Welcome to American River College

This year marks the 50th anniversary of American River College. Over those years we have developed a statewide and national reputation for excellence, innovation, and a strong commitment to our students.

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

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

We value the diversity of people and ideas at American River College, and we enjoy that richness in an atmosphere of mutual respect and trust. You will find us willing to be your partners, whatever your educational goals, and 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—as we have been for 50 years.

Richard C. McCormac
Richard C. McCormac
Interim President
Top: Students read in the new library (now the Student Services Building) in 1958.

Bottom: The annual “Hello” Assembly welcomes new students in the late 1950s.
Top:
Construction for Davies Hall in the mid-1960s. At right is the Ranch House.

Center left:
Excavating for the Beaver Stadium in 1963.

Center right:
ARJC Board Members Earl McNeely and Stanley Pretzer join college President Bill J. Priest (far right), as construction began on the new campus in 1956.

Bottom:
Students gather between classes outside Raef Hall in the mid-1960s.
Academic Calendar ................................................................. 6

About American River College

History, Vision and Mission ......................................................... 7
General Information .................................................................. 8
Academic Support Services .......................................................... 12
Special Programs and Services ..................................................... 14
Student Services ........................................................................ 16
Administration ........................................................................... 21
Financial Aid .............................................................................. 22
Student Activities ........................................................................ 24

Enrolling, Graduation and Transfer

Getting Started .......................................................................... 25
Academic Standards ................................................................... 28
Graduation Requirements .............................................................. 32
Transfer Information ................................................................... 34
CSU Requirements ...................................................................... 36
Intersegmental General Education Transfer (IGETC) .................... 37
University of California ............................................................... 38
Instructional Programs ................................................................. 39
California Articulation Number System ....................................... 44

Programs of Study and Course Descriptions

Accounting .................................................................................. 47
Anthropology .............................................................................. 50
Apprenticeship ............................................................................ 52
Art .............................................................................................. 55
Art New Media ............................................................................ 61
Astronomy ................................................................................... 66
Automotive Technology ............................................................... 67
Biological & Biotechnology .......................................................... 75
Business ...................................................................................... 79
Business Technology ................................................................. 83
Chemistry .................................................................................... 86
Computer Information Science ..................................................... 88
Design & Engineering Technology ............................................... 100
Early Childhood Education .......................................................... 104
Economics .................................................................................... 110
Electronics Technology ............................................................... 111
Engineering .................................................................................. 118
English ......................................................................................... 120
English as a Second Language ...................................................... 132
Family & Consumer Science ....................................................... 136
Fashion ......................................................................................... 137
Fire Technology .......................................................................... 140
Foreign Languages ...................................................................... 143
Funeral Service Education ....................................................... 148
General Education Transfer ......................................................... 151
Geography .................................................................................... 152
Geology ......................................................................................... 156
Gerontology .................................................................................. 158
Health Education ......................................................................... 167
History ........................................................................................ 169
Horticulture ................................................................................ 173
Hospitality Management .............................................................. 176
Human/Career Development ....................................................... 180
Human Services ........................................................................... 182

Humanities ................................................................................... 185
Interior Design ............................................................................ 187
Journalism .................................................................................... 190
Legal Assisting ............................................................................ 192
Liberals Arts ............................................................................... 195
Liberal Studies .............................................................................. 196
Library ........................................................................................ 197
Management ............................................................................... 198
Marketing .................................................................................... 203
Mathematics & Statistics ............................................................. 206
Music ......................................................................................... 211
Natural Resources ...................................................................... 220
Nursing & Allied Health .............................................................. 223
Nutrition & Foods ....................................................................... 228
Paramedic ..................................................................................... 230
Philosophy ................................................................................... 233
Physical Education ...................................................................... 235
Physical Science & Physics .......................................................... 246
Political Science .......................................................................... 248
Psychology ................................................................................... 250
Public Safety .............................................................................. 254
Real Estate .................................................................................... 256
Recreation .................................................................................... 259
Respiratory Care ......................................................................... 261
Science - General ....................................................................... 264
Sign Language Studies ............................................................... 265
Social Science ............................................................................. 270
Sociology ..................................................................................... 272
Special Studies ............................................................................ 273
Speech .......................................................................................... 274
Student Government ................................................................... 276
Theatre Arts ............................................................................... 277
Tutoring & Interdisciplinary ......................................................... 283
Welding Technology .................................................................... 285

Other Information

Faculty Statement of Professional Ethics ........................................... 290
Faculty and Administrators ......................................................... 291
Student Rights and Responsibilities ............................................. 300
Other Policies .............................................................................. 303
ARC Procedure for Reporting Sexual Assault ............................ 304
Crime Awareness and Campus Security Act .................................. 305
ARC Patrons Awards ................................................................... 307
Index .......................................................................................... 308
Campus Map .............................................................................. 312

American River College is part of the Los Rios Community College District

LRCCD Board of Trustees

Kay Alliberti Timothy Loree
Terry Cochran Bruce Pomer
Ann Blackwood Ruth Schriver
Pamela Haynes Brent Scott, Student Trustee

American River College 2005-2006
2005-06 Academic Calendar

SUMMER SESSION 2005

Instruction begins - 1st session ................................................................. June 6 ................................................................. Monday
Instruction begins - 6 week/2nd session ............................................... June 20 ................................................................. Monday
End of 4 week/1st session ................................................................. June 30 ................................................................. Thursday
Independence Day Holiday (college closed) ....................................... July 4 ................................................................. Monday
Instruction begins - 4 week/2nd session .............................................. July 5 ................................................................. Tuesday
End of 6 week/1st session ................................................................. July 14 ................................................................. Thursday
End of 8 week session ................................................................. August 4 ................................................................. Thursday
End of 6 week/2nd session ................................................................. July 28 ................................................................. Thursday
Grades due (faculty) ................................................................. August 4 ................................................................. Thursday

FALL SEMESTER 2005*

Instructional improvement days (faculty) ............................................ August 11 & 12 ................................................. Thursday, Friday
Instruction begins ................................................................. August 15 ................................................................. Monday
(Saturday and Sunday classes begin) .............................................. August 20, 21 ................................................................. Saturday, Sunday
Labor Day Holiday (college closed) ................................................ September 5 ................................................................. Monday
Veterans Day Holiday (college closed) ................................................ November 11 ................................................................. Friday
Last day to drop full semester classes .............................................. November 20 ................................................................. Sunday
Thanksgiving recess (college closed) ................................................ Nov. 24-27 ................................................................. Thursday-Sunday
End of semester ................................................................. December 16 ................................................................. Friday
Winter recess (limited office hours) ................................................ Dec 19-30 ................................................................. Monday-Friday
Grades due (faculty) ................................................................. January 3 ................................................................. Tuesday
Semester break ................................................................. January 2-11 ................................................................. Monday-Wednesday

SPRING SEMESTER 2006*

Instructional improvement days (faculty) ............................................ January 12, 13 ................................................................. Thursday, Friday
King's Birthday Holiday (college closed) ............................................ January 16 ................................................................. Monday
Instruction begins ................................................................. January 17 ................................................................. Tuesday
(Saturday and Sunday classes begin) .............................................. January 21, 22 ................................................................. Saturday, Sunday
Lincoln’s Birthday Holiday (college closed) ......................................... February 17 ................................................................. Friday
Washington’s Birthday Holiday (college closed) ................................ February 20 ................................................................. Monday
Spring recess (limited office hours) ................................................ April 10-16 ................................................................. Monday-Sunday
Last day to drop full semester classes .............................................. April 30 ................................................................. Sunday
End of semester (Graduation) .......................................................... May 24 ................................................................. Wednesday
Memorial Day Holiday (college closed) .............................................. May 29 ................................................................. Monday
Grades due (faculty) ................................................................. May 30 ................................................................. Tuesday

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

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

American River College 2005-2006
American River College opened its doors as California’s 61st public junior college in 1955. Its history, however, dates back to February 28, 1942, when Grant Union Junior College was established in Del Paso Heights to train civilian personnel for national service during World War II. In 1945 the name was changed to Grant Technical College.

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

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

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

Campus facilities development in the 1960s included Davies Hall, a three-story classroom and faculty office building, and facilities for chemistry, physics, engineering, women’s physical education, and technical education studies.

The campus grew rapidly in the 1970s, including a three-story library, a horticulture complex, a child care center and counseling center.

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

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

History, Vision, Mission

Be part of a 50-year tradition of excellence in education

American River College 2005-2006
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 (5040 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 Programs (CAAHEP). The Dietary Manager (Dietary Service Supervision) option is accredited by the Dietary Managers Association and the California State Department of Health Services. The Human Services option, Chemical Dependency Studies, is accredited by the California Alcoholism and Drug Counselors Education Program, and the California Association for Alcohol and Drug Educators. The Automotive Technology Program is accredited by the National Automotive Technical Education Foundation (NATEF) and the welding lab is recognized as an accredited test facility by the American Welding Society (AWS). American River College is an official NARTE (National Association of Radio and Television Engineers) Federal Communication Commission (FCC) test site and offers an FCC license preparation course.

Community Involvement

ARC Foundation

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

ARC Patrons

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

Contract education/Contract training

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

Community Education

ARC Community Education 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. Courses are both on-campus and online. For more information, visit the ARC website (www.arc.losrios.edu) and click on the “Community Education” link.

Campus facilities are available through the Community Education 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 Community Education course offerings call (916) 419-3055 and for facility information call (916) 484-8769.

Courses by television

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

Online instruction

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

These courses contain the same curriculum components as a traditional class, with content presented through Web pages and class discussion occurring through e-mail, bulletin board, and chat rooms. Course details, specific dates, and locations can be located in the class schedule.
Summer session
A full schedule of college-transfer, general education, 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.

Non-discrimination policy

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

El Distrito Universitario Comunitario Los Rios, 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 Rios, incluyendo el empleo y la selección de empleos, programas educativos, servicios, admisiones y ayuda financiera.

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 ------------------------ 484-8568

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

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

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

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

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

Americans with Disabilities Act (ADA) Coordinator: Robin Neal
Dean, Enrollment Service -------------------------------------- 484-8172
Class Locations

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

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

American River College Locations

Sacramento Regional Public Safety Training 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.

McClellan Center
See Sacramento Regional Public Safety Center

Natomas Center:
2421 Del Paso Rd.
Sacramento, CA 95834
(916) 922-5646
Office hours: Mon-Thurs 5:00-8:30 p.m.
Also in adjacent Inderkum High School
2500 New Market Dr.
Sacramento, CA 95835

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

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.

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

Office hours: Mon-Thurs 5:00-8:30 p.m.
Also in adjacent Inderkum High School
2500 New Market Dr.
Sacramento, CA 95835

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

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

American River College 2005-2006
General Information

Main Campus
4700 College Oak Dr.
Sacramento, CA 95841
(916) 484-8011

Ethan Way Center
1410 Ethan Way
Sacramento, CA 95825
Office Hours:
Mon.-Fri., 8:00 a.m.-8:30 p.m.
(916) 563-3276

Natomas Center
2421 Del Paso Rd.
Sacramento, CA 95834
Office hours:
Mon.-Thurs.
4:30-9:00 p.m.
Fri. 5:00-8:00 p.m.
(916) 419-3055

Sunrise Center
Bella Vista High School
8801 Madison Avenue
Fair Oaks, CA 95628
Office hours:
Mon.-Thurs.
4:30-9:00 p.m.
(916) 961-7606

Mission Oaks Center
4701 Gibbons Dr.
Carmichael, CA 95608
(916) 972-0336

Sacramento Regional Public Safety Training Center & McClellan Center
5146 Arnold Avenue, Building 8, Room 110A
McClellan, CA 95652
(916) 570-5000

American River College 2005-2006
Academic Support Services

Athletes Study Center
Lower Level Library

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

Beacon Program
Lower Level Library #2 and Learning Resource Center

Beacon tutoring sessions focus on working together with other students in a collaborative learning environment. The results show that students who work collaboratively learn faster and more efficiently, have greater retention, and feel more positive about the learning experience. The Beacon group learning experience has a long history at ARC, and many students have benefited by getting better grades, better understanding the course content, acquiring improved study skills, and by making new friends. The Beacon tutor is a student who took the same class with the same instructor, and who have gone through a tutor training course that helps them better manage the group learning environment. Beacon is not drop-in tutoring; students are expected to attend regularly throughout the semester. Beacon study group meet throughout the campus. Available fall and spring.

ESL Center
Learning Resource Center, near Davies Hall

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

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

Learning Resource Center
Near Davies Hall

The Learning Resource Center is a well-equipped, professionally-staffed facility available during all terms, offering 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 12th 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.

American River College 2005-2006

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 at a community college.

ARC instructors teaching a variety of courses, from music to auto mechanics, are currently using technology to enhance their course offerings. The Learning Resource Center supports this through a wide range of academic services available to students, along with the latest in high technology equipment.

Math Oak Tree Center
Room 132

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

Reading Across the Disciplines (RAD) Center
Learning Resource Center, near Davies Hall

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

Science Skill Center
Room 413A in the Science Building

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

Tutoring Center
Portable 104A, south of Davies Hall

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

Writing Across the Curriculum (WAC) Center
Davies Hall, second floor, rooms C and D (Saturday tutoring in Portable 104B)

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

Writing Center/Reading Center

Learning Resource Center, near Davies Hall

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

Mathematics, Engineering, and Science Achievement Program (MESA)

Are you studying for a career in science? Want to be a mathematician or computer scientist? Plan on being an engineer? MESA can help.

Students who have on-campus friends with similar interests and career goals, and who support and motivate each other toward learning, are more likely to succeed in college. The MESA program can connect you with just such a group of friends. In addition, tutoring, study groups, and academic advising available to program participants provide the needed academic support to ensure success.

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

Accelerated College Education (ACE)

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

Features of the ACE program include:

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

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

Honors Program

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

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

American River College 2005-2006

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

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

Learning Communities

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

Learning Communities involve a common group of students enrolled in a linked group of courses designed to share a common theme. Together, students have the opportunity for deeper understanding and integration of the material they are learning, as well as more opportunities for interactions with one another and their teachers.

When you register for a Learning Community, you are getting more out of your college experience, for these communities engage your interest and invite exploration, motivate the search for answers and stimulate your curiosity, intellectually challenge you to think, build a sense of community and contribute to making friends. As a result, you are more likely to successfully complete these courses.

Key characteristics of Learning Communities are:

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

For more information contact the Learning Community Coordinator, Patrice Gibson, at 484-8266 or [GibsonP@arc.losrios.edu].
Special Programs and Services

Four Directions College Success Program

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

Four points of emphasis:

1. College success skills training (HCD 310 in fall, HCD 318 in spring) taught in a “talking circle” style.
2. Classroom presence of elders. Integration of elders and leaders directly into the curriculum. Social activities with groups of elders/tribal leaders.
3. Integration of “personal community study” into the curriculum. Students are required to understand their community’s unique challenges, historical and present. They are asked to visualize themselves as future leaders and to hypothesize solutions to these problems.
4. A calendar of fun (and funded) social activities.

Puente Program

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

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

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

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

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

Bookstore

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

Cafeteria

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

CalWORKs

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

Career and Job Opportunity Center

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

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

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

Children’s Center

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

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

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

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

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

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

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

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

Disability Programs and Services

The goal of Disability Programs and Services is to promote equal access to programs, services and facilities at American River College, thereby insuring that students with disabilities have the opportunity to participate fully in campus activities. The philosophy of DSP&S is to encourage maximum independence and personal empowerment. A variety of support services are available at no additional cost to the student with a disability. Specialized counseling services, interpreters for the deaf, tutors, notetakers, readers, test facilitators, and mobility aids are provided upon request. An array of specialized equipment, including adapted computer hardware and software, are offered in an effort to accommodate most educational limitations.

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

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

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

EOP&S/College Awareness/CARE Program

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

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

Health Center

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

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

Housing Information

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

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

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.

Maintenance allowance

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

Matriculation

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

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

The student agrees to:

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

How does the Matriculation process work?

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

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

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

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

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

Follow-up

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

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

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 online through the Los Rios Job Connection website at www.losrios.edu.

Parking
All students wishing to park a motorized vehicle in designated student parking are subject to a parking fee. Designated student parking areas are located in all parking lots on campus, except in parking lot “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.

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

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

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

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

Financial need is a factor for some awards, but not all. In order to apply, students must have completed at least six units at ARC and at the time of application, be enrolled in six units. In 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/scholarship].

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 San Francisco State University; University of California, Davis; University of California, Santa Cruz; University of California, Riverside; University of California, San Diego; and University of the Pacific.
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 CSUS Crossover Enrollment. These programs offer students the opportunity to attend classes at UC Davis and CSU Sacramento, with fees waived while attending American River College.

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

Tutoring

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

Veterans Affairs

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

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

President ........................................................................................................ Dr. Richard C. McCormac [interim]

Vice Presidents

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

Associate Vice Presidents

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

Deans

Behavioral and Social Sciences ........................................................................ Whitney Yamamura
Computer Science & Information Technology ................................................ Barb Blanchard
English ................................................................................................................ Rod Siegfried
Enrollment Services .......................................................................................... Robin Neal
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
Sacramento Regional Public Safety Training Center ........................................ Richard McKee
Science and Engineering ................................................................................. Dr. Rina Roy [interim]
Student Recruitment & Information ................................................................. Bruce Patt
Student Services ................................................................................................ TBA
Technical Education ............................................................................................. Gabriel Meehan

Other Administrative Staff

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

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

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

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

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

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

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

Students awarded financial aid are notified by letter.

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

<table>
<thead>
<tr>
<th></th>
<th>At Home</th>
<th>Away from Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board/Room</td>
<td>$3,204</td>
<td>$8,214</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>1,260</td>
<td>1,260</td>
</tr>
<tr>
<td>Transportation</td>
<td>912</td>
<td>990</td>
</tr>
<tr>
<td>Personal</td>
<td>1,376</td>
<td>1,376</td>
</tr>
<tr>
<td>Fees</td>
<td>728</td>
<td>728</td>
</tr>
<tr>
<td></td>
<td>$7,480</td>
<td>$12,568</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 Educational Opportunity Grant; 4) not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant; 5) be making satisfactory progress (financial aid and academic); 6) agree to use any federal student aid received solely for educational purposes; 7) have earned a high school diploma or GED/proficiency certificate, or have passed the ability-to-benefit test; 8) submit all requested documentations to the financial aid office. Reminder: Men are required to register with the Selective Service System upon reaching 18 years of age in order to be eligible for federal financial aid.

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

Satisfactory progress policy

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

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

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

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

Other conditions include:

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

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

Probation: Students who have had an academic deficiency (progress or grade point average) in one semester may be put on probation. Students on probation must submit an education plan to the financial aid office.
**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 are not available to community college students.

** Pell Grant is an entitlement program. Grant is determined by need, units and status.

*Supplemental Educational Opportunity Grant is 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 is a 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 is 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.

---

**Financial Aid**

Appeal: All students who are denied aid for lack of satisfactory progress may appeal the denial. Appeals are submitted in writing to the Financial Aid Office and evaluated by an appeals committee. If an appeal has been denied by the committee, the student may submit a new appeal when the deficiency has been resolved.

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

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

**Some conditions apply to certain classes**

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

**Reinstatement**

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

**Student loans**

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

---

**American River College 2005-2006**

23
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 Identification Card

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

1. College Student Photo ID card—for all campus services and activities.
2. Regional Transit card—for all transit / transportation services provided in accordance with the Los Rios Community College District partnership agreement supporting student rider patronage privileges August 1 through May 31 (Fall and Spring terms only) of each academic year. There are no summer RT transit pass privileges.
3. College Library Card—accessing all Los Rios Colleges’ library and other instructional and support services offices that are opened during Fall, Spring, and Summer terms.
4. Go-Print Copy Card—pay-for-print copier systems on campus
5. Student Discount Card—at participating stores and merchants

Students can get the validation stickers for their Student Access card beginning August 1 for the Fall 2005 semester and January 3 for the Spring 2006 semester. To obtain the card, students need to bring a photo ID and proof of payment for the semester (this can be printed from eServices) or a copy of their Board of Governors (BOG) fee waiver and proof of enrollment to any one of the campus ID card stations. For your card to be valid, it must have the current semester sticker attached.

Intercollegiate athletics

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

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

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

Student Publications

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

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

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 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.

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.lorrios.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 previous college work to the admissions office. Students should consult with a counselor before registering for classes; call the Counseling Center (484-8572) for an appointment.

Exemptions

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

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

Challenges

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

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

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

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

Fees

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

Refunds

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

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

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

Non-resident tuition

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

International student application fee

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

International student tuition

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

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

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

Parking fee
See Student Services section on parking information.

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

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

High school advanced education classes
Courses that provide enrichment and advancement in educational experience may be offered on a limited basis to high school students who have a minimum 2.7 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 Enrollment Services, at (916) 484-8774.

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

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

a) “Prerequisite” means a course that a student is required to take and pass in order to demonstrate readiness for enrollment in another course or educational program.

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

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

Prerequisite verification

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

Prerequisite challenge procedure

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

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

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

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

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

Once you have completed the challenge procedure, your challenge will be reviewed by a department’s Prerequisite Challenge Committee. You will be informed in writing 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, Student Success, for permission to enroll without loss of semester, if the student feels that the cause for dismissal reflects extenuating circumstances. The burden of written documentation in support of these circumstances remains with the student. A dismissed student must see a counselor to initiate a student petition.

Access to student records

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

Students have the right to refuse the release of directory information by submitting a written request to the Records & Admissions Office.

### Attendance

College students are expected to attend all sessions of their courses. Excessive absence may result in the student being dropped from class by the instructor. A student may be dropped from any class when that student’s absences exceed six percent (6%) of the total hours of class time. (LRCCD R-2222)

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

### Auditing

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

### 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.
American River College 2005-2006

Course numbering and credit

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

Course numbering

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 CDI 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</td>
<td>200-299</td>
<td>1-99</td>
</tr>
<tr>
<td>courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.A., A.S. Degree-applicable,</td>
<td>50-99</td>
<td>100-299</td>
</tr>
<tr>
<td>&amp; non-transfer level courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer-level courses</td>
<td>1-49</td>
<td>100-499</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.

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

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

Grades and grade point averages

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

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

Grade Point Average = Total Grade Points Earned
Total Units Attempted with Letter Grade

Progress Percentage = Total Units with "W," "F" and "NC"
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 93 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:
   - 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.
   - 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.
   - 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. This multicultural courses can also satisfy general education requirements.

   **A. NATURAL SCIENCE**—One course from the following (3 units minimum):
   - ANTH 300, 301, 480; ASTR 300, 400; BIOL 102, 115, 116, 300, 303, 305, 310, 350, 370, 400, 430, 431, 482; CHEM 305, 310, 320, 400; GEOG 300, 301, 306, 307, 308; GEOL 300, 301, 305, 310, 325, 330, 342, 345; HORT 300; NTR 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):
   - ART 300, 320, 322, 418, 431; ARTH 300, 302, 308, 310, #322, 334, 480; ARTNM 305, 310; ECE 361, 363; ENGL 300, 302, 303, 304, 310, 311, 320, 321, #327, #335, #336, #337, 338, 340, 341, 345, 360, 370, #372, #374, #376, 378, 380, 382, 390, 392, 494; FASHN #30; FREN 401, 402, 411, 412; GERM 401, 402, 411, 412; HIST *300, *302, *305, #307, #308, #364, #365, #480, #481; HUM 300, 303, 310, 322, 326, #350, 360, 365; IDES 310, 312; ITAL 401, 402, 411; JAPAN 401, 402; MAND 401, 402; MUSL 100, 300, 308, 310, 311, #315, 321, #330, 400; MUSM 370; PHIL 300, 310, 330, 331, 350, 353, 354, 360; RUSE 401, 402, 411, 412; SILA 305, 306, 315, 316; SPAN 401, 402, 411, 412; SPEECH 305; TA 500, 502, 503, #506, 310, 312, 314, 315, #318, 320, 350, 406, 435, 480

   **C. SOCIAL & BEHAVIORAL SCIENCES**—(5 units minimum):
   - American Institutions: One course from the following:
     - HIST 310, 311, 318, #320, 324, 325, 327, #330, 483, 484; POLS 301; SS 110, 111
   - Social/Behavioral Sciences: One additional course from the following:
     - 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, #405, 373, #480, #481, 494; HSER #350; INDEP 300; JOUR 310; MGMT 174; POLS 310, 320, 322, 330, 332; PSYC 300, 305, #361, #365, #370, #372, #374, 480; SILA #350; SOCSCI 300, 301, #320, 325, #342; SS 310, 312

   **D. LANGUAGE & RATIONALITY**—Two courses (6 units minimum):
   - a. One course from the following:
     - ENGW 103, 300, 480; ESLW 340; BUS 310
   - b. One additional course from the following:
     - AT 105; BUS 105; CISA 305, 315, 320; CISC *300; CISP 317, 320, 340, 350, 360, 400, 440; ET 310, 311, 370; ENGW 300, 430; ENGRD 310, 312; ENGW 301, 302, 330, 342, 481, 482; ESL 350; GEOG 330; JOUR 300; MGMT 306; MATH 120, 330, 310, 320, 325, 330, 340, 342, 344, 350, 370, 400; PHIL 320, +325; PSYC 330; SPEECH 301, 311; 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, FITNIS, PAC: TMACT, SPORT
   - b. Minimum of 2 units from the following: AT 107; BUS *320; CISC *300; ECE #330, +350; ECON *320; ENGED 320, #324; ET 320; GERON +300, +350, 334; HCD 310, 318, 330, 331, 336; HEDS 300, 352; HSER #350; INDIS 325; NUTR *300, *302, 305; PSYC 340, 342, 354, 356, 358, #370, #378, #379, 380, 390, #400, 481; SOC +355; SPEECH 321; WELD 150

   **F. ETHNIC/MULTICULTURAL STUDIES**—(3 units minimum):
   - a. One course from the following:
     - ANTH #310, #333; ARTH #322; BIOL 322; BUS #330;
     - DANCE 300; ECE 430; ENGL #327, #335, #336, #357, #358, #368, #376; GEOG #310, #320, 322; HIST
     - *307, #308, 320, #321, #323, 325, 330; HUM #350, #330; HSER #330; MUSL 315, 330; NUTR #330; PSYC #361, #365; SILA #350; SOC #320, #342; SPEECH #325; TA #306, #318

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

A. WRITTEN EXPRESSION COMPETENCY is satisfied by the following:
   a. Completion with a ‘C’ or better in one of the following courses or its equivalent at a *regionally accredited college in the U.S.:
      - BUS 310
      - ENGWR 103, 300, 480
      - ESLW 340
   b. Possession of an AA/AS Degree or higher, completed at a *regionally accredited college in the 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 a *regionally accredited college in the United States
   c. Achieving a qualifying score on a college level reading examination administered by a Los Rios Assessment Center.

C. MATHEMATICS COMPETENCY is satisfied by one of the following:
   a. Complete one of the following with a ‘C’ or better:
      - MATH 100 or higher-level math course
      - AT 105
      - CISP 340
      - ET 310 & 311, 315
      - PHIL 325
      - PSYC 330
      - STAT 301, 481
      - WELD 140
   b. Complete an equivalent course with a “C” or better at a *regionally accredited college in the U.S.
   c. Obtain a satisfactory score on the Los Rios Math Competency Test.
   d. Or possession of a Baccalaureate Degree or higher from a *regionally accredited college or university in the U.S.

NOTE: See District Policy and Regulations P7241/R7241.
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.asist.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. Effective Fall 1991, the Intersegmental General Education Transfer Curriculum (IGETC) may be used. IGETC will also provide an option to the California Articulation Numbers (CAN) system.

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.

Articulation
The Interssegmental 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 [www.cpec.ca.gov].
Transfer to Four-Year Institutions

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

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

**Additional CSU requirements**

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

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

See the CSU General Education Requirements page in this catalog.

**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 of 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 60 transferable units for admission. 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/index.asp].
Final status of this information was unavailable at publication time. Contact the American River College Counseling Center at (916) 484-8572 for 2005-2006 requirements.

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

Requirements for the Bachelor’s Degree

The degree requirements at a California State University (CSU) consist, in general, of: (1) the general education requirements which are required of all degree candidates; (2) the major department requirements which are a part of the student’s field of specialization; (3) individual campus graduation requirements, and (4) state law requirements. These requirements are classified in two levels: lower division and upper division. Students may transfer a maximum of 70 lower division units which may include 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; 60 transferable units are needed for a student to transfer with junior standing.

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

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

The following American River College courses meet CSU lower division:

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

1. SPEECH 301, 331
2. ENGWWR 300, 480; ESLW 340
3. ENGWWR 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, 312(L), 315(L), 320(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)


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

1. HIST 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484
2. POLS 301

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; HED 300; HSER +330, +340; INDIS 325; NUTRI 300; PSYC +340, 342, 354, 356, 358, +365, +370, +374, 380, 390, 400,*481; SOC +335; SPEECH 321
2. PHYSICAL EDUCATION activity course with one of the following prefixes: ADAPT, DANCE, FITNS, PACT, TMACT, SPORT, except FITNS353

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

Any laboratory course used to satisfy the laboratory requirement can only be used when the corresponding lecture course is taken, i.e., Anthro 301 with Anthro 300; Geog 301 with Geog 300; Geol 301 with Geol 300; Astron 400 with Astron 300; Phys Sci 301 with Phys Sci 300.
### 2004-05 Intersegmental General Information Transfer Curriculum (IGETC)

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

---

**Final status of this information was unavailable at publication time.**

Contact the American River College Counseling Center at (916) 484-8572 for 2005-2006 requirements.

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

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

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

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

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

**UC REQUIREMENT ONLY**

**LANGUAGE NOT ENGLISH**

Proficiency equivalent to two years of high school study in the same language. Or, the following courses at ARC also will fulfill this requirement: FREN 401, GER 401, ITAL 401, JAPAN 401, MAND 401, RUSS 401, SILA 305, SPAN 401

**NOTE:** Please see a counselor for options for fulfilling this requirement.

CSU GRADUATION REQUIREMENT ONLY

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

**Group 1:**

POLS 301

**Group 2:**

HIST 301, 311, 318, 320, 321, 325, 327, 330, 334, 343, 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.

---

<table>
<thead>
<tr>
<th>AREA 1: ENGLISH COMPOSITION (6-9 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Course Group A:</td>
<td>ENGWR 300, 480</td>
</tr>
<tr>
<td>1 Course Group B:</td>
<td>ENGWR 301, 302, 481, 482</td>
</tr>
<tr>
<td>1 Course Group C:</td>
<td>SPEECH 301, 351 (CSU requirement only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (3 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 course from: MATH 340, 344, 350, 351, 370, 400, 401, 402, 410, 420; PSYC 330; &amp; STAT 301, 481 combined: maximum credit, one course.</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> (UC Only) Math 400, 350 &amp; 340 combined. Math 401 &amp; 351 combined – maximum credit one course for each set. Maximum of 4 units allowed for Math 370 when transferring to a UC.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 3: ARTS AND HUMANITIES (9 units, at least 1 course from Arts and Humanities)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS—1-2 courses from: ARTH 300, 302, 308, 310, 322, 334; MUFHL 300, 310, 311, 315, 321, 330, 400, 401, 410, 411, 480; TA 300, 302, 303, 306, 310, 312, 314, 315, 318, 350, 480</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> No credit for MUFHL 321 if taken after 400.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 4: SOCIAL &amp; BEHAVIORAL SCIENCES (9 units, at least 3 courses from at least 2 areas)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 310, 315, 320, 333; BUS 345; ECE 312; ECON 302, 304; GEOG 310, 310, 322; HIST 307, 308, 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484; PHIL 360; POLS 301, 302, 310, 322, 332; PSYC 300, 305, 320, 340, 372, 480; SOC 300, 301, 320, 325, 342; SOCS 310, 312</td>
<td></td>
</tr>
<tr>
<td><strong>NOTE:</strong> (UC Only) PSYC 300 &amp; 305 combined; maximum credit allowed -1 course.</td>
<td></td>
</tr>
</tbody>
</table>

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

---

American River College 2005-2006
The University of California has 10 campuses throughout the state. This catalog gives general information concerning requirements for transfer into the University of California campuses. Specific information regarding preparation for major and/or breadth requirements to the individual campuses is available in the ARC Counseling Center. There is an Intersegmental General Education Transfer Curriculum (IGETC) at American River College that meets the General Education/Breadth Requirements at any UC and CSU campus. Students may come to the Counseling Center for a copy of the IGETC pattern. Consult with an ARC Counselor to receive assistance with your General Education and major requirements.

**UC Minimum Admission/Eligibility Requirements**

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

At high school graduation, if you:

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

**Advanced Standing (Transfer) Selection Guidelines**

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

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

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

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

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

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

**General requirements**

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

**High school proficiency examination**

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

**Transfer Opportunity Program (TOP)**

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

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

**Associate Degree**

- Accounting Paraprofessional
- Administrative Assistant (Business Technology)
- Advertising and Sales Promotion (Marketing)
- Anthropology
- Art
- 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 Engineering Management System Technician (Automotive Technology)
- Electronic Systems Technology (Engineering 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

**Certificate Programs**

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

**Career Certificate**

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

- Accounting Paraprofessional
- Administrative Assistant (Business Technology)
- Automotive Technology
- Automotive Technology
- Biotechnology
- Business, General
- Business, Transfer
- Chemical Dependency (Human Services)
- Commercial Music (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)
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

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

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

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.
- Vocational Work Experience (VWE) is provided for students who are employed...
Credit

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

Class attendance

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

Involvement of the employer

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

Summer session

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

Alternate semester work experience

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

Qualifications

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

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

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

4. Employment situation must meet work experience criteria.

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

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

Enrollment in a work experience class is done through the normal registration process. All sections are listed in the schedule of classes under work experience. More information may be obtained from the work experience coordinator whose office is located in the student services building.

American River College 2005-2006
Schedule and credit

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

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

Independent and special study

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

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

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

Special study: An opportunity for the student 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 Equivalents</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>Literature &amp; Composition</td>
<td>3, 4, 5</td>
<td>ENGWR 300 &amp; 301</td>
<td>6 units</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French</td>
<td>3, 4, 5</td>
<td>FREN 401</td>
<td>4 units</td>
</tr>
<tr>
<td>German</td>
<td>3, 4, 5</td>
<td>GERM 401</td>
<td>4 units</td>
</tr>
<tr>
<td>Spanish</td>
<td>3, 4, 5</td>
<td>SPAN 401</td>
<td>4 units</td>
</tr>
<tr>
<td>American History</td>
<td>3, 4, 5</td>
<td>HIST 310 &amp; 311</td>
<td>6 units</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 300</td>
<td>3 units</td>
</tr>
<tr>
<td>Biology</td>
<td>4, 5</td>
<td>BIOL 310</td>
<td>4 units</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>BIOL 400</td>
<td>5 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(w/department consent upon review of lab work reports)</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>4, 5</td>
<td>CHEM 305 or 400</td>
<td>5 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(w/department consent upon review of lab work reports)</td>
<td></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></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>
<tr>
<td>Statistics</td>
<td>3, 4, 5</td>
<td>STAT 301</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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

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

A listing of American River College qualified CAN courses is printed below. American River College also lists a course’s CAN designation in the course descriptions in both the catalog and class schedule. Students can also obtain the most up to date listing of CAN qualified courses at [www.can.crec.edu]. Students should also consult the ASSIST database at [www.assist.org] for specific information on course articulation agreements. Counselors are available at the Counseling Center for assistance.

<table>
<thead>
<tr>
<th>CAN ARTICULATION #</th>
<th>ARC COURSE #</th>
<th>CAN ARTICULATION #</th>
<th>ARC COURSE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 2</td>
<td>ANTH 300</td>
<td>CAN ENGL 16</td>
<td>ENGL 321</td>
</tr>
<tr>
<td>CAN ANTH 4</td>
<td>ANTH 310</td>
<td>CAN ENGL 18</td>
<td>ENGL 300</td>
</tr>
<tr>
<td>CAN ANTH 16</td>
<td>ANTH 320</td>
<td>CAN ENGL SEQ A</td>
<td>ENGR 300+301</td>
</tr>
<tr>
<td>CAN ART 2</td>
<td>ARTH 302</td>
<td>CAN ENGL SEQ B</td>
<td>ENGL 310+311</td>
</tr>
<tr>
<td>CAN ART 6</td>
<td>ART 390</td>
<td>CAN ENGL SEQ C</td>
<td>ENGL 320+321</td>
</tr>
<tr>
<td>CAN ART 8</td>
<td>ART 300</td>
<td>CAN ENGR 2</td>
<td>ENGR 312</td>
</tr>
<tr>
<td>CAN ART 10</td>
<td>ART 327</td>
<td>CAN ENGR 4</td>
<td>ENGR 413</td>
</tr>
<tr>
<td>CAN ART 12</td>
<td>ART 372</td>
<td>CAN ENGR 6</td>
<td>ENGR 401</td>
</tr>
<tr>
<td>CAN ART 14</td>
<td>ART 320</td>
<td>CAN ENGR 8</td>
<td>ENGR 420</td>
</tr>
<tr>
<td>CAN ART 16</td>
<td>ART 370</td>
<td>CAN ENGR 10</td>
<td>ENGR 310</td>
</tr>
<tr>
<td>CAN ART 18</td>
<td>ART 411</td>
<td>CAN ENGR 12</td>
<td>ENGR 411</td>
</tr>
<tr>
<td>CAN ART SEQ A</td>
<td>ARTH 302, ARTH 308, AND ARTH 310</td>
<td>CAN ENGR 14</td>
<td>ECE 312 OR PSY 372</td>
</tr>
<tr>
<td>CAN BIOL 2</td>
<td>BIOL 400</td>
<td>CAN FREN 2</td>
<td>FREN 401</td>
</tr>
<tr>
<td>CAN BIOL 4</td>
<td>BIOL 420</td>
<td>CAN FREN 4</td>
<td>FREN 402</td>
</tr>
<tr>
<td>CAN BIOL 6</td>
<td>BIOL 410</td>
<td>CAN FREN 8</td>
<td>FREN 411</td>
</tr>
<tr>
<td>CAN BIOL 14</td>
<td>BIOL 440</td>
<td>CAN FREN 10</td>
<td>FREN 412</td>
</tr>
<tr>
<td>CAN BIOL SEQ A</td>
<td>BIOL 400+420+410</td>
<td>CAN FREN SEQ A</td>
<td>FREN 401+402</td>
</tr>
<tr>
<td>CAN BIOL SEQ B</td>
<td>BIOL 430+431</td>
<td>CAN FREN SEQ B</td>
<td>FREN 411+412</td>
</tr>
<tr>
<td>CAN BUS 2</td>
<td>ACCT 301</td>
<td>CAN GEOG 2</td>
<td>GEOG 300</td>
</tr>
<tr>
<td>CAN BUS 4</td>
<td>ACCT 311</td>
<td>CAN GEOG 4</td>
<td>GEOG 310</td>
</tr>
<tr>
<td>CAN BUS 8</td>
<td>BUS 340</td>
<td>CAN GEOG 6</td>
<td>GEOG 300</td>
</tr>
<tr>
<td>CAN BUS 12</td>
<td>BUS 340</td>
<td>CAN GEOL 2</td>
<td>GEOL 300+301</td>
</tr>
<tr>
<td>CAN BUS SEQ A</td>
<td>ACCT 301+311</td>
<td>CAN GEOL 4</td>
<td>GEOL 300</td>
</tr>
<tr>
<td>CAN CHEM 2</td>
<td>CHEM 400</td>
<td>CAN GEOL 6</td>
<td>GEOL 300</td>
</tr>
<tr>
<td>CAN CHEM 4</td>
<td>CHEM 401</td>
<td>CAN GEOL 8</td>
<td>GEOL 310</td>
</tr>
<tr>
<td>CAN CHEM 6</td>
<td>CHEM 305</td>
<td>CAN GERM 2</td>
<td>GERM 401</td>
</tr>
<tr>
<td>CAN CHEM 8</td>
<td>CHEM 306</td>
<td>CAN GERM 4</td>
<td>GERM 402</td>
</tr>
<tr>
<td>CAN CHEM 12</td>
<td>CHEM 430</td>
<td>CAN GERM 8</td>
<td>GERM 413</td>
</tr>
<tr>
<td>CAN CHEM SEQ A</td>
<td>CHEM 460+461</td>
<td>CAN GERM 10</td>
<td>GERM 412</td>
</tr>
<tr>
<td>CAN CHEM SEQ B</td>
<td>CHEM 305+306</td>
<td>CAN GERM SEQ A</td>
<td>GERM 401+402</td>
</tr>
<tr>
<td>CAN CHIN 2</td>
<td>MAND 401</td>
<td>CAN GERM SEQ B</td>
<td>GERM 411+412</td>
</tr>
<tr>
<td>CAN CHIN 4</td>
<td>MAND 402</td>
<td>CAN CVT 2</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN CSCI 4</td>
<td>CSP 340</td>
<td>CAN CVT 6</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN CSCI 12</td>
<td>CSP 565</td>
<td>CAN CVT 8</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN CSCI 18</td>
<td>CSP 600</td>
<td>CAN CVT 10</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN CSCI 24</td>
<td>CSP 430</td>
<td>CAN CVT 12</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN DRAM 6</td>
<td>SPEECH 371</td>
<td>CAN CVT 14</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN DRAM 8</td>
<td>TA 350 or TA 480</td>
<td>CAN CVT 16</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN DRAM 10</td>
<td>TA 422</td>
<td>CAN CVT 18</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN DRAM 12</td>
<td>TA 420</td>
<td>CAN CVT 20</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN DRAM 14</td>
<td>TA 437</td>
<td>CAN CVT 22</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN DRAM 18</td>
<td>TA 300</td>
<td>CAN CVT 24</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN DRAM 22</td>
<td>TA 351</td>
<td>CAN CVT 26</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN ECN 2</td>
<td>ECON 302</td>
<td>CAN CVT 28</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN ECN 4</td>
<td>ECON 304</td>
<td>CAN CVT 30</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN ENGL 2</td>
<td>ENGL 300</td>
<td>CAN CVT 32</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN ENGL 4</td>
<td>ENGL 301</td>
<td>CAN CVT 34</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN ENGL 6</td>
<td>ENGL 310</td>
<td>CAN CVT 36</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN ENGL 8</td>
<td>ENGL 311</td>
<td>CAN CVT 38</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN ENGL 10</td>
<td>ENGL 320</td>
<td>CAN CVT 40</td>
<td>CVT 301</td>
</tr>
<tr>
<td>CAN ENGL 14</td>
<td>ENGL 320</td>
<td>CAN CVT 42</td>
<td>CVT 301</td>
</tr>
</tbody>
</table>

American River College 2005-2006
## California Articulation Number System

| CAN MATH 2 | MATH 300 |
| CAN MATH 4 | MATH 310 |
| CAN MATH 18 | MATH 330 |
| CAN MATH 12 | MATH 344 |
| CAN MATH 16 | MATH 378 |
| CAN MATH 18 | MATH 400 |
| CAN MATH 20 | MATH 401 |
| CAN MATH 22 | MATH 402 |
| CAN MATH 24 | MATH 420 |
| CAN MATH 26 | MATH 410 |
| CAN MATH 30 | MATH 350 |
| CAN MATH 32 | MATH 351 |
| CAN MATH 34 | MATH 340 |
| CAN MATH SEQ B | MATH 400-401 |
| CAN MATH SEQ C | MATH 400-401-402 |
| CAN MATH SEQ D | MATH 350-351 |
| CAN MUS 2 | MUHL 400 |
| CAN MUS 4 | MUHL 401 |
| CAN MUS 8 | MUHL 310 |
| CAN MUS 22 | MUHY 340 |
| CAN MUS 24 | MUHY 341 |
| CAN PHIL 2 | PHIL 300 |
| CAN PHIL 4 | PHIL 310 |
| CAN PHIL 6 | PHIL 320 |
| CAN PHIL 8 | PHIL 330 |
| CAN PHYS 2 | PHYS 350 |
| CAN PHYS 4 | PHYS 360 |
| CAN PHYS 8 | PHYS 410 |
| CAN PHYS 12 | PHYS 421 |
| CAN PHYS 14 | PHYS 431 |
| CAN PHYS SEQ A | PHYS 350+360 |
| CAN PHYS SEQ B | PHYS 410-421+431 |
| CAN PSI 2 | PSYC 300 |
| CAN PSI 4 | PSYC 330 |
| CAN PSI 10 | PSYC 310 |
| CAN PHIL 2 | SPEECH 301 |
| CAN PHIL 4 | SPEECH 311 |
| CAN PHIL 6 | SPEECH 321 |
| CAN PHIL 8 | SPEECH 331 |
| CAN STAT 2 | STAT 301 |
Top:
Gov. Ronald Reagan helps kick off the Rat Decathlon, a yearly event that garnered national attention.

Center left:
Students taking a timed typing test.

Bottom left:
The Rose Marks Quad and Library, in the 1980s.

Bottom right:
A Camellia Festival Princess holds a whiskered contestant in the Rat Decathlon.
Accounting

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.

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>3</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 (1 unit) or keyboarding competency</td>
<td>0-1</td>
</tr>
<tr>
<td>and three units selected from the following:</td>
<td>3</td>
</tr>
<tr>
<td>CIS classes; BUSTEC 305, 310</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 121</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 125 or 153</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 301</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 311</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 341</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 343</td>
<td>2</td>
</tr>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

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

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

<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 Economics 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 (1 unit) or keyboarding competency</td>
<td>0-1</td>
</tr>
<tr>
<td>and three units selected from the following:</td>
<td>3</td>
</tr>
<tr>
<td>CIS classes; ACCT 341, 343; BUSTEC 305, 310</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 103</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 104</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 111</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 311</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 341</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 343</td>
<td>2</td>
</tr>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

AGCT 107, 121, 153; BUS 105, 320, 330; CISA 305, 315, 316, 320; CISC 320; MGMT 360

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

### Financial Accounting Certificate

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>27 units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Courses Required</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>ACCT 103</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 104</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 107</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 111</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 301</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 311</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 341</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 342</td>
<td>2</td>
</tr>
<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
</tbody>
</table>

**ACCT 101  Fundamental of College Accounting**

3 Units  
Formerly: ACCT 60  
Prerequisite: None  
Advisory: BUS 105 or MATH 100; and ENGW 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  
Prerequisite: ACCT 301 with a grade of “C” or better.  
Advisory: ACCT 102.  
Hours: 54 hours LEC  

This course continues the study and evaluation of financial statements with emphasis on cash flows, receivables, liabilities, inventory, and long-term assets. This course is typically offered in the Fall semester only.

**ACCT 104  Intermediate Accounting**

3 Units  
Prerequisite: ACCT 301 with a grade of “C” or better.  
Advisory: ACCT 103.  
Hours: 54 hours LEC  

This course continues the study and evaluation of financial statements with emphasis on long-term assets, equity, income tax, and financial statement evaluation. This course is typically offered in the Spring semester only.

**ACCT 107  Auditing**

3 Units  
Prerequisite: ACCT 301 with a grade of “C” or better.  
Advisory: ACCT 103 and ACCT 104.  
Hours: 54 hours LEC  

This course on auditing theory emphasizes attestation audits of financial records and annual reports. Topics include generally accepted auditing standards, audit planning and methodology, ethics, and legal issues. This course is typically offered Fall semester only.

**ACCT 111  Cost Accounting**

3 Units  
Prerequisite: ACCT 311 with a grade of “C” or better.  
Hours: 54 hours LEC  

This course is a continuation of managerial and cost accounting systems. Emphasis is placed on the development and analysis of quantitative information needed by managers for planning, operating, and controlling business operations. This course is typically offered Spring semester only.

**ACCT 121  Payroll Accounting**

3 Units  
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. Topics include both manual and computer payroll systems with hands-on computer applications.

**ACCT 125  Federal and State Taxation**

4 Units  
Prerequisite: None  
Advisory: ACCT 301.  
Hours: 72 hours LEC  

This course covers Federal and California tax regulations pertaining to individual returns. Topics include filing of returns, income and adjustments, itemized deductions, and capital and other gains and losses. This course is recommended for accounting majors and others seeking to become tax preparers.

**ACCT 128  Taxation of Corporations, Partnerships, Estates, and Trusts**

4 Units  
Prerequisite: ACCT 125 with a grade of “C” or better.  
Hours: 72 hours LEC  

This course provides a continuing study of federal and state income tax compliance with an emphasis on the taxation of business entities including corporations, partnerships, limited liability companies, S-corporations, estates and fiduciary trusts. Topics include related party transactions, filing requirements, differences in book and taxable income, tax computation, available credits, tax elections, and working with the Internal Revenue Service on tax administration matters.

**ACCT 141  Quick Books 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  
Prerequisite: ACCT 301 with a grade of “C” or better.  
Advisory: ACCT 101; ENGW 102 or 103 or ESLR 320 and ESLW 320; BUS 350.  
Hours: 54 hours LEC  

This course covers accounting and financial reporting for governmental units and institutions with emphasis on the accounting standards prescribed by the Governmental Accounting Standards Board. The course also covers governmental budgeting and budgetary controls. This course is typically offered Spring semester only.

**ACCT 301  Financial Accounting**

4 Units  
Formerly: ACCT 1A  
Prerequisite: None  
Advisory: ACCT 101; ENGW 102 or 103 and ENGRD 116 or ESLR 320 and ESLW 320; MATH 100 or BUS 105.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  

Financial accounting for business administration and accounting majors covers accounting systems and preparation and interpretation of financial statements and other summary reports. It includes units in receivables and payables, inventories, depreciation, systems and controls, payroll, forms of business organization, stocks and bonds, and cash flows. Business Administration majors with an accounting concentration planning to transfer should have completed 30 units of course work prior to enrolling. (CAN BUS 2) (BUS SEQ A Sum of CAN Bus 2 and Bus 4)
ACCT 311  Managerial Accounting  4 Units
Prerequisite: ACCT 301 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course continues the study of accounting theory with special emphasis on the types of accounting information used by managers, sources of information, and how this information is used by managers in making business decisions. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, capital budgeting, and statement analysis. (CAN BUS 4)
(BUS SEQ A Sum of CAN Bus 2 and Bus 4)

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

ACCT 343  Computer Spreadsheet Applications for Accounting  2 Units
Prerequisite: None
Corequisite: ACCT 301.
Advisory: CISA 315.
Course Transferable to CSU
Hours: 27 hours LEC, 27 hours LAB
This course combines the study of accounting and computer spreadsheets. Projects include business transactions, accounts receivable, inventory, payroll, special journals, financial statements, financial analysis, and other accounting topics. The course focuses on accuracy, clarity, creativity, adaptability, and presentation skills.
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.

Anthropology

Requirements for Degree Major 18 Units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 300 or 480</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 301</td>
<td>1</td>
</tr>
<tr>
<td>ANTH 310</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 320</td>
<td>3</td>
</tr>
<tr>
<td>and 8 units selected from the following:</td>
<td>8</td>
</tr>
<tr>
<td>ANTH 311, 312, 330, 333, 335, 370, 372</td>
<td></td>
</tr>
</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 AA/AS degree. See ARC graduation requirements.

ANTH 300 Physical Anthropology 3 Units

Prerequisite: None
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESR 320, or placement through assessment process.
Course Transferrable 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. AA/AS area 3A; CSU area B2; IGETC area 5B.

ANTH 310 Cultural Anthropology 3 Units

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

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

ANTH 311 Cultural Anthropology Discussion 1 Unit

Prerequisite: None
Advisory: ANTH 310.
Course Transferrable to CSU
Hours: 18 hours LEC

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

ANTH 312 The Anthropology of Gender 1 Unit

Prerequisite: None
Advisory: ANTH 310.
Course Transferrable 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".
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Co-requisite Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 315</td>
<td>Cultures in Focus</td>
<td>3</td>
<td>None</td>
<td>AA/AS area 3C; CSU area D3; IGETC area 4.</td>
</tr>
<tr>
<td>ANTH 320</td>
<td>Introduction to Archeology and World Prehistory</td>
<td>3</td>
<td>None</td>
<td>AA/AS area 3C; CSU area D3; IGETC area 4.</td>
</tr>
<tr>
<td>ANTH 330</td>
<td>Magic, Witchcraft and Religion</td>
<td>3</td>
<td>None</td>
<td>AA/AS area 3C; CSU area D3; IGETC area 4.</td>
</tr>
<tr>
<td>ANTH 333</td>
<td>American Indians of California</td>
<td>3</td>
<td>None</td>
<td>AA/AS area 3C &amp; 3F; CSU area D3; IGETC area 4.</td>
</tr>
<tr>
<td>ANTH 335</td>
<td>Research Methods in Anthropology</td>
<td>3</td>
<td>ANTH 300 or 310 with a grade of “C” or better.</td>
<td>CSU area B2; IGETC area 5B.</td>
</tr>
<tr>
<td>ANTH 370</td>
<td>Primatology</td>
<td>3</td>
<td>None</td>
<td>AA/AS area 3C; CSU area D3; IGETC area 4.</td>
</tr>
<tr>
<td>ANTH 372</td>
<td>Primatology Field Studies</td>
<td>2</td>
<td>None</td>
<td>AA/AS area 3C; CSU area D3; IGETC area 4.</td>
</tr>
<tr>
<td>ANTH 374</td>
<td>Topics in Anthropology</td>
<td>1-3</td>
<td>None</td>
<td>AA/AS area 3C; CSU area D3; IGETC area 4.</td>
</tr>
<tr>
<td>ANTH 480</td>
<td>Honors Physical Anthropology</td>
<td>3</td>
<td>3.0 or better cumulative GPA, ENGWR 300 or 480 with a grade of “C” or better.</td>
<td>CSU area B2; IGETC area 5B.</td>
</tr>
<tr>
<td>ANTH 494</td>
<td>Topics in Anthropology</td>
<td>3</td>
<td>None</td>
<td>AA/AS area 3C; CSU area D3; IGETC area 4.</td>
</tr>
</tbody>
</table>
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
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

<table>
<thead>
<tr>
<th>Requirements for Degree Major/Certificate</th>
<th>25 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Required</td>
<td>Units</td>
</tr>
<tr>
<td>DRLTH 100</td>
<td>2</td>
</tr>
<tr>
<td>DRLTH 102</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 105</td>
<td>2</td>
</tr>
<tr>
<td>DRLTH 110</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 112</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 120</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 121</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 122</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 130</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 131</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 140</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 142</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 150</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 160</td>
<td>1.5</td>
</tr>
<tr>
<td>DRLTH 162</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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.

