course. AA/AS area D2 and 4C; CSU area B3.

MATH 330  Trigonometry  
Formerly: MATH 15  
Prerequisite: MATH 110 and 120 with a grade of “C” or better or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on the fundamental concepts of trigonometry and the relationships between them. Applications involve right and oblique triangles, circular motion, graphing, vectors and complex numbers. (CAN MATH 8) AA/AS area D2 and 4C; CSU area B3.

MATH 340  Calculus for Business and Economics  
Formerly: MATH 43  
Prerequisite: MATH 120 with a grade of “C” or better, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course includes analytic geometry, differential and integral calculus with applications in the fields of business, economics, social science and biological science. Not recommended for mathematics and physical science majors. (CAN MATH 34) AA/AS area D2 and 4C; CSU area B3; IGETC area 2.

MATH 342  Modern Business Mathematics  
Formerly: MATH 44  
Prerequisite: MATH 120 with a grade of “C” or better, or placement through assessment.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed around applications of mathematics in economic and business contexts. Specific topics will include functions and related business formulas, tables and graphs, finance (interest and exponential models in economics), rates of change including applications and optimization, and linear programming. AA/AS area D2 & 4C; CSU area B3.

MATH 344  Finite Mathematics  
Formerly: MATH 42  
Prerequisite: MATH 120 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers sets, probability and combinatorics, expected value, matrix theory, systems of equations and inequalities, linear programming, and mathematics of finance with emphasis on applications in business administration, biological sciences, and social science. It also includes computer applications. (CAN MATH 12) AA/AS area D2 and 4C; CSU area B3; IGETC area 2.
MATH 350  Calculus for the Life and Social Sciences I  3 Units
Formerly: MATH 16A
Prerequisite: MATH 330 with a grade of “C” or better or placement through
assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the concepts and techniques of functions, limits, analytic
gometry and differential calculus. Applications from business, social and
biological sciences will be emphasized. (CAN MATH SEQ D-MATH
350+351; CAN MATH 30) AA/AS area D2 and 4C; CSU area B3; IGETC
area 2.

MATH 351  Calculus for the Life and Social Sciences II  3 Units
Formerly: MATH 16B
Prerequisite: MATH 350 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is the continuation of MATH 350. It covers integration and
differentiation of commonly used functions, and applications of analytic
gometry and calculus. (CAN MATH 32) AA/AS area 4C; CSU area B3;
IGETC area 2; (MATH SEQ D Math 350 and 351)

MATH 360  Introduction to Scientific Graphing Calculators  1 Unit
Formerly: MATH 28
Prerequisite: MATH 330 with a grade of “C” or better or placement through
assessment.
Course Transferable to CSU
Hours: 18 hours LEC
This course introduces the basic functions and applications of scientific graphic
calculators. It covers plotting, evaluating, and solving functions. It also discusses
calculator-based solutions of problems from algebra and trigonometry; and
introduces techniques that will be useful in subsequent courses like precalculus
and calculus. A calculator of a model and type that will be specified by
instructor is required.

MATH 370  Pre-Calculus Mathematics  5 Units
Formerly: MATH 29
Prerequisite: MATH 330 with a grade of “C” or better or placement through
assessment process.
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course includes application and graphing of polynomial, logarithmic,
exponential and trigonometric functions, systems of linear and non-linear
equation and inequalities, and analytic geometry including straight lines, conic
sections, graphing and curve sketching. (CAN MATH 16) AA/AS area D2
and 4C; CSU area B3; IGETC area 2.

MATH 401  Calculus II  5 Units
Prerequisite: MATH 400 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is a continuation of MATH 400. Its content will include techniques
of integration, improper integrals, indeterminate forms, applications
of integration, infinite series, parametric equations and polar coordinates.
(CAN MATH 20) AA/AS area 4C; CSU area B3; IGETC area 2; (MATH
SEQ C MATH 400, 401 and 402).

MATH 402  Calculus III  5 Units
Prerequisite: MATH 401 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is a continuation of MATH 401. It includes calculus of functions
of more than one variable, partial derivatives, extreme functions of more
than one variable, multiple integration, development of the vector calculus,
line integrals, three dimensional analytic geometry and the theorems of Green,
Gauss (Divergence), and Stokes. (CAN MATH 22) AA/AS area 4C; CSU
area B3; IGETC area 2; (MATH SEQ C MATH 400, 401 and 402).

MATH 410  Introduction to Linear Algebra  3 Units
Formerly: MATH 35
Prerequisite: MATH 400 with a grade of “C” or better.
Advisory: MATH 402.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to linear algebra including matrices,
determinants, vector spaces, linear transformations, eigenvectors. It is intended
for majors in mathematics, engineering, economics, science and related fields.
(CAN MATH 26) AA/AS area 4C; CSU area B3; IGETC area 2.

MATH 420  Differential Equations  4 Units
Formerly: MATH 9D
Prerequisite: Mathematics 401 with a grade of “C” or better.
Advisory: MATH 402.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a study of ordinary differential equations with emphasis on
linear equations and systems of linear equations. It includes infinite series
and, Laplace transform and matrix methods of solution. It stresses applications
to engineering problems. It is recommended for electrical, mechanical,
industrial, ceramic, and petroleum engineers, and for mathematics and physical
science majors. (CAN MATH 24) AA/AS area 4C; CSU area B2; IGETC
area 2.

MATH 481  Honors Applications of Calculus  1 Unit
Formerly: MATH 8H
Prerequisite: Cumulative GPA of 3.0 or better; MATH 402, with a grade of
“C” or better, and ENGWR 300 or 480 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course focuses on professional applications of mathematics in such fields
as biomathematics, economics, political science, computer science, earth
science, social sciences and psychology. AA/AS area 4C

MATH 496  Teaching Assistant in Mathematics  1-4 Units
Formerly: MATH 46
Prerequisite: MATH 120 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9-36 hours LEC; 27-108 hours LAB
This course is intended for students who want to develop an in-depth
understanding of the fundamentals of mathematics and to learn to work with
individual students and small groups of students. Open entry and exit. May
be taken twice for credit.
MATH 1000  Individualized Mathematics  3-5 Units
Formerly: MATH 200
Prerequisite: None
Hours: 90 hours LEC
Students wishing to take Mathematics 32 (Prealgebra) for 3.0 units, Mathematics 100 (Elementary Algebra) for 5 units, or Math 120 (Intermediate Algebra) for 5 units may enroll in "Individualized Mathematics". Students enroll in a specific hour, during the first class meeting and the student will designate the specific course. Course placement can be determined by either an assessment test through the assessment center before the semester or completion of prerequisites. Immediate advancement from one course to the next is allowed upon successful completion of prescribed work. Credit will only be given for the number of units assigned to a course and if the course is completed during the semester. Students who do not complete the course within the semester enrolled and who receive a notation of "In Progress" must reregister in the same individualized course the following semester in order to complete the course and receive full unit credit.

Statistics

STAT 301  Introduction to Probability and Statistics  3 Units
Formerly: STAT 1
Prerequisite: MATH 120 with a grade of "C" or better.
Advisory: ENGRD 116.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will introduce basic concepts of probability and statistics. It will include analysis of data, probability, distributions, tests of hypothesis, estimation, regression and correlation, and analysis of variance. Related application to psychology, social science, natural science, business and engineering will be explored. A scientific calculator that has a stat package (2-variable) is used throughout the course. (CAN STAT 2) AA/AS area D2 and 4C; CSU area B3; IGETC area 2.

STAT 481  Introduction to Probability and Statistics - Honors  3 Units
Formerly: STAT 1H
Prerequisite: Cumulative GPA of 3.0 or better; MATH 120 with a grade of "C" or better, and ENGRWR 300 or 480 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the concepts of statistics with a strong emphasis on the understanding and appreciation of the role of statistics in real life situations including computer analysis of real data. In addition to the topics presented in STAT 301, this honors course will include either additional topics of non-parametric statistics, design-of-experiment issues ensuring validity, analysis of variance and multiple regression or an applied research term paper using statistical methods and data collected from a work environment. AA/AS area D2; CSU area B3; IGETC area 2.
The music program includes vocal and instrumental components, as well as courses in music, history, and theory. The general program is designed to provide students with a foundation in music theory and history. In addition, ARC provides a degree in commercial music.

Performance opportunities in both vocal and instrumental music round out a student’s understanding and skill levels.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements. Refer to the catalog of the transfer institution of your choice for detailed information. Consultation with ARC music staff and an ARC counselor is recommended.

### Music Requirements for Degree Major

<table>
<thead>
<tr>
<th>Units</th>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUHFL 310</td>
<td>3</td>
</tr>
<tr>
<td>MUHFL 311</td>
<td>3</td>
</tr>
<tr>
<td>MUHFL 400</td>
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<tr>
<td>MUHFL 401</td>
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<tr>
<td>MUHFL 410</td>
<td>4</td>
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<tr>
<td>MUHFL 411</td>
<td>4</td>
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</table>

and 4 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Concentration Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 300, 302, 308, 310; HUM 300, 310; PHIL 300; TA 300</td>
<td>MUIVI 420 1</td>
</tr>
<tr>
<td></td>
<td>MUIVI 421 1</td>
</tr>
<tr>
<td></td>
<td>MUIVI 422 1</td>
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<tr>
<td></td>
<td>MUIVI 423 1</td>
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</table>

and 8 units from the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP 310</td>
<td>2</td>
</tr>
<tr>
<td>MUP 311</td>
<td>2</td>
</tr>
<tr>
<td>MUP 330</td>
<td>2</td>
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<tr>
<td>MUP 340</td>
<td>2</td>
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<tr>
<td>MUP 350</td>
<td>2</td>
</tr>
<tr>
<td>MUP 360</td>
<td>2</td>
</tr>
</tbody>
</table>

Choice of Performance Group is tied to your Applied Music emphasis: instrumentalists choose 8 units from MUP 310, 330, or 340; vocalists choose 8 units from MUP 350 or 360; keyboardist or guitarist choose 8 units from MUP 310, 330, 340, 350, or 360.

**Recommended Electives**

| Units | ARTH 300, 302, 308, 310; HUM 300, 310; PHIL 300; TA 300; other Music courses |

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**Commercial Music Concentrations**

Designed to prepare the student for careers in commercial music performance, recording, and music business. Deals with economics, technology, management, and techniques of a commercial music industry career.

### Business Concentration

**Requirements for Degree Major** 33 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUHFL 321</td>
<td>3</td>
</tr>
<tr>
<td>MUHFL 330</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 110</td>
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<td>MUSM 111</td>
<td>3</td>
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<tr>
<td>MUSM 112</td>
<td>3</td>
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<tr>
<td>MUSM 113</td>
<td>3</td>
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<tr>
<td>MUSM 120</td>
<td>3</td>
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<tr>
<td>BIS 300</td>
<td>3</td>
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<tr>
<td>BIS 340</td>
<td>3</td>
</tr>
<tr>
<td>BIS 350</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units from the following modules:

| Units | BUS 210, 212, 214, 216, 218, 220, 222, 226, 228, 230 |

**Recommended Electives**

| Units | MUHFL 300, 310, 311, 400; MUIVI 310, 31; MUP 424; MUSM 121, 334, 335, 342, 344, 350, 352; ACCT 101; BUS 310; CISA 305, 330; MGMT 360, 362, 372 |

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**Recording Concentration**

**Requirements for Degree Major** 36 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUHFL 321</td>
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<tr>
<td>MUHFL 330</td>
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<td>MUIVI 340</td>
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</tr>
<tr>
<td>MUSM 110</td>
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<tr>
<td>MUSM 120</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 140</td>
<td>2</td>
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<tr>
<td>MUSM 334</td>
<td>2</td>
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<tr>
<td>MUSM 342</td>
<td>3</td>
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<tr>
<td>MUSM 344</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 350</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 352</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>3</td>
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</tbody>
</table>

and 3 units from the following modules:

| Units | BUS 210, 212, 214, 216, 218, 220, 222, 226, 228, 230 |

**Recommended Electives**

| Units | MUHFL 300, 310, 311, 400; MUIVI 310, 311, 400; MUP 320, 330, 350, 424; MUSM 111, 335; ACCT 101; ARTNM 300; BUS 310; CISA 305, 350; ET 300, 301, 306, 310, 311 |

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**Certificates offered by the department:**

- Jazz Studies
Music

Commercial Music - Audio Production

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 321</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 330</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 110</td>
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<td>MUSM 140</td>
<td>2</td>
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<tr>
<td>MUSM 334</td>
<td>2</td>
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<tr>
<td>MUSM 342</td>
<td>3</td>
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<tr>
<td>MUSM 344</td>
<td>3</td>
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<tr>
<td>MUSM 350</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 352</td>
<td>3</td>
</tr>
<tr>
<td>MUP 320, 330, 350, 424; MUSM 111, 112, 113, 120, 121, 335; BUS 350; ET 300, 301, 306, 310, 311</td>
<td>6</td>
</tr>
</tbody>
</table>

and 6 units from the following:

3 units from the following modules:

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210, 212, 214, 216, 218, 220, 224, 226, 228, 230</td>
<td>6</td>
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</tbody>
</table>

Commercial Music - Music Business

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>MUFHL 321</td>
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</tr>
<tr>
<td>MUFHL 330</td>
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<td>MUSM 110</td>
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<td>MUSM 111</td>
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<td>MUSM 112</td>
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<td>MUSM 113</td>
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<td>MUSM 120</td>
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<tr>
<td>BUS 300</td>
<td>3</td>
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<tr>
<td>BUS 340</td>
<td>3</td>
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<tr>
<td>BUS 350</td>
<td>3</td>
</tr>
<tr>
<td>and 6 units from the following modules:</td>
<td>6</td>
</tr>
<tr>
<td>BUS 210, 212, 214, 216, 218, 220, 224, 226, 228, 230</td>
<td>6</td>
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</table>

Jazz Studies

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUFHL 315</td>
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<tr>
<td>MUFHL 420</td>
<td>2</td>
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<tr>
<td>MUFHL 421</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 386 or 391</td>
<td>2</td>
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<tr>
<td>MUIVI 401</td>
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<tr>
<td>MUIVI 425</td>
<td>1</td>
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<tr>
<td>MUIVI 426</td>
<td>1</td>
</tr>
<tr>
<td>MUP 320 or 400</td>
<td>4</td>
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</tbody>
</table>

Music Fundamentals/History & Lit.

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 100 Music Listening</td>
<td>2 Units</td>
</tr>
<tr>
<td>Formerly: MUFHL 57</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>Hours: 36 hours LEC</td>
<td></td>
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<tr>
<td>Development of listening techniques for the student without previous musical involvement by means of lectures, recordings and films. Includes current and historic aspects of the musical experience. AA/AS area B</td>
<td></td>
</tr>
<tr>
<td>MUFHL 300 Introduction to Music</td>
<td>3 Units</td>
</tr>
<tr>
<td>Formerly: MUFHL 6</td>
<td></td>
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<tr>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>Advisory: ENGRD 116 or ESLR 320 or placement through assessment.</td>
<td></td>
</tr>
<tr>
<td>Course Transferable to UC/CSU</td>
<td></td>
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<tr>
<td>Hours: 54 hours LEC</td>
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<tr>
<td>This course is designed for students with no previous knowledge of music. Music will be discussed with historical perspective providing a thorough understanding and ability to define and describe terms, elements and characteristics of music. Units will include basic fundamentals of performance, listening skills development, critique and analysis of significant classic music examples, and differentiation of historical styles. AA/AS area B; CSU area C1; IGETC area 3</td>
<td></td>
</tr>
<tr>
<td>MUFHL 308 Introduction to Music: Rock &amp; Roll</td>
<td>3 Units</td>
</tr>
<tr>
<td>Formerly: MUFHL 10</td>
<td></td>
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<tr>
<td>Prerequisite: None</td>
<td></td>
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<tr>
<td>Course Transferable to UC/CSU</td>
<td></td>
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<tr>
<td>Hours: 54 hours LEC</td>
<td></td>
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<tr>
<td>This course examines social, political, cultural, and economic issues as they relate to the history of Rock &amp; Roll music. It includes guided listening and video presentations to show the evolution of Rock from its roots to current stylistic trends. This course requires no previous musical study. AA/AS area B</td>
<td></td>
</tr>
<tr>
<td>MUFHL 310 Survey of Music History and Literature</td>
<td>3 Units</td>
</tr>
<tr>
<td>Formerly: MUFHL 11</td>
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<tr>
<td>Prerequisite: None</td>
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<tr>
<td>Advisory: ENGRD 312, or placement through assessment.</td>
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<tr>
<td>Course Transferable to UC/CSU</td>
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<tr>
<td>Hours: 54 hours LEC</td>
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<tr>
<td>This course is a survey of the history of music including its composers and most significant works from the beginning of history to the Baroque period. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. (CAN MUS 8) AA/AS area B; CSU area C1; IGETC area 3</td>
<td></td>
</tr>
<tr>
<td>MUFHL 311 Survey of Music History and Literature</td>
<td>3 Units</td>
</tr>
<tr>
<td>Formerly: MUFHL 12</td>
<td></td>
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<tr>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>Advisory: ENGRD 312, or placement through assessment.</td>
<td></td>
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<tr>
<td>Course Transferable to UC/CSU</td>
<td></td>
</tr>
<tr>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td>This course is a survey of the history of music including its composers and most significant works from the Classical period to the present. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. AA/AS area B; CSU area C1; IGETC area 3</td>
<td></td>
</tr>
<tr>
<td>MUFHL 315 Jazz History</td>
<td>3 Units</td>
</tr>
<tr>
<td>Formerly: MUFHL 12</td>
<td></td>
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<tr>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>Course Transferable to UC/CSU</td>
<td></td>
</tr>
<tr>
<td>Hours: 54 hours LEC</td>
<td></td>
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</tbody>
</table>
| This course is an historical, comprehensive, and comparative listeners' survey of the traditions of Jazz music from around the world and in the United States,
in which concepts of ethnicity, ethnocentrism, racism, ageism, class differences, and gender issues will be addressed. Guided listening presentations will show how African and early African-American musical traditions have led to the development of various improvisational forms and styles, including Ragtime, Swing, Bebop, Free Jazz, Fusion, and Acid Jazz. Jazz styles of the Americas, Asia, Africa, India, and Europe will be covered. CSU area C1; AA/AS area B & F; IGETC area 3.

MUFHL 321 Basic Musicianship 3 Units
Formerly: MUFHL 2
Prerequisite: None
Corequisite: MUIVI 340 or 370.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course includes the basic fundamentals of music notation and performance skills including scales, chords, sight-singing, music dictation, harmonic progression, and form. It is recommended for students with interest in but no knowledge of music and those students planning to enroll in MUFHL 400. AA/AS area B; CSU area C1; IGETC area 3.

MUFHL 330 World Music 3 Units
Formerly: MUFHL 9
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116, or ESLR 320 and ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a comprehensive, comparative listener survey of the folk ethnic, dance, and ceremonial music traditions around the world and in the United States. Concepts of ethnicity, ethnocentrism, racism, ageism, class differences, and gender issues will be addressed. Guided listening presentations will show how traditional forms and styles have led to the urban, professional music popular in many countries today known as “World Beat.” Music of the Americas, Africa, Asia, Australia and Europe will be compared. AA/AS area B & F; CSU area C1; IGETC area 3.

MUFHL 400 Music Theory 4 Units
Formerly: MUFHL 3A
Prerequisite: Knowledge of musical notation.
Corequisite: MUIVI 340 or piano audition.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is a study of scales, intervals, triads, diatonic harmonies, part writing, rhythms, sight singing, ear training, dictation, history and performance. It includes analysis and composition and is required for music majors. (CAN MUS 2) AA/AS area B; CSU area C1; IGETC area 3.

MUFHL 401 Music Theory 4 Units
Formerly: MUFHL 3B
Prerequisite: MUFHL 400.
Advisory: MUIVI 341.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is a continuation of MUFHL 400. It provides a more in-depth study of scales, intervals, triads, diatonic harmonies, part writing, rhythms, sight singing, ear training, dictation, history and performance. It includes analysis and composition and is required for music majors. (CAN MUS 4) CSU area C1; IGETC area 3.

MUFHL 410 Advanced Music Theory 4 Units
Formerly: MUFHL 4A
Prerequisite: MUFHL 401.
Advisory: MUIVI 350.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is a continuation of MUFHL 401. It includes the study of 16th and 18th century counterpoint, fugue, variation, altered chords, sonata allegro and rondo forms, and late 19th and 20th century writing techniques; practice in rhythmic, melodic, harmonic and contrapuntal sight singing, ear training and dictation. Required for music majors. CSU area C1; IGETC area 3.

MUFHL 411 Advanced Music Theory 4 Units
Formerly: MUFHL 4B
Prerequisite: MUFHL 410.
Advisory: MUIVI 351.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is a continuation of MUFHL 410. It includes a more indepth study of 16th and 18th century counterpoint, fugue, variation, altered chords, sonata allegro and rondo forms, and late 19th and 20th century writing techniques; practice in rhythmic, melodic, harmonic and contrapuntal sight singing, ear training and dictation. Required for music majors. CSU area C1; IGETC area 3.

MUFHL 420 Beginning Jazz Theory 2 Units
Formerly: MUFHL 3C
Prerequisite: MUFHL 400 with a grade of “C” or better.
Advisory: MUIVI 400
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course introduces the elements of jazz theory including harmonic, melodic and formal analysis in the jazz idiom.

MUFHL 421 Advanced Jazz Theory 2 Units
Formerly: MUFHL 3D
Prerequisite: MUFHL 420.
Advisory: MUIVI 400.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course provides a continuation of jazz concepts presented in MUFHL 420. The emphasis will be advanced elements of jazz theory including harmonic, melodic and formal analysis in the jazz idiom.

MUFHL 480 Honors Introduction to Music 3 Units
Formerly: MUFHL 6H
Prerequisite: MUFHL 321. Cumulative grade point average of 3.0 or higher; ENGWR 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed as a seminar for the student with previous experience with music notation, theory, and/or performance. Included in the course are (1) an analysis of the listening process and recognizing the roles of the composer, the performer and the listener, and (2) an evaluation of the intellectual and emotional elements of listening. This course will also cover the distinctions between the functional and aesthetic purposes of music. Attendance at live musical performances and field trips are required. CSU area C1; IGETC area 3.

MUIVI 310 Voice Class 2 Units
Formerly: MUIVI 22A
Prerequisite: MUFHL 321 and/or MUIVI 340.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course emphasizes the development of the individual’s voice. Solos are learned and performed in class. CSU area C1.

MUIVI 311 Voice Class 2 Units
Formerly: MUIVI 22B
Prerequisite: MUIVI 310.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course emphasizes the continued development of the individual’s voice. Solos are learned and performed in class.
### MUIVI 320  Voice Class, Intermediate  2 Units
Formerly: MUIVI 23A  
Prerequisite: MUIVI 311. 
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 18 hours LAB 
This course is a study of vocal exercise and intellectual analysis for the development of efficient singing techniques and skills in performing vocal literature. Performance in class is essential.

### MUIVI 321  Voice Class, Intermediate  2 Units
Formerly: MUIVI 23B  
Prerequisite: MUIVI 320. 
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 18 hours LAB 
This course focuses on the practical application of bel canto technique with emphasis on English and Italian diction and literature. Performance in class is essential.

### MUIVI 340  Beginning Piano  2 Units
Formerly: MUIVI 30A  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 18 hours LAB  
This course is designed for students interested in piano as a medium of expression and enjoyment, and for prospective nursery, kindergarten and elementary teachers. It is required for music majors who do not demonstrate equivalent piano proficiency. The course requires at least five hours per week outside preparation. (CAN MUS 22) CSU area C1

### MUIVI 341  Beginning Piano  2 Units
Formerly: MUIVI 30B  
Prerequisite: MUIVI 340 or ability to sight read an eight-measure composition with a single line in each hand; ability to play I-IV-I-V7-I in progression in five easy keys.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 18 hours LAB  
This course is a continuation of MUIVI 340 and is designed for students interested in piano as a medium of expression and enjoyment, and for prospective nursery, kindergarten and elementary teachers. It is required for music majors who do not demonstrate equivalent piano proficiency. The course requires at least five hours per week outside preparation. (CAN MUS 24)

### MUIVI 350  Intermediate Piano  2 Units
Formerly: MUIVI 31A  
Prerequisite: MUIVI 341, ability to play all major scales, two octaves, hands separately; ability to play a simple folk tune with basic choral accompaniment in a major or minor key.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 18 hours LAB  
This course is the second year of piano study. It focuses on the development of insight into music as an artistic means of communication through the study of scales, chords, melodic harmonization and repertoire.

### MUIVI 351  Intermediate Piano  2 Units
Formerly: MUIVI 31B  
Prerequisite: MUIVI 350.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 18 hours LAB  
This course is the second year of piano study. It is a continuation of MUIVI 350. The course includes the further development of insight into music as an artistic means of communication through the study of scales, chords, melodic harmonization and repertoire.
MUIVI 401  Intermediate Jazz Piano  2 Units
Formerly: MUIVI 33B
Prerequisite: MUIVI 400.
Advisory: MUFHL 400.
Course Transferable to CSU
Hours: 36 hours LEC; 18 hours LAB
This course is intermediate studies in jazz piano. Topics include stride voicings, block chords, Salsa and Latin comping and "Fourth" chords. Requires at least five hours per week outside preparation.

MUIVI 420  Applied Music  1 Unit
Formerly: MUIVI 38A
Prerequisite: Audition.
Corequisite: Enrolled in 2 units from: MUP 310, 330, 340, 350, or 360 and enrolled in 4 units from: MUFHL 400, 401, 410, or 411.
Course Transferable to UC/CSU
Hours: 7 hours LEC, 191 hours LAB
This is the first course in a four-part series and offers individualized instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance and jazz music majors.

MUIVI 421  Applied Music  1 Unit
Formerly: MUIVI 38B
Prerequisite: MUIVI 420 and audition.
Corequisite: Enrolled in 2 units from: MUP 310, 330, 340, 350, or 360 and enrolled in 4 units from: MUFHL 400, 401, 410, or 411.
Course Transferable to UC/CSU
Hours: 7 hours LEC, 191 hours LAB
This is the second course in a four-part series and offers individualized instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance and jazz music majors.

MUIVI 422  Applied Music  1 Unit
Formerly: MUIVI 38C
Prerequisite: MUIVI 421 and audition.
Corequisite: Enrolled in 2 units from: MUP 310, 330, 340, 350, or 360 and enrolled in 4 units from: MUFHL 400, 401, 410, or 411.
Course Transferable to UC/CSU
Hours: 7 hours LEC, 191 hours LAB
This is the third course in a four-part series and offers individualized instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance music majors.

MUIVI 423  Applied Music  1 Unit
Formerly: MUIVI 38D
Prerequisite: MUIVI 422 and audition.
Corequisite: Enrolled in 2 units from: MUP 310, 330, 340, 350, or 360 and enrolled in 4 units from: MUFHL 400, 401, 410, or 411.
Course Transferable to UC/CSU
Hours: 7 hours LEC, 191 hours LAB
This is the fourth course in a four-part series and offers individualized instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance music majors.

MUIVI 425  Applied Music - Jazz  1 Unit
Formerly: MUIVI 38E
Prerequisite: MUIVI 421 and audition.
Corequisite: Enrolled in 4 units from MUFHL 400 or 401, or enrolled in 2 units from MUFHL 420 or 421; and enrolled in MUP 320, 400, or 424.
Course Transferable to UC/CSU
Hours: 7 hours LEC, 191 hours LAB
This is the third course in a four-part series specializing in individualized jazz instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance music majors.

MUIVI 426  Applied Music - Jazz  1 Unit
Formerly: MUIVI 38F
Prerequisite: MUIVI 425 and audition.
Corequisite: Enrolled in 4 units from MUFHL 400 or 401, or enrolled in 2 units from MUFHL 420 or 421; and enrolled in 2 units from MUP 320, 400, or 424.
Course Transferable to UC/CSU
Hours: 7 hours LEC, 191 hours LAB
This is the fourth course in a four-part series specializing in individualized jazz instrumental or vocal instruction seven hours per semester with a private instructor, two hours per semester of solo performance and recital attendance, and ten and one-half hours monitored practice time per week. It focuses on the development of individual performance skills and solo and ensemble repertoire. Juried performance is also required. Required for all traditional performance music majors.

MUIVI 430  Beginning Organ  1 Unit
Formerly: MUIVI 33
Prerequisite: Keyboarding proficiency; student must be able to play a composition for piano comparable in difficulty to a Bach Two-Part Invention.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course introduces the fundamental skills in organ. Required for organ majors. May be taken twice for credit. CSU area C1

MUIVI 431  Intermediate Organ  1 Unit
Formerly: MUIVI 34
Prerequisite: Two semesters of MUIVI 430.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a continuation of MUIVI 430. It includes the further development of skills relative to music written for the organ. Required for organ majors. May be taken twice for credit.

MUIVI 440  Brass Instruction  1 Unit
Formerly: MUIVI 26
Prerequisite: Ability to play a brass instrument.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course provides specialized instruction including all aspects of applied literature and performance on a brass instrument. This course may be taken four times for credit. CSU area C1

MUIVI 442  String Instruction  1 Unit
Formerly: MUIVI 28
Prerequisite: Ability to play a string instrument.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course provides specialized instruction including all aspects of applied literature and performance on a string instrument. This course may be taken four times for credit. CSU area C1
MUIVI 444 Woodwind Instruction  1 Unit  
Formerly: MUIVI 29  
Prerequisite: Ability to play a woodwind instrument.  
Course Transferable to UC/CSU  
Hours: 9 hours LEC, 27 hours LAB  
This course provides specialized instruction including all aspects of applied literature and performance on a woodwind instrument. This course may be taken four times for credit. CSU area C1

MUIVI 446 Percussion Instruction  1 Unit  
Formerly: MUIVI 27  
Prerequisite: Ability to play a percussion instrument.  
Course Transferable to UC/CSU  
Hours: 9 hours LEC, 27 hours LAB  
This course provides specialized instruction including all aspects of applied literature and performance on percussion instruments. This course may be taken four times for credit. CSU area C1

MUP 301  Orchestra  2 Units  
Formerly: MUP 13  
Prerequisite: Ability to play an orchestral instrument.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC, 54 hours LAB  
This course is the study and performance of orchestral repertoire. It is open to those who play an orchestral instrument. The course fulfills the requirements for all music majors and minors. Field trip may be required. This course may be taken four times for credit. CSU area C1

MUP 311 Advanced Orchestra  1-2 Units  
Formerly: MUP 13A  
Prerequisite: MUP 310 (8 units).  
Course Transferable to CSU  
Hours: 54-108 hours LAB  
This course is the continuing study and performance of orchestral repertoire. Additional topics include experience in conducting, rehearsal techniques and section leading. Field trips may be required. This course may be taken four times.

MUP 320  Jazz Band  2 Units  
Formerly: MUP 14  
Prerequisite: Ability to play at least one instrument commonly used in jazz ensemble; audition required.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC, 54 hours LAB  
This course is the study and performance of Jazz Band repertoire. Public performance and field trips required. May be taken four times for credit. CSU area C1

MUP 321  Advanced Jazz Band  1-2 Units  
Formerly: MUP 14A  
Prerequisite: MUP 320 (8 units); audition.  
Course Transferable to CSU  
Hours: 54-108 hours LAB  
This course is the continuing study and performance of Jazz Band repertoire. Additional topics include experience in conducting, rehearsal technique and section leading. Public performance and field trips are required. This course may be taken four times for credit.

MUP 330  Concert Band  2 Units  
Formerly: MUP 16  
Prerequisite: None  
Advisory: Ability to read musical notation and play a band instrument; brass and woodwind players should know all basic range fingerings; percussion players should know ten basic rudiments including single and double stroke rolls, 5, 7, and 9 stroke rolls, flams, paradiddles, and ruffs.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC, 54 hours LAB  
This course studies and performs concert band literature. This course is designed for a large ensemble of brass, woodwinds, and percussion instruments. Rehearsal will include a variety of music. Public performances, festivals, field trips, and tours are required. This course may be taken four times for credit. CSU area C1

MUP 331 Advanced Concert Band  1-2 Units  
Formerly: MUP 16A  
Prerequisite: MUP 330 (8 units).  
Course Transferable to CSU  
Hours: 54-108 hours LAB  
This course is the continuing study and performance of concert band literature. It is designed for a large ensemble of brass, woodwind, and percussion instruments rehearsing a wide variety of music. Additional topics include experience in conducting, rehearsal technique and section leading. Public performances, festivals, field trips, and tours are required. This course may be taken four times.

MUP 340  Symphonic Band  2 Units  
Formerly: MUP 17  
Prerequisite: Audition.  
Advisory: Ability to read musical notation and play a band instrument; brass and woodwind players should know all basic range fingerings and all major and harmonic minor scales from memory; percussion players should know ten basic rudiments including single and double stroke rolls, 5, 7, and 9 stroke rolls, flams, paradiddles, and ruffs.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC, 54 hours LAB  
This course studies and performs advanced symphonic band literature, designed for a large ensemble of brass, woodwind, and percussion instruments. Rehearsal will include a wide variety of music. Public performances, festivals, field trips, and tours are required. This course may be taken four times for credit. CSU area C1

MUP 341  Advanced Symphonic Band  1-2 Units  
Formerly: MUP 17A  
Prerequisite: MUP 340 (8 units) and audition.  
Course Transferable to CSU  
Hours: 54-108 hours LAB  
This course is the continuing study and performance of advanced symphonic band literature. It is designed for a large ensemble of brass, woodwind, and percussion instruments rehearsing a wide variety of music. Additional topics include experience in conducting, rehearsal technique and section leading. Public performances, festivals, field trips, and tours are required. This course may be taken four times.

MUP 350  College Choir  2 Units  
Formerly: MUP 19  
Prerequisite: None  
Advisory: Choral experience and/or ability to read music notation.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC, 54 hours LAB  
This course is a large choral ensemble performing a wide variety of music. Public performance, festivals, and field trips required. This course may be taken four times. CSU area C1

MUP 352  Advanced Concert Choir  1-2 Units  
Formerly: MUP 19A  
Prerequisite: MUP 350 (8 units).  
Course Transferable to CSU  
Hours: 54-108 hours LAB  
This course is a large choral ensemble performing a wide variety of advanced music. Participation in public performances, festivals, and field trips is required. May be taken four times for credit.
MUP 360  Chamber Singers  2 Units
Formerly: MUP 21
Prerequisite: Audition including sight singing and aural skills assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an advanced choral ensemble of limited size performing a wide variety of music. Public performances, festivals, and field trips required. This course may be taken four times for credit. CSU area C1

MUP 361  Advanced Chamber Singers  1-2 Units
Formerly: MUP 21A
Prerequisite: MUP 360 (8 units) and audition; the audition includes sight singing and aural skills assessment.
Course Transferable to CSU
Hours: 54-108 hours LAB
This course is an advanced choral ensemble of limited size performing a wide variety of music. Public performances, festivals, and field trips required. This course may be taken four times for credit.

MUP 370  Rehearsal and Performance - Musical Theatre Ensemble
(Same as Theatre Arts 466)  .5-3 Units
Prerequisite: Audition.
Course Transferable to UC/CSU
Hours: 27-162 hours LAB
This course explores the development of a musical theatre production presented before the campus and community. A different production will be presented each semester the course is offered. May be taken four times for credit up to a maximum of 12 units. Not open to students who have completed TA 466.

MUP 400  Vocal Ensemble  2 Units
Formerly: MUP 20
Prerequisite: Audition required; the audition will include sight singing, aural skills, improvisation and the preparation of a short musical excerpt.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an advanced choral ensemble of limited size with an instrumental accompaniment performing a wide variety of music in the jazz style. Public performances, festivals and field trips required. This course may be taken four times for credit. CSU area C1

MUP 401  Advanced Vocal Ensemble - Jazz Choir  1-2 Units
Formerly: MUP 20A
Prerequisite: MUP 400 (8 units) and audition; the audition will include sight singing, aural skills, improvisation and the preparation of a short musical excerpt.
Course Transferable to CSU
Hours: 54-108 hours LAB
This course is the continuing study of vocal jazz ensemble repertoire. Additional topics include experience in conducting, rehearsal technique and section leading. Public performances, festivals, and field trips required. This course may be taken four times for credit.

MUP 410  Woodwind Ensemble  1 Unit
Formerly: MUP 45
Prerequisite: Ability to play a woodwind instrument.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course is designed for small ensemble experience and practice for woodwind players. Public performance and field trips are required. The course may be taken four times for credit. CSU area C1.

MUP 412  Percussion Ensemble  1 Unit
Formerly: MUP 46
Prerequisite: Ability to play percussion instrument.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course is a study of percussion ensemble literature. Public performance and field trips are required. This course may be taken four times for credit. CSU area C1

Specializations in Music

MUSM 110  The Business of Music  3 Units
Formerly: MUSM 50A
Prerequisite: None
Hours: 54 hours LEC
This course covers the processes of the music industry. This includes record contracts, record producers and agent/managers. The course also defines the duties of recording and performing artists.
MUSM 111 The Business of Music  
Formerly: MUSM 50B  
Prerequisite: MUSM 110.  
Hours: 54 hours LEC  
This course covers the fundamentals and organization of the music business. It includes the duties of attorneys, publishers, and radio. The course also defines and analyzes publishing, agreements, merchandising contracts, trademark and servemark points, radio and record industry relations.

MUSM 112 The Business of Music/Artist Management  
Formerly: MUSM 50C  
Prerequisite: None  
Hours: 54 hours LEC  
This course covers definitions, duties and agreements of artist management. Topics include functions of a personal manager and artist, guidelines to career planning, choosing managers, record company relations and other team players. The course will also analyze the personal manager agreement and organize an artist's tour.

MUSM 113 The Business of Music/Promotion  
Formerly: MUSM 50D  
Prerequisite: None  
Hours: 54 hours LEC  
This course covers the processes of music promotion. Activities include definitions of promotion, developing media/industry fan lists and assembling a promotion packet. The course also discusses current internet strategies and technology for promotion. In addition, a campaign for album release and distribution is discussed and planned.

MUSM 114 The Business of Music, Advanced  
Prerequisite: MUSM 111, MUSM 112, and MUSM 113 with a grade of "C" or better.  
Hours: 54 hours LEC  
The course meets the requirements at an advanced high level of application and integration into the music industry majors. Course contents include application, evaluation and formulation of recording contracts, publishing and management agreements, and career plans at a high level with an integration into the music industry.

MUSM 120 Contemporary Songwriting  
Formerly: MUSM 51A  
Prerequisite: MUFH 321.  
Hours: 54 hours LEC  
Processes of the songwriting industry in popular music today: instrumental and vocal arrangements, musical styles in jazz, pop, and rock, lyrics, formation of melodies and harmonies, popular music form, notation on paper, and other related topics.

MUSM 121 Contemporary Songwriting  
Formerly: MUSM 51B  
Prerequisite: MUSM 120.  
Hours: 54 hours LEC  
This course covers the processes of lyric evaluation, song format and music styles. Production techniques, publishing, and marketing strategies will also be included.

MUSM 140 Concert Sound Reinforcement  
Formerly: MUSM 61  
Prerequisite: None  
Hours: 36 hours LEC; 18 hours LAB  
This course is an overview of live concert sound reinforcement. Topics to be covered include basic sound system theory/applications, and study of individual sound system component operation (microphones, mixers, effects, power amplifiers, speaker systems). Demonstrations, discussions, and a hands-on approach will provide ways to troubleshoot, sound check, and mix sound for live performance, and touring. This course may be taken twice for credit.

MUSM 334 Introduction to Musical Instrument Digital Interface (MIDI)  
Formerly: MUSM 32  
Prerequisite: None  
Hours: 18 hours LEC; 54 hours LAB  
This course is an introduction to the rapidly evolving use of professional music software and MIDI electronic instruments. Various music hardware options, including keyboards, synthesizers, samplers, computers and drum machines, will be explored. A series of MIDI projects will cover music sequencing, notation, and CAI (computer-assisted instruction) software. Field trips are required.

MUSM 335 Intermediate Musical Instrument Digital Interface (MIDI)  
Formerly: MUSM 33  
Prerequisite: MUSM 334 with a grade of "C" or better.  
Hours: 18 hours LEC; 54 hours LAB  
This course covers techniques in MIDI composition and arranging. Concepts to be covered include film and video scoring, synchronization techniques, integrating MIDI and digital audio, and using sound editing software.

MUSM 342 Recording Studio Techniques  
Formerly: MUSM 41A  
Prerequisite: None  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This is the first course in a four-part series and covers entry level techniques in audio/music production, studio design, and recording console functions. It also covers microphone fundamentals and applications, multi-track recording, and MIDI concepts. Field trips are required. This course may be taken twice for credit. CSU area C1

MUSM 344 Recording Studio Techniques  
Formerly: MUSM 41B  
Prerequisite: MUSM 342 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This is the second course in a four-part series and covers techniques of audio recording, MIDI fundamentals, and remote recordings. It also focuses on mixdown session techniques, outboard gear application and studio design. This course may be taken twice for credit.

MUSM 350 Recording Studio Techniques  
Formerly: MUSM 41C  
Prerequisite: MUSM 344 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This is the third course in a four-part series and covers the techniques and tools for managing a recording studio. Topics include studio design, personnel selection, equipment budgeting, business basics, and operation of 24 track recording equipment.

MUSM 352 Recording Studio Techniques  
Formerly: MUSM 41D  
Prerequisite: MUSM 350 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This is the fourth course in a four-part series and covers techniques of engineering live music and audio in recording sessions. It is designed for recording engineers seeking careers in audio and post production. Techniques of analog and digital recording, mixdown, synchronizing audio and video, and management of sessions will be covered.
MUSM 353  Advanced Digital Recording  3 Units
Prerequisite: MUSM 352 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course requires the analysis and critique of techniques in digital and surround recording. The course covers evaluation and application of areas in surround audio, digital technology, post production, mastering and album production. There are both team and independent projects using advanced methods beyond those learned in MUSM 350 and 352.

MUSM 370  Music for Children  3 Units
Formerly: MUSM 9
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the principles of teaching and using music in nursery school, pre-school, elementary school and recreational programs. Methods and material used in singing, creating, moving, reading and listening are covered. The course is recommended for nursery school workers and Early Childhood credential candidates whose major is not music. It is suggested for recreational leaders and workers and others who use music with groups of children. AA/AS area B; CSU area C1
Natural Resources

Degree: A.S. - Natural Resources
Certificate: Natural Resources

The Natural Resource Program offers an AS Degree and a certificate in Natural Resources. Natural Resources Management is broadly defined as the art, science and business of managing, conserving and preserving non-renewable and renewable natural resources such as air, water, land and their biological resources for the benefit of present and future generations.

Today's natural resource technicians and professionals need a strong foundation in ecological and natural resource science as well as specific technical skills related to natural resource management. The Natural Resource curriculum provides this broad foundation for a wide range of career choices.

The AS Degree and the certificate are designed to train graduates for direct entry into jobs involving extensive fieldwork with State, Federal or Local Agencies as well as the private sector. Students completing the AS Degree can choose to continue their education towards degrees in wildlife biology, forestry, natural resource management or related disciplines.

The Natural Resources 20 unit Core Requirement serves both the degree major and certificate program. The degree major has an additional 18-21 unit concentration requirement in such areas as biological science, physical science, technical writing, statistics and computer information science. The Natural Resources Department additionally offers the general education student coursework that prepares them for a greater appreciation and understanding of our natural resources and current human threats to those resources.

Career Opportunities

There are entry-level technician and professional opportunities with private lumber and resource managing companies; city, state and national park systems and other state and federal resource agencies such as The California Department of Fish and Game, The California Department of Forestry and Fire Protection, the United States Forest Service, United States Fish and Wildlife Service, and the United States Bureau of Reclamation.

Requirements for Degree Major  40-42 units

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<th>Core Requirements</th>
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Recommended Electives:
- ANTH 333; BIOL 320, 330, 352, 370; GEOG 306; GEOL 305, 342, 345; NATR 332, 340, 342

Requirements for Certificate  20 Units

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<th>Courses Required</th>
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<td>NATR 300</td>
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General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements. Most Natural Resource courses are accepted for credit at CSU and several are accepted for credit at UC. The Natural Resource core courses 300, 302, 304, 320 satisfy the AA/AS area 3A Natural Science Requirement.
**NATR 294  Topics in Natural Resources**  
5-5 Units  
Formerly: NATR 93  
Prerequisite: To be determined for each topic.  
Advisory: ENGRD 116 or ESLR 320.  
Hours: 9-90 hours LEC, 27-270 hours LAB  
Topics in natural resources management will be examined through various course offerings designed to cover field study activities and subjects relevant to natural resources and forestry not covered by regular catalog offerings. Topics and field study locations vary. Course content and unit credit to be determined by instructional area. Course topics may include advanced subjects related to wildlife, fisheries, conservation biology, forest resources and management, restoration ecology or aquatic ecology. Field trips required. This course may be taken four times.

**NATR 300  Introduction to Natural Resource Management**  
3 Units  
Formerly: NATR 1  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course is an overview of ecosystems and natural resource management. It considers non-renewable and renewable natural resources such as water, land, soils, air, wildlife and their vegetative communities. Additionally, this course provides a greater appreciation and understanding of the field of natural resource management, current human threats, and the protection and maintenance of natural resource systems. Field trips are required. AA/AS area A.

**NATR 302  Introduction to Wildlife Biology**  
3 Units  
Formerly: NATR 3  
Prerequisite: None  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course is an introduction to Wildlife Biology and the basic principles and techniques related to the practice of Wildlife Management. Emphasis is based on ecological principles of populations and communities as they relate to the interdependence of wildlife and human populations. This course includes the discussion of the social, political and biological implications of Wildlife Management. Additionally, this course includes habitat and population sampling, radio telemetry and the development of a wildlife management plan. Field trips are required. AA/AS area A.

**NATR 304  Introduction to Forestry**  
3 Units  
Formerly: NATR 5  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers basic biological and physical science concepts important to a general understanding in forestry. Topics include forest history, forests of the United States, general tree taxonomy, forest ecology, soils, silvics, insects and diseases of forest trees, role of fire in forest management, forest measurements, multiple use management, forest issues and policies. Field trips are required. AA/AS area A.

**NATR 306  Introduction to Range Management**  
3 Units  
Formerly: NATR 14  
Prerequisite: None  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course examines the historical developments of range management and theory and application of grazing strategies. This course focuses on the effects of grazing on range ecosystems, the taxonomy and physiology of range plants, ruminant nutrition and physiology. In addition, sampling techniques of field vegetation, the use of fire and other methods for range conversion and maintenance are explored. Field trips are required.

**NATR 310  Natural Resource Measurements**  
4 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course provides basic natural resource measurement and survey skills. Included are elementary surveying, public land surveying, distance and direction measurement, topographic map reading, stream flow measurement, basic aquatic and water quality sampling. It focuses on forest and herbaceous vegetation sampling techniques such as transects and quadrates. Also included are the fundamentals of wildlife sampling techniques such as radio telemetry, population sampling techniques, Global Positioning Systems (GPS), Geographic Information Systems (GIS), and use of the internet as a research tool. Field trips are required.

**NATR 311  Natural Resource Measurements-Land Surveying Methods**  
1 Unit  
Formerly: NATR 4A  
Prerequisite: None  
Course Transferable to CSU  
Hours: 9 hours LEC, 27 hours LAB  
This course provides basic natural resource land survey skills. Included in this course are elementary surveying, public land survey, distance and direction measurements, and topographic map reading. Field trips are required.

**NATR 312  Natural Resource Measurements-Field Methods and Study Design**  
1 Unit  
Formerly: NATR 4B  
Prerequisite: None  
Course Transferable to CSU  
Hours: 9 hours LEC, 27 hours LAB  
This course provides basic statistics and study design as well as fundamental wildlife sampling techniques and an introduction to field applications of Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Field trips are required.

**NATR 313  Natural Resource Measurements-Vegetation Analysis and Forest Sampling**  
1 Unit  
Formerly: NATR 4C  
Prerequisite: None  
Course Transferable to CSU  
Hours: 9 hours LEC, 27 hours LAB  
This course provides basic forest and vegetation sampling skills. Included in this course are forest sampling techniques such as tree heights, diameters, volume, and age. Vegetation sampling techniques such as quantitative and semi-quantitative analysis, and single species surveys will be covered. Field trips are required.

**NATR 314  Natural Resource Measurements-Aquatic Resource Sampling**  
1 Unit  
Formerly: NATR 4D  
Prerequisite: None  
Course Transferable to CSU  
Hours: 9 hours LEC, 27 hours LAB  
This course provides basic aquatic resource sampling skills. Included in this course are stream flow measurements and water quality sampling. Sampling techniques for fisheries and other aquatic organisms will also be addressed. Field trips are required.

**NATR 320  Principles of Ecology**  
3 Units  
Formerly: NATR 2  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course covers basic principles of ecology, including the physical and biological factors of different environments in relation to the distribution of plants and animals. Emphasis will be on the management of ecosystems using ecological principles and the understanding of current ecological issues. Field trips are required. AA/AS area A.
### NATR 325 Black Bear Ecology and Management in California 2 Units

**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 27 hours LEC; 27 hours LAB  
This course explores the natural history, habitat, and management of the black bear. Topics include the distribution, abundance, physiology, reproduction, and behavior of black bears. A field trip into black bear country is required to allow observation of bear sign and appreciation of the natural habitat of this animal.

### NATR 326 Analysis of a Predator: The Mountain Lion 1.5 Units

**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 27 hours LEC  
This course explores the natural history and political history of the mountain lion. Topics include the distribution and abundance of mountain lions in California and throughout western North America; the important ecological role of these predators; and the legal status of mountain lions in California. A field trip into mountain lion country is required to allow observation of lion sign and appreciation of the natural habitat of this predator.

### NATR 330 Identification of Native Trees and Shrubs 4 Units

**Formerly:** NATR 6  
**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC; 54 hours LAB  
This course will focus on the identification of native trees and shrubs of California by means of plant keys. In addition, this course will also include sight identification of some grasses, and other herbaceous and wetland plants. The ecology of vegetative communities and the natural history of native plants will be explored. A collection of at least seventy-five plant specimens is required. Field trips are required.

### NATR 332 Wildflowers of the Sacramento Region 4 Units

**Formerly:** NATR 8  
**Prerequisite:** None  
**Course Transferable to UC/CSU**  
**Hours:** 54 hours LEC; 54 hours LAB  
This course focuses on the wildflowers of the Sacramento Region. The identification, distribution, and interrelationships of herbaceous plants in their natural environment, ecological principles, and representative plant communities are examined. Special emphasis will be given to the study of plant families in our local grasslands, vernal pools, oak woodlands and foothills, and the use of taxonomic keys. AA/AS area A

### NATR 340 John Muir “Conservationist” 2 Units

**Formerly:** NATR 7  
**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 36 hours LEC  
This course covers the life, writings and philosophy of one of the founders of the American Conservation Movement. This course focuses on John Muir’s significant contributions to the formation of the National Park System. This course is recommended to Elementary and Secondary Educators and those interested in natural resources, conservation and California history. Some class sessions will be held at the Muir National Historical Site in Martinez, the Muir Redwoods and Yosemite National Park. Field trips are required.

### NATR 342 Forest Resource Protection 4 Units

**Formerly:** NATR 24  
**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC; 54 hours LAB  
This course examines impacts to forest resources by destructive agents such as plant diseases, insects, fire, animals, and weather. Identification of causal agents and principles of forest protection are covered along with practical management concepts. Field trips are required.

### NATR 498 Work Experience in Natural Resources 2-4 Units

**Formerly:** NATR 48  
**Prerequisite:** None  
**Course Transferable to CSU**  
**Hours:** 18 hours LEC; 150 hours LAB  
This course is a cooperative effort between the college and a federal, state, local, private or nonprofit organizations involved in natural resource planning, management or public information. Internship sponsors assist students in acquisition of skills and the application of knowledge learned in the classroom. In addition to applied job related skills, students will be provided general employment training and skills such as: resume writing, job applications, taking job interviews, how to look for jobs and develop job performance objectives.
Nursing & Allied Health

Degree:  A.S. - Nursing - IVN Career Mobility
A.S. - Nursing - RN
Certificates offered by the department:
Acute Care Certified Nurse Assistant
Home Health Aide

Area:  Health & Education
Dean:  Sheryl Gessford
Coordinator: Victoria Maryatt
Phone:  (916) 484-8254 or 484-8176
Counseling:  (916) 484-8572

Nursing is a health care profession which requires knowledge of biological, behavioral and physical sciences. Registered nurses are licensed by the state to perform a variety of health care functions. They observe, assess, plan, implement and evaluate patient care as well as administer therapeutics, assist in patient rehabilitation and instruct patients in health care.

Career Opportunities

Employment in the field for registered nurses is excellent locally and nationally. The registered nurse enjoys a well compensated, rewarding, highly flexible career which should continue in the future. This field is expanding, and growth in the job market for registered nurses is projected.

The ARC Nursing Program

The Nursing Program consists of a combination of general education and nursing courses with related laboratory experience in local health agencies. Successful completion of the program qualifies the student to take the National Licensing Examination to become registered as a nurse and eligible for employment. A grade of “C” or better is required in each nursing course for progression in the program and for an Associate Degree in Nursing. The nursing curriculum is a two-year program offered in four sequential semesters. There are two application periods per year and students are accepted for the spring and fall semesters. There are morning, afternoon, evening, and weekend clinical experiences required with limited notice.

Start-up costs are approximately $1,200. The student is responsible for providing uniforms, laboratory fees, malpractice insurance, necessary equipment, and transportation to off-campus laboratory locations. Fourth semester students are required to take a pre-licensure simulation/assessment examination. The cost is approximately $35.00. Upon completion of the Nursing program, students should expect fees of approximately $350.00 to take the R.N. licensure exam.

All costs/fees are subject to change.

NOTE: In accordance with Regulation 480 of the State Board of Registered Nursing, a person convicted of any offense other than a minor traffic violation, may not qualify to be licensed as a registered nurse. If there are any questions regarding this matter, please contact the State Board of Registered Nursing, or visit their website at www.rn.ca.gov.

Requirements for Pre-enrollment to the Program

1. Graduation from an accredited high school in the United States, or successful completion of GED or CHSPE
2. A cumulative G.P.A. of 3.0 in the following science prerequisites: BIOL 430, BIOL 431, BIOL 440 or BIOL 442
   NOTE: A seven-year recency requirement is in effect for the biological science courses.
3. A grade of “C” or better and a cumulative college GPA of 2.5 in the following courses: ENGWR 300, NUTRI 300, PSYC 300, SPEECH 301 or SPEECH 331, SOC 300 or ANTH 310
4. Eligibility for ENGRD 310 or 312
5. Current curriculum planning sheet (within the semester in which the pre-enrollment packet is being submitted)

Pre-enrollment Deadlines

Pre-enrollment applications are available from the Admissions and Records office, the Allied Health office, the Counseling department or on the ARC website at www.arc.losrios.edu. Applications for Spring admission are available the last week of August and due in Admissions and Records the last Friday in October. Fall admission applications will be available the last week of January and must be received in Admissions and Records by the last Friday in April.

Selection Process

1. Selection is based on a computerized random selection process from among the qualified applicants.
2. Only students who meet the educational and pre-nursing requirements and follow the pre-enrollment procedures will be considered for the program. Meeting all these requirements does not guarantee acceptance into the program.
3. Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the Allied Health admissions committee.
4. The student accepted into the Nursing program is required to have a physical examination, inoculations, and drug screen prior to the start of the semester.
Nursing & Allied Health

Requirements for Degree Major 71 units
BIOL 430; BIOL 431; BIOL 440 or BIOL 442; ENGWR 300; NUTRI 300; PSYC 300; SOC 300 or ANTH 310; SPEECH 301 or SPEECH 331; NURSE 400, 410, 420, 430.  
NOTE: BIOL 430, 440, and 442 have a prerequisite of an introductory college chemistry course with a grade of “C” or better. Please check catalog course descriptions.

Courses Required for the Associate Degree in Nursing

Pre-Enrollment Courses
BIOL 430  
BIOL 431  
BIOL 440 or 442  
ENGWR 300  
NUTRI 300  
PSYC 300

Course Sequence for Degree Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>NURSE 400</td>
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<tr>
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<tr>
<td>NURSE 420</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 430</td>
<td>4</td>
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</tbody>
</table>

SPEECH 301 or 331: Must be taken concurrently with NURSE 400, if not previously taken. SOC 300 or ANTH 310: Must be taken concurrently with NURSE 410, if not previously taken.

Additional Graduation Requirements

- Humanities
- Social Sciences
- Living Skills
- Ethnic/Multicultural Studies

Competency in Reading and Math (Strongly recommended that math competency be met prior to entering Nursing program).

LVN Career Mobility (for LVNs only)

The Nursing Program for Licensed Vocational Nurses (LVNs) consists of a combination of general education and nursing courses with related laboratory experience in local health agencies. Successful completion of the program qualifies the student to take the National Licensing Examination to become registered as a nurse and eligible for employment. A grade of “C” or better is required in each nursing course for progression in the program and for an Associate Degree in Nursing. The nursing curriculum is a two-year program offered in four sequential semesters. There are two application periods per year and students are accepted for the spring and fall semesters. There are morning, afternoon, evening, and weekend clinical experiences required with limited notice.

Start-up costs are approximately $1,200. The student is responsible for providing uniforms, laboratory fees, malpractice insurance, necessary equipment, and transportation to off-campus laboratory locations. Fourth semester students are required to take a pre-licensure simulation/assessment examination. The cost is approximately $35.00. Upon completion of the Nursing program, students should expect fees of approximately $550.00 to take the R.N. licensure exam. All costs/fees are subject to change.  
NOTE: In accordance with Regulation 480 of the State Board of Registered Nursing, a person convicted of any offense other than a minor traffic violation, may not qualify to be licensed as a registered nurse. If there are any questions regarding this matter, please contact the State Board of Registered Nursing, or visit their website at www.rn.ca.gov.

Requirements for Pre-enrollment to the Program

1. Possession of a current California Vocational Nurse license at the time of application
2. Completion of a minimum of six months of recent LVN work experience, preferably in the medical-surgical area.
3. A cumulative G.P.A. of 3.0 in the following science prerequisites: BIOL 430, BIOL 431, BIOL 440 or (BIOL 442 ARC only)  
NOTE: A seven-year recency requirement is in effect for the biological science courses.
4. A grade of “C” or better and a cumulative G.P.A. of 2.5 in the following prerequisite courses:
   - ARC: ENGWR 300, NUTRI 300, PSYC 300, SPEECH 301 or SPEECH 331, SOC 300 or ANTH 310.
   - SCC: COMM 301 or 351, ENGWR 300, FCS 324, FCS 340, PSYC 300, SOC 300 or ANTH 310.
5. Eligibility for ENGRD 310 or 312.
6. Current curriculum planning sheet (within the semester in which the pre-enrollment packet is being submitted)

Pre-enrollment Deadlines

Pre-enrollment applications for the LVN-to-RN Career Mobility Program for the Summer session are available from the Allied Health offices at either ARC or SCC. Pre-enrollment applications must be received in the Allied Health office by the last Friday in April. Applications received after that date will not be processed.

Selection Process

1. Selection is based on a computerized random selection process from among the qualified applicants.
2. Only students who meet the educational and pre-nursing requirements and follow the pre-enrollment procedures will be considered for the program. Meeting all these requirements does not guarantee acceptance into the program.
3. Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the Allied Health admissions committee.
4. The student accepted into the Nursing program is required to have a physical examination, inoculations, and drug screen prior to the start of the semester.

Transfer-In Policy

Send a letter requesting transfer addressed to American River College, Allied Health Department, ATTN: Nursing Director, 4700 College Oak Drive, Sacramento, CA 95841-4286. The letter must contain the following information:
1. Semester you are seeking admittance
2. Transcripts from all colleges attended (does not need to be official)
3. For coursework completed outside of the Los Rios Community College District will be determined by the Allied Health admissions committee.
4. The student accepted into the Nursing program is required to have a physical examination, inoculations, and drug screen prior to the start of the semester.

Requirements for Degree Major 71 units
BIOL 430; BIOL 431; BIOL 440 or BIOL 442; ENGWR 300; PSYC 300; SOC 300 or ANTH 310; SPEECH 301 or SPEECH 331; NURSE (400, 410)+, NURSE 300, NURSE 420, NURSE 430.  
NOTE: BIOL 430, 440, and 442 have a prerequisite of an introductory college chemistry course with a grade of “C” or better. Please check catalog course descriptions.

Courses Required for the Associate Degree in Nursing

Pre-enrollment Courses
BIOL 430  
BIOL 431  
BIOL 440 or 442  
ENGWR 300  
NUTRI 300  
PSYC 300
American River College 2004-2005

NOTE: Transfer students must meet program entry requirements. Request for transfer to a four year institution consult with a counselor as early as possible.

Transcripts from all colleges attended (does not need to be official)

Transfer-In Policy

Send a letter requesting transfer addressed to American River College, Allied Health Department, ATTN: Nursing Director, 4700 College Oak Drive, Sacramento, CA 95841-4286. The letter must contain the following information:

1. Semester you are seeking admittance
2. Transcripts from all colleges attended (does not need to be official)
3. For coursework completed outside of the Los Rios Community College District, provide all course descriptions

NOTE: Transfer students must meet all program entry requirements. Request for transfer into the Nursing program is subject to space availability.

Licensed Vocational Nurse (LVN) 30 unit option

(The following is quoted from the) Board of Registered Nursing, Rules and Regulations Section 1429 — Preparation Required for Licensed Vocational Nurses.

a. An applicant who is licensed in California as a vocational nurse is eligible to apply for licensure as a registered nurse if such applicant has successfully completed the courses prescribed below and meets all the other requirements set forth in Section 2736 of the code. Such applicant shall submit evidence to the board, including a transcript, of successful completion of the requirements set forth in subsection (c) and of successful completion or challenge of courses in physiology and microbiology comparable to such courses required for licensure as a registered nurse.

b. The school shall offer objective counseling of this option and evaluate each licensed vocational nurse applicant for admission to its registered nursing program on an individual basis. A school's determination of the prerequisite courses required of a licensed vocational nurse applicant shall be based on an analysis of each applicant's academic deficiencies, irrespective of the time such courses were taken.

c. The additional education required of licensed vocational nurse applicants shall not exceed a maximum of thirty (30) semester or forth-five (45) quarter units. Courses required for vocational nurse licensure do not count toward fulfillment of the additional education requirement. However, other courses comparable to those required for licensure as a registered nurse, as specified in Section 1426, may be counted toward fulfillment of the additional education requirement.

Nursing courses shall be taken in an accredited school and shall be beyond courses equivalent to the first year of professional nursing courses. The nursing content shall include nursing intervention in acute, preventive, remedial, supportive, rehabilitative and teaching aspects of nursing. Theory and courses with concurrent clinical practice shall include advanced medical-surgical, mental health, psychiatric nursing and geriatric nursing. The nursing content shall include the basic standards for competent performance prescribed in Section 1443.5 of these regulations.


NOTE: This option is available to all LVNs entering the American River College Nursing Program. Persons electing this 30-unit option will be eligible to write the BRN State Board Examination but will not be a graduate of the American River College Nursing Program.

NOTE: This option is available to all LVNs entering the American River College Nursing Program. Persons electing this 30-unit option will be eligible to write the BRN State Board Examination but will not be a graduate of the American River College Nursing Program.

Requirements

1. Applicant must hold a valid California Licensed Vocational Nurse license.
2. Completion of a BIOL 431 or its equivalent with a grade of “B” or better prior to enrollment in the nursing courses.
3. Completion of microbiology or equivalent (4 units) with a grade of “B” or better prior to enrollment in the nursing courses.
4. Completion of the following courses (theory and clinical with a grade of “C” or better in each): NURSE 420 and NURSE 430
5. Placement into the second year nursing courses is on a space available basis. For further information, contact the Nursing Department, Allied Health Building, phone 484-8876.

Nursing

Baccalaureate Degree

Since the various Schools of Nursing are constantly changing prerequisite and admissions procedures, it is important that nursing students who are contemplating transfer to a four year institution consult with a counselor as early as possible.

Diploma RN Pursuing Associate Degree

Graduates of hospital schools of nursing who are currently licensed in California may earn an Associate Degree at American River College. This R.N. will need to make an appointment with a counselor in the ARC counseling center.

1. Complete requirements for an A.S. Degree (consult with counselor on graduation requirements). At least 12 units must be completed at American River College to meet the residency requirement.
2. Petition for graduation. At this time the college will grant 30 units in nursing towards the major.

Acute Care Certified Nurse Assistant

Requirements for Certificate

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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURSE 100</td>
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<td>NURSE 102</td>
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Home Health Aide

Requirements for Certificate

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<tbody>
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<td>NURSE 100</td>
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<tr>
<td>NURSE 101</td>
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Nurse Assistant

Requirements for Certificate

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<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
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<td>NURSE 100</td>
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# Nursing & Allied Health

## Nursing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| NURSE 100   | Nurse Assistant                                   | 5     | Formerly: NURSE 30A  
Prerequisite: Must have proof of having a physical exam within one year, TB test within six months or a chest x-ray within one year. ESEL 40, ESLR 40, and ESSL 40, or ENGRD 51 and ENGRD 15; or placement through assessment.  
Hours: 54 hours LEC, 110 hours LAB  
This course leads to the Nurse Assistant Certification from the California State Department of Health Services. Emphasis is on the gerontological nursing assistant role and responsibilities as a health care team member. Other key components in this course are principles of asepsis, infection control, patient care skills, and emotional, social and spiritual needs of the patient. |
| NURSE 101   | Home Health Aide                                  | 1.5   | Formerly: NURSE 50B  
Prerequisite: NURSE 100 with a grade of “C” or better or current Nurse Assistant Certification.  
Hours: 20 hours LEC, 20 hours LAB  
This course focuses on home health aide responsibilities; personal and rehabilitation nursing care in the home, skills of maintaining a safe home environment, meal planning and preparation, emotional care of the homebound and home emergency procedures. |
| NURSE 102   | Acute Care Certified Nursing Assistant            | 2     | Prerequisite: NURSE 100 with a grade of “C” or better or current Nurse Assistant Certification.  
Hours: 27 hours LEC, 27 hours LAB  
This course is designed as a supplemental educational program for Certified Nursing Assistants (CNAs) to meet current industry demands for employment as an Acute Care Nursing Assistant (ACNA). The course will present the expanded scope of practice of the CNA with emphasis on safe and competent nursing and personal care skills and service in accordance with the needs description provided by the acute care facilities. |
| NURSE 110   | Physical Assessment for Health Care Providers     | 2     | Prerequisite: NURSE 400 or higher (or equivalent); RN or LVN licensure; or CNA certification.  
Hours: 36 hours LEC  
This course is designed for health care professionals and Allied Health students desiring to expand their physical assessment skills. Advanced physical assessment of all major body systems will be included across the life span. Additional topics include nutritional, psychosocial, cognitive, and activity assessment. This course fulfills BRN continuing education requirements. |
| NURSE 111   | Basic Electrocardiography (ECG) Interpretation    | 1     | Prerequisite: None  
Advisory: NURSE 420 with a grade of “C” or better, or RN or LVN licensure.  
Hours: 18 hours LEC  
This course covers basic electrocardiography (ECG) interpretation. Topics include atrial functional and ventricular rhythm recognition. This course also fulfills Board of Registered Nursing (BRN) and Emergency Medical Services (EMS) requirements for continuing education. |
| NURSE 112   | Bedside Cardiac Assessment                        | 1     | Formerly: NURSE 60C  
Prerequisite: None  
Advisory: Completion of NURSE 420 or LVN or RN licensure.  
Hours: 18 hours LEC  
This class is designed for health care professionals and students who wish to improve their cardiac assessment skills. Topics include heart sounds, chest pain assessment, risk factor identification, physical finds, and anatomy and physiology overview. This course will satisfy BRN continuing education requirements. |
| NURSE 113   | Laboratory Value Interpretation and Diagnostic Studies | 1  | Formerly: NURSE 60D  
Prerequisite: None  
Advisory: Completion of NURSE 400 or RN or LVN Licensure or CNA certificate.  
Hours: 18 hours LEC  
This class is designed for health care professionals and students who wish to update and improve their knowledge of current lab values and diagnostic testing. This course will satisfy BRN continuing education requirements. |
| NURSE 122   | Clinical Success Strategies                       | 1     | Prerequisite: None  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
This course explores strategies for success in the clinical setting. Topics include RN responsibilities, Kardex review, medical terminology, shift workflow, worksheet formulation and utilization, and discussion of required clinical paperwork. Credit/No Credit only. |
| NURSE 300   | Transition/Associate Degree Nursing               | 5     | Formerly: NURSE 23  
Prerequisite: LVN.  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
The course is designed to be a bridging course for the California Licensed Vocational Nurse to enter the Associate Degree third semester level of nursing at American River College. Emphasis on the nursing process, role transition, growth and development, cultural and ethnic diversity, communications skills, obstetrics, pediatrics and the senior adult. Concurrent laboratory experience will take place in an acute care hospital where the emphasis will be on problem solving, critical thinking and decision making as the student applies nursing theory to practice. |
| NURSE 310   | Pharmacology and Implications for Health Care Practitioners | 2  | Formerly: NURSE 11A  
Prerequisite: None  
Advisory: Health related occupations.  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
This course will detail the principles of drug therapy as it applies to its effect in treating disease. The course will also study the metabolism and action of drugs with an emphasis on absorption, duration of action, distribution in the body and adverse drug reactions. The major drug classes and related implications for people receiving drugs that affect the body systems, prevent and treat pain, infections and malignant neoplasms will be discussed. Drugs that alter psychogenic behavior and sleep patterns will be included. |
| NURSE 320   | Medical Dosage Calculations                        | 1.5   | Prerequisite: None  
Advisory: Math 25 or higher.  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
This course prepares health professionals to calculate oral and parenteral drug dosages with a focus on safety and accuracy. It also presents three systems of measurements and conversion of one system. Calculation accuracy is emphasized by clinical scenarios that apply critical thinking skills. |
| NURSE 360   | Physical Therapy Aide (Same as Gerontology 350)   | 3     | Formerly: NURSE 45  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320; and ENGRW 102 or 103, or ESLW 320; or placement through the assessment process.  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
Course Transferable to CSU  
This class is designed for health care professionals and students who wish to improve their cardiac assessment skills. Topics include heart sounds, chest pain assessment, risk factor identification, physical finds, and anatomy and physiology overview. This course will satisfy BRN continuing education requirements. |
This course is designed to prepare students for the responsibilities of Physical Therapy Aide and to provide a general introduction to the physical therapy field. Basic skills of range of motion, exercise, positioning, transfers, and ambulation with assistive devices are covered through lecture and hands-on experiences. The course presents basic anatomy, terminology and medical issues associated with the field of physical therapy.