For More Information Contact:
Program Director
2836 El Centro Rd.
Sacramento, CA 95833
(916) 646-6688

<table>
<thead>
<tr>
<th>Requirements for Degree Major/Certificate</th>
<th>33 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Required</td>
<td>Units</td>
</tr>
<tr>
<td>ELECT 110</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 111</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 120</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 121</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 130</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 131</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 140</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 141</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 150</td>
<td>3.3</td>
</tr>
<tr>
<td>ELECT 151</td>
<td>3.3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Requirements for Degree Major/Certificate</th>
<th>26.5 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Required</td>
<td>Units</td>
</tr>
<tr>
<td>IW 100</td>
<td>2.5</td>
</tr>
<tr>
<td>IW 110</td>
<td>2</td>
</tr>
<tr>
<td>IW 120</td>
<td>2</td>
</tr>
<tr>
<td>IW 130</td>
<td>2</td>
</tr>
<tr>
<td>IW 131</td>
<td>2</td>
</tr>
<tr>
<td>IW 140</td>
<td>2</td>
</tr>
<tr>
<td>IW 150</td>
<td>2</td>
</tr>
<tr>
<td>IW 151</td>
<td>2</td>
</tr>
<tr>
<td>IW 160</td>
<td>2</td>
</tr>
<tr>
<td>IW 170</td>
<td>2</td>
</tr>
<tr>
<td>IW 171</td>
<td>2</td>
</tr>
<tr>
<td>IW 180</td>
<td>2</td>
</tr>
<tr>
<td>IW 181</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Requirements for Degree Major/Certificate</th>
<th>18 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Required</td>
<td>Units</td>
</tr>
<tr>
<td>ELSC 100</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 101</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 110</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 111</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 120</td>
<td>3</td>
</tr>
<tr>
<td>ELSC 121</td>
<td>3</td>
</tr>
</tbody>
</table>
Apprenticeship

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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHME 100</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 101</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 110</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 111</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 120</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 121</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 130</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 131</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 140</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 141</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 150</td>
<td>2.5</td>
</tr>
<tr>
<td>SHME 151</td>
<td>2.5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHME 100</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 101</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 110</td>
<td>3.3</td>
</tr>
<tr>
<td>SHME 111</td>
<td>3.3</td>
</tr>
<tr>
<td>SMTEC 100</td>
<td>2.5</td>
</tr>
<tr>
<td>SMTEC 101</td>
<td>2.5</td>
</tr>
<tr>
<td>SMTEC 110</td>
<td>2.5</td>
</tr>
<tr>
<td>SMTEC 111</td>
<td>2.5</td>
</tr>
<tr>
<td>SMTEC 120</td>
<td>2.5</td>
</tr>
<tr>
<td>SMTEC 121</td>
<td>2.5</td>
</tr>
<tr>
<td>SMTEC 130</td>
<td>2.5</td>
</tr>
<tr>
<td>SMTEC 131</td>
<td>2.5</td>
</tr>
<tr>
<td>SMTEC 140</td>
<td>2.5</td>
</tr>
<tr>
<td>SMTEC 141</td>
<td>2.5</td>
</tr>
</tbody>
</table>

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.

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

Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMRA 100</td>
<td>3</td>
</tr>
<tr>
<td>SMRA 101</td>
<td>3</td>
</tr>
<tr>
<td>SMRA 110</td>
<td>3</td>
</tr>
<tr>
<td>SMRA 111</td>
<td>3</td>
</tr>
</tbody>
</table>

ELECT 280 Electrical Workers State Certification Preparation

4.5 units

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

100 Introduction to Apprenticeship: Electrical, Sheetmetal, and Carpenter

3 units

Prerequisite: None
Hours: 54 hours LEC
Description: This course provides an introduction to apprenticeship in the electrical, carpenter, and sheetmetal trades. Topics include labor history, workers’ rights, construction computations, safety, traditional and non-traditional worker orientations.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>3</td>
</tr>
<tr>
<td>ART 320 or ARTNM 310</td>
<td>3</td>
</tr>
<tr>
<td>ART 370</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 302</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 308 or 310</td>
<td>3</td>
</tr>
<tr>
<td>and 15 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ART 302</td>
<td>3</td>
</tr>
<tr>
<td>ART 304</td>
<td>3</td>
</tr>
<tr>
<td>ART 305</td>
<td>3</td>
</tr>
<tr>
<td>ART 306 or ARTNM 320</td>
<td>3</td>
</tr>
<tr>
<td>ART 314 or ARTNM 370</td>
<td>3</td>
</tr>
<tr>
<td>ART 322</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>3</td>
</tr>
<tr>
<td>ART 327</td>
<td>3</td>
</tr>
<tr>
<td>ART 328</td>
<td>3</td>
</tr>
<tr>
<td>ART 329</td>
<td>3</td>
</tr>
<tr>
<td>ART 356</td>
<td>3</td>
</tr>
<tr>
<td>ART 357</td>
<td>3</td>
</tr>
<tr>
<td>ART 361</td>
<td>3</td>
</tr>
<tr>
<td>ART 371</td>
<td>3</td>
</tr>
<tr>
<td>ART 372</td>
<td>3</td>
</tr>
<tr>
<td>ART 373</td>
<td>3</td>
</tr>
<tr>
<td>ART 375</td>
<td>3</td>
</tr>
<tr>
<td>ART 382</td>
<td>3</td>
</tr>
<tr>
<td>ART 383</td>
<td>3</td>
</tr>
<tr>
<td>ART 384</td>
<td>3</td>
</tr>
<tr>
<td>ART 390</td>
<td>3</td>
</tr>
<tr>
<td>ART 391</td>
<td>3</td>
</tr>
<tr>
<td>ART 411</td>
<td>3</td>
</tr>
<tr>
<td>ART 412</td>
<td>2</td>
</tr>
<tr>
<td>ART 413</td>
<td>3</td>
</tr>
<tr>
<td>ART 414</td>
<td>3</td>
</tr>
<tr>
<td>ART 415</td>
<td>3</td>
</tr>
<tr>
<td>ART 416</td>
<td>2</td>
</tr>
<tr>
<td>ART 417</td>
<td>3</td>
</tr>
<tr>
<td>ART 418</td>
<td>3</td>
</tr>
<tr>
<td>ART 419</td>
<td>3</td>
</tr>
<tr>
<td>ART 420</td>
<td>2</td>
</tr>
<tr>
<td>ART 422</td>
<td>3</td>
</tr>
<tr>
<td>ART 431</td>
<td>3</td>
</tr>
<tr>
<td>ART 432</td>
<td>4</td>
</tr>
<tr>
<td>ART 442</td>
<td>2</td>
</tr>
</tbody>
</table>

Recommended Electives

Additional ART classes: ARTNM 326, 420; MUHL 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: 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 is a studio class in drawing and composition. Lectures and discussions stress the fundamental discipline related to the visualization of concrete or abstract concepts. Practice in drawing and development of content will be emphasized. (CAN ART 8) AA/AS area 3B; CSU area C1

**ART 302  Elementary Drawing and Composition**  3 Units  
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, 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: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESSL 320, ESLW 320, or placement through assessment process. Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course focuses on the fundamentals of design for beginning students, establishing a foundation for intermediate and advanced art courses as well as developing a visual and verbal vocabulary essential to understanding and appreciating art and design esthetics. The fundamentals of line, shape and form, spatial relationships, value and color will be analyzed. These principles will be applied through a series of studio projects, developing skills with a wide range of tools, media, and presentation techniques. (CAN ART 14) AA/AS area 3B; CSU area C1

**ART 321  Design: Image and Content**  3 Units  
Formerly: ART 15A  
Prerequisite: ART 320. Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course will present problems in organizing the elements of design (line, shape, form, color, texture) into creative visual expressions. Emphasis is placed on the relationship between design (image) and content (ideas and feelings). Discussion and criticism of problems utilizing a variety of media will be included. AA/AS area 3B

**ART 322  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. (CAN ART 10)

**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.*  
*Course Transferable to UC/CSU*  
*Hours: 36 hours LEC; 54 hours LAB*  
This course is an introduction to 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.*  
*Course Transferable 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*  
*Course Transferable to UC/CSU*  
*Hours: 36 hours LEC; 54 hours LAB*  
This course covers various printmaking techniques which may include relief, 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: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.*  
*Course Transferable to UC/CSU*  
*Hours: 36 hours LEC; 54 hours LAB*  
This foundation course covers an analysis of historical and contemporary designs, primarily concerned with the visual dialogue between form and space, with focus on visual sensitivity for three-dimensional composition. Line, plane, and volume are utilized to construct 3-D forms using a variety of materials: wire, plastics, cardboard and paper. May be taken twice for credit. (CAN ART 16) CSU area C1

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

**ART 372** Sculpture 3 Units  
*Formerly: ART 21A*  
*Prerequisite: None*  
*Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.*  
*Course Transferable to UC/CSU*  
*Hours: 36 hours LEC; 54 hours LAB*  
This course provides basic practice in the expressive use of form and color in three-dimensional space using traditional additive and subtractive media such as clay and plaster, as well as constructive media such as wood, found objects, and other materials. The course utilizes a problem-solving format in order to develop knowledge of technical process, formal vocabulary, and individual expression. Both historical and contemporary approaches in developing form and content are included. (CAN ART 12) CSU area C1

**ART 373** Sculpture 3 Units  
*Formerly: ART 21B*  
*Prerequisite: ART 372.*  
*Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.*  
*Course Transferable to UC/CSU*  
*Hours: 36 hours LEC; 54 hours LAB*  
This is an intermediate course in the practice of the expressive use of form and color in three-dimensional space. It utilizes traditional additive and subtractive media such as clay and plaster, as well as constructive media such as wood, found objects, and other materials. It utilizes a problem-solving format in order to develop knowledge of technical process, formal vocabulary, and individual expression. It examines both historical and contemporary approaches in developing form and content. It develops the ability to process visual information and create expressive objects in three dimensions.

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

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

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

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

ART 384  Metal Design: Emphasis in Casting  3 Units
Formerly: ART 27E
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; 54 hours LAB
This course covers historical and contemporary approaches to centrifugal casting, mold making, wax patterns, and the aesthetic aspects of metal casting for small scale sculpture and jewelry will be studied. Basic methods and techniques for wax working, kiln burnout, centrifugal casting, vulcanized rubber molds and metal finishing will be emphasized. May be taken twice for credit.

ART 385  Metal Arts Lab  1-2 Units
Formerly: ART 27L
Prerequisite: None
Corequisite: Current enrollment in ART 382 or 383 or 384.
Course Transferable to CSU
Hours: 54-108 hours LAB
This course offers laboratory experience to assist in completing complex metal art projects. The course focuses on the development of a personal creative vision furthering technical skills, and complex problem solving. May be taken three times.

ART 390  Ceramics  3 Units
Formerly: ART 25A
Prerequisite: None
Course Transferable to UCCSU
Hours: 36 hours LEC; 54 hours LAB
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

ART 391  Intermediate Ceramics  3 Units
Formerly: ART 25B
Prerequisite: ART 390 with a grade of “C” or better.
Course Transferable to UCCSU
Hours: 36 hours LEC; 54 hours LAB
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.

ART 392  Ceramic Lab  1-2 Units
Formerly: ART 25L
Prerequisite: None
Corequisite: Current enrollment in ART 390 or 391.
Course Transferable to UCCSU
Hours: 54-108 hours LAB
This course offers laboratory experience to assist in completing complex ceramic projects. The course focuses on the development of a personal creative vision, furthering technical skills, and complex problem solving. May be taken twice for credit.

ART 411  Photography  3 Units
Formerly: ART 40A
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 UCCSU
Hours: 36 hours LEC; 54 hours LAB
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

ART 412  Color Photography  2 Units
Prerequisite: ART 411.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
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.

ART 413  Intermediate Photography  3 Units
Formerly: ART 40C
Prerequisite: ART 411 with a grade of “C” or better.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
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.

ART 414  Documentary Photography  3 Units
Formerly: ART 40D
Prerequisite: ART 411 with a grade of “C” or better.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides instruction in advanced documentary and photojournalism techniques in a black and white format. Various processes of film developing and printing are emphasized. A portfolio including an extensive documentary project is required. A 35mm SLR camera and various other materials and supplies related to darkroom production are required.

ART 415  Studio Lighting  3 Units
Formerly: ART 40E
Prerequisite: ART 411 with a grade of “C” or better.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study in studio lighting techniques used in commercial photography. Topics include lighting ratios, correct exposure using an electronic flash, basic portraiture, advertising, appropriate choice of camera formats/film, and also studies of commercial photography. Black and white as well as color transparency processes are included.

ART 416  Photography Lab  1-2 Units
Formerly: ART 40L
Prerequisite: None
Corequisite: ART 411, 412, or 413.
Course Transferable to UCCSU
Hours: 54-108 hours LAB
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.

ART 417  Medium Format Photography  0-3 Units
Prerequisite: ART 411 with a grade of “C” or better.
Advisory: ENGWR 102 or 103, and ENGRD 116, or ESLR 320 and ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course will cover issues related to the production of 2 1/4 format negatives, prints, and transparencies, for fine art photography and advertising. A 2 1/4 camera and related instructional materials and supplies are required. Field trips may be required. May be taken twice for credit.

American River College 2005-2006
ART 418  Historical Processes in Photography  3 Units
Prerequisite: ART 411 with a grade of "C" or better.
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320 and ESLW 320; or placement through assessment.
Course Transferable to UCCS
Hours: 36 hours LEC; 54 hours LAB
This course covers the history of photographic processes from daguerreotype to the digital age with emphasis on photography as an art medium and its evolution as a visual tool. A 35mm SLR camera and related instructional materials are required. Field trips may be required. AA/AS area 3B.

ART 419  Digital Photography  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is a course in basic digital photography. Topics include digital camera functions, digital shooting, photographic composition and aesthetics, editing tools and software, and print portfolio development. Digital camera, flash cards and re-writable CDs or zip disks are required. Field trips are required.

ART 420  Film Making  2 Units
Formerly: ART 29A
Prerequisite: None
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.
Course Transferable to UCCS
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 UCCS
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: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the use of 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 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 33A
Prerequisite: Two college art courses.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course covers gallery preparation and maintenance for students grounded in fundamentals of the visual arts. It involves experience in planning and installing exhibitions.

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

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

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

ARTH 302  Art: Stone Age through the Middle Ages  3 Units
Formerly: ART 3
Prerequisite: None
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.
Course Transferable to UCCS
Hours: 54 hours LEC
This course is a study of the visual arts including; drawing, sculpture, architecture, painting and printmaking. It is recommended for all students seeking a basis for understanding art. Field trips and/or individual visitation to art galleries and museums are required. AA/AS area 3B; CSU area C1; IGETC area 3.
| Course Code | Course Title                                      | Units | Formerly | Prerequisite                                      | Advisory                                      | Course Transferable to UC/CSU | Hours: | Course Description                                                                                                                                                                                                 |
|-------------|--------------------------------------------------|-------|----------|---------------------------------------------------|-----------------------------------------------|---------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
| ARTH 308    | Renaissance Tradition in Art                     | 3     | ART 4    | None                                              |                                               | 54 LEC                                      |        | This course is a study of the architecture, graphic art, painting and sculpture of European cultures from the Proto-Renaissance to the Post-Impressionist period. Art works of each major period will be discussed and analyzed and placed within an historical context. (ART SEQ A Sum of ARTH 302, 308 and 310) AA/AS area 3B; CSU area C1; IGETC area 3. |
| ARTH 310    | Modern Art                                       | 3     | ART 5    | None                                              |                                               | 54 LEC                                      |        | This course is a study and discussion of the factors determining the historical evolvement of the fine arts from Impressionism to the present. Examples illustrating the relationships between various schools and styles in Modern Art are shown. Field trips and/or individual visitations to art galleries and museums are required. (ART SEQ A Sum of ARTH 302, 308 and 310) AA/AS area 3B; CSU area C1; IGETC area 3. |
| ARTH 322    | Art History of the Non-Western World             | 3     | ART 3A   | None                                              |                                               | 54 LEC                                      |        | This course is a survey of art history in cultures throughout the non-western world. It is an introduction to the study of the architecture, sculpture and painting of the peoples of India, Africa, Asia, the Americas, the Arctic, Australia and Oceania. The time period covered is from the Stone Age to the eighteenth century. Field trips and/or individual visitations to art galleries and museums are required. AA/AS areas 3B, F; CSU area C1; IGETC area 3. |
| ARTH 334    | International Contemporary Art                   | 3     | ART 5A   | None                                              |                                               | 54 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 3B; CSU area C1; IGETC area 3. |
| ARTH 480    | Honors Introduction to Art                       | 3     | ART 10H  | GPA of 3.0 or above; ENGRD 300 or 480 with a grade of “C” or better |                                               | 54 LEC                                      |        | This course is an honors level introduction to the visual arts. Critical thinking skills will be used to analyze drawings, sculptures, paintings, architecture, and printmaking. Using a seminar style, the focus will be on developing evaluation skills and achieving a thorough understanding of the visual arts. Required field trips and/or individual visits to art galleries and museum will create a synthesis between class discussions and actual works of art. AA/AS area 3B; CSU area C1. |
Art New Media

Area: Fine & Applied Arts
Dean: Dr. David Newnham
Phone: (916) 484-8433
Counseling: (916) 484-8572

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.

Art New Media

Requirements for Degree Major 40.5 Units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>3</td>
</tr>
<tr>
<td>ART 320/ARTNM 310</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 310</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 302</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTNM 305</td>
<td>3</td>
</tr>
<tr>
<td>and 24 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ARTNM 320/ART 306</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 325</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 326</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 328</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 330</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 332</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 350</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 352</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 354</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 356</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 358</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 359</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 370/ART 314</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>ARTNM 406/CISW 470</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 420</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 421</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 422</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 423</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 450</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 496</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 497</td>
<td>4</td>
</tr>
<tr>
<td>CISW 300/INDIS 410</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

ART 322, 370, 411; MUFHL 300, 310, 311; PHIL 300; TA 300, 302, 304, 312, 314, 315; CISW 310

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. General Graphic Design
### Graphic Design

**Requirements for Certificate** 38.5 Units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 320 or ARTNM 310</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 302</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTNM 305</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 325</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 328</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 330</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 350</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 352</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 354</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 356</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 450</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 497</td>
<td>1</td>
</tr>
</tbody>
</table>

### Web Graphics

**Requirements for Certificate** 38.5 Units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 320 or ARTNM 310</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 302</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 325</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 328</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 330</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 350</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 352</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>ARTNM 406/CISW 470</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 450</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 497</td>
<td>1</td>
</tr>
<tr>
<td>INDIS 410/CISW 300</td>
<td>3</td>
</tr>
</tbody>
</table>

### Illustration

**Requirements for Certificate** 34.5 Units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>3</td>
</tr>
<tr>
<td>ART 304</td>
<td>3</td>
</tr>
<tr>
<td>ART 320 or ARTNM 310</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>3</td>
</tr>
<tr>
<td>ART 327 or ART 336</td>
<td>3</td>
</tr>
<tr>
<td>ART 310</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 302</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 326</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 370 or ART 314</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 404</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 450</td>
<td>3</td>
</tr>
</tbody>
</table>

### Technical Communication

**Requirements for Degree Major** 42.5 Units

**Core Requirements**

<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>ENGRWR 342</td>
<td>3</td>
</tr>
<tr>
<td>ENGRWR 344 or ENGRWR 348 or ENGRWR 350</td>
<td>1.5</td>
</tr>
<tr>
<td>ENGRWR 352</td>
<td>3</td>
</tr>
<tr>
<td>and 12 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ARTNM 324, 328, 330, 354, 402, 404, 407, CISA 315, 340; CISW 310; ARTNM 352 or CISA 330 and CISA 351 or CISA 355 and CISA 360 and 6 units selected from the following</td>
<td>6</td>
</tr>
<tr>
<td>ENGRWR 450, 451; ENGRWR 359, 351, 354, 356, 358; JOUR 300, 401; SPEECH 321 or 331</td>
<td></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.

### 3D Animation

**Requirements for Certificate** 41.5 Units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>3</td>
</tr>
<tr>
<td>ART 304</td>
<td>3</td>
</tr>
<tr>
<td>ART 375</td>
<td>3</td>
</tr>
<tr>
<td>ART 411</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 302</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTNM 320 (same as ART 306)</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 326</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 328</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 420</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 421</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 422</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 423</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 450</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 497</td>
<td>1</td>
</tr>
</tbody>
</table>

### Technical Communication Certificate

**Requirements for Certificate** 20.5 units

**Courses Required**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTNM 352 or CISA 330 and CISA 331 or CISA 335 and CISA 336</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>ENGRWR 342</td>
<td>5</td>
</tr>
<tr>
<td>ENGRWR 352</td>
<td>3</td>
</tr>
<tr>
<td>ENGRWR 344 or ENGRWR 348 or ENGRWR 350</td>
<td>1.5</td>
</tr>
<tr>
<td>and 6 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ARTNM 324, 328, 330, 402, 404; CISA 340; CISW 300/INDIS 410; CISW 310</td>
<td></td>
</tr>
</tbody>
</table>
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 LEC  
This course is a history of graphics and the graphic object from ancient Egypt to contemporary times, with an emphasis on commercial graphics from the 1880s to current multi-media design. An analysis of graphics from a wide range of cultures will also be a primary focus. AA/AS area 3B; CSU area C1  

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

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 ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is an introduction to computer based design using the basic operating principals of Adobe Illustrator. Design skills and the tools of the software application will be applied to produce individual portfolio quality projects. A field trip is required. This course may be taken four times on different versions.  

ARTNM 325  Intermediate Digital Design  3 Units  
Prerequisite: ARTNM 324 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a continuation of ARTNM 324. It defines the elements of graphic design, such as typography, gestalt, dominance, hierarchy, balance, and color. These issues are applied to the typographic tools and imaging capabilities of Adobe Illustrator. Concepts emphasize typographic design and the relationship between type and image.  

ARTNM 326  Digital Painting  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 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 328  Digital Photo Imagery - Photoshop Basics  3 Units  
Formerly: ARTNM 24A  
Prerequisite: None  
Advisory: ART 320, CISC 300 (Macintosh), ENGWR 102 or 103, and ENGRD 116 with a grade of “C” or better; or ESLR 320, ESLI 320, ESLW 320 with a grade of “C” or better; or placement through assessment process.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is an introduction to computer-based photographic imaging using the basic operating principles of Adobe Photoshop. Topics include color field variation, retouching, and the integration of graphics and photographs. The tools of the software application are applied to produce individual portfolio quality projects. This course may be taken four times for credit on a different version.  

ARTNM 330  Intermediate Digital 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: Art 320.  
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course introduces visual communication through the historical development of graphic design and typography. The design process will be applied to a series of non-computer based individual projects with an emphasis on clear communication and portfolio quality presentation. The terminology and visual language of graphic design will be applied through the creation and evaluation of individual projects.
ARTNM 352 Design for Publication 3 Units
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 flyers, 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 358 College Magazine: Art Selection and Editing 1 Unit
Prerequisite: None
Advisory: ARTNM 302.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course provides the production techniques for art submissions for a college level magazine. Techniques for print quality photography of art are demonstrated. Criteria for the selection of artwork is defined and applied to the editing process. Art works such as drawing, painting, photography, sculpture and digital media are selected and digitized for production. These files are used by the College Magazine: Design and Production course as visual content for the American River Review. This course may be taken twice for credit.

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

ARTNM 370 Introduction to Illustration (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 Elements of Web Design 3 Units
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, producing 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 402, CISW 300, CISC 306.
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 422  3D Character Animation 3 Units
Prerequisite: ARTNM 420 with a grade of "C" or better.
Advisory: ART 375; DANCE 330.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides complex character animation techniques using industry standard software. Characters walk, breathe and act within a developed context. This course may be taken four times for credit on different software packages or versions.

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

ARTNM 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 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

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

ASTR 300  Introduction to Astronomy
3 Units
Prerequisite: None
Advisory: MATH 100 and 110.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers astronomical events, utilizing history, observations, reading and discussion. It also includes changing conceptions of the cosmos, the planets, the universe of stars and galaxies and cosmic evolution. AA/AS area 3A; CSU area B1; IGETC area 5A.

ASTR 400  Astronomy Laboratory
1 Unit
Prerequisite: None
Corequisite: ASTR 300.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers the practical use of a telescope for both visual observation and astrotopography. Topics include identifying constellations, collecting and interpreting scientific data, and the use of sky charts and handbooks to plan observation. Night field trips are required. AA/AS area 3A; 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.
Automotive Technology

Degree: A.S. - Automotive Collision Technology
A.S. - Automotive Component Service Technician
A.S. - Automotive Technology
A.A. - Diesel Mechanics
A.S. - Electronics Engine Management Systems Technician

Certificates: Automotive Claims Estimator
Automotive Collision Technology
Automotive Component Service Technician
Automotive Service Technician
Automotive Technology
Diesel Mechanics
Electronics Engine Management Systems Technician
Transmission Service

Certificates of Completion offered by the department:
Air Conditioning Service
Parts and Service
Undercar Service

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 work experience is a requirement for each semester enrolled as an ARC T-TEN student (AT 298 for 8.5 units - 640 hours). For more information contact the T-TEN Coordinator, Mike Sipes, at (916) 484-8354.

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

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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 121</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 122</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 123</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 124</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 126</td>
<td>2</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>WELD 103</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Requirements for Certificate 25.5 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 121</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 122</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 123</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 124</td>
<td>2.5</td>
</tr>
<tr>
<td>AT 126</td>
<td>2</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>WELD 103</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
<tr>
<td>AT 320</td>
<td>12</td>
</tr>
<tr>
<td>AT 321</td>
<td>12</td>
</tr>
</tbody>
</table>

Requirements for Certificate 40 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
<tr>
<td>AT 320</td>
<td>12</td>
</tr>
<tr>
<td>AT 321</td>
<td>12</td>
</tr>
</tbody>
</table>

Automatic Technology

Students are prepared 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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
<tr>
<td>AT 320</td>
<td>12</td>
</tr>
<tr>
<td>AT 321</td>
<td>12</td>
</tr>
</tbody>
</table>

Requirements for Certificate 60 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
<tr>
<td>AT 320</td>
<td>12</td>
</tr>
<tr>
<td>AT 321</td>
<td>12</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 105</td>
<td>5</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 150</td>
<td>10</td>
</tr>
<tr>
<td>AT 151</td>
<td>10</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>4</td>
</tr>
<tr>
<td>WELD 300</td>
<td>3</td>
</tr>
</tbody>
</table>

Requirements for Certificate 54 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 105</td>
<td>5</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 150</td>
<td>10</td>
</tr>
<tr>
<td>AT 151</td>
<td>10</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>4</td>
</tr>
<tr>
<td>WELD 300</td>
<td>3</td>
</tr>
</tbody>
</table>
Automotive Technology

AT 151
AT 310
AT 311
AT 312
AT 313
AT 314
WELD 300

Electronics Engine Management Systems Technician

Requirements for Degree Major 47 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>4</td>
</tr>
<tr>
<td>AT 322</td>
<td>5</td>
</tr>
<tr>
<td>AT 323</td>
<td>4</td>
</tr>
<tr>
<td>AT 324</td>
<td>2</td>
</tr>
</tbody>
</table>

Requirements for Certificate 47 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>4</td>
</tr>
<tr>
<td>AT 140</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 210</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</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.

Requirements for Certificate 47 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>4</td>
</tr>
<tr>
<td>AT 322</td>
<td>5</td>
</tr>
<tr>
<td>AT 323</td>
<td>4</td>
</tr>
<tr>
<td>AT 324</td>
<td>2</td>
</tr>
</tbody>
</table>

Automotive Service Technician

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

Requirements for Certificate 36 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 130</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 310</td>
<td>4</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>4</td>
</tr>
</tbody>
</table>

Transmission Service

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

Requirements for Certificate 28 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 140</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 210</td>
<td>4</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
</tbody>
</table>

Air Conditioning Service

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

Requirements for Certificate 16 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 312</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>4</td>
</tr>
</tbody>
</table>

Parts and Service

Requirements for Certificate 17-18 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>3</td>
</tr>
<tr>
<td>AT 145</td>
<td>3</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 298</td>
<td>1</td>
</tr>
<tr>
<td>BUS 100</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300 (or 25 wpm)</td>
<td>0-1</td>
</tr>
</tbody>
</table>

American River College 2005-2006
Automotive Technology

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

Requirements for Certificate: 17 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>2</td>
</tr>
<tr>
<td>AT 110</td>
<td>4</td>
</tr>
<tr>
<td>AT 145</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>3</td>
</tr>
<tr>
<td>AT 311</td>
<td>4</td>
</tr>
</tbody>
</table>

AT 10 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 3D

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 ET 250 or WELD 150. AA/AS area 3E

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

AT 121 Automotive Collision - Removal and Replacement of Non-Structural Components and Damage Analysis 2.5 Units
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 todays vehicles; joint design for sectioning structural panels; weld testing; maintaining corrosion protection; equipment setup and tuning; and preparation for industry certification.

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

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

AT 143 Automotive Parts and Service Advising 5 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 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 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 Diagnosis, Computer Control Diagnostics, Ignition System Diagnostics, Fuel and Air Induction Diagnostics, Emission Control System Diagnostics, and IM 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) Emissions Update  
.5-.1.5 Units  
Prerequisite: Current California State smog license.  
Hours: 9-27 hours LEC  
This course is required for all licensed smog technicians who need to meet California emissions controls smog license renewal standards. Course is revised as mandated by BAR requirements.

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

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 students for the ASE (Automotive Service Excellence) A-2 Transmission/Transaxle examination by reviewing ASE-style test questions and transmission/transaxle information. Credit/No Credit only. This course may be taken four times.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 208</td>
<td>ASE A-8 Engine Performance Test Preparation</td>
<td>.5</td>
<td>This course will help prepare students for the ASE (Automotive Service Excellence) A-8 Engine Performance examination by reviewing ASE-style test questions and engine performance information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 209</td>
<td>ASE L-1 Advanced Engine Performance Specialist Test Preparation</td>
<td>.5</td>
<td>This course will help prepare students for the ASE (Automotive Service Excellence) L-1 Advanced Engine Performance Specialist examination by reviewing ASE-style test questions and engine repair information. Credit/No Credit only. This course may be taken four times.</td>
</tr>
<tr>
<td>AT 210</td>
<td>Advanced Automatic Transmission and Transaxle</td>
<td>4</td>
<td>This course covers the advanced aspects of automatic transmission and transaxle diagnosis, service, and repair. Topics include mechanical, electrical, and electronic diagnosis, diagnosis and repair of vibration problems, advanced scan tool operation, and dyno testing.</td>
</tr>
<tr>
<td>AT 251</td>
<td>Automotive Electronic Accessories and Installation (Same as ET 251)</td>
<td>2</td>
<td>This course covers the electrical principles and processes involved in the installation of stereo sound, alarm and other entertainment, electrical and electronic systems and components. Installation safety, circuit diagrams, inspection, and wiring techniques are covered along with installation techniques of fiber optics, Global Positioning (GPS), and other related systems. Steps for acquiring the Mobile Electronics Certified Professional (MECP) certification are covered to complete the course content. A field trip is required. This course is not open to students who have taken the ET 251 course.</td>
</tr>
<tr>
<td>AT 294</td>
<td>Topics in Automotive Technology - New and Emerging Occupations</td>
<td>.5-5</td>
<td>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.</td>
</tr>
<tr>
<td>AT 298</td>
<td>Work Experience in Automotive Technology</td>
<td>1-4</td>
<td>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.</td>
</tr>
<tr>
<td>AT 310</td>
<td>Heating and Air-Conditioning Systems</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>AT 311</td>
<td>Suspension and Steering Systems</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>AT 312</td>
<td>Electrical Systems</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>AT 313</td>
<td>Automatic Transmission and Transaxles</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>AT 314</td>
<td>Automotive Engine Repair</td>
<td>4</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 (DSO's) and 4 and 5 gas analyzers.

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

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 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.
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.

**Biology & Biotechnology**

**Degree:** A.S. - Biotechnology  
**Certificate:** Biotechnology

**Area:** Science and Engineering  
**Dean:** TBD  
**Phone:** (916) 484-8107  
**Counseling:** (916) 484-8572

**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 3A

**BIOL 115 Basic Anatomy and Physiology**  
3 Units  
**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 assistants, medical secretaries, medical transcriptionists, and hazardous materials technicians. BIOL 115 and 116 compose a complete study of the basic anatomy and physiology of the human body. AA/AS area 3A.

**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 3A.

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

American River College 2005-2006
### 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  

*Prerequisite: None*  
*Course Transferable to UCCSU*  
*Hours: 54 hours LEC*  

This non-science majors course covers basic biological principles and how they relate to humans. Concepts include an introduction to the philosophy of science. Basic cell chemistry, structure, and physiology are covered. An introduction to basic genetics (transmission and molecular) as well as some biotechnology principles are discussed. Additionally, human body systems, evolution, reproduction and development, as well as ecology and human impacts on the environment, are addressed. This course is not open to students who have completed BIOL 310. AA/AS area 3A; CSU area B2; IGETC area 5B.

### BIOL 303  Survey of Biology  
4 Units  

*Prerequisite: None*  
*Course Transferable to UCCSU*  
*Hours: 54 hours LEC; 54 hours LAB*  

This course covers biological principles with emphasis on a survey of the major groups of organisms and a comparison of the structure and function of their cells, tissues, and organ systems. Ecology, genetics, and evolution are included. Plant and animal dissection are included as part of the laboratory activities. This course is appropriate for liberal studies, elementary education, environmental studies, recreation and other related majors. Field trips are required. AA/AS area 3A; CSU area B2.

### BIOL 305  Natural History  
4 Units  

*Formerly: BIOL 10*  
*Prerequisite: None*  
*Course Transferable to UCCSU*  
*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  

*Prerequisite: None*  
*Course Transferable to UCCSU*  
*Hours: 54 hours LEC; 54 hours LAB*  

This non-science majors laboratory course covers basic biological principles and how they relate to humans. Concepts included are cell chemistry, structure, and physiology; genetics (transmission and molecular); biotechnology; human body systems; evolution; reproduction and development; ecology; and human impacts on the environment. This course is not open to students who have completed BIOL 300. AA/AS area 3A; CSU area B2; IGETC area 5B.

### BIOL 320  Field Botany  
3 Units  

*Formerly: BIOL 21*  
*Prerequisite: None*  
*Course Transferable to CSU*  
*Hours: 56 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 Transferable to UCCSU*  
*Hours: 56 hours LEC; 54 hours LAB*  

This course provides an introduction to the science of Ethnobotany. Approximately 75% of all known species of animals are insects, therefore, they often have a profound effect on human civilization. This course explores their great variety, structures and function, habitats, and their significance to plants and animals, including humans. Opportunities for field investigations will be provided.

### BIOL 330  Natural History of Insects  
3 Units  

*Formerly: BIOL 8*  
*Prerequisite: None*  
*Course Transferable to UCCSU*  
*Hours: 54 hours LEC*  

This introductory course covers the biological unique aspects of bird life. Topics include avian flight, migration, song, feeding and foraging ecology, reproduction and mating systems, social behavior, and conservation. Laboratory work explores bird structure and function, and is supplemented by required field trips where field skills are learned. Identification of avian family traits and common local species is accomplished by means of taxonomy and field study.

### BIOL 332  Introduction to Ornithology  
2 Units  

*Prerequisite: None*  
*Course Transferable to UCCSU*  
*Hours: 18 hours LEC; 54 hours LAB*  

This introductory course covers the biologically unique aspects of bird life. Topics include avian flight, migration, song, feeding and foraging ecology, reproduction and mating systems, social behavior, and conservation. Laboratory work explores bird structure and function, and is supplemented by required field trips where field skills are learned. Identification of avian family traits and common local species is accomplished by means of taxonomy and field study.

### BIOL 342  The New Plagues: New and Ancient Infectious Diseases Threatening World Health  
3 Units  

*Formerly: BIOL 31*  
*Prerequisite: None*  
*Course Transferable to UCCSU*  
*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  

*Prerequisite: None*  
*Course Transferable to UCCSU*  
*Hours: 54 hours LEC*  

This course provides a broad overview of the natural environment using fundamental biological and ecological principles. Major topics include the cultural history of environmentalism, the role of science in investigating environmental impacts, ecosystem structure and function, and the concept of biodiversity. Human impacts on the plant and animals of forest, grassland,
Biology & Biotechnology

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 3A; CSU area B2; IGETC area 5B.

BIOL 370 Introduction to Marine Environment 4 Units
Formerly: BIOL 24
Prerequisite: None
Course Transferable to CSU
Hours: 3-24 hours LEC; 18-144 hours LAB
This course is an introduction to oceanography and marine biology. It includes the study of seawater, marine geology, marine algae, marine vertebrate and invertebrate animals, and the ecology of various marine zones. Field trips focusing on the Central California coast are required. AA/AS area 3A; CSU area B2; IGETC area 5B.

BIOL 390 Natural History Field Study .5-4 Units
Formerly: BIOL 26
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course introduces microorganisms and their effects on human health. It covers the principles of human anatomy and physiology emphasizing the integration of structure and function. It includes the following systems: cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine and reproductive. Both BIOL 430 and 431 must be taken to study all of the major body systems. (BIOL SEQ B) IGETC area 3A; (BIOL SEQ B Sum of CAN BIOL 430 and 431).

BIOL 400 Principles of Biology 5 Units
Formerly: BIOL 1A
Prerequisite: Any transfer level chemistry course 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 important to a general understanding and background for biology majors and pre-professional students. The emphasis is on the basic principles common to all forms of life and the philosophy of science. These include cell structure and function, cell physiology, reproduction, Mendelian and molecular genetics, evolution and ecology. (CAN BIOL 2) (BIOL SEQ A Sum of CAN BIOL 2, 4, and 6) AA/AS area 3A; CSU area B2; IGETC area 5B;

BIOL 410 Principles of Botany 5 Units
Formerly: BIOL 2
Prerequisite: BIOL 400 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers the general principles of botany for science majors. The emphasis is on anatomy, morphology, life cycles, embryology and physiology of plants and on a plant kingdom survey. All laboratory work includes instructor-directed lecture-discussion consisting of an introduction and analysis of the data and ideas covered. One field trip is required. (CAN BIOL 6) (BIOL SEQ A Sum of CAN BIOL 400, 420 and 410) IGETC area 5B; CSU area B2;

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

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

BIOL 440 General Microbiology 4 Units
Prerequisite: CHEM 305, 310, or 100 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 72 hours LAB
This course introduces microorganisms and their effects on human health. It examines the structure, physiology, metabolism, and genetics of microorganisms. Laboratory work includes aseptic technique, morphological and biochemical properties of microorganisms, and medically relevant issues regarding microorganisms. (CAN BIOL 14) CSU area B2; IGETC area 5B.

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

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.

American River College 2005-2006
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 480  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 A3; CSU area B2; IGETC area 5B.

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

BIOT 300  Introduction to Biotechnology  4 Units  
Formerly: BIOL 40  
Prerequisite: BIOL 310 or 400, CHEM 305 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course provides the necessary biochemistry, genetics and molecular biology principles that constitute the foundation for training in the field of biotechnology. Topics covered will include recombinant DNA technology, DNA production, characterization and analysis: PCR methodologies. Emphasis in lab and theory skills.

BIOT 305  Introduction to Bioinformatics  1 Unit  
Formerly: BIOL 41  
Prerequisite: BIOL 310 or 400 with a grade of "C" or better.  
Advisory: BIOT 300 and CISC 305.  
Course Transferable to CSU  
Hours: 14 hours LEC; 14 hours LAB  
This course includes topics on biology databases, search and retrieval programs, structure/function analysis of biological molecules, DNA sequence alignment and analysis, and applications of these technologies.

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

BIOT 307  Biotechnology and Society  2 Units  
Formerly: BIOL 44  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 36 hours LEC  
This course focuses on the emerging impact of biotechnology on society. Basic concepts in biotechnology are introduced in a non-technical manner to explore advances in medicine, agriculture, and other fields. Public perception and ethical issues in biotechnology are also emphasized.

BIOT 310  Polymerase Chain Reaction (PCR) Methods  1 Unit  
Prerequisite: BIOT 305 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 14 hours LEC; 14 hours LAB  
This course provides training in techniques involving the polymerase chain reactions (PCR). Topics include PCR protocols, troubleshooting, and applications to medicine, forensics, and agriculture.

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

BIOT 498  Work Experience in Biotechnology  1-2 Units  
Prerequisite: BIOT 300 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 9 hours LEC; 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).

Career 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 40-42 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGCT 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 or 345</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300 or keyboarding competency test</td>
<td>0-1</td>
</tr>
<tr>
<td>CISA 305 and 315</td>
<td>4</td>
</tr>
</tbody>
</table>

Concentration Requirements 9 units

| BUS 105 | 3 |
| BUS 330 | 3 |
| MGMT 304 | 3 |
| MKT 300 | 3 |

and minimum of 9 units from Business Area courses

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.

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 CORE requirements. You can obtain this information from your counselor.
Requirements for Degree Major 37-38 units

Core Requirements  Units
ACCT 301 4
BUS 300 3
BUS 340 or 345 3
BUSTEC 300 or passing of a keyboarding competency test 0-1
CISA 305 and 315 4
ECON 302 3

Concentration Requirements  Units
ACCT 311 4
ECON 304 3
MATH 340 or 342 3
STAT 301 3
and 7 units selected from the following:
ACCT 341 or 343; BUS 320, BUSTEC 305 or 310; CISA 320, 330; CISC 305 or 350;
MGMT 300 or 304; MKT 300

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.

Call Center Customer Service Representative

Requirements for Certificate 9 units

Courses Required  Units
BUS 240 3
BUS 241 2
BUSTEC 300 1
CISA 305 2
CISC 300 1

General Business Basic

Requirements for Certificate 22 units

Courses Required  Units
BUS 100 3
BUS 212 1
BUS 216 1
BUS 218 1
BUS 220 1
BUS 224 1
BUS 300 3
BUS 330 3
BUSTEC 122 3
CISA 305 and 315 4
CISC 300 1

General Business Pre-Professional

Requirements for Certificate 37-39 units

Courses Required  Units
ACCT 101 or 301 3-4
BUS 105 3
BUS 110 or ECON 302 3
BUS 224 1
BUS 300 3
BUS 310 3
BUS 330 3
BUS 340 or 345 3
BUSTEC 300 or passing of a keyboarding competency test 0-1
CISA 305 2
CISA 315 2
MGMT 304 3
MKT 300 3
and 5 units selected from the following:
ACCT 511; 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;

BUS 100 Business English 3 Units
Formerly: BUS 50
Prerequisite: 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 105 Business Mathematics 3 Units
Formerly: BUS 60
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 is a review of basic mathematical skills and introduces equations and formulas in solving for unknowns. Applications of mathematics in business include such areas as banking, commercial discounts, retail and wholesale markup/markdown, payroll computations, simple and compound interest, bank discount, present value, taxes, insurance, depreciation, and financial statements. Recommended and useful for every major in business. AA/AS area 3D.

BUS 110 Business Economics 3 Units
Formerly: BUS 59
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320.
Hours: 54 hours LEC
This course is designed for two-year Accounting, Business, Computer Information, Marketing, and Real Estate majors. Both microeconomic and macroeconomic theory will be covered with the emphasis towards applications. Does not meet ECON 302 or 304 requirements for transfer students. AA/AS area 3C.

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

BUS 210 The Business Plan 1 Unit
Formerly: BUS 71A
Prerequisite: None
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350
Hours: 18 hours LEC
This course offers an organized, step-by-step approach to preparing a business plan. The plan will enable students to solve problems "on paper" before they become operational or money problems. Students will create a business plan as part of the course.

BUS 212  Marketing for Small Businesses  1 Unit
Formerly: BUS 71B
Prerequisite: None
Advisory: ENGWR 51 and ENGRD 15, or ESLR 310 and ESLW 310; BUS 105, 350.
Hours: 18 hours LEC
This course emphasizes how a small business or non-profit organization can market its service or product to the consumer. The student will learn about ways to improve market mix, identify target markets, and develop a marketing plan.

BUS 214  Financing a Small Business  1 Unit
Formerly: BUS 71C
Prerequisite: None
Advisory: 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, start-up costs, and projecting monthly and yearly costs. Financial ratios and key financial statements are also covered.

BUS 216  Essential Records for the Small Business  1 Unit
Formerly: BUS 71D
Prerequisite: None
Advisory: 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 sales techniques in any business, industry, or government position.

BUS 230  QuickBooks for Small Business  1 Unit
Formerly: BUS 87
Prerequisite: None
Advisory: BUS 141.
Hours: 18 hours LEC
This class will emphasize the use of QuickBooks (R) to aid the small business operator in creating financial statements and other financial reports. Not open for students who have taken Accounting 141.

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

BUS 241  Call Center Operations  2 Units
Formerly: BUS 88
Prerequisite: None
Advisory: ENGRD 116 or ESLR 310 and ESLW 310.
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 294</td>
<td>Topic in Business</td>
<td>0.5-4</td>
<td>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.</td>
</tr>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
<td>This course is a survey class for those commencing studies in any business field. It will survey the primary majors in business such as Management, Marketing, Finance, Accounting, Computer Information Science, and Business Law. Topics will also cover the many environments of business such as business ethics, community concerns, pollution, and many others. AA/AS area 3C.</td>
</tr>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
<td>3</td>
<td>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 3D.</td>
</tr>
<tr>
<td>BUS 320</td>
<td>Concepts in Personal Finance (same as ECON 320)</td>
<td>3</td>
<td>This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and conceptual basis of financial planning and the analysis and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined. Not open to students who have completed ECON 320. AA/AS area 3C &amp; 3E; CSU area D3.</td>
</tr>
<tr>
<td>BUS 330</td>
<td>Managing Diversity in the Workplace</td>
<td>3</td>
<td>The course examines the leadership skills and abilities needed to manage a multicultural workforce. A primary focus is placed upon the workplace impact of various historical, social, and cultural experience/ perspectives related to gender, age, ethnicity, and disability. Workforce issues related to the diversity of the American consumer and global consumer impact on the United States are analyzed. AA/AS areas 3C &amp; 3F; CSU area D3.</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law</td>
<td>3</td>
<td>This course focuses on the law in its relationship to the environment of business. Topics covered include the American legal system as an instrument of economic, social, and political control, sources and processes of law, contracts and sales, agency, business organizations, ethics, and the regulatory process. (CAN BUS 8) (CAN BUS 12).</td>
</tr>
<tr>
<td>BUS 345</td>
<td>Law and Society (same as Political Science 332)</td>
<td>3</td>
<td>This course is an introduction to the Anglo-American Common Law system with emphasis upon the nature and purpose of law. The evolution of legal concepts as a reflection of the social environment, and the basic organization and functioning of the American judicial system presented from a theoretical rather than a practical viewpoint through analysis of selected cases and reading materials. Not to be taken in place of BUS 340 (Business Law) where required. Not open to students who have completed POLS 332. AA/AS area 3C; CSU area D3; IGETC area 4.</td>
</tr>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>BUS 498</td>
<td>Work Experience in Business</td>
<td>1-4</td>
<td>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.</td>
</tr>
</tbody>
</table>
Business Technology

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

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

Business Technology

The Business 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 Business Technology programs are applicable to all careers from entry level to managerial to entrepreneurial.

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

American River College 2005-2006

Administrative Assistant

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

Requirements for Degree Major  
37-39 units

Courses Required  
Units
ACCT 101 or 301 3-4
BUS 100 3
BUS 300 3
BUS 310 3
BUSTEC 101 1
BUSTEC 110 3
BUSTEC 126 1
BUSTEC 127 1
BUSTEC 300 2-3
BUSTEC 301 3
BUSTEC 305 1
BUSTEC 310 3
BUSTEC 313 2
BUSTEC 332 3
CISA 315 2
MGMT 300 or 304 3

Recommended Electives

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

Requirements for Certificate  
29-31 units

ACCT 101 or 301; BUS 100, 310; BUSTEC 101, 110, 126, 127, 301, 305, 310, 332; CISA 315 or 320; MGMT 300 or 304

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.

General Office Administration

Preparation for entry-level office employment.

Requirements for Degree Major  
30-32 units

Courses Required  
Units
ACCT 101 or 301 3-4
BUS 100 3
BUS 300 3
BUS 310 3
BUSTEC 101 1
BUSTEC 110 3

Catalog guts 05-06 final.pmd 3/17/2005, 4:21 PM
## Business Technology

### Recommended Electives
- BUS 105, 320, 340, 498; CISA 315, 320, 340; CISC 305, 320, 350; MGMT 300 or 304

### Requirements for Certificate
- 21-22 units
- ACCT 101 or 301; BUS 100; BUSTEC 101, 110, 122, 126, 301, 305, 310

### 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.

## Office Technology

### Requirements for Certificate
- 24 units
- BUS 100 3
- BUS 310 3
- BUSTEC 101 1
- BUSTEC 110 3
- BUSTEC 126 1
- BUSTEC 127 1
- BUSTEC 305 1
- BUSTEC 310 3
- BUSTEC 332 3
- CISA 315 2
- CISA 320 1
- CISC 306 1
- CISC 320 1

### Office Careers Certificate - Fast Track

#### Requirements for Certificate
- 20 units
- BUS 100 3
- BUS 498 2
- BUSTEC 101 1
- BUSTEC 122 3
- BUSTEC 126 1
- BUSTEC 300 3
- BUSTEC 305 1
- BUSTEC 310 or CISA 305 1
- and 4 units selected from the following: BUSTEC 100, 127, 350; CISA 315, 320, 340; CISC 305, 320

### Office Assistant Certificate

#### Requirements for Certificate
- 7 units
- BUSTEC 125 7

### BUS 100 Business English
- 3 Units
- Formerly: BUS 50
- Prerequisite: ENGW 1 and ENGRD 15, or ESL 310 and ESL 320
- 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
- 3 Units
- Formerly: BUS 8
- Prerequisite: BUS 100 or ENGW 102 or ENGW 103 and ENGRD 116; or ESL 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 3D

### BUSTEC 100 Keyboarding Skills
- 1-3 Units
- Formerly: BUS 55
- Prerequisite: None
- Advisory: ENGRD 15; Touch-typing
- Hours: 12-36 hours LEC; 18-54 hours LAB
- This course is designed for beginners and reviewers with some keyboarding skill. Individualized skill improvement plans are based on a computerized assessment of keyboarding speed and accuracy. Enroll any time up to the 12th week of the semester. This course is credit/no credit. Earn one unit of credit for each module successfully completed. Certification testing is available.

### BUSTEC 101 Computer Keyboarding: 10-Key
- 1 Unit
- Formerly: BUS 83
- Prerequisite: None
- Advisory: BUSTEC 300 or a keyboarding speed of 30 WAM.
- Hours: 12 hours LEC; 18 hours LAB
- This course introduces the numeric keypad and develops the ability to key information into a computer with speed and accuracy. Simulated employment tests based on industry standards are included. Ten-key certification testing is available.

### BUSTEC 110 Administrative Procedures
- 3 Units
- Formerly: BUS 90
- Prerequisite: BUSTEC 300.
- Corequisite: BUS 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.

### BUSTEC 122 Workplace Skills for the Office
- 3 Units
- Formerly: BUS 83
- Prerequisite: None
- Advisory: ENGW 102 or ENGW 103 and ENGRD 116 or ESL 320 and ESL 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 changing workplace.

American River College 2005-2006
### 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 development to 10,000+ keystrokes/hour; office procedures and communications, including telephone, mail, e-mail, and Internet; human relations; and employment resources. This course may be offered as a short-term, fast-track program. Certificates are granted upon successful completion of all course segments.

### BUSTEC 126 Outlook: Basic  
**1 Unit**  
**Prerequisite:** None  
**Advisory:** BUSTEC 300 or keyboarding skills.  
**Hours:** 18 hours LEC  
This course introduces desktop communication management for users of Microsoft Outlook. Topics include email, creating and managing contacts in the address book, and accessing files and folders.