NURSE 400  Fundamentals of Medical-Surgical Nursing I  
10.5 Units  
Formerly: NURSE 1  
Prerequisite: Acceptance into the Associate Degree Nursing Program.  
Corequisite: SPEE 301 or 331.  
Course Transferable to CSU  
Hours: 81 hours LEC; 324 hours LAB  
In this course the concepts of self-care are introduced. Theory and practice related to providing patient care with an emphasis on basic nursing skills and the nursing process. Life cycle concepts and their impact on self-care and health are included, with particular emphasis on the senior adult. Professional role development and ethical issues are introduced. Concurrent laboratory experience will take place in the appropriate setting. Field trips are required.

NURSE 410  Maternal/Child and Medical-Surgical Nursing II  
10.5 Units  
Formerly: NURSE 2  
Prerequisite: NURSE 400 with a grade of “C” or better.  
Corequisite: SOC 300 or ANTH 310.  
Course Transferable to CSU  
Hours: 81 hours LEC; 324 hours LAB  
In this course, concepts of self-care are applied to care of the newborn, child, middle and senior adult. Pathophysiological and pathopsychological factors creating health deviations are emphasized. Guidance is provided in utilization of the nursing process. Concurrent laboratory experience will take place in medical-surgical and maternal/child health settings. Legal issues relevant to health care and their implications are studied. Field trips are required.

NURSE 420  Psychiatric and Medical-Surgical Nursing III  
10.5 Units  
Formerly: NURSE 3  
Prerequisite: NURSE 410 with a grade of “C” or better.  
Corequisite: SOC 300 or ANTH 310.  
Course Transferable to CSU  
Hours: 81 hours LEC; 324 hours LAB  
Concepts of self-care are applied to the psychiatric and medical-surgical patient. Pathophysiological and pathopsychological factors are integrated. Independence is encouraged in the use of the nursing process. Related laboratory experience will take place in the psychiatric, and medical-surgical settings. Legal-ethical issues and community resources relevant to health care and their implications are studied. Field trips are required.

NURSE 430  Management of Multiple Patients and Medical-Surgical Nursing IV  
10.5 Units  
Formerly: NURSE 4  
Prerequisite: NURSE 420 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 81 hours LEC; 324 hours LAB  
Concepts of self-care are applied to care of the middle and senior adult. Focus is on nursing management of a group of complex patients and participation in the health care team in the acute areas. Pathophysiological and pathopsychological factors creating health deviations are emphasized. Priorities are given to the utilization of the nursing process in making and evaluating decisions. Concurrent laboratory experience will take place in the appropriate laboratory setting. The transition from student to graduate nurse is explored through studying the Nurse Practice Act and discussion of the problems, responsibilities, and challenges confronting the registered nurse.

AH 110  Medical Language for Health-Care Providers  
3 Units  
Formerly: AH 54  
Prerequisite: None  
Hours: 54 hours LEC  
This course is an orientation to medical language; basic structure of medical terms and their components—prefixes, suffixes, roots, and combining forms—with emphasis on analysis, meaning, spelling and pronunciation. The course builds a medical vocabulary applicable to the specialties of medicine, the system of the body, names of major diseases, and terms used in physical examination, diagnosis, and treatment.
Nutrition and foods courses are designed to provide knowledge and skills to ensure a nutrition foundation for students. ARC’s Dietary program is designed to fulfill the requirements for certification for employment in skilled nursing facilities.

The Dietary Manager/Dietary Service Supervisor Certificate is designed to certify those currently employed in skilled nursing facilities to meet the state requirements for certification. It meets the requirements for the California State Department of Health Services. To determine which course of study is right for you, consult the coordinator of the Dietary Manager/Dietary Service Program by calling 484-8145.

### Dietary Manager/Dietary Service Supervisor Requirements for Certificate **14 units**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
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<tbody>
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<td>HM 315</td>
<td>4</td>
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<tr>
<td>NUTRI 112</td>
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<td>NUTRI 110</td>
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<tr>
<td>NUTRI 120</td>
<td>3</td>
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<tr>
<td>NUTRI 122</td>
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</tbody>
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**NUTRI 110**  
**Nutritional Care Management**  
**3 Units**

Formerly: NUTRI 63  
Prerequisite: None  
Corequisite: NUTRI 112  
Advisory: ENGW 102 and ENGRD 116 or ESLR 320, ESLL 320, ESOW 320, or placement through assessment.  
Hours: 54 hours LEC  
This course is a study of medical nutrition therapies as used in health care facilities. The emphasis is on the modification of diets for various dietary needs. The topics discussed include normal nutrition, medical nutrition therapy, food/drug interactions, nutritional care management of the Long Term Care resident, and cultural foods.

**NUTRI 112**  
**Clinical Experience - Nutritional Care Management**  
**2 Units**

Formerly: NUTRI 96  
Prerequisite: Current TB clearance and other immunizations required by clinical facility.  
Corequisite: NUTRI 110  
Advisory: ENGW 102 and ENGRD 116 or ESLR 320, ESLL 320, ESOW 320, or placement through assessment.  
Hours: 18 hours LEC; 90 hours LAB  
This course includes 90 hours of clinical experience in the dietary departments of participating acute care hospitals and long-term care facilities. The clinical experience is performed under professional supervision. The topics discussed include normal and life cycle nutrition, disorders of the GI tract, diabetes, wasting disorders, nutrition and mental health.

**NUTRI 120**  
**Management of the Dietary Department in Health Care Facilities**  
**3 Units**

Formerly: NUTRI 67  
Prerequisite: None  
Corequisite: NUTRI 122  
Advisory: ENGW 102 and ENGRD 116 or ESLR 320, ESLL 320, ESOW 320, or placement through assessment process; MATH 32 or placement through assessment process.  
Hours: 54 hours LEC  
This course reviews the standards of management and food preparation as it applies to quantity food production in health care facilities. The topics discussed include types and components of food production systems, workflow, menu implementation, emergency planning, maintenance of equipment, food production procedures, sanitation and safety, and dietary staff schedules and management.

**NUTRI 122**  
**Clinical Experience in Health Care Facilities**  
**2 Units**

Formerly: NUTRI 95  
Prerequisite: Current TB clearance and other immunizations required by the clinical facility.  
Corequisite: NUTRI 120.
Nutrition & Foods

**Advisory:** ENGRW 102 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.

**Hours:** 18 hours LEC, 90 hours LAB

This course is designed to be taken concurrently with NUTRI 120 - Management of the Dietary Department in Health Care facilities. This course includes 90 hours of clinical experience in the dietary departments of participating acute hospitals and long-term care facilities. The clinical experience is performed under professional supervision.

**NUTRI 294 Topics in Nutrition and Foods** .5-3 Units

Formerly: NUTRI 52
Prerequisite: None
Hours: 9-54 hours LEC

This course provides opportunities to study current, controversial topics in nutrition which are either not included in current offerings or require emphasis beyond that offered in existing courses. The course may be taken four times for a maximum of 6 units providing there is no duplication of topics.

**NUTRI 300 Nutrition** 3 Units

Formerly: NUTRI 10
Prerequisite: None
Advisory: ENGRW 102 or 103, and ENGRD 116, or ESLR 320, ESLI 320, and ESLW 320, or placement through assessment process
Course Transferable to UC/CSU
Hours: 54 hours LEC

This is an in-depth study of essential nutrients, functions, chemical compositions of foods and their utilization in the body. Nutritional values of foods, current topics in nutrition and individual nutritional needs throughout the life cycle will be discussed. Not open to students who have completed Nutrition and Foods 302. (CAN FCS 2) AA/AS area A, E2; CSU area E1

**NUTRI 302 Nutrition for Physical Performance** 3 Units

Formerly: NUTRI 11
Prerequisite: None
Advisory: ENGRW 102 or ENGRW 103, and ENGRD 116, or ESLR 320, ESLI 320, and ESLW 320, or placement through assessment process
Course Transferable to CSU
Hours: 54 hours LEC

This course presents a comprehensive study of nutrition and fitness as they interrelate and apply to fitness and sport skill training and to athletic performance. The course includes an in-depth study of essential nutrients and functions, chemical compositions of foods and their use in the body as they relate to physical performance. Specifically, nutrition is related to muscle strength development, cardiovascular fitness, and body composition. Emphasis on current nutrition practices related to athletic performance. Designed for individuals interested in the study of how nutrition enhances athletic performance. Not open to students who have completed NUTRI 300. AA/AS area A, E2

**NUTRI 305 Nutrition for Health and Fitness** 2 Units

Prerequisite: None
Corequisite: FITNS 380 or 400.
Advisory: ENGRW 102 or ENGRW 103 and ENGRD 116, or ESLR 320, ESLI 320, and ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC

This class presents a study of nutrition and fitness designed to increase an awareness of food, nutrition, and physical activity and their interrelationships. It includes developing skill in diet selection and food preparation, active participation in a balanced physical fitness program with an emphasis on muscle strength and endurance, cardiovascular endurance, and flexibility. This course is designed for those interested in general wellness. AA/AS area E2

**NUTRI 307 Nutrition for Fitness (Same as PET 402)** 2 Units

Formerly: NUTRI 27
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC

This course is part of the Fitness Specialist Certificate Program. Basic principles of nutrition are studied and the ramifications of nutrition on fitness training.

Not open to students who have completed PET 402.

**NUTRI 310 Cultural Foods of the World** 3 Units

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

This course compares various western and non-western culture food customs and patterns including their social, religious, economic, and aesthetic significance. Ethnocentrism, gender-related stereotypes, and racism as they relate to the availability, distribution, and preparation of food throughout the world will be compared. The nutritional status of various cultures as it relates to geographic agricultural and socioeconomic factors will be studied. AA/AS area F.

**NUTRI 320 Children's Health, Safety and Nutrition (Same as Early Childhood Education 415)** 3 Units

Formerly: NUTRI 14
Prerequisite: None
Advisory: ENGRW 102 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC

This course is designed to look at basic nutrition, health, and safety needs of children from the prenatal period through school age. Topics include identification of the nutrients in foods as they affect a child's physical and mental development. Course emphasis is placed on maintaining the optimal health, safety, and nutritional status of children at home and in group care.

Not open to students who have completed ECE 415.

**NUTRI 322 Nutrition Issues Throughout Life** 3 Units

Formerly: NUTRI 15
Prerequisite: NUTRI 300.
Course Transferable to CSU
Hours: 54 hours LEC

This course is a study of the nutritive needs of persons at various stages of the life cycle with emphasis on special periods such as pregnancy, preschool, adolescence and aging. Particularly helpful to Physical Education, Early Childhood Education majors and those dealing with people in social agencies, such as nursing and gerontology.

**NUTRI 324 Nutrition for Healthy Aging (Same as Gerontology 340)** 3 Units

Formerly: NUTRI 43
Prerequisite: None
Advisory: ENGRW 102 or 103, and ENGRD 116, or ESLR 320, ESLI 320, and ESLW 320, or placement through the assessment process
Course Transferable to CSU
Hours: 54 hours LEC

This course is an introduction to nutritional concerns as they apply to the elderly, their implications in the aging process and the environmental, economic and cultural factors affecting the nutritional status. Not open to students who have completed Gerontology 340.
Paramedic

Degree: A.S. - Paramedic
Certificate: Paramedic

Area: Health & Education
Dean: Sheryl Gessford
Coordinator: Grant Goold
Phone: (916) 484-8902
Counseling: (916) 484-8572

Paramedicine is a specialty whose practitioners respond to emergencies before a patient reaches a hospital, rendering basic and advanced medical treatment before and during transport to a medical facility. Paramedics work for fire departments, rescue squads, private providers, industrial companies, clinics, and hospitals. Classroom, clinical and field internship training prepares paramedics to assess and treat a wide variety of medical emergencies. The knowledge, skills and experience gained through the paramedic program allows students to meet the responsibilities outlined in the Department of Transportation National Standard Curriculum. The ARC Paramedic program is designed to prepare the student for certification as a paramedic, working for a fire department, rescue squad, private provider, industry, clinic or hospital. Under the direct supervision and evaluation of a mobile intensive care nurse, the student will complete a clinical internship experience at a designated hospital site. Under the direct supervision of a licensed paramedic, the student will complete a field internship. This provides pre-hospital experience and is the last course in the series preparing the student for certification.

In order to apply for the program, a student must have current certification as an EMT-Basic and one year verified EMS experience, and a grade of “C” or better in a college-level human anatomy and physiology course which covers all systems. 

**Requirements for Pre-enrollment to the Program**

1. Graduation from an accredited high school in the United States, or successful completion of GED or CHSPE.
2. Current certification as an EMT-Basic and approximately one year verified recent and appropriate EMS experience or equivalent course PMED 102 with a grade of “C” or better. Assessment of experience and/or equivalency will be made by a program admissions committee.
3. A cumulative college GPA of 2.0 and a grade of “C” or better in BIOL 102 or BIOL 430 and BIOL 431 or other college level human anatomy and physiology course with a lab which includes all human systems; a grade of “C” or better in NURSE 320 or PMED 105.
4. Current curriculum planning sheet (within the semester in which the pre-enrollment packet is being submitted).

**Pre-Enrollment Deadline**

For enrollment into the Paramedic program beginning in January, your pre-enrollment application must be submitted to the Health and Education Division, Room CDC 200 no later than the first Friday in December by 4:00 p.m. Paramedic program information is available from the Health and Education Division, the Counseling department, or online at [www.arc.losrios.edu/~edhealth/paramed.html](http://www.arc.losrios.edu/~edhealth/paramed.html). Pre-enrollment applications to the program will be available beginning in September through the deadline date each year.

**Selection Process**

1. Only students who meet the educational requirements and follow the pre-enrollment procedures will be considered for the program. Meeting all of these requirements does not guarantee enrollment in the program.
2. Class size will be limited. If the pre-enrollment pool is greater than the program can accept, students are chosen based on a computerized random selection process from among the qualified candidates.
3. The student accepted into the Paramedic program is required to have a physical examination, inoculations, and drug screen prior to the entering the second semester.

**Requirements for Degree Major or Certificate**

- BIOL 102 or BIOL 430 and BIOL 431; or other college level human anatomy and physiology course; NURSE 320 or PMED 105; PMED 110, 120, and 130.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.
P MED 100  Emergency Medical Technician - Basic  5 Units
Prerequisite: HEED 310 with a grade of “C” or better or Current Cardiopulmonary Resuscitation Certification (Healthcare Provider or Professional Rescuer).
Hours: 72 hours LEC, 72 hours LAB
This course is designed to provide instruction to the level of Emergency Medical Technician - Basic. Topics include skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This course is conducted in compliance with Title 22, Division 9, Chapter 2 of the California Code of Regulations and Emergency Medical Technician - Basic (EMT-I). A “C” or better is required for certification as Emergency Medical Technician - Basic. May be taken four times. Not open to students with a current EMT - Basic certificate.

P MED 102  Emergency Medical Technician - Basic, Pre-hospital Field Internship  5 Units
Prerequisite: Pre-paramedic skills placement exam, EMT-Basic current certification.
Corequisite: Biology 102
Advisory: ENGW 102 or ENGRD 116, or ESLR 320, and ESLW 320; MATH 32.
Hours: 18 hours LEC, 216 hours LAB
This course is an internship that provides opportunities to refine hands-on basic life support skills in the pre-hospital setting. This internship is in preparation for application to the American River College, Paramedic Education Program.

P MED 105  Prehospital Calculations  .5 Units
Formerly: PMED 64
Prerequisite: Current certification as an EMT-basic in the state of California, as required by Title 22.
Advisory: MATH 32.
Hours: 9 hours LEC
This course provides basic instruction in calculating medication dosages in the pre-hospital setting.

P MED 110  Introduction to Advanced Prehospital Care  12 Units
Prerequisite: Acceptance into the Paramedic Program.
Hours: 144 hours LEC, 216 hours LAB
This course contains the didactic material and the related skills necessary to establish a foundation for subsequent prehospital assessment and management. Topics include anatomy and physiology, pharmacology, intravenous therapy, basic and advanced life support, electrocardiography, medical/surgical, pediatric, obstetrics, and psychiatric/geriatric problems. Crisis intervention, strategies, and medical legal concepts are also discussed.

P MED 120  Clinical Internship  6 Units
Formerly: PMED 52
Prerequisite: PMED 110, with a grade of “C” or better; current Emergency Medical Technician I certification.
Hours: 36 hours LEC, 216 hours LAB
This course is designed to provide an opportunity to apply the cognitive knowledge and skills gained in the Paramedicine course to patient care in a hospital setting. This course provides for increasing assessment techniques and advanced skills.

P MED 130  Prehospital Field Internship  12 Units
Formerly: PMED 53
Prerequisite: PMED 120 with a grade of “C” or better; current EMT I certification.
Hours: 54 hours LEC, 480 hours LAB
Under the direct supervision and evaluation of a licensed paramedic or a mobile intensive care nurse, the student will complete a prehospital field internship experience at a predetermined clinical site. This internship will provide the paramedic student with hands-on prehospital experience and is the final course in the series preparing the student for licensure.

P MED 140  Pediatric Advanced Life Support Certification (PALS)  .5 Units
Prerequisite: Current Provider C Basic Cardiac Life Support card or county-approved equivalent certificate. Current licensure as a paramedic, nurse, physician, allied health professional or current enrollment in the last semester of an allied health program.
Hours: 6 hours LEC, 12 hours LAB
This course provides education modules for health care professionals specific to pediatric emergencies. Certification in pediatric advanced life support is granted to students who successfully complete the course. This course may be taken four times.

P MED 142  Advanced Cardiac Life Support Certification  .5 Units
Prerequisite: Current Provider C Basic Cardiac Life Support Card or equivalent licensure as a paramedic, nurse, physician, allied health professional or current enrollment in an Allied Health program.
Hours: 6 hours LEC, 12 hours LAB
This course provides education modules for health care professionals specific to pediatric emergencies. Certification in advanced cardiac life support is granted to students who successfully complete the course. This course may be taken four times.

P MED 160  Introductory Wilderness Medicine  2 Units
Formerly: PMED 61
Prerequisite: Current certification in provider level Cardiopulmonary Resuscitation.
Advisory: Basic First Aid.
Hours: 27 hours LEC, 27 hours LAB
This course provides the didactic material and related skills necessary to establish a foundation of medical care in the wilderness setting. Anatomy and physiology, care of traumatic injuries, patient assessment, environment injuries, medical emergencies, and common simple wilderness medical problems are included. Additionally, basic wilderness survival for the initial responder, and selecting and caring for wilderness medical equipment and supplies will be covered. This course emphasizes improvised care options, and long term care in field settings.

P MED 161  Advanced Wilderness Medicine  2 Units
Formerly: PMED 62
Prerequisite: PMED 160 or EMT, or other health care provider such as nurse or doctor.
Hours: 27 hours LEC, 27 hours LAB
This course allows the student to gain an advanced level of medical care in the wilderness setting. Anatomy and physiology, improved airway control, principles of musculoskeletal care, integration of field, synthesis of wilderness medicine and urban care, and common simple wilderness medical problems are included. Additionally, basic wilderness survival for the wilderness responder, and selecting and caring for wilderness medical equipment and supplies will be covered. This course emphasizes improvised care options, and long term care in remote field settings.

P MED 165  EMS Search and Technical Rescue  2 Units
Formerly: PMED 60
Prerequisite: None
Hours: 27 hours LEC, 27 hours LAB
This course provides the student with a foundation in several technical rescue disciplines. Practical applications of water rescue, low angle and high angle rescue, and urban search and rescue are covered. Additionally, basic survival skills in rescue environments for the EMT/Paramedic, and selecting and caring for rescue equipment and supplies will be covered. This course emphasizes scenario-based learning in safely assessing, managing and pre-planning for the technical rescue environment.
**PMED 240  Pediatric Advanced Life Support-Recertification .5 Units**

Formerly: PMED 58  
Prerequisite: Current American Heart Association Pediatric Advanced Life Support Provider Card or county approved equivalent certificate.  
Hours: 8 hours LEC; 3 hours LAB  
This course provides education modules specific to pediatric emergencies for health care professionals. This course provides recertification for the student according to the American Heart Association's Pediatric Advanced Life Support standards and guidelines. May be taken up to six (6) units.

**PMED 242  Advanced Cardiac Life Support-Recertification .5 Units**

Formerly: PMED 59  
Prerequisite: Current American Heart Association Advanced Cardiac Life Support Provider Card or county approved equivalent certificate.  
Hours: 8 hours LEC; 3 hours LAB  
This course provides education modules specific for adult cardiac emergencies for health care professionals. This course provides recertification for the student according to the American Heart Association's Advanced Cardiac Life Support standards and guidelines. May be taken up to six (6) units.

**PMED 1000  Emergency Medical Technician - Basic: Recertification 1 Unit**

Formerly: PMED 202  
Prerequisite: Current certification as an Emergency Medical Technician - Basic.  
Hours: 20 hours LEC; 4 hours LAB  
This course provides current Emergency Medical Technicians - Basic with continuing education modules to satisfy recertification requirements of local/state and National EMS organizations. EMS related topics include airway management, cardiopulmonary resuscitation, patient assessment, spinal management, medical/legal documentation, vital signs and extrication techniques. May be taken four times. Credit/No Credit only.
Philosophy

Degree: A.A. - Social Science  
Area: Humanities  
Dean: Dr. Bruce Kinghorn  
Phone: (916) 484-8653

Philosophy is the logical examination of the fundamental issues that people have pondered for more than 2500 years. What is reality and what is beauty? What is knowledge and truth? What is good and just? Philosophy courses are directed toward understanding these and other questions in their historical and cultural contexts, and applying insights to contemporary life. The study of philosophy is a key component in improving one's critical thinking skills.

Social Science

Requirements for Degree Major

Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except Psychology 335), and Sociology. See ARC graduation requirements.

PHIL 300 Introduction to Philosophy 3 Units

Formerly: PHIL 6  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC

This class is an inquiry into the traditional and historical views of Western Civilization's perennial human problems, e.g., peace, truth, equality, good and happiness, which provides a clarification of the problems as well as ultimate justification of each claim. It focuses on critical thinking techniques and applies them to selected philosophical topics such as human freedom, the nature and limits of knowledge, skepticism, empiricism, rationalism and the application of these to politics. (CAN PHIL 2) AA/AS area B; CSU area C2; IGETC area 3.

PHIL 310 Introduction to Ethics 3 Units

Formerly: PHIL 5  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC

This course is a survey of ideas proposed by important philosophers to describe and understand the conceptual foundations of ethical thought and judgment. (CAN PHIL 4) AA/AS area B; CSU area C2; IGETC area 3.

PHIL 315 Ethics and Morals in Business 3 Units

Formerly: PHIL 15  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC

Ever since the Industrial Revolution, there have been problems and issues concerning the moral and ethical nature of various business endeavors. This course will examine most of the important issues of economic activity, e.g., property rights, employee rights, stockholders' rights and the responsibilities of all of these—all of them with appropriate moral issues and criteria. This course will rely on the great moral philosophers to help address these issues, using the economists to set the issues.

PHIL 320 Logic and Critical Reasoning 3 Units

Formerly: PHIL 4  
Prerequisite: None  
Advisory: ENGW 102 or 103, and ENGRD 116, or ESLW 320 or ESLR 320 or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC

This course is an introduction to basic principles of good reasoning. It focuses on recognizing arguments and identifying their premises and conclusions. It examines the distinction between inductive and deductive standards of evaluation and includes an overview of types of inductive reasoning, deductive argument patterns, use and misuse of language, and fallacious reasoning. Practical application to everyday life is emphasized. (CAN PHIL 0) AA/AS area D2; CSU area A3.

PHIL 325 Symbolic Logic (Same as Mathematics 320) 3 Units

Formerly: PHIL 12  
Prerequisite: PHIL 320 or MATH 110; and MATH 120 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC

This course covers an introduction to symbolic logic including the logic of sentences (the statement of calculus) and the logic of classes and relations (the predicate calculus) together with an introduction to the nature and development of deductive systems. Applications include examples of logic used in elementary mathematics and the analysis of verbal arguments. Not open to students who have completed MATH 320. AA/AS area D2; CSU area B3.
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHIL 330</td>
<td>History of Classical Philosophy</td>
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<td>PHIL 331</td>
<td>History of Modern Philosophy</td>
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<tr>
<td>PHIL 333</td>
<td>Religions of the Far East</td>
<td>3</td>
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<td>PHIL 334</td>
<td>Religions of the West</td>
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<td>PHIL 350</td>
<td>Philosophy of Religion</td>
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<tr>
<td>PHIL 353</td>
<td>Philosophy of Social Sciences</td>
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**PHIL 330 History of Classical Philosophy 3 Units**
Formerly: PHIL 20
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This class addresses the development of philosophical thinking in the West from the pre-Socratic philosophers to Thomas Aquinas, its bearing on some contemporary issues in philosophy, and its influence in shaping philosophy as we know it today. (CAN PHIL 8) AA/AS area B; CSU area C2; IGETC area 3.

**PHIL 331 History of Modern Philosophy 3 Units**
Formerly: PHIL 21
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course traces the development of philosophical thinking in the West from the Renaissance to the present, and addresses its bearing on contemporary issues, and its influence in shaping the modern world. AA/AS area B; CSU area C2; IGETC area 3.

**PHIL 333 Religions of the Far East 3 Units**
Formerly: PHIL 13
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course covers an introduction to the major religions of the Far East: Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism and Shinto. The origins, myths, basic teachings, development and modern forms of each religion will be surveyed through comparison and contrast with each other and with Western tradition in order to clarify concepts and practices. The present influences of these religions on Western change and on the relationship between cultures will be of focal interest. AA/AS area B; CSU area C2; IGETC area 3.

**PHIL 334 Religions of the West 3 Units**
Formerly: PHIL 14
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

Study of the origins, history, development, important teachings, mythology and modern forms of the major Western religions: Judaism, Christianity and Islam. Zoroastrianism, a forerunner of these, will also be examined in detail. In order to clarify concepts and practices, comparison and contrast with other religions will be used as a basis for discussion. The influences of these religions on the Western world will be identified and examined. AA/AS area B; CSU area C2; IGETC area 3.

**PHIL 350 Philosophy of Religion 3 Units**
Formerly: PHIL 10
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is an introduction to a philosophical examination of religion. This examination typically includes an analysis of basic religious concepts such as God, the afterlife, the soul, faith, karma, good and evil. It also includes an investigation into religious experience as well as arguments for and against various forms of religious belief. AA/AS area B; CSU area C2; IGETC area 3.

**PHIL 353 Philosophy of Social Sciences 3 Units**
Formerly: PHIL 7
Prerequisite: None
Advisory: ENGWR 102 or 103 or ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This class is a survey of classic and modern thought on basic problems selected from at least two of the following fields: Theories of reality, political philosophy, philosophy of religion, and esthetics. The emphasis will be on the application of representative views of modern life. AA/AS area B; CSU area C2 & D3; IGETC area 4.
Physical Education

The ARC physical education program offers a wide variety of courses that improve physical fitness, sport skills, and dance performance abilities.

The UC system has a limitation on the number of units of physical education courses which can be transferred. The CSU system has no such limitation, but there are restrictions placed on the number of physical education units which can be applied toward the major. Refer to the catalog of the transfer institution of your choice for detailed information. All activity classes are open to both men and women unless noted. Students may enroll in more than one physical education class at the same time. They may not enroll in more than two sections of the activity during the same semester. Semester activity courses may be taken up to four times in each activity area (e.g. four Tennis, four Weight Training, four Modern Dance, etc.) unless otherwise noted in the units column. The prefixes "ADAPT, DANCE, FITNS, PACT, TMACT, and SPORT" refer to courses used to satisfy the physical education requirement. Courses which are designated with a PET prefix are theory-oriented rather than activity-oriented and DO NOT satisfy the graduation requirements.

Fitness Specialist

The Fitness Specialist curriculum is designed to introduce students to the fitness industry and prepare them for entry level employment.

Requirements for Certificate

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<th>Courses Required</th>
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<td>PET 400</td>
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<td>PET 401</td>
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<td>PET 407</td>
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<td>PET 497</td>
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Recommended Electives

| FITNS 306, 310, 350, 380, 381, 392; BUS 212; CISC 300; PSYC |

Adapted PE

ADAPT 310  Adapted Lifetime Sports  1 Unit
Formerly: PER 1
Prerequisite: A physician's statement verifying: 1) the disability, 2) contraindications, and 3) recommended activities.
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
Adapted Lifetime Sports is a physical education class designed to introduce students with physical disabilities to a variety of sports. Modifications and assistive devices will be used to enable students to safely participate in sports such as, but not limited to, archery, volleyball, tennis, soccer, softball, basketball, and golf. AA/AS area E1; CSU area E2.

ADAPT 314  Wheelchair Sports and Games  1 Unit
Formerly: PER 1
Prerequisite: A physician's statement verifying: 1) the disability, 2) contraindications, and 3) recommended activities.
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This class is designed for individuals with physical disabilities who are confined to a wheelchair or who are ambulatory, but more successful in sports when using a wheelchair. Sports will include, but not be limited to, basketball, quad rugby, volleyball, badminton, and tennis. AA/AS area E1; CSU area E2.

ADAPT 330  Adapted Weight Training and Fitness  1 Unit
Formerly: PER 1
Prerequisite: A physician's statement verifying: 1) the disability, 2) contraindications, 3) recommended activities.
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
Adapted weight training and fitness is designed for the student who is unable to participate in a general physical education activity class. This course includes individualized programs of physical fitness exercises, including isometric, isokinetic and isotonic activities to develop strength, flexibility and cardiorespiratory endurance. AA/AS area E1; CSU area E2.
ADAPT 332  Adapted Aquatics  1 Unit
Formerly: PER 1
Prerequisite: A physician's statement verifying: 1) the disability, 2) contraindications, and 3) recommended activities.
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

Adapted aquatics is an individualized swimming, water safety, and fitness class designed for individuals with disabilities who are precluded from general physical education classes. It focuses on cardiovascular endurance, range of motion, mobility, muscular strengthening, and muscular endurance. AA/AS area E1; CSU area E2.

ADAPT 337  Adapted Walk and Wheel  1 Unit
Formerly: PER 1
Prerequisite: A physician’s statement verifying: 1) the disability, 2) contraindications, and 3) recommended activities.
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

This class is designed for the student who is unable to participate in a general physical education activity class. Individualized programs are designed which include walking or wheeling for cardiovascular endurance and specific exercises for muscular strength, muscular endurance, and flexibility. Small group games and activities are included to promote fitness and fun. AA/AS area E1; CSU area E2.

DANCE 300  Diverse Cultures in Dance  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

This class will focus on comparing and contrasting three forms of indigenous ethnic and culturally derived dance. Students will learn the traditional significance, movement patterns, and basic steps of the dance form as well as the historical values of its country of origin. AA/AS area E1; CSU area E2.

DANCE 302  African Dance  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

This course will include basic movements from African styles of dance, such as West African, Afro-Haitian, or African Dance from the Republic of New Guinea. Classes will consist of beginning level warm ups, across the floor and center combination movements. There will be an opportunity for in-class choreography. AA/AS area E1; CSU area E2.