### BUSTEC 127 Outlook: Tools  
**1 Unit**  
**Prerequisite:** None  
**Advisory:** BUSTEC 300 or keyboarding skills.  
**Hours:** 18 hours LEC  
This Outlook course presents the communication tools beyond basic e-mail. Topics include calendar and scheduling, recording tasks and notes, shared folders, and customizing Outlook. In addition, the course covers the integration of Outlook with other applications within the Microsoft Office suite.

### 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.

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

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

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

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

**CHEM 305  Introduction to Chemistry  5 Units**
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 6) (CHEM SEQ B Sum of CHEM 305 and 306) AA/AS area 3A; CSU area B1; IGETC area 5A

**CHEM 309  Survey of General, Organic, and Biological Chemistry  5 Units**
Prerequisite: MATH 100 with a grade of "C" or better.
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is a one-semester survey of general, organic, and biological chemistry for nursing majors and other health-related fields. Topics include general chemistry, organic chemistry, and biological chemistry as they apply to chemistry of the human body. This course satisfies the requirements of those health-career programs which require one semester of chemistry.

**CHEM 310 Chemical Calculations  4 Units**
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 UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to chemical calculations, terminology, chemical concepts and laboratory techniques. It is designed for those who will take CHEM 400 and need intensive preparation in problem solving. AA/AS area 3A

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

**CHEM 325 Pollution, Poisons, and Planet Earth  4 Units**
Prerequisite: None
Advisory: MATH 32; ENGRD 116 or ESLR 320.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course describes the fundamental concepts of general, organic, and biological chemistry as they relate to human-made and natural pollution and poisons in the environment. The laboratory part of the course is designed to highlight American River College 2005-2006
current topics in environmental chemistry, investigate indicators of a healthy or polluted environment, and to investigate the effects of toxic chemicals on living systems. Field trips are required.

**CHEM 334 Chemistry in the Kitchen** 3 Units
**Prerequisite:** None
Course Transferable to CSU
Hours: 54 hours LEC
This course qualitatively covers a variety of chemical principles in the context of cooking. These principles include basic atomic structure and geometry, phase changes, acids and bases, proteins and denaturing, fermentation, fats and carbohydrates. This course is designed for K-6 educators who want to increase their understanding of chemistry principles. Many of the topics are keyed to the new California State Science Standards.

**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.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course covers the basic principles of chemistry with an emphasis on chemical calculations, chemical reactions including balancing of complicated redox reactions, stoichiometry, gas laws, thermochemistry, atomic structure and bonding theories, ionic equations, solutions, intermolecular forces and phases of matter and acid/base chemistry including titrations and pH. Laboratory work is devoted to investigations of the theoretical work discussed in lecture. (CAN CHEM 2) (CHEM SEQ A Sum of CHEM 400 and 401) AA/AS area 3A; CSU area B1; IGETC area 5A

**CHEM 410 Quantitative Analysis** 5 Units
**Prerequisite:** CHEM 401 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course is a continuation of the principles of chemistry with emphasis on types of equilibria, bonding, thermodynamics, kinetics and electrochemistry. A brief introduction to organic chemistry is included. Laboratory work is devoted to qualitative analysis and experiments dealing with the theoretical work discussed in lecture. (CAN CHEM 4) (CHEM SEQ A Sum of CHEM 400 and 401) IGETC area 5A; CSU area B1

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

American River College 2005-2006 87
Computer Information Science

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

Certificates:
- Database Programming
- Information Systems Software Applications
- Security Technical Communication
- Networking Web Programming
- PC Support Web Publishing

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.

### Computer Science A.S.

#### Requirements for Degree Major

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP 300</td>
<td>3</td>
</tr>
<tr>
<td>CISP 310 or 519</td>
<td>4</td>
</tr>
<tr>
<td>CISP 560</td>
<td>4</td>
</tr>
<tr>
<td>CISP 430</td>
<td>4</td>
</tr>
<tr>
<td>CISP 440</td>
<td>3</td>
</tr>
<tr>
<td>MATH 400</td>
<td>5</td>
</tr>
<tr>
<td>MATH 401</td>
<td>5</td>
</tr>
<tr>
<td>and 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>MATH 410</td>
<td>3</td>
</tr>
<tr>
<td>MATH 420</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 410</td>
<td>5</td>
</tr>
<tr>
<td>and 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>BIOL 410</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 420</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 430 or 431</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 400</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 401</td>
<td>3.5</td>
</tr>
<tr>
<td>ENGR 413</td>
<td>4.5</td>
</tr>
</tbody>
</table>

#### Recommended Electives

- CISP 310; CISP 565, 570, 400, 409, 455

**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 Networking Management

#### Requirements for Degree Major

**43-45 units**

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 101 or 501</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 300</td>
<td>3</td>
</tr>
<tr>
<td>BUS 310 or ENWR 300</td>
<td>3</td>
</tr>
<tr>
<td>BUSITEC 300 or passing of a keyboarding competency test 0-1</td>
<td></td>
</tr>
<tr>
<td>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>2</td>
</tr>
</tbody>
</table>

American River College 2005-2006
Computer Information Science

**Cisco Concentration Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310</td>
<td>3</td>
</tr>
<tr>
<td>CISC 320</td>
<td>1</td>
</tr>
<tr>
<td>CISC 321</td>
<td>1</td>
</tr>
<tr>
<td>CISC 322</td>
<td>1</td>
</tr>
<tr>
<td>CISC 323</td>
<td>1</td>
</tr>
<tr>
<td>CISC 324</td>
<td>1</td>
</tr>
<tr>
<td>CISC 361</td>
<td>3</td>
</tr>
<tr>
<td>CISN 110</td>
<td>2</td>
</tr>
<tr>
<td>CISN 111</td>
<td>2</td>
</tr>
<tr>
<td>CISN 140</td>
<td>3</td>
</tr>
<tr>
<td>CISN 141</td>
<td>3</td>
</tr>
<tr>
<td>CISN 142</td>
<td>3</td>
</tr>
<tr>
<td>CISN 143</td>
<td>3</td>
</tr>
</tbody>
</table>

*and 5 units selected from the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISA 340</td>
<td></td>
</tr>
<tr>
<td>CISA 405</td>
<td></td>
</tr>
<tr>
<td>CISC 306</td>
<td></td>
</tr>
<tr>
<td>CISN 314</td>
<td></td>
</tr>
<tr>
<td>CISP 360</td>
<td></td>
</tr>
<tr>
<td>CISP 400</td>
<td></td>
</tr>
<tr>
<td>CISP 430</td>
<td></td>
</tr>
<tr>
<td>CISW 310</td>
<td></td>
</tr>
<tr>
<td>CISW 350</td>
<td></td>
</tr>
<tr>
<td>CISW 400</td>
<td></td>
</tr>
</tbody>
</table>

**LINUX Concentration Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310</td>
<td>3</td>
</tr>
<tr>
<td>CISC 320</td>
<td>1</td>
</tr>
<tr>
<td>CISC 321</td>
<td>1</td>
</tr>
<tr>
<td>CISC 322</td>
<td>1</td>
</tr>
<tr>
<td>CISC 323</td>
<td>1</td>
</tr>
<tr>
<td>CISC 361</td>
<td>3</td>
</tr>
<tr>
<td>CISN 110</td>
<td>2</td>
</tr>
<tr>
<td>CISN 111</td>
<td>2</td>
</tr>
<tr>
<td>CISN 119</td>
<td>3</td>
</tr>
<tr>
<td>CISN 120</td>
<td>3</td>
</tr>
<tr>
<td>CISN 121</td>
<td>2</td>
</tr>
<tr>
<td>CISN 122</td>
<td>2</td>
</tr>
</tbody>
</table>

*and 5 units selected from the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISA 340</td>
<td></td>
</tr>
<tr>
<td>CISA 405</td>
<td></td>
</tr>
<tr>
<td>CISC 306</td>
<td></td>
</tr>
<tr>
<td>CISN 310</td>
<td></td>
</tr>
<tr>
<td>CISN 350</td>
<td></td>
</tr>
<tr>
<td>CISN 400</td>
<td></td>
</tr>
<tr>
<td>CISN 430</td>
<td></td>
</tr>
<tr>
<td>CISN 500</td>
<td></td>
</tr>
<tr>
<td>CISN 520</td>
<td></td>
</tr>
<tr>
<td>CISN 530</td>
<td></td>
</tr>
</tbody>
</table>

**Windows Concentration Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310</td>
<td>3</td>
</tr>
<tr>
<td>CISC 320</td>
<td>1</td>
</tr>
<tr>
<td>CISC 321</td>
<td>1</td>
</tr>
<tr>
<td>CISC 361</td>
<td>3</td>
</tr>
<tr>
<td>CISN 100</td>
<td>2</td>
</tr>
<tr>
<td>CISN 102</td>
<td>2</td>
</tr>
<tr>
<td>CISN 105</td>
<td>3</td>
</tr>
<tr>
<td>CISN 108</td>
<td>3</td>
</tr>
<tr>
<td>CISN 110</td>
<td>2</td>
</tr>
<tr>
<td>CISN 111</td>
<td>2</td>
</tr>
</tbody>
</table>

*and 5 units selected from the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISA 340</td>
<td></td>
</tr>
<tr>
<td>CISA 405</td>
<td></td>
</tr>
<tr>
<td>CISC 306</td>
<td></td>
</tr>
<tr>
<td>CISN 310</td>
<td></td>
</tr>
<tr>
<td>CISN 350</td>
<td></td>
</tr>
<tr>
<td>CISN 400</td>
<td></td>
</tr>
<tr>
<td>CISN 430</td>
<td></td>
</tr>
<tr>
<td>CISN 500</td>
<td></td>
</tr>
<tr>
<td>CISN 520</td>
<td></td>
</tr>
<tr>
<td>CISN 530</td>
<td></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.

**Information Systems Security**

This program is designed to provide the tools and skills necessary to work in this rapidly growing and increasingly important field.

**Requirements for Degree Major**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>CISC 323</td>
<td>1</td>
</tr>
<tr>
<td>CISC 324</td>
<td>1</td>
</tr>
<tr>
<td>CISN 310</td>
<td>3</td>
</tr>
<tr>
<td>CISN 320</td>
<td>3</td>
</tr>
<tr>
<td>CISN 330</td>
<td>3</td>
</tr>
<tr>
<td>CISN 341 or 342</td>
<td>3</td>
</tr>
<tr>
<td>CISW 350</td>
<td>3</td>
</tr>
<tr>
<td>CISW 360</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310</td>
<td>4</td>
</tr>
<tr>
<td>CISC 320</td>
<td>3</td>
</tr>
<tr>
<td>CISC 321</td>
<td>1</td>
</tr>
<tr>
<td>CISP 317</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 401 or CISP 430</td>
<td>4</td>
</tr>
<tr>
<td>CISP 457</td>
<td>3</td>
</tr>
</tbody>
</table>

**Requirements for Certificate**

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 units from CISN 170, 200, 202; CISP 310, 341, 342</td>
<td></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.

**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**

<table>
<thead>
<tr>
<th>Courses Required</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>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>2</td>
</tr>
<tr>
<td>CISA 316</td>
<td>2</td>
</tr>
<tr>
<td>CISA 320</td>
<td>1</td>
</tr>
<tr>
<td>CISW 300</td>
<td>1</td>
</tr>
<tr>
<td>CISW 310</td>
<td>3</td>
</tr>
</tbody>
</table>

American River College 2005-2006
### Computer Information Science

- **CISC 320 (Windows)**
- **CISC 323**
- **CISP 450 or 457**
- **and two units selected from the following:**
  - ACCT 341; CISA 321, 330, 340; CISC 350, 351
  - **and 3 units selected from the following:**
    - CISP 320, 340, 350, 360, 365, 370

#### Recommended Electives
- **ACCT 311, 343; BUS 310; CISA 331; CISC 300 (MAC)**

#### 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.

### PC Support Management

#### Requirements for Degree Major 38-40 units

<table>
<thead>
<tr>
<th>Courses Required</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 or ENGRWR 300</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300 or passing of a keyboarding competency test</td>
<td>0-1</td>
</tr>
<tr>
<td>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>2</td>
</tr>
<tr>
<td>CISA 320</td>
<td>2</td>
</tr>
<tr>
<td>CISA 340</td>
<td>2</td>
</tr>
<tr>
<td>CISC 305</td>
<td>1</td>
</tr>
<tr>
<td>CISC 306</td>
<td>1</td>
</tr>
<tr>
<td>CISC 310</td>
<td>3</td>
</tr>
<tr>
<td>CISC 320 (Windows)</td>
<td>1</td>
</tr>
<tr>
<td>CISC 350</td>
<td>1</td>
</tr>
<tr>
<td>CISC 361</td>
<td>3</td>
</tr>
<tr>
<td>CISC 362</td>
<td>2</td>
</tr>
<tr>
<td>CISC 363</td>
<td>2</td>
</tr>
<tr>
<td>CISW 110</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Requirements for Certificate 24 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310; CISA 305, 315, 320; CISC 305, 306 or 321, 310, 320 (Windows), 350, 361, 362, 363; CISC 110</td>
<td></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.

### Programming

#### Requirements for Degree Major 35-37 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</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 300</td>
<td>1</td>
</tr>
<tr>
<td>CISC 310</td>
<td>3</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>
<tr>
<td>and 7 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>CISP 321, 350, 356, 370, 400, 401, 453</td>
<td></td>
</tr>
</tbody>
</table>

#### Recommended Electives
- **ACCT 105 CISA 305, 315, 320, 340; CISC 320 or 323; CISP 340; MGMT 300, 362; SPEECH 301 or 331**

### Requirements for Certificate 22 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>3</td>
</tr>
<tr>
<td>CISP 310, 320; CISP 360, 430, and CISP 450 or CISP 457</td>
<td></td>
</tr>
<tr>
<td>and 4 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>CISP 310, 317, 319, 320, 350, 356, 370, 400, 401, 453</td>
<td></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.

### 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>CISC 362</td>
<td>3</td>
</tr>
<tr>
<td>CISC 363</td>
<td>2</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>
</tr>
<tr>
<td>and 12 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ARTNM 324, 328, 330, 354, 402, 404; CISA 315, 340; CISW 310; ARTNM 352 or CISA 330 and CISA 351 or CISA 335 and CISA 336 and 6 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ENGWR 450, 451, ENGWR 330, 351, 354, 356, 358; JOUR 300, 401; SPEECH 321 or 351</td>
<td></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.

### Technical Communication Certificate

#### 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 350 and CISA 331 or</td>
<td></td>
</tr>
<tr>
<td>CISA 335 and CISA 336 or</td>
<td></td>
</tr>
<tr>
<td>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306</td>
<td>2</td>
</tr>
<tr>
<td>ENGWR 342</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 352</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 344 or ENGWR 348 or ENGWR 350</td>
<td>1.5</td>
</tr>
<tr>
<td>and 6 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ARTNM 324, 328, 330, 402, 404; CISA 340; CISW 300/INDIS 410; CISW 310</td>
<td></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.

### Database

#### Requirements for Certificate 21 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310; CISA 315, 316, 320, 321; CISC 320; CISP 350, 370</td>
<td></td>
</tr>
<tr>
<td>and one of the following:</td>
<td></td>
</tr>
<tr>
<td>CISP 450 or CISP 457</td>
<td></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.
**Computer Information Science**

### Software Applications

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>25 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td></td>
</tr>
<tr>
<td>CISC 300, 305, 306, 310, 320 (Windows), 350</td>
<td></td>
</tr>
</tbody>
</table>

### Web Programming

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>35 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td></td>
</tr>
<tr>
<td>CISC 310, 320 (WIN), 323, 324</td>
<td></td>
</tr>
<tr>
<td>CISP 350, 360, 401</td>
<td></td>
</tr>
<tr>
<td>CISW 300/INDIS 410, CISW 370, CISW 470/ARTNM 406</td>
<td></td>
</tr>
<tr>
<td>and 4 units from the following:</td>
<td></td>
</tr>
<tr>
<td>CISA 310 or CISW 400</td>
<td></td>
</tr>
<tr>
<td>and 4 units from the following:</td>
<td></td>
</tr>
<tr>
<td>CISW 410, 411, 420</td>
<td></td>
</tr>
</tbody>
</table>

### Web Publishing

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>20 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTNM 400/CISW 350</td>
<td></td>
</tr>
<tr>
<td>BUS 310</td>
<td></td>
</tr>
<tr>
<td>CISC 310, 320 (WIN), 323</td>
<td></td>
</tr>
<tr>
<td>CISW 300/INDIS 410, CISW 310, 370</td>
<td></td>
</tr>
<tr>
<td>and 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>ARTNM 402, 406/CISW 470, CISW 355, 385, 442</td>
<td></td>
</tr>
</tbody>
</table>

### CIS - Applications

**CISA 160 Project Management Techniques and Software (same as MGMT 142)**  
3 Units  
Prerequisite: None  
Advisory: ENGRD 116; or ESLR 320 and ESLW 320; CISC 300.  
Hours: 54 hours LEC  
This is an introductory course covering the responsibilities of a project manager. It includes the knowledge needed to manage a project, control costs and schedule resources. It will also introduce the use of project management software to track project resources, tasks and milestones. Not open to students who have taken Management 142.

**CISA 294 Topics in Computer Information Science - Applications**  
.5-5 Units  
Prerequisite: To be determined with each topic.  
Hours: 9-90 hours LEC; 27-135 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 301  
Prerequisite: None  
Advisory: CISC 300.  
Course Transferable to CSU  
Hours: 27 hours LEC; 27 hours LAB  
This is an introductory course in word processing. The course introduces word processing operations such as creating, editing, file management techniques, and printing text. Emphasis is on formatting and document production techniques to produce professional business documents used in today's workplace. The course culminates with the study of intermediate level features such as merge, sort, graphics, macros, style, and templates. This course may be taken four times on a different software package or version. AA/AS area 3D

**CISA 306 Intermediate Word Processing**  
2 Units  
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 package or version.

**CISA 308 Exploring Word Processing and Presentation Software**  
1 Unit  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
The course introduces word processing and presentation software. The basic features and skills of creating, editing and formatting documents, inserting tables and graphics and enhancing word documents are covered. PowerPoint presentations are included.

**CISA 315 Introduction to Electronic Spreadsheets**  
2 Units  
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 3D

**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 318 Exploring Spreadsheet Software**  
1 Unit  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
The course introduces widely used spreadsheet software. The basic features and skills of editing and formatting a spreadsheet, using basic formulas and functions, inserting and formatting charts and graphics in a spreadsheet workbook and analyzing and presenting that workbooks are covered.

**CISA 320 Introduction to Database Management**  
1 Unit  
Formerly: CIS 13A  
Prerequisite: None  
Advisory: CISC 300 and BUSTEC 300.  
Course Transferable to CSU  
Hours: 18 hours LEC; 18 hours LAB  
The course introduces database concepts and tools necessary to function effectively in a business environment. This course will introduce students to database systems using the Microsoft Access database management system.
This course introduces the student, through hands-on operation, to the use of database management programs on the microcomputer. It includes designing a database, accessing, searching, updating files, and designing and producing printed reports. The course may be taken four times on a different software package or version. AA/AS area 3D

**CISA 321 Intermediate Database Management 1 Unit**
Formerly: CIS 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. This course may be taken four times on a different software package or version.

**CISA 322 Advanced Database Management 1 Unit**
Formerly: CIS 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. This course may be taken four times for credit on a different software package or version.

**CISA 330 Desktop Publishing 2 Units**
Formerly: CIS 17A
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: CIS 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: CIS 300.
Advisory: RUSTEC 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
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**
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.

**CIS - Core**

**CISC 294 Topics in Computer Information Science - Core**
.5-5 Units
Formerly: CIS 93
Prerequisite: To be determined with each topic.
Course Transferable to CSU
Hours: 9-90 hours LEC; 27-135 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.

**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. AA/AS area 3D

**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  
Advisory: CISC 300.  
Course Transferable to CSU  
Hours: 18 hours LEC; 18 hours LAB  
This course is an introduction to how the Internet works, how to connect, and how to use the basic services. Topics will include E-mail, the World Wide Web, newsgroups, mailing lists, Telnet, and FTP.

**CISC 306 Introduction to Web Page Creation**  
1 Unit  
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 308 Exploring Computer Environments and the Internet**  
1 Unit  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
The course introduces the fundamentals of microcomputer hardware, software and computer networking, focusing on operating systems. The fundamentals of the Internet and Internet tools are introduced.

**CISC 309 Applied Applications Lab**  
.5 Unit  
Prerequisite: None  
Course Transferable to CSU  
Hours: 27 hours LAB  
This course complements CISC 300, 305, 306, 315, 316, or 320.  
Advisory: ENGRD 116 or ESLR 320 and ability to keyboard 20 WAM.  
Course Transferable to CSU  
Hours: 27 hours LAB  
This course 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 UCCS CU  
Hours: 54 hours LEC  
This course is a survey of the computer field covering the function and purpose of computer hardware and software, computer programming concepts, productivity software, employment opportunities, and the social impact of the computer.

**CISC 320 Operating Systems**  
1 Unit  
Formerly: GIS 14A  
Prerequisite: None  
Advisory: CISC 300 and ability to touch type.  
Course Transferable to CSU  
Hours: 18 hours LEC; 18 hours LAB  
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.

**CISC 321 Intermediate Operating Systems**  
1 Unit  
Formerly: CIS 14B  
Prerequisite: CISC 320 (for corresponding operating system).  
Advisory: One course in programming is highly recommended.  
Course Transferable to CSU  
Hours: 18 hours LEC; 18 hours LAB  
The content covers the study of advanced commands, effective utility use, advanced batch files/script files, program logic, disk organization, making user-friendly systems, and anticipating and preventing system problems. This course may be taken four times on a different operating system.

**CISC 323 Linux Operating System**  
1 Unit  
Prerequisite: None  
Advisory: CISC 300 and ability to touch type.  
Course Transferable to CSU  
Hours: 18 hours LEC; 18 hours LAB  
This course introduces the Linux operating system for microcomputers. Concepts include kernels, file structures, daemons, shells, GUIs, procedures for installing software, creation of user accounts, shell commands, scripts, and file security.

**CISC 324 Intermediate Linux Operating System**  
1 Unit  
Prerequisite: CISC 323 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 18 hours LEC; 18 hours LAB  
This course is a continuation of CISC 323. It covers advanced shell scripting, C Shell, K Shell, BASH and other varieties will be compared. It also includes decision-making logic, looping, nesting, and other scripting tools will be used.

**CISC 350 Introduction to Data Communications**  
1 Unit  
Formerly: GIS 16A  
Prerequisite: None  
Advisory: CISC 300 and ability to touch type.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course introduces business data communication concepts, systems, technology, protocols, theory, and basic terminology. Specific topics include analog and digital data encoding and transmission, media, interfaces, packet, circuit and broadcast networks, and data multiplexing.

**CISC 351 Introduction to Local Area Networks**  
1 Unit  
Formerly: GIS 16B  
Prerequisite: CISC 320 with a grade of “C” or better.  
Advisory: CISC 350 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 18 hours LEC; 18 hours LAB  
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.

**CISC 356 Microcomputer Support And Repair**  
3 Units  
Formerly: CIS 29A  
Prerequisite: CISC 310, 320 (Windows), and 350 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
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.
**CISC 362 Microcomputer and Applications Support**  
2 Units  
Prerequisite: CISA 305, 315, and 320 with a grade of “C” or better.  
Corequisite: CISC 361.  
Course Transferable to CSU  
Hours: 45 hours LEC; 27 hours LAB  
This course covers installing, configuring, and supporting a network  
systems environment. It introduces student to the basics of networking  
and networking operations. May be taken three times for credit  
on a different software version.

**CISC 363 Advanced Microcomputer Support and Repair**  
2 Units  
Prerequisite: CISC 361 with a grade of “C” or better.  
Corequisite: CISC 361.  
Course Transferable to CSU  
Hours: 45 hours LEC; 27 hours LAB  
This course provides a foundation in networking and PC support. Hands-on  
skills taught will include networking basics, SCSI, advanced components  
installation and configuration, troubleshooting hardware, personal computer  
support, and repair training to configure and troubleshoot major operating  
systems and networking hardware. This course is preparation for the A+  
Certification exam.

**CISC 498 Work Experience in Computer Information Science**  
1-4 Units  
Formerly: CIS 48  
Prerequisite: None  
Corequisite: Must be enrolled in a minimum of 7 units including work  
experience.  
Course Transferable to CSU  
Hours: 18 hours LEC; 75-300 hours LAB  
This course is supervised work experience in Computer Information Science  
for the purpose of increasing the understanding of the nature and scope of the  
operation of business, government or service agencies. This course requires  
that students be employed in a paid or volunteer work experience environment.  
May be taken twice for a maximum of 8 units.

**CIS - Network**

**CISN 100 Network Systems Administration** 3 Units  
Formerly: CIS 80  
Prerequisite: CISC 310, CISC 320 (Windows), CISC 320 (UNIX), and  
either CISC 350 and CISC 351, or CISN 110 and CISN 111 with a grade of  
"C" or better  
Hours: 45 hours LEC; 27 hours LAB  
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,  
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.  
This 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 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: None  
Corequisite: CISC 350.  
Advisory: CISC 350.  
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 103  
Prerequisite: CISC 323 with a grade of "C" or better.  
Advisory: One programming language is recommended.  
Hours: 45 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: CIS 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 Administrations. Topics include the following: monitoring system events, setting up and configuring Apache Web Server; and setting up and configuring My SQL server.

**CISN 122 Advanced Network Administration with Linux 2 Units**

Formerly: CIS 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 140 Cisco Networking Academy (CCNA)tm: Data Communication and Networking Fundamentals 3 Units**

Formerly: CIS 130
Prerequisite: None
Advisory: CISC 310, OR CISC 300 and 320.
Hours: 54 hours LEC; 18 hours LAB
This course introduces data communication and networking fundamentals. It surveys data communication hardware and software components and basic networking concepts. Topics include data communication, the OSI Model, IP addressing, routing concepts, LAN media, and network management and analyses. This is the first course in preparation for Cisco CCNA certification examination. ARC is a certified Cisco Networking Academy and all courses are taught by Cisco Certified Academy Instructors (CCAI).

**CISN 141 Cisco Networking Academy (CCNA)tm: Networking Theory and Routing Technologies 3 Units**

Formerly: CIS 131
Prerequisite: CISN 140 with a grade of "C" or better.
Hours: 54 hours LEC; 18 hours LAB
This course provides an introduction to networking theory and routing technologies, including OSI Model, beginning router configurations, routed and routing protocols. This is the second course in preparation for Cisco CCNA certification examination. ARC is a certified Cisco Networking Academy and all courses are taught by Cisco Certified Academy Instructors (CCAI).

**CISN 142 Cisco Networking Academy (CCNA)tm: Advanced Routing and Switching 3 Units**

Formerly: CIS 132
Prerequisite: CISN 141 with a grade of "C" or better.
Hours: 54 hours LEC; 18 hours LAB
This course provides advanced routing and switching technologies. Topics include advanced router configurations, network management, advanced network design, LAN switching, and VLANS. This is the third course in preparation for Cisco CCNA certification examination. ARC is a certified Cisco Networking Academy and all courses are taught by Cisco Certified Academy Instructors (CCAI).

**CISN 143 Cisco Networking Academy (CCNA)tm: Wide-Area Network and Project-Based Learning 3 Units**

Formerly: CIS 133
Prerequisite: CISN 142 with a grade of "C" or better.
Hours: 54 hours LEC; 18 hours LAB
This course provides the skills to design and configure advanced wide area network (WAN) projects using Cisco IOS command set. This is the fourth course in preparation for Cisco CCNA certification examination. ARC is a certified Cisco Networking Academy and all courses are taught by Cisco Certified Academy Instructors (CCAI).

**CISN 170 Web Server Administration 3 Units**

Formerly: CIS 106
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 314  Fiber Optic Networking  3 Units
Advisory: CISC 350
Hours: 54 hours LEC
This course introduces basic fiber optical technologies including splices, connectors, optical sources, detectors, optical amplifiers, splitters and modulators. Optical switching technology and fiber based standards and protocols are covered along with services such as voice, data and video. Industry procedures and practices are examined.

CISN 377  Installing and Administering SQL Server  3 Units
Formerly: GSN 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
Prerequisite: CISP 360 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the architecture of microcomputers that use the Intel microprocessor. Topics include machine and assembly language, keyboard and screen manipulation, binary and binary coded decimal (BCD) arithmetic, American Standard Code for Information Interchange (ASCII) and binary conversion, table processing, macros, and subroutines. Machine language programs are traced as an aid to debugging.

CISP 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. AA/AS area 3D

CISP 319  Advanced Assembly Programming  4 Units
Formerly: GSN 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: GSN 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, toptown design, and modular programming techniques. Topics covered include report formatting, control breaks, and single and double arrays. AA/AS area 3D

CISP 321  Advanced COBOL Programming  4 Units
Formerly: GSN 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: GSN 33
Prerequisite: None
Advisory: CISC 310, CISP 360, and MATH 120.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the computer solution of problems by programming in FORTRAN. The emphasis is on learning the language and structured programming techniques. While problems from many disciplines will be presented, emphasis is placed on solving problems in engineering and the physical sciences. Appropriate for all majors in engineering, science and mathematics. (CAN CSCI 4) AA/AS area 3D

CISP 350  Database Programming  3 Units
Formerly: GSN 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 3D

CISP 360  Introduction to Structured Programming  4 Units
Formerly: GSN 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 3D

CISP 365  Structured Programming with PASCAL  4 Units

Formerly: CIS 31
Prerequisite: None
Advisory: CISC 310, CISP 300, MATH 120.
Course Transferable to UCC/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 top-down 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 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 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: CIS 32B
Prerequisite: CISP 360 with a grade of "C" or better.
Course Transferable to UCC/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 3D

CISP 401  Object Oriented Programming with Java  4 Units

Formerly: CIS 409
Prerequisite: CISP 360 with a grade of "C" or better.
Course Transferable to UCC/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: CIS 40
Prerequisite: A course in the fundamental language of the object oriented programming being used with a grade of "C" or better. CISP 365 (Pascal) or CISP 360 or CISP 400 (C or C++).
Course Transferable to UCC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers the features of the C language commonly used in systems programming, and the application of those features to systems programming in a Linux/UNIX environment. Topics include C preprocessor macros, I/O, bit-manipulation facilities; timesharing system concepts; shell script programming; make files and source code control; basic system calls including fork and exec; pointers and dynamic memory allocation; libraries and relocation and linking concepts including assembler handling of symbol tables.

CISP 453  Introduction to Systems Programming in UNIX  4 Units

Prerequisite: CISP 360 with a grade of "C" or better.
Course: CISC 323.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers the features of the C language commonly used in systems programming, and the application of those features to systems programming in a Linux/UNIX environment. Topics include C preprocessor macros, I/O, bit-manipulation facilities; timesharing system concepts; shell script programming; make files and source code control; basic system calls including fork and exec; pointers and dynamic memory allocation; libraries and relocation and linking concepts including assembler handling of symbol tables.

CISP 457  Computer Systems Analysis and Design  3 Units

Prerequisite: CISC 310 and one of the following: CISP 317, CISP 319, CISP 320, CISP 340, CISP 360, CISP 365, or CISP 370.
Advisory: CISA 305 and CISA 340.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the methods used to analyze, design, and implement a computer system that meets client business needs. The methodology emphasizes the skills needed by a system analyst throughout the steps of a system development life cycle. These steps include system feasibility, analysis, design, implementation, documentation, and evaluation.

CIS - Security

CISS 300  Introduction to Information Systems Security  1 Unit

Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course provides an introduction to network-based and Internet-based security applications and standards. Topics include cryptography, security protocols, network security applications, encryption, hash functions, digital signatures, viruses and key exchange.

CISS 301  Ethical Hacking  2 Units

Prerequisite: None
Advisory: CISC 320, 323, 350 or 351.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course introduces basic security concepts, principles and “best practices” and explores ways in which security for a stand-alone PC and a network-connected PC can be compromised. It provides ways in which the security of
Computer Information Science

CISS 310 Network Security Fundamentals 3 Units
Prerequisite: CISS 310 with a grade of "C" or better.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course covers network and operating system security breaches and deployment of the industry standard countermeasures, including configuring Virtual Private Networks (VPN) connections. Topics include the evaluation, implementation, and management of secure remote-access technologies.

CISS 330 Implementing Internet Security and Firewalls 3 Units
Prerequisite: CISS 310 with a grade of "C" or better.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course demonstrates how to configure network firewalls to allow access to key services while maintaining security, and implementing firewall-to-firewall Virtual Private Networks (VPNs). Topics cover the content of the Check Point Security’s “Check Point Certified Security Administrator” (CCSA) certification.

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

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

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

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

CISW 300 Web Publishing (same as Interdisciplinary Studies 410) 3 Units
Formerly: CIS 22
Prerequisite: None
Advisory: CISW 300 or CIS 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: CIS 23
Prerequisite: CISW 300.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course builds upon previous web publishing concepts and study. The primary focus of this course is the systematic development of interactive web sites. Topics include cascading style sheets, dynamics HTML, forms, client-side programming with JavaScript, CGI scripting with Perl, and web-database interactivity.

CISW 350 Imaging for the Web (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 355 Web Imaging Projects 2 Units
Prerequisite: CISW 350 or ARTNM 402 or ARTNM 400 with a grade of "C" or better.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course is a continuation of CISW 350. Projects and simulations developing graphics for the web are created for the purpose of marketing and advertising on the Web. The steps, procedures, and common problems encountered
when producing quality graphics for professional Web sites are discussed and practiced. Real and simulated projects will include the following: compressing and uploading times, cropping and resizing, digital camera imaging, retouching and fixing photographs, photographic special effects and filters, rasterizing text, implementing backgrounds, buttons, themes, image maps, slicing, and simple animations.

**CISW 370 Designing Accessible Web Sites**  
**1 Unit**  
*Formerly: CIS 22D*  
*Prerequisite: CISW 300 with a grade of “C” or better.*  
*Course Transferable to CSU*  
*Hours: 18 hours LEC*  
This course provides an overview of the methods that are used to design web sites for people with disabilities. Current legal requirements for accessible web sites, especially the Americans with Disabilities Act (ADA), are emphasized.

**CISW 385 E-Commerce**  
**3 Units**  
*Prerequisite: CISC 305 or CISW 300 with a grade of “C” or better.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC*  
This course provides both the beginner and the professional with a working knowledge of e-commerce. It emphasizes the theory and practice of marketing in an electronic environment. The personalization and interactivity of commercial web sites as a tool to build strong customer relationships are stressed.

**CISW 400 Client-side Web Scripting**  
**4 Units**  
*Formerly: CIS 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: CIS 25B*  
*Prerequisite: CISW 300 with a grade of “C” or better.*  
*Advisory: CISW 310 and CISP 300.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC; 54 hours LAB*  
This course emphasizes the creation of interactive web sites using a middleware scripting environment such as PHP or ASP. Topics include core features of the middleware scripting language, embedding server commands in HTML pages, control structures, functions, arrays, form validations, cookies, environmental variables, email applications, and database-driven web applications. May be taken twice in a different middleware web scripting environment.

**CISW 411 Middleware Scripting Database Web Applications**  
**2 Units**  
*Prerequisite: CISW 410 with a grade of “C” or better.*  
*Advisory: CISW 310.*  
*Course Transferable to CSU*  
*Hours: 27 hours LEC; 27 hours LAB*  
This course includes interactive database applications for the Web using a database and middleware scripting language. Topics include organizing data, developing tables for databases, creating middleware scripts that add, delete, sort, edit and merge the data in the database. Maintaining database integrity, and using DHTML to streamline certain client side functions such as form validation are covered.

**CISW 420 Server-side Web Scripting**  
**4 Units**  
*Formerly: CIS 25C*  
*Prerequisite: CISW 300 with a grade of “C” or better.*  
*Course Transferable to CSU*  
*Hours: 54 hours LEC; 54 hours LAB*  
This course emphasizes the creation of interactive web sites using a server-side scripting language such as a Perl or Java. Topics include core features of the server-side web scripting language, control structures, functions, arrays, form validation, regular expressions, cookies, environmental variables, email applications, and database-driven web applications. May be taken twice with a different server-side web scripting language.

**CISW 442 Web Publishing with XML**  
**3 Units**  
*Prerequisite: CISW 300 with a grade of “C” or better.*  
*Course Transferable to CSU*  
*Hours: 36 hours LEC; 54 hours LAB*  
This course describes how to create well-formed and valid XML documents, which are later used in conjunction with Extensible Style Sheet Language (XSL) to produce Web pages and other result documents. Topics include formatting XML documents with Cascading Style Sheets (CSS), Document Type Definitions (DTD), XML Namespaces and Schemas, XPath, and Extensible Style Sheet Language Transforms (XSLT).

**CISW 470 Web Team Projects**  
*(same as Art New Media 406)*  
**3 Units**  
*Formerly: CIS 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 & Engineering Technology

Degree: A.A. - Design Technology  
A.S. - Engineering Technology  
Certificate: Design Technology  
Engineering Technology

Area: Technical Education  
Dean: Gabriel Meehan  
Phone: (916) 484-8574  
Counseling: (916) 484-8572  
Website:  www.arc.losrios.edu/~dt/

Design Technology

ARC’s design technology program provides a background in skill and theory to qualify the student for employment as a design draftsperson. 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 designers.

Requirements for Degree Major  39 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN 100</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 102</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 300</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 308</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 310</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 320</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 350</td>
<td>4</td>
</tr>
<tr>
<td>DESIGN 340</td>
<td>5</td>
</tr>
<tr>
<td>DESIGN 350 or ENGR 310</td>
<td>4</td>
</tr>
<tr>
<td>DESIGN 360</td>
<td>5</td>
</tr>
<tr>
<td>DESIGN 405</td>
<td>3</td>
</tr>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN 100</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 102</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 300</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 308</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 310</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 320</td>
<td>3</td>
</tr>
<tr>
<td>DESIGN 350</td>
<td>4</td>
</tr>
<tr>
<td>DESIGN 340</td>
<td>5</td>
</tr>
<tr>
<td>DESIGN 350 or ENGR 310</td>
<td>4</td>
</tr>
<tr>
<td>DESIGN 360</td>
<td>5</td>
</tr>
<tr>
<td>DESIGN 405</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.

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 41 units

<table>
<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>DESIGN 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 340 or DESIGN 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>

Recommended Electives

| BUS 310, 340; DESIGN 320; ET 302; ENGR 300; ENGRWR 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 41 units

<table>
<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>5</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 (4 units) or ENGR 320 (3 units)</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>5</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

| DESIGN 320, 340, 350, 360, 405 |

Civil Engineering Technology Concentration

| DESIGN 300 or ENGR 307; DESIGN 310, 320, 340; DESIGN 350 or ENGR 310 |

Electrical Engineering Technology Concentration

| DESIGN 102; DESIGN 300 or ENGR 307; ENGR 401; ET 302 |

Mechanical Engineering Technology Concentration

| DESIGN 308, 310, 320, 330; ENGR 307 or DESIGN 300; ENGR 320 |

Mechanical Engineering Technology (CSU Transfer)

A background in skill and theory to prepare students to work in the field of mechanical engineering technology. See a counselor for transfer requirements.

Requirements for Degree Major 73-74 units

<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>
</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>4</td>
</tr>
<tr>
<td>DESIGN 340 or 360</td>
<td>4</td>
</tr>
<tr>
<td>DESIGN 350 or ENGR 310</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 320</td>
<td>3</td>
</tr>
<tr>
<td>MATH 350</td>
<td>3</td>
</tr>
<tr>
<td>MATH 351</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 350</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 360</td>
<td>4</td>
</tr>
<tr>
<td>STAT 301</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>5</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<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; ENGRWR 342; ET 302; WELD 300 |
Design & Engineering Technology

Construction Management (CSU Transfer option)
A background in skill and theory to prepare students to work in construction management. See a counselor for transfer requirements.

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>
<td>4</td>
</tr>
<tr>
<td>ACCT 311</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 305</td>
<td>4</td>
</tr>
<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>2</td>
</tr>
<tr>
<td>CISC 320</td>
<td>1</td>
</tr>
<tr>
<td>DESGN 100</td>
<td>3</td>
</tr>
<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>ENGRW 300</td>
<td>3</td>
</tr>
<tr>
<td>MATH 350</td>
<td>3</td>
</tr>
<tr>
<td>MATH 351</td>
<td>3</td>
</tr>
<tr>
<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>
<tr>
<td>* Construction Management 22</td>
<td></td>
</tr>
</tbody>
</table>

*Students can take CM 22, Construction Documents, as a cross over course prior to transferring to CSUS. Consult with Counseling Department.

DESGN 100 Introduction to Computer Aided Drafting and Design (CADD) 3 Units
Formerly: DESIGN 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: DESIGN 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 covers the preparation for professional work skills and advanced design courses. This course may be taken four times using different software releases.

DESGN 300 Introduction to Design Resources 3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC, 72 hours LAB
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 304 Three Dimensional Design-Solids Modeling 3 Units
Prerequisite: DESGN 100, and DESGN 300 with a grade of “C” or better.
Corequisite: DESGN 102.
Advisory: Design Technology 102.
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: DESIGN 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: DESIGN 54
Prerequisite: None
Advisory: ENGRW 102 or 103, ENGRD 116 or ESLR 320 and ESLW 320.
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.

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>
</tr>
<tr>
<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>and 6 units selected from the following:</td>
<td>6</td>
</tr>
<tr>
<td>ECE 530, 356, 361, 363, 404, 432, 496; ENGLT 370; NUTRI 320/404; RECR 320; TA 404</td>
<td></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, 330/331, 351; 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

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

**Associate Teacher Certificate**

With appropriate documented work experience, 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 care and education and as teachers in privately-funded early care and education.

**Requirements for Certificate** 13 units

- ECE 300 3
- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 320 4

**Teacher Certificate**

With appropriate documented work experience, 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 care and education.

**Requirements for Certificate** 24 units

- ECE 300 3
- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 320 4
- ECE 321 4
- ECE 351 or 356 or 404 3
- ECE 410 1
- ECE 430 3

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 #C1
2. English: Any course from Area 3D1
3. Humanities: Any Area 3B course
4. Social Sciences: Any Area 3C course

**Master Teacher Certificate**

With appropriate documented work experience, those who complete the Master Teacher Certificate, leading to the Master Teacher Permit, are prepared to work as supervising teachers in early care and education.

**Requirements for Certificate** 32 units

- ECE 300 3
- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 320 4
- ECE 321 4
- ECE 351 or 356 or 404 3
- ECE 410 1
- ECE 424 2
- ECE 430 3
- ECE Specialization Concentration 6 units

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 #C1
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** 6 units

- ECE 361 and 3 units from the following:
  - ART 320, 431, 432; ARTH 300

**Children’s Health, Safety and Nutrition** 6 units

- ECE 415/NUTRI 320 and NUTRI 300

**Children’s Literature** 6 units

- ENGLT 370, 372, 374, 376

**Culture and Diversity** 6 units

- ECE 432 and any 3 units from area 5F of the ARC graduation requirements, with the exception of ECE 430

**Drama with Children** 6 units

- TA 400, 404, or 406

**Infant Care** 6 units

- 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 354 and/or 408 with placement in an infant center

**Music with Children** 6 units

- ECE 363 and 3 units from one of the following:
  - MUFHL 330; MUVI 340, 341, 370, 371; MUSM 370

**School-Age Care** 6 units

- ECE 356 and one of the following:
  - Recreation 320 or ECE 408 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 408, with placement in a classroom for children with special needs

**Site Supervisor Certificate**

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.

**Requirements for Certificate** 38 units

- ECE 300 3
- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 320 4
- ECE 321 4
- ECE 331 3
- ECE 410 1
- ECE 420 3
- ECE 422 3
- ECE 424 2
- ECE 430 3
- and 6 units selected from the following:
  - ART 431; ENGLT 370; ECE 356, ECE 415/NUTRI 320; MUSM 370; RECR 320; TA 404

The Early Childhood Education Department is also authorized to recommend students to the Commission on Teacher Credentialing for the Child Development Assistant Permit and for the Program Director Permit. Students who wish to be recommended for the Child Development Assistant Permit must have completed ECE 312/PSYCH 372, and ECE 300 for a total of six units. Students who wish to be recommended for the Child Development Program Director Permit must verify completion of a BA degree, possess the Child Development Teacher Certificate, and complete ECE 420, 422 and 424. This permit is required for those supervising multiple publicly-funded early childhood education sites.
Early Childhood Education

Specialist Certificates

The following certificates are designed for students who seek courses which will prepare them to work with a specific age group or program type. The following certificates meet the minimum requirements for teaching in or administering privately-funded early care and education.

Culture 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

- ECE 300 3
- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 320 4
- ECE 410 1
- ECE 430 3
- ECE 432 3

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

- ECE 305 1
- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 410 1
- ECE 498 (placement in family child care home) 4

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

- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 430 3
- ECE 440 3
- HSER 300 3

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

- ECE 300 3
- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 320 4
- ECE 330 3
- ECE 331 3
- ECE 334 1
- ECE 410 1

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 Services) regulations for child care licensing.

Requirements for Certificate 23 units

- ECE 300 3
- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 320 4
- ECE 410 1
- ECE 420 3
- ECE 422 3
- ECE 424 2
- ECE 498 (placement in a management position in a licensed child care facility) 1

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 outlined in Title 22 (Department of Social Service) regulations for child care licensing.

Requirements for Certificate 18-21 units

- ECE 300 3
- ECE 312/PSYC 372 3
- ECE 314/FCS 314 3
- ECE 320 4
- ECE 321 or 498 (placement in school age child program) or RECR 320 1-4
- ECE 356 3
- ECE 410 1

ECE 120 Effective Discipline for Foster Parents 1 Unit
Prerequisite: None
Hours: 18 hours LEC
This course provides foster parents discipline techniques which are effective in the production of positive behaviors in the children and youth placed in their care. The parenting theories of Fay, Cline and Fay’s “Love and Logic” are emphasized. This course meets requirements for continuing education for Sacramento County licensed foster parents or kinship care providers.

ECE 122 Competence in Diversity 1 Unit
Prerequisite: None
Hours: 18 hours LEC
This course identifies the importance of promoting the self-esteem of foster children through personal history and culture. Techniques for promoting a positive sense of identity are emphasized. This course includes critical issues that face foster parents and the children they care for in a poly-ethnic and otherwise diverse community. This course meets state requirements for continuing education for Sacramento County licensed foster parents and kinship care providers.

ECE 294 Topic in Early Childhood Education .5-4 Units
Formerly: ECE 52
Prerequisite: None
Hours: 9-72 hours LEC
This course provides opportunity to study current topics in early childhood education which are either, not included in current offerings, or require emphasis beyond that offered in existing courses. The course may be taken four times up to a maximum of 6 units providing there is no duplication of topics.
ECE 300  Introduction to Early Childhood Education  
3 Units  
Formerly: ECE 1  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an introduction to early childhood education, including an overview of the history of the field, current curriculum approaches, and programs serving children from infancy through the school-age years. It reviews the current status of education for young children, with a focus on integrated education. Techniques for observing, documenting, and interpreting the behavior of young children and opportunities to observe in a variety of early childhood education settings will be included.

ECE 305  Introduction to Family Child Care  
1 Unit  
Formerly: ECE 19  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is an orientation to family child care. It includes state and local regulations, issues of health and safety, curriculum, behavior guidance, and business management of child care programs operating in the provider's home.

ECE 312  Child Development  
(same as Psychology 372)  
3 Units  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116; or ESLR 320 and ESLR 320, or placement through assessment process.  
Course Transferable to UCI/CSU  
Hours: 54 hours LEC  
This course is a study of the growth and development of children from the prenatal stage through adolescence. For each stage of development, the physical, cognitive, linguistic, social-moral, and emotional aspects of development, with attention to both typical as well as atypical development in each area is discussed. Included are the influences of culture, family, and the environment. This material is designed as a foundation for early care and education, teaching, and parenting. Not open to students who have completed PSYC 372. (CAN FCS 14) AA/AS area 3c; CSU area D3; IGETC area 4.

ECE 314  The Child, the Family and Community  
3 Units  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116; or ESLR 320 and ESLR 320, or placement through assessment process.  
Course Transferable to UCI/CSU  
Hours: 54 hours LEC  
This course covers the child within the family and within the community. The focus is on the impact of parenting style, marriage and transitions within the family, culture, school, and the media on the child's development. This course offers the opportunity to research and review the diverse community resources available to support the child and the family. AA/AS area 3C; CSU area D3.

ECE 316  Mass Media and Young Children  
1 Unit  
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course covers the role of mass media in socializing young children. Emphasis is on the influence of mass media on development, including the impact of television, movies, commercial advertising, books, and popular music, with discussion of strategies for minimizing the negative influences of mass media on children.

ECE 320  Principles and Practices in Early Childhood Education  
4 Units  
Prerequisite: ECE 300 and either ECE 312 or PSYC 372 with a grade of "C" or better.  
Enrollment Limitation: Current tuberculosis clearance.  
Course Transferable to CSU  
Hours: 36 hours LEC; 108 hours LAB  
This course provides supervised experience working with children in an early childhood setting. Topics include principles of curriculum development, classroom design, and child guidance, with opportunity to apply these key teaching principles in practical situations.

ECE 321  Advanced Principles and Practices in Early Childhood Education  
4 Units  
Prerequisite: ECE 320 with a grade of "C" or better.  
Enrollment Limitation: Current tuberculosis clearance.  
Course Transferable to CSU  
Hours: 56 hours LEC; 108 hours LAB  
This advanced course provides supervised experience as a teacher in an early childhood education program and is aimed at leadership in the areas of developing environments for learning, child observation and assessment, documentation of children's work, behavior guidance, group management, collaborative teaching, building relationships with families, and effective preparation and implementation of curriculum.

ECE 330  Infant Development  
3 Units  
Formerly: ECE 7A  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an examination of the developmental needs of infants, from conception to three years of age, preparing both parents and health, education, and social service professionals with strategies for care that are based on research in infant development. ARC area 3E.

ECE 331  Education and Care of Infants in Group Settings  
3 Units  
Formerly: ECE 7B  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course applies current research in infant development to the teaching and care of infants in group settings. Emphasis is on early childhood education principles and practices when applied to the care and education of infants from birth to three years of age. It includes strategies for designing, implementing, and evaluating group care programs for infants.

ECE 334  Laboratory with Infants and Toddlers  
1 Unit  
Formerly: ECE 7L  
Prerequisite: Current tuberculosis clearance.  
Corequisite: ECE 330 or 331.  
Course Transferable to CSU  
Hours: 54 hours LAB  
This class provides experience working with infants and toddlers in a group care program. It is designed as a laboratory for those who have completed or are enrolled in Early Childhood Education 330 or 331. The course requires participation for a designated three hours per week with infants and/or toddlers under the supervision of experienced teachers in a supervised infant - toddler care setting. This course may be taken twice for credit.
ECE 350  Introduction to Elementary Teaching with Field Experience  3 Units
Formerly: ECE 10A
Prerequisite: None
Advisory: ECE 312 or PSYC 372 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a career exploration course with an early field experience for K-8 teaching. It includes a supervised field placement of four hours weekly in a local elementary school in addition to weekly class meetings on campus. It will fulfill one of the early field experiences for the CSUS blended liberal studies major. Course content includes the profession and culture of teaching, observation skills, communication skills, diversity, and social issues. Field experience will integrate and apply the course content. Not open to students who have completed ENGED 324. ARC area 3E

ECE 356  Programs for the School-Age Child  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the fundamentals of planning, implementing and evaluating programs for before- and after-school care of school-age children (K-8). Emphasis is on developmental levels, age-appropriate activities and day-to-day program operations.

ECE 358  Activities for the Child Six to Twelve Years  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on design, implementation and evaluation of developmentally appropriate activities for the school age child (K-8). Curriculum areas include games, construction, art, music and movement, science and nature, and drama. It explores other topics including cooperative program planning, environments, guidance techniques and the importance of positive interpersonal relationships between the adults and the children in the program.

ECE 361  Introducing Young Children to Visual Arts  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course prepares teachers in early childhood education with strategies for introducing young children to the media and tools of drawing, painting, sculpting, and other visual arts commonly used by young children to represent and understand the world around them. The focus will be on observing children's natural ways of exploring each medium and learning strategies to facilitate and document children's emerging skills and relationships with each medium. Included are strategies for designing early childhood environments that promote children's exploration of visual arts. AA/AS area 3B

ECE 363  Music and Movement with Young Children  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the use of music and movement with children from infancy to age eight in group settings. Theoretical perspectives are reviewed and blended with practical applications that the teacher of young children can use to form a classroom community of learners, manage classroom behavior, and facilitate transitions. It will develop music and movement experience plans and create musical instruments from inexpensive, readily available materials. It will also explore music and movement as ways to involve children with cultural diversity and traditions. AA/AS area 3B

ECE 404  Children with Special Needs  3 Units
Prerequisite: ECE 312 or PSYC 372 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a broad overview of the characteristics, assessment techniques, methods of intervention, community and family resources, and current issues of young children (from birth to age eight) with special needs. The focus is to increase the awareness and understanding of children's individual needs in an early childhood setting and to provide practical information to those currently involved with children with special needs. Observations in public or private children's centers, schools, and agencies are required.