DANCE 310  Jazz Dance  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

The beginning level course covers the basic vocabulary and steps of jazz dance. Subjects studied include: basic technique, turns, leaps, and floor work. Steps from hip hop, street, rock and modern jazz styles are used in center combinations and there will be an opportunity for student choreography. The intermediate course further develops jazz dance technique while working towards multiple turns, quick study skills and performance confidence. The emphasis will be on more complicated routines and there will be an opportunity for independent choreography. AA/AS area E1; CSU area E2.

DANCE 320  Ballet  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

Basic ballet technique, positions and alignment. Elementary turns and exercises given in center combinations will focus on increased control, strength and balance. Basic Ballet terms and vocabulary will also be studied. The intermediate course includes intermediate barre and floor barre warm-ups, intermediate classical ballet technique, positions and turns. Exercises given in center combination will focus on increased control, speed, strength, and balance. Intermediate ballet terms and vocabulary will also be studied. AA/AS area E1; CSU area E2.

DANCE 330  Modern Dance  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

This course in beginning modern dance includes movement technique and choreography. It encourages individual expression and creativity and utilizes improvisation and problem solving techniques in dealing with space, design, time, and energy. AA/AS area E1; CSU area E2.

DANCE 340  Social Dance  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

The beginning course offers instruction in basic social dance steps, styles and rhythms. Students will develop the skills necessary for dances such as Fox Trot, Waltz, Swing, Cha Cha, Samba, and Tango. The course also includes an opportunity for study of current dances that are in vogue. The intermediate course develops intermediate skills selected from Fox Trot, Waltz, Swing, Cha Cha, West Coast Swing, and other current popular dance rhythms. It refines social dance techniques relative to rhythm, partnering, and nonverbal communication skills. AA/AS area E1; CSU area E2.

DANCE 350  Country Western Line Dance  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

The beginning course provides instruction in basic country western line dance steps and current country western line dances. The intermediate course develops intermediate skills selected from current line dances that present an amalgamation of step patterns. It refines country western techniques relative to line dancing, rhythm and nonverbal communication. AA/AS area E1; CSU area E2.

DANCE 360  Tap Dance  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

The beginning level course covers the basic vocabulary and steps of tap dance. Subjects studied include: basic technique, turns, leaps, and floor work. Steps from hip hop, street, rock and modern jazz styles are used in center combinations and there will be an opportunity for student choreography. The intermediate course further develops jazz dance technique while working towards multiple turns, quick study skills and performance confidence. The emphasis will be on more complicated routines and there will be an opportunity for independent choreography. AA/AS area E1; CSU area E2.
The beginning course covers basic tap technique, warm-ups, drills and rhythm forms. The class will focus on basic steps and beginning level group routines with an emphasis on balance, alignment and rhythm analysis. The intermediate course includes tap technique, warm-ups, drills and rhythm forms at the intermediate level. The class will focus on intermediate steps, riffs, and group routines with an emphasis on clean taps, speed, and rhythm analysis. AA/AS area E1; CSU area E2.

**DANCE 374 Dance Production** 3 Units
Formerly: PER 1
Prerequisite: By audition; requires specific skills such as performance ability and dependability, double turns, 90 degree kick and work on and intermediate level, or with equivalent skills as determined by the instructor.
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC, 54 hours LAB
This is a lecture/performance class with an emphasis on performance skills, intermediate dance technique, and student choreography for performance. AA/AS area E1; CSU area E2.

**DANCE 375 Jazz Dance Performance Group** 3 Units
Formerly: PER 1
Prerequisite: By audition; requires specific skills such as performing ability and dependability, double turns, 90 degree kick and work on an intermediate to advanced level.
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC, 54 hours LAB
This course is a jazz dance lecture/performance for intermediate to advanced dancers with an emphasis on community outreach, dance demonstrations and performance. The history of jazz dance in America is covered. Opportunity for ethnic styles to be compared and contrasted. Student choreography and performance are included. Students will learn lecture demonstration organizational skills. AA/AS area E1; CSU area E2.

**DANCE 376 Choreography** 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers basic elements of choreography and provides an opportunity to explore choreographic structure. Choreographic concepts will be introduced, developed, and applied to various dance styles in a manner appropriate for all levels of dance skill. Emphasis will be on the choreographic process. AA/AS area E1; CSU area E2.

**DANCE 377 Theatre Dance** 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed to provide students with the opportunity to experience theatre dance and gain skills in musical theatre movement. Movement covered will include choreographed routines, audition techniques for musical theatre dance and basic group and partnering skills. There will be an opportunity for student choreography. AA/AS area E1; CSU area E2.
FITNS 310  Aqua Aerobics  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours:  54 hours LAB

No swimming skills needed. A fitness course using the resistance of water for low/no weight bearing improvement in cardiovascular fitness, muscular endurance, flexibility and strength. The course will include exercises leading to deep and shallow water workouts and provides information related to overall health and fitness. AA/AS area E1; CSU area E2.

FITNS 312  Aquatic Fitness  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours:  54 hours LAB

This is a self-paced “overload” method of training using a workout approach that stresses aerobic and anaerobic fitness. Deep and shallow water running will be emphasized, stroke efficiency, and lap swimming will be included. AA/AS area E1; CSU area E2.

FITNS 314  Deep Water Jogging  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours:  54 hours LAB

This fitness course uses the resistance of water for non-weight bearing exercises. Emphasis will be on cardiovascular fitness, muscular endurance, strength and flexibility. Progress will be monitored through appropriate fitness testing. No swimming skills are needed. An optional flotation belt will be provided. AA/AS area E1; CSU area E2.

FITNS 316  Lap Swimming  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: Swimming, Advanced; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours:  54 hours LAB

This course includes a workout approach that emphasizes aerobic and anaerobic fitness through lap swimming. It is a self-paced class and utilizes interval training, cardiovascular conditioning, swimming technique, and aerobic training principles. AA/AS area E1; CSU area E2.

FITNS 331  Boot Camp Fitness  1 Unit
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to UC/CSU
Hours:  54 hours LAB

This course is designed as a intense boot camp fitness class conducted on and off campus using indoor and outdoor facilities. Training includes aerobic, anaerobic conditioning, strength and endurance training, individual and team fitness concepts. Maybe taken four times for credit. AA/AS area E1; CSU area E2.

FITNS 332  Off Season Conditioning  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: High school varsity or college level sport participation; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours:  54 hours LAB
This course presents the student with a system of exercising with weights that provides a balanced approach to physical fitness training. There will be an emphasis on increasing strength, muscle endurance, cardiovascular endurance and flexibility while decreasing body fat. AA/AS area E1; CSU area E2.

**FITNS 381 Weight Training**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course provides instruction in weight training and methods that promote muscular strength and endurance. Attention is also given to muscle tone, flexibility, and cardiovascular fitness. AA/AS area E1; CSU area E2.

**FITNS 385 Weight Training for Competition**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: Circuit Weight Training, Weight Training, Beginning, Advanced; ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is a strength/power training program for students involved in intercollegiate athletics. It is designed to develop strength, power, and muscle endurance appropriate to specific athletic events. AA/AS area E1; CSU area E2.

**FITNS 392 Yoga**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course in yoga emphasizes breathing, stretching, and relaxing techniques. Yoga positions and philosophies are examined. AA/AS area E1; CSU area E2.

**FITNS 395 Stretch**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course emphasizes stretching for health and increased range of motion. It is designed to provide an individualized approach to stretching and includes pre- and post-stretching techniques for specific activities such as sports, dance, or repetitive stress work-related movements. AA/AS area E1; CSU area E2.

**FITNS 400 Body Fitness (Walking or Jogging)**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This class is designed to promote physical well-being through stress reduction and weight control. Attention will be given to increasing cardiovascular efficiency, muscular strength and endurance. Workout schedules are based on individual pulse rate readings related to a variety of training methods. AA/AS area E1; CSU area E2.

**FITNS 405 Marathon Training**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course emphasizes a personal approach to attaining a higher level of fitness through the attempt to complete a marathon (26.2 miles) in one day. Individual workout programs will be established and monitored to include endurance and self-pacing. Pre- and post-fitness testing will also be evaluated. AA/AS area E1; CSU area E2.

**FITNS 412 Martial Arts: Taekwondo**  
2 Units  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 27 hours LEC; 27 hours LAB  
The beginning Taekwondo course is a physical fitness program that concentrates on muscle development, improved coordination and flexibility, and increased aerobic capacity through the practice of various self-defense movements. The intermediate Taekwondo course is a physical fitness program that concentrates on muscle development, improved coordination and flexibility, and increased aerobic capacity through the practice of various self-defense movements. The advanced Taekwondo course is a physical fitness program that concentrates on muscle development, improved coordination and flexibility, and increased aerobic capacity through the practice of various levels of self-defense moves. AA/AS area E1; CSU area E2.

**FITNS 438 Water Safety Instructor (Lifeguard Training)**  
3 Units  
Formerly: PER 1  
Prerequisite: A valid Advanced First Aid Certificate, and Advanced Swimming with a grade of “C” or better.  
Corequisite: HEED 316 or 324.  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course includes teaching techniques and preparation for instructing swim courses. The emphasis is on teacher training, life guarding knowledge and skills. Completion of this course with a grade of “B” or better confers an American Red Cross Certification for “Lifeguard Training” and “Water Safety Instructor.” AA/AS area E1; CSU area E2.

**FITNS 440 Swimming**  
1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
The beginning class is designed for non-swimmers, students who cannot swim one length of the pool (25 yards). Instruction will be given in physical and psychological adjustment to the water, basic swimming techniques, and safety skills. The intermediate course provides instruction in the following swimming strokes: streamline position, front and back crawl, elementary back, breaststroke, side stroke, and butterfly kick. Related aquatic techniques of diving, treading, turns, sculling, basic rescue, and survival skills will also be taught. The advanced course includes advanced techniques in freestyle, backstroke, breaststroke, butterfly, individual medley, touch turns, flip turns, and starts. In addition, various aerobic and anaerobic training methods will be taught. Endurance and stroke efficiency will be emphasized. AA/AS area E1; CSU area E2.
Physical Education

FITNS 450  Self-Defense for Women  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course is designed to develop certain skills, knowledge, and attitude, which are important in defending or avoiding physical attack. AA/AS area E1; CSU area E2.

Personal Activity

PACT 300  Archery  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
The course in beginning archery emphasizes safety, knowledge, and basic skill development in a variety of beginning bow and arrow shooting activities. The intermediate course includes instruction and practice in more advanced skills of archery. It will also review basic techniques with an emphasis on development of the physical and mental strengths necessary to perform at greater distances with greater accuracy. AA/AS area E1; CSU area E2.

PACT 310  Badminton  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course in beginning badminton includes basic fundamentals, techniques, rules and social etiquette of badminton as well as singles and doubles competition. The intermediate course includes a review of basic fundamentals, techniques and rules. The emphasis is on skills and techniques such as play strategies for singles and doubles and shot selection for various play situations. AA/AS area E1; CSU area E2.

PACT 320  Bowling  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course includes basic fundamentals, techniques, rules and social etiquette of bowling. AA/AS area E1; CSU area E2.

PACT 350  Golf  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
The beginning course will focus on basic technique, fundamentals, rules, and etiquette of golf. The intermediate course offers fundamentals, technique, rules, and etiquette of golf on an intermediate level. The advanced course is designed to develop golf skills to the competitive level. Competition on a regulation golf course, under instructor supervision, is required. AA/AS area E1; CSU area E2.

PACT 390  Tennis  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
The beginning course introduces and reviews the basic fundamentals of tennis, including forehand, backhand, serve, volley, overhead and lob. Rules, etiquette and game tactics are presented. Practice sessions focus on game situations needed for beginning and intermediate levels of play. The advanced course includes a review of the basic fundamentals of singles and doubles play. It emphasizes development of skills and techniques needed to complete at the tournament level. AA/AS area E1; CSU area E2.

Sport

SPORT 300  Baseball, Intercollegiate-Men  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and team strategies appropriate to intercollegiate baseball. AA/AS area E1; CSU area E2.

SPORT 311  Basketball, Intercollegiate-Men, Fall  1 Unit
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. May be taken three times for credit.

SPORT 312  Basketball, Intercollegiate-Men, Spring  1 Unit
Prerequisite: Tryout.
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.
Course Transferable to CSU
Hours: 90 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. May be taken three times for credit.
### Physical Education

**SPORT 316  Basketball, Intercollegiate-Women, Fall**  1 Unit  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.  
Course Transferable to CSU  
Hours: 90 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. May be taken three times for credit.

**SPORT 317  Basketball, Intercollegiate-Women, Spring**  1 Unit  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.  
Course Transferable to CSU  
Hours: 90 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. May be taken three times for credit.

**SPORT 320  Cross Country, Intercollegiate-Men**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

**SPORT 325  Cross Country, Intercollegiate-Women**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

**SPORT 330  Football, Intercollegiate-Men**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

**SPORT 340  Golf, Intercollegiate - Men**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

**SPORT 345  Golf, Intercollegiate-Women**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

**SPORT 350  Soccer, Intercollegiate-Men**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

**SPORT 355  Soccer, Intercollegiate - Women**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

**SPORT 365  Softball, Intercollegiate-Women**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

**SPORT 370  Swimming and Diving, Intercollegiate-Men**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course in swimming and diving for men includes fundamentals, rules, individual technique and team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

**SPORT 375  Swimming and Diving, Intercollegiate-Women**  2 Units  
Formerly: PER 4  
Prerequisite: Tryout.  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 180 hours LAB  
This course in swimming and diving includes fundamentals, rules, individual technique and team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.
SPORT 380  Tennis, Intercollegiate-Men  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

SPORT 385  Tennis, Intercollegiate-Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

SPORT 390  Track & Field, Intercollegiate-Men  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

SPORT 395  Track & Field, Intercollegiate-Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

SPORT 405  Volleyball, Intercollegiate-Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.

SPORT 415  Water Polo, Intercollegiate-Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course in water polo for women includes fundamentals, rules, individual technique, and team strategy appropriate to intercollegiate athletic competition. AA/AS area E1; CSU area E2.
TMACT 340 **Football**  
Formerly: PER 1  
Prerequisite: None  
Advisory: High school or college level football experience; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course emphasizes instruction in advanced techniques of offensive and defensive football skills. AA/AS area E1; CSU area E2

TMACT 350 **Softball, Fast Pitch**  
Formerly: PER 1  
Prerequisite: None  
Advisory: High school varsity or college level softball; ENGRD 116 or ESLR 320; and ENGWR 102 or 103, or ESLW 320; or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This is a course emphasizing defense, offense, pitching, base running, and hitting. Emphasis will be placed on team offensive and defensive strategies at an advanced playing level. AA/AS area E1; CSU area E2.

TMACT 352 **Softball, Slow Pitch**  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is designed to develop basic softball skills and understanding of slow pitch rules in tournament format. AA/AS area E1; CSU area E2.

TMACT 360 **Team Sports**  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course in team sports is an activity course emphasizing knowledge and skill development in basketball, softball, flag football and soccer. AA/AS area E1; CSU area E2.

TMACT 365 **Intramural Sports/Campus Recreation**  
Formerly: PER 3  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
A class for students interested in increasing their own sports/physical fitness skills and in promoting particular sports/physical fitness activities among other students. This course is intended to provide recreational, competitive and instructional opportunities other than ongoing programs. This course may be taken four times. Grading is on a credit/no credit basis. AA/AS area E1; CSU area E2.

**Physical Education Theory**

**PET 302 Introduction to Physical Education**  
Formerly: PET 12  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC  
This course includes opportunities and responsibilities associated with physical education leadership. Theory, history and principles of physical education will be covered.

**PET 307 Mental Skills for Sports Performance**  
3 Units  
Formerly: PET 15  
Prerequisite: None  
Corequisite: PET 313.  
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides a concentrated study of competition and motivation for sports. It also includes the study of the brain's impact on muscular activity in athletic performance. Stress management, goal setting, peak performance, adaptability, sport imagery training, and effective practice are covered.

**PET 312 Theory and Techniques of Adapted Physical Education**  
3 Units  
Formerly: PET 16  
Prerequisite: None  
Corequisite: PET 313.  
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course offers practical experience in the implementation of physical activity for students with disabilities. This course may be taken three times.

**PET 334 Practical Applications in Athletic Training/  
Sports Medicine**  
3 Units  
Formerly: PET 30A  
Prerequisite: None  
Corequisite: PET 330.  
Advisory: BIOL 430, ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; OR ESLR 320 and ESLW 320 with a grade of "C" or better; OR placement through assessment process.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course provides an introduction to injury prevention, injury care, and rehabilitation of athletic injuries. It includes basic information of sports injuries, their causes and treatments.
This course is designed to provide an overall experience of the sports medicine/athletic training profession. Topics include common evaluation and rehabilitative techniques, modality usage, and advanced taping and wrapping methods.

**PET 340 Theory of Baseball** 1 Unit
Formerly: PET 17
Prerequisite: None
Advisory: High school or college level baseball playing experience; ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course develops a thorough understanding of baseball. Emphasis on learning and understanding basic concepts of training, individual techniques, strategies, and systems of defense, offense, pitching, base running, and field maintenance. Philosophies and drills are included. May be taken twice for credit.

**PET 344 Theory of Basketball** 1 Unit
Formerly: PET 18
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course develops a thorough understanding of basketball. Emphasis is on lecture, demonstrations, and videos of basic fundamental basketball skills, team strategy, offensive and defensive strategies, conditioning drills, and a variety of philosophical methods of how the game is played. May be taken twice.

**PET 350 Theory of Football** 1 Unit
Formerly: PET 19
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course covers current problems and new trends in football with emphasis on basic fundamentals, team defense and offense. May be taken twice.

**PET 356 Theory of Softball** 1 Unit
Formerly: PET 25
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course develops a thorough understanding of softball. The emphasis is on lecture and demonstration of basic fundamental softball skills, team strategy, offensive and defensive strategy, conditioning drills and a variety of philosophical methods of how the game is played. May be taken twice.

**PET 362 Theory of Swimming** 1 Unit
Formerly: PET 29
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
The course covers all aspects of competitive swimming, including the scientific principles of stroke biomechanics, physiology and psychology of training, workout design, and meet management. Includes a review of current regulations of the National Collegiate Athletic Association and the Commission on Athletics. May be taken twice.

**PET 366 Theory of Tennis, Tactics and Strategy** 2 Units
Formerly: PET 20
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course covers instruction in strategy and tactics with emphasis on percentage tennis, theory of angles, and play on different surfaces. Instruction in better stroking through appropriate shot selection and the physics of stroking. May be taken twice.

**PET 368 Theory of Track & Field** 1 Unit
Formerly: PET 21
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course covers each track and field event and will emphasize the techniques and training methods essential to successful performance. Collegiate track and field rules and procedures for conducting a meet are discussed. May be taken twice.

**PET 372 Theory of Volleyball** 1 Unit
Formerly: PET 26
Prerequisite: Completion of a college level volleyball course with a grade of "C" or better, or concurrent enrollment in Intermediate or Advanced Volleyball.
Corequisite: TMACT 330 - Volleyball.
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course develops a thorough understanding of the many aspects of the game including training/conditioning, individual techniques, offense strategy/systems, and defense strategy/systems. Particular emphasis is on the importance of individual proficiency and team tactics. May be taken twice for credit.

**PET 400 Applied Physiology of Exercise** 2 Units
Formerly: PET 2
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course is part of the Fitness Specialist Certificate Program and examines how the body functions under conditions of exercise stress. It covers the practical applications of muscle function, cardiorespiratory functions, training techniques, and the effect of environmental conditions on exercise.

**PET 401 Applied Kinesiology** 2 Units
Formerly: PET 3
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course, a part of the Fitness Specialist Certificate Program, will discuss movement as it relates to exercise. It will include analysis of movements in sport skills, stressing the contributions made by the muscular and skeletal systems.

**PET 402 Nutrition for Fitness** 2 Units
Formerly: PET 27
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course is part of the Fitness Specialist Certificate Program. Basic principles of nutrition are studied and the ramifications of nutrition on fitness training.
This course is part of the Fitness Specialist Certificate Program. It covers the assessment of cardiorespiratory endurance, body fat, muscular strength and endurance, blood pressure, and the evaluation of the results of such tests.

PET 403  **Fitness and Exercise Assessment**

1 Unit
Formerly: PET 4
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course is part of the Fitness Specialist Certificate Program. It covers the effects of exercise on special populations and to modify exercise based on age and medical conditions. Special groups discussed will include seniors; children; the physically impaired, and individuals with coronary heart disease, diabetes, asthma, obesity, low back pain, arthritis, or pregnancy.

PET 404  **Identification and Management of Fitness Injuries**

2 Units
Formerly: PET 7
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course addresses elementary human anatomy and its relationship to physical activity. Athletic training methods and protective equipment are covered. Treatment and rehabilitation of injuries as they relate to fitness training will be presented.

PET 405  **Special Populations**

1 Unit
Formerly: PET 5
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course for the Fitness Specialist Certificate Program will cover the effects of exercise on special populations and to modify exercise based on age and medical conditions. Special groups discussed will include seniors; children; the physically impaired, and individuals with coronary heart disease, diabetes, asthma, obesity, low back pain, arthritis, or pregnancy.

PET 406  **Techniques of Instruction - Strength Training**

2 Units
Formerly: PET 6
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course, part of the Fitness Specialist Certificate Program, is designed to provide students in the Fitness Specialist Certificate Program with practical experience in screening, performing fitness assessment tests, and formulating an exercise prescription based on fitness test indicators. In addition to the lecture schedule, there will be additional practicum hours to be arranged at local fitness centers and health clubs.

PET 407  **Techniques of Instruction - Aerobics and Group Fitness**

2 Units
Formerly: PET 8
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course is part of the Fitness Specialist Certificate Program and covers teaching a variety of fitness activities to groups of individuals. Emphasis will be on how to design a physiologically safe and effective aerobic exercise class.

PET 408  **Administration of Fitness Programs**

2 Units
Formerly: PET 9
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC
This course is part of the Fitness Specialist Certificate Program. It serves as an introduction to the administration of fitness programs including business operations, office procedures, and facility and equipment considerations.
Physical Science & Physics

Degree: A.S. - Mathematics & Physical Science
A.S. - General Science

Area: Science and Engineering
Dean: Dr. Pam Walker
Phone: (916) 484-8107
Counseling: (916) 484-8572

ARC offers a program of broad study in the field of mathematics and physical sciences.

Mathematics - Physical Science

Requirements for Degree Major
Students must complete 18 units of transfer level course work in addition to other graduation requirements. Courses may be selected from astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics and statistics. See ARC graduation requirements.

General Science

Requirements for Degree Major
Students must complete 18 units of transfer level course work in science in addition to other graduation requirements. Two laboratory courses must be included, one in a physical science and one in a biological. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics and zoology. See ARC graduation requirements.

Physical Science

PS 300 Introduction to Physical Science 3 Units
Formerly: PS 1
Prerequisite: None
Advisory: MATH 32.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the fundamental concepts of astronomy, geology, physics, chemistry and meteorology. It is designed for the student with little or no science background. It is not open to science, mathematics or engineering majors. AA/AS area A; CSU area B1; IGETC area 5A.

PS 301 Physical Science Laboratory 1 Unit
Formerly: PS 2
Prerequisite: None
Corequisite: PS 300.
Advisory: MATH 100.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a laboratory class to supplement and complement PS 300. Students will perform experiments in the several disciplines in the physical sciences. Study of geologic, weather and topographic maps, star charts and use of tools, equipment and methods of science are also covered. AA/AS area A; CSU area B1; IGETC area 5A.

Physics

PHYS 305 Basic Concepts in Physics 3 Units
Formerly: PHYS 7
Prerequisite: MATH 120 with a grade of "C" or better or placement through assessment.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a quantitative introduction to the concepts of motion, force, matter and energy. An integrated lab/lecture course which emphasizes both conceptual and quantitative solutions to physics problems. It is designed for liberal studies majors intending to get an elementary school teacher credential. AA/AS area A; CSU area B1.

PHYS 310 Conceptual Physics 3 Units
Formerly: PHYS 10
Prerequisite: None
Advisory: MATH 100.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a survey course for liberal arts majors and students who have not taken a course in physics. It includes selected topics in motion, gravity, heat, sound, electricity, magnetism, light, atomic and nuclear physics. AA/AS area A; CSU area B1; IGETC area 5A.
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**PHYS 311 Basic Physics**  
Formerly: PHYS 11  
Prerequisite: MATH 330.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This is a survey course for science majors who have had no previous course in physics and who plan to continue with Physics 350 or 410. Emphasis is on problem solving. Students who have taken PHYS 310 cannot get transfer credit for Physics 311. AA/AS area A; CSU area B1; IGETC area 5A.

**PHYS 312 Conceptual Physics Laboratory**  
Prerequisite: None  
Corequisite: PHYS 310.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This laboratory course complements PHYS 310. Together with PHYS 310, this course satisfies the UC and CSU general education science lab requirement. Emphasis is placed on the nature of scientific observation and measurement and their relationship to general physical concepts. This course provides concrete, hands-on observation activities and interpretation of data from a variety of experimental environments. AA/AS area A; CSU area B1.

**PHYS 350 General Physics**  
Formerly: PHYS 5A  
Prerequisite: MATH 330 with a grade of "C" or better or placement through assessment.  
Advisory: PHYS 311.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course deals with mechanics, heat and sound. It satisfies partial requirements in pre-medical courses and in other technical courses except physics and engineering. (CAN PHYS 2) AA/AS area A; CSU area B1; IGETC area 5A; (PHYS SEQ A SUM PHYS 350 and 360)

**PHYS 360 General Physics**  
Formerly: PHYS 5B  
Prerequisite: PHYS 350.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course deals with electricity, magnetism, light and atomic physics. It satisfies the requirements for pre-medical courses and in other technical courses, except physics and engineering. (CAN PHYS 4); (PHYS SEQ A SUM PHYS 350 and 360)

**PHYS 410 Mechanics of Solids and Fluids**  
Formerly: PHYS 4A  
Prerequisite: MATH 400 with a grade of "C" or better.  
Corequisite: MATH 401.  
Advisory: PHYS 311.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC; 54 hours LAB  
This course covers mechanics of particles, rigid bodies and fluids. The Physics 410-421-431 sequence is required for majors in physics, chemistry or engineering. The class includes lecture, laboratory and problem discussion sections. (CAN PHYS 8) AA/AS area 3A; CSU area B1; IGETC area 5A; (PHYS SEQ B Sum PHYS 410, 421 and 431).

**PHYS 421 Electricity and Magnetism**  
Formerly: PHYS 4B  
Prerequisite: PHYS 410 with a grade of "C" or better.  
Advisory: MATH 402.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers an in-depth treatment of electricity and magnetism. It involves problem solving with emphasis on utilization of integral calculus. (CAN PHYS 12); (PHYS SEQ B Sum PHYS 410, 421 and 431).

**PHYS 431 Heat, Waves, Light and Modern Physics**  
Formerly: PHYS 4C  
Prerequisite: PHYS 410 with a grade of "C" or better.  
Advisory: MATH 402.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers thermodynamics and heat, statistical mechanics, waves and sound, light, quantum concepts, and nuclear physics. (CAN PHYS 14); (PHYS SEQ B Sum PHYS 410, 421 and 431).
Political Science

Degree: A.A. - Social Science
Certificate: International Studies

The study of political science involves the examination of the structure of government and political systems, as well as the interaction of individuals and institutions within those systems. These courses offer insight into the events on the local, state, national, and international level.

Requirements for Degree Major

Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except PSYC 335), and Sociology. See ARC graduation requirements.

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

International Studies Certificate

The program is designed to benefit students that will seek careers or transfer with an international focus. The required courses will transfer as electives or lower division prerequisite for selected majors.

Requirements for Certificate 29 units

Courses Required 29 Units

ANTH 310 3
Foreign Language * 8
HIST 307 or 308 3
POLS 302 3
POLS 310 3
Required Electives 9

*Foreign language courses must be transferable (courses numbers 300 through 400)

Select 9 units from the following electives

ANTH 330; ARTH 322; ECON 302, 304; ENGLT 340, 341, 345; GEOG 310, 320; HIST 300, 302, 305, 307*, 308*, 364, 365, 373, 480, 481; HUM 300, 310, 320, 322, 330; MUFHL 330; PHIL 353, 354; POLS 301, 322; SOCS 310, 312, 314; SOC 300

*Can only apply toward electives if not applied toward required courses

POLS 301 Introduction to Government: United States 3 Units
Formerly: POLS 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course analyzes the U.S. government's historic origins, philosophical and theoretical justification, constitutional structures and how these institutions work. It examines and describes the procedural aspects of the political system; campaigns; elections; lobbying; legislating; and execution and adjudication of law. It provides an analysis of contemporary problems and issues. It also describes California state and local governments' constitutional base, structures and functions, political process, problems and issues. (CAN GOVT 2) AA/AS area C1; CSU area D2; IGETC area 4.

POLS 302 Introduction to Government: Foreign 3 Units
Formerly: POLS 2
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

The political institutions of selected West European and Third World nations are examined comparatively. Emphasis on the formation of political institutions; political culture; citizen and interest participation; political parties; and modern bureaucratic public policy roles. AA/AS area C2; CSU area D3; IGETC area 4.

POLS 304 Introduction to Government: California 3 Units
Formerly: POLS 4
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC

The essential organization, institutions and processes of California state and local government. Fulfills California state requirements in state and local government, but not the requirement in the U.S. Constitution.

POLS 310 International Relations 3 Units
Formerly: POLS 10
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the nation-state system. The focus will be on global issues in the post Cold War era, examination of third world and super power relations, their political impact upon world peace and international stability. The course analyzes issues such as the nuclear proliferation, regional and hemispheric political instability, the politics of hunger and the rise of nationalism. AA/AS area C2; CSU area D3; IGETC area 4.

POLS 322 Political Ideologies 3 Units
Formerly: POLS 15
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of comparative, conceptual and historical analysis of competing ideological approaches to government. Emphasis upon the theories, values, and assumptions that make up a political ideology and the effect of such theories on a political system. AA/AS area C2; CSU area D3; IGETC area 4.

POLS 330 Constitutional Rights 3 Units
Formerly: POLS 5
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Survey of American constitutional rights. Analysis of court decisions and related materials dealing with constitutional issues such as racial, sexual, and other forms of discrimination; criminal procedures; freedoms of religion, speech, press, and association; voting; education; employment, and due process of law. AA/AS area C2; CSU area D3.

POLS 332 Law and Society (Same as Business 345) 3 Units
Formerly: POLS 16
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the Anglo-American Common Law System with emphasis upon the nature and purpose of law. The evolution of legal concepts as a reflection of the social environment, and the basic organization and functioning of the American judicial system presented from a theoretical rather than a practical viewpoint through analysis of selected cases and reading materials. Not to be taken in place of BUS 340 (Business Law) where required. Not open to students who have taken BUS 345. AA/AS area C2; CSU area D3; IGETC area 4.
Psychology

Degree: A.A. - Social Science
Area: Behavioral & Social Sciences

Psychology focuses on the study of behavior of humans and other animals. It involves both pure science and the practical application of science to matters of everyday life. Students pursuing psychology as a field of study will find many career options centering on helping others understand, predict, and deal with their own behavior and the behavior of others.

Social Science

Requirements for Degree Major
Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except Psychology 335), and Sociology. See ARC graduation requirements.

PSYC 300 General Principles 3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is for psychology majors, behavioral science majors and others who desire a broad overview of general principles. Topics include the scientific method, statistics, biological determinants and general processes of behavior such as development, learning, verbal behavior, intelligence, perception, motivation, emotion, personality and mental health. (CAN PSY 2) AA/AS area C2; CSU area D3; IGETC area 4.

PSYC 305 Personal Growth and Adjustment 3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course explores human behavior emphasizing the practical and adjusive aspects of psychology in everyday life. Topics include development, personal growth and adjustment over the life span, motivation, emotions, stress, adjustment, behavior disorder, personality, values, and interpersonal relationships. AA/AS area C2; CSU area D3; IGETC area 4.

PSYC 310 Biological Psychology 3 Units
Formerly: PSYC 2
Prerequisite: PSYC 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an analysis and description of the physiological determinants of behavior. Content includes the brain and nervous system, central system pathologies, endocrine function and the biochemistry of mental disease. A basic course for psychology, medical and biological science majors. (CAN PSY 10) AA/AS area A; CSU area B2; IGETC area 5B.

PSYC 311 Biological Psychology Laboratory 1 Unit
Formerly: PSYC 8
Prerequisite: None
Corequisite: PSYCH 310.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a study of the methods and techniques used to investigate sensation, perception, psychophysics, and biological psychology. Topics include: the organization of the brain, anatomy and physiology of the neuron, methods and an examination of sensory systems. AA/AS area A; CSU area B2; IGETC area 5B.

PSYC 320 Social Psychology 3 Units
Formerly: PSYC 3
Prerequisite: PSYC 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course encompasses a study of human interaction with a focus on individual personality within a social context. It includes topics of social perception, social cognition, gender roles, interpersonal attraction, attitude change, conformity, prejudice, aggression, altruism, and cooperative behavior. AA/AS area C2; CSU area D3; IGETC area 4.

PSYC 330 Introductory Statistics for the Behavioral Sciences 3 Units
Formerly: PSYC 5
Prerequisite: PSYC 300 with a grade of "C" or better; MATH 120.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses upon the concepts and application of descriptive and inferential statistics in psychology and other behavioral sciences. Topics include hypothesis testing, correlation, chi-square, and analysis of variance procedures. (CAN PSY 6) AA/AS area D2; CSU area B3.

PSYC 335 Research Methods in Psychology 3 Units
Formerly: PSYC 4
Prerequisite: PSYC 300.
Corequisite: PSYC 330 or STAT 301.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers the planning and execution of research studies in the behavioral sciences. Crucial topics include hypothesis formation, review of professional literature, research design, collection of data, statistical analysis and scientific report writing. (CAN PSY 8)
PSYC 340 Abnormal Behavior 3 Units
Formerly: PSYC 15
Prerequisite: PSYC 300 or 305 with a grade of "C" or better.
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an exploration of the broad questions of normality and abnormality. Investigation of specific mental, emotional and behavioral difficulties and current approaches to psychological intervention including present community mental health practices. Considers the contribution of social, biological and psychological factors to the development and persistence of behavior disorders. AA/AS area E2; CSU area D3 & E1; IGETC area 4.

PSYC 342 Behavior Modification: Theory and Application 3 Units
Formerly: PSYC 32
Prerequisite: PSYC 300 or 305.
Course Transferable to CSU
Hours: 54 hours LEC
This course reviews methods of changing behavior through the systematic application of learning principles. It examines the philosophical and research foundations for behavioral psychology as well as the controversy surrounding behaviorism. The emphasis is on practical applications including institutional settings, schools, child behavior management, smoking, alcohol abuse, sexual dysfunction, assertiveness and cognitive restructuring. AA/AS area E2; CSU area E1

PSYC 354 Marriage, The Family and Alternatives 3 Units
Formerly: PSYC 24
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of marriage, the family and alternatives from historical, sociological and psychological viewpoints. Topics will include the structure and functions of the family, childrearing, gender roles, mate selection, the sexual revolution, conflict crisis, divorce, and alternatives to traditional marriage. (CAN FCS 12) AA/AS area E2; CSU area E1

PSYC 356 Human Sexuality 3 Units
Formerly: PSYC 25
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study about human sexual behavior from birth through adulthood. Historical, religious, cultural, psychological, physiological, sociological and legal points of view are considered and explored. AA/AS area E2; CSU area E1

PSYC 358 Principles of Interpersonal Relationships 3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or else ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the principles involved in effective interpersonal relationships. Topics will include interpersonal feedback, self-disclosure, listening, the role of emotions, conflict resolution, personal values, and self-awareness. Emphasis is on methods to enhance relationships at home, work, and school.

PSYC 361 Psychology of Women in a Multicultural Society 3 Units
Formerly: PSYC 16
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the psychological effects of society upon women. Emphasis will be on the exploration of sociocultural, gender-role, sex-role, stereotyping, and intrapersonal and interpersonal factors in the development of women. AA/AS areas, C2 & F; CSU area D3.

PSYC 365 Issues of Diverse Populations (Same as Human Services 330) 3 Units
Formerly: PSYC 19
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the values, problems, issues, concerns and counseling needs of special population groups including the elderly, African Americans, Hispanics, Asians, Native Americans, homosexuals, the poor and terminally ill. It also includes the nature and extent of chemical dependency and other addictive behaviors. Not open to students who have completed HSER 330. AA/AS area C2 & F; CSU area E1.

PSYC 370 Human Development: A Life Span 3 Units
Formerly: PSYC 18
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines human development across the lifespan, from conception through death, by focusing on development from the perspectives of physiology, cognition, and psychology along with the interaction among these three domains. Seeing development as an on-going process and the practical application of this knowledge are emphasized. This course is designed as a foundation for careers in educational, social, psychological, and medical fields as well as providing a better understanding of one's own developmental process. AA/AS area C2 or E2; CSU area D3 or E1.

PSYC 372 Child Development (Same as Early Childhood Education 312) 3 Units
Formerly: PSYC 34
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the growth and development of children from the prenatal stage through adolescence. For each stage of development, students learn about the physical, cognitive, linguistic, social-moral, and emotional aspects of development, with attention to both typical as well as atypical development in each area. Included are the influences of culture, family and the environment. This material is designed as a foundation for careers in childcare, teaching and nursing as well as parenting and preparing general students interested in child development. Not open to students who have completed Early Childhood Education 312. (CAN FCS 14) AA/AS area C2; CSU area D3; IGETC area 4.

PSYC 374 Psychology of Aging: Adult Development and Aging (Same as GERON 302) 3 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the physical, psychological, and social aspects of the aging process including the interactions between the elderly and the rest of society. Topics include an analysis of stereotypes, social bonds, environmental factors, sexuality, physical health, mental health, death, and bereavement. Not open to students who have completed Gerontology 302. AA/AS area C2; CSU area E1

**PSYC 378 Communicating with and Validating Older Adults (Same as GERON 330) 3 Units**

Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC

This course introduces the basic theory, techniques, and experiences for communication with, validation of, and stimulation of the elderly at different cognitive levels. Not open to students who have completed Gerontology 330.

**PSYC 379 Reminiscence Therapy (Same as GERON 331) 3 Units**

Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC

This course introduces the basic theory and techniques of Reminiscence Therapy and provides experience in planning, facilitating, and evaluating reminiscence groups with the elderly in an institutional setting. Not open to students who have completed Gerontology 331.

**PSYC 380 Work and Human Behavior 3 Units**

Formerly: PSYC 12
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC

This course covers the principles of psychology applied to the workplace. Topics include self and job appraisal, assertiveness, stress management, communication skills and other factors pertinent to being a successful employee. AA/AS area E2; CSU area E1.

**PSYC 390 Psychology of Death and Dying 3 Units**

Formerly: PSYC 9
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC

This course involves an investigation of beliefs, attitudes, anxieties, and behaviors associated with dying and death. Included will be information relevant to suicide, life-threatening illnesses, bereavement, euthanasia and various philosophical views on the phenomenon of death. AA/AS area E2; CSU area E1.

**PSYC 400 Introduction to Chemical Dependency (Same as Human Services 340) 3 Units**

Formerly: PSYC 35
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC

This course is a survey that examines the physiological effects of chemical dependency on the individual. Included is an analysis of the effects of substance abuse on the family; the sociological, economic conditions contributing to substance abuse; and a description of community efforts at prevention and treatment. Not open to students who have completed HSER 340. AA/AS area E2; CSU area E1.

**PSYC 401 Physiology and Pharmacology: Alcohol and Other Drugs (Same as Human Services 341) 3 Units**

Formerly: PSYC 36
Prerequisite: HSER 340/PSYC 400 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC

This course is a study of the chemical composition of alcohol and the mechanism of action in the body of alcohol and other psychoactive drugs, including opiates, stimulants, depressants, psychotherapeutics, and psychedelics. Also included are the social and psychological implication of tolerance, habituation, and substance abuse of the user and abuser. Not open to students who have completed HSER 341.

**PSYC 402 Alcoholism: Intervention, Treatment and Recovery (Same as Human Services 342) 3 Units**

Formerly: PSYC 37
Prerequisite: HSER 341/PSYC 401 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC

This course is a study of techniques used in the treatment of chemical dependency and an evaluation of intervention, individual and group counseling, detoxification, twelve step program, therapeutic communities, and aftercare programs. Not open to students who have completed HSER 342.

**PSYC 480 Honors General Principles 3 Units**

Formerly: PSYC 1H
Prerequisite: 3.0 or better cumulative GPA; ENGWR 300 or 480 with a grade of "C" or better; and eligibility for ENGRD 310.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is for psychology majors, behavioral science majors and other students who desire a challenging, critical thinking and issues oriented introduction to general principles. Topics include the scientific method, statistics, biological determinants and general processes of behavior such as development, learning, verbal behavior, intelligence, perception, motivation, emotion, personality and mental health. Using a seminar style, the focus will be on encouraging thorough analysis and evaluation of psychological theories and research studies as they relate to practical, everyday issues. AA/AS area C2; IGETC area 4.

**PSYC 481 Honors Abnormal Behavior 3 Units**

Formerly: PSYC 38
Prerequisite: Cumulative GPA of 3.0 or above; PSYC 300 or PSYC 480 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is for psychology majors, behavioral science majors and other students who desire a challenging, critical thinking and issues oriented introduction to general principles. Topics include the scientific method, statistics, biological determinants and general processes of behavior such as development, learning, verbal behavior, intelligence, perception, motivation, emotion, personality and mental health. Using a seminar style, the focus will be on encouraging thorough analysis and evaluation of psychological theories and research studies as they relate to practical, everyday issues. AA/AS area E2.
The Sacramento Regional Public Safety Training Center (SRPSTC), operated by American River College, is dedicated to providing high quality training and educational programs for public safety personnel. The center offers entry-level and advanced, in-service instruction, in areas that meet the needs of individuals as well as public and private agencies. All courses meet the academic standards of the Los Rios Community College District. These courses may be certified by the California Commission on Peace Officers Standards and Training (POST), California Standards and Training for Corrections (STC), California Correctional Peace Officer Standards and Training (CPOST) and the California State Fire Marshal’s Office. Most courses presented at the SRPSTC are offered in an intensive, concentrated, short-term format.

Graduates from the basic core courses may be eligible for employment in county and city law enforcement agencies specializing in police, corrections and/or probation.

Technical/Professional Development (In-Service) courses

Technical training and in-service courses are geared primarily for law enforcement officers, correctional officers, probation officers or other individuals within the criminal justice system. Individuals taking these courses generally are seeking technical knowledge and skills for professional enhancement or they are mandated by POST, STC, CPOST or the California State Fire Marshal’s Office. Technical courses involving instructor certification may require a proficiency skills test prior to registration. California Statute or prerequisites may restrict student registration into some courses.
Public Safety

For information about Community Service Officer training at the Academy, call (916) 264-8264 or visit the CSO Training webpage at www.sacpd.org/Academy/CSO.htm.
For information the Basic Police Academy, call (916) 566-2418 or visit the Academy website at: www.sacpd.org/Academy/default.htm.
For information on Regional Community Policing Institute courses call (916) 264-0190 or visit the webpage at: www.sacpd.org/RCPI/

State of California - Department of Justice California Criminalistics Institute (CCI)
For information on CCI courses, contact CCI at 4949 Broadway, Rm A104, (916) 227-3575, or see the catalog at: www.cci.ca.gov/courses.htm.

USDA Forest Service
For information on courses presented by USDA Forest Service, call (916) 643-2263.

Regional Fire and Rescue Training Authority (JPA)
For information on courses presented by Regional Fire and Rescue Training Authority call (916) 566-4400.

Sacramento Metropolitan Fire District
For information on courses presented by the Sacramento Metropolitan Fire District, call (916) 566-4400 or visit the district’s training webpage at www.cityofsacramento.org/fire/training.html.

Sacramento City Fire Department
For information on courses presented by the Sacramento Fire Department call (916) 264-5266 or visit the Division of Training webpage at: www.cityofsacramento.org/fire/training.html.

California Department of Forestry
For information on courses presented by the California Department of Forestry, call (530) 647-5292 or e-mail: chris.anthony@fire.ca.gov.

Sacramento Regional Chaplain’s Program
For information on courses presented by the Sacramento Regional Chaplain’s Program, call (916) 857-1801 or visit their website at: www.sacchaplain’scom.

Additional information regarding training programs offered by the Sacramento Regional Public Safety Training Center and any one of its Contract partners, is available by contacting any staff member at (916) 570-5000 or any staff member of the agency’s training division.
Real estate is a profession that assists in the sale of property. The ARC real estate program prepares students for a career in real estate or for advancement for those already employed in the field, and offers a wide variety of options for study. Courses involve both theory and practice for reentry positions or to qualify for the Real Estate Salesperson or the Real Estate Broker exams and licenses. ARC also offers continuing education units (CEUs) for those already employed as real estate professionals. Students completing appropriate coursework at American River College are eligible to take either the Real Estate Salesperson Exam or the Real Estate Broker Exam given by the California Department of Real Estate. Contact the California Department of Real Estate for exam and license requirements.

**Career Opportunities**

The field of real estate offers an exciting career in the buying and selling of property. There is a real need for well-trained real estate professionals in almost every area of the state. There are two types of real estate professionals: brokers and salespersons. Brokers may set up their own businesses, while salespersons must work for a licensed broker.

The real estate field in California is highly competitive. Prospects are best for highly trained, ambitious, sales-minded individuals.

The real estate agent is usually paid on a commission basis, with the agent and the broker sharing the brokerage commission. Few brokers pay salaries during training or allow a draw against future sales. The beginner, therefore, should have enough money to survive until commissions increase and should be prepared to cope with irregular earning periods. Most brokers recommend that new licensees have a six to nine month reserve saved. The real estate market itself fluctuates according to current interest rates and other economic factors.

### Requirements for Degree Major 33-35 units

#### Business Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 101 or 301</td>
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<tr>
<td>BUS 110 or ECON 1302</td>
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<tr>
<td>BUS 300</td>
<td>3</td>
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<tr>
<td>BUS 340</td>
<td>3</td>
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<td>BUS/TEC 300 (1 unit) or keyboarding competency and 3 units selected from</td>
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<td>BUS/TEC 310</td>
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#### Concentration Requirements

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<th>Course</th>
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<td>BUS 310 or MGMT 360</td>
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<tr>
<td>RE 300</td>
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<td>RE 310</td>
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<td>RE 320</td>
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<tr>
<td>RE 330</td>
<td>3</td>
</tr>
<tr>
<td>RE 340</td>
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</table>

#### Recommended Electives

- BUS 105, 320, 330; ECON 302; MGMT 372; MKT 300, 310, 314; PSYC 300 or 305; RE 190; SPEECH 301

### Requirements for Certificate 24 units

#### Courses Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>RE 300</td>
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<td>RE 310</td>
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<td>RE 320</td>
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<td>RE 330</td>
<td>3</td>
</tr>
<tr>
<td>RE 340</td>
<td>3</td>
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</tbody>
</table>

3 units selected from:

- ACCT 101 or 301; BUS 110; ECON 302 or 304; RE 360

6 units selected from:

- ACCT 101 or 301 or 311; BUS 310 or MGMT 360; BUS 105, 300, 340; MGMT 300, 310, 314

**Note:** The California Department of Real Estate gives the exams and issues the Real Estate Salesperson and Broker’s Licenses. Students should contact DRE at the start of this program to verify individual requirements.
RE 141 Advanced Appraisal 3 Units
Formerly: RE 94
Prerequisite: RE 340 with a grade of "C" or better.
Advisory: MATH 100.
Hours: 54 hours LEC
This course covers the appraisal of real estate through the proper application of the sales comparison, depreciated cost, and income capitalization approaches to value; income-producing properties are used as examples throughout the course. The presentation of the subject matter is traditional and follows procedures recommended for use by the leading appraisal societies. Appraisal theory and current appraisal practice are introduced, discussed, and, where possible, illustrated with local examples.

RE 190 Real Property Management 3 Units
Formerly: RE 95
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320.
Hours: 54 hours LEC
In this class, the student will learn about the day-to-day operation and management of real property including: marketing procedures, leases, maintenance, accounting and economics, record-keeping, management forms, legal requirements, laws, human relations, employer responsibilities and management.

RE 200 Real Estate Organization and Office Administration 3 Units
Formerly: RE 96
Prerequisite: None
Advisory: Real Estate license or 12 units of course work in real estate.
Hours: 54 hours LEC
This course is designed for real estate brokers or those about to become brokers. It covers the various types of real estate brokerage and the knowledge, motivation, and preparation necessary to organize and manage a brokerage office.

RE 300 California Real Estate Principles 3 Units
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
The fundamental real estate course covering the basic laws and principles of California real estate, giving understanding, background, and terminology necessary for advanced study in specialized courses. This course is required by the California Department of Real Estate prior to taking the real estate salesperson's examination.

RE 310 Real Estate Practice 3 Units
Formerly: RE 82
Prerequisite: None
Advisory: RE 300; ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the day-to-day operations in real estate roles and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Basic laws and practices of California real estate, provide the students with understanding, background, and terminology necessary for advanced study in specialized courses. Applies toward the educational requirements for the broker's examination.

RE 320 Real Estate Finance 3 Units
Formerly: RE 83
Prerequisite: None
Advisory: RE 300; ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
RE 390    Real Estate Investment Analysis    3 Units
Formerly: RE 93
Prerequisite: None
Advisory: RE 300; ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for brokers, salespersons and investors. Involves property and financial analysis of a wide range of real estate investment offerings, their risks and associated yields. This course is open to all students who desire a more intensive real estate investment course than Real Estate 83. The course emphasizes planning and the specific objectives of the investor.
Recreation

Degree: A.A. - Recreation Management

Recreation professionals are people in leadership, supervisory, and administrative capacities who are employed in the parks, recreation and leisure services field as activity leaders, facility managers, and program supervisors.

Recreation managers are responsible for a given area of activity, tournament, show, or special event. Some provide instruction and leadership in sports and game activities, arts and crafts and aquatics, while others conduct classes in music, dance, drama, outdoor recreation and physical fitness.

Career Opportunities

Throughout the U.S., more than 300,000 people are employed with a primary concern for the provision of recreation and park facilities and services in federal, state, municipal and voluntary nonprofit agencies. In addition, several times that number are employed in commercial and private recreation related positions.

Travel and tourism, club management, resort recreation, food and beverage services, lodging, professional sports, entertainment and cultural services, and many other services are very much a part of the exploding recreation and leisure services market.

Recreation students can move into positions of more responsibility through experience and additional education. Many ARC students, after completing their A.A. requirements, will transfer to a four-year program to continue their education toward a bachelor's degree. Special agreements between ARC and other institutions now provide our students with a smooth transfer to many of the four-year programs in the state.

Requirements for Degree Major 25 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ECE 312/PSYC 372</td>
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</tr>
<tr>
<td>GERON 302/PSYC 374</td>
<td>3</td>
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<td>HEED 316</td>
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<td>PET 312</td>
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<td>RECR 408</td>
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<tr>
<td>SPEECH 301 or 331</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

RECR 300 Introduction to Recreation and Leisure Services 3 Units

Formerly: RECR 40
Prerequisite: None
Advisory: ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC

Overview of recreation, park and leisure services. A basic course describing and interpreting recreation as a form of community services. The nature, scope and significance of leisure and recreation as a social force in contemporary society. Emphasis placed on the role of the professional leader in organizing recreation programs and services, operations, facilities and resources. Field trips required. (CAN REC 2)

RECR 310 Outdoor Recreation 3 Units

Formerly: RECR 42
Prerequisite: None
Advisory: ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC

Orientation to job opportunities; trends, problems and issues in public and private outdoor recreation agencies. Philosophies and operating purposes of federal, state and local governmental outdoor recreation facilities. Field trips to outdoor recreation areas required.
RECR 320  Recreation Activity Leadership  3 Units  
Formerly: RECR 47  
Prerequisite: None  
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process.  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This is a basic course for recreation majors, involving a study of essential elements and basic principles of organization and leadership of various types of recreation programs. It covers the methods and materials used in planning and conducting organized recreation programs in public and private agencies. Special emphasis will be placed on the role of the face-to-face leader in organizing recreational programs in a variety of settings. Required of all recreation majors. (CAN REC 4)  

RECR 498  Work Experience in Recreation  1-4 Units  
Formerly: RECR 48  
Prerequisite: None  
Advisory: ENGWR 102, ENGRD 116 or ESLR 320, ESLW 320.  
Course Transferable to CSU  
Hours: 18-72 hours LEC  
This course gives practical experience to students who are training for recreation leadership, by providing actual supervised work at various playgrounds and recreation facilities within the Sacramento area (teen centers, swimming pools, gymnasiums, school areas, etc.) gymnasiums, school areas, etc.)
Respiratory Care

Degree: A.S. - Respiratory Care
Area: Health & Education
Dean: Sheryl Gessford
Coordinator: James Warman
Phone: (916) 484-8254 or 484-8176
Counseling: (916) 484-8572

Most people take breathing for granted. But for the thousands of Americans who suffer from breathing problems, each breath is a major accomplishment. Those people include patients with chronic lung problems such as asthma, bronchitis and emphysema, but they also include heart attack and accident victims, premature infants, and people with cystic fibrosis, lung cancer, or AIDS. In each case, the patient will most likely receive treatment from a respiratory care practitioner (RCP) under the direction of a physician. Respiratory care practitioners, also known as respiratory therapists, work to evaluate, treat, and care for patients with breathing disorders.

Career Opportunities

There are more than 150,000 respiratory care practitioners in the United States. They are a vital part of a hospital’s lifesaving response team that answers patient emergencies. An increasing number of practitioners have branched out into alternate care settings such as nursing homes, physicians' offices, home health agencies, specialized care hospitals, medical equipment supply companies, and patients' homes. The outlook for respiratory care professionals is expected to grow in the coming years due to the large increase in the elderly population, the impact of environmental problems that have contributed to breathing problems, and technological advances that are prolonging the lives of those suffering from heart attack, cancer and accidents, as well as premature babies.

The ARC Respiratory Care Program

The program is accredited by the Commission on Accreditation of Allied Health Programs. Successful completion of the program qualifies the graduate to apply for the Credentialing examinations offered through the State of California and the National Board for Respiratory Care. A grade of “C” or better is required in BIOL 430, 431, 440; CISA 305, 315; CISC 300; PHYS 310 and PSYC 300. If the grade in the Respiratory Care courses for performance in the clinical care area is unsatisfactory and/or if the grade for performance in theory is less than a “C”, the course grade will be an “F”. The student is responsible for providing laboratory coats, laboratory fees, malpractice insurance and transportation to off-campus facilities. There may be morning, afternoon or evening clinical experiences in a variety of clinical settings with limited notice.

NOTE: In accordance with Article 5 of the Respiratory Care Practice Act, a person convicted of any offense other than a minor traffic violation, may not qualify to be licensed as a Respiratory Care Practitioner. Questions regarding this matter must be directed to the Respiratory Care Board, Board of Medical Quality Assurance.

Requirements for Pre-enrollment to the Program

1. Graduation from an accredited high school in the United States for successful completion of GED or CHSPE as defined by the current requirements of the State of California and National Board for Respiratory Care.
2. BIOL 430 with a grade of “C” or better
3. MATH 100 or equivalent college level algebra
4. Minimum cumulative college GPA of 2.0 (except degree major courses which require a “C” or better).
5. A current Curriculum Summary Planning Sheet

Pre-enrollment Deadlines

Applications may be obtained at the Allied Health Building, Room 290 or online at www.arc.losrios.edu, under “Programs of Study”; and must be received by the third Friday in November.

Enrollment

1. Selection is based on a computerized random selection process from among the qualified applicants.
2. Only students who meet the pre-enrollment requirements and follow the pre-enrollment procedures will be considered for the program.
3. The student accepted into the Respiratory Care program is required to have a physical examination, inoculations, and drug screen prior to the start of the first semester.

NOTE: Meeting all the course requirements does not guarantee admission to the program.
**RC 110  Introduction to Health Care for the Respiratory Care Practitioner  2 Units**  
Formerly: RC 51A  
Prerequisite: Acceptance into the Respiratory Care Program.  
Corequisite: RC 111 and 112.  
Hours: 36 hours LEC  
The course describes the organizational context of the U.S. health care system as it relates to the role and function of respiratory care practitioners. It focuses on the skills of communication and human interaction within the context of the modern health care delivery system. It also presents the ethical, legal, interprofessional and economics aspects of health care. It also presents the ethical, legal, economic, and administrative aspects of health care. It also introduces the patient's role in the healthcare delivery system. Critical thinking processes are presented as a basis for comprehension of course content.

**RC 111  Applied Cardiopulmonary Physiology  3 Units**  
Formerly: RC 51B  
Prerequisite: Acceptance into the Respiratory Care Program.  
Corequisite: RC 110 and 112; BIOL 431.  
Hours: 54 hours LEC  
This course provides a foundation for the development of critical thinking skills necessary for the clinical practice of respiratory care. It gives a comprehensive overview of the cardiopulmonary system with emphasis on applied physiology expanding on the concepts introduced in anatomy and physiology, and provides in depth information on ventilation, gas transport and acid-base balance, including interpretation of data and the relationship of physiological principles to patient care.

**RC 112  Patient Assessment - Introduction to Clinical Problem Solving  2 Units**  
Formerly: RC 51C  
Prerequisite: Acceptance into the Respiratory Care Program.  
Corequisite: RC 110, 111, and 113.  
Hours: 36 hours LEC  
The course presents a clinically oriented guide to assessment of the patient's cardiopulmonary system with emphasis on its application to respiratory care procedures. It also describes assessment procedures, equipment, and the interpretation of results arising from the gathered information.

**RC 113  Patient Assessment Techniques  2 Units**  
Formerly: RC 51L  
Prerequisite: Acceptance into Respiratory Care program.  
Corequisite: RC 110, 111, and 112.  
Hours: 108 hours LAB  
This course consists of laboratory introduction of skills and procedures as well as supervised clinical experience, with emphasis on the application of theories and techniques related to assessment of patients with cardiopulmonary illness. It integrates the patient assessment procedures, manipulation, examination, plus assessment of equipment, with the evaluation, interpretation, and application of patient data in the clinical setting.

**RC 120  Pharmacology for Respiratory Care  3 Units**  
Formerly: RC 52A  
Prerequisite: RC 110, 111, 112, and 113 with a grade of “C” or better.  
Corequisite: RC 121, 122, 123.  
Hours: 54 hours LEC  
The course covers the concepts and principles of pharmacology required in the practice of respiratory care, including medications, actions, dosages, routes of administration and adverse reactions. It also includes patient education of medication delivery devices, patient monitoring devices, utilization techniques, and the standards for therapeutic efficacy in relation to asthma, chronic obstructive pulmonary disease and smoking cessation.

**RC 121  Cardiopulmonary Pathophysiology  3 Units**  
Formerly: RC 52B  
Prerequisite: RC 110, 111, 112 with a grade of “C” or better.  
Corequisite: RC 120 and 122.  
Hours: 54 hours LEC  
The course covers the manifestations of cardiopulmonary and related diseases encountered in respiratory care practice. It presents the causes for and general treatment, as well as respiratory care treatment of these diseases. It also includes the evaluation for possible diagnoses, treatment approaches and evaluation of patient response to treatment for possible modification.

**RC 122  Theory and Techniques I - Fundamental Respiratory Care  3 Units**  
Formerly: RC 52C  
Prerequisite: RC 110, 111, 112, and 113 with a grade of “C” or better.  
Corequisite: RC 120, 121, and 123; and PHYS 310.  
Hours: 54 hours LEC  
The course presents the principles of medical gas delivery devices; humidity, aerosol and hyperinflation therapies and chest physiotherapy. It also presents the application, patient assessment, patient monitoring, and the evaluation of the efficacy of medical gas, humidity, aerosol and hyperinflation therapies and chest physiotherapy.

**RC 123  Fundamental Respiratory Care Techniques  2 Units**  
Formerly: RC 52L  
Prerequisite: RC 110, 111, 112, and 113 with grade of “C” or better.  
Corequisite: RC 120, 121, 122.  
Hours: 108 hours LAB  
This course consists of laboratory introduction of skills and procedures as well as supervised clinical experience, with emphasis on the application of theories and techniques related to fundamental respiratory care procedures. Focus is on the application of skills learned in previous respiratory care courses while developing new skills related to medical gas, humidity, aerosol medication administration, hyperinflation therapies and chest physiotherapy.
Repiratory Care

RC 130  Theory II - Adult Critical Care Techniques/
        Special Procedures  3 Units
Formerly: RC 53A
Prerequisite: RC 120, 121, 122 with a grade of “C” or better.
Corequisite: RC 131.
Hours: 54 hours LEC
This course presents the principles of airway management, mechanical
ventilatory support of the adult, hemodynamic monitoring, metabolic
assessment, hyperbaric oxygen therapy and the transport of the mechanically
ventilated adult. It presents advanced cardiopulmonary life support techniques.

RC 131  Techniques II- Adult Critical Care
        Techniques/Special Procedures  7 Units
Formerly: RC 53B
Prerequisite: RC 120, 121, and 122 with a grade of “C” or better.
Corequisite: RC 130.
Hours: 378 hours LAB
This course provides laboratory introduction of skills and procedures as well
as supervised clinical experience in hospitals and other healthcare facilities to
allow for the application of clinical skills and exposure to clinical situations.
Focus is on the application of skills learned in previous respiratory care courses
while developing new skills relating to airway management, mechanical
ventilatory support of the adult, hemodynamic monitoring, metabolic
assessment, hyperbaric oxygen therapy and the transport of the mechanically
ventilated adult.

RC 140  Theory III - Respiratory Care
        in Specialty Areas  3 Units
Formerly: RC 54A
Prerequisite: RC 130, 131 with a grade of “C” or better; current certification of
advanced cardiopulmonary life support.
Corequisite: RC 141
Hours: 54 hours LEC
This course presents the principles of neonatal/pediatric respiratory care,
including basic and advanced techniques as well as transport of mechanically
ventilated newborns and children. It also presents the principles underlying
cardiopulmonary rehabilitation, including patient assessment, stress testing,
reconditioning techniques, psychosocial aspects specific to the home setting
and long term ventilator care.

RC 141  Techniques III - Neonatal/Pediatric and
        Cardiopulmonary Rehabilitation Tec  7 Units
Formerly: RC 54B
Prerequisite: RC 130, 131 with a grade of “C” or better.
Corequisite: RC 140; Pediatric Advanced Life Support.
Hours: 378 hours LAB
This course provides laboratory introduction of skills and procedures as well
as supervised clinical experience in hospitals and other healthcare facilities to
allow for the application of clinical skills and exposure to clinical situations.
Focus is on the application of skills learned in previous respiratory care courses
while developing new skills in relation to neonatal/pediatric respiratory care,
including basic and advanced techniques as well as transport of mechanically
ventilated newborns and children, cardiopulmonary rehabilitation, home care,
and long term ventilator care.
The ARC Program

American River College’s Sign Language Program was established over 25 years ago and is one of only 12 postsecondary programs in California that grant degrees in sign language studies and/or interpreting. The Sign Language Studies Program begins with a two-year study of a second language, American Sign Language (ASL), the primary language of Deaf people. This language foundation will help to prepare you to communicate and work with deaf and hard of hearing people. The degree or certificate provides sequential course work leading to employment in the fields of education, human services or business at the para-professional level.

Courses offered include four semesters of ASL, as well as studies in interaction with deaf people; while learning a second language, you will also study the deaf community and the culture of deaf people. Upon completion of certain sign language courses, you may enroll in the Interpreting Training Program, a more advanced degree or certificate program. After an additional four semesters of study, students earn an interpreting degree or certificate.

Other Sign Language Studies majors transfer to universities where they concentrate on careers such as teaching, social work, counseling, etc. Others may opt for employment as a teacher’s aide, independent living attendant or dormitory houseparent.

Career Opportunities

Because of the complex and diverse needs of deaf and hard of hearing people, opportunities for employment are varied. There is a great need for skilled and qualified sign language interpreters in educational and social service agencies, and students have been able to develop career-track positions that provide services to the deaf community.

As our interpreting students begin their careers they can pursue specialization in areas such as educational, social services, legal, employment and medical. To find out more about the field of sign language interpreting, visit the Registry of Interpreters for the Deaf web site at www.RID.org.

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

Sign Language Studies

Requirements for Degree Major 40 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
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<td>SILA 305</td>
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<td>SILA 306</td>
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Business Concentration Units

| ISER 300 | 5     |
| MGMT 300 or 362 | 3     |
| MGMT 360 | 3     |
| MGMT 372 or 100 | 3     |
| PSYC 300 or 305 | 3     |

Human Services Concentration Units

| ISER 300 | 5     |
| PSYC 300 or 305 | 3     |
| PSYC 370 | 3     |

and 6 units from the following:

ECE 312/PSYC 372; ENGED 320; ISER 330/PSYC 365; PSYC 346; SILA 406

Recommended Electives


Sign Language Studies Certificate

Requirements for Certificate 40 units

<table>
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<tr>
<th>Core Requirements</th>
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<td>SILA 305, 306, 315, 316, 330, 332, 498</td>
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</tbody>
</table>

Business Concentration Requirements

| ISER 300; MGMT 300 or 362, 360, 372; PSYC 300 or 305 |         |

Human Services Concentration Requirements

| ISER 300; PSYC 300 or 305, 370 |         |

and 6 units from the following:

ECE 312/PSYC 372; ENGED 320; ISER330/PSYC 365; PSYC 340
Interpreter Language Program

Requirements for Degree Major
Core requirements: 25 units
SILA 305, 306, 315, 316, 330, 332, 498

Concentration Requirements: 29 units
SILA 320, 322, INTRP 300, 305, 307, 310, 312, 320, 325, 498 and 4 units from:

General Education Graduation Requirements
Students must also complete the general education graduation requirements for an A.A. degree. See general education requirements.

Interpreting Certificate

Requirements for Certificate: 54 units
Core Requirements: 25 units
SILA 305, 306, 315, 316, 330, 332, 498

Concentration Requirements: 29 units
INTRP 300, 305, 307, 310, 312, 320, 325, 498; SILA 320, 322 and 4 units from:

The Interpreting Certificate cannot be completed in one year.

Sign Language Interpreting

INTRP 300 Ethics and Professional Standards of Interpreting 3 Units
Formerly: SILA 10
Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: SILA 330, 332, 498.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a working knowledge of the profession of interpreting. It includes the history of the interpreting field, the Registry of Interpreters for the Deaf Code of Ethics, interpersonal relations, the roles and responsibilities of interpreters, and an overview of the settings involved.

INTRP 305 Consecutive Interpreting 3 Units
Formerly: SILA 11
Prerequisite: None
Corequisite: INTRP 300.
Advisory: SILA 330, 332, 498.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides basic skills in consecutive sign language interpreting (sign-to-voice and voice-to-sign). Primary emphasis includes a theoretical analysis of the interpreting process, reinforcement of prerequisite language, and development of the fundamental skills.

INTRP 307 Text Analysis and Translation: ASL and English 3 Units
Formerly: SILA 17
Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: SILA 320.
Course Transferable to CSU
Hours: 54 hours LEC
This course compares and contrasts the grammatical structures and patterns of American Sign Language and English. Comparison of the phonology, morphology, and syntax found in ASL and English will be the focus, with emphasis on the practical use of such knowledge.

INTRP 310 Introduction to Deaf Blind Interpreting 5 Units
Formerly: SILA 45A
Prerequisite: INTRP 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course provides students exposure to, background in, and techniques for working with members of the deaf-blind community.

INTRP 312 Introduction to Oral Transmission .5 Units
Formerly: SILA 45B
Prerequisite: INTRP 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course provides exposure to, background in, and techniques for oral transmission and interaction with oral deaf people.

INTRP 314 Introduction to Multicultural Communication .5 Units
Formerly: SILA 45H
Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: INTRP 305.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the field of multicultural communication. The focus will be on cultural and linguistic diversity, personal life experiences, and on enhancing racial and ethnic diversity in the interpreting profession.