ECE 410  Health and Safety in Child Care Settings  1 Unit
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course covers health and safety issues in center and home-based early care and education programs. It includes preventative health practices such as control of infectious diseases, injury prevention, nutrition, sanitization, emergency preparedness and evacuation. Along with ECE 414 (HEED 311), fulfills Title 22 (California Department of Social Services) Health and Safety requirements for staff.

ECE 411  Children's Health, Safety and Nutrition
(Not open to students who have completed NUTRI 320.)
Prerequisite: None
Course Transferable to CSU
Placement through assessment

ECE 414  California Child Care Cardiopulmonary Resuscitation (CPR) and First Aid (same as HEED 311)  1 Unit
Prerequisite: None
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: 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.

ECE 415  Children's Health, Safety and Nutrition
(Formerly: ECE 104)
Prerequisite: None
Advisory: ENGW 102 or ENGRD 116, or ESLR 320 and ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to look at basic nutrition, health, and safety needs of children from the prenatal period through school age. Topics include identification of the nutrients in foods as they affect a child's physical and mental development. Course emphasis is placed on maintaining the optimal health, safety, and nutritional status of children at home and in group care. (Not open to students who have completed NUTRI 320.)

ECE 420  Administration of Child Development Centers  3 Units
Prerequisite: ECE 300 with a grade of "C" or better; or, one year of teaching experience documented with verification of experience form.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory course in the elements of program planning, budgeting, supervision and personnel administration for schools and private child development centers serving children and families. This course satisfies the administration requirement of the California Title 22 Health and Safety Code, and satisfies three of the six units of the administration requirement of the Title 5 Education Code and the California Commission for Teacher Credentialing.
Early Childhood Education

**ECE 422** Advanced Coordination and Supervision of Child Development Programs 3 Units
Prerequisite: ECE 420 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is an advanced course in administration and coordination of multi-faceted child development programs. The emphasis of the course is on publicly-funded programs and personnel management. It meets the requirements of the Education Code under Title 5 and the Commission for Teacher Credentialing.

**ECE 424** Adult Supervision: Mentoring in a Collaborative Learning Setting 2 Units
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 the mentor teacher working collaboratively to guide a teaching team within a classroom setting. This course satisfies the adult supervision requirement for the Master Teacher Permit issued by the California Commission on Teacher Credentialing.

**ECE 430** Culture and Diversity in Early Childhood Education 3 Units
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 socio-cultural issues as they vary across the diverse cultures represented in the classroom and as they impact a child’s development. Included are strategies for helping children negotiate and resolve conflicts caused by cultural differences, with a focus on using an anti-bias approach in the classroom. AA/AS area 3F

**ECE 432** Leadership in Diversity 3 Units
Prerequisite: ECE 430 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course expands upon ideas developed in ECE 430. Specific cultural differences are researched and similarities and differences are addressed. The course critically discusses the role of individual perspective and suggests ways for teachers to respond to diverse viewpoints of families and staff in an anti-bias classroom.

**ECE 440** Introduction to Family Support Service in Early Childhood Education 3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course covers principles and practices for support services provided to families with young children. Emphasis is on family self-identification of goals and nurturing the development of children in the context of family and culture. Techniques for building family relationships, accessing community services and enhancing problem solving skills are presented. Advocacy for community support for families of all cultures is included.

**ECE 498** Work Experience in Early Childhood Education 1-4 Units
Formerly: ECE 48
Prerequisite: Current tuberculosis clearance.
Course Transferable to CSU
Hours: 18 hours LEC, 60-300 hours LAB
This course provides work experience in early childhood settings - primarily child care and development centers - with opportunities to work with children from infancy through the school-age years. By combining volunteer or paid work experience with college training, jobs are used as learning settings and together with the employer and the college instructor establish learning objectives for the semester. Enrollment is dependent on employment or on availability of voluntary work placement. Instructor may assist in locating voluntary work placement. Course may be taken four times for a maximum of eight units.
Economics is the study of how individuals and societies choose to use limited resources for production of goods and services and how they distribute them for current and future consumption. Economics is divided into two major areas, macroeconomics and microeconomics. Macroeconomics studies decision-making at the national level. Macroeconomics topics include Gross Domestic Product, unemployment and inflation. Microeconomics studies decision-making at the individual, household, firm, industry and government level. Microeconomic topics include theory of the firm and consumer behavior.

Courses offered by the Economics Department satisfy general education requirements at American River College and other community colleges, the CSU system and the UC system. In addition, economics courses provide students with essential tools to analyze contemporary national and international economic issues.

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.

ECON 302  Principles of Macroeconomics  
Formerly: ECON 1A  
Prerequisite: None  
Advisory: MATH 100; 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 LEC  
This course, an introduction to macroeconomics, is concerned with the economic well being of the national economy. Topics covered include supply, demand, aggregate supply, aggregate demand, equilibrium, money, banking, taxation, inflation, employment, and economic growth. (CAN ECON 2); AA/AS area 3C; CSU area D3; IGETC area 4.

ECON 304  Principles of Microeconomics  
Formerly: ECON 1B  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, MATH 120; or placement through the assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course, an introduction to microeconomics, is concerned with individuals and business firms and how they interact in the marketplace to determine price, output, employment and efficient utilization of economic resources. International economic principles will also be discussed. Topics covered include marginal utility; production and resource allocation under conditions of competition, monopoly and oligopoly; monopolistic competition; antitrust and labor economics; and international trade and finance. (CAN ECON 4) AA/AS area 3C; CSU area D3; IGETC area 4.

ECON 320  Concepts in Personal Finance  
(Same as Business 320)  
Formerly: ECON 14  
Prerequisite: None  
Advisory: ENWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, BUS 105; or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and conceptual basis of financial planning and the analysis and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined with an emphasis on principles to develop students’ economic decision making. Not open to student who have completed Business 320. AA/AS area 3C or 3E; CSU area D3.
Electronics Technology

Degree: A.S. - Electronic Systems Technology
Certificates: Electronic Systems Technology

Certificates offered by the department:
- Basic Electronic Assembly and Repair
- Advanced Electronic Assembly & Repair
- CMOS Mask Design
- Fiber Optics
- Robotics
- Telecommunication Field Technician
- Telecommunication Specialist

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 NARTE (National Association of Radio and Television 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.

American River College 2005-2006
Electronics Technology

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 and Certificate  37 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 115</td>
<td>4</td>
</tr>
<tr>
<td>ET 140</td>
<td>3</td>
</tr>
<tr>
<td>ET 143</td>
<td>2</td>
</tr>
<tr>
<td>ET 302 or ET 300 and ET 301</td>
<td>4</td>
</tr>
<tr>
<td>ET 307</td>
<td>2</td>
</tr>
<tr>
<td>ET 310</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 311</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 322 or ET 315 and ET 320</td>
<td>5</td>
</tr>
<tr>
<td>ET 335</td>
<td>5</td>
</tr>
<tr>
<td>ET 380</td>
<td>4</td>
</tr>
<tr>
<td>ET 420</td>
<td>5</td>
</tr>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>ET 302 or ET 300 and ET 301</td>
<td>4</td>
</tr>
<tr>
<td>ET 307</td>
<td>2</td>
</tr>
<tr>
<td>ET 310</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 311</td>
<td>1.5</td>
</tr>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>ET 302 or ET 300 and ET 301</td>
<td>4</td>
</tr>
<tr>
<td>ET 307</td>
<td>2</td>
</tr>
<tr>
<td>ET 310</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 311</td>
<td>1.5</td>
</tr>
</tbody>
</table>

CMOS Mask Design Certificate
By earning a CMOS mask design certificate students are qualified for employment in 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>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 320</td>
<td>1</td>
</tr>
<tr>
<td>CISC 321</td>
<td>1</td>
</tr>
<tr>
<td>ET 205</td>
<td>3</td>
</tr>
<tr>
<td>ET 206</td>
<td>3</td>
</tr>
<tr>
<td>ET 335</td>
<td>5</td>
</tr>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>ET 115</td>
<td>4</td>
</tr>
<tr>
<td>ET 380</td>
<td>4</td>
</tr>
<tr>
<td>ET 386</td>
<td>3</td>
</tr>
<tr>
<td>ET 387</td>
<td>2</td>
</tr>
</tbody>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>ET 192</td>
<td>2</td>
</tr>
<tr>
<td>ET 194</td>
<td>2</td>
</tr>
<tr>
<td>ET 195</td>
<td>3</td>
</tr>
<tr>
<td>ET 196</td>
<td>2</td>
</tr>
<tr>
<td>ET 302</td>
<td>4</td>
</tr>
<tr>
<td>ET 307</td>
<td>2</td>
</tr>
</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 installers, data cable installers, and fire and safety alarm installers.

Requirements for Certificate  10 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 115</td>
<td>4</td>
</tr>
<tr>
<td>ET 302 or ET 300 and ET 301</td>
<td>4</td>
</tr>
<tr>
<td>ET 307</td>
<td>2</td>
</tr>
</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>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 115</td>
<td>4</td>
</tr>
<tr>
<td>ET 380</td>
<td>4</td>
</tr>
<tr>
<td>ET 386</td>
<td>3</td>
</tr>
<tr>
<td>ET 387</td>
<td>2</td>
</tr>
<tr>
<td>ET 112</td>
<td>3</td>
</tr>
</tbody>
</table>
ET 10  Elements of DC Circuits  3 Units
Formerly: ET 200
Prerequisite: None
Hours: 54 hours LEC
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.

ET 20  Mobile and Cellular Radio Systems  2 Units
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 Units
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 Units
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 Units
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 Telecommunication Systems course. Voice/data switching and transmission theory including system operation and design are covered in detail. Emphasis is placed on fiber optics and the newest methods of high speed data transfer. Also included are advanced high speed switching/routing systems along with their associated hardware/software. Dense Wave Division Multiplexing (DWDM) is also covered. Field Trips are required.

ET 104  Telecommunications Regulatory Policy  2 Units
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 Units
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 Units
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 Units
Prerequisite: ET 330 or 335; and ET 380 with a grade of “C” or better.
Hours: 54 hours LEC; 108 hours LAB
This course is a comprehensive study of high frequency communication concepts including antennas, transmission lines, transmitters and receivers. Commercial telecommunication equipment and schematics are used to simulate equipment that is utilized in industry. System design, component and equipment analysis and troubleshooting are stressed. Extensive use of laboratory experiments enhances theory. A field trip is required.

ET 112  Federal Communication Commission License Preparation  3 Units
Formerly: ET 88
Advisory: ET 380 or Communication industry experience.
Hours: 54 hours LEC
This course is preparation for the Federal Communication Commission (FCC) General Radiotelephone license examination. The course covers both the electronics theory required and the rules and regulations mandated by the FCC. Field trips are required. This course may be taken four times for credit.

ET 114  Basic Electricity and Electronics for Installation Specialists  5 Units
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESLW 320; or placement through assessment process.
Hours: 54 hours LEC; 108 hours LAB
This course is an introduction to the concepts of Direct and Alternating Current Theory. It includes a detailed study of commonly used circuit components, mathematical concepts necessary for calculating circuit values, relationships of components in series, parallel and combination DC and AC circuit configurations and reading electrical diagrams and schematics. Emphasis is on applying electronic concepts to practical situations.

ET 115  Fiber Optics and Telecommunication Cabling  4 Units
Prerequisite: None
Advisory: ET 307.
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the concepts of telecommunication cable installation and connection practices and standards. It includes the study of commonly used fiber and copper cable types and connectors, installation tools, and test equipment. Emphasis is on installation techniques in practical situations. Laboratory activities provide practical experience in the operation and use of tools and test equipment specific to the telecommunication industry. Field trips are required.

American River College 2005-2006
**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 wide area 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 access retrieval from world wide job boards. May be taken twice 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: 36 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 Electronics 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.
ET 192  Introduction to Robotics  2 Units
Prerequisite: None
Hours: 36 hours LEC
This course is an introduction to robotics utilizing the Parallax stamp microcontroller and Boe-Bot robotic vehicle. It explores how robots and microcontrollers interface with common electronic applications. It also investigates unusual and innovative applications for robots and microcontrollers. Field trips are required.

ET 194  Intermediate Robotics  2 Units
Prerequisite: None
Hours: 36 hours LEC
This course covers advanced robotics utilizing the Parallax stamp microcontroller and Boe-Bot robotic vehicle. Topics include the operation and design of robots using the Robix robotic platform. This course includes how robotics and automation are utilized in industry. Hardware component selection, assembly, and software programming of various types of robotic assemblies are emphasized. The principles of electronics, physics, and engineering as they apply to robotic design are presented. Field trips are required.

ET 195  Electrical and Mechanical Power and Control Systems  3 Units
Prerequisite: None
Hours: 54 hours LEC
This course is a study of electrical and mechanical power components and systems used in the control and transmission of mechanical and electrical power. Topics include the analysis of electric circuits and controls; programmable logic controllers (PLC's), 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.
Electronics Technology

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 alternating 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 MultiMeters 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, ENGRD 116 or ENGRD 116D and ENGRD 116F or ESLW 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 3D

**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 3D.

**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 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; 54 hours LAB
This course covers integrated circuits (ICs) and applications used in industrial and consumer products. Digital theory and applications start with standard Transistor-Transistor Logic (TTL) and 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 340 Digital Integrated Circuits 5 Units
Prerequisite: ET 302 or ET 315 and ET 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 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 385 Advanced Electronic Circuits Programming 4 Units
Prerequisite: ET 302 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.

ET 386 Fiber Optic Splicing, Connectivity, and Testing 3 Units
Prerequisite: ET 330 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 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 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 covers advanced microcontroller technology including microprocessors, microcontrollers, and Programmable Logic Devices (PLD). The focus is on advanced topics such as bus structure, data flow, digital system 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 PLDs. Field trips are required.

ET 490 Advanced Student Projects Laboratory 2 Units
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 fields 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: ENGWR 102 or 103 and ENGRD 116 or ESLR 320 AND ESWL 320.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This course is an introduction to the engineering and engineering technology professions and their place in industry. It includes an explanation of engineering and engineering technology options and curricula involved. The topics include an emphasis on problem-solving techniques used in engineering and engineering technology. This course is recommended for all entering engineering, engineering technology and design technology students.

**ENGR 305  Basic Technical Drawing**  
3 Units  
Formerly: ENGR 51  
Prerequisite: None  
Advisory: ENGWR 102 or 103 and ENGRD 116; or ESLR 320 and ESWL 320, or placement through the assessment process.  
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 ESWL 320 with a grade “C” or better.  
Advisory: MATH 120.  
Course Transferable to CSU  
Hours: 54 hours LEC; 36 hours LAB  
This course covers the basic properties of materials used in industry. The course emphasizes the practical use of the materials, but uses sufficient theory to understand these applications well. The course covers metals, concretes, plastics, ceramics, glasses, wood, and other composites. This course is primarily intended for design technology, engineering technicians and other technical students.

**ENGR 310  Engineering Survey Measurements**  
4 Units  
Formerly: ENGR 10  
Prerequisite: MATH 330.  
Advisory: ENGWR 102 or 103, and ENGRD 116; or ESLR 320 and ESWL 320.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course covers the basic fundamentals of surveying for engineers. Electronic surveying instruments are used in this course to develop the principles of measurement for distance, elevations and angles. Additional topics include discussions on systematic and random errors, line directions, profiles and cross-sections, traverse computations, horizontal and vertical curves, and earthwork quantity calculations. This course is intended for civil engineers, but may also be required for other programs. (CAN ENGR 10)

**ENGR 312  Engineering Graphics**  
3 Units  
Formerly: ENGR 27  
Prerequisite: ENGR 305 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 72 hours LAB  
This course applies the graphical tools needed to analyze, interpret and solve engineering problems. The engineering design process is taught using manual and introductory interactive computer-aided design and drafting (CADD) as tools to solve typical three-dimensional engineering problems. Topics include descriptive geometry, vector graphics, orthogonal projection, and primary and secondary auxiliary views. This course is intended for mechanical and civil engineers, but may also be required for other programs. (CAN ENGR 2)
ENGR 320  Manufacturing Processes  3 Units  
Formerly: ENGR 37  
Prerequisite: ENGR 312 or DESGN 310; ENGW 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: ENGW 300 or ESLR 340.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC; 27 hours LAB  
This is an introductory course in properties of materials used in engineering. This course places emphasis upon the theory underlying the behavior of engineering materials. The course includes a laboratory component, in which work will cover the testing of metals, polymers, composites, wood and other materials. (CAN ENGR 4)

ENGR 420  Statics  3 Units  
Formerly: ENGR 35  
Prerequisite: PHYS 410 and MATH 401 with a grade of "C" or better.  
Advisory: ENGR 305 and MATH 410.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers the study of bodies in equilibrium with emphasis on force systems, structures, distributed loads, friction and virtual work. In this course, analytical rather than graphical methods of problem solving will be emphasized. (CAN ENGR 8)

ENGR 428  Engineering Mechanics  3 Units  
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; ENGW 300 or ESLW 340.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers the basic fundamentals of dynamics for engineers. Topics include kinematics and kinetics of particles, systems of particles and rigid bodies: systems with fixed and rotating axes; and the equations of motion, energy and momentum.
English

Degree:  A.A. - Languages & Literature  A.A. - Technical Communication
Certificate:  Technical Communication

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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGWR 300 or 480</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 301 or 482 or Speech 301</td>
<td>3</td>
</tr>
<tr>
<td>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.</td>
<td></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.

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

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>
</tr>
<tr>
<td>and 12 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ARTNM 324, 328, 330, 354, 402, 404; CISA 315, 340; CISW 310; ARTNM 352 or CISA 350 and CISA 351 or CISA 355 and CISA 336</td>
<td></td>
</tr>
<tr>
<td>and 6 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ENGCW 450, 451, ENGWR 330, 331, 354, 356, 358; JOUR 300, 401; SPEECH 321 or 331</td>
<td></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.

American River College 2005-2006
Technical Communication Certificate

Requirements for Certificate 20.5 units

Courses Required Units
ARTNM 352 or 3
CISA 530 and CISA 331 or 4
CISA 335 and CISA 336 or 4
CISA 305 2
CISA 306 2
ENGRW 342 3
ENGRW 352 3
ENGRW 340 or ENGRW 348 or ENGRW 350 1.5
and 6 units selected from the following: 6
ARTNM 324, 328, 330, 402, 404; CISA 340; CISW 300/INDIS 410; CISW 310

English - Creative Writing

ENGCW 400 Creative Writing 3 Units
Formerly: ENGL 15
Prerequisite: ENGRW 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a course in creative writing through experience in four genres: short story, poetry, autobiography, and script writing. The course includes analysis of literary models, individual and class criticism of work, and discussion of literary techniques in each genre, such as dialogue, imagery, and narrative. A related objective is to develop critical thinking skills: identifying and defining problems and issues; collecting, analyzing, synthesizing, and evaluating information; and developing conclusions, with special consideration given to the distinctive requirements of each genre. (CAN ENGL 6) AA/AS area 3D

ENGCW 410 Fiction Writing Workshop 3 Units
Formerly: ENGL 15A
Prerequisite: None
Advisory: ENGRW 300 or ENGCW 400 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course concentrates on fiction writing. Short stories and/or novel chapters written during the semester will be analyzed in constructive, in-class workshops. The elements of literary creation will be critically examined from a writer’s perspective through lecture, discussion, assigned readings, and in-class writing exercises. The class includes journaling, the preparation of a portfolio of work completed during the class, and individual conferences.

ENGCW 420 Poetry Writing Workshop 3 Units
Formerly: ENGL 15B
Prerequisite: None
Advisory: ENGRW 300 or ENGCW 400 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a creative writing course that concentrates on poetry writing. The workshop format will focus on analysis of poetry written in the class. Through lecture, discussion, assigned reading, collaborative writing projects, and in-class writing exercises, the course will examine literary devices in period and contemporary poetry and will demonstrate revising and editing processes. The course requires a portfolio of original work and individual conferences with the instructor.

ENGCW 421 A Short Course in Poetry Writing 1 Unit
Formerly: ENGL 15G
Prerequisite: None
Advisory: ENGCW 400.
Course Transferable to CSU
Hours: 18 hours LEC

This course is designed for students writing poetry. Focuses on the analysis of poetry written by students in the class. Study of literary devices in modern and contemporary poetry and practice in revising and editing. Review of publication sources, including the Internet.

ENGCW 430 Creative Non-Fiction Writing Workshop 3 Units
Formerly: ENGL 15C
Prerequisite: None
Advisory: ENGRW 300 or ENGCW 400 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a creative writing course concentrating on the literary essay. The course will include creative approaches to various kinds of essay writing, which may include memoir, autobiography, reflective 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 3D

ENGCW 440 Screenwriting Workshop 3 Units
Formerly: ENGL 15D
Prerequisite: None
Advisory: ENGRW 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory writer’s workshop in three areas of screenwriting: experimental, documentary, and dramatic film. It includes preparation of three short scripts in those areas plus the viewing and analysis of films representing the three fields. This course introduces career paths in screenwriting, including local government and commercial sources preparing and utilizing film.

ENGCW 441 Advanced Screenwriting Workshop 3 Units
Formerly: ENGL 15F
Prerequisite: None
Advisory: ENGRW 400 or 440.
Course Transferable to CSU
Hours: 54 hours LEC
This course instructs students in the writing of a full-length feature or documentary film. Includes three proposals for projects, one of which will be developed through the first act in official screen format (approximately thirty pages), plus scene descriptions for major scenes, character sketches, and plot outlines. Several classic features and documentaries will be shown and analyzed for their writing strengths. Prepares students to finish a full film script using the skills learned in this class.

ENGCW 450 College Literary Magazine 3 Units
Prerequisite: None
Advisory: ENGRW 300, ENGRW 301, and ENGCW 400.
Course Transferable to CSU
Hours: 54 hours LEC; 18 hours LAB
This course provides experience in evaluating, editing, and sequencing literature in the college magazine of literature and art, The American River Review. The course focuses on poetry, fiction, and creative nonfiction, and it may review layout and art selection, establishing an aesthetic relationship between literary content and the visual image for three components of the Review: the magazine itself, an associated Internet site, and a companion DVD. This course also provides experience in soliciting manuscripts and publicity. The course teaches how to organize a literary reading. It may be repeated four times for credit.
**ENGED 305  Structure of English**  
3 Units  
Formerly: ENGL 2  
Prerequisite: ENGRD 300 with a grade of “C” or better.  
Advisory: ENGRW 301 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a study of the structure of English grammar systems, especially as they relate to writing. It includes the study and practice of traditional and transformational grammar, standard usage, phonology and orthography, with emphasis on the relationship to writing (2000 word writing requirement); it also includes the study of the history of the English language and varied methods of language acquisition among the culturally diverse population in California schools. It is designed for those who plan to teach or who are especially interested in grammar as it relates to writing. It meets CSUS requirement for Liberal Studies major.

**ENGED 320  Service Learning: Tutoring Elementary Students in Reading**  
3 Units  
Formerly: ENGL 10  
Prerequisite: ENGRD 116 with a grade of “C” or better, or placement through assessment.  
Corequisite: TB and fingerprint clearance.  
Course Transferable to CSU  
Hours: 37 hours LEC; 40 hours LAB  
This class offers an opportunity to learn and practice basic methods of tutoring elementary school children to read. The class will meet on campus for the first part of the semester to be trained, and then will be assigned to a nearby elementary school where they will have in-depth practice tutoring elementary children who are reading below grade level. This course is one of the two required field experience courses for the CSUS Blended Teacher Preparation Program. This course may be offered in conjunction with a non-profit organization such as SMART Kids. AA/AS area 3E.

**ENGED 322  Peer Tutoring in English and Reading**  
1.5-3 Units  
Formerly: ENGL 46A  
Prerequisite: A grade of “C” or better in the course in which the student is tutoring.  
Advisory: ENGRW 300, ENGRD 310, and basic familiarity with computers.  
Course Transferable to CSU  
Hours: 18 hours LEC; 27-108 hours LAB  
This course provides instruction and practical experience for student tutors in English and Reading. The lecture-discussion portion of the course focuses on tutoring techniques and strategies, which will then be applied to tutoring assignments. Lectures will also include a review of key grammatical concepts and reading comprehension as they relate to tutoring. Completion of this course is required for working as a paid tutor in the Reading and Writing Centers. This course is also recommended for any student considering a career in education. May be taken twice for credit.

**ENGED 324  Introduction to Elementary Teaching with Field Experience**  
3 Units  
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 3E.

**ENGED 340  Technology in the English Classroom: Presentational Software**  
.5 Units  
Formerly: ENGL 11A  
Prerequisite: ENGRW 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. Technologies offered within the class will vary as the field of computers and English evolves. This course may be repeated once with a different software package or version.

**ENGED 341  Technology in the English Classroom: Collaborative Software**  
.5 Units  
Formerly: ENGL 11B  
Prerequisite: ENGRW 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 version.

**ENGED 342  Technology in the English Classroom: Internet Tools**  
.5 Units  
Formerly: ENGL 11A  
Prerequisite: ENGRW 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.

**ENGED 350  Technology in the English Classroom: Creation of Web Documents**  
.5 Units  
Formerly: ENGL 11D  
Prerequisite: ENGRW 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 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.
ENGLT 300  Introduction to Fiction 3 Units
Formerly: ENGL 28
Prerequisite: ENGW 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the study of fiction as a type of literature. The course will examine a wide range of fiction, critically analyzing plot, setting, character, theme, and style. The course will include British and American works, as well as fiction in translation. (CAN ENGL 18) AA/AS area 3B; CSU area C2; IGETC area 3.

ENGLT 302  Introduction to the Novel 3 Units
Formerly: ENGL 41
Prerequisite: ENGW 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the novel as a type of literature. Representative novels will be read and analyzed in an intense and thorough manner with emphasis on form, content, and style. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGLT 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 3B; CSU area C2; IGETC area 3.

ENGLT 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 3B; CSU area C2; IGETC area 3.
This course investigates African-American drama between 1800 and the present. African-American drama of various periods will be compared to the dominant drama of the time to investigate cultural effects on this drama. Protest drama of the 1960s will receive special focus, as will the recent resurgence of African-American drama. AA/AS areas 3B & 3F; CSU area C2; IGETC area 3.

ENGLT 334  Asian American Literature  3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better.
Advisory: ENGWR 301
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys autobiographies and fiction written by Asian Americans; the work focuses on the experience of Asian Americans growing up in a culture that is dominated by Eurocentric influences. The selected readings were written in American English in the last 60 years by Filipino-, Chinese-, Japanese-, and Korean-Americans. The course compares and contrasts the perspectives with which these four groups of Asian-American writers shape their portrayals of their immigration, discrimination, and assimilation experiences; further, the course examines the diversities of these experiences both within and across the generations. AA/AS areas 3B & 3F; CSU area C2; IGETC area 3.

ENGLT 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 multicultural canon. Comparisons will also show how diverse writings fit into the traditional Anglo and Euro-centric canon. AA/AS areas 3B & 3F; CSU area C2; IGETC area 3.

ENGLT 338  Native American Literature  3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the living Native American experience as expressed through Native works of autobiography, fiction, poetry, film, and historical texts. Emphasis is placed on indigenous world views and perspectives. Highlighted are comparisons between the evolving culture of Euro-Americans and that of Native Americans. The course examines how Native literature is a reflection of the historical and cultural movements that have shaped, been shaped by, and interacted with the Native community. Included are samples of Native literary voices from tribes from all areas of the Americas, North, South, and Central. Field trips are required. AA/AS area 3B & 3F.

ENGLT 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 3B; CSU area C2; IGETC area 3.

ENGLT 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 3B; CSU area C2; IGETC area 3.

ENGLT 345  Mythologies of the World  3 Units
Formerly: ENGL 26
Prerequisite: ENGWR 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to the characters and themes in dominant myths in world literature; creation stories; gods and goddesses; sagas of heroes; journeys to death and rebirth. Theories of the meanings of myths will be discussed. Students will also learn, through selected examples, how characters and stories in myths remain alive in modern literature and culture. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGLT 360  Women in Literature  3 Units
Formerly: ENGL 27
Prerequisite: ENGWR 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
The roles women have played both as creators and as protagonists in the art of fiction will be examined in this course. This course includes reading and evaluating literature from a wide range of times, places, and ethnic groups, by both men and women, although emphasis will be on works written by women. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGLT 370  Children and Literature: Storytelling  1 Unit
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: 18 hours LEC
This course is a survey of the best literature past and present, created for children and of criteria for selecting, evaluating, and discussing children’s books. It includes discussion of the history of children’s literature and of current issues such as censorship, literacy, and multicultural diversity. The course is intended for prospective teachers, ECE majors, parents, and anyone who is or will be in frequent contact with children. It includes reading to children in a formal group situation. AA/AS area 3B; CSU area C2.

ENGLT 372  Children and Literature: Multicultural Literature  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 3B & 3F; CSU area C2.

ENGLT 374  Children and Literature: Multicultural Literature  1 Unit
Formerly: ENGL 39C
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 surveys fiction and non-fiction written for children about racial

American River College 2005-2006
and ethnic minority groups in the United States. Readings will include literature written by and about Native Americans, African Americans, Hispanic Americans, and Asian Americans. Books written in non-English languages will also be reviewed. Study will emphasize literary analysis and the values of multicultural literature in the development of children's cultural and aesthetic sensitivity. This course may be repeated twice for credit. AA/AS areas 3B & 3F; CSU area C2.

ENGL 376  Children and Literature: Reader's Theatre  1 Unit
Formerly: ENGL 390
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 with emphasis on selecting and adapting children's literature to group writing and reading aloud dramatically in group situations. Criteria for selection and adaptation will be applied to folk literature, plays, short novels, and storybooks. The emphasis will be on using Reader's Theatre preparation to develop the child's understanding and appreciation of literary aesthetics, language skills, and cultural diversity. This course may be repeated twice for credit. AA/AS areas 3B & 3F; CSU area C2.

ENGL 378  Young People's Literary Classics  3 Units
Formerly: ENGL 45
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of works which have earned merit as classics written for both young adult and general audiences. Representative writers may include Shakespeare, Dickens, London, Stevenson, Twain, Tolkien, C.S. Lewis, and contemporary, 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 3B; CSU area C2; IGETC area 3.

ENGL 380  Introduction to Shakespeare  3 Units
Formerly: ENGL 47
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 eight to ten representative dramatic works of Shakespeare and related literary criticism. It includes an examination of the Elizabethan worldview as a context for the plays. Attendance at live Shakespearean performances may be required. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 382  Literary Themes in Dramatic Literature  3 Units
Formerly: ENGL 44
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
The study of drama of a variety of periods and cultures as they reflect recurring themes in literature. Attendance at live theatre productions will be required. AA/AS area 3B; CSU area C2; IGETC area 3.

ENGL 390  Mystery and Detective Fiction  3 Units
Formerly: ENGL 21
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the study of mystery and detective fiction from beginning to the present. Representative authors are Dickens, Poe, Conan Doyle, Chesterton, Sayers, Hammet, Hillerman, Eco, Graft, Forrest, James, Paretsky, Janee. AA/AS area 3B; CSU area C2; IGETC area 3.

American River College 2005-2006

ENGL 392  Science Fiction and Fantasy  3 Units
Formerly: ENGL 38
Prerequisite: ENGWR 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Survey of the principal types of science fiction and fantasy including analysis of traditional as well as contemporary works. AA/AS area 3B; CSU area C2.

ENGL 493  Short Literary Topics  1-2 Units
Formerly: ENGL 25A
Prerequisite: ENGWR 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: ENGWR 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a literature course to be scheduled as needed under a title describing specific content. It provides the opportunity to focus on an in-depth study of specific literary subjects or genres. The course will offer and extensive study of works by significant writers or of literature defined by theme, region, vocation, or human experiences. Possible titles include Retelling Stories, The Love Story, The Far West, The Military Experience in Literature, The Hero in Contemporary Fiction, Humor in American Fiction. May be taken twice for credit. AA/AS area 3B, CSU area C2.

ENGRD 12  Reading Center: Basic Reading Skills  5-2 Units
Formerly: ENGL 208
Prerequisite: Placement through assessment process or completion of ESLR 50 with a grade of "C" or better.
Hours: 27-108 hours LAB
The Reading Center offers individualized instructional modules designed to acquire or improve reading skills in specific areas. Course offerings vary, depending upon needs and abilities. A partial list includes the following: Comprehension (beginning-intermediate levels), Vocabulary Development (beginning-intermediate levels), Critical Reading, Study Skills, Spelling Improvement, and ESL Reading/Conversation (non-degree applicable modules). Credit/No Credit. The same module may not be repeated for credit and is not a substitute for any Reading or ESL course. Enrollment is open through the 12th week of the semester. Units are awarded upon the successful completion of modules. May be taken four times for credit with a maximum of six units.

ENGRD 15  Basic Reading Skills  3 Units
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.
Prerequisite: Placement through assessment process or completion of ESLR 50 with a grade of "C" or better.
Course Transferable to CSU
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.
## English - Writing

### ENGRD 18 Reading Strategies for Success in Certificate Programs, 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 0.5-2 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 a maximum of six units.

### ENGRD 310 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.
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 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
Prerequisite: None
Corequisite: Enrollment in a transfer level content area course.
Course Transferable to CSU
Hours: 27-54 hours LAB
This course offers individualized instructional modules designed to improve reading skills in the various content area classes. Course offerings vary, depending upon the needs and abilities of the student. A partial list may include the following: textbook comprehension, principles of learning and retention, notetaking, annotating, discipline-based vocabulary, paraphrasing, reading graphics, test taking, speed reading and research techniques. Credit/No Credit. Registration is open through the twelfth week of the semester. May be taken four times for a maximum of two units.

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

### ENGRWR 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.

### ENGRWR 51 Developmental Writing 4 Units
Formerly: ENGL 256
Prerequisite: One or more units of ENGWR 53 with "credit" grade, or placement through assessment.
Advisory: Concurrent enrollment in ENGRD 15.
Hours: 72 hours LEC
This course focuses on basic writing skills, emphasizing the connection between writing and reading. This course includes reading, studying and responding orally and in writing to short, nonfiction multicultural selections at an appropriate level. The course emphasizes the writing process and development of specific skills within the sentence, paragraph and essay forms in preparation for ENGWR 102 or 103. The course also emphasizes the reading process and development of comprehension skills. One or more hours may be required in the Learning Resource Center. This course may be taken twice for credit.

### ENGRWR 52 Writing Strategies for Success in Certificate Programs, Level 1 1.5 Units
Formerly: ENGL 265
Prerequisite: Placement through the assessment process.
Hours: 27 hours LEC
This course is designed to sharpen the writing skills of students enrolled in campus certificate programs. Topics will include techniques for creating and understanding memos and directions, job-related forms and other work related writing. In addition, listening skills, group interaction techniques, and problem-solving skills will be introduced. Additional hours may be required in the Learning Resource Center.
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-requisites.

Readiness for college-level reading
College Level
(AA/AS degree-applicable)
Transfer Level
(satisfies reading competency for AA/AS degree & transfer to CSU)

ENGRD 15
(formerly English 270)
Basic Reading Skills
3 units
lecture/discussion

ENGRD 116
(formerly English 70)
Proficient Reading
3 units
lecture/discussion

ENGRD 110
(formerly English 4)
College Analytical & Speed Reading
3 units
lecture/discussion

ENGRD 112
(formerly English 268)
Reading Center:
Basic Reading Skills
5-2 units
Individualized reading modules
Open entry/exit

ENGRD 117
(formerly English 68)
Reading Center:
Reading Skills
.5-2 units
Individualized reading modules
Open entry/exit

ENGRD 310
(formerly English 5)
Academic Textbook Reading
3 units
lecture/discussion

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

Referral
Instructors may refer a student, or student may self-refer.
Composition Courses

with corresponding reading courses

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

**Readiness** for college-level writing

- **ENGWR 51** *(Formerly English 256)*
  Developmental Writing
  4 units
  lecture/discussion
  Corresponding reading level: ENGRD15

- **ENGWR 53** *(Formerly English 254)*
  Writing Center: Basic Writing Skills
  .5-2 units
  Individualized writing modules.
  Open entry/exit
  Corresponding Reading Center: ENGRD12

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

- **ENGWR 103** *(Formerly English 40)*
  Practical Communication*
  3 units
  lecture/discussion
  Corresponding reading level: ENGRD116

- **ENGWR 104** *(Formerly English 54)*
  Writing Center: Writing Skills
  .5-2 units
  Individualized writing modules.
  Open entry/exit
  Corresponding Reading Center: ENGRD117

- **ENGWR 102** *(Formerly English 58)*
  Proficient Writing**
  3 units
  lecture/discussion or individualized
  Corresponding reading level: ENGRD116

**Transfer Level** (Transfers to CSU & UC)

- **ENGWR 300** *(Formerly English 14)*
  College Composition*
  3 units
  lecture/discussion or individualized
  Corresponding reading levels: ENGRD310/ENGRD 312

- **ENGWR 301** *(Formerly English 18)*
  College Composition & Literature

- **ENGWR 302** *(Formerly English 10)*
  Advanced Composition & Critical Thinking

* Fulfills writing competency requirement for AA/AS degree.

** Pre-requisite for ENGRD300
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 105 College Timed Writing Workshop 1 Unit
Formerly: ENGL 123
Prerequisite: ENGWR 102 with a letter grade of A, B, C, D or INC.
Hours: 18 hours LEC
This course provides a structured approach to improving timed essay writing skills. It includes reviewing and practicing essay writing principles particularly in limited-time situations such as final essay exams: understanding writing assignments, structuring and developing paragraphs and essays, and editing and correcting errors in grammar and mechanics. This course does not replace ENGWR 102. This course may be taken twice. Credit/No Credit only.

ENGWR 142 Writing in the Workplace: Essentials of Practical Communication 1 Unit
Formerly: ENGL 62
Prerequisite: None
Hours: 18 hours LEC
This course is designed to sharpen the skills of workplace writers. It helps them identify their audience and then establish a purpose and strategy for successful written communication. The course also reviews sentence patterns and punctuation as well as principles of usage, especially as they are applied in the workplace. Teamwork and peer editing are practiced. Students keep a portfolio of their memos, letters, and other writing assignments.

ENGWR 300 College Composition 3 Units
Prerequisite: ENGWR 102 with a grade of “C” or better, or placement through assessment process.
Advisory: Concurrent enrollment in ENGRD 310 or 312.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course emphasizes writing, reading, and critical thinking skills essential for successful completion of a four-year college program. Writing assignments include expository and argumentative papers (6,500 words minimum for course). A research paper written in the MLA format is required. Works read and analyzed will include essays exhibiting a variety of structures and styles. One or more additional hours per week may be required in the Learning Resource Center or the Writing Across the Curriculum or Reading Across the Disciplines programs. (CAN ENGL 2) (ENGL SEQ A Sum of ENGWR 300 and 301) AA/AS area 3D; CSU area A2; IGETC area 1A

ENGWR 301 College Composition and Literature 3 Units
Formerly: ENGL 1B
Prerequisite: ENGWR 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
1) This course offers further study and practice in analytical reading and writing. 2) It covers principles of logic such as reasoning inductively and deductively, recognizing logical fallacies, and suspending judgments. 3) Assigned readings include novels, short stories, poems, plays, biographies, and literary criticism. Essays written for the course (6,500 words minimum) generalize from the texts to present carefully reasoned arguments. At least one essay will include citations from secondary sources, documented according to current MLA format. Attendance at a live theatre production may be required. One or more additional hours per week in the Learning Resource Center or Writing Across the Curriculum or Reading Across the Disciplines programs may be required. (CAN ENGL 4) (ENGL SEQ A Sum of ENGWR 300 and 301) AA/AS area 3D; CSU area A3; IGETC area 1B

ENGWR 302 Advanced Composition and Critical Thinking 3 Units
Formerly: ENGL 1C
Prerequisite: ENGWR 300 with a grade of “C” or better.
Advisory: English 4.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course further develops analytical skills through writing and discussion. It examines methods by which people are persuaded to think, believe, and/or act. It also includes analyses of arguments or expressions of opinions for their validity and soundness. Finally, it focuses on critically assessing, developing, and effectively expressing opinions on issues, including cultural diversity. It emphasizes thinking clearly and organizing thought carefully by using principles of logic. The course includes writing a minimum of 6,500 words. AA/AS area 3D; CSU area A3; IGETC area 1B
## English

### ENGWR 330 Writing for Publication
3 Units
Formerly: ENGL 14A  
Prerequisite: None  
Advisory: ENGWR 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is an introductory course on writing nonfiction for publication. Emphasis will be on developing a saleable magazine article; finding ideas and analyzing print and online publications; writing a query letter; researching and interviewing; organizing, writing, and illustrating an article. AA/AS area 3D

### ENGWR 331 Writing for Publication
3 Units
Formerly: ENGL 14B  
Prerequisite: None  
Advisory: ENGWR 300 or 330 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course offers a marketing approach to selling nonfiction writing. The course surveys print and online publication, including consumer magazines, trade journals, specialty publications, regional magazines, and local markets. Topics include an analysis of a variety of magazine article styles and types; writing and sending articles to the marketplace; individual and class criticism of student manuscripts. Emphasis is on increasing freelance writing production. The course may be taken twice for credit.

### ENGWR 342 Introduction to Technical/Professional Communication
3 Units
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 Resource Center. AA/AS area 3D

### ENGWR 344 Technical/Professional Communication: Writing Reports
1.5 Units
Formerly: ENGL 13C  
Prerequisite: None  
Advisory: ENGWR 103.  
Course Transferable to CSU  
Hours: 27 hours LEC  
This course emphasizes the writing of reports for the workplace and for technical and scientific disciplines. The course covers audience analysis, standard report formats, research techniques, and concise, grammatical writing.

### ENGWR 348 Technical/Professional Communication: Plain English
1.5 Units
Formerly: ENGL 13E  
Prerequisite: None  
Advisory: ENGWR 102 or 103.  
Course Transferable to CSU  
Hours: 27 hours LEC  
This course emphasizes the use of clear, concise English in professional writing. The course begins with a brief review of English grammar and then covers common writing problems. The course also teaches professional editing techniques.

### ENGWR 350 Technical/Professional Communication: Proposal Writing
1.5 Units
Formerly: ENGL 13F  
Prerequisite: None  
Advisory: ENGWR 342.  
Course Transferable to CSU  
Hours: 27 hours LEC  
This course emphasizes the writing of proposals. It includes planning, writing, and evaluating proposals, both formal and informal, solicited and unsolicited. Special attention is given to requests for proposals (RFPs) and how to respond to them. The use of workplace projects is encouraged. A collaborative project is required.

### ENGWR 352 Technical/Professional Communication: Writing Technical Manuals
3 Units
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
1 Unit
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
1 Unit
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
1 Unit
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 3 Units
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 3D; CSU area A2; IGETC area 1A.

ENGWR 481 Honors College Composition and Literature 3 Units
Formerly: ENGL 1B-H
Prerequisite: Cumulative GPA of 3.0 or higher; ENGWR 300 or ENGWR 480 Honors with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is an advanced course in critical reasoning and writing about literature. It examines the four major genres—the novel, the short story, poetry, and drama by authors representing diverse perspectives. It will explore principles of formal and informal logic, characteristics of sophisticated writing, and means of recognizing logical fallacies. Written analyses will total at least 6,500 words and will include material from secondary sources, cited and documented according to MLA format. Attendance at a live theater production may be required. One or more additional hours per week in the Learning Resource Center or Writing Across the Curriculum or Reading Across the Disciplines programs may be required. AA/AS area 3D; CSU area A3; IGETC area 1B.

ENGWR 482 Honors Advanced Composition and Critical Thinking 3 Units
Formerly: ENGL 1C-H
Prerequisite: Cumulative GPA of 3.0 or higher; ENGWR 300 or ENGWR 480 Honors with a grade of "C" or better.
Advisory: ENGRD 310 or 312.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a course in critical reasoning, reading, and writing requiring a high level of competence in English composition. Complex texts (essay and book-length works) reflecting a variety of cultural, historical, and philosophical perspectives will be read, discussed, and analyzed. The course includes inductive and deductive reasoning, fallacious reasoning, and use of persuasive language. The minimum word requirement of 6,500 words will be divided among at least four formal essays, ranging from 1,000-3,000 words each, two of which will include primary and secondary research and MLA format. Several group and individual class presentations will be required. AA/AS area 3D; CSU area A3; IGETC area 1B.
American River College offers courses in English as a Second Language (ESL) designed to provide students with a command of the English language necessary to pursue both transfer and career goals.

**ESL 40  ESL Through Computer Technology  2 Units**

Formerly: ESL 270T  
**Prerequisite:** ESL 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:** ESL 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 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 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:** ESLL 50 with a grade of “C” or better or placement through assessment process.  
Course Transferable 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 Transferable to UC/CSU  
**Hours:** 72 hours LEC  
This course covers reading and interpreting major types of literature, including poetry, drama and fiction. It includes study in critical thinking and essay writing and emphasizes reading, oral, and written analysis of major literary works. Attendance at a live theatre production is encouraged. Students will be required to write at least 6,500 words. AA/AS area 3D; CSU area A3
ESL - Grammar

ESLG 50 Intermediate-Mid Grammar 4 Units
Formerly: ESLG 30
Prerequisite: ESL LG 40 with a grade of "C" or better, or placement through the assessment process.
Advisory: Concurrent enrollment in ESLG 310 with a grade of "C" or better, or placement through the assessment process.
Course Transferable to CSU
Hours: 72 hours LEC
This course focuses 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

ESLL 20 Novice Listening and Speaking 4 Units
Formerly: ESL 200L
Prerequisite: None
Advisory: One year of adult school and concurrent enrollment in ESL Reading and Writing courses at the student's assessed level(s) are highly recommended.
Hours: 72 hours LEC
This course focuses on understanding and producing appropriate language utilizing learned phrases and expressions required for everyday communication. Basic clarification strategies will be demonstrated and practiced. English sounds and intonation patterns will be introduced. Credit/no credit grading only. May be taken twice for credit.

ESLL 30 Novice-High Listening and Speaking 4 Units
Formerly: ESL 260L
Prerequisite: Placement through assessment.
Advisory: Concurrent enrollment in an ESL Reading and/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.

ESLL 40 Intermediate-Low Listening and Speaking 4 Units
Formerly: ESL 270L
Prerequisite: ESLL 30 with a grade of "C" or better, or placement through assessment.
Advisory: Concurrent enrollment in an ESL Reading and Writing course at the student's assessed level.
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.

ESLL 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.
Course Transferable to CSU
Hours: 72 hours LEC
This is a course to help students understand and be understood in both familiar and unfamiliar situations. Class activities will introduce academic listening and speaking activities and will continue to work on pronunciation skills. May be taken twice for credit.

ESLL 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.

ESLL 320 Advanced-Low Listening and Speaking 4 Units
Formerly: ESL 280L
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 with intensive practice in listening and active participation strategies for American college courses. Activities include listening to extended lectures from various subject areas, refining note-taking skills, participating in in-depth discussions, and giving oral presentations. Practice of pronunciation skills will continue. May be taken twice for credit.
ESL - Pronunciation

**ESLP 85 Pronunciation**  
2 Units  
Formerly: ESL 288P  
Prerequisite: ESL 288P 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 260R  
Prerequisite: None  
Advisory: One year of adult school and concurrent enrollment in ESL Reading and Listening/Speaking courses at the student's assessed levels are highly recommended.  
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 30 Novice-High Reading**  
4 Units  
Formerly: ESL 260R  
Prerequisite: None  
Advisory: Concurrent enrollment in an ESL Reading course at the student's assessed level.  
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.

**ESLR 40 Intermediate-Low Reading**  
4 Units  
Formerly: ESL 270R  
Prerequisite: None  
Advisory: Concurrent enrollment in an ESL Reading and Listening/Speaking courses at the student's assessed levels are highly recommended.  
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, summarizing, and responding, either orally or in writing, to ideas expressed in reading.

**ESLR 50 Intermediate-Mid Reading**  
4 Units  
Formerly: ESL 280R  
Prerequisite: ESLR 40 with a grade of “C” or better or placement through the assessment process.  
Advisory: Concurrent enrollment in an ESL Reading and Listening/Speaking courses at the student's assessed level.  
Hours: 72 hours LEC  
This course focuses on refining academic reading skills with an emphasis on speed, vocabulary development, and analytical comprehension. It also will include practice in research and synthesizing skills and extensive writing based on critical analysis of readings.

**ESLR 310 Intermediate-High Reading**  
4 Units  
Prerequisite: ESLR 320 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 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, 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 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 refining academic reading skills with an emphasis on speed, vocabulary development, and analytical comprehension. It also will include practice in research and synthesizing skills and extensive writing based on critical analysis of readings.

ESL - Writing

**ESLW 20 Novice Writing**  
4 Units  
Formerly: ESL 260W  
Prerequisite: None  
Advisory: One year of adult school and concurrent enrollment in ESL Reading and Listening/Speaking courses at the student's assessed levels are highly recommended.  
Hours: 72 hours LEC  
This course focuses on the structure of English sentences including parts of speech and word order. Emphasis is on the production of clear, basic written sentences using common everyday vocabulary. Question formation will also be demonstrated and practiced. Credit/no credit grading only. 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 Reading and Listening/Speaking courses at the student's assessed level.  
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.

**ESLW 40 Intermediate-Low Writing**  
4 Units  
Formerly: ESL 270W  
Prerequisite: Placement through assessment.  
Advisory: Concurrent enrollment in an ESL Reading and Listening/Speaking courses at the student's assessed level.  
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.
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 Reading course at the student's assessed level.
Hours: 72 hours LEC
This course covers techniques essential to essay writing. Control of sentence structure in longer pieces of writing will continue to be developed.

**ESLW 85 Parts of Speech 2 Units**
Formerly: ESL 288F
Prerequisite: ESLW 40 with a grade "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 3D & 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**

<table>
<thead>
<tr>
<th>16-19 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 312, FCS 301, FASHN 320, HM 315, NUTRI 300, and one course in Interior Design</td>
</tr>
</tbody>
</table>

**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 AA/AS degree. See ARC graduation requirements.

**Course Descriptions**

- **FCS 301 Life Management 3 Units**  
  *Prerequisite: None*  
  *Course Transferable to CSU*  
  *Hours: 54 hours LEC*  
  This course is a broad based introduction to life survival skills, including effective functioning in changing family structures and societal pressures in the work place. Major topics include values identification, goals, skills for decision-making, time, money, energy, and conflict management, and techniques for improving self-understanding and interpersonal relationships.

- **FCS 303 Consumer Issues 3 Units**  
  *Prerequisite: None*  
  *Course Transferable to CSU*  
  *Hours: 54 hours LEC*  
  This course explores the role of the consumer in today's marketplace. It is designed to develop knowledge, techniques and attitudes necessary to become wise consumers. Information to develop skills for purchasing goods and services is provided. The course includes promotional devices, credit and contracts, complaint procedures and consumer protection.

- **FCS 314 The Child, the Family and Community (same as Early Childhood Education 314) 3 Units**  
  *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 3C; CSU area D3

- **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 and merchandising of 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.

Fashion Design

Fashion Design prepares the student with those skills necessary to coordinate original design concepts with manufacturing and merchandising techniques.

Requirements for Degree Major 35 Units

Course Requirements Units
ART 320 3
FASHN 151 2
FASHN 300 3
FASHN 310 3
FASHN 320 3
FASHN 330 3
FASHN 342 3
FASHN 344 3
FASHN 374 3
FASHN 378 3
FASHN 380 3
FASHN 497 3

Recommended Electives
ART 101; ARTNM 328, 450; CISC 300; FASHN 334, 393, 395, 397; MKT 300, 314

Requirements for Certificate 23 units

FASHN 151 2
FASHN 300 3
FASHN 310 3
FASHN 320 3
FASHN 342 3
FASHN 344 3
FASHN 374 3
FASHN 378 3

Recommended Electives
ARTNM 328, 450; FASHN 397; MKT 300

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 Merchandising

Fashion merchandising provides training for jobs in the retail market including: fashion coordination, promotion, visual presentation, management, and merchandising.

Requirements for Degree Major 32 Units

Courses Required Units
FASHN 300 3
FASHN 310 3
FASHN 320 3
FASHN 330 3
FASHN 342 3
FASHN 393 3
FASHN 395 2
FASHN 397 3
FASHN 497 3
MGMT 362 3
MKT 300 3

Recommended Electives
ART 320; ARTNM 450; BUS 105; MGMT 360; MKT 120

Requirements for Certificate 20 Units

FASHN 300 3
FASHN 310 3
FASHN 320 3
FASHN 393 3
FASHN 395 2
FASHN 397 3
MKT 300 3

Recommended Electives
ARTNM 328, 450

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.
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: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Hours: 9-72 hours LEC
This course is designed to give students an opportunity to study topics in fashion design and/or fashion merchandising not included in current course offerings. May be taken four times up to a maximum of 6 units providing there is no duplication of topics.

FASHN 298  Work Experience in Fashion  1-4 Units
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: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of the complex diversity of today's fashion industry. It introduces the process of how the fashion business works in sequential order from the concept to the consumer. It provides an overview of fashion design, production, distribution, and merchandising and will give an understanding of the fashion industry as a whole. Field trips are required.

FASHN 310  Fashion Analysis  3 Units
Prerequisite: None
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
In this course influences on fashion (social, political, cultural, technological and environmental) will be analyzed and compared with current fashion trends. The function, aesthetics and attitude of dress including image projection, perceptions and gender roles will be explored as a form of silent communication. A generational approach to consumer buying behavior and response towards fashion will be examined. Other aspects of fashion analysis will include identifying apparel details, styles and elements of design.