INTRP 320 Simultaneous Interpreting 3 Units
Formerly: SILA 12
Prerequisite: INTRP 305 with a grade of “C” or better.
Advisory: INTRP 305.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides intermediate knowledge and skill development in the area of simultaneous interpreting. Both sign to voice and voice to sign interpreting skills will be incorporated. Primary emphasis includes an application of the interpreting process, a focus on analytical and composition skills, and incorporation of cultural considerations.

INTRP 325 Transliteration 3 Units
Formerly: SILA 13
Prerequisite: INTRP 305 with a grade of “C” or better.
Advisory: INTRP 305.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides basic skills in transliteration. Both sign to voice and voice to sign transliterating skills will be incorporated. Primary emphasis includes language/client assessment, contact signing forms, semantic appropriateness, syntactic considerations, lipshadowing, lip-reading, and fingerspelling reception and production.

INTRP 330 Introduction to Educational Interpreting, K-12 1 Unit
Formerly: SILA 45C
Prerequisite: INTRP 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course is an introduction to interpreting in the educational setting with a focus on the elementary and secondary levels of education. Emphasis will be on vocabulary development and enrichment specific to educational interpreting, resource development, team building, roles and responsibilities, communicating with children, and ethics.
This course is an introduction to interpreting in the religious setting.

**INTRP 342 Introduction to Religious Interpreting**  .5 Unit
Formerly: SILA 45J
Prerequisite: INTRP 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an introduction to interpreting in the religious setting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

**INTRP 344 Introduction to Working with a Certified Interpreter**  .5 Unit
Formerly: SILA 45K
Prerequisite: INTRP 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an introduction to working with a certified interpreter (CDI). Definition of roles, resource building, introductory knowledge, team development, and ethics will be considered.

**INTRP 346 Specialized Vocabulary: Math and Computers**  .5 Unit
Formerly: SILA 45L
Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: INTRP 305.
Course Transferable to CSU
Hours: 9 hours LEC
This course provides an opportunity to develop specialized discourse for use in future interpreting assignments. The focus of the class will include use of general resources in ASL and English and the development of vocabulary and resources related to mathematics and computers.

**INTRP 348 Specialized Vocabulary: Science & Geography**  .5 Unit
Formerly: SILA 45M
Prerequisite: SILA 316 with grade of “C” or better.
Advisory: INTRP 305.
Course Transferable to CSU
Hours: 9 hours LEC
This course provides the opportunity to develop specialized discourse for use in future interpreting assignments. The focus of the class will include use of general resources in ASL and English and the development of vocabulary and resources related to scientific terms and locational signs.

**INTRP 498 Work Experience in Sign Language Studies - Interpreting**  1-3 Units
Formerly: SILA 48B
Prerequisite: SILA 330, 332, 498 with a grade of “C” or better.
Corequisite: INTRP 325.
Course Transferable to CSU
Hours: 9 hours LEC; 30-190 hours LAB
This course involves supervised work experience and career guidance in agencies which provide interpreting services to deaf clients. Students will be required to perform interpreting services to receive credit toward the completion of the interpreting certificate program. Students gain third party interpreters/transliterating experiences under supervision of an interpreting mentor. May be taken four times for a maximum of 8 units.

This course is an introduction to interpreting with a certified deaf interpreter (CDI). Definition of roles, resource building, introductory knowledge, team development, and ethics will be considered.

**SILA 305 American Sign Language 1**  4 Units
Formerly: SILA 1
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is a beginning course in a series of four courses in the visual-gestural processes of sign language. It provides instructional activities to become competent in communication with deaf people. The emphasis is on nonverbal communication. AA/AS area B; IGETC area 6.

**SILA 306 American Sign Language 2**  4 Units
Formerly: SILA 2
Prerequisite: SILA 305 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is the second in a series of four courses in American Sign Language. The emphasis is on nonverbal communication. Topics presented include grammatical features such as descriptors, differentiation between cardinal/ordinal numbers, contrastive structure, temporal aspect markers and temporal sequencing. AA/AS area B.
SILA 315  American Sign Language 3  4 Units
Formerly: SILA 3
Prerequisite: SILA 306 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is the third in a series of four courses in American Sign Language. It emphasizes expressive and receptive nonverbal communication skills between signers who have preliminary American Sign Language syntactical and lexical skills. It provides an understanding of deaf cultural processes by identifying behaviors and norms from activities assigned in the class. It also includes dialogues that involve asking, empathizing, negotiating and agreeing or disagreeing. AA/AS area B; CSU area C2

SILA 316  American Sign Language 4  4 Units
Formerly: SILA 4
Prerequisite: SILA 315 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is the last in a series of four courses in American Sign Language. It emphasizes expressive communication skills that involve major life decisions, role shifting sequences in situations involving two or more people, narrating factual information, explaining rules and/or processes, games, narrating accidents, and using money. It incorporates information and activities previously learned about Deaf Culture into these narratives. AA/AS area B; CSU area C2

SILA 320  American Sign Language Discourse  3 Units
Formerly: SILA 7
Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: SILA 498.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces signing beyond the conversational level. Complex and diverse signed situations are presented to improve both expressive and receptive skills. The focus will be on the diversity of register, affect, and style in American Sign Language.

SILA 322  Numbers, Fingerspelling, Classifiers  3 Units
Formerly: SILA 9
Prerequisite: SILA 316.
Course Transferable to CSU
Hours: 54 hours LEC
This course will focus on providing more advanced experiences and communication techniques with expressive and receptive fingerspelling, the use of classifiers, and the use of ASL number systems (numbers will include but not be limited to cardinal, ordinal, informational numbers: numbers related to time, temporal aspect signs, measurements, sports, and mathematical numbers).

SILA 330  Impact of Deafness  3 Units
Formerly: SILA 5
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of four institutions which have critical impact on the psycho-social development of people: family, education, work, and society. It provides awareness and sensitivity to the unique challenges of deafness and how they influence personal-social and communication competencies of the deaf person. Student selected visits to community events are required. AA/AS area C2 and F.

SILA 332  Educating Deaf People  3 Units
Formerly: SILA 6
Prerequisite: None
Advisory: ENGW 102, 103 or ESLW 320 or placement by assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This is a survey course of topics related to educating deaf children, adults, and multi-handicapped individuals. It also covers teaching methods and philosophies, school placement issues, child development, and methods of coping with developmental stages. Field trips may be required.

SILA 340  ASL and the Deaf Community  .5 Units
Formerly: SILA 46A
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This module introduces linguistic features of ASL and the socio-linguistic dynamics of the Deaf Community. Credit/no credit only.

SILA 342  Intercultural Communication  .5 Units
Formerly: SILA 46B
Prerequisite: None
Course Transferable to CSU
Hours: 9 hours LEC
This module will explore personal and cultural values, behaviors, perceptions, and assumptions of the Deaf and hearing people who work with them. Included is the application of intercultural techniques for effective interaction and communication. Credit/no credit only.

SILA 344  Number Systems in ASL  .5 Units
Formerly: SILA 46C
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides hands-on experiences using ASL numbers with the cardinal/ordinal, incorporation and unique systems. Credit/no credit only.

SILA 346  Fingerspelling I  .5 Units
Formerly: SILA 46D
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides hands-on experiences with fingerspelling. Credit/no credit only.

SILA 348  Fingerspelling II  .5 Units
Formerly: SILA 46E
Prerequisite: SILA 346.
Course Transferable to CSU
Hours: 9 hours LEC
This module will expand upon the skills learned in Fingerspelling I and introduces a more sophisticated fingerspelling usage as used by members of the Deaf Community. Credit/no credit only.

SILA 350  Classifiers  .5 Units
Formerly: SILA 46F
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides extensive hands-on experience with using basic and complex classifiers. Credit/no credit only.

SILA 352  Signing for Dependency Situations  .5 Units
Formerly: SILA 46G
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module will provide information related to the signs used by the Deaf community related to alcohol, sex, and drug abuse. Credit/no credit only.
Sign Language Studies

SILA 354  Life Situations .5 Units
Formerly: SILA 46I
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module will provide hands-on experiences with signs that relate to food shopping, preparing food, common household chores, and holiday seasons. Credit/no credit only.

SILA 356  Pronominals .5 Units
Formerly: SILA 46I
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This course will focus on advanced pronoun use with expressive and receptive skill in use of pronominals through hands-on activities. Credit/no credit only.

SILA 358  Everyday Conversations Used by Deaf People .5 Units
Formerly: SILA 46J
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module is an introduction to expressions, colloquialisms, vocabulary and cultural experiences that are used by Deaf people in their everyday lives. Credit/no credit only.

SILA 360  Non-Verbal Communication .5 Units
Formerly: SILA 46K
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides an introduction to gesture and mime processes that are fundamental to American Sign Language. Credit/no credit only.

SILA 362  Introduction to the Interpreting Profession .5 Units
Formerly: SILA 46L
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module will include discussion of trends, training requirements, certification requirements, traits and characteristics needed to become a successful interpreter in the Deaf community. Credit/No credit only.

SILA 364  Political and Legal Signs .5 Units
Formerly: SILA 46M
Prerequisite: None
Advisory: SILA 306.
Course Transferable to CSU
Hours: 9 hours LEC
This module introduces signs related to advocacy efforts, the political/legislative process, and the legal system as it relates to the Deaf community. Credit/no credit only.

SILA 366  Basic Medical Signs .5 Units
Formerly: SILA 46N
Prerequisite: None
Advisory: SILA 306.
Course Transferable to CSU
Hours: 9 hours LEC
This module provides hands-on experiences with commonly used medical signs. Credit/no credit only.

SILA 368  Signs for Sports .5 Units
Formerly: SILA 46O
Prerequisite: None
Advisory: SILA 306.
Course Transferable to CSU
Hours: 9 hours LEC
This module addresses signs related to sports, sports events, and recreational activities enjoyed by members of the Deaf community. Credit/no credit only.

SILA 370  Non-Manual Signals in ASL .5 Units
Formerly: SILA 46P
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module illustrates the importance of non-manual signals in ASL. Discussion will relate to the role of non-manual signals as adverbs as grammatical distinctions in certain clauses, and as linked with a specific sign. Credit/no credit only.

SILA 372  Interacting with Deaf-Blind People .5 Units
Formerly: SILA 46Q
Prerequisite: None
Advisory: SILA 305.
Course Transferable to CSU
Hours: 9 hours LEC
This module develops sensitivity awareness to the unique communication needs of deaf-blind people. Emphasis will be on interactive principles used in situations with deaf-blind people. Credit/no credit only.

SILA 494  Topics in Sign Language Studies .5-3 Units
Formerly: SILA 47
Prerequisite: SILA 305.
Course Transferable to CSU
Each module is a study of a specific topic or a technique in the area of sign language or deafness. Credit/no credit only.

SILA 496  Teaching Assistant in Sign Language Studies 1-2 Units
Prerequisite: SILA 315 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9-18 hours LEC; 27-54 hours LAB
This course provides opportunities to work with individuals and small groups of students enrolled in the Sign Language Studies program. May be taken two times for credit for a maximum of 4 units.

SILA 498  Work Experience in Sign Language Studies 1-3 Units
Formerly: SILA 48A
Prerequisite: SILA 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC; 30-190 hours LAB
This course is supervised practical experience working with deaf clients. Under supervision of an agency mentor, the student provides entry-level paraprofessional services based on their skill level and other applicable experiences such as tutoring, note taking, communication aide, peer counselor, office assistant, administrative aide, instructional aide services. May be taken four times for credit for a maximum of 8 units.
**Social Science**

**Degree:**
- A.A. - Social Science
- A.A. - Liberal Studies
- A.A. - Liberal Studies for Elementary Teachers

**Certificate:** International Studies

**Area:** Behavioral & Social Sciences

**Dean:** Whitney Yamamura

**Phone:** (916) 484-8283

**Counseling:** (916) 484-8572

## Liberal Studies

### Requirements for Degree Major 60 units

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<th>Courses Required</th>
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<td>HIST 330 or SOC 320 or TA 306 or HSER 330/PSYC 365</td>
<td>3</td>
</tr>
<tr>
<td>MATH 310</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 321</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 305</td>
<td>3</td>
</tr>
<tr>
<td>POLS 302</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 301</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language (transfer level)</td>
<td>8</td>
</tr>
</tbody>
</table>

**Recommended Electives**
- Foreign Language (students must complete intermediate level course); physical education (1 unit)

**General Education Graduation Requirements:**
- In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

### International Studies Certificate

The program is designed to benefit students that will seek careers or transfer with an international focus. The required courses will transfer as electives or lower division prerequisite for selected majors.

### Requirements for Certificate 29 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 310</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language *</td>
<td>8</td>
</tr>
<tr>
<td>HIST 307 or 308</td>
<td>3</td>
</tr>
<tr>
<td>POLS 302</td>
<td>3</td>
</tr>
<tr>
<td>POLS 310</td>
<td>3</td>
</tr>
<tr>
<td>Required Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

*Foreign language courses must be transferable (courses numbers 300 through 400)

**Select 9 units from the following electives**

| ANTH 330, ARTH 322, ECON 302, 304, ENGLT 340, 341, 345, GEOG 310, 320, HIST 300, 302, 305, 307*, 308*, 364, 365, 373, 480, 481, HUM 300, 310, 320, 322, 330, MUFHL 330, PHIL 353, 354, POLS 301, 322, SOCSC 310, 312, 314, SOC 300 |

*Can only apply toward electives if not applied toward required courses

## Liberal Studies for Elementary Teachers

The Liberal Studies for Elementary Teachers is an AA degree that will prepare students for transferring into the CSUS Blended Elementary Teacher Education Program. The program has been developed in conjunction with the CSUS Liberal Studies Department. Community college students can complete three to four semesters worth of courses and then seamlessly transfer into the CSUS program. All course work assignments should be saved to be used in a summative assessment portfolio. Grade point average must be at least 2.67 in transferable classes. Students may apply for a special transfer program to CSUS after completing the required program and meeting the foreign language requirement. See a counselor for CSUS application and admission requirements.

### Requirements for Degree Major 50 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
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<tr>
<td>BIOR 303</td>
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<tr>
<td>ECON 302</td>
<td>3</td>
</tr>
<tr>
<td>ENGD 305</td>
<td>3</td>
</tr>
<tr>
<td>ENGD 320</td>
<td>3</td>
</tr>
<tr>
<td>ENGD 324/ECE 350</td>
<td>5</td>
</tr>
<tr>
<td>ENGW 300</td>
<td>3</td>
</tr>
<tr>
<td>ENGW 301 or ENGWR 302 or ENGWR 481</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 305</td>
<td>3</td>
</tr>
<tr>
<td>HIST 308 and HUM 300 or HIST 307 and HUM 310</td>
<td>6</td>
</tr>
<tr>
<td>HIST 310</td>
<td>3</td>
</tr>
<tr>
<td>MATH 310</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 321</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 305</td>
<td>3</td>
</tr>
<tr>
<td>POLS 302</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 301</td>
<td>3</td>
</tr>
</tbody>
</table>
SOCSC 110  History of the United States to 1865  3 Units
Formerly: SS 51
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320,
ESLW 320 or placement through assessment process.
Hours: 54 hours LEC
This course is a survey of United States history from its European, African
and Native American backgrounds to 1865. The course examines the origin
and development of many of this nation's political, social, economic and
intellectual institutions including their influences upon contemporary
American life. These analyses also emphasize such historical concepts as cause
and effect, multiple causation and historical interpretation. AA/AS area 3C1

SOCSC 111  History of the United States to Present  3 Units
Formerly: SS 52
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320,
ESLW 320 or placement through assessment process.
Hours: 54 hours LEC
This course is a survey of United States History from 1865 to present. It
examines many of America's political, social, economic, and intellectual
institutions, including their influences upon contemporary life. The course
also examines this nation's increasing involvement in world affairs. These
analyses are set within the context of such historical concepts as cause and
effect, multiple causation, and historical interpretation. AA/AS area 3C1.

SOCSC 310  International Studies - Peace and Conflict Studies  3 Units
Formerly: SS 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320,
ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will examine the political and social causes of violence and war
including an analysis of the political and economic processes that affect social
integration, justice, and peace in international relations. AA/AS area C2; CSU
area D3; IGETC area 4.

SOCSC 312  International Studies - Current International Development Issues  3 Units
Formerly: SS 2
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320,
ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course deals with current socio-economic and political issues in developing
countries. The course will present alternative theories of development with a
particular focus on the issues of health, sanitation, women in development,
social change, population and growth. AA/AS area C2; CSU area D3; IGETC
area 4.

SOCSC 314  International Studies - International Economy of the Twenty First Century  3 Units
Formerly: SS 3
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320,
ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will examine the financial and trade relations between developed
and developing nations. An analysis of the interdependency of diverse world
economies and the national and international economic institutions that
regulate these relations will be an important part of the course activities.
Sociology

Degree: A.A. - Social Science

Sociology is the study of human behavior in society focusing on the study of systems, and how individuals live, work, and interact within them.

Social Science

Requirements for Degree Major

Students must complete 18 units of transfer-level work in addition to other graduation requirements. Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except Psychology 335), and Sociology. See ARC graduation requirements.

General Education Graduation Requirement:

Students must also complete the general education graduation requirements for an A.A. degree. See general education requirements.

SOC 300 Introductory Sociology 3 Units

Formerly: SOC 1A
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Examines society in terms of the interactions of groups and cultures. Involves a consideration of family, government, education and religion as basic American institutions. Emphasis on scientific method of approach.
(CAN SOC 2) AA/AS area C2; CSU area D3; IGETC area 4.

SOC 301 Social Problems 3 Units

Formerly: SOC 1B
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Survey of social problems of present day American culture including a study of their causes and an evaluation of proposed solutions and methods of treatment. Attention is directed to unemployment, poverty, physical and mental disease, delinquency, crime and related problems. (CAN SOC 4) AA/AS area C2; CSU area D3; IGETC area 4.

SOC 305 Introduction to Corrections 3 Units

Formerly: SOC 15
Prerequisite: PSYC 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the development, function and administration of federal, state, county and city law enforcement institutions. Causes and impact of crime and delinquency upon society. Treatment programs at local, state and federal correctional institutions, adult and juvenile, including probation and parole. Lectures, field trips, interviews and report writing.

SOC 320 Minorities in America 3 Units

Formerly: SOC 5
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the basic sociological approaches to the study of racial and ethnic groups in America. Focuses on historical, social, and economic factors affecting intergroup and intergroup dynamics. Studies variation in assimilation patterns among groups and implication of demographic shifts. AA/AS area C2 & F; CSU area D3; IGETC area 4.

SOC 325 Chicano Culture 3 Units

Formerly: SOC 6
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the individual Chicoano(a) and his culture pattern within the United States; the acquisition of his culture, innovation, adaptation and direction of his cultural development. AA/AS area C2; CSU area D3; IGETC area 4.

SOC 335 Sociology of Aging (Same as Gerontology 300) 3 Units

Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the aged and aging process with emphasis on social factors affecting and affected by an aging population. It includes an analysis of demographics, history of aging in America, social conditions, resources and support systems, employment, retirement, social class/cultural differences. Not open to students who have completed GERON 300. AA/AS area #2; CSU area E1.
SOC 342   Women in American Culture   3 Units
Formerly: SOC 20
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an examination of Native American, Anglo American, African American, Hispanic American, and Asian American women's roles in American society within a historical and cross-cultural perspective. The focus of this course is an analysis and discussion of gender relations in the home, family, the work place, and the treatment of women in the mass media and in the health care system. AA/AS area C2 & F; CSU area D3; IGETC area 4.
Special Studies

295/495 Independent Studies in (Subject) Units 1-4
Formerly: Independent Studies 49I
Prerequisite: College courses basic to the study
Transfer Credit: Accepted for credit: UC (unit limitation), CSU
An Independent Studies course involves an individual student or small group of students in study; research, or activities beyond the scope of regularly offered courses, pursuant to agreement among the college, faculty member, and student(s). Studies having to do with transfer programs are numbered 495, and studies related to two-year vocational programs are numbered 295. For more information see Instructional Program: Independent and Special Study in the front of the catalog.

299/499 Experimental Offering in (Subject) Units 1-4
Formerly: Special Studies 49
Prerequisite: College courses basic to the study
Transfer Credit: Accepted for credit: UC (unit limitation), CSU
Hours: One unit for each 18 hours of lecture or equivalent
An experimental offering are scheduled classes to provide students with the opportunity to pursue studies of special interest which are not covered in established catalog courses. Specific studies are designated according to the subject field to be studied. Studies having to do with transfer programs are numbered 499, and studies related to two-year vocational programs are numbered 299.
The number-one skill identified by employers is the ability to communicate clearly in both oral and written form. The number-two skill identified by employers is the ability to work effectively as a member of a team. Speech courses can help provide good communications skills so important in the workplace.

Requirements for Degree Major: 24 units

Courses Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGWR 300 or ENGW 480</td>
<td>3</td>
</tr>
<tr>
<td>ENGW 301 or ENGW 481 or SPEECH 301</td>
<td>3</td>
</tr>
</tbody>
</table>

and 18 units of transfer level course work from the following subjects: composition, speech, foreign language, journalism, literature. Up to six units may be in humanities or philosophy.

General Education Graduation Requirements: In addition to completing the degree requirements, students must also complete the general education graduation requirements for an AA/AS degree. See ARC graduation requirements.

SPEECH 301 Speech Communication

Formerly: SPEE 1
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a course in oral composition and delivery. It focuses on the organization of supporting materials, methods of securing interest, and the presentation of information and ideas in oral communication situations typically found in the business and social community. Video taping equipment may be used as an aid to the student’s self-analysis and improvement. (CAN SPCH 4) AA/AS area D2; CSU area A1; IGETC area 1C.

SPEECH 302 Persuasive Speech

Formerly: SPEE 2
Prerequisite: SPEECH 301.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a detailed study emphasizing persuasive discourse through an understanding of basic communication principles. Emphasis will be placed on the use of proofs, language and logical thinking. Video taping equipment may be used as an aid to the student’s self-analysis and improvement. CSU area A3.

SPEECH 305 Oral Interpretation

Formerly: SPEE 5
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an analysis and oral performance of prose and poetry with a focus on the communication of the literature’s intellectual, emotional and aesthetic content. This course is designed to deepen appreciation of literary forms, structure and values. This is not a course in reading improvement. AA/AS area B; CSU area C2.

SPEECH 311 Argumentation and Debate

Formerly: SPEE 3
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on the theory, methods and application of argumentation and debate. It considers the use of evidence and appeals in the advocacy of dissenting propositions. (CAN SPCH 6) AA/AS area A3.

SPEECH 321 Interpersonal Communication

Formerly: SPEE 10
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on personal communication transactions with emphasis on the acquisition of techniques and skills essential to self-actualization and to establishing authentic relationships. Through simulated communication experiences and structured exercises, the student may experiment with a variety of alternative communication behaviors. (CAN SPCH 8) AA/AS area E2; CSU area E1.

SPEECH 323 Listening

Formerly: SPEE 6
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the listener in communication. The student will learn about the variables in listening and will learn to listen for a variety of purposes, such as listening for helping others, listening for critical evaluation, listening for content, and listening for aesthetic pleasure. The student will work for competence in listening skills in both formal and professional settings.
**Speech**

**SPEECH 325 Intercultural Communication**  
3 Units  
Formerly: SPEE 14  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This class is an introduction to the challenges and rewards of intercultural communication in everyday situations. The course is designed to increase understanding of variations and commonalities in communication patterns across cultures and prepare students for more effective communication. Emphasis is on both international cultural variance and subcultural or group-based experiential background variance. AA/AS area 3F.

**SPEECH 331 Group Discussion**  
3 Units  
Formerly: SPEE 15  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is designed to increase students’ understanding of group communication and to prepare students to function more effectively in groups. Focus is on communication in task and social groups. The subject matter deals with communication concepts and behaviors in problem-solving, decision-making, leadership, group roles, norms and conformity. Several written group analyses and one major research paper are required in most sections. (CAN SPCH 10) AA/AS area D2; CSU area A1; IGETC area 1C.

**SPEECH 363 Introduction to Communication Theory**  
3 Units  
Formerly: SPEE 8  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introduction to the symbolic process of human communication through the study of basic communication models, fundamental theory, and relevant research findings, including the intrapersonal, and sociocultural levels. Emphasis will be on achieving an understanding of the communication process, its component elements, and its significance in human affairs.

**SPEECH 371 Voice and Diction**  
3 Units  
Formerly: SPEE 7  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course focuses on the overall improvement of vocal quality. Emphasis is on drills involving breath control, resonance, pitch and inflection thereby developing confidence in speaking. The International Phonetic Alphabet will be studied. This course is not recommended for special therapy or as a second language speech course. (CAN DRAM 6)

**SPEECH 373 Forensics Laboratory**  
2 Units  
Formerly: SPEE 4  
Prerequisite: None  
Course Transferable to CSU  
Hours: 108 hours LAB  
This course is a laboratory course giving practice in preparing for and participating in the Students Speaker's Bureau and intercollegiate competition. This course may be taken four times for credit.
These courses are designed for students elected to student government positions. The American River College Student Association (S.A.) is recognized as the voice of students. Those enrolled have a variety of opportunities to serve on the student senate and/or college committees.

### Leadership Development Certificate

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGVT 300 Introduction to Student Government</td>
<td>2</td>
</tr>
<tr>
<td>SGVT 310 Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>POLS 301</td>
<td>3</td>
</tr>
<tr>
<td>and one course from 3 different areas</td>
<td>9</td>
</tr>
<tr>
<td>ANTH 310; PHIL 310, 320; PSYC 300, 305; SOC 301, 342; SPEECH 301, 302, 331</td>
<td></td>
</tr>
</tbody>
</table>

**SGVT 300 Introduction to Student Government 2 Units**

*Formerly: SGVT 1*

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 28 hours LEC, 54 hours LAB*

This course is a study of the legal, educational and philosophical basis of student government. It is designed for students interested in or participating in student government. This course provides practical experience in student government, in the administration of student programs, and participation on faculty and administrative committees. May include field trips to other campuses, area conferences, and state conferences. May be taken three times for credit.

**SGVT 310 Leadership Development 3 Units**

*Formerly: SGVT 2*

*Prerequisite: None*

*Course Transferable to CSU*

*Hours: 54 hours LEC*

This course is designed to provide emerging and existing student leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates group exercises, films, and contemporary readings on leadership.
Theatre Arts

Degree: A.A. - Theatre Arts
- Acting
- Film
- Technical Theatre

Certificates of completion offered by the department:
- Acting
- Children's Theatre
- Costuming
- Film
- Musical Theatre
- Technical Theatre

Theatre courses provide theory and activity in all phases of dramatic production. Students choose either acting, film, or technical theatre concentrations.

**Requirements for Degree Major** 26-32 units

**Core Requirements** 15 Units
- TA 300 3
- TA 350 or 480 3
- TA 420 3
- TA 460, 461, 462, 463, 464, 465, or 475 2
  (earned by participation in two productions)
  and 4 units from the following:
  Two elective courses from any theatre course not used to fulfill other parts of the major

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

**Acting concentration**

**Concentration Requirements** Units
- TA 351 3
- TA 356, 357, 362, or 366 3
- TA 437 2
  and 2 units from the following:
  and 2 units from the following:
  TA 404, 422, 424, 430, 434, 435, 440

**Film concentration**

**Concentration Requirements** Units
- TA 310 3
- TA 312 or (TA 314 and 315) 3
  and 2 courses from the following:
  TA 318, 320, 356, or ART 420
  and 2 units from the following:
  one additional theatre course not used to fulfill requirements elsewhere in the degree

**Technical Theatre concentration**

**Concentration Requirements** Units
- 7 units from the following:
  TA 404, 422, 424, 430, 434/FASHN 334, 435, 437, 440
  And 4 units from the following:

**Recommended Electives**
- DANCE 377; ENGLT 378, 380; MUFHL 300; MUIVI 310

**Acting**

**Requirements for Certificate** 16 Units
- TA 351 3
- TA 370 2
- TA 375 3
- TA 437 2
  and 3 units from the following:
  TA 356, 357, 362, 366
  and 3 units from the following:
  TA 406, 460, 461, 462, 463, 464, 465, 466, 475

**Children's Theatre**

**Requirements for Certificate** 13-17 Units
- TA 344 or TA 370 or TA 375 2-3
- TA 350 3
- TA 400 or TA 404 or ENGLT 372 1-3
- TA 406 or TA 475 3
- TA 420 or TA 430 or TA 437 2-3
  and 2 units from the following:
  TA 460 or any course not used above

**Costuming**

**Requirements for Certificate** 16 Units
- FASHN 342 or FASHN 374 2-3
- TA 404 or TA 420 or FASHN 320 3
- TA 430 3
- TA 433 or 460 (Costume Construction) 1
- TA 434 or FASHN 334 1
- TA 435 or FASHN 350 3
- TA 437 2
- TA 460 (Wardrobe Crew) 1
### Film

#### Requirements for Certificate 15 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 310</td>
<td>3</td>
</tr>
<tr>
<td>TA 314</td>
<td>3</td>
</tr>
<tr>
<td>TA 315</td>
<td>3</td>
</tr>
<tr>
<td>TA 318</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 420; TA 320</td>
<td>356</td>
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</tbody>
</table>

#### Musical Theatre

#### Requirements for Certificate 15 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
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<tr>
<td>DANCE 377</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 301</td>
<td>2</td>
</tr>
<tr>
<td>TA 351</td>
<td>3</td>
</tr>
<tr>
<td>TA 370</td>
<td>3</td>
</tr>
<tr>
<td>TA 377</td>
<td>3</td>
</tr>
<tr>
<td>TA 465</td>
<td>3</td>
</tr>
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</table>

and 1 unit from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE 310, 320, 360; MUIVI 311, 320, 321, 390, 391; TA 362, 366, 375</td>
<td></td>
</tr>
</tbody>
</table>

#### Technical Theatre

#### Requirements for Certificate 16 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 420</td>
<td>3</td>
</tr>
<tr>
<td>TA 422</td>
<td>3</td>
</tr>
<tr>
<td>Theatre Arts 460 (taken twice; crew for a minimum of 2 shows)</td>
<td>2</td>
</tr>
<tr>
<td>and 3 units from the following:</td>
<td>3</td>
</tr>
<tr>
<td>TA 423, 460, 498</td>
<td></td>
</tr>
<tr>
<td>and 5 units from the following:</td>
<td>5</td>
</tr>
<tr>
<td>DESGN 300; MUSM 140, 342; TA 404, 430, 437; WELD 300</td>
<td></td>
</tr>
</tbody>
</table>

### Theatre Arts

This course is a survey of the history of theatre from the 17th century through modern theatre. The history and development of theatre and drama are studied in relationship to cultural, political, and social conditions of the time. Recommended for students planning to major in theatre, humanities, English or speech. AA/AS area B; CSU area C1; IGETC area 3.

#### TA 306 Diversity in American Drama (1960 to Present) 3 Units

Formerly: TA 4

Prerequisite: None

Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLW 320, ESLL 320, or placement through assessment process.

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course surveys the theatrical (not the literary) expression of native-American, African-American, Latino, and Asian-American theatre from 1960 to the present, including the social, political, cultural, and economic climate in which the theatre was created, and other special interest group theatrical expression as appropriate. AA/AS area B & F; CSU area C1; IGETC area 3.

#### TA 310 Introduction to Film 3 Units

Formerly: TA 6

Prerequisite: None

Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course explores the artistic, business, and social elements of modern film. It examines the elements that go into making films: acting, directing, cinematography, writing and editing. It investigates the techniques used to manipulate the audience into fear, laughter and sadness; and compares the commercial box office hit and “movie star” to enduring artistic films and actors. The class will view and analyze films to evaluate filmmaking techniques and the impact of films and the movie business on society. AA/AS area B; CSU area C1; IGETC area 3.

#### TA 312 History of Film 3 Units

Formerly: TA 7

Prerequisite: None

Advisory: ENGRD 116 or ESLR 320, or placement through assessment.

Course Transferable to UC/CSU

Hours: 54 hours LEC

Art of the motion picture, using both lectures and films. Students study the history of motion pictures, view and evaluate films which are landmarks in the art of movie making. AA/AS area B; CSU area C1; IGETC area 3.

#### TA 314 History of Film: 1880’s through 1950’s 3 Units

Formerly: TA 7A

Prerequisite: None

Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course is an historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentary and experimental films. AA/AS area B; CSU area C1; IGETC area 3.

#### TA 315 History of Film: 1950’s to Present 3 Units

Formerly: TA 7B

Prerequisite: None

Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course is an historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentary and experimental films. AA/AS area B; CSU area C1; IGETC area 3.
TA 318 Diversity in American Film 3 Units
Formerly: TA 8
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLI, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys the cinematic expression of artists often underrepresented in the main-stream media such as women, Native-Americans, African-Americans, Latinos, Asian-Americans and gays and lesbians. Media stereotypes and the social, political and cultural climate that created them will be covered through films, lecture and discussion. AA/AS area 3B and F; CSU area C1; IGETC area 3.

TA 320 Cinema Genres 3 Units
Formerly: TA 9
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLI, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course studies one or more film topics or genres. It explores specific types of film in depth concentrating on historical and technical changes in that genre. It covers the style of directing, acting and design for that genre. It examines specific actors, directors, writers, cinematographers, producers, and/ or studios who specialized in that area. This course may be taken four times for credit on different topics. AA/AS area B

TA 344 Improvisation and Theatre Games 2 Units
Formerly: TA 18A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC, 54 hours LAB
This class will include theatre games and improvisational exercises designed to develop trust and cooperation, mental acuity, and physical and vocal range as an actor. Improvisation technique will be built from the ground up, providing a strong foundation for advanced work in non-scripted performance and also in modern rehearsal technique that involves extensive use of improvisation.

TA 350 Theory and Techniques of Acting - I 3 Units
Formerly: TA 15A
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLI, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course explores the major theories and techniques of acting, including improvisation, physical expressiveness, voice production, character portrayal and scene work. (CAN DRAM 8) AA/AS area B; CSU area C1; IGETC area 3.