FASHN 320  Textiles  3 Units
Prerequisite: None
Advisory: ENGW 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Course Transferable to UCC/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. (CAN FCS 6)
FASHN 378  Advanced Pattern Making and Design  3 Units
Formerly: FASHN 27
Prerequisite: FASHN 374.
Course Transferrable 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 Transferrable 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 Transferrable 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 Transferrable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course introduces current visual merchandising techniques, equipment, lighting, and materials. The application of principles and practices in arranging and displaying fashion merchandise for single store and chain organization usage are covered. This practical experience with showcases, window, and on-floor displays will provide familiarity with professional fashion promotional presentations. A field trip is required.

FASHN 397  Business Practices for Fashion  3 Units
Prerequisite: None
Course Transferrable to CSU
Hours: 54 hours LEC
This course addresses the practical and business aspects of the fashion industry. Topics include developing a fashion retail business, analyzing the target market and product, researching the industry, selecting a business entity and creating a buying plan. Career opportunities in retail buying and merchandising are also explored.

FASHN 497  Internship in Fashion  3 Units
Formerly: FASHN 59
Prerequisite: For FASHN Design—FASHN 300, 310, 320, 342, 378 with grade of "C" or better; for FASHN MERCH—FASHN 300, 310, 320, 393, 395 with grade of "C" or better.
Course Transferrable 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

Courses Required  Units
FT 200/PMED 100  5
FT 300  3
FT 301  3
FT 302  3
FT 303  3
FT 304  3

and 15 units selected from the following:  15
FT 110, 130, 132, 170, 180, 190, 192, 310, 320

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

Requirements for Certificate  35 units

Courses Required  Units
FT 200/PMED 100  5
FT 300  3
FT 301  3
FT 302  3
FT 303  3
FT 304  3

and 15 units selected from the following:  15
FT 110, 130, 132, 170, 180, 190, 192, 310, 320

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

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.

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.

American River College 2005-2006
**FT 170  Fire Investigation**  
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**  
Formerly: FT 68  
Prerequisite: None  
Advisory: FT 300 or FIRE 1090.  
Hours: 54 hours LEC  
This course focuses on rescue problems and techniques, emergency rescue equipment; toxic gases, chemicals, diseases, and radiation hazards. Also included are the care of victims including emergency childbirth, respiration and resuscitation, extraction and other emergency conditions.

**FT 190  Fire Tactics and Strategy**  
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**  
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)**  
Formerly: FT 77  
Prerequisite: HEED 310 or current Cardiopulmonary Resuscitation certification  
Hours: 72 hours LEC; 72 hours LAB  
This course is designed to instruct a student to the level of Emergency Medical Technician I. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with a fire, ambulance or other specialized service. This course is conducted in compliance with Title 22, Division 9, Chapter 2 of the California Code of Regulation and Emergency Medical Technician I. A grade of “C” or better is required for certification as EMT-1. Not open to students who have taken Paramedic 100. May be repeated by students whose EMT certification has lapsed.

**FT 209  Emergency Medical Technician IFS Refresher Course**  
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**  
Formerly: FT 1  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

**FT 301  Fire Prevention Technology**  
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**  
Formerly: FT 3  
Prerequisite: None  
Corequisite: FT 300 or FIRE 1090.  
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 303  Building Construction for Fire Protection**  
Formerly: FT 4  
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 protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

**FT 304  Fire Behavior and Combustion**  
Formerly: FT 5  
Prerequisite: None  
Corequisite: FT 300 or FIRE 1090.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides the student with the theories and fundamentals of and why fires start, spread and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques.

**FT 310  Fire Service Hydraulics**  
Formerly: FT 7  
Prerequisite: None  
Advisory: FT 300 or FIRE 1090.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides information on obtaining water from various sources of supply, properly routing it through the pump, and discharging it through various devices with the proper pressures for fire suppression.
Fire Technology

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-500)
Fire Command 1-A
Fire Command 1-B
Fire Command 1-C
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

Area: Humanities
Dean: Dr. Bruce Kinghorn
Phone: (916) 484-8653
Counseling: (916) 484-8572

French

FREN 351 Conversational French, Elementary 3 Units
Formerly: FREN 11A
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 401 level in French. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in French. Emphasis will include oral proficiency and development of French cultural awareness.

FREN 352 Conversational French, Elementary 3 Units
Formerly: FREN 11B
Prerequisite: FREN 351 with a grade of "C" or better or two years of high school French.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for students at the elementary or 402 level in French. Students will continue the development of oral-aural skills in French through conversations and discussions, both controlled and spontaneous. Emphasis will include oral proficiency and development of French cultural awareness.

FREN 361 Conversational French, Intermediate 3 Units
Formerly: FREN 12A
Prerequisite: FREN 352 with a grade of "C" or better or three years of high school French.
Course Transferable to CSU
Hours: 54 hours LEC
Students will continue development of oral-aural skills in French through small group conversations and class discussions, both directed and open-ended. Grammar structures, idiomatic expressions, and verb usage will be reviewed. Reports, discussions on current events, assigned readings, and personal interest topics will be used in individual and group presentations.

FREN 362 Conversational French, Intermediate 3 Units
Formerly: FREN 12B
Prerequisite: FREN 361 with a grade of "C" or better or four years of high school French.
Course Transferable to CSU
Hours: 54 hours LEC
Students will continue to develop oral proficiency through emphasis on individual and small group presentation. Simple French readings will be used as a vehicle to continue the study and appreciation of the French culture and folklore through discussions and debates.

FREN 401 Elementary French 4 Units
Formerly: FREN 1A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is an introduction to the language and culture of the French-speaking people. It includes the fundamentals of French pronunciation and grammar, as well as the development of listening, speaking, reading and writing with emphasis on the communicative skills. (CAN FREN 2) (FREN SEQ A Sum of FREN 401 and 402) AA/AS area 3B; IGETC area 6

FREN 402 Elementary French 4 Units
Formerly: FREN 1B
Prerequisite: FREN 401 with a grade of "C" or better or two years of high school French.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a further development of the four basic skills: listening, speaking, reading, and writing. It is a continued study of pronunciation, fundamentals of French grammar and French culture. (CAN FREN 4) (FREN SEQ A Sum of FREN 401 and 402) AA/AS area 3B

FREN 411 Intermediate French 4 Units
Formerly: FREN 2A
Prerequisite: FREN 402 with a grade of "C" or better or three years of high school French.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course includes speaking, listening, and writing practice at the intermediate level; review of French grammar; reading of various texts and further study of historical and cultural background. (CAN FREN 8) (CAN FREN SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3.

FREN 412 Intermediate French 4 Units
Formerly: FREN 2B
Prerequisite: FREN 411 with a grade of "C" or better or four years of high school French.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course continues development of the four basic skills through reading and interpreting various works of French literature, writing summaries, reports, and short compositions, and studying the historical and cultural background of French-speaking world. (CAN FREN 10) (FREN SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERM 351</td>
<td>Conversational German, Elementary</td>
<td>3</td>
<td>This course is an introduction to 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 2) (CAN GERM SEQ A) AA/AS area B; IGETC area 6.</td>
</tr>
<tr>
<td>GERM 401</td>
<td>Elementary German</td>
<td>4</td>
<td>This course includes speaking, listening, and writing at the intermediate level. Review of German grammar; reading of varied texts and further study of historical and cultural background. (CAN GERM 8) (CAN GERM SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3.</td>
</tr>
<tr>
<td>GERM 402</td>
<td>Elementary German</td>
<td>4</td>
<td>This course includes speaking, listening, and writing at the intermediate level. Review of German grammar; reading of varied texts and further study of historical and cultural background. (CAN GERM 8) (CAN GERM SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3.</td>
</tr>
<tr>
<td>GERM 411</td>
<td>Intermediate German</td>
<td>4</td>
<td>This course includes speaking, listening, and writing at the intermediate level. Review of German grammar; reading of varied texts and further study of historical and cultural background. (CAN GERM 8) (CAN GERM SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3.</td>
</tr>
<tr>
<td>GERM 412</td>
<td>Intermediate German</td>
<td>4</td>
<td>This course includes speaking, listening, and writing at the intermediate level. Review of German grammar; reading of varied texts and further study of historical and cultural background. (CAN GERM 8) (CAN GERM SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3.</td>
</tr>
<tr>
<td>ITAL 351</td>
<td>Conversational Italian, Elementary</td>
<td>3</td>
<td>This course is designed for students at the elementary or 401 level in Italian. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in Italian. Emphasis will include oral proficiency and development of Italian cultural awareness.</td>
</tr>
<tr>
<td>ITAL 401</td>
<td>Elementary Italian</td>
<td>4</td>
<td>This course is designed for students at the elementary or 401 level in Italian. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in Italian. Emphasis will include oral proficiency and development of Italian cultural awareness.</td>
</tr>
<tr>
<td>ITAL 402</td>
<td>Elementary Italian</td>
<td>4</td>
<td>This course is designed for students at the elementary or 401 level in Italian. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in Italian. Emphasis will include oral proficiency and development of Italian cultural awareness.</td>
</tr>
<tr>
<td>JAPAN 101</td>
<td>Conversational Japanese, Elementary</td>
<td>3</td>
<td>This class teaches pronunciation, intonation, basic vocabulary, idioms, and grammar of spoken Japanese. The Japanese 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.</td>
</tr>
<tr>
<td>JAPAN 401</td>
<td>Elementary Japanese</td>
<td>4</td>
<td>This course is designed for students at the elementary or 401 level in Japanese. Conversations and discussions, both controlled and spontaneous, are used to develop basic conversational skills in Japanese. Emphasis will include oral proficiency and development of Japanese cultural awareness.</td>
</tr>
</tbody>
</table>
This class teaches pronunciation, intonation, basic vocabulary and grammar of spoken Japanese. The grammar emphasis is word order, postpositions and some conjugation in simple sentences. Students are required to learn Hiragana script. The course includes introduction to Japanese culture. (CAN JAPN 2) AA/AS area 3B; IGETC area 3.

**JAPAN 402**  
**Elementary Japanese**  
Formerly: JAPAN 1B  
Prerequisite: JAPAN 401 with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
This course continues teaching vocabulary, idioms, and grammar including more complex subordinate phrases and clauses. In addition to Hiragana, students are required to learn Katakana and simple Kanji ideographs. Discussions on Japanese culture continue. (CAN JAPN 4) AA/AS area 3B.

**JAPAN 405**  
**Japanese Writing**  
Formerly: JAPAN 20  
Prerequisite: JAPAN 401.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This is a course in the study of written scripts in the Japanese language. Fundamentals of the Japanese written language will be taught with an emphasis on reading and writing (Hiragana, Katakana, and Kanji) common in daily usage. This course may be taken twice.

### Mandarin

**MAND 101**  
**Conversational Mandarin, Elementary**  
Formerly: CHIN 50A  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This beginning course in conversational Mandarin emphasizes the development of oral language skills essential for understanding and speaking elementary Mandarin useful for everyday communication.

**MAND 102**  
**Conversational Mandarin, Elementary**  
Formerly: CHIN 50B  
Prerequisite: Chinese 50A with a grade of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a continuation of Mandarin 50A. Further acquisition of language skills in understanding and speaking will be emphasized. Additional vocabulary and sentence patterns will be introduced. Students will gain proficiency in understanding and speaking Mandarin in everyday situations.

**MAND 401**  
**Elementary Mandarin**  
Formerly: CHIN 11A  
Prerequisite: Chinese 11A with a grade of “C” or better.  
Advisory: Chinese 20.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
This beginning course in Mandarin Chinese emphasizes pronunciation drill, sentence pattern analysis, and the development of language skills in listening, speaking, reading, and writing. Character reading and writing are introduced. (CAN CHIN 2) AA/AS area 3B; IGETC area 6.

**MAND 402**  
**Elementary Mandarin**  
Formerly: CHIN 11B  
Prerequisite: Chinese 11A with a grade of “C” or better.  
Advisory: Chinese 20.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
This course is the continuation of Chinese 11A. Further acquisition of language skills in listening, speaking, reading, and writing will be emphasized. Additional character reading and writing skills will be developed. Students will gain proficiency in understanding and speaking Mandarin in everyday situations. (CAN CHIN 4) AA/AS area 3B.

American River College 2005-2006

**MAND 405**  
**Chinese Characters**  
Formerly: CHIN 20  
Prerequisite: MAND 401.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This is a beginning course in the study of Chinese characters. Fundamentals of the Chinese written language will be taught with an emphasis on reading and writing Chinese characters common in daily usage. This course may be taken twice.

### Russian

**RUSS 401**  
**Elementary Russian**  
Formerly: RUSS 1A  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
This course includes Russian alphabet pronunciation, grammar, elementary reading, writing and conversation. The grammar emphasizes noun declension and verb conjugation. Discussions on Russian culture is also included. (CAN RUSS 2) AA/AS area 3B; IGETC area 6.

**RUSS 402**  
**Elementary Russian**  
Formerly: RUSS 1B  
Prerequisite: RUSS 401 with a grade of “C” or better, or two years of high school Russian.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
Continuation of RUSS 401. Further development of listening, speaking, reading, and writing skills. Continued study of Russian grammar fundamentals. Further exposure to Russian character and customs. (CAN RUSS 4) AA/AS area 3B.

**RUSS 411**  
**Intermediate Russian**  
Formerly: RUSS 2A  
Prerequisite: RUSS 402 with a grade of “C” or better, or three years of high school Russian.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
Intermediate level listening and speaking practice. Further development of grammatical structures. Reading of modern prose. AA/AS area 3B; CSU area C2; IGETC area 3.

**RUSS 412**  
**Intermediate Russian**  
Formerly: RUSS 2B  
Prerequisite: RUSS 411 with a grade of “C” or better, or four years of high school Russian.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
Continuation of Russian 2A. Reading and interpreting major types of Russian literature (short story, novel, drama, poetry). Practice in speaking and writing. Studying the historical and cultural background. (CAN RUSS 10) AA/AS area 3B; CSU area C2; IGETC area 3.

### Spanish

**SPAN 311**  
**Conversational Spanish, Intermediate**  
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.
Foreign Languages

SPAN 312  Conversational Spanish, Intermediate  2 Units
Formerly: SPAN 42B
Prerequisite: SPAN 311 with a grade of "C" or better or three years of high school Spanish.
Course Transferable to UCC/SU
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 351  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 352  Conversational Spanish, Intermediate  3 Units
Formerly: SPAN 12B
Prerequisite: Spanish 351 with a grade of "C" or better or two years of high school Spanish.
Course Transferable to CSU
Hours: 54 hours LEC
Students will continue to develop oral proficiency through emphasis on individual and small group presentation. Simple Hispanic readings will be used as a vehicle to continue the study and appreciation of the Hispanic culture and folklore through discussions, and debates.

SPAN 401  Elementary Spanish  4 Units
Formerly: SPAN 1A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is an introduction to the language and culture of the Spanish-speaking world. It includes the development of listening, speaking, reading, and writing Spanish with emphasis on the communicative skills, as well as the fundamentals of Spanish pronunciation and grammar. (CAN SPAN 2) (CAN SPAN SEQ A) AA/AS area 3B; IGETC area 6.

SPAN 402  Elementary Spanish  4 Units
Formerly: SPAN 1B
Prerequisite: SPAN 401 with a grade of "C" or better or two years of high school Spanish.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a further development of the four basic skills; listening, speaking, reading, and writing Spanish. It includes emphasis on pronunciation and the fundamentals of Spanish grammar and understanding the diverse cultures of the Spanish-speaking world. (CAN SPAN 4) (CAN SPAN SEQ A) AA/AS area 3B

SPAN 408  Elementary Spanish I Multimedia Enhancement  2 Units
Prerequisite: None
Co-requisite: 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 402.
Advisory: SPAN 409.
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 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) (CAN SPAN SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3

SPAN 412  Intermediate Spanish  4 Units
Formerly: SPAN 2B
Prerequisite: SPAN 411 with a grade of "C" or better or four years of high school Spanish.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course continues the development of the four basic skills through reading and discussion of major types of Spanish literature (short story, drama, poetry). Writing of paragraphs and short compositions is included. Students read and discuss historical and cultural background of the Spanish speaking world. (CAN SPAN 10) (CAN SPAN SEQ B) AA/AS area 3B; CSU area C2; IGETC area 3
Foreign Languages

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.
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.

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 forth 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: anatomy and physiology, microbiology, chemistry, funeral service management, embalming, restorative art, funeral directing, counseling, accounting and funeral service law and ethics.

In order for a student to graduate from the Funeral Service Education program, the student must maintain a grade of “C” or better in all courses including general education courses. Failure to maintain a grade of “C” or better will result in the student repeating the course(s). Students will only be readmitted to the Funeral Service Education program once. In order to be eligible for graduation, all students are required to take the National Board Examination.

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 Department of Consumer Affairs at (800) 952-5210. 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.

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 2.0
4. A completed pre-enrollment application
5. Current curriculum planning summary sheet (within the semester in which the pre-enrollment packet is being submitted)

Pre-enrollment Deadlines

Pre-enrollment applications to the program may be obtained from the Health and Education Division Office in Bm. 701, the Coordinator of the Funeral Service Education program, or at www.arc.losrios.edu/fse. Applications for Spring admission will be available mid September and must be submitted to the division office no later than the second Friday in December by 4:00 p.m. Application for the Fall semester will be available mid April and must be received no later that the second Friday in July by 4:00 p.m.
Selection Process
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, required inoculations, drug screen, and background check by the completion of the first semester of the program. Students are responsible for any costs incurred related to meeting the health requirements.

Requirements for Degree Major 57.5 units

Courses Required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSE 100</td>
<td>Introduction to Funeral Service Education</td>
<td>2</td>
</tr>
<tr>
<td>FSE 110</td>
<td>Funeral Directing I</td>
<td>2</td>
</tr>
<tr>
<td>FSE 120</td>
<td>Embalming I</td>
<td>3</td>
</tr>
<tr>
<td>FSE 121</td>
<td>Embalming II</td>
<td>2</td>
</tr>
<tr>
<td>FSE 130</td>
<td>Restorative Art</td>
<td>3.5</td>
</tr>
<tr>
<td>FSE 140</td>
<td>Pathology</td>
<td>2</td>
</tr>
<tr>
<td>FSE 150</td>
<td>Funeral Service Management</td>
<td>3</td>
</tr>
<tr>
<td>FSE 155</td>
<td>Merchandising in the Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>FSE 160</td>
<td>Merchandising in the Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>FSE 170</td>
<td>Merchandising in the Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>FSE 297</td>
<td>Merchandising in the Funeral Service</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 300</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 301</td>
<td>Speech Communication</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.

FSE 100    Introduction to Funeral Service Education  2 Units
Prerequisite: None
Advisory: BUS 310 or ENWR 103; or placement through the assessment process.
Hours: 36 hours LEC
This course is a survey of the history of the funeral service industry. A comprehensive overview of the field of funeral service is covered. Emphasis is on the role and skills of the funeral service practitioner. The course provides insight into the funeral service industry and the career opportunities available.

FSE 110    Funeral Directing I  2 Units
Prerequisite: None
Advisory: BUS 310 or ENWR 103; or placement through the assessment process.
Enrollment Limitation: Acceptance into the Funeral Service Education program.
Hours: 36 hours LEC
This course is designed to introduce the general practices of funeral directing. It introduces the sociological phenomena that affect all the elements of funeral service including cultural differences, family structures, and factors of change that relate to funeralization. It also includes notification of death, transfer and disposition of bodies, arrangement conferences, pre-planned funerals and post-arrangement follow-up.

FSE 120    Embalming I  3 Units
Prerequisite: FSE 110 with a grade of “C” or better.
Enrollment Limitation: Acceptance into the Funeral Service Education program.
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 121    Embalming II  2 Units
Prerequisite: FSE 120 and 130 with a grade of “C” or better.
Hours: 36 hours LEC
This course is a continuation of Embalming I. It is the study of vascular anatomy, case analysis, the selection and injection of embalming fluids, and treatment of specific conditions requiring special attention.

FSE 130    Restorative Art  3.5 Units
Prerequisite: FSE 140 with a grade of “C” or better.
Corequisite: FSE 120.
Hours: 54 hours LEC; 27 hours LAB
This course introduces the techniques of creating an acceptable physical appearance of the deceased for the benefit of the survivors. Included are the study of facial features, cosmetics, and restorative treatment for a variety of situations faced by the practitioner.

FSE 140    Pathology  2 Units
Prerequisite: CHEM 130 with a grade of “C” or better.
Corequisite: BIOL 130.
Enrollment Limitation: Acceptance into the Funeral Service Education program.
Hours: 36 hours LEC
This course offers a study of pathological disease conditions and how they affect various parts of the body. Particular conditions that relate to or affect the embalming or restorative art process are emphasized.

FSE 150    Funeral Service Management  3 Units
Formerly: FSE 72
Prerequisite: FSE 111 with a grade of “C” or better.
Hours: 54 hours LEC
This course introduces the basic principles of management as they apply to the practice of the funeral profession. The role and function of an effective manager are explored. Emphasis is placed on the management functions of planning, organizing, motivating, directing, and controlling. Specific areas of funeral service practice and managerial guidelines for those areas are covered. Additionally, theory as it relates to funeral service practice is addressed.

FSE 155    Merchandising in the Funeral Service Industry  3 Units
Formerly: FSE 63
Prerequisite: FSE 110 with a grade of “C” or better.
Corequisite: FSE 111.
Hours: 54 hours LEC
This course introduces the student to merchandising as it applies to the funeral profession. The curriculum is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral related products. The second section examines methods of pricing, display, presentation, and control of funeral merchandise.
**Funeral Service Education**

**FSE 160  Funeral Service Law and Ethics  3 Units**
*Prerequisite: None*
*Corequisite: FSE 110.*
*Advisory: BUS 310 or ENGW 103; or placement through the assessment process.*
*Enrollment Limitation: Acceptance into the Funeral Service Education program.*
*Hours: 54 hours LEC*
Enrollment Limitation: Acceptance into the Funeral Service Education program. This course introduces law and the judicial system as they pertain to the funeral industry. Further, this course covers personal and professional ethics that guide decisions and actions in the proper treatment of the dead.

**FSE 170  Funeral Services Counseling  3 Units**
*Formerly: FSE 71*
*Prerequisite: FSE 111 with a grade of "C" or better.*
*Corequisite: PSYC 390.*
*Hours: 54 hours LEC*
This course examines communication skills and the role of the funeral director as facilitator, counselor, and caregiver. Included are specific communications and counseling techniques as they are applied in funeral service practice.

**FSE 297  Internship in Funeral Service Education  5 Units**
*Prerequisite: None*
*Corequisite: FSE 121, FSE 170, and PSYC 390.*
*Hours: 18 hours LEC, 216 hours LAB*
This course provides an opportunity to apply classroom instruction in funeral service education to real-world practice in the community. Interns participate in a on-site lab experience program at an approved off-campus preceptor site.
General Education - Transfer

Degree: A.A.

A student fulfilling the requirements for an Associate of Arts degree in General Education - Transfer must complete the California Statue University General Education lower division requirements* or the Inter-segmental General Education Curriculum* lower division requirements. The student must fulfill all other American River College graduation requirements.

*Please refer to CSU requirements or IGETC requirements listed elsewhere in the catalog.
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.

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 36-40 units

Core Requirements

GEOG 330 3
and 6 units selected from the following:
ANTH 320 3
Biol 300 3
Biol 303 4
Biol 310 4
Biol 352 3
Bus 110 3
Chem 320 4
FT 300 3
GEOG 300 3
GEOG 308 3
GEOG 310 3
GEO 300 3
GEO 305 3
GEO 350 3
MKT 300 3
NATR 300 3
NATR 302 3
NATR 304 3
NATR 320 3
PS 300 3
RE 300 2

Concentration Requirements

GEOG 334 4
GEOG 340 3
GEOG 344 3
GEOG 350 3
GEOG 354 1
GEOG 360 3
GEOG 362 or GEOG 386 3
GEOG 370 or GEOG 371 2-4
GEOG 380 4
GEOG 498 (1-3 units) 1-3

Recommended Electives

CISA 315, 316, 320, 321, 340; CIS 350, 370, 409; DESGN 100
American River College 2005-2006

Requirements for Certificate 30-34 units

Courses Required Units

GEOG 330  5
GEOG 334  4
GEOG 340  3
GEOG 344  3
GEOG 350  3
GEOG 354  1
GEOG 360  3
GEOG 362 or GEOG 386  3
GEOG 370 or GEOG 371  2-4
GEOG 380  4
GEOG 498  1-3

Recommended Electives

CISA 315, 316, 320, 321, 340; CISP 340, 350, 370, 409; DESGN 100

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.

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 3A; CSU area B1; IGETC area 5A.

GEOG 301  Physical Geography Laboratory 1 Unit

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

This course is a laboratory study of basic principles and concepts involved in understanding Earth's environmental systems. Labs feature observation, collection, analysis and display of data related to the study of energy, weather and climate, vegetation, soils, landforms, and environmental hazards. Additionally, units feature geographic methods and technology, including interpretation of maps and other geographic imagery, weather instrumentation, the global positioning system (GPS), and relevant computer and Internet applications. Field trips may be required. AS area 3A; CSU area B1; IGETC area 5A.

GEOG 306  Weather and Climate 3 Units

Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is an introduction to atmospheric processes including energy and moisture exchanges, atmospheric pressure, global circulation, precipitation processes, weather systems, severe weather, and regional, and local climate systems. Course content also includes observation and analysis of atmospheric data using charts, weather maps, and radar and satellite imagery from the Internet and other sources. AA/AS area 3A

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 3A; CSU area B1.

GEOG 308  Introduction to Oceanography (Same as Geology 330) 3 Units

Prerequisite: None
Advisory: GEOG 300 or GEOL 300.
Course Transferable to UC/CSU
Hours: 54 hour LAB

This course is an integrated study of water on Earth emphasizing physical oceanography. Topics include ocean and shoreline processes, plate tectonics, sea floor morphology, types and distribution of seafloor sediment, ocean sediment transport, ocean chemistry, ocean currents, marine resources, and environmental concerns. Regional oceanographic features are emphasized and a field trip to gain familiarity with regional physical shoreline features is required. This course is not open to students who have completed GEOL 330. AA/AS area 3A; CSU area B1; IGETC area 5A.

GEOG 309  Introduction to Oceanography Lab (Same as Geology 331) 1 Unit

Prerequisite: None
Advisory: GEOG 300 or GEOL 300.
Course Transferable to UC/CSU
Hours: 54 hour LAB

This course is a laboratory investigation of water on Earth, emphasizing the shape of the sea floor, marine navigation, plate tectonics, sea floor materials and their utilization, the spatial distribution of ocean sediment, the physical and chemical nature of sea water, currents, tides, and marine weather. This course is not open to students who have completed GEOG 311. 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, ENGWR 51 or ESLW 310; MATH 32.
Course Transferable to UC/CSU
Hours: 54 hour LEC

This course considers the diverse patterns of human development, attitudes, and movement on earth. People’s various societal and economic systems and their different levels of interaction with nature are studied. World population and world food systems are surveyed and analyzed. The growth of cities and urban areas are considered, as are aspects of regional planning. The goal is to gain an understanding of people’s place on earth and, thus, improve human relations and also people’s relationship to the earth. (CAN GEOG 4) AA/AS area 3C & 3F; CSU area D3; IGETC area 4.
GEOG 320  World Regional Geography  3 Units  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a global survey of the world’s cultural regions. Basic geographic concepts and ideas are used to study and compare people, resources, landscapes, livelihood and economics, and origins across eight major geographic regions. The interaction of countries and regions, their global roles, and the conflicting pressures of cultural diversity versus globalisation are presented. The widening gap between more developed and less developed countries is integrated throughout. Cultural and ethnic diversity, as it pertains to the expanding population of the United States, is also a major component. AA/AS area 3C & 3F; CSU area D3; IGETC area 4.

GEOG 322  Geography of California  3 Units  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a study of the various natural and cultural environments of California, with special emphasis on the interaction of landforms, climate, natural vegetation, soils and resources with people. Historical, political, and economic development within this diverse environment is presented. The diversity of cultures which make up the state’s expanding population are studied and compared. Analysis of relevant issues of the day including those based on ethnic and cultural differences form an integral part of this course. AA/AS area 3F; CSU area D3; IGETC area 4.

GEOG 330  Introduction to Geographic Information Systems  3 Units  
Prerequisite: None  
Advisory: CISC 300.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
A Geographic Information System (GIS) is a computer-based data processing tool used to manage and analyze spatial information. Applications of GIS include environmental assessment, analysis of natural hazards, site analysis for business and industry, resource management, and land-use planning. This course introduces the concepts, techniques, and tools of GIS including data acquisition, management, manipulation, and analysis, and cartographic output. AA/AS area 3D.

GEOG 334  Introduction to Desktop GIS  4 Units  
Prerequisite: None  
Advisory: CISC 300.  
Course Transferable to CSU  
Hours: 60 hours LEC ; 36 hours LAB  
This course provides the foundation for and experience with using desktop geographic information system software. It also provides the conceptual overview and practice needed to take advantage of the software’s display and attribute querying functions. Emphasis is placed on basic GIS software functionality, beginning database construction, spatial analysis/querying, cartographic presentation, and management. Software capabilities for spatial analysis and network analysis are explored. This course may be taken four times on a different software package or version.

GEOG 340  Cartographic Design for GIS  3 Units  
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 provides an introduction to the techniques, theory, and practical experience necessary to acquire, convert, and create spatial data. Topics include acquisition of existing GIS data, metadata, formatting and format conversion of digital GIS data, creating digital data utilizing digital cameras and scanners, the utilization of remotely sensed data, and use of the Global Positioning System.

GEOG 354  Introduction to the Global Positioning System (GPS)  1 Unit  
Prerequisite: None  
Advisory: GEOG 300 and 301.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course introduces the Global Positioning System (GPS). Topics include the basic concepts of GPS and hands-on operation of the technology, computer interfaces, GIS software, and real-world applications.

GEOG 360  Database Design and Management in GIS  3 Units  
Formerly: GEOG 22  
Prerequisite: GEOG 330 with a grade of “C” or better.  
Advisory: CISC 300, CISA 320, CISA 321.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course examines the principles of database management and design including conversion fundamentals, modeling techniques and strategic planning. The needs, alternatives, and pitfalls of database development and conversion are discussed. In addition, this course also includes the examination of various types of data applicable to GIS and examines relevant issues including hardware and software requirements. Particular attention is paid to determining the appropriate methodology, developing a conversion plan, and data quality assurance. This course includes hands-on practical exercises in database management skills.

GEOG 362  Advanced Database Design and Management in GIS  3 Units  
Prerequisite: GEOG 360 with a grade of “C” or better.  
Advisory: CISA 320, CISA 321, and CISC 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course extends the concepts presented in GEOG 360. The advanced applications of organizing, inputting, and editing spatial data are examined and implemented, including topology, performance tuning, spatial service management, and data organization. Traditional spatial database topics are rigorously examined in a GIS context, including data integration, warehousing, complex SQL coding, metadata management, and multi-level security.
GEOG 370  Introduction to GIS Programming  2 Units  
Prerequisite: GEOG 334 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 30 hours LEC, 18 hours LAB  
This course is an introduction to GIS programming utilizing such programming languages as Avenue, Map Objects, and 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 3D

GEOG 371  Intermediate GIS Programming  4 Units  
Prerequisite: GEOG 370, or GEOG 330 and CISP 370 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 62 hours LEC, 30 hours LAB  
This course provides skills and concepts necessary to become a proficient GIS applications developer. The course utilizes a programming software (such as ArcObjects or Geoprocessing Tools) in conjunction with a programming language (such as Visual Basic for Applications or VB Script) to develop complex GIS procedures and functions. The course focuses on advanced methods for querying, symbolizing, displaying, and analyzing spatial data. This course may be taken up to four times on a different software package or version.

GEOG 380  Intermediate Desktop GIS with Applications  4 Units  
Formerly: GEOG 284  
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 up to four times on a different software package or version.

GEOG 385  Introduction to Web Based GIS Application Development  4 Units  
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. Web-authoring tools and Internet map servers (such as ArcIMS) will be used to teach the techniques of Internet mapping and interactive user interface design for GIS applications. Focus will be on the theories and principles behind Internet mapping to perform spatial analysis, on GIS application development, and on web design for Internet mapping systems.

GEOG 386  Using GIS for Disaster Management  3 Units  
Prerequisite: GEOG 330 or 334 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 44 hours LEC, 30 hours LAB  
This course provides an introduction to the use of GIS as a powerful tool in disaster management. Techniques and skills in the application of spatial information and analysis technologies to the problems of disaster and complex emergency management are investigated. GIS software and GPS technology are used to visualize, analyze, and represent spatial data in the protection of life, property, and critical infrastructure from natural disasters. Key GIS applications include natural hazard identification and mapping, multi-hazard analysis, shelter planning, mitigation, damage assessment, and recovery monitoring.

GEOG 390  Field Studies in Geography  .5-4 Units  
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  1-3 Units  
Formerly: GEOG 48  
Prerequisite: Placement in an agency, private business, non-profit organization, or other entity.  
Course Transferable to CSU  
Hours: 18 hours LEC, 75-225 hours LAB  
This course is a directed field study program that provides students with an opportunity to apply classroom instruction in geographic information systems to real-world GIS projects in the community. Students will be under the supervision of an advisor from the college while participating in a short-term work experience program in business or government agency.
Geology is the study of the origin and evolution of the earth, using the principles of mathematics, chemistry, physics, and biology. Geologists study rocks, minerals, and fossils in an effort to draw conclusions about the Earth’s observable surface processes, as well as those processes taking place inside the Earth.

**GEOL 300  Physical Geology   3 Units**  
Formerly: GEOL 1  
Prerequisite: None  
Advisory: MATH 100, ENGRD 116, ENGWR 51, or ESLW 510; or placement through the assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This in-depth course provides an understanding of the dynamic nature of the earth through the study of earth processes including plate tectonics, plate boundary events and features of the ocean basins, earthquakes and the earth’s interior, mineral and rock systems, ground water, development and destruction of landforms, glaciers, deserts and examples of environmental geology. One field trip experience is required. May be taken separately from the physical geology laboratory. (CAN GEOL 2) (CAN GEOL 6) AA/AS area 3A; CSU area B1; IGETC area 5A.

**GEOL 301  Physical Geology Laboratory   1 Unit**  
Prerequisite: None  
Corequisite: GEOL 300.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course encompasses the study and identification of common rocks and minerals, the interpretation and recognition of geologic structures and landforms, interpretation of maps, aerial photographs, remote sensing images, seismic information, analysis of geologic hazards, and field observations of the local geology. (CAN GEOL 2) AA area A; CSU area 3B; IGETC area 5A.

**GEOL 305  Earth Science   3 Units**  
Prerequisite: None  
Advisory: MATH 32 and ENGRD 116, ENGWR 51 or ENGRD or ESLW 510; or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This is an introductory science course covering major topics in geology, oceanography, meteorology, astronomy, scientific method and philosophy of science. A field trip may be required. This course is not designed for science and/or geology majors. This course may not be taken with GEOL 301 (Physical Geology Laboratory). AA area 3A; CSU area B1, IGETC area 5A.

**GEOL 306  Earth Science Laboratory   1 Unit**  
Prerequisite: None  
Corequisite: GEOL 305.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course emphasizes scientific methods, critical thinking skills, and systematic Earth science laboratory procedures. Topics include weather analysis, rock and mineral identification, study of geologic concepts by means of topographic and geologic maps, and exercises in astronomy and oceanography. This course is not available for credit to students who have completed GEOL 300 or GEOL 301. CSU area B1; IGETC area 5A.

**GEOL 310  Historical Geology   3 Units**  
Formerly: GEOL 3  
Prerequisite: None  
Advisory: GEOL 300.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course covers geologic history of earth as shown by the changing pattern of land and sea and by the succession of fauna and flora. Stratigraphic and other techniques for interpreting the sequence of past geological events are studied. (CAN GEOL 8) AA/AS area 3A; CSU area B1; IGETC area 5A.

**GEOL 311  Historical Geology Laboratory   1 Unit**  
Formerly: GEOL 3L  
Prerequisite: None  
Corequisite: GEOL 310.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is a laboratory study in historical geology. Principles of physical geology and paleontology are applied in the reconstruction of the history of the earth. Exercises in stratigraphy, paleontology and interpretation of geologic maps will be utilized. CSU area 3B; IGETC area 5A.

**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 competed GEOG 307. AA/AS area 3A; CSU area B1.
GEOL 330  Introduction to Oceanography (same as Geography 308)  3 Units
Prerequisite: None
Advisory: GEOG 300 or GEOL 300.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an integrated study of water on earth emphasizing physical oceanography. Topics include ocean and shoreline processes, plate tectonics, sea floor morphology, types and distribution of seafloor sediment, ocean sediment transport, ocean chemistry, ocean currents, marine resources, and environmental concerns. Regional oceanographic features are emphasized and a field trip to gain familiarity with regional physical shoreline features is required. This course is not open to students who have completed GEOG 308. AA/AS area 3A; CSU area B1; IGETC area 5A.

GEOL 331  Introduction to Oceanography Lab  1 Unit
Prerequisite: None
Corequisite: GEOG 308 or GEOL 330.
Advisory: GEOG 301 or GEOL 301.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a laboratory investigation of water on Earth, emphasizing the shape of the sea floor, marine navigation, plate tectonics, sea floor materials and their utilization, the spatial distribution of ocean sediment, the physical and chemical nature of sea water, currents, tides, and marine weather. This course is not open to students who have completed GEOG 309. 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 studies as displayed in our western parks and monuments. One field trip is required. AA/AS area 3A; CSU area B1.

GEOL 345  Geology of California  3 Units
Formerly: GEOL 12
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 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 3A; CSU area B1.

GEOL 390  Field Studies in Geology  .5-4 Units
Formerly: GEOL 24
Prerequisite: None
Course Transferable to CSU
Hours: 3-24 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 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 and online instruction with 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, both on-campus and online, 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 Services 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 has been awarded National Program of Merit Status by the Association for Gerontology in Higher Education. The program is co-host for the Alzheimer’s Aid Society annual conference. This leadership has enriched its offerings and enhanced the career value of an ARC gerontology degree or certificate.

Requirements for Degree Major 39 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310, ENGWR 103, or ENGWR 300</td>
<td>3</td>
</tr>
<tr>
<td>GERON 300/SOC 335</td>
<td>3</td>
</tr>
<tr>
<td>GERON 302/PSYC 374</td>
<td>3</td>
</tr>
<tr>
<td>GERON 311</td>
<td>1</td>
</tr>
<tr>
<td>GERON 330</td>
<td>3</td>
</tr>
<tr>
<td>GERON 334</td>
<td>3</td>
</tr>
<tr>
<td>GERON 335</td>
<td>3</td>
</tr>
<tr>
<td>GERON 340/NUTRI 324</td>
<td>3</td>
</tr>
<tr>
<td>GERON 360</td>
<td>5</td>
</tr>
<tr>
<td>GERON 362</td>
<td>5</td>
</tr>
<tr>
<td>GERON 366</td>
<td>5</td>
</tr>
<tr>
<td>GERON 368</td>
<td>5</td>
</tr>
<tr>
<td>GERON 498</td>
<td>6</td>
</tr>
<tr>
<td>Plus 9 units from one of the following concentrations:</td>
<td>9</td>
</tr>
</tbody>
</table>

Requirements for Certificate 39 units

| Core requirements (above) | 30 |
| Plus 9 units from one of the following concentrations: | 9 |

Recommended Electives

| ANTH 300, 301; ENGWR 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.

American River College 2005-2006
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 330/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 5
NURSE 101* 1.5
PET 312 3
PET 313 1-2
PSYC 390 3

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:
HSER 300 3
HSER 310/GERON 304 3
HSER 330/PSYC 365 3
SPEECH 301 3
or 9 units from the following:
HSER 310/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
Activity Coordinator Program meets State of California, Title 22 requirements for certificate for Activity Coordinator

Social Service Designee Certificate

Requirements for Certificate 4.5 units
GERON 310, 311, 312
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

Program Assistant

Requirements for Certificate 2 units
GERON 320
Gerontology

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 3E; 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 3C; 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 2.5 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: 45 hours LEC
This course covers the role of the Social Services Designee in long-term care. The focus is on family, patient adjustment, and dementia. It also covers documentation for the Social Services Designee working in long-term care.

GERON 311 Social Services Designee: Legal Issues and End-of-Life Decisions 1 Unit
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.
Corequisite: HSER 300 or 320.
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. Certification 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 students who have completed Psychology 379. AA/AS area E2

GERON 334  Reminiscence Therapy
(same as Psychology 379)  3 Units
Formerly: GERON 42
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

This course introduces the basic theory and techniques of Reminiscence Therapy and provides experience in planning, facilitating, and evaluating reminiscence groups with the elderly in an institutional setting. Not open to students who have completed Psychology 379. AA/AS area E2

GERON 335  Wellness for Older Adults  3 Units
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, or ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

GERON 340  Nutrition for Healthy Aging (same as Nutrition and Foods 324)  3 Units
Formerly: GERON 43
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

This course explores positive lifestyle choices throughout life which have a positive effect on health and well being. Topics include exercise, nutrition, stress management, chronic disease, and adaptations for disability.

GERON 350  Physical Therapy Aide
(same as Nursing 360)  3 Units
Formerly: GERON 45
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

GERON 360  Topics in Gerontology: Ethnic Diversity and Aging  5 Units
Formerly: GERON 46A
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

GERON 362  Topics in Gerontology: Biology of Aging  .5 Units
Formerly: GERON 46B
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

GERON 366  Coping with Death and Related Bereavement  .5 Units
Formerly: GERON 46D
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

GERON 368  Topics in Gerontology: Mental Health and Aging  .5 Units
Formerly: GERON 46E
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

GERON 370  Topics in Gerontology: Elder Abuse  .5 Units
Formerly: GERON 46F
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

GERON 372  Alzheimer's Workshop  .5 Units
Formerly: GERON 46G
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 9 hours LEC

GERON 374  Legislation: Origin and Influence  .5 Units
Formerly: GERON 46H
Prerequisite: None
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 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.

American River College 2005-2006

Gerontology
GERON 376 Ageing and Family Dynamics .5 Units
Formerly: GERON 46I
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 how the aging process affects not only individuals 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 46J
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 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: 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 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: 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 examines stress from a communication perspective, how we talk and listen. The concepts of high risk messages will be introduced focusing on how stress affects 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 384 Contemporary Issues in Aging: Effects on Caregiving .5 Units
Formerly: GERON 46M
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 examines issues surrounding the current “Age-Wave” in relationship to the historical views of the elderly, ageism, stereotypes and myths, and how these issues affect caregiving. The implications that an aging society has on health care delivery including acute, sub-acute, and community based services are discussed. Credit/No Credit only.

GERON 386 Strategies for Caregivers: Effectively Caring for the Elderly in the Community .5 Units
Formerly: GERON 46N
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 covers effective strategies for providing effective care for the elderly and how it is complicated by dementia, role reversal, and guilt which interferes with family relationships and affects residential caregivers. Common sense strategies for caregiving that not only meet the needs of the elderly but also lessen the caregiving burden will be explained. Credit/No Credit only.

GERON 388 Interpersonal Relationships .5 Units
Formerly: GERON 46P
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 covers effective strategies for providing effective care for the elderly and how it is complicated by dementia, role reversal, and guilt which interferes with family relationships and affects residential caregivers. Common sense strategies for caregiving that not only meet the needs of the elderly but also lessen the caregiving burden will be explained. Credit/No Credit only.

GERON 390 Exploring the Field of Gerontology .5 Units
Formerly: GERON 46Q
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 covers aspects of gerontology which relate to marketing oneself and developing a business as a provider of services to the elderly. Topics include: diversity of field, resumes, interviews, marketing, and future projections. Credit/No Credit only.

GERON 392 The Gerontologist .5 Units
Formerly: GERON 46O
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 field of gerontology. Topics include role/responsibility of the gerontologist and the educational process required to become a gerontologist. Employment and future projections will be covered. Credit/No Credit only.

GERON 394 Health of Older Women .5 Units
Formerly: GERON 46R
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 analyzes the uniqueness of older women’s health needs. Topics include: diversity of field, resumes, interviews, marketing, and future projections. Credit/No Credit only.

GERON 396 End-Stage Life Care .5 Units
Formerly: GERON 46S
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 analyzes the uniqueness of older women’s health needs. Topics include: diversity of field, resumes, interviews, marketing, and future projections. Credit/No Credit only.
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: 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 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: 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 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: 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 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: 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 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: 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 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: 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 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: 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 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: 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 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.

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.
**Gerontology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Co-requisites</th>
<th>Hours</th>
<th>Transferable to CSU</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERON 414</td>
<td>Creativity and Aging</td>
<td>.5</td>
<td>Former: GERON 36C</td>
<td>None</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 415</td>
<td>Super Centenarians</td>
<td>.5</td>
<td>Prerequisite: None</td>
<td>Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.</td>
<td>9</td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 416</td>
<td>Fundamentals of Aging: Working with Older Adults</td>
<td>.5</td>
<td>Former: GERON 36D</td>
<td>Prerequisite: None</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 417</td>
<td>Understanding Licensed Residential Care</td>
<td>.5</td>
<td>Prerequisite: None</td>
<td>Course Transferable to CSU</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 418</td>
<td>The Graying of America</td>
<td>.5</td>
<td>Former: GERON 36F</td>
<td>Prerequisite: None</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 419</td>
<td>Economics of Aging</td>
<td>.5</td>
<td>Prerequisite: None</td>
<td>Course Transferable to CSU</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 420</td>
<td>Alcohol and the Elderly</td>
<td>.5</td>
<td>Former: GERON 36G</td>
<td>Prerequisite: None</td>
<td></td>
<td>Yes</td>
<td>This course will explain how alcohol affects seniors in independent and assisted living environments and explores treatment options for seniors. Credit/No Credit only.</td>
</tr>
<tr>
<td>GERON 422</td>
<td>Professional and Ethics in Gerontology</td>
<td>.5</td>
<td>Former: GERON 36H</td>
<td>Prerequisite: None</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 423</td>
<td>Alzheimer's Disease and Other Dementias</td>
<td>.5</td>
<td>Former: GERON 36M</td>
<td>Prerequisite: None</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 424</td>
<td>Movement with Meaning</td>
<td>.5</td>
<td>Former: GERON 36L</td>
<td>Prerequisite: None</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 425</td>
<td>Motivating Older Adults to Stay Active</td>
<td>.5</td>
<td>Former: GERON 36J</td>
<td>Prerequisite: None</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>GERON 426</td>
<td>Suicide and the Elderly</td>
<td>.5</td>
<td>Former: GERON 36K</td>
<td>Prerequisite: None</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
</tbody>
</table>
GERON 427 Generational Interdependency .5 Units
Formerly: GERON 36N
Prerequisite: None
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
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 360
Prerequisite: None
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course will explore how the human brain works and how 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 430 Introduction to Activity Coordinator .5 Units
Prerequisite: None
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course introduces the role and responsibilities of an Activity Coordinator in long term care facilities. Topics will include roles and responsibility, program planning, utilizing volunteers, budget, and working as a team. Credit/No Credit only.

GERON 432 Interviewing and Counseling Techniques with Elderly .5 Units
Prerequisite: None
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of basic counseling and interviewing techniques when working with older adults. The focus is on communication skills, interviewing techniques, and specific therapeutic approaches to working with impaired older persons. Credit/No Credit only.

GERON 434 Hearing and Speech - Age Changes .5 Units
Prerequisite: None
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of age-related changes in speech and hearing. The techniques for working with impaired older adults and development of positive communication with seniors will be emphasized. Credit/No Credit only.

GERON 436 Documentation: State and Federal Regulations Part I .5 Units
Prerequisite: None
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of Title 22 regulations and required documentation as it relates to activity coordinators. Topics include activity assessments, social histories, monthly updates, care plans, and quarterly reviews. Credit/No Credit only.

GERON 438 Documentation: State and Federal Regulations Part II .5 Units
Prerequisite: None
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of state and federal regulations governing activity coordinators in a health care facility and the necessary documentation required to comply with these regulations. Credit/No Credit only.

GERON 440 Etiology of Illness in Later Life .5 Units
Prerequisite: None
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the etiology of major illnesses found in the aging population, focusing on indications and contraindications for activities. Credit/No Credit only.

GERON 442 Social and Psychological Forces of Aging .5 Units
Prerequisite: None
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
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
Prerequisite: None
Corequisite: GERON 442.
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of dementia and memory loss. Topics will focus on types, characteristics, communications, behavior management, and caregiving of dementia patients. Credit/No Credit only.

GERON 446 Effective Leadership Skills .5 Units
Prerequisite: None
Corequisite: GERON 444.
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of the fundamentals of leadership for the activity coordinator. Strategies for information processing, problem solving, and decision making will be included. Credit/No Credit only.

GERON 448 Community Agencies and Resources .5 Units
Prerequisite: None
Corequisite: GERON 450.
Advisory: ENGLISH 102 or ENGRD 116 or ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of community resources and how to use them within the health care facility. Credit/No Credit only.
Gerontology

GERON 450 Implementation of Activities .5 Units
Prerequisite: None
Corequisite: GERON 452.
Advisory: ENGRD 102 or 103, and ENGRD 116 or ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of 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 47E
Prerequisite: None
Corequisite: GERON 446.
Advisory: ENGRD 102 or ENGRD 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 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
Prerequisite: None
Corequisite: GERON 448.
Advisory: ENGRD 102 or ENGRD 103, and ENGRD 116 or ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 3 hours LEC, 18 hours LAB
This course is an opportunity for the student to acquire practical experience working with an activity coordinator in a health care setting. Credit/No Credit only.

GERON 498 Work Experience in Gerontology 2-4 Units
Formerly: GERON 48
Prerequisite: None
Advisory: ENGRD 102 or ENGRD 103, and ENGRD 116 or ESLR 320, ESLW 320 or placement through assessment process.
Course Transferable to CSU
Hours: 16 hours LEC, 60-225 hours LAB
This course provides supervised practical experience working with the elderly through placement in nursing facilities, day care, respite care, and community agencies. Placement is arranged by the instructor. May be taken more than once for credit for a maximum of six(6) units.

GERON 1000 Home Adaptations for Safety and Independence .5 Units
Prerequisite: None
Advisory: ENGRD 102 or 103, and ENGRD 116 or ESLR 320 AND ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course explores adaptations to the home environment to promote safety and independence. Topics include assessment, durable equipment, home modifications and resources. Credit/No Credit only.

GERON 1002 Treatment Models .5 Units
Prerequisite: None
Advisory: ENGRD 102 or 103, and ENGRD 116 or ESLR 320 AND ESLW 320.
Hours: 9 hours LEC
The course explores different treatment modalities relevant to mental health and aging. Topics include grief, cognitive behavioral, family inter-generational, and psycho-analytical therapies. Credit/No Credit only.

GERON 1003 Intergenerational Family Dynamics .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course focuses on changing dynamics in the family as members are confronted with their own developmental stages and issues related to the aging process. A family systems theory approach is used to examine and analyze communication patterns, areas of conflict and coping strategies in the family. Credit/No Credit only.

GERON 1004 Pharmacology and Aging .5 Units
Formerly: GERON 364
Prerequisite: None
Advisory: ENGRD 102 or 103, and ENGRD 116 OR ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of drugs commonly prescribed for the elderly. It also examines how the aging process impacts medication effects, compliance, and adverse reactions. Drug therapy and interactions are also covered. Credit/No Credit only.

GERON 1006 Parkinson's Disease and Other Movement Disorders .5 Units
Formerly: GERON 421
Prerequisite: None
Advisory: ENGRD 102 or 103, and ENGRD 116 OR ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course explores current knowledge of Parkinson's and other movement disorders, medical treatments, and coping mechanisms. Credit/No Credit only.

GERON 1008 Validation: Theory and Practice .5 Units
Formerly: GERON 429
Prerequisite: None
Advisory: ENGRD 102 or 103 and ENGRD 116; or ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course presents 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 is covered. Credit/No Credit only.

GERON 1010 Understanding Licensed Residential Care .5 Units
Prerequisite: None
Advisory: ENGRD 102 or 103 and ENGRD 116; or ESLR 320 and ESLW 320.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an introduction to residential care and the role of regulators. Topics include regulatory function and perspective, function of Community Care Licensing Division, and rights and responsibilities of licensees. Credit/No Credit only.

GERON 1011 Aging Experience in Asian Families .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course is an overview of the aging experience unique to Asian families. The impact of culture, societal expectations and their effect on family roles, values and beliefs and how these affect care giving is discussed. Focus is on strategies for dealing with stress and social support services for Asian families. Credit/No Credit only.

GERON 1013 Protecting Your Back .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines proper spine care and body mechanics. Proper exercises to prevent or minimize back injuries are demonstrated. Credit/No Credit only.
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 3E; CSU area E1.

**HEED 310 Community CPR**  1 Unit  
Formerly: HEED 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:** 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 Cardiopulmonary Resuscitation (CPR) and First Aid (same as ECE 414)**  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 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.

**HEED 316 Responding to Emergencies**  2 Units  
Formerly: HEED 15  
**Prerequisite:** None  
**Advisory:** ENGWR 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:** ENGWR 102 or 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.  
**Course Transferable to CSU**  
**Hours:** 9 hours LEC  
This course meets the requirements for Red Cross certification as a professional rescuer. It includes legal considerations, disease transmission, severe bleeding, and moving the victims, as well as professional rescuer situation practice sessions. May be taken four times for credit.

**HEED 324 Emergency Response**  3 Units  
Formerly: HEED 20  
**Prerequisite:** Current Community CPR card.  
**Advisory:** ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320.  
**Course Transferable to CSU**  
**Hours:** 54 hours LEC  
This course meets prerequisites for Emergency Medical Technician (EMT) courses. It is designed for first responders/professional rescuers (i.e., lifeguards, law enforcement, firefighters, search and rescue personnel, etc.). It is recommended for nursing, physical therapy, and athletic training students. This course covers recognition and first aid treatment for: bleeding wounds, fractures, burns, poisoning, respiratory and cardiac emergencies, sudden illnesses as well as primary and secondary victim assessments and emergency rescue and transfer techniques.
HEED 352  Stress Management and Health (Same as PSYC 359)  3 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course examines productive and nonproductive stress and the influence of various types of stress on health and wellness. Topics include the physiological aspects of stress and its effects on health, assessments of personal coping style, strategies for coping effectively with stress, relaxation techniques, and positive reinforcers. Emphasis is placed on practical application of stress management techniques in daily life. This course is not open to students who have completed Psyc 359. AA/AS 3E

HEED 494  Topics in Health Education  .5-3 Units

Prerequisite: None
Course Transferable to CSU
Hours: 9-54 hours LEC
This course provides opportunities to study contemporary topics in health which are not included in current offerings or which require emphasis beyond existing courses. The course may be taken four times for a maximum of 6 units providing there is no duplication of topics.
The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand today.

HIST 300  History of Western Civilization  3 Units
Formerly: HIST 4
Prerequisite: None
Advisory: 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 2) (HIST SEQ A) AA/AS area 3B or 3C; CSU area C2 or D3; IGETC area 3.

HIST 302  History of Western Civilization  3 Units
Formerly: HIST 5
Prerequisite: None
Advisory: 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) (HIST SEQ A) AA/AS area 3B or 3C; CSU area C2 or D3; IGETC area 3.

HIST 305  Women in Western Civilization  3 Units
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 3B or 3C; CSU area C2 or D3; IGETC area 3.

HIST 307  History of World Civilizations to 1500  3 Units
Formerly: HIST 11
Prerequisite: None
Advisory: 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. (CAN HIST 4) AA/AS area 3B or 3C and 3F; CSU area C2 or D3; IGETC area 3.

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 3B or 3C and 3F; CSU area C2 or D3; IGETC area 3.

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 3C; CSU area D1; IGETC area 4; (HIST SEQ B HIST 310 and 311).
## History

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 311</td>
<td>History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>Formerly:</td>
<td>HIST 18</td>
<td></td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Advisory:</td>
<td>ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320;</td>
<td></td>
</tr>
<tr>
<td>or placement through assessment process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Transferable to UCCSU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours:</td>
<td>54 hours LEC</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| HIST 318    | American Intellectual and Cultural History                | 3     |
| Formerly:   | HIST 16I                                                  |       |
| Prerequisite: | None                                                      |       |
| Advisory:   | ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320;  |       |
| or placement through assessment process |                            |       |
| Course Transferable to UCCSU |                        |       |
| 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 3C; CSU area D1; IGETC area 4. |       |

| 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 UCCSU |                        |       |
| Hours:      | 54 hours LEC                                             |       |
| This course covers U.S. history from the founding of Jamestown in 1607 through the Civil War. The course begins with a brief overview of the Black American's African heritage. It continues with the role played by African-Americans, their relationships to other groups, and their specific contributions in the growth and development of the nation. AA/AS area 3C & 3F; CSU area D1; IGETC area 4. |       |

| Formerly:   | HIST 15                                                  |       |
| Prerequisite: | None                                                      |       |
| Advisory:   | ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320;  |       |
| or placement through assessment process |                            |       |
| Course Transferable to UCCSU |                        |       |
| Hours:      | 54 hours LEC                                             |       |
| This course covers U.S. history from 1865 to present, including coverage of state and local government with an emphasis on the role of African Americans, their relationships to other groups, and their specific contributions in the growth and development of the nation. AA/AS area 3C & 3F; CSU area D1; IGETC area 4. |       |

| HIST 323    | History of the United States: The American Indian Experience | 3     |
| Formerly:   | HIST 16A                                                  |       |
| Prerequisite: | None                                                      |       |
| Advisory:   | ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320;  |       |
| or placement through assessment process |                            |       |
| Course Transferable to UCCSU |                        |       |
| Hours:      | 54 hours LEC                                             |       |
| This course is a survey of the North American Indian nations. The course covers the effects of European contact, trade, and colonization. It examines the effects of United States political, economic, and social policies on Indians throughout U.S. history. Also, emphasis is placed on American Indian people's attempts to protect their sovereignty and revitalize their societies across time. |       |

| HIST 325    | History of Asian/Pacific Americans                        | 3     |
| Formerly:   | HIST 16P                                                  |       |
| Prerequisite: | None                                                      |       |
| Advisory:   | ENGWR 102 or 103, and ENGRD 116; or ESLR 320, ESLW 320;  |       |
| or placement through assessment process |                            |       |
| Course Transferable to UCCSU |                        |       |
| Hours:      | 54 hours LEC                                             |       |
| This course is a survey lecture course that examines the history of Asian immigrants and Asian Americans in the United States from 1850 to the present. It includes the process of migration and settlement in the United States by people from east Asia, southeast Asia, south Asia, and the Pacific islands. It examines the historical experience of these groups from a social, political, economic, and cultural perspective, with an emphasis on the following themes: work, family, community formation, government policies, race relations, and ethnic identities. It also addresses the contributions of Asian Americans to the multicultural development of contemporary American society, including the interaction of Asian Americans with people of European, African, Hispanic, and Native descent. AA/AS area 3C; CSU area D1; IGETC area 4. |       |

| HIST 327    | History of the Chicano/Mexican American                   | 3     |
| 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 UCCSU |                        |       |
| 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 3C; CSU area D1; IGETC area 4. |       |

| HIST 330    | Women in American History                                 | 3     |
| 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 UCCSU |                        |       |
| 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 3C & 3F; 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, or 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 3C; 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 3C; CSU area C2 and 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 3C; CSU area D3.

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 3B or 3C; CSU area C2 or D3; IGETC area 3.

HIST 365  Asian Civilization  3 Units
Formerly: HIST 20
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 meet the changes of Western Civilization. AA/AS area 3B or 3C; CSU area C2 or D3; IGETC area 3.

HIST 367  History of Russia  3 Units
Formerly: HIST 33
Prerequisite: None
Advisory: 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 19th century, the revolutions of 1917 and the Bolshevnik rise to power, the creation and expansion of the Soviet state under Stalin, and the decline and collapse of Soviet power. AA/AS area 3C; CSU area C2 and D3; IGETC area 3.

HIST 373  History of Mexico  3 Units
Formerly: HIST 10
Prerequisite: None
Advisory: 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 Indian Mexico, the Spanish conquest and fusion of two cultures; the War of Independence; the age of Santa Ana and the loss of North Mexico; the reign of Diaz; the Revolution of 1910; reconstruction and contemporary Mexico. AA/AS area 3C; CSU area C2 & D3; IGETC area 3.

HIST 380  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 3B or 3C; CSU area C2 and 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, economic, cultural and intellectual forces that have served to shape the modern world. The focus will be on challenging students to interpret the past by critically analyzing both primary sources and relevant works by leading historians. AA/AS area 3B or 3C; CSU area C2 and 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 3C; CSU area D1; IGETC area 4.
History

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 3C; CSU area D1; IGETC area 4.

HIST 494  Topics in History  .5-4 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: 9-72 hours LEC
This course is a historical examination of significant ideas, developments and movements which had a major impact in illuminating the historic growth of civilization in the world. Covering topics from a wide range of academic disciplines including anthropology, economics, engineering, fine arts, history, law, life science, literature, mathematics, philosophy, political science, sociology, psychology and will vary in content and scope with the interests and expertise of both the instructors and the students. Modules of one unit each. In any given semester a student may enroll in from one to three modules. AA/AS area 3C.
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 groundkeepers 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 green belts, 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.

### Horticulture

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

Certificates: Landscape Industry  
Nursery Industry

Area:  
Technical Education

Dean:  
Gabriel Meehan

Phone:  
(916) 484-8354

Counseling:  
(916) 484-8572

### Landscape Industry

**Requirements for Degree Major**  
33 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 100</td>
<td>3</td>
</tr>
<tr>
<td>HORT 110</td>
<td>2</td>
</tr>
<tr>
<td>HORT 105</td>
<td>2</td>
</tr>
<tr>
<td>HORT 298</td>
<td>2</td>
</tr>
<tr>
<td>HORT 300</td>
<td>3</td>
</tr>
<tr>
<td>HORT 302</td>
<td>3</td>
</tr>
<tr>
<td>HORT 305</td>
<td>3</td>
</tr>
<tr>
<td>HORT 306</td>
<td>3</td>
</tr>
<tr>
<td>HORT 320</td>
<td>3</td>
</tr>
<tr>
<td>HORT 322</td>
<td>3</td>
</tr>
<tr>
<td>HORT 324</td>
<td>3</td>
</tr>
<tr>
<td>HORT 326</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- AGCT 101; Art 370; BIOL 320; BUS 105; CISC 300; DESGN 100; ENGWR 342; IDES 300.

### Nursery Industry

**Requirements for Degree Major**  
31 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 100</td>
<td>3</td>
</tr>
<tr>
<td>HORT 105</td>
<td>2</td>
</tr>
<tr>
<td>HORT 110</td>
<td>2</td>
</tr>
<tr>
<td>HORT 300</td>
<td>3</td>
</tr>
<tr>
<td>HORT 302</td>
<td>3</td>
</tr>
<tr>
<td>HORT 305</td>
<td>3</td>
</tr>
<tr>
<td>HORT 306</td>
<td>3</td>
</tr>
<tr>
<td>HORT 320</td>
<td>3</td>
</tr>
<tr>
<td>HORT 322</td>
<td>3</td>
</tr>
<tr>
<td>HORT 324</td>
<td>3</td>
</tr>
<tr>
<td>HORT 326</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives**

- AGCT 101; BIOL 320; BUS 105; CISC 300; DESGN 100; ENGWR 342; HORT 110; IDES 300.

American River College 2005-2006
### Horticulture

#### Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 100 Plant Diseases and Pests</td>
<td>3 Units</td>
</tr>
<tr>
<td>HORT 105 Pest Control Licensing For Certification</td>
<td>2 Units</td>
</tr>
<tr>
<td>HORT 110 Irrigation Design</td>
<td>2 Units</td>
</tr>
<tr>
<td>HORT 140 Advanced Student Projects</td>
<td>2 Units</td>
</tr>
<tr>
<td>HORT 298 Work Experience in Horticulture</td>
<td>1-4 Units</td>
</tr>
<tr>
<td>HORT 300 Introduction to Horticulture</td>
<td>3 Units</td>
</tr>
<tr>
<td>HORT 302 Soils and Plant Nutrition</td>
<td>3 Units</td>
</tr>
<tr>
<td>HORT 305 Plant Materials I</td>
<td>3 Units</td>
</tr>
<tr>
<td>HORT 306 Plant Materials II</td>
<td>3 Units</td>
</tr>
<tr>
<td>HORT 310 Nursery Practices</td>
<td>3 Units</td>
</tr>
<tr>
<td>HORT 312 Plant Propagation</td>
<td>3 Units</td>
</tr>
<tr>
<td>HORT 314 Greenhouse Operations</td>
<td>3 Units</td>
</tr>
<tr>
<td>HORT 320 Landscape Construction</td>
<td>3 Units</td>
</tr>
</tbody>
</table>

#### Notes:
- **Course Transferable to CSU**
- **Corequisite:** HORT 300.
- **Advisory:** HORT 100, 302, 305, and 306.
- **Prerequisite:** None

---

**HORT 100 Plant Diseases and Pests** 3 Units

- **Prerequisite:** None
- **Corequisite:** HORT 300.
- **Hours:** 36 hours LEC, 54 hours LAB

This course is a study of local plant diseases and pests including weed problems, recognition of symptoms and causes, plant/insect/disease life cycles, host and habitat relationships and methods of control.

**HORT 105 Pest Control Licensing For Certification** 2 Units

- **Prerequisite:** HORT 300 with a grade of ”C” or better.
- **Hours:** 36 hours LEC

This course covers the laws and regulations for operators, applicators, and advisors regarding the study of weeds, diseases and insects and accepted standards for control.

**HORT 110 Irrigation Design** 2 Units

- **Prerequisite:** HORT 300 with a grade of ”C” or better.
- **Hours:** 36 hours LEC

This course is a study of water hydraulics, irrigation equipment inclusive of heads, pumps, clocks, and valves. Irrigation design, which includes preparing plans, dealing with measurement, head layout, pipe sizing and specifications, is covered.

**HORT 140 Advanced Student Projects** 2 Units

- **Prerequisite:** HORT 300 with a grade of ”C” or better.
- **Hours:** 108 hours LAB

This course provides the student with an opportunity to pursue advanced projects which are selected by the department. This course may be taken twice for credit.

**HORT 298 Work Experience in Horticulture** 1-4 Units

- **Prerequisite:** Horticulture 300 with a grade of ”C” or better.
- **Advisory:** HORT 100, 302, and 305.
- **Hours:** 18 hours LEC, 60-225 hours LAB

This course provides supervised work experience in the field of horticulture for the purpose of increasing students’ understanding of the nature and scope of the operation of horticulture businesses. Class enrollment is dependent upon student being in a paid or volunteer work experience learning environment.

**HORT 300 Introduction to Horticulture** 3 Units

- **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 in horticulture. Topics include basic plant structure and function, general knowledge of plant usage, landscape planning and maintenance. A/A/S area 3A.

**HORT 302 Soils and Plant Nutrition** 3 Units

- **Prerequisite:** None
- **Course Transferable to CSU**
- **Hours:** 36 hours LEC, 54 hours LAB

This course is a study of the nature and properties of soils and their relationship to plant needs. Topics include water and irrigation problems and erosion control, composition, value and use of fertilizer materials, conditioners and agricultural minerals.

**HORT 305 Plant Materials I** 3 Units

- **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 woody and herbaceous plants used in the California landscape. Emphasis is on those plants best observed in the fall and winter seasons.

**HORT 306 Plant Materials II** 3 Units

- **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 woody and herbaceous plants used in the California landscape. Emphasis is on those plants best observed in the fall and winter seasons.

**HORT 310 Nursery Practices** 3 Units

- **Prerequisite:** HORT 300 with a grade of ”C” or better.
- **Advisory:** HORT 100, 302, 305, and 306.
- **Course Transferable to CSU**
- **Hours:** 36 hours LEC, 54 hours LAB

This course is an overview of the practices involved in commercial nursery operations. Topics include selling techniques, displays and advertising, and customer assistance with basic garden practices.

**HORT 312 Plant Propagation** 3 Units

- **Prerequisite:** HORT 300 with a grade of ”C” or better.
- **Course Transferable to CSU**
- **Hours:** 36 hours LEC, 54 hours LAB

This course is a study of the fundamental principles involved in propagating plants including identification of facilities, equipment and techniques utilized in plant production. Topics include seed and vegetative propagation, media selection and structures.

**HORT 314 Greenhouse Operations** 3 Units

- **Prerequisite:** HORT 300 with a grade of ”C” or better.
- **Advisory:** HORT 100, 302, 305, and 306.
- **Course Transferable to CSU**
- **Hours:** 36 hours LEC, 54 hours LAB

This course is a study of the problems and practices in the management of greenhouses, including the production of specific greenhouse crops.

**HORT 320 Landscape Construction** 3 Units

- **Prerequisite:** HORT 300 with a grade of ”C” or better.
- **Course Transferable to CSU**
- **Hours:** 36 hours LEC, 54 hours LAB

This course provides the theory and skills needed in the landscape construction industry. Landscape operations covered include carpentry, masonry, concrete, pavers, irrigation/drainage, low-voltage lighting, soil preparation and drainage, plant materials/turf, plan reading, estimating and bidding in the landscape trades. Field trips are required.
HORT 322  Landscape Graphics  3 Units
Prerequisite: HORT 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is the study of technical drafting skills and freehand graphics including line quality, lettering and organization as it relates to landscape design. It also includes an introduction to three dimensional sketching and the use of a variety of graphics skills and media.

HORT 324  Landscape Maintenance  3 Units
Prerequisite: HORT 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study of landscape maintenance of exterior and interior residential and commercial landscapes, parks, highways, and public buildings. Topics include planting, pruning, watering, fertilizing, pest control and power equipment operation and maintenance. Field trips are required.

HORT 326  Landscape Design  3 Units
Prerequisite: HORT 322 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study of the basic principles and elements of landscape design related to the problem solving process, design theory and composition, functional and design uses of landscape materials, and client and maintenance criteria.

HORT 328  Turf Grass Management  3 Units
Prerequisite: Horticulture 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study of the maintenance and management of turfgrass areas including golf greens, athletic fields, parks, as well as residential lawns.

HORT 330  Small Gas Engines  1 Unit
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

Degree: A.A. - Culinary Arts/Restaurant Management
Certificates: Culinary Arts
Restaurant Management
Certificate of Completion:
Introductory Baking

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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 100</td>
<td>3</td>
</tr>
<tr>
<td>HM 110</td>
<td>2</td>
</tr>
<tr>
<td>HM 115</td>
<td>2</td>
</tr>
<tr>
<td>HM 120</td>
<td>2</td>
</tr>
<tr>
<td>HM 125</td>
<td>2</td>
</tr>
<tr>
<td>HM 162</td>
<td>2</td>
</tr>
<tr>
<td>HM 300</td>
<td>3</td>
</tr>
<tr>
<td>HM 310</td>
<td>3</td>
</tr>
<tr>
<td>HM 315</td>
<td>4</td>
</tr>
<tr>
<td>HM 320</td>
<td>2</td>
</tr>
<tr>
<td>HM 340</td>
<td>2</td>
</tr>
<tr>
<td>HM 350</td>
<td>3</td>
</tr>
<tr>
<td>HM 370</td>
<td>2</td>
</tr>
<tr>
<td>HM 380</td>
<td>3</td>
</tr>
<tr>
<td>HM 498</td>
<td>5</td>
</tr>
<tr>
<td>NUTRI 300</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units selected from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 150, 155, 165, 180, 297, 330</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 100</td>
<td>3</td>
</tr>
<tr>
<td>HM 110</td>
<td>2</td>
</tr>
<tr>
<td>HM 115</td>
<td>2</td>
</tr>
<tr>
<td>HM 120</td>
<td>2</td>
</tr>
<tr>
<td>HM 125</td>
<td>2</td>
</tr>
<tr>
<td>HM 162</td>
<td>2</td>
</tr>
<tr>
<td>HM 300</td>
<td>3</td>
</tr>
<tr>
<td>HM 310</td>
<td>3</td>
</tr>
<tr>
<td>HM 315</td>
<td>4</td>
</tr>
<tr>
<td>HM 320</td>
<td>2</td>
</tr>
<tr>
<td>HM 340</td>
<td>2</td>
</tr>
<tr>
<td>HM 350</td>
<td>3</td>
</tr>
<tr>
<td>HM 370</td>
<td>2</td>
</tr>
<tr>
<td>HM 380</td>
<td>3</td>
</tr>
<tr>
<td>HM 498</td>
<td>5</td>
</tr>
</tbody>
</table>

and 3 units selected from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 150, 155, 165, 180, 330</td>
</tr>
</tbody>
</table>

Restaurant Management Certificate

Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 100</td>
<td>3</td>
</tr>
<tr>
<td>HM 110</td>
<td>2</td>
</tr>
<tr>
<td>HM 115</td>
<td>2</td>
</tr>
<tr>
<td>HM 120</td>
<td>2</td>
</tr>
<tr>
<td>HM 300</td>
<td>3</td>
</tr>
<tr>
<td>HM 310</td>
<td>3</td>
</tr>
<tr>
<td>HM 315</td>
<td>4</td>
</tr>
<tr>
<td>HM 320</td>
<td>2</td>
</tr>
<tr>
<td>HM 325</td>
<td>2</td>
</tr>
<tr>
<td>HM 330</td>
<td>3</td>
</tr>
</tbody>
</table>

Introductory Baking Certificate

Requirements for Certificate

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 300</td>
<td>3</td>
</tr>
<tr>
<td>HM 310</td>
<td>3</td>
</tr>
<tr>
<td>HM 315</td>
<td>4</td>
</tr>
<tr>
<td>HM 320</td>
<td>2</td>
</tr>
<tr>
<td>HM 325</td>
<td>2</td>
</tr>
<tr>
<td>HM 330</td>
<td>3</td>
</tr>
</tbody>
</table>
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, ESLI 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, ESLI 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, ESLI 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, ESLI 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
This course provides an explanation of legal aspects of the food service industry. Topics include government regulations, patron safety and rights; liability issues for food, alcohol, property and ownership protection; employee issues of fair hire and termination and forms of business organization.

HM 150 Catering 3 Units
Prerequisite: HM 315 with a grade of “C” or better.
Advisory: ENGRD 116 or ESLR 320, ESLI 320, and ESLW 320, or placement through assessment.
Hours: 18 hours LEC, 108 hours LAB
This course covers the business and culinary aspects of catering. Topics include starting a catering business, laws, licenses, taxes, insurance and contracts. Also included are interviewing clients and organizing catered menus and events; pricing menus and services; staffing, equipping, and transporting catered services; culinary techniques; and weddings and receptions. Off-campus catering events are required.

HM 155 Mediterranean Cuisine 3 Units
Formerly: HM 64
Prerequisite: None
Advisory: HM 100, 310, 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 165 Regional American Cuisine 3 Units
Formerly: None
Advisory: HM 100, 310, and 315.
Hours: 36 hours LEC, 54 hours LAB
This course presents the study of ingredients and culinary techniques used in the preparation of foods from a variety of North American cuisines, including New England, Floribian, Cajun, Californian, Midwestern, Southern, Pacific Northwestern, and others. Topics include the foods indigenous to the regions and the influences of early settlers. The laboratory component includes skills development, production and the use of equipment specific to those individual areas.

HM 180 Garde Manger 3 Units
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLI 320, and ESLW 320, or placement through assessment.
Hours: 36 hours LEC
This course provides an in-depth examination of cold food preparation and the use of equipment specific to preparation of Mediterranean foods.

HM 290 Competitive Culinary Training 2-4 Units
Prerequisite: Hospitality Management 315 with a grade of “C” or better.
Advisory: ENGRD 116 or ESLR 320, ESLI 320, and ESLW 320, or placement through assessment.
Hours: 18 hours LEC, 60-225 hours LAB
This course is a cooperative effort between the college, The American Culinary Federation and The Capital Chef’s Associations. Students will work with instructors and local chefs to prepare themselves to compete in regional and national culinary competitions, using the American Culinary Federation format. Labs will include knife skills and hot food preparation. Field trips to local restaurants will be included to work with local chefs. This course may be taken 4 times for a maximum of 12 units.

HM 297 Internship in Hospitality Management 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, ENGRD 116 or ESLR 320, ESLI 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.

American River College 2005-2006 177
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
Prerequisite: None
Corequisite: Math 210A or placement through assessment process.
Advisory: ENGWR 102 or 103, and ENGRD 116, OR ESLR 320 and ESLW 320, or MATH 030, or placement through assessment process.
Course Transferable to CSU
Hours: 108 hours LAB
This course is a comprehensive study of basic principles of food science and theory and techniques involved in food preparation. A study of the factors that influence foods and the changes which occur in foods during preparation. Emphasis is on basic cooking skills and theory application. (CAN FCS 8)

HM 320 Breads, Yeast Doughs and Pastry 2 Units
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 process.
Course Transferable to CSU
Hours: 54 hours LAB
This course covers the theory and principles of doughs, yeast and pastries with emphasis in bread production, sweet and savory doughs, and egg doughs. Topics include: croissant, puff dough, and pate-a-choux; traditional breakfast pastries and American cookies and teacakes. All lectures and laboratory material is intended for students interested in commercial application in restaurants, bakeries and other food service facilities. Laboratory work allows individual and quantity production of products studied.

HM 325 Fine Baking and Pastry (European) 2 Units
Formerly: HM 162
Prerequisite: None
Corequisite: HM 315.
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: 54 hours LAB
This course covers the theory and principles of fine baking and pastry with emphasis on the European tradition. Concentration is on cakes, fine pastry, chocolate work, decoration, and classic and modern desserts. All lecture and laboratory material is intended for students interested in commercial application in restaurants, bakeries and other food service facilities. Laboratory work allows individual and quantity production of products studied.

HM 330 Advanced Baking and Pastry 3 Units
Formerly: HM 63G
Prerequisite: HM 320 and 325.
Advisory: HM 310.
Course Transferable to CSU
Hours: 54 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, Grand 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: 54 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 310.
Course Transferable to CSU
Hours: 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, 310.
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: 54 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.

HM 380 Restaurant Management and Production 3 Units
Formerly: HM 60A
Prerequisite: HM 100, 310, 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  .5-4 Units

Formerly: HM 47
Prerequisite: None
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 9-72 hours LEC
This course is designed to give students an opportunity to study topics in Hospitality which are job oriented and not included in current offerings. The course may be repeated for up to 6 units of credit provided there is no duplication of topics.

HM 498  Work Experience in Hospitality Management  2-4 Units

Formerly: HM 48
Prerequisite: None
Corequisite: Maintain a minimum of 7 units.
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLL 320, and ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 18 hours LEC, 60-225 hours LAB
This course is a cooperative effort between the college and hospitality employers in the community. Discussion topics include performance based objectives, resume writing, interviewing and career planning. May be taken 4 times for credit up to 12 units.
American River College's counseling and guidance classes are designed to help the student in achieving success in college through a variety of classes, which include study skills, exploration of careers, and field experience in the disabled student services program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Formerly</th>
<th>Prerequisite</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCD 111</td>
<td>College Discovery Program</td>
<td>1</td>
<td>HCD 50</td>
<td>None</td>
<td>18</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</td>
<td>HCD 53</td>
<td>None</td>
<td>36</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</td>
<td>HCD 56</td>
<td>None</td>
<td>18</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</td>
<td>HCD 63</td>
<td>None</td>
<td>54</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>
<tr>
<td>HCD 310</td>
<td>College Success</td>
<td>3</td>
<td>None</td>
<td>None</td>
<td>54</td>
<td>This course will cover the skills and knowledge necessary for college success. Topics to be covered include motivation and self discipline, learning styles, memory development, time management, communication skills, goal-setting, study techniques, critical thinking skills, and personal issues that face many college students. Campus resources and college regulations will also be covered. AA/AS area 3E</td>
</tr>
<tr>
<td>HCD 316</td>
<td>Athletic Seminar</td>
<td>1</td>
<td>HCD 30</td>
<td>None</td>
<td>18</td>
<td>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.</td>
</tr>
<tr>
<td>HCD 318</td>
<td>Transfer: Making It Happen</td>
<td>2</td>
<td>HCD 16</td>
<td>None</td>
<td>36</td>
<td>This course provides the necessary tools and skills to successfully transfer from a community college to a four-year college or university. In addition, it demonstrates the applications of knowledge from college research, self-analysis, and differentiation between college selection and majors. AA/AS area 3E</td>
</tr>
<tr>
<td>HCD 330</td>
<td>Life and Career Planning</td>
<td>1</td>
<td>None</td>
<td>None</td>
<td>18</td>
<td>This course is a comprehensive approach to life and career planning based on extensive measurement of aptitude, interests, personality type, values, and skills. Personal and career goals are formulated using career research and decision-making strategies. Course topics include changing career trends and job search techniques. AA/AS area 3E.</td>
</tr>
<tr>
<td>HCD 331</td>
<td>Career and Job Search Strategies</td>
<td>1</td>
<td>HCD 13</td>
<td>None</td>
<td>18</td>
<td>Formerly HCD 13; Prerequisite: None; Advisory: HCD 330; Course Transferable to CSU; Hours: 18 hours LEC.</td>
</tr>
</tbody>
</table>

American River College 2005-2006
This course is designed to assist in the development of research skills in preparation for future employment in a competitive employment market. Topics include researching career fields, setting specific career/educational goals, and examining employment trends. It also includes resume writing, interview skills, and job search strategies. AA/AS area 3E.

HCD 336 Exploring Health Careers 1 Unit
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 3E

HCD 337 Volunteer Experience in Health Careers 1.5 Units
Formerly: HCD 18
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103 or ESLW 320 or ESSL 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 ESSL 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 ESSL 320.
Course Transferable to CSU
Hours: 27-162 hours LAB
This course allows students an initial opportunity to provide direct, supervised services to disabled college students, thereby assisting in their adaptation to the physical and academic environment of the community college setting. Placement on campus determined by instructor. Course can be entered up to twelfth (12th) week. May be taken for a maximum of nine (9) units.
Human Services

Degree: A.A. - Human Services
A.A. - Chemical Dependency
Certificate: Human Services
Chemical Dependency

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 A.A./A.S. degree. See ARC graduation requirements.

Requirements for Degree Major 33 units

Courses Required | Units
--- | ---
HSER 300 | 3
HSER 310/GERON 304 | 3
HSER 330/PSYC 365 | 3
HSER 340/PSYC 400 | 3
HSER 360 | 3
HSER 362 | 6
HSER 365 | 3
PSYC 300 or PSYC 305 | 3
PSYC 340 | 3
SOC 300 | 3

Recommended Electives
BUSTEC 310; PSYC 354, 361, 374; PSYC 372/ECE 312; SOC 301, 335

Requirements for Certificate 33 units

HSER 300, 360, 365; HSER 362 (six units); HSER 310/GERON 304; HSER 330/PSYC 365; HSER 340/PSYC 400; PSYC 300 or PSYC 305; PSYC 340; SOC 300

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 36 units

Courses Required | Units
--- | ---
HSER 300 | 3
HSER 310/GERON 304 | 3
HSER 330/PSYC 365 | 3
HSER 340/PSYC 400 | 3
HSER 341/PSYC 401 | 3
HSER 342/PSYC 402 | 3
HSER 360 | 3
HSER 362 | 6
HSER 365 | 3
PSYC 300 or 305 | 3
PSYC 340 | 3

Recommended Electives
PSYC 310, 320, 335, 342, 354, PSYC 372/ECE 312, PSYC 374/GERON 302; ENGWR 342; SOC 301

Requirements for Certificate 36 units

HSER 300, HSER 310/GERON 304, HSER 330/PSYC 365, HSER 340/PSYC 400, HSER 341/PSYC 401, HSER 342/PSYC 402, HSER 360, HSER 362 (six units), HSER 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.
HSER 300  Introduction to Human Services  3 Units
Formerly: HSER 14
Prerequisite: None
Corequisite: HSER 300 or 320.
Advisory: ENGW 102 or ENGW 103, and 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  3 Units
(formerly Gerontology 304)
Formerly: HSER 15
Prerequisite: None
Corequisite: HSER 320 or 320.
Advisory: ENGW 102 or ENGW 103, and 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: ENGW 102 or ENGW 103, and 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  3 Units
(formerly Psychology 365)
Formerly: HSER 19
Prerequisite: None
Advisory: ENGW 102 or ENGW 103, and 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 area 3C & 3F; CSU area E1.

HSER 340  Introduction to Chemical Dependency  3 Units
(formerly Psychology 400)
Formerly: HSER 35
Prerequisite: None
Advisory: ENGW 102 or ENGW 103, and 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 3E; CSU area E1.

HSER 341  Physiology and Pharmacology: Alcohol and Other Drugs  3 Units
(formerly Psychology 401)
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  3 Units
(formerly Psychology 402)
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
Prerequisite: None
Corequisite: HSER 310 and HSER 360 or 365
Enrollment Limitation: Completion of the American River College Human Services Agency placement process.
Course Transferable to CSU
Hours: 18 hours LEC; 108 hours LAB
This course provides advanced study and supervised field experience in public and/or private agencies providing mental health, corrections, chemical dependency, and child/adolescent treatment services. Students apply concepts, values, and skills acquired in other core courses to the process of helping others. This course may be taken three times for credit/no credit only.

HSER 365  Techniques of Group Counseling  3 Units
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.
Human Services

HSER 494  Topics in Human Services  3 Units
Formerly: HSER 16
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320 or placement through the assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a concentrated study of current issues in the field of psychosocial rehabilitation. Topics will reflect contemporary issues and problems in the areas of treatment, recovery, advocacy, and future trends. Emphasis will be in the promotion and support of community-based systems of service.

HSER 498  Work Experience In Human Services  1–4 Units
Formerly: HSER 48
Prerequisite: None
Course Transferable to CSU
Hours: 18–72 hours LEC
Humanities courses at ARC emphasize the connections between the arts of major cultures in a process which analyzes the core values of a specific age or place. Art, literature, music, and philosophy are viewed in the historical contexts of classical and modern Europe, the cultures of the Americas, and the civilizations of the East. Courses also provide introductions to the Middle East and to the biblical traditions of the Old and New Testament.

**HUM 300 Classical Humanities** 3 Units  
Prerequisite: None  
Advisory: 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 3B; 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 3B; CSU area C2; IGETC area 3.

**HUM 320 Asian 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 surveys traditions, cultures, literature, art, music and film of India, China, and Japan from ancient times to the present. Emphasis is on the inter-relationships of the arts, literature and culture in their historical contexts within each geographical area. AA/AS areas 3B & 3F; CSU area C2; IGETC area 3.

**HUM 322 Humanities of the Ancient Near East** 3 Units  
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  
American River College 2005-2006  

A study of the arts, cultures, and philosophies of the ancient civilizations of Mesopotamia, Egypt, and Palestine, from the development of writing (c. 3100 B.C.) to the Roman Empire (c. 30 B.C.). Emphasis on the literature, art, and architecture of each, as products of technological and political achievements. AA/AS area 3B; CSU area C2; IGETC area 3.

**HUM 326 Middle Eastern Humanities** 3 Units  
Prerequisite: None  
Advisory: ENGWR 102, 103, or ESLW 320 or placement by assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course surveys the cultures of the Middle East, with an emphasis on the analysis and appreciation of the arts, architecture, music, and sacred and secular texts of Egypt, Israel, Saudi Arabia, Iran, Iraq, Turkey and other countries from ancient to modern times, as they apply to cultural and political developments. AA/AS area 3B

**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  
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 3B; 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 3B; CSU area C2; IGETC area 3.
HUM 365  Introduction to the New Testament   3 Units  
Formerly: HUM 10  
Prerequisite: None  
Advisory: ENGW 102 or 103 or ESLW 320 or placement through assessment process.  
Course Transferable to UCCSU  
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 3B; 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 ENGW 300.  
Course Transferable to UCCSU  
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 3C.

HUM 482  Honors Modern Humanities   1 Unit  
Formerly: HUM 2H  
Prerequisite: 3.0 or better cumulative GPA.  
Corequisite: HUM 310 and ENGW 300.  
Course Transferable to UCCSU  
Hours: 18 hours LEC  
This honors course supplements Humanities 310. It is an in-depth investigation of seminal works and thought in Western culture from the Renaissance to the present. The seminar format requires significant reading and presentation commitments. CSU area 3C.

HUM 494  Topic in Humanities   .5-4 Units  
Formerly: HUM 40  
Prerequisite: None  
Advisory: ENGW 102 or ESLW 320 or placement through assessment.  
Course Transferable to CSU  
Hours: 9-72 hours LEC  
This course will provide the opportunity for concentrated study on specialized topics in the Humanities. Each offering focuses on the integration of arts and ideas in the works of a particular time and place and/or illuminates a selected theme. Refer to class schedule for current topic. Individual field trips may be required. Course may be taken for a maximum of 6 units.
Interior design 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>
</tr>
</thead>
<tbody>
<tr>
<td>ART 320</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 320</td>
<td>3</td>
</tr>
<tr>
<td>IDES 300</td>
<td>3</td>
</tr>
<tr>
<td>IDES 310</td>
<td>3</td>
</tr>
<tr>
<td>IDES 312</td>
<td>3</td>
</tr>
<tr>
<td>IDES 322</td>
<td>3</td>
</tr>
<tr>
<td>IDES 324</td>
<td>3</td>
</tr>
<tr>
<td>IDES 330</td>
<td>3</td>
</tr>
<tr>
<td>IDES 332</td>
<td>3</td>
</tr>
<tr>
<td>IDES 334</td>
<td>3</td>
</tr>
<tr>
<td>IDES 340</td>
<td>3</td>
</tr>
<tr>
<td>IDES 341</td>
<td>3</td>
</tr>
<tr>
<td>IDES 350</td>
<td>2</td>
</tr>
<tr>
<td>IDES 351</td>
<td>1</td>
</tr>
<tr>
<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:

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>3</td>
</tr>
<tr>
<td>ART 323</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 302</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 308</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 310</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 322</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 320</td>
<td>3</td>
</tr>
<tr>
<td>DESGN 300</td>
<td>2</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.

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>
</tr>
</thead>
<tbody>
<tr>
<td>ART 320</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 320</td>
<td>3</td>
</tr>
<tr>
<td>IDES 300</td>
<td>3</td>
</tr>
<tr>
<td>IDES 310</td>
<td>3</td>
</tr>
<tr>
<td>IDES 322</td>
<td>3</td>
</tr>
<tr>
<td>IDES 324</td>
<td>3</td>
</tr>
<tr>
<td>IDES 330</td>
<td>3</td>
</tr>
<tr>
<td>IDES 332</td>
<td>3</td>
</tr>
<tr>
<td>IDES 334</td>
<td>3</td>
</tr>
<tr>
<td>IDES 340</td>
<td>3</td>
</tr>
<tr>
<td>IDES 341</td>
<td>3</td>
</tr>
<tr>
<td>IDES 350</td>
<td>2</td>
</tr>
<tr>
<td>IDES 351</td>
<td>1</td>
</tr>
<tr>
<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:

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300, ART 323, or DESGN 320</td>
<td>3</td>
</tr>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Certificate</td>
<td>24</td>
</tr>
</tbody>
</table>

and courses listed below:

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDES 312</td>
<td>3</td>
</tr>
<tr>
<td>IDES 332</td>
<td>3</td>
</tr>
<tr>
<td>IDES 334</td>
<td>3</td>
</tr>
<tr>
<td>IDES 340</td>
<td>3</td>
</tr>
<tr>
<td>IDES 341</td>
<td>3</td>
</tr>
<tr>
<td>IDES 350</td>
<td>2</td>
</tr>
<tr>
<td>IDES 351</td>
<td>1</td>
</tr>
<tr>
<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:

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300, ART 323, or DESGN 320</td>
<td>3</td>
</tr>
</tbody>
</table>
Interior Design

IDES 298  Work Experience In Interior Design  1-4 Units
Formerly: IDES 98
Prerequisite: None
Hours: 18-72 hours LEC

IDES 300  Fundamentals of Interior Design  3 Units
Formerly: IDES 20
Prerequisite: None
Advisory: ENGWRT 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: ENGWRT 102 or 103 and ENGRD 116 with a grade of “C” or better; or ESLR 320, ESLL 320, and ESLW 320 with a grade of “C” or better; or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the historical relationship between the decorative arts, period furniture and interior architecture from antiquity through English Regency. Emphasis is placed on identification of specific furniture styles and architectural features. AA/AS area 3B

IDES 312  History of Interior Architecture and Furnishings II  3 Units
Formerly: IDES 31
Prerequisite: None
Advisory: ENGWRT 102 or 103 and ENGRD 116 with a grade of “C” or better; or ESLR 320, ESLL 320, and ESLW 320 with a grade of “C” or better; or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the historical relationship between the decorative arts, period furniture and interior architecture from the American Colonial periods through Modern and Contemporary. Emphasis is on style development as it relates to socio-economic and political factors of the times, as well as identification of specific furniture styles and architectural features. Asian, African, Mid-Eastern and other non-western styles are included. AA/AS area 3B

IDES 322  Materials of Interior Design  3 Units
Formerly: IDES 24
Prerequisite: None
Advisory: ENGWRT 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 342  CADD for Kitchen and Bath Design  2 Units  
Prerequisite: IDES 341 with a grade of “C” or better.  
Course Transferable to CSU.  
Hours: 24 hours LEC; 36 hours LAB  
This kitchen and bath course explores the technical aspects of creating interior design construction documents using CADD software. This advanced CADD course uses software specifically for the kitchen and bath industry. Remodels as well as new construction are included. Field trips are required.

IDES 350  Codes and Universal Access for Interior Design  2 Units  
Formerly: IDES 36  
Prerequisite: None  
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.  
Course Transferable to CSU.  
This course explores local, state and federal regulations, codes and specifications concerning life-safety issues, and barrier free access (American Disabilities Act universal design requirements) relative to residential and contract design. Special attention is given to performance, health-safety, and barrier free design when estimating and preparing specifications for space planning, materials and furnishings/products.

IDES 351  Codes and Universal Access Lab  1 Unit  
Prerequisite: IDES 334 and IDES 350 with a grade of “C” or better.  
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.  
Course Transferable to CSU.  
Hours: 54 hours LAB  
This course applies the content and skills from IDES 350 to various design scenarios requiring universal design, barrier-free design and ADA (Americans with Disabilities Act) compliance. Projects are drafted following prescribed criteria.

IDES 354  Reading Construction Documents  2 Units  
Formerly: IDES 33  
Prerequisite: None  
Advisory: ENGWR 102 or 103 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process; MATH 32 or placement through assessment process; CISC 300.  
Course Transferable to CSU.  
Hours: 36 hours LEC  
This course covers the language of construction documents and specifications including: symbols, conventions, scales, nomenclature, contract documents, specifications and uniform building codes.

IDES 361  Beginning Kitchen Design  3 Units  
Prerequisite: IDES 330 with a grade of “C” or better.  
Course Transferable to CSU.  
Hours: 36 hours LEC; 54 hours LAB  
This course introduces the design of efficient and aesthetic kitchens. Space considerations, equipment, materials, building codes and human factors are included. This course facilitates the needs of those trying to pass the National Kitchen and Bath Association certification exam. Field trips are required.

IDES 362  Advanced Kitchen Design  3 Units  
Prerequisite: IDES 361 with a grade of “C” or better.  
Course Transferable to CSU.  
Hours: 36 hours LEC; 54 hours LAB  
This course is a continuation of IDES 361. It refines the skills needed to design efficient and aesthetically pleasing kitchens. Designing for clients with special needs, working with challenging spaces, and theme design are covered. Residential lighting is included. This course facilitates the needs of those trying to pass the National Kitchen and Bath Association certification exam. Field trips are required.

IDES 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 497  Internship in Interior Design  3 Units  
Prerequisite: Internship placement and IDES 300, 310, 312, 322, 324, 332, 334, 351, and 354 with a grade of “C” or better.  
Advisory: CISC 300.  
Course Transferable to CSU.  
Hours: 18 hours LEC; 160 hours LAB  
This course provides opportunity for supervised job internships at interior design related work sites. Skills and knowledge obtained in Interior Design courses will be utilized. Assistance for the internship search is provided by the program coordinator, but placement is not guaranteed. The lecture portion only may be offered on-line.

IDES 498  Work Experience in Interior Design  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 32 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 411</td>
<td>3</td>
</tr>
<tr>
<td>HIST 311</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 300</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 310</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 360</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 401</td>
<td>6</td>
</tr>
<tr>
<td>JOUR 404</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 405</td>
<td>2</td>
</tr>
<tr>
<td>PHIIL 300 or 310</td>
<td>3</td>
</tr>
<tr>
<td>POIS 332/ BUS 345</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 412, 413, 414; CISC 300; ENGWR 43, 300, 330; GEOG 310; HIST 300; JOUR 150, 301, 350; POIS 301, 310, 322; SPEECH 301, 351.</td>
<td></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 AA/AS degree. See ARC graduation requirements.

**JOUR 150 Public Relations Media Techniques** 3 Units
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** 3 Units
Formerly: JOUR 20A
Prerequisite: None
Advisory: Ability to keyboard.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers evaluating, gathering and writing news in accepted journalistic style under newsroom conditions. It includes personal interviews, speeches, meetings and other event coverage. The role of the reporter and the legal and ethical issues related to reporting are also examined. (CAN JOUR 2) AA/AS area 3D.

**JOUR 301 Advanced Newswriting and Reporting** 3 Units
Formerly: JOUR 20B
Prerequisite: JOUR 300 with a grade of "C" or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the development of advanced skills of reporting, interviewing and writing in the range of work handled by a general assignment reporter, with emphasis on research in depth, critical analysis and story format.

**JOUR 310 Mass Media and Society** 3 Units
Formerly: JOUR 10
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the mass media; history, philosophy, structure and trends, as well as the theories which help to explain effects and importance as social institutions. It includes an exploration of economics, technology, law, ethics and social issues, including cultural and ethnic diversity. (CAN JOUR 4) AA/AS area 3C; CSU area D3.
JOUR 350  Writing for Broadcasting  3 Units
Formerly: JOUR 21
Prerequisite: JOUR 300, ability to type.
Course Transferable to CSU
Hours: 54 hours LEC
Theory and technique of writing for the broadcast media. Includes reporting for radio and television news, writing and storyboarding commercials and public service programming, and an introduction to production techniques. Recommended for students who plan to work in broadcasting, instructional media and related fields.

JOUR 360  Photojournalism  3 Units
Formerly: JOUR 44
Prerequisite: ART 411.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
Theory and technique of telling stories with pictures, including the technical aspects of camera and darkroom, composition, lighting and an introduction to the role of the photojournalist and pertinent legal and ethical issues.

JOUR 401  College Newspaper Production  2 Units
Formerly: JOUR 30
Prerequisite: JOUR 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 108 hours LAB
This course provides weekly deadline experience in research and analysis, writing, editing, photography and design phases of the campus’ student newspaper. It includes desktop publishing and digital photo-imaging. It may be taken four times for credit. Some universities limit transfer credit; see the department adviser or your counselor.

JOUR 404  Editing and Production  3 Units
Prerequisite: None
Advisory: JOUR 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides instruction and practice in editing and design, including page makeup, copy editing, photo editing, legal/ethical issues and production methods for newspapers, magazines and other publications. It also includes preparing, planning and organizing publications.

JOUR 405  Publication Production Lab  .5-3 Units
Prerequisite: None
Corequisite: JOUR 404.
Advisory: JOUR 300.
Course Transferable to CSU
Hours: 27-162 hours LAB
This course provides applicable skills to enhance editing and production skills learned in JOUR 404. It also includes instruction in photo illustrations, infographics, typography and project management. May be taken 4 times for credit.
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 law firm and the assistant’s experience and level of responsibility. However, wages are generally quite good, even for entry-level positions.

Requirements for Degree Major  30 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 300</td>
<td>3</td>
</tr>
<tr>
<td>LA 310</td>
<td>3</td>
</tr>
<tr>
<td>LA 312</td>
<td>3</td>
</tr>
<tr>
<td>LA 314</td>
<td>3</td>
</tr>
<tr>
<td>LA 320</td>
<td>3</td>
</tr>
<tr>
<td>LA 321</td>
<td>2</td>
</tr>
</tbody>
</table>
and 12 units selected from the following:

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 330, 332, 334, 340, 342, 350, 360, 362, 364, 366, 368, 497</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Electives

AGCT 101, 301, 311; BIS 340; CISA 305, 306, 320, 321, 350, 351; CSC 305; ENGRD 342; POLS 301

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.
This course provides the legal assistant with knowledge of basic contract principles, including formation, validity, defenses, rights of third parties, performance, breach, remedies and damages.

**LA 320  Legal Research**  3 Units  
Formerly: LA 14A  
Prerequisite: None  
Advisory: ENGWR 300 or ESLW 340.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to familiarize the legal assistant with the basic tools of legal research in both federal and California law, with emphasis on California materials. Location and use of primary and secondary sources will be studied. The elements of a court decision and how to brief a case will be studied.

**LA 321  Legal Writing**  3 Units  
Formerly: LA 14B  
Prerequisite: LA 320, and ENGWR 300 or ESLW 340 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is a continuation of LA 320. It includes the application of research methods to gather information which may be used in a variety of written products. Information will be synthesized into various documents typically used in the law office. Documents created may include interoffice memoranda, court briefs, and letters to clients.

**LA 330  Family Law and Procedure**  3 Units  
Formerly: LA 20  
Prerequisite: LA 300 with a grade of "C" or better.  
Advisory: LA 320.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to familiarize the legal assistant with California Family Law relating to dissolution procedures, property issues and non-marital relationships. Legal procedures, preparation of necessary forms and their significance will be emphasized.

**LA 332  Administrative Law and Procedure**  3 Units  
Formerly: LA 21  
Prerequisite: None  
Advisory: LA 300.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to familiarize the legal assistant with administrative law and procedure in general with specific emphasis on California law and procedure.

**LA 334  Criminal Law and Procedure**  3 Units  
Formerly: LA 23  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides the paralegal with a background in both substantive crimes and criminal procedure. It includes a detailed study of the operation of the criminal justice system, from arrest and filing of charges through trial, conviction and appeal.

**LA 340  Techniques of Interview**  1 Unit  
Formerly: LA 22  
Prerequisite: LA 300 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course provides general background information about basic communication and relates this information to the skills used by a legal assistant in interviewing clients and witnesses.

**LA 342  Evidence**  3 Units  
Formerly: LA 24  
Prerequisite: None  
Advisory: LA 310.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to familiarize the legal assistant with the rules for the admission of evidence in federal and state courts.

**LA 350  Law Office Management**  3 Units  
Formerly: LA 25  
Prerequisite: LA 300 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course covers the legal assistant's role in law office management. Law office accounting, time and records management and communication skills are examined. Legal ethics, career development and coping with stress are also discussed.

**LA 360  Corporations Law**  3 Units  
Formerly: LA 26  
Prerequisite: None  
Advisory: LA 300; ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 103 or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course introduces the legal assistant to corporation terminology and legal requirements governing corporations.

**LA 362  Estate Planning and Probate Procedure**  3 Units  
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; ENGWR 102 or ENGWR 103, and ENGRD 116 or ESLR 320, ESLW 103 or placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course 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.
Legal Assisting

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

Twenty-four units of transfer level work are required for the degree in addition to other graduation requirements. Select 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 Graduations requirements listed in the catalog.

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.
## Liberal Studies

**Degree:** A.A. - Liberal Studies  
A.A. - Liberal Studies for Elementary Teachers  
**Area:** Behavioral & Social Sciences  
**Dean:** Whitney Yamamura  
**Phone:** (916) 484-8283  
**Counseling:** (916) 484-8572

### Liberal Studies

This is a major for effective living, emphasizing experience in the field of natural science, social studies, humanities and learning skills. Please check with an American River College counselor if you are interested.

### Requirements for Degree Major

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 303</td>
<td>4</td>
</tr>
<tr>
<td>ECE 312/PSYC 372</td>
<td>3</td>
</tr>
<tr>
<td>ECON 302</td>
<td>3</td>
</tr>
<tr>
<td>ENGW 400</td>
<td>3</td>
</tr>
<tr>
<td>ENGED 305</td>
<td>3</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 or 311</td>
<td>3</td>
</tr>
<tr>
<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></td>
</tr>
<tr>
<td></td>
<td>8</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

---

## Liberal Studies for Elementary Teachers

The Liberal Studies in Elementary Education AA degree is a program that focuses on teacher education. Students planning to transfer will need to meet with an American River College counselor to determine appropriate curriculum.