TA 351 Theory and Techniques of Acting - II 3 Units
Formerly: TA 15B
Prerequisite: TA 350 or 480 Honors with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the application of acting theories and techniques to scripts of realistic drama, memorized scenes, various acting exercises and audition pieces—all of which are presented in the classroom. (CAN DRAM 22)

TA 356 Acting for the Camera - I 3 Units
Formerly: TA 19
Prerequisite: TA 350 or 480 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory course in the theory and technique of acting for film and video, focusing on the differences between stage acting and acting for the camera. Scenes and commercials are enacted and played back on videotape for class critiquing.

TA 357 Acting for the Camera - II 3 Units
Prerequisite: TA 356 with a “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course builds upon the principles learned in Acting for the Camera I, developing advanced skills of acting for film and television. Monologues, commercials and scenes are enacted and played back on video for class critiquing.

TA 360 Styles of Acting 3 Units
Formerly: TA 16
Prerequisite: TA 350 or 480 with a grade of “C” or better.
Advisory: TA 300 and 351.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
Investigation of styles of acting through lectures and prepared scenes from representative classic and modern plays and one-act plays.

TA 362 Styles of Acting: Classical 3 Units
Formerly: TA 16A
Prerequisite: TA 350 or 480 with a grade of “C” or better.
Advisory: TA 300 and 351.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course explores the styles of acting required for Classic Theatre from the Greeks through Restoration. It will examine the actor’s approach to the text as well as the voice and movement needs of classic styles. Styles include Greek, Commedia dell’ Arte, Shakespeare, Comedy of Manners, and Restoration.

TA 366 Styles of Acting: Modern 3 Units
Formerly: TA 16B
Prerequisite: TA 350 or 480 with a grade of “C” or better.
Advisory: TA 300 and 351.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course explores the styles of acting required for modern theatre from 1875 to the present. It will examine the actor's approach to modern texts as well as the voice and movement needs of modern styles. Styles include Realism and Theatre of the Absurd.

TA 370 Theatre Movement 2 Units
Formerly: TA 17
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an active participation and performance experience designed to provide opportunities in discovery and solving movement tasks of the actor. The course incorporates exercises to expand the individual’s movement for characters and scenes, as well as training in specific movement areas, such as combat, period style, and dance. The course may be taken four times for credit.

TA 375 Voice, Diction and Dialects 3 Units
Formerly: TA 20
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLI, ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on the overall improvement of vocal quality. It emphasizes self-improvement drills involving breath control, resonance, pitch, inflection and articulation. The course covers the study and application of the international Phonetic Alphabet, and will also include a special study and application of stage dialects and/or accent rendition. It explores monologue and dialogue performances, and develops confidence in speaking and voice production. The emphasis is for theatre arts majors.
**TA 377  Musical Theatre Techniques**  3 Units  
Prerequisite: Theatre Arts 350 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course is a performance oriented course integrating acting and singing skills through the creation of a whole, unified character. The course is both an introduction for students with little or no previous musical theatre experience and a continuing performance forum for those with previous training. Primary emphasis in this course is placed on the three core areas of musical theatre performance: acting, singing, and movement. Field trips may be required.

**TA 390  Directing and Play Production**  3 Units  
Formerly: TA 29  
Prerequisite: TA 351 with a grade of “C” or better.  
Advisory: ENGW 102 and ENGRD 116 or ESLR 320, ESLR 320, ESLW 320; or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course is an introduction to directing and the elements of play production. It includes the process of preparing and analyzing a script for production, casting the show, blocking and rehearsing actors, and dealing with technical and promotion needs. It also includes directing scenes and preparing a prompt book. CSU area C1

**TA 397  Introduction to Readers' Theatre**  3 Units  
Formerly: TA 23  
Prerequisite: None  
Advisory: ENGW 102 and ENGRD 116 or ESLR 320, ESLR 320, ESLW 320; or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 54 hours LAB  
This is an introductory course in group oral performance of literature. The course explores the analysis of poetry, prose and drama with a goal of adapting literary materials for group performance. Students develop analytical and performance skills which culminate in Reader's Theatre presentations.

**TA 400  Creative Drama for Children**  3 Units  
Formerly: TA 26  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course will explore basic drama forms to help the drama leader guide children in developing their own dramatic skills. The course provides instruction on how to infuse drama, pantomime, improvisation, and creative role-playing into school curriculum and recreational programs. This class is designed for anyone who interacts with pre-school and elementary age children.

**TA 404  Techniques of Puppetry**  3 Units  
Formerly: TA 24  
Prerequisite: None  
Advisory: ENGW 51 and ENGRD 15 or ESLW 310 and ESLW 310; or placement through assessment.  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course explores puppetry as a dramatic medium. Topics to be covered include: history and development of puppetry; puppet design and creation; puppet manipulation and improvisation; and puppet play production techniques and applications.

**TA 406  Children's Theatre**  3 Units  
Formerly: TA 25  
Prerequisite: Audition  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course explores children's literature in performance through dramatic presentations of fiction, drama and poetry for an audience of children or young people. It provides the opportunity to analyze and experience the production process from script to stage. Class participation includes the development of a touring children's production. No prior theatrical experience is required. Recommended for theatre, education, early childhood education and recreation majors. Public performances and regular field trips are required. AA/AS area B; CSU area C1

**TA 420  Stagecraft**  3 Units  
Formerly: TA 30A  
Prerequisite: None  
Advisory: MATH 25, ENGRD 15.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 72 hours LAB  
This course is an introduction to backstage and the creation of scenery for theatre, film and television. It covers design styles, painting, set construction, set movement techniques, properties construction, backstage and rehearsal organization and management, and career possibilities. The course combines lectures, reading and projects with practical experience gained from working on department production. (CAN DRAM 12)

**TA 422  Stage Lighting**  3 Units  
Formerly: TA 31  
Prerequisite: None  
Advisory: MATH 25, ENGRD 15.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 72 hours LAB  
This course is an introduction to the basic concepts of lighting for stage, film and television. The course covers the planning of lighting from the basics of electricity, equipment and control, to the design elements of color, space, scenery and movement to produce a lighting design. (CAN DRAM 10)

**TA 424  Advanced Technical Theatre**  3 Units  
Formerly: TA 32  
Prerequisite: TA 420 and 422.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 72 hours LAB  
This course is an advanced study dealing with technical theatre production techniques and design in the areas of scenery, props, lighting, sound, scenic painting, rigging and stage management through individual projects and participation in major productions. May be taken twice for credit.

**TA 430  Costume Construction**  3 Units  
Formerly: TA 36  
Prerequisite: None  
Advisory: ENGW 51 and ENGRD 15 or ESLW 310 and ESLW 310; or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course explores the basic areas of costume construction: fabrics, color, patterns, sewing techniques, costume pieces and accessories. Period styles, costume analysis and basic design are also covered. Costume construction will be for theatrical productions. Students gain experience by constructing costumes for theatrical productions. May be taken twice for credit.

**TA 433  Costume Production**  3-5 Units  
Prerequisite: None  
Advisory: TA 430.  
Course Transferable to CSU  
Hours: 27-162 hours LAB  
This course explores the process of developing costumes for theatrical productions through the set-up, creation, and assembly of costumes for mainstage productions. Projects focus on developing sewing, craft, and patterning skills, clothing alteration methods and working with fabrics, hats and accessories, dyes and textile paints as utilized in each production. Additionally the course examines the design process and period styles associated with each production. This course is open to all skill levels. It may be taken four times for a maximum of twelve units.
This course provides a workshop training experience in the preparation and performance of classroom theatre productions. Actors audition with the director of acting, singing or dancing roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit.

**TA 461** Rehearsal and Performance - Drama  
**Prerequisite:** Audition.  
Course Transferable to UC/CSU  
**Hours:** 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of dramatic theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

**TA 462** Rehearsal and Performance - Comedy  
**Prerequisite:** Audition.  
Course Transferable to UC/CSU  
**Hours:** 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of comedic theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

**TA 463** Rehearsal and Performance - Classical  
**Prerequisite:** Audition.  
Course Transferable to UC/CSU  
**Hours:** 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of classical theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

**TA 464** Rehearsal and Performance - Children's Show  
**Prerequisite:** Audition.  
Course Transferable to CSU  
**Hours:** 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of children's theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

**TA 465** Rehearsal and Performance - Musical  
**Prerequisite:** Audition.  
Course Transferable to UC/CSU  
**Hours:** 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of musical theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.
for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

**TA 466 Rehearsal and Performance - Musical Theatre Ensemble (Same as MUP 370)**  
**.5-3 Units**

Prerequisite: Audition.  
Course Transferable to UC/CSU  
Hours: 27-162 hours LAB  
This course explores the development of a musical theatre production presented before the campus and community. A different production will be presented each semester the course is offered. May be taken four times for credit for a maximum of 12 units. Not open to students who have completed MUP 370.

**TA 470 Rehearsal and Performance II**  
**.5-3 Units**

Prerequisite: Theatre Arts 461, 462, 463, 464, 465, and 466 with a grade of "C" or better and audition.  
Course Transferable to UC/CSU  
Hours: 27-162 hours LAB  
This course provides intermediate level workshop training experiences in the preparation and performance of dramatic theatre productions. It examines the techniques of play production through practical audition rehearsal and performance for the actor, director and stage manager. It explores the design and technical elements of a production through practical experience opportunities in set construction, costumes, makeup, lighting, sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

**TA 472 Rehearsal and Performance III**  
**.5-3 Units**

Prerequisite: Theatre Arts 470 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 27-162 hours LAB  
This course provides intermediate level workshop training experiences in the preparation and performance of dramatic theatre productions. It examines the techniques of play production through practical audition rehearsal and performance for the actor, director and stage manager. It explores the design and technical elements of a production through practical experience opportunities in set construction, costumes, makeup, lighting, sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

**TA 475 Fundamentals of Repertory Production**  
**.5-6 Units**

Formerly: TA 44  
Prerequisite: Audition/Interview.  
Course Transferable to UC/CSU  
Hours: 0-36 hours LEC; 27-216 hours LAB  
This repertory production workshop provides for participation in one or more productions, working in all areas of theatre including acting, scenery, lighting, costumes, make-up and theatre publicity, and culminates in performances at the end of the session. May be taken four times for credit up to a maximum of 12 units.

**TA 477 Repertory Production - II**  
**.5-6 Units**

Prerequisite: TA 475 with a grade of "C" or better and audition.  
Course Transferable to UC/CSU  
Hours: 0-36 hours LEC; 27-216 hours LAB  
This repertory production workshop provides for intermediate opportunities in one or more productions, working in all areas of theatre including acting, stage managing, scenery, lighting, costumes, make-up and theatre publicity, and culminates in performances at the end of the session. May be taken four times for credit up to a maximum of 12 units.

**TA 478 Repertory Production - III**  
**.5-6 Units**

Prerequisite: TA 477 with a grade of "C" or better and audition.  
Course Transferable to UC/CSU  
Hours: 0-36 hours LEC; 27-216 hours LAB  
This repertory production workshop provides for advanced opportunities in one of more productions, working in all areas of theatre including acting, stage managing, scenery, lighting, costumes, make-up and theatre publicity, and culminates in performances at the end of the session. May be taken four times for credit for a maximum of 12 units.

**TA 480 Honors Theory and Techniques of Acting**  
**3 Units**

Formerly: TA 15A-H  
Prerequisite: 3.0 or better cumulative GPA; two semesters of high school drama.  
Corequisite: ENGWR 300 or 480.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
The major theories and techniques of acting, including improvisation, physical expressiveness, voice production, and memorized scenes. Supplementary reading and writing required. Attendance at live theatrical performances required. AA/AS area B; CSU area C1; IGETC area 3.

**TA 481 Honors Seminar in History of Film**  
**1 Unit**

Formerly: TA 7H  
Prerequisite: A cumulative GPA of 3.0 or above; ENGWR 300 or 480 with a grade of "C" or better.  
Corequisite: TA 312 or 314 or 315.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This honors course (a supplement to TA 312, 314, and 315) provides a seminar for advanced students to view and analyze additional films important to the development of cinematic art to analyze and criticize those films in terms of acting, directing, writing, editing, cinematography, and genre. May be taken twice with different corequisites. CSU area C1.

**TA 494 Topics in Theatre Arts**  
**.5-3 Units**

Formerly: TA 42  
Prerequisite: None  
Course Transferable to CSU  
Hours: 9-54 hours LEC; 0-162 hours LAB  
This course is designed to give students an opportunity to study topics in theatre which are not included in current course offerings. May be taken four times for credit for a maximum of 12 units on different topics.

**TA 498 Work Experience in Theatre Arts**  
**1-4 Units**

Formerly: TA 48  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC; 60-300 hours LAB  
This course provides a supervised work experience in a professional theatre setting. Students may be assigned to work the box office, wardrobe, scenery construction, properties, lighting and sound, stage management, costuming, makeup, design, or acting. May be taken four times for a maximum of 8 units.
Tutoring & Interdisciplinary

Tutoring

HSER 1000 Supervised Tutoring  0 Units
Formerly: HSER 300
Prerequisite: None
Corequisite: Student must be enrolled in a college credit course and be referred by an instructor or counselor.
Hours: 27 hours LAB
This course offers individualized tutoring designed to assist students to increase their success in college courses. Course content will vary depending upon the adjunct course. Attention will be given to essential study skills and utilization of campus learning resources. Students may enroll for support of more than one college course per semester. This course may be repeated in subsequent semesters.

Interdisciplinary

INDIS 1 Becoming an Effective Student  3 Units
Formerly: INDIS 270
Prerequisite: None
Hours: 54 hours LEC
Introductory course which includes a review of techniques and skills necessary for successful completion of college level courses. Includes a survey of current requirements for various curricular and vocational goals as well as orientation to college, self, and career. Problems of personality development and mental health are considered.

INDIS 100 Effective Study Skills  1 Unit
Formerly: INDIS 52
Prerequisite: None
Advisory: ENGWR 51 with a grade of "C" or better or placement through assessment process
Hours: 18 hours LEC
This course is designed to assist students to obtain the skills and knowledge necessary for success in college. A focus will be placed on communication skills, goal-setting, learning styles, evaluating web resources, and effective study skills such as time management, memory enhancement, note-taking techniques, textbook reading, exam preparation and exam anxiety.

INDIS 321 Introduction to Group Tutoring  1 Unit
Formerly: INDIS 12B
Prerequisite: None
Advisory: A grade of "B" or better in course to be tutored.
Faculty recommendation to be a Beacon Learning Assistant or Learning Resource Center group tutor.
Course Transferable to CSU
Hours: 9 hours LEC, 27 hours LAB
This course is offered in coordination with the Beacon Peer-Assisted Learning Program and the Tutorial Services Program. It is designed to familiarize the Learning Assistant with the role of the tutor and the methods of effective group tutoring. This course emphasizes collaborative, interactive approaches to learning in a group setting.

INDIS 325 Tutoring High School Students  3 Units
Formerly: INDIS 10
Prerequisite: Placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
A program offered in coordination with high schools. The course will include a four week introductory training period. Tutors will work at a selected high school twice per week with assigned tutees. Recommended for students majoring in teacher preparation. May be taken twice for credit. AA/AS area E2; CSU area E1

INDIS 330 Group Leadership Processes  1-4 Units
Formerly: INDIS 47
Prerequisite: An introductory course in psychology, sociology or speech.
Course Transferable to CSU
Hours: 18-72 hours LEC
Designed to offer and to prepare students for necessary experiences in group processes as participants and as leaders. Students will be given opportunities to assume group leadership roles and to practice effective oral communication as they assist new students with general information about the college and its curriculum.

INDIS 400 Teaching Online  1 Unit
Formerly: INDIS 11A
Prerequisite: ENGWR 300 with a grade of "C" or better.
Advisory: Working knowledge of Macintosh/PC.
Course Transferable to CSU
Hours: 18 hours LEC
This course offers the opportunity to integrate the usage of software, hardware, and Internet tools and their related pedagogies into online teaching. The course will require specific hands-on activities and development of materials using technologies featured within the course. This course will provide a brief overview of how to teach a course online. The course will show how to facilitate a class discussion online, how to create quizzes online, and how to send and receive assignments online.
INDIS 410  Web Publishing (Same as CISW 300)  3 Units

Formerly: INDIS 22
Prerequisite: None
Advisory: CISC 300, 305.
Course Transferable to CSU
Hours: 54 hours LEC

This course introduces students to publishing on the Internet’s World Wide Web. Topics include creating WWW pages with the HyperText Markup Language (HTML), organizing a series of pages into a web site, and uploading web pages to a server. The course makes extensive use of the computer tools necessary to insert HTML tags, create images, and view web documents. As apprentice web designers and publishers, students will learn to identify the information dissemination needs of a client, design an appropriate WWW solution, and implement it. Not open to those students who have taken CISW 300.
Welding is the most common way of permanently joining metal parts. Heat is applied to the pieces to be joined, the metal melts and fuses together to form a permanent bond. The resultant weld joint is as strong as if the two parts were one.

Because of its strength, welding is used to construct and repair ships, automobiles, spacecraft and to join steel beams and reinforcing rods in buildings, bridges and highways.

There are three basic methods used to create the heat necessary to weld metals. The most frequently used process is called arc welding. It uses electricity to create heat as electrical current arcs between the tip of an electrode and the metal parts to be joined.

In resistance (or spot) welding, heat is created by resistance to the flow of electrical current through the metal parts. In gas welding, the flame from the combustion of gases is used to melt the metal.

It is the welder’s responsibility to control the amount of heat and the size of the melted area and to add the proper amount of filler material so that the parts form a strong bond or joint. Welders must know how to use gas and electric welding equipment safely, and how to plan their work from drawings or specifications.

The ARC Program

The American Welding Society (AWS) nationally accredits American River College’s welding program. ARC has met all the requirements of the AWS QC4 Standards for Accreditation of Test Facilities for their Certified Welder Program. AWS certification is recognized by the welding industry as an important step in professional development. With multiple certifications, ARC will prepare students to work with welding industry codes, standards and specifications. The ARC welding program provides both classroom instruction and shop training for positions in most fields of welding. Competencies include techniques of jointing ferrous and non-ferrous metals by use of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Fluxed Core Arc Welding (FCAW) and Gas Tungsten Arc Welding (GTAW) welding processes. Competencies also include shop math, blueprint reading, welding symbol interpretation, oxy fuel gas cutting, plasma arc cutting, air arc gouging, welding metallurgy, welding inspection, and intensive training for welding certification.

Welding Technology

**Requirements for Degree Major**

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<th>Course</th>
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<td>WELD 102</td>
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**Recommended Electives**

- DESGN 100, MATH 100.

**General Education Graduation Requirements:** In addition to completing the degree requirements, students must also complete the general education graduation requirements for an A.A./A.S. degree. See ARC graduation requirements.

*Cannot be completed in one year.*

**Mathematics and Blueprint Interpretation**

(144 hours)

**Requirements for Certificate**

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**Gas Metal Arc Plate and Pipe**

(252 hours)

**Requirements for Certificate**

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<th>Course</th>
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<td>WELD 133</td>
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<td>WELD 135</td>
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<td>WELD 300</td>
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Gas Tungsten Arc Plate and Pipe Welding (180 hours)

Requirements for Certificate 9 Units

WELD 130 3
WELD 132 3
WELD 300 3

Shielded Metal Arc Plate and Pipe (270 hours)

Requirements for Certificate 12 Units

WELD 122 3
WELD 300 3
WELD 320 3
WELD 321 3

Welding Metallurgy and Inspection (270 hours)

Requirements for Certificate 14 Units

WELD 102 3
WELD 116 2
WELD 117 3
WELD 118 3
WELD 300 3

WELD 101  Introduction to Welding and Cutting 1 Unit

Prerequisite: Acceptance into a registered apprenticeship program.
Hours: 9 hours LEC, 27 hours LAB
This course is an introduction to welding processes for apprentices. Shielded metal arc, oxyacetylene cutting on joint designs, and positions used in industry are taught. Safety in arc welding and oxyacetylene cutting is also covered.

WELD 102  Introduction to Welding Metallurgy 3 Units

Formerly: WELD 54
Prerequisite: WELD 300.
Hours: 54 hours LEC, 36 hours LAB
This course introduces production of iron and the manufacture of iron and steel in shapes and forms used in industry. The focus is on identification and selection of irons and steels, mechanical and physical properties of metals, and crystal structure of metals. Additionally failure and deformation, the heat treating of steel, and the metallurgy of welds will be covered.

WELD 103  Gas Metal Arc Welding of Sheet Steel 1.5 Units

Prerequisite: None
Hours: 18 hours LEC, 27 hours LAB
This course covers technique application and joint design used in the auto body repair and sheet metal manufacturing industries. Sheet metal applications in the areas of steel decks, panels, storage racks, and joint framing members are presented using Gas Metal Arc Short Circuit Transfer process. Proper safety welding techniques are also covered.

WELD 104  Introduction to Metal Fabrication and Sculpture (Same as Art 120) .5-3 Units

Formerly: WELD 67
Prerequisite: WELD 300 with a grade of “C” or better.
Hours: 0-36 hours LEC, 27-54 hours LAB
This course will cover metal sculpture techniques, design principles and materials used for sculpture, and functional art forms with emphasis on the use of the anvil and the gas forge. Techniques on the major welding processes - gas welding, SMAW, MIG and TIG - will be an integral part of the course as well as related safety issues. This class may be taken 4 times for a maximum of 6 units. Not open to students who have completed ART 120.

WELD 106  Introduction to Ornamental Iron (Same as Art 122) .5-3 Units

Formerly: WELD 68
Prerequisite: WELD 300 with a grade of “C” or better.
Hours: 0-36 hours LEC, 27-54 hours LAB
This course will cover the hands-on basics of metal forming and welding techniques, design principles and materials used for sculpture, and functional
Welding Technology

This course provides the opportunity of exploring technical careers while developing valuable work and life skills. It is an introduction to a variety of technically-related occupations. Emphasis is placed on exploring technical careers in the Sacramento area. Activities are designed to enhance personal development, employability skills, and self esteem through leadership, citizenship, and character development. Not open to students who have completed AT 107 or ET 250. AA/AS area E2.

WELD 130 Gas Tungsten Arc Welding 3 Units
Formerly: WELD 64
Prerequisite: None
Corequisite: WELD 300.
Hours: 36 hours LEC; 54 hours LAB
This course covers tungsten inert gas welding of aluminum, stainless steel, and other metals used in industry.

WELD 132 Gas Tungsten Arc Welding (Pipe) 3 Units
Formerly: WELD 64A
Prerequisite: WELD 130 with a grade of "C" or better.
Hours: 36 hours LEC; 54 hours LAB
The course will cover the areas of low-pressure and high-pressure critical piping systems such as in oil, gas, nuclear, and chemical industries.

WELD 133 Gas Metal Arc Welding, Semi-Automatic Processes 3 Units
Formerly: WELD 65A
Prerequisite: None
Corequisite: WELD 300.
Hours: 36 hours LEC; 54 hours LAB
This course will cover automatic wire feed welding covering fine through heavy wire welding on steel plate gauges of varying thickness. Joint design, gas variations and all welding positions are covered.

WELD 134 Gas Metal Arc Welding of Non-Ferrous Metals 2 Units
Formerly: WELD 65B
Prerequisite: WELD 133 with a grade of "C" or better.
Hours: 18 hours LEC; 54 hours LAB
This course will cover semiautomatic wire feed welding covering fine through heavy wire welding on non-ferrous steel plate gauge of varying thickness. Joint design, gas variations and all welding positions are covered. Emphasis is on aluminum, stainless steels, and mixtures of gases. Introduction to open groove plate and pipe of mild steel using Gas Metal Arc and Flux Cored Arc Welding processes. A performance qualification test is optional at end of course.

WELD 135 Gas Metal Arc Welding (GMAW)-Pipe 3 Units
Formerly: WELD 65C
Prerequisite: WELD 133.
Hours: 36 hours LEC; 54 hours LAB
The course will cover the areas of low-pressure heating, air-conditioning, refrigeration, and water supply as well as some gas and chemical systems. The short circuit metal transfer will be used on all gas metal arc welding (GMAW) pipe connection.

WELD 140 Mathematics for Welding Technicians 3 Units
Formerly: WELD 66A
Prerequisite: None
Hours: 54 hours LEC
This course covers practical mathematics as they are applied to technical and trade work. It involves applying mathematics principles to the welding trade. Areas covered are common fractions, decimal fractions, percentages, practical algebra, rectangles, triangles, metric measurement, measuring instruments, strength of materials and essentials of trigonometry. Problems involving labor and cost of material are also covered. AA/AS area D2.

WELD 150 Employability Skills for Technical Careers (Same as AT 107 and ET 250) 2 Units
Formerly: WELD 118
Prerequisite: None
Hours: 36 hours LEC
This course provides the opportunity of exploring technical careers while developing valuable work and life skills. It is an introduction to a variety of
Faculty Statement of Professional Ethics

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

ARC Academic Senate
Adopted December 4, 2003
ABDUL, ALISHER (1997) Mathematics  
M.S., Moscow St. University; B.S. National University, Sacramento; Ph.D., Moscow Institute of Technology & Physics

ABRAHAM, LOIS ANN (2003) English  
M.A., CSU Chico; B.A., CSU Chico

ADCOCK, DAVID E. (1982) Nursing  
A.A., Canada Junior College; B.A., UC Davis; M.A., Chapman College

AGUILAR, GARY (1999) Design Technology  
B.Arch. Cal Poly, San Luis Obispo

ALEJANDRE, BECKY (1992) Nutrition  
B.A., University of CA, Riverside; M.A., Loma Linda University

ALLEGRE, ROBERT (1977) Vice President, Administrative Services  
B.A., Claremont Men's College; M.B.A., Golden Gate University

ALLRED-POWLESS, JEANNETTE (2003) Physical Education  
B.S., CSU Northridge; M.S., University of West Florida, Pensacola

B.A., M.A., CSU Sacramento

ANDERSON, RICK D. (2001) Physical Education  
B.S., M.S., CSU Sacramento

ANDRE, PAUL (1996) Mathematics  
B.S., University of Minnesota; M.A., CSU Sacramento

ANDRE, SUSAN (1999) Counseling  
B.S., CSU Fullerton; M.A., San Jose State University

ANTOS, DAMON (2002) Computer Information Science  
B.S., Cal Poly, San Luis Obispo; M.S., Rutgers State University

ARDANS, R. DIANE (1992) Accounting  
A.S., Solano Community College; B.S., UC Berkeley; Certified Public Accountant, M.B.A., Golden Gate University

ATWATER, KEITH (2002) Humanities  
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AUBERT, JOHN E. (1999) Geography  
B.A., CSU Stanislaus; M.A., UC Davis

AUCOIN-RATCLIFF (2003) Nursing  
M.A Nsg, University of Iowa, B.S.N., Point Loma College

AYUEUNG, TAK (2000) Computer Information Science  
M.S., Ph.D., U.C. Davis

BAKER, GREGORY (2000) Business  
B.A., M.S., Chapman University; B.S., University of Maryland

BARCELLOS, ANTHONY (1987) Mathematics  
A.A., Porterville College; B.S., California Institute of Technology; M.S., CSU Fresno

BATES, BRIAN (1998) Humanities  
B.A., Otterbein College; M.A., M.Ed., University of Arizona

BATES, ROBERT G. (1969) English  
B.A., Wheaton College; M.A., CSU Long Beach

BELL, HERBERT G. (1990) Engineering  
B.S., Northeastern University, Boston; B.S., University of Vermont, Burlington; M.S., UC Davis; Ph.D., University of San Francisco

B.A., University of New Mexico; MFA, Wichita State University

B.V.E., CSU Long Beach

BERNATH, NOEL LANCE (1976) Mathematics  
B.S., State University of New York; University of Utah; M.S., Oregon State University

BERTOGLIO, NANCY ANN (1996) Reading  
B.A., UC Davis; M.A., CSU Sacramento

BERUMEN, GUSTAVO D. (1973) Counselor  
B.A., M.A., CSU Sacramento

BETHEL, PAUL (2003) History  
B.A., San Francisco State University; CSU Long Beach

BLANCHARD, BARBARA (1997) Dean, CSIT  
B.S., University of Illinois; M.S., University of Arizona

BONHAM, JACQUELINE (2003) Nursing  
M.S.N., B.S.N., CSU Sacramento

BOYCE, ROBERT (1980) Automotive Technology  
A.A., American River College

BRACCO, PAUL (2000) English as a Second Language  
B.A., University of Rochester, New York; M.A., CSU Sacramento

BRADSHAW, KATHRYN (2003) Biology  
B.A., University of California, Santa Cruz, M.S., CSU Sacramento

BRECHER, JANET (2000) Computer Information Science  
A.A., Sacramento City College; B.S., M.B.A., CSU Sacramento

BRENCHLEY-JACKSON, JOAN LEE (1995) Biology  
B.S., M.S., Ph.D., UC Davis

BRITTINGHAM, DANA LYNN (1989) Counselor  
B.A., CSU Northridge; M.S., CSU Sacramento

BROWN, JAMES M. (1982) Electronics  
B.A., American River College, B.V.E., CSU Sacramento

BROZOVICH, TOM J. (1965) Art  
M.A., UCLA

B.A., M.A., CSU Sacramento

B.A., Hiram College, Ohio; M.S., Illinois Institute of Technology

A.A., Laney College, B.A.; CSU Stanislaus; M.A., National University

BURLESON, KATHRYN B. (1989) Theatre Arts  
B.A., CSU Sacramento; M.F.A., UC Davis

CALL, RICHARD (1968) Economics  
B.A., M.A., CSU Sacramento
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree Details</th>
</tr>
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<tbody>
<tr>
<td>CAMPBELL, DOLORES DELGADO (1977)</td>
<td>Social Science</td>
<td>B.S., University of Texas; M.A., M.S., CSU Sacramento</td>
</tr>
<tr>
<td>CASE, LYNSDA (2001)</td>
<td>English</td>
<td>A.A., Sierra College; B.A., UC Davis; M.A., CSU Sacramento</td>
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<tr>
<td>CERVANTES, ALINA (2001)</td>
<td>Early Childhood Education</td>
<td>B.A., UC Davis; M.A., CSU Sacramento</td>
</tr>
<tr>
<td>CHAMPION, KATHY L. (1982)</td>
<td>Library</td>
<td>B.A., CSU Chico; M.S., University of Oregon</td>
</tr>
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<td>CHAO, PAMELA HUANG (1996)</td>
<td>Sociology</td>
<td>B.A., M.A., University of Chicago</td>
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<td>CHEN, CHUPING (1998)</td>
<td>Economics</td>
<td>B.A.S., UC Davis; M.A., CSU Sacramento</td>
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<td>CHOW, LORRAINE (1997)</td>
<td>Early Childhood Education</td>
<td>B.S., UC Davis; M.A., UC Santa Barbara</td>
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<tr>
<td>CHRISTIANSEN, CHERYLLE L. (1990)</td>
<td>Nursing</td>
<td>B.S., University of Wisconsin, Madison; M.S.N., University of Nebraska Medical Center, Omaha</td>
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<tr>
<td>CLARKE, ARLENE G. (1989)</td>
<td>English</td>
<td>B.A., M.A., San Francisco State University; Ph.D., UC Berkeley</td>
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<td>COLLIHAN, KATHLEEN (2001)</td>
<td>Political Science</td>
<td>B.S., CSU Santa Clara; M.A., San Jose State University; Ph.D., UC Santa Barbara;</td>
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<tr>
<td>CORWIN, CHARLES H. (1968)</td>
<td>Chemistry</td>
<td>B.S., M.S., San Jose State University University</td>
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<td>CREWS, VICTORIA (1997)</td>
<td>Psychology</td>
<td>B.A., University of Texas; M.A., UC Berkeley</td>
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<td>CRUMP, DANIEL (1996)</td>
<td>Librarian</td>
<td>B.A., UC Irvine; M.S.L.S., University of Southern California</td>
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<td>CUDZILO, MILDRED (1988)</td>
<td>Counseling</td>
<td>B.A.; Denison University, Ohio; MAED, Stanford University; M.A., University of Kansas</td>
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<td>DECKERT, WALTER (2002)</td>
<td>Mathematics</td>
<td>B.S., University of Nebraska; M.S. Naval Post Grad School; Ph.D., Pennsylvania State University</td>
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<td>DeLEON, JANE (1989)</td>
<td>English</td>
<td>A.B., UC Davis; Ph.D., Stanford, University</td>
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<td>DELGADO, LISA (2003)</td>
<td>PE/Women’s Softball Coach</td>
<td>A.A., College of the Siskiyous; B.A., M.A., CSU Chico</td>
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<td>DIMOND, DONALD (2002)</td>
<td>Funeral Services</td>
<td>A.A., Santa Ana College; B.S., Western State University; J.D., Western State University</td>
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<td>DOLDE, JUDY (1993)</td>
<td>Nursing</td>
<td>R.N., St Joseph College of Nursing; B.S.N.; CSU Sacramento; M.A., CSU Sacramento</td>
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<td>DUAX, PAUL L. (2001)</td>
<td>Speech</td>
<td>B.A., Loras College, Iowa; M.A., UC Davis</td>
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<td>DUMAIS, LAURENCE (1999)</td>
<td>Computer Information Science</td>
<td>A.A. San Jose City College; B.A., CSU, San Jose</td>
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<td>ECKERMAN, PAMELA J. (1993)</td>
<td>Biology</td>
<td>A.A., American River College; B.S., UC Davis; M.S., UC Davis</td>
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<td>EIFERTSEN, DYNE CHANEN</td>
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<td>EMERY, GARY R.</td>
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<td>Assoc. Vice Pres., Enrollment Services</td>
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<td>EVANGELISTI, FRED</td>
<td>Faculty</td>
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<td>Assoc. Vice Pres., Instruction</td>
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<td>FOUNTAIN, PAULINE</td>
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<td>FOX, DAVID E.</td>
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<td>FREW, ROBERT M.</td>
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<td>Assoc. Vice Pres., Student Success</td>
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<td>GIBSON, HAROLD J.</td>
<td>Faculty</td>
<td>Automotive Technology</td>
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<td>GIBSON, PATRICE V.</td>
<td>Faculty</td>
<td>Anthropology</td>
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<td>GILLOGLY, BARBARA G.</td>
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<td>GIORGI, MARK R.</td>
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<td>Physical Education</td>
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<td>GIUSTI, ANTHONY</td>
<td>Faculty</td>
<td>Nutrition</td>
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<td>GOOLD, GRANT</td>
<td>Faculty</td>
<td>Paramedic Instructor/Coordinator</td>
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<td>GONZALEZ, ROBERT</td>
<td>Faculty</td>
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<td>GOURDINE, TRACI L</td>
<td>Faculty</td>
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<td>GREEN, RENE</td>
<td>Faculty</td>
<td>Automotive Technology</td>
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<td>GREEN, WESLEY P.</td>
<td>Faculty</td>
<td>Computer Information Science</td>
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<td>GRIFFITH, SCOTT</td>
<td>Faculty</td>
<td>Tech Prep Director</td>
</tr>
</tbody>
</table>
GUNSAULS, DARLINE (2003) Sign Language Studies
B.S., Gallaudet University, Washington D.C.

GUPTA, SHASHI (1991) Mathematics
B.A., Miranda College, India; M.A., University of Delhi, India

HAFLICH, GERALD (2002) Physical Education
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HALLE, JOEL (2003) Accounting
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HALSEATH, ANDREW (2002) Mathematics
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HANEY, WILLIAM E., JR. (1966) Anthropology
B.A., UC Berkeley; M.A., Washington State University; Ed.D., Nova University

B.S., Harvey Mudd College; M.S., Montana State University

HANSON, PAUL (1997) Physical Education
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HARPER, ERIC (2002) Auto Tech
A.S. Sierra College

B.A., M.A., Humboldt State University; MBA, National University

HARRISON, WEI-JEN (1971) Mathematics
B.S., CSU Los Angeles; M.A., Washington State University

HARTIN, ROBERT (2002) Counseling
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HARTMAN, CAROL M. (2001) Journalism
B.A., University of Illinois; M.A., University of Madison, Wisconsin

HASHIMA, EDWARD (1999) History
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M.A., University of San Francisco; B.S.; CSU Sacramento

HEEREN, VERN E. (1966) Mathematics
A.B., Occidental College; M.A., UC Davis

HERLACHE, MARSHA (1999) Business Education
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HERNANDEZ, CECILIA (1998) Physics/Physical Science
B.S., M.S., University of Puerto Rico

HERRELL, KIM (2002) Counseling
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HERRLINGER, GARY D. (1985) Design Technology
B.S., UC Davis; M.A., CSU Sacramento

HES, KRISTA (1998) English as a Second Language
B.A., M.A., CSU Sacramento

B.A., CSU, Humboldt; M.A., CSU, Sonoma

HICKS, DIANA L. (2001) English
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HIGGINS, KEVIN J. (1987) Physical Education
B.S., CSU, Sacramento; M.S., So. Dakota State University

HIGGINS, OYD “JIM” (2002) Psychology/Researcher
B.A., Pacific Union College; M.A., CSU Sacramento; Ed.D. University of the Pacific

HIJAZI, NIDAL (2003) Sociology
M.A., University of California Davis; B.S. Santa Clara University

HINKS, LYLE (1978) Sign Language Studies
B.A., Gallaudet College; M.A., CSU, Northridge

B.A., Brigham Young University; M.A., UC Davis

HOLDEN, DENNIS (1991) Philosophy
B.A., UCLA; M.A., Ph.D., UC Irvine

B.S., University of Hawaii; M.S., UC Davis

HOOKER, JODIE (2002) Photography
B.P.A., M.A., Alfred University; M.F.A., University of Buffalo

HONNOLD, CHARLES F. (1990) English as a Second Language
B.A., UC Davis; M.A., UCLA

B.A., M.A., Queens College, City University of New York

HORTON, MARGARET J. (1985) Computer Information Science
B.A., University of Kansas; M.A., Western Michigan University

B.S., M.A., CSU, Sacramento

HUGHES, RALPH E (1991) Music
B.A., M.A., CSU, Sacramento

B.S., UC Berkeley; M.A., Ph.D., UC Davis

IANNONE, ALBERT J. (1994) Fire Technology/Coordinator
A.A. American River College; E.F.O. National Fire Academy, Emmitsbert, MD; M.P.A., CSU, Sacramento; B.V.E., CSU Sacramento

D.V.M., B.S., UC Davis

IRVINE, ROBERT (1997) Computer Information Science
B.A., M.B.A., Golden Gate University

JAMES, JON (1980) Enabling/Counseling
B.A., M.S., CSU Sacramento

JAQUES, KATHLEEN F. (1994) English as a Second Language
B.A., University of Alaska; M.A. CSU Sacramento

JOHNSTON, DIANA LYNN (2003) Nursing
BSN, M.S., CSU Sacramento

American River College 2004-2005
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PADGETT, CHRISTOPHER D. (1998)  History  
B.A., University of Pacific; M.A., Ph.D., UC Davis

PANTOJA, ANDREA (2003)  Psychology  
B.A., Federal University of Pernambuco, Brazil; M.S., Ph.D., University of Utah

B.A., M.A., CSU Sacramento

PATE, ELLEN A. (1965)  Business  
B.A., M.A., CSU Sacramento

PATT, BRUCE E. (1974)  Dean, Student Recruitment & Information  
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PEARSON, RUDY N. (1995)  History  
B.S., Fresno Pacific College; M.S., Ph.D., Washington State University

PERRAULT, PRISCILLA (1988)  Counseling  
B.A., M.A., CSU Sacramento

B.A., CSU Chico; M.A., UC Davis

B.S., M.S., UC Davis

PETTERSON, MARTI ANN (2003)  College Nurse  
B.S.N., CSU Sacramento; M.S./F.N.P., CSU Sacramento/UC Davis

PETTERSON, SUSAN E. (2001)  Nursing  
B.S.N., Statewide Nursing; M.S.N., UC San Francisco

B.S., Portland State University; M.S., Stanford University

POLLARD, MARGARET P. (2001)  Accounting  
B.A., UCLA; M.B.A., CSU Sacramento

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POON, GORDON (1999)  Vice President, Student Services  
B.A., Saint Mary’s College; M.S., University of Southern California

POTTFEE, CAROL J. (1983)  Reading  
B.A., University of Arizona; M.A., CSU Sacramento

PROAPS, ROBERT (1967)  Business  
B.S., J.D., University of San Francisco

PURCELL, CHARLES W. (1975)  Horticulture  
B.S., California State Polytechnic University, San Luis Obispo; M.A., CSU Sacramento

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RAMIREZ, RICHARD A. (2000)  Counseling  
B.A., CSU, Norhridge; M.S., San Francisco State University

RAMOS, FRANK S. (1979)  Welding  
B.V.E., M.A.V.E., CSU Consortium, Sacramento

B.A., M.S., CSU Sacramento

B.A., University of Massachusetts; M.A., University of Wisconsin

READ, KATHLEEN A. (1987)  Learning Resources Center  
B.A., M.A., CSU Sacramento

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REISNER, CAROL (1987)  Counseling  
B.A., University of Colorado; M.A., CSU Chico

REITZ, NANCY (1981)  Chemistry  
B.A., Kalamazoo College; M.S., UC Davis

RENNER, PHILIP D. (1970)  Geography  
B.A., San Francisco State University; M.S., Oregon State University

RESKE, MARSHA H. (2001)  Beacon/LRC Coordinator  
A.A., Santa Rose Jr. College; B.S., University of the State of New York; M.A., University of London; M.S., Nova Southeastern University, Florida

RICHEY-WARD, DIANE (2000)  Art  
B.A., CSU Hayward; M.A., CSU Sacramento

B.A., Amherst College MA; M.A., University of Wisconsin

ROADCAP, GORDON (2002)  English  
B.A., Sonoma State University; M.A., San Francisco State University

ROBBINS, MINA M. (1967)  Psychology  
B.S., UC Berkeley; M.S., Ph.D., UC Davis

ROBERTS-LAW, LISA E. (1991)  Counselor  
B.A., University of Illinois, Urbana-Champaign; M.S., Illinois State University

ROLLER, JUDITH L. (1990)  Reading  
B.A., UC Davis; M.S., CSU Fullerton; M.S., CSU Los Angeles

ROONEY, SUE ANN (1989)  Reading  
B.A., CSU Sacramento; M.A., St. Mary’s College

B.S., M.S., California Polytechnic State University

ROSENTHAL, RACHEL E. (1994)  Dean, Mathematics  
B.S., Oklahoma State University; M.S. UC Davis; M.A., CSU Sacramento

B.S.C., University of Calcutta, India; Ph.D., University of Florida

ROY, DEBOLEENNA (2001)  Chemistry  
B.S., M.S., Jadavpur University, India; Ph.D., Texas Tech University

RUBIO, CHRISTIE F. (1988)  English  
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<td>SMITH, LORI</td>
<td>2000</td>
<td>B.S., Ph.D., UC Davis</td>
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<td>SMITH, MARIE B.</td>
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<td>SMITH, PHILIP R.</td>
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<td>SMITH, WOODROW D.</td>
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<td>SNOKE, JAMES</td>
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<td>SNUGGS, JEAN</td>
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<td>B.S. Baylor University; M.S. University of Texas, Arlington; Ph.D., University of Texas, Austin</td>
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<td>SPENCER, BONNIE S.</td>
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<td>STEPHENSON, JEFFREY WAYNE</td>
<td>2003</td>
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<td>STEWART, MARK A.</td>
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<td>STEWART, MARCIA B.</td>
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<td>STOCKDALE, GEOFFREY P.</td>
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<td>Speech</td>
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<td>STOEHR, MATTHEW</td>
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<td>Art New Media</td>
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<td>STOKES, CLARENCE C.</td>
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<td>B.B.A., B.A., McKendree College; M.A., Southern Ill. University; M.B.A., Golden Gate University</td>
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<td>Name</td>
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<td>STURM, TIMOTHY</td>
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<td>SUKKARY-STOLBA, SOHEIR</td>
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<td>SWEET, MICHAEL</td>
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<td>TABARES, TRESA</td>
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<td>THOMAS, DIXIE</td>
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<td>THOMSEN, CHARLES E.</td>
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<td>TOWERS, ROBERT L.</td>
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<td>VILLANUEVA, TERESITA T.</td>
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<td>WATSON, JANE S.</td>
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<td>WILLIAMS, BETHANI, A</td>
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<td>WIGHTSON, WILLIAM C.</td>
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<td>YAMAMURA, WHITNEY I.</td>
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<td>YOUNG, JUDY A.</td>
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<td>YOUNGS, CYNTHIA A.</td>
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<td>ZADRA, JOANNA</td>
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<td>ZARZANA, LINDA</td>
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Paul Hewitt
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Quality Engineered Designs

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- Chief Matt Silva
  Cameron Park Fire Department

- Chief Bob Woods
  Garden Valley FPD

- Chief Leo P. Chaloux
  Mosquito FPD

- Chief Dennis Smith
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- Chief James Christian
  Diamond Springs/El Dorado FPD

- Chief George Osborne
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- Chief Rose Conroy
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- Chief Rick Martinez
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- Jan Curry
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John McClough, Director
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CSU, Sacramento

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CSUS Recreation Dept.

Betsi Howard, Dept. Health Serv.
Medi-Cal/LTC System Dev.

Peter D’Anna, Social Security
Carmichael

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ARC President

Colleen Owings
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Whitney Yamamura
Dean, ARC Behavioral Science

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ARC Gerontology Dept. Chair

Sue Ward, MSG
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Pete Strasser
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Darryl Thompson
Sheridan Nursery

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Owner, The European Bakery/Caff, Ettore

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Silva’s Sheldon Inn

Tom Bruce, Owner
Sacramento Food & Beverage Co.

Judy and Bruce Parks, Owners
Tarts and Truffles

Jim Mills, Chef/Produce Consultant
Produce Express

Jim LaPierre
Executive Chef, Fair Oaks

Kurt Spataro, Chef/Owner
Paragary’s

Margie Tose, Owner
Edible Events

Dr. William Harris, Professor, Voc. Ed.
CSU Sacramento

Don Dickenson, Executive Chef
Embassy Suites

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Susan Barnhill
CA for Disability Rights

Bruce Benning
Benning Design & Lighting

Rodney Brooks
Western Broadloom

Susan Brodbick
Jill Design Group

Nancy Carlson
Decorator’s Place

Ed Chandler
Department of Motor Vehicles

Claire Guest
Robinson Mills & Williams

Dennis Haworth
Dennis Haworth & Associates

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Tami Petrick
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Miles Treaster
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Tommi Colwell
Legal Assistant/Case Manager
Hardy Erich Brown & Wilson

Cheryl Ewing, Paralegal
Guichard, Tarkoff & Portello

Sue Ichiho, Senior Legal Analyst

Lee Dragon, Legal Assistant

Stephen Johanson
Attorney, Johanson & Associates

Noelle Pedace, Software Co. Sales Mgr.

Phyllis Svetitch, Graduate
Paralegal Specialist/Freedom of Information Act Officer
US Army Corps of Engineers

Carol Swenson, Office Administrator
Somach, Simmons & Dunn

George Yount
Attorney, Law Offices of George Yount

Carole Girard
Paralegal, CA Attorney General’s Office

Doro Nesbitt
Paralegal/Master Calendaring
Wagner, Kirkman, Blaine & Youmans

Charlotte Spink
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Chef Steve Cantelme
Sacto Metro Fire District

Rod Chong
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Sacramento City Fire Department

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California Department of Transportation

Larry Alexander
United Steel Service

Steven Ayers
Armour Steel

Barry Beckemeyer
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Tom Bell
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Carl Bolin
Bolin Fabricating

Tim Brown
Division Ironworks Inc

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Flowmaster

Richard Haley
Haley Metal Fabrication

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S & H

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I. Preamble

(Approved by the Los Rios Community College Board of Trustees, June 3, 1970, revised March 6, 1996.)

The policy statement below, relating to students’ rights and responsibilities is based upon three fundamental concepts:

A. College students, citizens of the United States and foreign guests are members of the academic community. They have the same rights and freedoms that all citizens have as students, and must comply with federal and state laws and statutes. In addition, students must also comply with Los Rios Board policies and individual college rules and regulations.

B. The president of a college in the district serves as the chief administrator of the college and is responsible for the overall supervision of the operation of the college in conformity with the directives and duties as defined by the district chancellor and consistent with the policies of the Board of Trustees.

C. In any conflict relating to student discipline, students shall be informed in writing of charges to be brought against them and be given an opportunity to defend these charges.

II. Students’ rights

In the context of these concepts, students’ rights consist of the following:

A. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval except as provided by published district policy, statutes, or campus regulation. These publications shall do the following:

(1) Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

(2) State on the editorial page that the opinions expressed are not necessarily those of the college or the student body.

B. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.

C. Students shall have the right to hear speakers on any subject and on campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on each campus subject to regulations that assure the regular functioning of the institution. The policies and regulations shall include reasonable provisions for the time, place and manner of conducting these activities, but shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia. Expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited.

D. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and to join student organizations subject to published campus and district regulations.

E. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision making that affects their academic future with the exception of staff appointment, termination and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by a campus-designated student, faculty, administrative committee. In addition, student representatives shall be members of all faculty and administrative committees related to students’ concerns; such student representatives shall have a vote as committee members.

F. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students’ records will be released only on the written consent of the students or as provided by law.

G. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time, however, students are responsible for maintaining standards of academic performance established in advance for each course in which they are enrolled.

H. Students shall have the right to file a grievance as outlined in the procedures of the District Student Grievance Policy, in the event of an alleged breach of their rights. (See Policy# P2412, R2412)

III. Students’ responsibilities

Admission to college assumes the expectation that the student will be a responsible member of the college community; will obey the law; comply with the published rules and regulations of the college; respect the rights, privileges and property of the other members of the college community; and not interfere with legitimate college affairs. Students will assume the responsibility for their conduct. In the case of student conduct which involves an alleged or proven violation of criminal law, the disciplinary authority of the college will not be used to duplicate the function of criminal authority. Disciplinary action may be taken if the conduct also involves a violation of district or campus policy.

IV. Student conduct code

The California Education Code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules and regulations. (Section 66300, Chapter 5 Rules of Student Conduct; E.C. 76030 Authority to suspend or expel.) All students enrolling at American River College assume an obligation to abide by all College rules and regulations. These regulations are described in the Los Rios Community College District Board of Trustee Policies, Section 2400 Student Rights and Responsibilities/ 2440 Standards of Conduct and Due Process. Students who choose not to abide by these standards will be subject to college sanctions and disciplinary measures.

The president of the college may authorize the suspension of a student for good cause (E.C. 76033) which is defined for numerous offenses which includes:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

4. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.

5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

7. Good cause is further defined, but is not limited to the following:
   a. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression and distribution of materials.
   b. Obstruction or disruption of teaching, research, administrative disciplinary procedures or other college activities, including its community service activity, or of any authorized activities on college-controlled premises.
   c. Theft of or non-accidental damage to property of the college or a member of the college community or campus visitor while on campus or at college-sponsored events.
   d. Unauthorized entry to or use of college facilities.
   e. Dishonesty, such as cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identifications.
   f. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or designated representative.
   g. Use, possession, distribution or being under the influence of alcoholic beverages, narcotics or dangerous drugs on college property or at college-sponsored events.
   h. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
   i. Violation of any order of a College President, notice of which has been given prior to such violation, and where order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the college newspaper, by posting on an official bulletin board designated for this purpose or by any other means reasonably calculated to inform students of its provisions.
   j. Attempting to do any of the causes for disciplinary action identified above.

8. Computer-Related Crimes
   A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code. Such crimes include, but are not limited to, the following:
   a. Knowingly access and without permission alter, damage, delete, destroy or otherwise use any data, computer system or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive or extort, or (b) wrongfully control or obtain money, property or data.
   b. Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or residing internal or external to a computer, computer system or computer network.
   c. Knowingly and without permission use or cause to be used computer services.
   d. Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.
   e. Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user of a computer, computer system or computer network.
   f. Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.
   g. Knowingly and without permission access or cause to be accessed any computer, computer system or computer network.
   h. Knowingly introduce any computer contaminant into any computer, computer system or computer network.

No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance, or pursuant to Penal Code Section 502 or other laws specifically authorizing such.

V. Student Grievance Policy

The Student Grievance procedure shall be available to any student who believes an action or decision of the district or college staff has adversely affected his/her status, and/or rights as outlined under II. STUDENTS’ RIGHTS. Grievances relating to grades are subject to Education Code 76224 (a) which reads:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

The complete text of the district’s policy, regulation, and timeline on Student Grievance is available in the office of the Associate Vice President, Enrollment Services. Students who wish to exercise a grievance can receive policy and procedural steps from the Associate Vice President, Enrollment Services.

The College Student Grievance Officer may assist the student in the procedural steps of a student grievance. The name and location of the College Student Grievance Officer can be obtained from the office of the Vice President, Student Services.

(Revised by Los Rios CCD Board of Trustees, July 8, 1992)

VI. Sexual harassment

Sexual harassment policy

It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and work place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Where evidence of harassment is found, appropriate corrective action shall be taken.

Definition of sexual harassment

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.

3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

B. For the purpose of further clarification, sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.

2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

3. Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.

4. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Complaint procedure and impact

Any individual who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the District's Affirmative Action Regulation R-2423. Throughout the procedures, the College President and the College/District Affirmative Action Officers will insure that confidentiality will be maintained and that due process will be followed with respect to both parties. In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student. In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action will be taken. Sexual harassment policy, procedural steps and forms are available from the campus Affirmative Action Officer, Dr. Vicky Fong, Dean of Instruction at 484-8406.

VII. Student and family access to records

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

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

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. We therefore ask you to actively support the creation of a drug and alcohol free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse. If you or someone you know is having problems with alcohol or drugs, contact one of the agencies listed below.

District policy
Los Rios Community College District policy 2443 states that the District "...is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and a drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989".

Legal sanctions
The LRCCD Standards of Student Conduct prohibit the use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance. Controlled substances include; cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

If you abuse drugs of alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, you can be suspended, expelled, and/or criminally prosecuted. The penalties for the more common offenses are:

• Possession or use of alcohol; year in jail and/or fine
• Possession of marijuana (oz): criminal citation and fine
• Possession of cocaine: imprisonment in a state prison
• Sales of any illegal drug; imprisonment in a state prison
• Possession or use of alcohol by a minor; one year in jail and/or fine
• If you are a student employee, you may be terminated
• You are required to report any convictions within five days of the occurrence
• You will be ineligible for financial aid

Health consequences
Occasional misuse may cause:

• Impaired learning due to drowsiness, memory loss and indifference to academic achievement.
• Impaired judgment leading to accidents, unwanted pregnancy, sexually transmitted diseases, violent behavior, and financial problems
• Any drug used intravenously can spread AIDS or hepatitis.

Use or misuse of controlled substances can lead to overdose, sudden death, liver disease, psychological disorders, brain damage; long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

Smoking policy
It is the American River College policy that no smoking be permitted inside buildings, or outside within 30 feet of building entrances. This policy is to be enforced through common courtesy.

For confidential assistance and referral:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus Counseling</td>
<td>484-8572</td>
</tr>
<tr>
<td>Sacramento County Alcoholism &amp; Drug Programs</td>
<td>875-5736</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>454-1100</td>
</tr>
<tr>
<td>The Effort, Inc.</td>
<td>325-5556</td>
</tr>
<tr>
<td>Chemical Dependency Center for Women</td>
<td>448-2951</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>732-2299</td>
</tr>
<tr>
<td>New Horizons Counseling Center</td>
<td>485-1211</td>
</tr>
<tr>
<td>People Reaching Out</td>
<td>971-3300</td>
</tr>
</tbody>
</table>
1.0 Procedure

1.1 It is the objective of the College, in accord with EC67385, that students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the College shall receive information and referral to treatment. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

2.0 Notification

2.1 Any student, faculty or staff member who is a victim of sexual assault at a College facility as defined above should notify the Campus Police Department. With the consent of the victim, the Campus Police Department will notify the Dean of Counseling and Campus Health Center.

3.0 Legal reporting

3.1 Pursuant to legal requirements the Campus Police Department will notify the appropriate local law enforcement agency of the reported sexual assault.

3.2 In accord with the Campus Crime Awareness and Security Act of 1990, the College, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publications/mailings.

3.3 In case of violent crimes considered to be a threat to other students and employees, the College shall make timely reports, respecting the confidentiality of the victim, to the College community in a manner that will aid in the prevention of similar occurrences.

4.0 Campus services and resources

4.1 Upon notification of a sexual assault, the Campus Police Department will make available to the victim a description of campus resources and services available to the victim as well as appropriate off-campus services. This listing of resources and services shall be updated each September 1 or more frequently as required.

4.2 The listing of resources and services shall be available through the Campus Police Department, the Counseling Center and the Health Center.

4.3 A victim of sexual assault shall be provided with information about the existence of at least the following options: criminal prosecutions, civil prosecutions, the disciplinary process through the college, the availability of mediation, academic assistance alternatives, and mental health counseling.

5.0 Case management

5.1 A victim of sexual assault shall be kept informed by the College President/designee of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.

5.2 The Counseling Center and Health Center shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

6.0 Confidentiality and requests for information

6.1 The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students and parents will be handled by the College Public Information Office in accord with these regulations, the Family Educational Rights and Privacy Act applicable California Education and Administrative Code sections, and Los Rios Community College District Policy.

7.0 Dissemination of Procedure

7.1 These procedures shall be published in all student, faculty and staff handbooks and shall be given to any student or employee who is the victim of sexual assault.
Safety at American River College is everybody’s business. Students, staff and faculty are partners with the college in creating an atmosphere that is safe and encourages learning.

American River College is a diverse community within a community. During the school year, we have over 30,000 students, 350 full-time faculty, over 365 part-time faculty and a support staff of 223 working together. At the same time, the college is very much a part of the greater Sacramento metropolitan area.

The college, in accordance with its mission statement, is a community center for lifelong learning through education, cultural, and recreational programs. Many community members visit and use the services the college offers seven days a week. The college strives to be accessible to the community and welcomes the use of its facilities.

No community, of course, can be totally risk-free in today’s society. American River College strongly believes it has a major role in providing a safe learning environment, but, also, is realistic enough to recognize that students, staff and faculty must come together in a strong partnership and use common sense precautions to reduce the opportunity for criminal/anti-social activities. Crime happens in our society. We have no magical formula to stop it at our campus. Thefts, assaults and other crimes happen at American River just as at any other college campus.

To reduce the possibility that any student may be exposed to potential hazards, American River College has taken many steps, described herein, to reduce whatever risks there may be. All of us can further reduce risks by thinking about personal safety and taking common sense precautions.

Safety programs at American River College are under the direction of the Director of Administrative Services. We have a proactive approach to campus safety that is best viewed as education, prevention and our ability to respond to questionable events.

Education

The key to crime prevention is an awareness gained through education. At American River College, the College Police department, staff, faculty and students work together and take responsibility for their own safety and are ready to help others in time of need. This is a very potent force.

The vast majority of incidents on college campuses can be avoided if the college population recognizes they are potential victims and take basic precautions, such as using the “buddy system” when walking at night, locking car doors and not leaving valuables unattended. The College Police department is available to meet with groups or individuals and discuss anti-crime tactics or any anti-social activities.

American River encourages reporting of all crimes, even minor crimes, and any suspicious activity. The College Police department would rather have a hundred unfounded calls of suspicious activities than miss one call when a crime is occurring. We need to know about crimes that occur. If we are not informed of a crime, we cannot advise and help students and staff. Crimes occurring on campus should be reported immediately to a College Police Officer. When appropriate, the College Police will contact the Sacramento Sheriff’s department for assistance and/or to conduct an investigation. A College Police report will be made; a copy of the report will be made available to the reporting individual provided he/she is the victim of the crime. Officers may be contacted by telephone or by coming to the College Police office located on the west side of the Gym parking lot.

College police officers are available to address classes about prevention of crime. Additionally, the Student Association has hosted forums on crime prevention at which outside experts as well as college police officers have offered common-sense approaches to avoid becoming a victim of a crime. American River College offers a major in Chemical Dependency Studies which is accredited by the California Alcoholism and Drug Counselors Educational Program. American River College is committed to a drug-free campus. Violators will be subject to disciplinary procedures.

Forums are held throughout the year by the campus Health Center and Student Association on issues of substance abuse. A special program, the Beaver Athletic Assistance Program, has been developed to offer support and advise to student athletes on drug and alcohol abuse.

The college offers its facilities for weekly meetings of Alcoholics Anonymous and Narcotics Anonymous. These meetings are offered at times convenient for students and advertised widely to students.

This information is updated annually and is available to all students, employees and applicants. Additional information is available from College Police personnel. Any serious crime involving potential bodily harm will be reported promptly to staff and students.

Prevention

The college actively supports crime prevention through a number of programs. These include:

- **Emergency automotive assistance.** While not mechanics, campus police officers are equipped and trained to start cars with dead batteries or unlock non-electric car doors when keys have been left inside the automobile. Proper identification is required for the performance of these services.

- **Lighting.** A major effort has been made to upgrade the lighting in the interior of the campus to reduce areas of darkness. Continuing progress is being made on upgrading the lighting in campus parking lots.

- **Firearms.** Firearms are not permitted on campus except for professional law enforcement officers. Persons with firearms on campus will be subject to disciplinary action. (LRCCD Regulation 2441)

- **Alcohol.** Consumption of or being under the influence of alcohol while on campus is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2443)

- **Emergency telephones.** Outdoor emergency telephones are strategically located throughout the campus. These phones are marked and easily identified by a blue light. When accessed, these emergency telephones will automatically connect the caller to the College Police department.

- **Illegal drugs.** The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2441 and 2443)

- **Sexual harassment.** Sexual harassment in any situation is unacceptable and is in violation of state and federal laws and regulations. Corrective action will be taken where evidence of sexual harassment is found. (LRCCD Policy 2423)

- **Hate violence.** Any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or groups of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group will not be tolerated. Appropriate action will be taken where evidence of hate violence is found.

- **Sexual assault.** In accord with California Education Code section 67385, students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the college shall receive information and
Los Rios Police Department

American River College Crime Statistics 2000-2002

<table>
<thead>
<tr>
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*Information provided by the Sacramento Sheriff’s Department. Sacramento Police statistics pending.

Ethan Way Center (EW) and Sacramento Regional Public Safety Training Center (SRPSTC) crimes are included in these tables.
The (^) is used to indicate crimes reported by EW.
The (#) is used to indicate crimes reported by SRPSTC.

Response

American River College employs P.O.S.T. certified police officers and community service officers who have public safety experience and are sworn peace officers under California Education Code 72330. While on campus, they are empowered to conduct investigations and make arrests for violations and infractions they observe. They are responsible to assist in providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations, and promoting crime prevention. All campus police officers have current certification in CPR and first aid.

The officers patrol in fully equipped vehicles and are dispatched through a central communication center. At those times when there is no dispatcher (after 10 p.m. and on weekends), the officers are available by cellular phone at 764-7860.

The College Police department coordinates its activities with the Sacramento Sheriffs department. All officers are in radio communication with the Sheriffs department while on duty.

On-Campus Crime Statistics 2000-2002

(Offenses listed below are not required to be disclosed by the colleges under the Clery Act.)

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Total On-Campus 2000</th>
<th>Total On-Campus 2001</th>
<th>Total On-Campus 2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Theft (theft value over $400)</td>
<td>17</td>
<td>9</td>
<td>15</td>
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<tr>
<td>Petty Theft (theft value under $400)</td>
<td>52</td>
<td>104</td>
<td>75</td>
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<tr>
<td>Bicycle Theft (numbers are reflected in Grand/Petty Theft categories)</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Theft from Vehicle</td>
<td>25</td>
<td>23</td>
<td>37</td>
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<tr>
<td>Vandalism</td>
<td>49</td>
<td>51</td>
<td>37</td>
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referral to treatment. The campus procedure relative to incidents of sexual assault is contained in student/staff handbooks, class schedules and in the counseling and campus health centers.

- Computer Related Crimes. Tampering, interference, damage and unauthorized access to lawfully-created computer data and computer systems is a violation of Penal Code 502 (LRCCD Policy 2441.)
## Off-Campus Crime Statistics 1999-2002*

(Offenses listed below are not required to be disclosed by the colleges under the Clery Act)

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>1999</th>
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<td>Aggravated Assault</td>
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<td>13</td>
<td>10</td>
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<tr>
<td>Burglary</td>
<td>46**</td>
<td>35**</td>
<td>118**</td>
<td>2398**</td>
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<tr>
<td>Motor Vehicle Theft</td>
<td>55</td>
<td>111</td>
<td>905</td>
<td>982</td>
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<td>Murder &amp; Non-Negligent</td>
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<tr>
<td>Sex Offenses-Forcible</td>
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<td>47***</td>
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<tr>
<td>Sex Offenses-Non-Forcible</td>
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<tr>
<td>Liquor Law Violations (arrests)</td>
<td>23</td>
<td>9</td>
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<tr>
<td>Drug Abuse Violations (arrests)</td>
<td>21</td>
<td>8</td>
<td>346</td>
<td>533****</td>
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<tr>
<td>Weapons Possession (arrests)</td>
<td>9</td>
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<td>Hate Crimes (by prejudice)</td>
<td>23</td>
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* Data provided by the Sacramento County Sheriff’s Department for activity in a one mile radius of the ARC campus and off-campus centers (Ethan Way, Sacramento Regional Public Safety Training Center and Natomas Center.)

** Burglary includes Business, Residential and Vehicle.

*** Sex offenses forcible category includes non-forcible acts. Statistics not provided in a forcible/non-forcible format.

**** Only drug statistic provided. No separate category for alcohol.

***** Hate crimes not broken down by category for 2002. Statistics not provided.
## Patrons Chair Faculty Award

<table>
<thead>
<tr>
<th>Date</th>
<th>Recipient</th>
<th>Department</th>
<th>Date</th>
<th>Recipient</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>1962</td>
<td>Louis Heinrich</td>
<td>Biology</td>
<td>1983</td>
<td>Robert Striplin, J.D.</td>
<td>History/Political Science</td>
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<tr>
<td>1964</td>
<td>Douglas Burris</td>
<td>Business</td>
<td>1984</td>
<td>Richard Lungstrom</td>
<td>Chemistry</td>
</tr>
<tr>
<td>1965</td>
<td>Robert Frank</td>
<td>Philosophy</td>
<td>1985</td>
<td>Robert Christopherson</td>
<td>Geography</td>
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<tr>
<td>1969</td>
<td>Donald Weiskopf</td>
<td>Recreation</td>
<td>1989</td>
<td>Perla Warren</td>
<td>Music</td>
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<td>1971</td>
<td>Al Baeta</td>
<td>Physical Education</td>
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<td>Danny White, Ph.D</td>
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<td>1974</td>
<td>Marjorie McClain</td>
<td>English</td>
<td>1995</td>
<td>Jean Snuggs</td>
<td>Physical Education</td>
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<td>1976</td>
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<td>Linda Dixon</td>
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<td>Bonnie Miller</td>
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<td>1999</td>
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<td>Bud Gardner</td>
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<td>2001</td>
<td>Nancy Reitz</td>
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<td>1981</td>
<td>Jan Aldrich</td>
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<td>Barbara Gillogly</td>
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<td>Louis Quint, Ed.D</td>
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<td>Joan Brenchley-Jackson</td>
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## Classified Staff Award

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<td>1980</td>
<td>Helen Demaree</td>
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<td>Peggy Feiten</td>
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<td>1982</td>
<td>Gerry Abeel</td>
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<td>Mary Lease</td>
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<td>Margaret Heintz</td>
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<td>Claire Haley</td>
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<td>Trudy Carney</td>
</tr>
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<td>Epifania Fajardo</td>
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<td>Lynn Couch</td>
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<td>Carolyn Johnson</td>
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<td>Gin Fierro</td>
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<tr>
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<td>Sharon Kelley</td>
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<td>Margaret Cowan</td>
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<tr>
<td>2002</td>
<td>Diane Cromwell</td>
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<td>2003</td>
<td>Debby Ondricka</td>
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