### Requirements for Degree Major

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 303</td>
<td>4</td>
</tr>
<tr>
<td>ECON 302</td>
<td>3</td>
</tr>
<tr>
<td>ENGED 305</td>
<td>3</td>
</tr>
<tr>
<td>ENGED 320</td>
<td>3</td>
</tr>
<tr>
<td>ENGED 324/ECE 350</td>
<td>3</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>5</td>
</tr>
<tr>
<td>GEOL 306</td>
<td>1</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>POLS 301</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 372/ECE 312</td>
<td>3</td>
</tr>
<tr>
<td>SOC 320 or HIST 330</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 301</td>
<td>3</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
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  .5-4 Units
Formerly: LIBR 45
Prerequisite: None
Course Transferable to CSU
Hours: 9-72 hours LEC
This course will focus on special topics in library and information science. Topics will emphasize accessing and using information and information systems. This course may be taken four times for credit on different topics for a maximum of six units.
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

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</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 340</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300(1 unit) or keyboarding competency test</td>
<td>0-1</td>
</tr>
</tbody>
</table>

*and three units selected from the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS classes or ACCT 341 or ACCT 343 or BUSTEC 305 or BUSTEC 310</td>
<td>3</td>
</tr>
</tbody>
</table>

**Concentration Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 105</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 300 or 362 or 372</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>3</td>
</tr>
<tr>
<td>MKT 312</td>
<td>3</td>
</tr>
</tbody>
</table>

*and three units selected from the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210, 212, 214, 216, 218, 220, 222, 224, 226, 228</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 121, 341; BUS 320, 330; CISA 305, 315, 320, 340; CISC 320; MGMT 360; MKT 310, 314</td>
<td></td>
</tr>
</tbody>
</table>

Requirements for Certificate  32-33 units

**Courses Required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 (3 units) or 301 (4 units)</td>
<td>3-4</td>
</tr>
<tr>
<td>ACCT 121</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 341</td>
<td>2</td>
</tr>
<tr>
<td>BUS 330</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 300 or 362 or 372</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>3</td>
</tr>
<tr>
<td>MKT 310</td>
<td>3</td>
</tr>
<tr>
<td>MKT 312 or 314</td>
<td>3</td>
</tr>
</tbody>
</table>

*and three units selected from the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210, 212, 214, 216, 218, 220, 222, 224, 226, 228</td>
<td>3</td>
</tr>
</tbody>
</table>

Modern Management

Requirements for Degree Major  36-38 units

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</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>BUSTEC 300 (1 unit) or the passing of a keyboarding competency test</td>
<td>0-1</td>
</tr>
</tbody>
</table>

**Concentration Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 300</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 320</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 321</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 332</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 340</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 341</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 350</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 351</td>
<td>3</td>
</tr>
</tbody>
</table>

Modern Management Certificates

Introduction to Modern Management

Requirements for Certificate  15 units

**Courses Required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 300</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 320</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 340</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 350</td>
<td>3</td>
</tr>
</tbody>
</table>

Appreciation of Systems/Systems Thinking

Requirements for Certificate  9 units

**Courses Required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 300</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 340</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 341</td>
<td>3</td>
</tr>
</tbody>
</table>

Psychology and Team Facilitation

Requirements for Certificate  9 units

**Courses Required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 300</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 332</td>
<td>3</td>
</tr>
</tbody>
</table>

Theory of Knowledge/Prediction

Requirements for Certificate  9 units

**Courses Required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 300</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 350</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 351</td>
<td>3</td>
</tr>
</tbody>
</table>

Variation and Statistics

Requirements for Certificate  9 units

**Courses Required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 300</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 320</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 321</td>
<td>3</td>
</tr>
</tbody>
</table>
MGMT 100 Management of Change 3 Units  
Formerly: MGMT 61  
Prerequisite: None  
Hours: 54 hours LEC  
This course focuses on the development of effective management response to organizational change. Emphasis is placed on identifying how change affects the lives of organizational members and synthesizing the proper response to reduce stress at all levels. How to facilitate change in an organization and its effect on personal change and growth are explored.

MGMT 102 Management of Conflicts/IBA 1 Unit  
Formerly: MGMT 62  
Prerequisite: None  
Hours: 18 hours LEC  
This course focuses on the development of skills of dealing with differences and finding ways of reaching mutual agreements amicably. It is based on the work of the Harvard Negotiation Project on improving skills in conflict resolution and agreement making by separating the people from the problem. It is about win-win negotiations, adding a process to address issues in relationships. This course teaches attendees multipurpose process to foster good relationships and better communications.

MGMT 110 Preparing to Join a Team 1 Unit  
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 3C
MGMT 294  Topics in Management  .5-5 Units
Formerly: MGMT 93
Prerequisite: To be determined with each topic.
Hours: 9-90 hours LEC; 27-125 hours LAB
This is an individualized course developed in cooperation with industry and/ or government to meet specialized training needs.

MGMT 300  Introduction to Modern Management 3 Units
Formerly: MGMT 1
Prerequisite: None
Advisory: ENGW 102 or ENGW 103 and ENGRD 116 or ESLW 320 and
and ESLW 320 or placement through assessment.
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 and 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 work place, 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/offerings. Emphasis is placed on the immediate application of the tools to the workplace, emphasizing administrative, white collar environments. Course requires team participation outside of class.

MGMT 340  Management and Systems Thinking I  3 Units
Formerly: MGMT 5A
Prerequisite: MGMT 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the extension of the basic business knowledge of systems. It is based on practical application of the knowledge and tools of Systems Thinking. Essential Process Analysis/Synthesis is used as the tool for appraising and revising the design and delivery of administrative and service products/offerings. Emphasis is also placed on the tools of Fuzzy Thinking, and the theory of Living Systems in the workplace. The need to recognize/counter the main obstacle to systems change, fear, is also closely examined. Course requires team participation outside of class.

MGMT 341  Management and Systems Thinking 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 system's changes that are essential if the quality model is to properly function. Expanding on the teachings of MGMT 300, especially the principals of Profound Knowledge (as set forward by Dr. W. Edwards Deming), the set expands the concept of human capabilities of systems members and demonstrates the need for the addition of Emotional Intelligence at Work, as an essential component of any system. The course will make extensive use of the Internet for understanding and sharing state-of-the-art systems thinking. Course requires team participation.
Management

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 on 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 ENGRW 102 or ENGRW 103 and ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides skill training in coping with communication problems in organizations. It includes the study of the communication process, the analysis of the barriers to effective oral and written communication, and the development of guidelines to improve interpersonal relations within an organization through the effective methods of communication. AA/AS area 3D

MGMT 362  Techniques of Management  3 Units
Formerly: MGMT 24
Prerequisite: None
Advisory: ENGRW 102 or ENGRW 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: ENGRW 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 41-43 units

Core Requirements

<table>
<thead>
<tr>
<th>Course</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>Course</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>
</tr>
<tr>
<td>MKT 310</td>
<td>3</td>
</tr>
<tr>
<td>MKT 312</td>
<td>3</td>
</tr>
<tr>
<td>MKT 314</td>
<td>3</td>
</tr>
</tbody>
</table>

and seven units selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 250; BUS 320 or 330; CISA 310, 320, 330; CISC 305; MGMT 308, 372; 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 39 units

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 (3 units) or 301 (4 units)</td>
<td>3</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 (1 unit) or keyboarding competency</td>
<td>0</td>
</tr>
<tr>
<td>and three units selected from the following:</td>
<td>3</td>
</tr>
<tr>
<td>CISA classes; ACCT 341, 343; BUSTEC 305, 310</td>
<td></td>
</tr>
</tbody>
</table>

Concentration Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 320</td>
<td>3</td>
</tr>
<tr>
<td>ART 411</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 324</td>
<td>3</td>
</tr>
<tr>
<td>ARTNM 350</td>
<td>3</td>
</tr>
<tr>
<td>CISA 330</td>
<td>2</td>
</tr>
<tr>
<td>CISC 300</td>
<td>1</td>
</tr>
<tr>
<td>MKT 300</td>
<td>3</td>
</tr>
<tr>
<td>MKT 310</td>
<td>3</td>
</tr>
<tr>
<td>MKT 314</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 320, 330; CISA 305, 350, 351, 340; MKT 312</td>
<td></td>
</tr>
</tbody>
</table>
## Marketing

### 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 41-43 units

<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 or 345</td>
<td>3</td>
</tr>
<tr>
<td>BUSITEC 300 (1 unit) or keyboarding competency</td>
<td>0-4</td>
</tr>
<tr>
<td>CISA 305 and 315</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 304</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>3</td>
</tr>
<tr>
<td>MKT 310</td>
<td>3</td>
</tr>
<tr>
<td>MKT 312</td>
<td>3</td>
</tr>
<tr>
<td>MKT 314</td>
<td>3</td>
</tr>
<tr>
<td>and 7 units from the following</td>
<td>7</td>
</tr>
<tr>
<td>BUS 105, 310, or 350, BUS 250, CISA 320, 350 or CISC 305; MGMT 300, 308, 360, 362, or 372; MKT 120; SPEECH 301 or 321</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Marketing Certificate
Requirements for Certificate: 24 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 224, 300, and 330</td>
<td>7</td>
</tr>
<tr>
<td>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>MGMT 304</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300, 310, 312, and 314</td>
<td>12</td>
</tr>
</tbody>
</table>

### Basic Retailing Certificate
Requirements for Certificate 24 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100, 105, 216, 218, 224, 228, and 300</td>
<td>13</td>
</tr>
<tr>
<td>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>MGMT 304</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300 and 312</td>
<td>6</td>
</tr>
</tbody>
</table>

### Retail Management Certificate
Requirements for Certificate 31-32 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 or 301</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 100 or 310</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305 and 315</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 304, 308, and 372</td>
<td>9</td>
</tr>
<tr>
<td>MKT 300 and 312</td>
<td>6</td>
</tr>
<tr>
<td>SPEECH 301 or 321</td>
<td>3</td>
</tr>
</tbody>
</table>

### MKT 132 Basics of Exporting 1.5 Units
Formerly: 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
Formerly: 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, storage and transportation of shipments.

### MKT 298 Work Experience 1-4 Units
Formerly: MKT 98
Prerequisite: None
Hours: 18-72 hours LEC

### MKT 300 Principles of Marketing 3 Units
Formerly: MKT 20
Prerequisite: None
Advisory: ENGW 102 or ENGW 103 and ENGRD 116, or ESLR 320 and ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course will examine in detail the four functions of marketing: product, promotion, price, and place. The marketing concept will be the basis for the entire course. The external marketing factors of environment, competition, government regulation, and consumer behavior will be studied also.

### MKT 310 Selling Professionally 3 Units
Formerly: 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.

### MKT 312 Retailing 3 Units
Formerly: MKT 24
Prerequisite: None
Advisory: ENGW 102 or ENGW 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 ENGW 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 ENGW 103 and ENGRD 116 or ESLR 320 and ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This course addresses the process of advertising in the electronic commerce environment. It focuses on discussing on-line marketing. The effects of electronic commerce on market research, demographics and traditional advertising channels and case studies of successful models will be studied and examined.
Mathematics & Statistics

Degree:  
- A.S. - Mathematics  
- A.S. - Mathematics-Physical Science

Area:  
Mathematics

Dean:  
Mary Jones

Phone:  
(916) 484-8215

Counseling:  
(916) 484-8572

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**

<table>
<thead>
<tr>
<th>Requirements for Degree Major</th>
<th>25 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses Required</td>
<td>Units</td>
</tr>
<tr>
<td>MATH 400</td>
<td>5</td>
</tr>
<tr>
<td>MATH 401</td>
<td>5</td>
</tr>
<tr>
<td>MATH 402</td>
<td>5</td>
</tr>
<tr>
<td>MATH 410</td>
<td>3</td>
</tr>
<tr>
<td>MATH 420</td>
<td>4</td>
</tr>
</tbody>
</table>

*and one course selected from:*

| STAT 301, MATH 320/PHIL 325 | 3 |

**Recommended Electives**

| PHYS 410 | One course selected from: CISP 340, 360, or 365.

**Mathematics/Physical Science**

This is a broad study in the field of mathematics and physical sciences. Eighteen units of transfer level course work are required 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 listed elsewhere in the catalog.

**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**

**MATH 10 Developing Confidence in Math**  
1 Unit

*Prerequisite: None*  
*Advisory: Concurrent enrollment in another math course.*

*Hours: 18 hours LEC*

This course helps students to recognize common fears and misconceptions of mathematics, and to overcome math anxiety and avoidance. Strategies to achieve success in mathematical situations are discussed. This course is also useful for tutors, counselors, and teachers interested in helping others overcome their math anxiety. Credit/No Credit only.

**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

*Prerequisite: None*  
*Advisory: Confirm placement using ARC’s Math Self-Assessment System.*

*Hours: 54 hours LEC*

This course covers fundamentals of arithmetic with an emphasis on computational skills. Topics include whole numbers, fractions, 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  5 Units
Prerequisite: MATH 32 with a grade of “C” or better or placement through the assessment process.
Hours: 90 hours LEC
This course covers the fundamental concepts and operations of algebra with problem solving skills emphasized. Topics include properties of real numbers, linear equations and inequalities, integer exponents, polynomials, and factoring polynomials. Other topics include rational exponents and rational/exponential expressions with associated equations. Additional topics introducing the rectangular coordinate system, focus on graphs and equations of lines, systems of linear equations/inequalities, and solving quadratic equations. AA/AS area 4C.

MATH 110  Elementary Geometry  5 Units
Prerequisite: MATH 100 with a grade of “C” or better or placement through the assessment process.
Hours: 90 hours LEC
This course covers aspects of elementary geometry. Topics include terms and definitions, properties of parallel lines and parallelograms, congruent and similar triangles, properties of triangles, right triangles, and basic trigonometry. Later topics include properties of circles, construction of loci, areas, and volumes. The course also emphasizes problem solving strategies, elementary logic, and reading and writing proofs. AA/AS area 4C.

MATH 120  Intermediate Algebra  5 Units
Formerly: MATH 3
Prerequisite: MATH 100 with a grade of “C” or better or placement through the assessment process.
Hours: 90 hours LEC
This course reviews and extends the concepts of elementary algebra with problem solving skills emphasized throughout. Topics which are reviewed and extended include linear and quadratic equations, factoring polynomials, rational expressions, exponents, radicals, equations of lines, and system of equations. New topics include graphs and their translations and reflections, functions, exponential and logarithmic functions, graphs of quadratic and polynomial functions, nonlinear systems of equations, polynomial and rational inequalities, and an introduction to conic sections. AA/AS area 3D and 4C.

MATH 300  Introduction to Mathematical Ideas  3 Units
Formerly: MATH 1
Prerequisite: Mathematics 120 with a grade of “C” or better. Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on the problem-solving skills necessary to solve both real-life and nontraditional mathematics problems. Problem-solving strategies presented in this course include: drawing a diagram, eliminating possibilities, making a systematic list, looking for a pattern, guessing and checking, solving an easier related problem, working backward, algebraic representation, finite differences, and other related techniques. Divergent thinking, group work, and the clear presentation of mathematical work will be emphasized throughout the course. AA/AS area 3D and 4C; CSU area B3.

MATH 325  Problem-Solving  3 Units
Formerly: MATH 3
Prerequisite: MATH 120 with a grade of “C” or better, or placement through the assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers an introduction to symbolic logic including the logic of sentences (the statement calculus) and the logic of classes and relations (the predicate calculus), together with an introduction to the nature and development of deductive systems. Applications include examples of logic used in elementary mathematics and the analysis of verbal arguments. Not open to students who have completed PHIL 325. AA/AS area 3D and 4C; CSU area B3.

MATH 330  Trigonometry  3 Units
Prerequisite: MATH 110 and 120 with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course presents the fundamentals of trigonometry. Topics include definitions of trigonometric and circular functions, graphs, identities and applications. Other material covered includes solving trigonometric equations, solving triangles using the Laws of Sines and Cosines, vectors, polar coordinates and polar representations of complex numbers. (CAN MATH 8) AA/AS area 3D and 4C; CSU area B3.

MATH 340  Calculus for Business and Economics  3 Units
Prerequisite: MATH 120 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers aspects of elementary geometry. Topics include terms and definitions, properties of parallel lines and parallelograms, congruent and similar triangles, properties of triangles, right triangles, and basic trigonometry. Later topics include properties of circles, construction of loci, areas, and volumes. The course also emphasizes problem solving strategies, elementary logic, and reading and writing proofs. AA/AS area 4C.

MATH 342  Modern Business Mathematics  3 Units
Prerequisite: MATH 120 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers an introduction to symbolic logic including the logic of sentences (the statement calculus) and the logic of classes and relations (the predicate calculus), together with an introduction to the nature and development of deductive systems. Applications include examples of logic used in elementary mathematics and the analysis of verbal arguments. Not open to students who have completed PHIL 325. AA/AS area 3D and 4C; CSU area B3.

MATH 344  Finite Mathematics  3 Units
Prerequisite: MATH 120 with a grade of “C” or better, or placement through the assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers an introduction to symbolic logic including the logic of sentences (the statement calculus) and the logic of classes and relations (the predicate calculus), together with an introduction to the nature and development of deductive systems. Applications include examples of logic used in elementary mathematics and the analysis of verbal arguments. Not open to students who have completed PHIL 325. AA/AS area 3D and 4C; CSU area B3.
# Mathematics Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 10</td>
<td>Overcoming Math Anxiety</td>
<td>1</td>
</tr>
<tr>
<td>Math 100</td>
<td>Beginning Algebra</td>
<td>5</td>
</tr>
<tr>
<td>Math 110</td>
<td>Elementary Geometry</td>
<td>5</td>
</tr>
<tr>
<td>Math 120</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>Math 25</td>
<td>Computational Arithmetic</td>
<td>3</td>
</tr>
<tr>
<td>Math 30</td>
<td>Mathematical Ideas</td>
<td>3</td>
</tr>
<tr>
<td>Math 32</td>
<td>Pre-Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Math 300</td>
<td>Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>Math 320</td>
<td>Introduction to Symbolic Logic</td>
<td>3</td>
</tr>
<tr>
<td>Math 325</td>
<td>Calculus for Social &amp; Life Sciences I</td>
<td>5</td>
</tr>
<tr>
<td>Math 330</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>Math 340</td>
<td>Introduction to Mathematical Ideas</td>
<td>3</td>
</tr>
<tr>
<td>Math 331</td>
<td>Modern Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Math 350</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>Math 351</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>Math 352</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>Math 360</td>
<td>Intro to Probability &amp; Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Math 370</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>Math 380</td>
<td>Calculus for Business and Economics</td>
<td>3</td>
</tr>
<tr>
<td>Math 390</td>
<td>Modern Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Math 400</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>Math 401</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>Math 402</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>Math 410</td>
<td>Introduction to Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Math 420</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>Statistics 301</td>
<td>Intro to Probability &amp; Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Boxes with dashed lines indicate courses available as Math 1000 in the Math Learning Center.
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.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers functions, limits, and derivatives, and introduces antiderivatives. Algebraic and computational techniques are emphasized in applications from business, and social and biological sciences. It is not recommended for math or engineering majors. (CAN MATH 30) (MATH SEQ D) AA/AS area 3D and 4C; CSU area B3; IGETC area 2.

MATH 351 Calculus for the Life and Social Sciences II 3 Units
Formerly: MATH 16B
Prerequisite: MATH 350 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is the continuation of MATH 350. It covers integration and differentiation of commonly used functions, and applications of analytic geometry and calculus. (CAN MATH 32) (MATH SEQ D) AA/AS area 4C; CSU area B3; IGETC area 2;

MATH 360 Introduction to Scientific Graphing Calculators 1 Unit
Formerly: MATH 28
Prerequisite: MATH 330 with a grade of “C” or better or placement through assessment.
Course Transferable to CSU
Hours: 18 hours LEC
This course introduces the basic functions and applications of scientific graphic calculators. It covers plotting, evaluating, and solving functions. It also discusses calculator-based solutions of problems from algebra and trigonometry; and introduces techniques that will be useful in subsequent courses like precalculus and calculus. A calculator of a model and type that will be specified by instructor is required.

MATH 370 Pre-Calculus Mathematics 5 Units
Prerequisite: MATH 330 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course includes application and graphing of polynomial, logarithmic, exponential and trigonometric functions, as well as systems of linear and non-linear equations and inequalities. It also covers analytic geometry including straight lines, conic sections, graphing and curve sketching. (CAN MATH 16) AA/AS area 3D and 4C; CSU area B3; IGETC area 2.

MATH 400 Calculus I 5 Units
Prerequisite: MATH 370 with a grade of “C” or better, or placement through assessment process.
Advisory: MATH 405.
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is an introduction to differential and integral calculus. Its content includes limits, continuity, differentiation, and integration of algebraic and trigonometric, logarithmic, exponential and other transcendental functions. Some applications are also included. (CAN MATH 18) (MATH SEQ B) AA/AS area 3D and 4C; CSU area B3; IGETC area 2

MATH 401 Calculus II 5 Units
Prerequisite: MATH 400 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is a continuation of MATH 400. Its content will include techniques of integration, improper integrals, indeterminate forms, applications of integration, infinite series, parametric equations and polar coordinates. (CAN MATH 20) (MATH SEQ B) AA/AS area 4C; CSU area B3; IGETC area 2

MATH 402 Calculus III 5 Units
Prerequisite: MATH 401 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is a continuation of MATH 401. It includes calculus of functions of more than one variable, partial derivatives, extreme of functions of more than one variable, multiple integration, development of the vector calculus, line integrals, three dimensional analytic geometry and the theorems of Green, Gauss (Divergence), and Stokes. (CAN MATH 22) (MATH SEQ C) AA/AS area 4C; CSU area B3; IGETC area 2

MATH 410 Introduction to Linear Algebra 3 Units
Formerly: MATH 35
Prerequisite: MATH 400 with a grade of “C” or better.
Advisory: MATH 402.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to linear algebra including matrices, determinants, vector spaces, linear transformations, eigenvectors. It is 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.

Mathematics & Statistics
Statistics

STAT 301  Introduction to Probability and Statistics  
3 Units
Formerly: STAT 1  
Prerequisite: MATH 120 with a grade of "C" or better.  
Advisory: ENGRD 116.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course will introduce basic concepts of probability and statistics. It will include analysis of data, probability, distributions, tests of hypothesis, estimation, regression and correlation, and analysis of variance. Related application to psychology, social science, natural science, business and engineering will be explored. A scientific calculator that has a stat package (2-variable) is used throughout the course. (CAN STAT 2) AA/AS area 3D and 4C; CSU area B3; IGETC area 2.

STAT 481  Introduction to Probability and Statistics - Honors  
3 Units
Formerly: STAT 1H  
Prerequisite: Cumulative GPA of 3.0 or better; MATH 120 with a grade of "C" or better, and ENGWR 300 or 480 with a grade of "C" or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introduction to the concepts of statistics with a strong emphasis on the understanding and appreciation of the role of statistics in real life situations including computer analysis of real data. In addition to the topics presented in STAT 301, this honors course will include either additional topics of non-parametric statistics, design-of-experiment issues ensuring validity, analysis of variance and multiple regression or an applied research term paper using statistical methods and data collected from a work environment. AA/AS area 3D; CSU area B3; IGETC area 2.
Music

The music program includes vocal and instrumental components, as well as courses in music, history, and theory. The general program is designed to provide students with a foundation in music theory and history. In addition, ARC provides degrees and certificates in commercial music, and a certificate in jazz studies.

Performance opportunities in both vocal and instrumental music enhance a student's understanding and skill levels.

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. The catalog of the four-year institution of your choice will provide detailed transfer information. Consultation with ARC music staff and an ARC counselor is recommended.

A.A.--Music

Requirements for Degree Major 38 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 310</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 311</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 400</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 401</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 410</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 411</td>
<td>4</td>
</tr>
<tr>
<td>MUIVI 420</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 421</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 422</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 423</td>
<td>1</td>
</tr>
<tr>
<td>and 4 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ARTH 300, 302, 308, 310; HUM 300, 310; MUFHL 315, 330, 420, 421; MUIVI 385, 386, 390, 391, 400, 401; MUP 327, 328, 345, 370, 400, 401; MUSM 110, 111, 112, 113, 120, 140, 334, 342, 344, 370; PHIL 300; TA 360</td>
<td></td>
</tr>
<tr>
<td>Non-guitar majors: MUIVI 370, 372</td>
<td></td>
</tr>
<tr>
<td>Non-keyboard majors: MUIVI 340, 341, 350, 351</td>
<td></td>
</tr>
<tr>
<td>Non-voice majors: MUIVI 310, 311, 320, 321</td>
<td></td>
</tr>
<tr>
<td>and 8 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>MUP 310, 330, 340</td>
<td></td>
</tr>
<tr>
<td>or 8 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>MUP 350, 360</td>
<td></td>
</tr>
</tbody>
</table>

Your choice of performance group is tied to your Applied Music emphasis. Instrumentalists choose 8 units from MUP 310, 330, and 340; vocalists choose 8 units from MUP 350 and 360; Keyboardist or guitarist choose 8 units from MUP 310, 330, 340, 350, and 360.

Jazz Studies Certificate

The Jazz Studies Certificate program at American River College offers students preparation for a career in jazz performance. Student enrolled in this innovative program engage in a rigorous curriculum of Jazz theory, history, performance groups, improvisation, piano, and individual applied instructions. Requirements for this certificate are 17 units beyond the AA Music degree.

Requirements for Certificate 17 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 315</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 420</td>
<td>2</td>
</tr>
<tr>
<td>MUFHL 421</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 380 or 391</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 401</td>
<td>2</td>
</tr>
<tr>
<td>MUIVI 425</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 426</td>
<td>1</td>
</tr>
<tr>
<td>MUP 320 or 400</td>
<td>4</td>
</tr>
</tbody>
</table>

Recommended Electives

MUP 325, 326

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.

A.A.--Business Concentration

Requirements for Degree Major 33 units

<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>
<td>3</td>
</tr>
<tr>
<td>MUSM 111</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 112</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 113</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 120</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>BUS 350</td>
<td>3</td>
</tr>
<tr>
<td>and 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>BUS 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Electives

MUFHL 300, 310, 311, 400; MUIVI 310, 31; MUP 424; MUSM 121, 334, 335, 342, 344, 350, 352; ACCT 101; ARTNM 300; BUS 310; CISA 305, 330; MGMT 360, 362, 372

American River College 2005-2006
Music

A.A.--Recording Concentration

Requirements for Degree Major 36 units

<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>MUIVI 340</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 110</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 120</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 140</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 334</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 342</td>
<td>3</td>
</tr>
<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>
</tr>
</tbody>
</table>

and 3 units selected from the following:

BUS 210, 212, 214, 216, 218, 220, 222, 226, 228, 230

Recommended Electives

MUFHL 300, 310, 311, 400; MUIVI 310, 311, 400; MUFHL 320, 330, 350, 424; MUSM 111, 335; ACCT 110; ARTNM 300; BUS 310; GISA 305, 330; ET 300, 301, 306, 310, 311

Commercial Music - Audio Production Certificate

Requirements for Certificate 31 units

<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>
<td>2</td>
</tr>
<tr>
<td>MUSM 140</td>
<td>2</td>
</tr>
<tr>
<td>MUSM 334</td>
<td>2</td>
</tr>
<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>
</tbody>
</table>

and 6 units selected from the following:

MUP 320, 330, 350, 424; MUSM 111, 112, 113, 120, 121, 335; BUS 350; ET 300, 301, 306, 310, 311

Commercial Music - Music Business Certificate

Requirements for Certificate 33 units

<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>
<td>3</td>
</tr>
<tr>
<td>MUSM 111</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 112</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 113</td>
<td>3</td>
</tr>
<tr>
<td>MUSM 120</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>BUS 350</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units selected from the following:

BUS 210, 212, 214, 216, 218, 220, 222, 226, 228, 230

Music Fundamentals/History & Lit.

MUFHL 100  Music Listening 2 Units
Formerly: MUFHL 57
Prerequisite: None
Hours: 36 hours LEC
Development of listening techniques for the student without previous musical involvement by means of lectures, recordings and films. Includes current and historic aspects of the musical experience. AA/AS area 3B

MUFHL 300  Introduction to Music 3 Units
Prerequisite: None
Advisory: ENGRD 110 or ESLR 320 or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed for students with no previous knowledge of music. Music will be discussed with historical perspective providing a thorough understanding and ability to define and describe terms, elements and characteristics of music. Units will include basic fundamentals of performance, listening skills development, critique and analysis of significant classic music examples, and differentiation of historical styles. AA/AS area 3B; CSU area C1; IGETC area 3.

MUFHL 308  Introduction to Music: Rock & Roll 3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines social, political, cultural, and economic issues as they relate to the history of Rock & Roll music. It includes guided listening and video presentations to show the evolution of Rock from its roots to current stylistic trends. This course requires no previous musical study. AA/AS area 3B.

MUFHL 310  Survey of Music History and Literature 3 Units
Formerly: MUFHL 10
Prerequisite: None
Advisory: ENGRD 312, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the history of music including its composers and most significant works from the beginning of history to the Baroque period. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. (CAN MUS 8) AA/AS area 3B; CSU area C1; IGETC area 3.

MUFHL 311  Survey of Music History and Literature 3 Units
Prerequisite: None
Advisory: ENGRD 102 or 103 and ENGRD 316 or ESLR 320, ESLI 320, and ESLW 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the history of music including its composers and most significant works from the Classical period to the present. It is required for music majors and also designed for those students having a background in music and who are particularly interested in humanities or arts. AA/AS area 3B; CSU area C1; IGETC area 3.

MUFHL 315  Jazz History 3 Units
Formerly: MUFHL 12
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
American River College 2005-2006
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.

Instrumental/Voice Instruction

MUIVI 310 Voice Class  
2 Units  
Formerly: MUIVI 22A  
Prerequisite: MUIVI 310.  
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.

American River College 2005-2006
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUIVI 320</td>
<td>Voice Class, Intermediate</td>
<td>2</td>
<td>This course is a study of vocal exercise and intellectual analysis for the development of efficient singing techniques and skills in performing vocal literature. Performance in class is essential.</td>
</tr>
<tr>
<td>MUIVI 321</td>
<td>Voice Class, Intermediate</td>
<td>2</td>
<td>This course focuses on the practical application of bel canto technique with emphasis on English and Italian diction and literature. Performance in class is essential.</td>
</tr>
<tr>
<td>MUIVI 340</td>
<td>Beginning Piano</td>
<td>2</td>
<td>This course is designed for students interested in piano as a medium of expression and enjoyment, and for prospective nursery, kindergarten and elementary teachers. It is required for music majors who do not demonstrate equivalent piano proficiency. (CAN MUS 22) CSU area C1</td>
</tr>
<tr>
<td>MUIVI 341</td>
<td>Beginning Piano</td>
<td>2</td>
<td>This course expands on the piano playing foundations of MUIVI 340 and is designed for students interested in piano as a medium of expression and enjoyment, and for prospective nursery, kindergarten and elementary teachers. It is required for music majors who do not demonstrate equivalent piano proficiency. (CAN MUS 24)</td>
</tr>
<tr>
<td>MUIVI 350</td>
<td>Intermediate Piano</td>
<td>2</td>
<td>This course is the second year of piano study. It is a continuation of MUIVI 350. The course includes the further development of insight into music as an artistic means of communication through the study of scales, chords, melodic harmonization and repertoire. The course also serves to develop the fundamental skills for the non-keyboard music major.</td>
</tr>
<tr>
<td>MUIVI 351</td>
<td>Intermediate Piano</td>
<td>2</td>
<td>This course is an introduction to the fundamentals of jazz piano. Topics include left-hand voicings, tritone substitution, and scale theory applications to the keyboard. Requires at least five hours per week outside preparation.</td>
</tr>
<tr>
<td>MUIVI 370</td>
<td>Beginning Guitar</td>
<td>2</td>
<td>This course provides instruction on the guitar with emphasis on rudiments of music, note reading, basic guitar chord technique and accompaniment figurations. CSU area C1</td>
</tr>
<tr>
<td>MUIVI 371</td>
<td>Intermediate Guitar</td>
<td>2</td>
<td>This course is a continuation of MUIVI 370 with emphasis on increased skills in note reading, improvisation, accompanying, and development of personal style.</td>
</tr>
<tr>
<td>MUIVI 385</td>
<td>Jazz Styles and Improvisation</td>
<td>2</td>
<td>This course is a study of instrumental and vocal applications of jazz improvisation. This course may be taken twice for credit. CSU area C1</td>
</tr>
<tr>
<td>MUIVI 386</td>
<td>Jazz Styles and Improvisation</td>
<td>2</td>
<td>This course is the study of advanced instrumental and vocal applications of jazz improvisation. This course may be taken twice for credit.</td>
</tr>
<tr>
<td>MUIVI 390</td>
<td>Beginning Jazz and Popular Vocal Styles</td>
<td>2</td>
<td>This course offers instruction in the stylistic and performance elements of jazz and popular solo singing styles and repertoire including blues, R &amp; B, pop, rock, and country. This course may be taken twice for credit.</td>
</tr>
<tr>
<td>MUIVI 391</td>
<td>Advanced Jazz and Popular Vocal Styles</td>
<td>2</td>
<td>This course offers further instruction in the stylistic and performance elements of jazz and popular solo singing styles and repertoire including blues, R &amp; B, pop, rock, and country. This course may be taken twice for credit.</td>
</tr>
<tr>
<td>MUIVI 400</td>
<td>Beginning Jazz Piano</td>
<td>2</td>
<td>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.</td>
</tr>
<tr>
<td>MUIVI 401</td>
<td>Intermediate Jazz Piano</td>
<td>2</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 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

American River College 2005-2006
Music

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 UC/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. Field trips may be required. This course may be taken four times.

MUP 322 Chamber Jazz Ensemble 2 Units
Prerequisite: Ability to play at least one instrument commonly found in a jazz ensemble; audition required.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course examines and evaluates techniques of chamber jazz group organization, jazz arranging, and jazz improvisation. Chamber jazz recording techniques are analyzed focusing on studio etiquette, microphone setup, headphone mix, and playback critique. Public performance and field trips are required. This course may be taken four times for credit.

MUP 323 Advanced Chamber Jazz Ensemble 2 Units
Prerequisite: Completion of 8 units of MUP 327 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course examines and evaluates advanced techniques of chamber jazz ensemble organization. Ensemble members select music, formulate rehearsal strategy, conduct rehearsals, and set up and evaluate group performances. Public performances and field trips are required. This course may be taken four times for credit.

MUP 330 Concert Band 2 Units
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.

MUP 331 Advanced Concert Band 1-2 Units
Prerequisite: MUP 330
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. 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.

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 345 Wind Ensemble 2 Units
Prerequisite: Ability to play an instrument found in a wind or chamber ensemble; audition required.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course offers the study and performance of various styles of wind literature designed for one-on-a-part performance. Chamber music literature, rehearsal technique, and performance practices are examined. Public performances and field trips may be required. This course may be taken four times for credit.
MUP 350  College Choir  2 Units
Prerequisite: Ability to match pitch through assessment.
Advisory: Previous singing experience and/or ability to read music notation.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is the study and performance of choir literature including classical works, contemporary pieces, and music of many diverse cultures. Public performances, festivals, and field trips are required. This course may be taken four times for credit.* CSU area C1

MUP 352  Advanced Concert Choir  2 Units
Prerequisite: 8 units of MUP 350 with a grade of "C" or better.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course is the study and performance of advanced choir literature including classical works, contemporary pieces, and music of many diverse cultures. Ensemble members may conduct pieces and lead sectionals. Public performances, festivals, and field trips are required. This course may be taken four times for credit.

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  2 Units
Prerequisite: 8 units of MUP 360 with a grade of "C" or better and audition required. The audition includes sight singing and aural skills assessment. Advisory: Ability to match pitch required. Previous singing experience and/or ability to read music notation.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an advanced choral ensemble of limited size performing a wide variety of music. Public performances, festivals, and field trips 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.

MUP 414  String Ensemble  1 Unit
Formerly: MUP 47
Prerequisite: Ability to play a string (orchestra) 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.

MUP 416  Brass Ensemble  1 Unit
Formerly: MUP 44
Prerequisite: Ability to play a brass instrument.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course is designed for small ensemble experience and practice for brass players. Public performance and field trips are required. This course may be taken four times for credit.

MUP 418  Piano Ensemble  1 Unit
Formerly: MUP 32
Prerequisite: Advanced keyboard proficiency, advanced technical and sight reading ability required; audition.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
This course is limited to advanced students. Emphasis is on artistic interpretation and performance of two-piano music. It is recommended for piano majors. May be taken four times for credit.

MUP 420  Special Ensemble Participation  1-2 Units
Formerly: MUP 43
Prerequisite: Audition.
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54-108 hours LAB
This course is open to all students who sing or play musical instruments. Instrumentation of groups will vary, including jazz combo, piano quintet, guitar ensemble, and related music as well as choral groups. This course may be taken four times.
Specializations in Music

MUSM 110  The Business of Music  3 Units
Formerly: MUSM 50A
Prerequisite: None
Hours: 54 hours LEC
This course covers the processes of the music industry. This includes record contracts, record producers and agent/managers. The course also defines the duties of recording and performing artists.

MUSM 111  The Business of Music  3 Units
Formerly: MUSM 50B
Prerequisite: MUSM 110.
Hours: 54 hours LEC
This course covers the fundamentals and organization of the music business. It includes the duties of attorneys, publishers, and radio. The course also defines and analyzes publishing, agreements, merchandising contracts, trademark and servicemark points, radio and record industry relations.

MUSM 112  The Business of Music/Artist Management  3 Units
Formerly: MUSM 50C
Prerequisite: None
Hours: 54 hours LEC
This course covers definitions, duties and agreements of artist management. Topics include functions of a personal manager and artist, guidelines to career planning, choosing managers, record company relations and other team players. The course will also analyze the personal manager agreement and organize an artist's tour.

MUSM 113  The Business of Music/Promotion  3 Units
Formerly: MUSM 50D
Prerequisite: None
Hours: 54 hours LEC
This course covers the processes of music promotion. Activities include definitions of promotion, developing media/industry fan lists and assembling a promotion packet. The course also discusses current internet strategies and technology for promotion. In addition, a campaign for album release and distribution is discussed and planned.

MUSM 114  The Business of Music, Advanced  3 Units
Prerequisite: MUSM 111, MUSM 112, and MUSM 113 with a grade of "C" or better.
Hours: 54 hours LEC
The course meets the requirements at an advanced high level of application and integration into the music industry majors. Course contents include application, evaluation and formulation of recording contracts, publishing and management agreements, and career plans at a high level with an integration into the music industry.

MUSM 120  Contemporary Songwriting  3 Units
Formerly: MUSM 51A
Prerequisite: MUFHL 321.
Hours: 54 hours LEC
Processes of the songwriting industry in popular music today: instrumental and vocal arrangements, musical styles in jazz, pop, and rock, lyrics, formation of melodies and harmonies, popular music form, notation on paper, and other related topics.

MUSM 121  Contemporary Songwriting  3 Units
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  2 Units
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 32  Recording Studio Techniques  2 Units
Formerly: MUSM 32
Prerequisite: None
Advisory: MUFHL 321 or MUIVI 340.
Course Transferable to CSU
Hours: 18 hours LEC, 54 hours LAB
This course is the first course in a four-part series and covers entry level techniques in integrating MIDI and digital audio, and using sound editing software. To be covered include film and video scoring, synchronization techniques, production techniques, publishing, and marketing strategies will also be included.

MUSM 33  Intermediate Musical Instrument Digital Interface (MIDI)  2 Units
Formerly: MUSM 33
Prerequisite: MUSM 33 with a grade of "C" or better.
Course Transferable to CSU
Hours: 18 hours LEC, 54 hours LAB
This course covers techniques in MIDI composition and arranging. Concepts to be covered include 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 335  Intermediate Musical Instrument Digital Interface (MIDI)  2 Units
Formerly: MUSM 33
Prerequisite: MUSM 33 with a grade of "C" or better.
Course Transferable to CSU
Hours: 18 hours LEC, 54 hours LAB
This course covers techniques in MIDI composition and arranging. Concepts to be covered include 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 341  Recording Studio Techniques  3 Units
Formerly: MUSM 41A
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC, 54 hours LAB
This is the first course in a four-part series and covers entry level techniques in audio/musical production, studio design, and recording console functions. It also covers microphone fundamentals and applications, multi-track recording, and MIDI concepts. Field trips are required. This course may be taken twice for credit.
MUSM 344  Recording Studio Techniques  3 Units
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  3 Units
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  3 Units
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 3B; CSU area C1
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 40.5-42.5 units

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR 300</td>
<td>3</td>
</tr>
<tr>
<td>NATR 302</td>
<td>3</td>
</tr>
<tr>
<td>NATR 304</td>
<td>3</td>
</tr>
<tr>
<td>NATR 310; or 311, 312, 313, and 314</td>
<td>4</td>
</tr>
<tr>
<td>NATR 320</td>
<td>3</td>
</tr>
<tr>
<td>NATR 330</td>
<td>4</td>
</tr>
</tbody>
</table>

Concentration Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 305</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 310</td>
<td>4</td>
</tr>
<tr>
<td>ENGW 344</td>
<td>1.5</td>
</tr>
<tr>
<td>GEOL 300 or GEOG 300</td>
<td>3</td>
</tr>
<tr>
<td>STAT 301</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 333; BIOL 320, 322, 330, 352, 370; GEOG 306; GEOL 305, 342, 345; NATR 332, 340, 342</td>
<td></td>
</tr>
</tbody>
</table>

Requirements for Certificate 20 Units

Courses Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR 300</td>
<td>3</td>
</tr>
<tr>
<td>NATR 302</td>
<td>3</td>
</tr>
<tr>
<td>NATR 304</td>
<td>3</td>
</tr>
<tr>
<td>NATR 310</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.

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 298  Work Experience in Natural Resources 1-4 Units
Formerly: NATR 98
Prerequisite: None
Hours: 16-72 hours LEC

NATR 300  Introduction to Natural Resource Management 3 Units
Formerly: NATR 1
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an overview of ecosystems and natural resource management. It considers non-renewable and renewable natural resources such as water, land, soils, air, wildlife and their vegetative communities. Additionally, this course provides a greater appreciation and understanding of the field of natural resource management, current human threats, and the protection and maintenance of natural resource systems. Field trips are required. AA/AS area 3A.

NATR 302  Introduction to Wildlife Biology 3 Units
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 3A.

NATR 304  Introduction to Forestry 3 Units
Formerly: NATR 5
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers basic biological and physical science concepts important to a general understanding in forestry. Topics include forest history, forests of the United States, general tree taxonomy, forest ecology, soils, silvics, insects and diseases of forest trees, role of fire in forest management, forest measurements, multiple use management, forest issues and policies. Field trips are required. AA/AS area 3A.

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.
Natural Resources

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 3A.

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; problems associated with mountain lions, and the legal status of mountain lions in California. A field trip into mountain lion country is required to allow observation of lion sign and appreciation of the natural habitat of this predator.

NATR 330  Identification of Native Trees and Shrubs  4 Units
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 3A

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: 0-18 hours LEC; 0-150 hours LAB
This course is a cooperative effort between the college and a federal, state, local, private or nonprofit organizations involved in natural resource planning, management or public information. Internship sponsors assist students in acquisition of skills and the application of knowledge learned in the classroom. In addition to applied job related skills, students will be provided general employment training and skills such as: resume writing, job applications, taking job interviews, how to look for jobs and develop job performance objectives.
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. There are morning, afternoon, evening, and weekend clinical experiences required that may change with limited notice.

Overall program 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 may be 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
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
4. Eligibility for ENGRD 310 or 312
5. Current curriculum planning summary sheet (within the semester in which the pre-enrollment packet is being submitted)

NOTE: In-progress grades will not be accepted for prerequisite courses

Pre-enrollment Deadlines

Pre-enrollment applications are available from the Admissions and Records office, the Allied Health office or on the ARC website at www.arc.losrios.edu/edhealth/nursing.html.

Applications for Fall admission will be available the last week of August and are due in Admissions and Records no later than 5:00 p.m., Friday, October 14. Applications for the Spring semester will be available the last week of January and are due in Admissions and Records no later than 5:00 p.m., Friday, April 14. Due dates may vary slightly in subsequent years. Please check the latest Nursing Information Sheet or website for exact dates.

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, drug screen, background check, and malpractice insurance prior to the start of the semester.
Nursing & Allied Health

Requirements for Degree Major 71-72 units
BIOL 430; BIOL 431; BIOL 440 or BIOL 442; ENGWR 300; PSYC 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
PSYC 300

Course Sequence for Degree Major

NURSE 400 (Semester 1)
NURSE 410 (Semester 2)
NURSE 420 (Semester 3)
NURSE 430 (Semester 4)

SPEECH 301 or 331: Must be taken concurrently with NURSE 400, if not previously completed. SOC 300 or ANTH 310: Must be taken concurrently with NURSE 410, if not previously completed.

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.

Transfer-In Policy

Send a letter requesting transfer addressed to American River College, Allied Health Department, ATTN: Director of Nursing, 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.

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. The LVN Career Mobility program is offered in conjunction with Sacramento City College (SCC). Successful completion of the program qualifies the student to take the National Licensing Examination to become registered as a nurse and eligible for employment. A grade of “C” or better is required in each nursing course for progression in the program and for an Associate Degree in Nursing. There are morning, afternoon, evening, and weekend clinical experiences required that may change with limited notice.

Overall program 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 may be 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. 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)
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, SOC300 or ANTH 310.
   SCC: COMM 301 or 331, ENGWR 300, FCS 324, FCS 340, PSYC 300, SOC 300 or ANTH 310.
5. Eligibility for ENGRD 310 or 312.
6. Current curriculum planning summary 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 Friday, April 14. 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 of 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, drug screen, background check, and malpractice insurance prior to the start of the semester.

Requirements for Degree Major 71-72 units

BIOL 430; BIOL 431; BIOL 440 or BIOL 442; ENGWR 300; PSYC 300; SOC 300 or ANTH 310; SPEECH 301 or SPEECH 331; credit for NURSE 400 and NURSE 410*, NURSE 305, NURSE 420, NURSE 430.

*Credit for NURSE 400 and 410 will be given after evaluation of LVN program transcripts

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
SPEECH 301 or 331*
SOC 300 or ANTH 310*

*Must be completed before entering NURSE 420
Course Sequence for Degree Major
NURSE 305  (Summer Session)
NURSE 420  (Fall Semester)
NURSE 430  (Spring Semester)

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.

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 forty-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.

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 with a grade of “C” or better: 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 484-8254.

Credit by Examination Policy for Associate Degree Program of Nursing

1. Credit by examination is available to anyone who feels they have the knowledge and skills comparable to the nursing course they wish to challenge (to a maximum of 15 units). Applicants from allied health fields (medical corpsmen, licensed psychiatric technicians, and others) who feel they have comparable knowledge may challenge.

2. All persons applying for advanced placement in the nursing major must meet the entrance requirements of the college, the college challenge policy, and the nursing entrance requirements. Advanced placement is subject to space availability.

3. All prerequisites and concurrent course requirements (science and general education) must be completed up to the nursing course for which the student desires advanced placement.

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 and who wish to earn an Associate Degree at American River College must first make an appointment with a counselor in the ARC counseling center. Please call 484-8268 for further information.

Certificates of Completion Offered by the Department

Nurse Assistant
Requirements for Certificate 5.5 Units
NURSE 100 5.5

Home Health Aide
Requirements for Certificate 7 Units
NURSE 100 5.5
NURSE 101 1.5

Acute Care Certified Nurse Assistant
Requirements for Certificate 7.5 Units
NURSE 100 5.5
NURSE 102 2

Information on certificates of completion can be found at the nursing website, www.arc.losrios.edu/edhealth/nursing.html
### Nursing & Allied Health

#### Nursing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSE 100</td>
<td>Nurse Assistant</td>
<td>5.5</td>
<td>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. ESSL 40, ESLR 40, and ESWL 40; OR ENGRD 15 and ENGWR 51 with a grade of &quot;C&quot; or better; OR placement through assessment. Hours: 63 hours LEC, 110 hours LAB</td>
</tr>
</tbody>
</table>
| 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 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 Certificate.  
Hours: 27 hours LEC, 27 hours LAB  
This course is designed as a supplemental educational program for Certified Nursing Assistants (CNAs) to meet current industry demands for employment as an Acute Care Nursing Assistant (ACNA). The course will present the expanded scope of practice of the CNA with emphasis on safe and competent nursing and personal care skills and service in accordance with the needs description provided by the acute care facilities. |
| NURSE 110   | Physical Assessment for Health Care Providers          | 2     | Prerequisite: NURSE 400 or higher (or equivalent); RN or LVN license; 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 junctional and ventricular rhythm recognition. This course also fulfills Board of Registered Nursing (BRN) and Emergency Medical Services (EMS) requirements for continuing education. |
| NURSE 112   | Bedside Cardiac Assessment                            | 1     | 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   | Strategies for Clinical Success                       | 1     | Prerequisite: None  
Enrollment Limitation: Acceptance into ARC nursing program.  
Hours: 18 hours LEC  
This course is designed for incoming NURSE 400 nursing students who have little or no familiarity with hospital based nursing and are unaware of all the responsibilities a nurse has in a medical-surgical hospital unit. The focus of the course is achieving clinical success. Topics include Registered Nurse (RN) responsibilities, Kardex review, medical terminology, shift workflow and organization, worksheet formulation and utilization, and discussion of common laboratory and diagnostic tests. |
| NURSE 305   | Transition To Associate Degree Nursing                 | 4     | Formerly: NURSE 300  
Prerequisite: Acceptance into the Career Mobility Program.  
Course Transferable to CSU  
Hours: 54 hours LEC, 54 hours LAB  
This bridge course is designed for the Licensed Vocational Nurse (LVN) who is admitted for advanced placement into the second year of the Associate Degree Nursing Program. Critical thinking skills necessary for successful role transition are emphasized throughout the course. Topics include care of adult and geriatric clients with specific medical-surgical nursing disorders, assessment skills, pharmacology, nursing process, theory-based nursing practice, legal/ethical issues, cultural and ethnic diversity, and the educator role of the RN. Concurrent acute care hospital laboratory experience emphasizes critical thinking, problem solving, and decision-making implementing nursing theory to practice. |
| NURSE 310   | Pharmacology and Implications for Health Care Practitioners | 2     | Formerly: NURSE 11A  
Prerequisite: None  
Advisory: Health related occupations.  
Course Transferable to CSU  
Hours: 36 hours LEC  
This course will detail the principles of drug therapy as it applies to its effect in treating disease. The course will also study the metabolism and action of drugs with an emphasis on absorption, duration of action, distribution in the body and adverse drug reactions. The major drug classes and related implications for people receiving drugs that affect the body systems, prevent and treat pain, infections and malignant neoplasms will be discussed. Drugs that alter psychogenic behavior and sleep patterns will be included. |
| NURSE 320   | Medical Dosage Calculations                           | 1.5   | Prerequisite: None  
Advisory: Math 25 or higher.  
Course Transferable to CSU  
Hours: 27 hours LEC  
This course prepares health professionals to calculate oral and parenteral drug dosages with a focus on safety and accuracy. It also presents three systems of measurements and conversion of one system. Calculation accuracy is emphasized by clinical scenarios that apply critical thinking skills. |
NURSE 360  Physical Therapy Aide (Same as Gerontology 350)  3 Units
Formerly: NURSE 45
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, and ENGW 102 or 103, or ESLW 320; or placement through the assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to prepare 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
Prerequisite: None
Corequisite: SPEECH 301 or 331.
Enrollment Limitation: Acceptance into the Associate Degree Nursing program.
Course Transferable to CSU
Hours: 81 hours LEC, 324 hours LAB
This course provides an introduction to nursing utilizing Orem's model, theory and practice related to providing patient care with an emphasis on basic nursing skills and the nursing process. Life cycle concepts and their impact on self-care and health are included, with particular emphasis on the senior adult. Professional role development and ethical issues are introduced. Concurrent laboratory experience takes place in subacute and acute care settings.

NURSE 410  Maternal/Child and Medical-Surgical Nursing II  10.5 Units
Prerequisite: NURSE 400 with a grade of "C" or better.
Corequisite: ANTH 310 or SOC 300.
Enrollment Limitation: SPEECH 301 or 331.
Course Transferable to CSU
Hours: 81 hours LEC, 324 hours LAB
This course applies the concepts of Orem's model of self-care that are applied to care of the newborn, child, middle and senior adult. Pathophysiological and pathopsychological factors creating health deviations are emphasized. Supervision is provided in the utilization of the nursing process. Legal issues relevant to health care and their implications are studied. Concurrent laboratory experience takes place in medical-surgical and maternal/child health settings. Field trips are required.

NURSE 420  Psychiatric and Medical-Surgical Nursing III  10.5 Units
Prerequisite: NURSE 410 with a grade of "C" or better.
Course Transferable to CSU
Hours: 81 hours LEC, 324 hours LAB
In this course, concepts of Orem's nursing model of self-care theory are applied to the psychiatric and medical-surgical patient. Pathophysiological and pathopsychological factors creating health deviations are emphasized. Independence is encouraged and supported in the utilization of the nursing process. Introductory concepts of nursing leadership and management are explored. Community resources and experiences relevant to the course of study are included. Concurrent laboratory experiences take place in the psychiatric and medical-surgical settings. Field trips are required.

NURSE 430  Management of Multiple Patients and Medical-Surgical Nursing IV  10.5 Units
Prerequisite: NURSE 420 with a grade of "C" or better.
Course Transferable to CSU
Hours: 81 hours LEC, 324 hours LAB
In this course, concepts of Orem's nursing model of self-care theory are applied to care of the middle and senior adult. Focus is on nursing management of a group of acutely ill patients and participation in the health care team.

Pathophysiological and pathopsychological factors creating health deviations are emphasized. Priorities are given to the utilization of the nursing process in making and evaluating decisions. Related laboratory experience take place in the medical-surgical and home health settings. The transition from student to graduate nurse is explored through study of the Nurse Practice Act and discussion of the problems, responsibilities, and challenges confronting the registered nurse. Concurrent laboratory experiences take place in acute care and home health setting. Field trips are required.

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 & Foods

Certificates offered by the department:
Dietary Manager/Dietary Service Supervisor

Area: Health & Education
Dean: Sheryl Gessford
Phone: (916) 484-8902
Counseling: (916) 484-8572

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>
</tr>
</thead>
<tbody>
<tr>
<td>HM 315</td>
<td>4</td>
</tr>
<tr>
<td>NUTRI 112</td>
<td>2</td>
</tr>
<tr>
<td>NUTRI 110</td>
<td>3</td>
</tr>
<tr>
<td>NUTRI 120</td>
<td>3</td>
</tr>
<tr>
<td>NUTRI 122</td>
<td>2</td>
</tr>
</tbody>
</table>

NUTRI 110  Nutritional Care Management 3 Units
Formerly: NUTRI 63
Prerequisite: None
Corequisite: NUTRI 112.
Advisory: ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment.
Hours: 54 hours LEC
This course is a study of medical nutrition therapies as used in health care facilities. The emphasis is on the modification of diets for various dietary needs. The topics discussed include normal nutrition, medical nutrition therapy, food/drug interactions, nutritional care management of the Long Term Care resident, and cultural foods.

NUTRI 112  Clinical Experience - Nutritional Care Management 2 Units
Formerly: NUTRI 96
Prerequisite: Current TB clearance and other immunizations required by clinical facility.
Corequisite: NUTRI 110.
Advisory: ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment.
Hours: 18 hours LEC, 90 hours LAB
This course includes 90 hours of clinical experience in the dietary departments of participating acute care hospitals and long-term care facilities. The clinical experience is performed under professional supervision. The topics discussed include normal and life cycle nutrition, disorders of the GI tract, diabetes, wasting disorders, nutrition and mental health.

NUTRI 120  Management of the Dietary Department in Health Care Facilities 3 Units
Formerly: NUTRI 67
Prerequisite: None
Corequisite: NUTRI 122.
Advisory: ENGRD 116 or ESLR 320, ESL 320, ESLW 320, or placement through assessment.
Hours: 54 hours LEC
This course reviews the standards of management and food preparation as it applies to quantity food production in health care facilities. The topics discussed include types and components of food production systems, workflow, menu implementation, emergency planning, maintenance of equipment, food production procedures, sanitation and safety, and dietary staff schedules and management.
NUTRI 122  Clinical Experience in Health Care Facilities  2 Units
Formerly: NUTRI 95
Prerequisite: Current TB clearance and other immunizations required by the clinical facility.
Corequisite: NUTRI 120.
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment process.
Hours: 18 hours LEC; 90 hours LAB
This course is designed to be taken concurrently with NUTRI 120 - Management of the Dietary Department in Health Care Facilities. This course includes 90 hours of clinical experience in the dietary departments of participating acute hospitals and long-term care facilities. The clinical experience is performed under professional supervision.

NUTRI 294  Topics in Nutrition and Foods   .5-4 Units
Formerly: NUTRI 52
Prerequisite: None
Hours: 9-72 hours LEC
This course provides opportunities to study current, controversial topics in nutrition which are either not included in current offerings or require emphasis beyond that offered in existing courses. The course may be taken four times for a maximum of 6 units providing there is no duplication of topics.

NUTRI 300  Nutrition  3 Units
Prerequisite: None
Advisory: ESL 320, or placement through the assessment process; ENGWR 102 or 103, and ENGRD 116, or ESLR 320, ESLL 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 the essential nutrients and their functions, and the chemical compositions of foods and their utilization in the body. This course includes discussion of the nutritional values of foods, current topics in nutrition and individuals’ nutrition needs throughout the life cycle. This course is not open to students who have completed NUTRI 302. (CAN FCS 2) AA/AS area 3A, E2; CSU area E1

NUTRI 302  Nutrition for Physical Performance  3 Units
Formerly: NUTRI 11
Prerequisite: None
Advisory: ENGWR 102 or ENGR 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 presents a comprehensive study of nutrition and fitness as they interrelate and apply to fitness and sport skill training and to athletic performance. The course includes an in-depth study of essential nutrients and functions, chemical compositions of foods and their use in the body as they relate to physical performance. Specifically, nutrition is related to muscle strength development, cardiovascular fitness, and body composition. Emphasis on current nutrition practices related to athletic performance. Designed for individuals interested in the study of how nutrition enhances athletic performance. Not open to students who have completed NUTRI 300. AA/AS area 3A & 3E

NUTRI 305  Nutrition for Health  2 Units
Prerequisite: None
Advisory: ENGWR 102 or ENGR 103 and ENGRD 116, or ESL 320, ESLR 320, and ESLW 320, or placement through the assessment process.
Course Transferable to CSU
Hours: 36 hours LEC
This course presents a study of nutrition and fitness designed to increase an awareness of food, nutrition, and physical activity and their interrelationships. Topics include diet selection and food preparation. This course is designed for those interested in general wellness. AA/AS area 3E

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: ENGRD 102 or ENGR 103 and ENGRD 116, or ESLR 320, ESL 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 3E

NUTRI 320  Children’s Health, Safety and Nutrition (Same as Early Childhood Education 415)  3 Units
Formerly: NUTRI 14
Prerequisite: None
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.
Course Transferable to CSU
Hours: 54 hours LEC
This 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 324  Nutrition for Healthy Aging (Same as Gerontology 340)  3 Units
Formerly: NUTRI 43
Prerequisite: None
Advisory: ENGWR 102 or 103, and ENGRD 116, or ESLR 320, ESL 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: Dr. 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 licensure 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 licensure.

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 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 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 summary sheet (within the semester in which the pre-enrollment packet is being submitted).

Pre-Enrollment Deadline
Pre-enrollment applications to the program may be obtained from the Health and Education Division office in Rm 701, the Counseling Department, or at www.arc.lorrios.edu/colhealth/paramed.html. A summer program will be offered in 2005. Applications must be submitted to the division office no later than Friday, May 6. Applications for Spring admission will be available by September and must be submitted to the division office no later than the first Friday in December by 4:00 p.m. Please refer to the Paramedic Information Sheet for the most current information.

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 is limited. If the pre-enrollment pool is greater than the program can accept, students are chosen based on a computerized random selection process from among the qualified candidates.
3. Students accepted into the Paramedic program are required to have a physical examination, inoculations, drug screen, background check, and malpractice insurance prior to entering the second semester.

Requirements for Degree Major 36.5-43.5 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 102 (4) or BIOL 430 (5) and BIOL 431 (5)</td>
<td>4-10</td>
</tr>
<tr>
<td>PMED 105 (.5) or NURSE 320 (1.5)</td>
<td>5-1.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMED 110</td>
<td>12</td>
</tr>
<tr>
<td>PMED 120</td>
<td>6</td>
</tr>
<tr>
<td>PMED 130</td>
<td>14</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.

Requirements for Certificate 36.5-43.5 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 102 (4) or BIOL 430 (5) and BIOL 431 (5)</td>
<td>4-10</td>
</tr>
<tr>
<td>PMED 105 (.5) or NURSE 320 (1.5)</td>
<td>5-1.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMED 110</td>
<td>12</td>
</tr>
<tr>
<td>PMED 120</td>
<td>6</td>
</tr>
<tr>
<td>PMED 130</td>
<td>14</td>
</tr>
</tbody>
</table>
PMED 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; 216 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.

PMED 101  Pre-paramedic, Emergency Medical Technician - Basic: Skills Review  5 Units  
Prerequisite: Current certification of Emergency Medical Technician - Basic (EMT-B).  
Hours: 8 hours LEC; 16 hours LAB  
This course is designed for the Emergency Medical Technician - Basic (EMT-B) to review a variety of emergency field skills in preparation to begin a field internship.  It also includes a selected number of EMT-B skills used as part of the skills competency requirement by the National Registry of Emergency Medical Technicians.  This course may be taken four times.  Credit/No Credit Only.

PMED 102  Emergency Medical Technician - Basic, Pre-hospital Field Internship.  5 Units  
Prerequisite: PMED 101.  
Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116, or ESLW 320, and ESLW 320; MATH 32.  
Hours: 18 hours LEC; 216 hours LAB  
This course is an internship that provides opportunities to refine hands-on basic life support skills in the pre-hospital setting.  This internship is in preparation for application to the American River College, Paramedic Education Program.

PMED 105  Prehospital Calculations  5 Units  
Formerly: PMED 64  
Prerequisite: Current certification as an EMT-basic in the state of California, as required by Title 22.  
Advisory: MATH 32.  
Hours: 9 hours LEC  
This course provides basic instruction in calculating medication dosages in the pre-hospital setting.

PMED 110  Introduction to Advanced Prehospital Care  12 Units  
Prerequisite: Acceptance into the Paramedic Program.  
Hours: 144 hours LEC; 216 hours LAB  
This course contains the didactic material and the related skills necessary to establish a foundation for subsequent prehospital assessment and management.  Topics include anatomy and physiology, pharmacology, intravenous therapy, basic and advanced life support, electrophotography, medical/surgical, pediatric, obstetrics, and psychiatric/geriatric problems.  Crisis intervention, strategies, and medical legal concepts are also discussed.

PMED 120  Clinical Internship  6 Units  
Formerly: PMED 52  
Prerequisite: PMED 110, with a grade of "C" or better; current Emergency Medical Technician I certification.  
Hours: 36 hours LEC; 216 hours LAB  
This course is designed to provide an opportunity to apply the cognitive knowledge and skills gained in the Paramedic course to patient care in a hospital setting.  This course provides for increasing assessment techniques and advanced skills.

PMED 130  Prehospital Field Internship  14 Units  
Prerequisite: PMED 120 with a grade of "C" or better.  
Enrollment Limitation: Current EMT-Basic(1) certification.  After enrollment, all students are required to successfully complete a background check prior to starting a field internship assignment.  
Hours: 54 hours LEC; 600 hours LAB  
Under the direct supervision and evaluation of a licensed paramedic or a mobile intensive care nurse, the intern completes a prehospital field experience.  This internship provides the paramedic student with hands-on prehospital experience and is the final course in the series preparing the for a California paramedic license.

PMED 140  Pediatric Advanced Life Support Certification (PALS)  .5 Units  
Prerequisite: Current Provider C Basic Cardiac Life Support Card or county-approved equivalent certificate.  Current licensure as a paramedic, nurse, physician, allied health professional or current enrollment in the last semester of an allied health program.  
Hours: 6 hours LEC; 12 hours LAB  
This course provides education modules for health care professionals specific to pediatric emergencies.  Certification in pediatric advanced life support is granted to students who successfully complete the course.  This course may be taken four times.

PMED 142  Advanced Cardiac Life Support Certification  .5 Units  
Prerequisite: Current Provider C Basic Cardiac Life Support Card or equivalent licensure as a paramedic, nurse, physician, allied health professional or current enrollment in an Allied Health program.  
Hours: 6 hours LEC; 12 hours LAB  
This course provides education modules for health care professionals specific to pediatric emergencies.  Certification in advanced cardiac life support is granted to students who successfully complete the course.  This course may be taken four times.

PMED 160  Introductory Wilderness Medicine  2 Units  
Formerly: PMED 61  
Prerequisite: Current certification in provider level Cardiopulmonary Resuscitation.  
Advisory: Basic First Aid.  
Hours: 27 hours LEC; 27 hours LAB  
This course provides the didactic material and related skills necessary to establish a foundation of medical care in the wilderness setting.  Anatomy and physiology, care of traumatic injuries, patient assessment, environment injuries, medical emergencies, and common simple wilderness medical problems are included.  Additionally, basic wilderness survival for the initial responder, and selecting and caring for wilderness medical equipment and supplies will be covered.  This course emphasizes improvised care options, and long term care in field settings.

PMED 161  Advanced Wilderness Medicine  2 Units  
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, improvised airway control, principles of musculoskeletal care, integration of field, synthesis of wilderness medicine and urban care, and common simple wilderness medical problems are included.  Additionally, basic wilderness survival for the wilderness responder, and selecting and caring for wilderness medical equipment and supplies will be covered.  This course emphasizes improvised care options, and long term care in remote field settings.
Paramedic

PMED 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
Prerequisite: None
Enrollment Limitation: Current American Heart Association Pediatric Advanced Life Support Provider Card or county approved equivalent certificate.
Hours: 8 hours LEC, 3 hours LAB
This course provides specific pediatric modules for health care professionals. It provides recertification according to the American Heart Association’s Pediatric Advanced Life Support standards and guidelines. This course may be taken four times.

PMED 242  Advanced Cardiac Life Support-Recertification  .5 Units
Prerequisite: None
Enrollment Limitation: Current American Heart Association Advanced Cardiac Life Support Provider Card or county approved equivalent certificate.
Hours: 8 hours LEC, 3 hours LAB
This course provides education modules specific for adult cardiac emergencies for health care professionals. It provides recertification according to the American Heart Association’s Advanced Cardiac Life Support standards and guidelines. This course may be taken four times.

PMED 1000  Emergency Medical Technician - Basic: Recertification  1 Unit
Formerly: PMED 202
Prerequisite: Current certification as an Emergency Medical Technician - Basic.
Hours: 20 hours LEC, 4 hours LAB
This course provides current Emergency Medical Technicians - Basic with continuing education modules to satisfy recertification requirements of local/state and National EMS organizations. EMS related topics include airway management, cardiopulmonary resuscitation, patient assessment, spinal management, medical/legal documentation, vital signs and extrication techniques. May be taken four times. Credit/No Credit only.
Philosophy is the logical examination of the fundamental issues that people have pondered for more than 2500 years. What is reality and what is beauty? What is knowledge and truth? What is good and just? Philosophy courses are directed toward understanding these and other questions in their historical and cultural contexts, and applying insights to contemporary life. The study of philosophy is a key component in improving one's critical thinking skills.

PHIL 300  Introduction to Philosophy  3 Units

Formerly: PHIL 6
Prerequisite: None
Advisory: ENGWHR 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 3B; CSU area C2; IGETC area 3.

PHIL 310  Introduction to Ethics  3 Units

Formerly: PHIL 5
Prerequisite: None
Advisory: ENGWHR 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 3B; CSU area C2; IGETC area 3.

PHIL 315  Ethics and Morals in Business  3 Units

Formerly: PHIL 15
Prerequisite: None
Advisory: ENGWHR 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: ENGWHR 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 6) AA/AS area 3D; 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 3D; CSU area B3.

PHIL 330  History of Classical Philosophy  3 Units

Formerly: PHIL 20
Prerequisite: None
Advisory: ENGWHR 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 3B; CSU area C2; IGETC area 3.
Philosophy

PHIL 331 History of Modern Philosophy 3 Units
Formerly: PHIL 21
Prerequisite: None
Advisory: ENGLISH 102 or ESL 30 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course traces the development of philosophical thinking in the West from the Renaissance to the present, and addresses its bearing on contemporary issues, and its influence in shaping the modern world. AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 350 Philosophy of Religion 3 Units
Formerly: PHIL 10
Prerequisite: None
Advisory: ENGLISH 102 or ESL 30 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, and evil. It also includes an investigation into religious experience as well as arguments for and against various forms of religious belief. AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 353 Religions of the Far East 3 Units
Formerly: PHIL 13
Prerequisite: None
Advisory: ENGLISH 102 or ESL 30 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers an introduction to the major religions of the Far East: Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, and Shinto. The origins, myths, basic teachings, development, and modern forms of each religion will be surveyed through comparison and contrast with each other and with Western tradition in order to clarify concepts and practices. The present influences of these religions on Western culture and on the relationship between cultures will be of focal interest. AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 354 Religions of the West 3 Units
Formerly: PHIL 14
Prerequisite: None
Advisory: ENGLISH 102 or ESL 30 or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Study of the origins, history, development, important teachings, mythology, and modern forms of the major Western religions: Judaism, Christianity, and Islam. Zoroastrianism, a forerunner of these, will also be examined in detail. In order to clarify concepts and practices, comparison and contrast with other religions will be used as a basis for discussion. The influences of these religions on the Western world will be identified and examined. AA/AS area 3B; CSU area C2; IGETC area 3.

PHIL 360 Philosophy of Social Sciences 3 Units
Formerly: PHIL 7
Prerequisite: None
Advisory: ENGLISH 102 or ESL 30 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 aesthetics. The emphasis will be on the application of representative views of modern life. AA/AS area 3B; CSU area C2 & D3;
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 prefixs "ADAPT, DANCE, FITNS, PACT, TM ACT, 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 17.5 units

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET 400</td>
<td>2</td>
</tr>
<tr>
<td>PET 401</td>
<td>2</td>
</tr>
<tr>
<td>PET 402</td>
<td>2</td>
</tr>
<tr>
<td>PET 403</td>
<td>1</td>
</tr>
<tr>
<td>PET 404</td>
<td>2</td>
</tr>
<tr>
<td>PET 405</td>
<td>1</td>
</tr>
<tr>
<td>PET 406</td>
<td>2</td>
</tr>
<tr>
<td>PET 407</td>
<td>2</td>
</tr>
<tr>
<td>PET 408</td>
<td>2</td>
</tr>
<tr>
<td>PET 497</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Recommended Electives  Units

FITNS 306, 310, 350, 380, 381, 392; BUS 212; CISC 300; PSYC 401

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: ENGWR 102 or 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 3E; 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: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This class is designed for individuals with physical disabilities who are confined to a wheelchair or who are ambulatory, but more successful in sports when using a wheelchair. Sports will include, but not be limited to, basketball, quad rugby, volleyball, badminton, and tennis. AA/AS area 3E; CSU area E2.

ADAPT 330 Adapted Weight Training and Fitness 1 Unit

Formerly: PER 1
Prerequisite: A physician’s statement verifying: 1) the disability, 2) contraindications, 3) recommended activities.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
Adapted weight training and fitness is designed for the student who is unable to participate in a general physical education activity class. This course includes individualized programs of physical fitness exercises, including isometric, isokinetic and isotonic activities to develop strength, flexibility and cardiorespiratory endurance. AA/AS area 3E; CSU area E2.
DANCE 320 Ballet 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGRD 116 or ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

The beginning class includes barre and floor barre warm-ups, basic classical 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 3E; CU area E2.

DANCE 330 Modern Dance 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGRD 116 or 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 3E; CSU area E2.

DANCE 331 Jazz Dance 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGRD 116 or ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB

This course includes basic urban-style Hip Hop moves such as spider walks, jinga steps, funk and rapid level changes for floor work. Choreography is provided on a bare bones theme and developed according to individual style, ability and personal interpretation. The history of this genre and the traditional competitive elements of Hip Hop dance are examined, as well as the role of dance in Hip Hop culture. An opportunity for Freestyle, Old Style, Poppin’, Lockin’, and Dance Poetry exploration is offered. AA/AS area 3E.
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 3E; CSU area E2.

DANCE 340 Social Dance 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 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 3E; CSU area E2.

DANCE 350 Country Western Line Dance 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 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 3E; CSU area E2.

DANCE 360 Tap Dance 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 course covers basic tap technique, warm-ups, drills and rhythm forms. The class will focus on basic steps and beginning level group routines with an emphasis on balance, alignment and rhythm analysis. The intermediate course includes tap technique, warm-ups, drills and rhythm forms at the intermediate level. The class will focus on intermediate steps, riffs, and group routines with an emphasis on clean taps, speed, and rhythm analysis. AA/AS area 3E; CSU area E2.

DANCE 374 Dance Production 3 Units
Formerly: PER 1
Prerequisite: By audition; requires specific skills such as performance ability and dependability, double turns, 90 degree kick and work on an intermediate level.
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 is a lecture/performance class with an emphasis on performance skills, intermediate dance technique, and student choreography for performance. AA/AS area 3E; CSU area E2.

DANCE 375 Jazz Dance Performance Group 3 Units
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: 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 jazz dance lecture/performance for intermediate to advanced dancers with an emphasis on community outreach, dance demonstrations and performance. The history of jazz dance in America is covered. Opportunity for ethnic styles to be compared and contrasted. Student choreography and performance are included. Students will learn lecture demonstration organizational skills. AA/AS area 3E; CSU area E2.

DANCE 376 Choreography 1 Unit
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 covers basics elements of choreography and provides an opportunity to explore choreographic structure. Choreographic concepts will be introduced, developed, and applied to various dance styles in a manner appropriate for all levels of dance skill. Emphasis will be on the choreographic process. AA/AS area 3E; CSU area E2.

DANCE 377 Theatre Dance 1 Unit
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 is designed to provide students with the opportunity to experience theatre dance and gain skills in musical theatre movement. Movement covered will include choreographed routines, audition techniques for musical theatre dance and basic group and partnering skills. There will be an opportunity for student choreography. AA/AS area 3E; CSU area E2.

Fitness

FITNS 303 Dance Aerobics 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
A physical conditioning program designed to increase cardiovascular efficiency, flexibility and endurance through choreographed dances, and rhythmic exercises. AA/AS area 3E; CSU area E2.

FITNS 305 Hip Hop Aerobics 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
Based on hip hop dance movement, this course is designed to promote cardiovascular fitness, flexibility, and overall strength by incorporating hip hop dance style, level changes, and rhythm into an aerobic and anaerobic conditioning program. AA/AS area 3E; CSU area E2.
FITNS 306  Aerobics: Cardio-Kickboxing  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course emphasizes proper alignment, execution, and timing of faster paced movements from kickboxing, boxing, and aerobic dance to improve cardiovascular fitness.  AA/AS area 3E; CSU area E2.

FITNS 307  Aerobic Mix Workout  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course includes a variety of aerobic activities that provide a new approach to each workout. The emphasis is on rotating aerobic forms such as aerobic dance, step, cardio-kickboxing, and aerobic circuit to keep the workouts challenging and interesting. Basic heart rate calculations, nutrition, and workout facts will be covered. AA/AS area 3E; CSU area E2.

FITNS 308  Step Aerobics  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
A physical conditioning program designed to improve cardiovascular fitness and encourage better endurance, flexibility and strength through the use of step aerobics training methods. This course includes instruction in rhythmic, choreographed step routines, basic stretch and toning exercises and provides information related to overall health and fitness. AA/AS area 3E; CSU area E2.

FITNS 310  Aqua Aerobics  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
No swimming skills needed. A fitness course using the resistance of water for low/no weight bearing improvement in cardiovascular fitness, muscular endurance, flexibility and strength. The course will include exercises leading to deep and shallow water workouts and provides information related to overall health and fitness. AA/AS area 3E; CSU area E2.

FITNS 312  Aquatic Fitness  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: Swimming, Advanced; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This is a self-paced “overload” method of training using a workout approach that stresses aerobic and anaerobic fitness. Deep and shallow water running will be emphasized, stroke efficiency, and lap swimming will be included. AA/AS area 3E; CSU area E2.

FITNS 314  Deep Water Jogging  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This fitness course uses the resistance of water for non-weight bearing exercises. Emphasis will be on cardiovascular fitness, muscular endurance, strength and flexibility. Progress will be monitored through appropriate fitness testing. No swimming skills are needed. An optional flotation belt will be provided. AA/AS area 3E; CSU area E2.

FITNS 316  Lap Swimming  1 Unit  
Formerly: PER 1  
Prerequisite: None  
Advisory: Swimming, Advanced; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course includes a workout approach that emphasizes aerobic and anaerobic fitness through lap swimming. It is a self-paced class and utilizes interval training, cardiovascular conditioning, swimming technique, and aerobic training principles. AA/AS area 3E; CSU area E2.

FITNS 331  Boot Camp Fitness  1 Unit  
Prerequisite: None  
Advisory: Swimming, Advanced; ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of “C” or better; or ESLR 320 and ESLW 320 with a grade of “C” or better; or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is designed as an intense boot camp fitness class conducted on and off campus using indoor and outdoor facilities. Training includes aerobic, anaerobic conditioning, strength and endurance training, individual and team fitness concepts. May be taken four times for credit. AA/AS area 3E; CSU area E2.

FITNS 332  Off Season Conditioning  1 Unit  
Prerequisite: None  
Advisory: High school varsity or college level sport participation; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This course is designed to enhance the fitness level of out-of-season athletes so they will be more fully prepared for the competitive season. It includes aerobic conditioning, speed work, plyometric training, agility drills, flexibility, and strength training. AA/AS area 3E; CSU area E2.

FITNS 340  Fire Fitness I - Fire Academy Recruit  4 Units  
Prerequisite: Successful completion of Fire Academy pre-fitness test.  
Advisory: ENGWR 102 or 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 48 hours LEC, 72 hours LAB  
This course is an activity and lecture class for the cadets in the Sacramento Regional Fire Academy. The course includes instruction in an in-depth understanding of the concepts of exercise and nutrition. A regular physical fitness training program will be conducted toward improving cardiovascular endurance, muscular strength and body flexibility. The class will address improving the cadet’s level of fitness and offer job-related fitness training. AA/AS area 3E; CSU area E2.

FITNS 341  Fire Fitness II- In Station Fitness  2 Units  
Prerequisite: None  
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.  
Enrollment Limitation: Fire Fitness Training - Fire Academy Recruit.  
Course Transferable to UC/CSU  
Hours: 18 hours LEC, 54 hours LAB  
This course is designed to standardize Fire Academy Recruits to the physical fitness level of the station personnel.  AA/AS area 3E; CSU area E2.
This is a physical fitness course for employed firefighters. It includes medical testing, physical fitness testing, lectures on fitness, nutrition, and stress management, and individually programmed workouts for firefighters, with periodic progress testing. As a legally mandated occupational requirement, this course may be repeated annually by firefighters. AA/AS area 3E; CSU area E2.

FITNS 350 Fitness And Weight Control  2 Units
Formerly: PER 1
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is designed to assess and improve physical fitness levels, and encourage a healthy attitude toward figure evaluation and weight control. Students receive instruction concerning the theories and practical activities involved in obtaining and maintaining an appropriate level of physical fitness. AA/AS area 3E; CSU area E2.

FITNS 351 Exercise, Balance and Mobility  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is specifically designed for adults starting a fitness program. It provides safe and effective exercises to gain balance, flexibility and mobility. Students develop a personal fitness program that can also be carried out at home. Periodic fitness assessments measure progress in individualized fitness program. AA/AS area 3E.

FITNS 353 Individualized Physical Fitness  .5-1 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: 27-54 hours LAB
This course emphasizes a personalized approach to attaining a higher level of physical fitness. After two weeks of orientation and assessment, individualized workout programs will be established and monitored. Students may then attend workout sessions during any of the published “open hour” time periods up to 100 minutes of credit per day. Fitness assessments are made on a monthly basis. AA/AS area 3E.

FITNS 380 Circuit Weight Training  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course presents the student with a system of exercising with weights that provides a balanced approach to physical fitness training. There will be an emphasis on increasing strength, muscle endurance, cardiovascular endurance and flexibility while decreasing body fat. AA/AS area 3E; CSU area E2.

FITNS 385 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 3E; CSU area E2.

FITNS 385 Weight Training for Competition  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: Circuit Weight Training, Weight Training, Beginning. Advanced; ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is a strength/power training program for students involved in intercollegiate athletics. It is designed to develop strength, power, and muscle endurance appropriate to specific athletic events. AA/AS area 3E; CSU area E2.

FITNS 392 Yoga  1 Unit
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 3E; 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 3E; 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 though 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 3E; 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 3E; 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

American River College 2005-2006
Physical Education

The beginning Taekwondo course is a physical fitness program that concentrates on muscle development, improvement of coordination and flexibility, and increased aerobic capacity through the practice of various self-defense movements. The intermediate Taekwondo course is a physical fitness program that concentrates on muscle development, improvement of coordination and flexibility, and increased aerobic capacity through the practice of various self-defense movements. The advanced Taekwondo course is a physical fitness program that concentrates on muscle development, improvement of coordination and flexibility, and increased aerobic capacity through the practice of various self-defense movements. This course is a fitness program that concentrates on muscle development, improvement of coordination and flexibility, and increased aerobic capacity through the practice of various levels of self defense moves. AA/AS area 3E; CSU area E2.

FITNS 438  Water Safety Instructor (Lifeguard Training)  3 Units
Formerly: PER I
Prerequisite: A valid Advanced First Aid Certificate, and Advanced Swimming with a grade of “C” or better.
Corequisite: HEED 316 or 322
Advisory: ENGRD 116 or ESLR 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course includes teaching techniques and preparation for instructing swim courses. The emphasis is on teacher training, life guarding knowledge and skills. Completion of this course with a grade of “B” or better confers an American Red Cross Certification for “Lifeguard Training” and “Water Safety Instructor.” AA/AS area 3E; CSU area E2.

FITNS 440  Swimming  1 Unit
Formerly: PER I
Prerequisite: None
Advisory: ENGRD 116 or ESLR 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 3E; CSU area E2.

FITNS 450  Self-Defense for Women  1 Unit
Formerly: PER I
Prerequisite: None
Advisory: ENGRD 116 or ESLR 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 3E; CSU area E2.

Personal Activity

PACT 300  Archery  1 Unit
Formerly: PER I
Prerequisite: None
Advisory: ENGRD 116 or ESLR 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
The course in beginning archery emphasizes safety, knowledge, and basic skill development in a variety of beginning bow and arrow shooting activities. The intermediate course includes instruction and practice in more advanced skills of archery. It will also review basic techniques with an emphasis on development of the physical and mental strengths necessary to perform at greater distances with greater accuracy. AA/AS area 3E; CSU area E2.

PACT 310  Badminton  1 Unit
Formerly: PER I
Prerequisite: None
Advisory: ENGRD 116 or ESLR 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 3E; CSU area E2.

PACT 320  Bowling  1 Unit
Formerly: PER I
Prerequisite: None
Advisory: ENGRD 116 or ESLR 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 3E; CSU area E2.

PACT 350  Golf  1 Unit
Formerly: PER I
Prerequisite: None
Advisory: ENGRD 116 or ESLR 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 3E; CSU area E2.

PACT 390  Tennis  1 Unit
Formerly: PER I
Prerequisite: None
Advisory: ENGRD 116 or ESLR 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 tournaments level. AA/AS area 3E; CSU area E2.

American River College 2005-2006
**Physical Education**

### Sport

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPORT 300</td>
<td>Baseball, Intercollegiate-Men</td>
<td>2</td>
<td>Tryout</td>
<td>This course covers fundamentals, rules, individual and team strategies appropriate to intercollegiate baseball. AA/AS area 3E; CSU area E2.</td>
</tr>
<tr>
<td>SPORT 311</td>
<td>Basketball, Intercollegiate-Men, Fall</td>
<td>1</td>
<td>Tryout</td>
<td>This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. May be taken three times for credit. AA/AS area 3E; CSU area E2.</td>
</tr>
<tr>
<td>SPORT 312</td>
<td>Basketball, Intercollegiate-Men, Spring</td>
<td>1</td>
<td>Tryout</td>
<td>This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. May be taken three times for credit. AA/AS area 3E; CSU area E2.</td>
</tr>
<tr>
<td>SPORT 317</td>
<td>Basketball, Intercollegiate-Women, Spring</td>
<td>1</td>
<td>Tryout</td>
<td>This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. May be taken three times for credit. AA/AS area 3E; CSU area E2.</td>
</tr>
<tr>
<td>SPORT 320</td>
<td>Cross Country, Intercollegiate-Men</td>
<td>2</td>
<td>Tryout</td>
<td>This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.</td>
</tr>
<tr>
<td>SPORT 325</td>
<td>Cross Country, Intercollegiate-Women</td>
<td>2</td>
<td>Tryout</td>
<td>This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.</td>
</tr>
<tr>
<td>SPORT 330</td>
<td>Football, Intercollegiate-Men</td>
<td>2</td>
<td>Tryout</td>
<td>This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.</td>
</tr>
<tr>
<td>SPORT 340</td>
<td>Golf, Intercollegiate - Men</td>
<td>2</td>
<td>Tryout</td>
<td>This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.</td>
</tr>
<tr>
<td>SPORT 345</td>
<td>Golf, Intercollegiate-Women</td>
<td>2</td>
<td>Tryout</td>
<td>This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.</td>
</tr>
</tbody>
</table>

American River College 2005-2006
Physical Education

SPORT 350  Soccer, Intercollegiate-Men  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 355  Soccer, Intercollegiate - Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 365  Softball, Intercollegiate-Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 370  Swimming and Diving, Intercollegiate-Men  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course in swimming and diving for men includes fundamentals, rules, individual technique and team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 375  Swimming and Diving, Intercollegiate- Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course in swimming and diving includes fundamentals, rules, individual technique and team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 380  Tennis, Intercollegiate-Men  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 385  Tennis, Intercollegiate-Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 390  Track & Field, Intercollegiate-Men  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 395  Track & Field, Intercollegiate-Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 405  Volleyball, Intercollegiate-Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course covers fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

SPORT 415  Water Polo, Intercollegiate-Women  2 Units
Formerly: PER 4
Prerequisite: Tryout.
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This course in water polo for women includes fundamentals, rules, individual technique, and team strategy appropriate to intercollegiate athletic competition. AA/AS area 3E; CSU area E2.

TMAC 300  Soccer, Indoor  1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed to provide a greater awareness and understanding of indoor soccer by teaching the skills, strategy, and rules that govern the play of indoor soccer. AA/AS area 3E; CSU area E2.
TMACT 302 Soccer - Outdoor 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
The beginning course is designed to give students a greater awareness and understanding of soccer by teaching the skills and strategy of soccer and rules that govern the play of soccer. The advanced course is designed to provide a greater awareness of soccer by teaching advanced skills, strategy, and rules that govern the play of soccer. AA/AS area 3E; CSU area E2.

TMACT 310 Baseball 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: High school varsity or college level baseball; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course emphasizes defense, offense, pitching, base running, team strategy, and conditioning for advanced baseball. AA/AS area 3E; CSU area E2.

TMACT 320 Basketball 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: One year of varsity high school or college level basketball; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course features tournament scrimmage play to improve offensive, defensive, and team skills for advanced basketball. AA/AS area 3E; CSU area E2.

TMACT 330 Volleyball 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: ENSWR 102 or ENSWR 103, ENSWRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
The beginning course is designed to develop basic volleyball skills through lecture, demonstration, drills, and practice games. Students will gain a better understanding of and appreciation for volleyball and will be provided with opportunities for skill development. The intermediate course is designed to develop intermediate skills. Lecture and demonstration will provide the knowledge to continue this activity at a higher skill level. The advanced course is designed to develop advanced skills in those students who have already participated at the elementary level. Lecture and demonstration will provide the knowledge to continue this activity at a higher skill level. AA/AS area 3E; CSU area E2.

TMACT 340 Football 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: High school or college level football experience; ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course emphasizes instruction in advanced techniques of offensive and defensive football skills. AA/AS area 3E; CSU area E2.

TMACT 350 Softball, Fast Pitch 1 Unit
Formerly: PER 1
Prerequisite: None
Advisory: High school varsity or college level softball; ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This 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.

Physical Education Theory

PET 302 Introduction to Physical Education 2 Units
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
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, and ENGRD 116 with a grade of "C" or better; or ESLR 320 and ESLW 320 with a grade of "C" or better; or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a concentrated study of competition and motivation for sports. It also includes the study of the brain's impact on muscular activity in athletic performance. Stress management, goal setting, peak performance, adaptability, sport imagery training, and effective practice are covered.
**PET 312** Theory and Techniques of Adapted Physical Education 3 Units

Formerly: PET 15  
Prerequisite: None  
Corequisite: PET 313  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides students with an orientation to specific disabilities and important principles of physical activity for individuals with disabilities. Basic knowledge of movement related terminology, exercise principles and concepts, transfer techniques, and characteristics of specific disabilities as they relate to exercise will be covered. This class is invaluable for students interested in pursuing a career in physical therapy, nursing, adapted physical education, physical education, or fields requiring one to work with individuals with disabilities.

**PET 313** Laboratory in Adapted Physical Education 1-2 Units

Formerly: PET 16  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.  
Course Transferable to CSU  
Hours: 54-108 hours LAB  
This course offers practical experience in the implementation of physical activity for students with disabilities. This course may be taken three times.

**PET 330** Care and Prevention of Athletic Injuries 3 Units

Formerly: PET 30  
Prerequisite: None  
Advisory: ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introduction to injury prevention, injury care, and rehabilitation of athletic injuries. It includes basic information of sports injuries, their causes and treatments.

**PET 334** Practical Applications in Athletic Training/Sports Medicine 3 Units

Formerly: PET 30A  
Prerequisite: None  
Advisory: BIOL 430, ENGRW 102 or ENGRW 103, and ENGRD 116 with a grade of “C” or better, OR ESLW 320 and ESLW 320 with a grade of “C” or better, OR placement through assessment process.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course is designed to provide an overall experience of the sports medicine/athletic training profession. Topics include common evaluation and rehabilitative techniques, modality usage, and advanced taping and wrapping methods.

**PET 340** Theory of Baseball 1 Unit

Formerly: PET 17  
Prerequisite: None  
Advisory: High school or college level baseball playing experience; ENGRW 102 or ENGRW 103, and ENGRD 116 or ESLR 320, ESEW 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: ENGRW 102 or ENGRW 103, and ENGRD 116 or ESLR 320, ESEW 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: ENGRW 102 or ENGRW 103, and ENGRD 116 or ESLR 320, ESEW 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 20  
Prerequisite: None  
Advisory: ENGRW 102 or ENGRW 103, and ENGRD 116 or ESLR 320, ESEW 320, or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 18 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 362** Theory of Swimming 1 Unit

Formerly: PET 29  
Prerequisite: None  
Advisory: ENGRW 102 or ENGRW 103, and ENGRD 116 or ESLR 320, ESEW 320, or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 36 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 21  
Prerequisite: None  
Advisory: ENGRW 102 or ENGRW 103, and ENGRD 116 or ESLR 320, ESEW 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.
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, ESLR 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 (same as NUTRI 307)** 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.

**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 assessment of cardiorespiratory endurance, body fat, muscular strength and endurance, blood pressure, and the evaluation of the results of such tests.

**PET 404 Identification and Management of Fitness Injuries** 2 Units  
Formerly: PET 7  
Prerequisite: None  
Course Transferable to CSU  
Hours: 36 hours LEC  
This course is part of the Fitness Specialist Certificate Program. This course addresses elementary human anatomy and its relationship to physical activity. Athletic training methods and protective equipment are covered. Treatment and rehabilitation of injuries as they relate to fitness training will be presented.

**PET 405 Special Populations** 1 Unit  
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 a thorough review of strength training. The course studies anatomy and physiology as they apply to strength training, training sequences, available equipment, and safety factors. Included in this course is the development of strength training routines.

**PET 407 Techniques of Instruction - Aerobics and Group Fitness** 2 Units  
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.

**PET 494 Topics in Physical Education Theory** .5-.4 Units  
Formerly: PET 22  
Prerequisite: None  
Course Transferable to CSU  
Hours: 3-.72 hours LEC  
This umbrella course provides concentrated study of a variety of current fitness issues. Topics will reflect contemporary concerns for physical fitness, performance in competitive sport, and wellness. May be taken up to 3 units of credit.

**PET 497 Internship in Physical Education - Theory** 1.5 Units  
Formerly: PET 32  
Prerequisite: A grade of “C” or better in at least 8 units from the following courses: PET 400, 401, 402 (or NUTRI 307), 403, 404, 405, 406, 407, 408.  
Course Transferable to CSU  
Hours: 9 hours LEC, 54 hours LAB  
This course is designed to provide students in the Fitness Specialist Certificate Program with practical experience in screening, performing fitness assessment tests, and formulating an exercise prescription based on fitness test indicators. In addition to the lecture schedule, there will be additional practicum hours to be arranged at local fitness centers and health clubs.
Physical Science & Physics

Degree: A.S. - Mathematics & Physical Science  
Area: Science and Engineering  
Dean: TBD  
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

This is a broad study in the field of mathematics and physical sciences. Eighteen units of transfer level course work are required in addition to other graduation requirements. Courses may be selected from astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics and statistics.

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 300</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PS 301</td>
<td>Physical Science Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 310</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 311</td>
<td>Basic Physics</td>
<td>3</td>
</tr>
</tbody>
</table>

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 3A; CSU area B1; IGETC area 5A.

PS 301  Physical Science Laboratory  1 Unit  
Prerequisite: None  
Corequisite: PS 300.  
Advisory: MATH 100.  
Course Transferable to UC/CSU  
Hours: 54 hours LAB  
This laboratory course provides hands-on experiments in several disciplines in the physical sciences. Study of geologic, weather and topographic maps, star charts and use of tools, equipment and methods of science are also covered. AA/AS area 3A; CSU area B1; IGETC area 5A.

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 3A; CSU area B1; IGETC area 5A.

PHYS 311  Basic Physics  3 Units  
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 3A; CSU area B1; IGETC area 5A.

American River College 2005-2006
PHYS 312 Conceptual Physics Laboratory 1 Unit
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 3A; CSU area B1; IGETC 5A

PHYS 350 General Physics 4 Units
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) (PHYS SEQ A) AA/AS area 3A; CSU area B1; IGETC area 5A

PHYS 360 General Physics 4 Units
Prerequisite: PHYS 350 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers mechanics, heat and sound. It satisfies partial requirements in pre-medical courses and in other technical courses except physics and engineering. (CAN PHYS 4); (PHYS SEQ A)

PHYS 410 Mechanics of Solids and Fluids 5 Units
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) (PHYS SEQ B) AA/AS area 3A; CSU area B1; IGETC area 5A

PHYS 421 Electricity and Magnetism 4 Units
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)

PHYS 431 Heat, Waves, Light and Modern Physics 4 Units
Formerly: PHYS 4C
Prerequisite: PHYS 410 with a grade of "C" or better.
Advisory: MATH 402.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers thermodynamics and heat, statistical mechanics, waves and sound, light, quantum concepts, and nuclear physics. (CAN PHYS 14); (PHYS SEQ B)
Political 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.

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; SOCSC 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: ENGW 102 or ENGW 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 3C; CSU area D2;
IGETC area 4.

POLS 302  Introduction to Government: Foreign  3 Units
Prerequisite: None
Advisory: ENGW 102 or ENGW 103, and ENGRD 116
with a grade of “C” or better; or ESLR 320 and ESLW 320
with a grade of “C” or better; or placement through assessment
process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course comparatively examines the political systems of
selected Western European, Eastern European, Asian, Middle
Eastern, African, and Latin American countries. Emphasis is
on the formation of political institutions, political culture,
citizen and interest participation, political parties, and
bureaucratic public policy roles. AA/AS area 3C; CSU area
D3; IGETC area 4.

POLS 304  Introduction to Government: California  3 Units
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116 with a
grade of “C” or better; or ESLR 320 and ESLW 320 with a
grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the essential organization, institutions
and processes of California state and local government. It
fulfills the California State University requirement for state
and local government, but not the requirement for the U.S.
Constitution.
**POLS 310**  Introduction to International Relations  
*5 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 UC/CSU**

**Hours:** 54 hours LEC

This course is a survey of the international political system. The focus will be on global issues as they relate to the nation-state system, the role of non-state actors, Global North and Global South relations, globalization, the proliferation of weapons of mass destruction, armed conflict and its causes, regional and hemispheric relations, and international political economy. AA/AS area 3C; CSU area D3; IGETC area 4.

**POLS 322**  Political Ideologies  
*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 UC/CSU**

**Hours:** 54 hours LEC

This course is a survey of competing ideological approaches to government and politics. It provides comparative and historical analyses of various ideologies. Emphasis is on the theories, values, and assumptions that make up various political ideologies and their effects on political systems. AA/AS area 3C; CSU area D3; IGETC area 4.

**POLS 330**  Constitutional Rights  
*3 Units*

**Formerly:** POLS 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

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 3C; CSU area D3.

**POLS 332**  Law and Society (same as Business 345)  
*3 Units*

**Formerly:** POLS 16

**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 introduction to the Anglo-American Common Law System with emphasis upon the nature and purpose of law. The evolution of legal concepts as a reflection of the social environment, and the basic organization and functioning of the American judicial system presented from a theoretical rather than a practical viewpoint through analysis of selected cases and reading materials. Not to be taken in place of BUS 340 (Business Law) where required. Not open to students who have taken BUS 345. AA/AS area 3C; CSU area D3; IGETC area 4.
Psychology

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.

Requirements for Degree Major 18 units

Courses Required Units
PSYC 300 3
PSYC 310 3
PSYC 320 3
PSYC 330 3
PSYC 335 3
and 3 units selected from the following:

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 3C; 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 301 or 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 adjustment aspects of psychology in everyday life. Topics include development, personal growth and adjustment over the life span, motivation, emotions, stress, adjustment, behavior disorder, personality, attitudes, values, and interpersonal relationships. AA/AS area 3C; 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 and peripheral pathways, endocrine function and the biochemistry of mental disease. A basic course for psychology, medical and biological science majors. (CAN PSY 10) AA/AS area 3A; 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 3A; CSU area B2; IGETC area 5B.

PSYC 320  Social Psychology  3 Units
Prerequisite: PSYC 300 with a grade of "C" or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course analyzes human behavior in relation to the social environment, including the power of the situation, other individuals, and the social group to influence individual behavior. Emphasized topics include aggression, prejudice, attraction, altruism, attitude change, conformity, gender roles, cultural norms, person perception, and social cognition. AA/AS area 3C; 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 3D; CSU area B3; IGETC area 2A.
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: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an exploration of the broad questions of normality and abnormality. 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 3E; CSU area D3 & E1; IGETC area 4.

PSYC 342 Behavior Modification: Theory and Application 3 Units
Formerly: PSYC 32
Prerequisite: PSYC 300 or 305.
Course Transferable to CSU
Hours: 54 hours LEC
This course reviews methods of changing behavior through the systematic application of learning principles. It examines the philosophical and research foundations for behavioral psychology as well as the controversy surrounding behaviorism. The emphasis is on practical applications including institutional settings, schools, child behavior management, smoking, alcohol abuse, sexual dysfunction, assertiveness and cognitive restructuring. AA/AS area 3E; CSU area E1

PSYC 343 Abnormal Personality: Theory and Practice 3 Units
Formerly: PSYC 24
Prerequisite: PSYC 300.
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Corequisite: PSYC 305.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of abnormal personality processes in normal individuals. The course includes an exploration of personal, social, and psychological factors that contribute to abnormal behavior and includes a consideration of the diversity of behaviors exhibited in the human experience. (CAN PSY 8)

PSYC 354 Marriage, The Family and Alternatives 3 Units
Formerly: PSYC 24
Prerequisite: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of marriage, the family and alternatives from historical, sociological and psychological viewpoints. Topics will include the structure and functions of the family, childrearing, gender roles, mate selection, the sexual revolution, conflict crisis, divorce, and alternatives to traditional marriage. (CAN FCS 12) AA/AS area 3E; CSU area E1

PSYC 356 Human Sexuality 3 Units
Formerly: PSYC 25
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of 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 3E; CSU area E1

PSYC 358 Principles of Interpersonal Relationships 3 Units
Prerequisite: None
Advisory: ENGW 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. AA/AS area 3E; CSU area E1

PSYC 359 Stress Management and Health 3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course examines productive and nonproductive stress and the influence of various types of stress on health and wellness. Topics include the physiological aspects of stress and its effects on health, assessments of personal coping style, strategies for coping effectively with stress, relaxation techniques, and positive reinforcers. Emphasis is placed on practical application of stress management techniques in daily life. This course is not open to students who have completed HEED 352.

PSYC 361 Psychology of Women in a Multicultural Society 3 Units
Formerly: PSYC 16
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the psychological effects of society upon women. Emphasis will be on the exploration of sociocultural, gender-role, sex-role, stereotyping, and intrapersonal and interpersonal factors in the development of women. AA/AS areas 3C & 3F; CSU area D3.

PSYC 365 Issues of Diverse Populations (Same as Human Services 330) 3 Units
Formerly: PSYC 19
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of the values, problems, issues, concerns and counseling needs of special population groups including the elderly, African Americans, Hispanics, Asians, Native Americans, homosexuals, the poor and terminally ill. It also includes the nature and extent of chemical dependency and other addictive behaviors. Not open to students who have completed HSER 330. AA/AS area 3C & 3F; CSU area E1.

PSYC 370 Human Development: A Life Span 3 Units
Formerly: PSYC 18
Prerequisite: None
Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines human development across the lifespan, from conception through death, by focusing on development from the perspectives of physiology, cognition, and psychology along with the interaction among these three domains. Seeing development as an on-going process and the practical application of this knowledge are emphasized. This course is designed as a foundation for careers in educational, social, psychological, and medical fields as well as providing a better understanding of one's own developmental process. AA/AS area 3C or 3E; CSU area D3 or E1.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 372</td>
<td>Child Development (same as Early Childhood Education 312)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to UC/CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></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, the physical, cognitive, linguistic, social-moral, and emotional aspects of development, with attention to both typical as well as atypical development in each area is discussed. Included are the influences of culture, family, and the environment. This material is designed as a foundation for early care and education, teaching, and parenting. Not open to students who have completed ECE 312. (CAN FCS 14) AA/AS area 3C; CSU area D3; IGETC area 4.</td>
<td></td>
</tr>
<tr>
<td>PSYC 374</td>
<td>Psychology of Aging: Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(same as GERON 302)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to UC/CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course covers the physical, psychological, and social aspects of the aging process including the interactions between the elderly and the rest of society. Topics include an analysis of stereotypes, social bonds, environmental factors, sexuality, physical health, mental health, death, and bereavement. Not open to students who have completed Gerontology 302. AA/AS area 3C; CSU area E1</td>
<td></td>
</tr>
<tr>
<td>PSYC 378</td>
<td>Communicating with and Validating Older Adults</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(same as GERON 330)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>PSYC 379</td>
<td>Reminiscence Therapy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(same as GERON 334)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 334.</td>
<td></td>
</tr>
<tr>
<td>PSYC 380</td>
<td>Work and Human Behavior</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Formerly: PSY 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 3E; CSU area E1.</td>
<td></td>
</tr>
<tr>
<td>PSYC 383</td>
<td>Introduction to Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: PSYC 300, 330, and 335.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course provides an overview of the field of Organizational Psychology with the specific focus on motivation, leadership, organizational assessment, personnel selection, training, and the application of psychological research techniques in the work environment.</td>
<td></td>
</tr>
<tr>
<td>PSYC 390</td>
<td>Psychology of Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Formerly: PSYC 9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course involves an investigation of beliefs, attitudes, anxieties, and behaviors associated with dying and death. Included will be information relevant to suicide, life-threatening illnesses, bereavement, euthanasia and various philosophical views on the phenomenon of death. AA/AS area 3E; CSU area E1.</td>
<td></td>
</tr>
<tr>
<td>PSYC 400</td>
<td>Introduction to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(same as Human Services 340)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: ENGW 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement through assessment process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is a survey that examines the physiological effects of chemical dependency on the individual. Included is an analysis of the effects of substance abuse on the family; the sociological, economic conditions contributing to substance abuse; and a description of community efforts at prevention and treatment. Not open to students who have completed HSER 340. AA/AS area 3E; CSU area E1.</td>
<td></td>
</tr>
<tr>
<td>PSYC 401</td>
<td>Physiology and Pharmacology: Alcohol and Other Drugs</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(same as Human Services 341)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: HSER 340/PSYC 400 with a grade of “C” or better.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>PSYC 402</td>
<td>Alcoholism: Intervention, Treatment and Recovery</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(same as Human Services 342)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory: HSER 341/PSYC 401 with a grade of “C” or better.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 hours LEC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
PSYC 480  Honors General Principles  3 Units
Formerly: PSYC 1H
Prerequisite: 3.0 or better cumulative GPA; ENGW 300 or 480 with a grade
of "C" or better; and eligibility for ENGRD 310.
Course Transferrable to UC/CSU
Hours: 54 hours LEC
This course is for psychology majors, behavioral science majors and other
students who desire a challenging, critical thinking and issues oriented
introduction to general principles. Topics include the scientific method,
statistics, biological determinants and general processes of behavior such as
development, learning, verbal behavior, intelligence, perception, motivation,
emotion, personality and mental health. Using a seminar style, the focus will
be on encouraging thorough analysis and evaluation of psychological theories
and research studies as they relate to practical, everyday issues. AA/AS area
3C; IGETC area 4.

PSYC 481  Honors Abnormal Behavior  3 Units
Prerequisite: Cumulative GPA of 3.0 or above; PSYC 300 or PSYC 480 with a
grade of "C" or better; ENGW 300 or ENGW 480 with a grade of "C" or
better.
Course Transferrable to UC/CSU
Hours: 54 hours LEC
This course is for psychology majors, behavioral science majors and other
students who desire a challenging, critical thinking and issues oriented
introduction to general principles. Topics include the scientific method,
statistics, biological determinants and general processes of behavior such as
development, learning, verbal behavior, intelligence, perception, motivation,
emotion, personality and mental health. Using a seminar style, the focus will
be on encouraging thorough analysis and evaluation of psychological theories
and research studies as they relate to practical, everyday issues. AA/AS area
3E; CSU area D3 & E1
Public Safety

STC Certified Core Courses
Traffic Accident Investigations Series
POST and STC Certified Courses
   for Perishable Skills
POST and STC Certified Instructors Courses
Law Enforcement In-Service

Area: Sacramento Regional Public Safety Training Center
      5146 Arnold Avenue
      McClellan, CA 95652
Dean: Richard W. McKee
Phone: (916) 570-5000
Counseling: (916) 484-8572
Website: www.arc.losrios.edu/safety

The Sacramento Regional Public Safety Training Center (SRPSTC), operated by American River College, is dedicated to providing high quality training and educational programs for public safety personnel. The center offers entry-level and advanced, in-service instruction, in areas that meet the needs of individuals as well as public and private agencies. All courses meet the academic standards of the Los Rios Community College District. These courses may be certified by the California Commission on Peace Officers Standards and Training (POST), California Standards and Training for Corrections (STC), California Correctional Peace Officer Standards and Training (CPOST) and the California State Fire Marshal's Office. Most courses presented at the SRPSTC are offered in an intensive, concentrated, short-term format. Graduates from the basic core courses may be eligible for employment in county and city law enforcement agencies specializing in police, corrections and/or probation.

Technical/Professional Development (In-Service) courses

Technical training and in-service courses are geared primarily for law enforcement officers, correctional officers, probation officers or other individuals within the criminal justice system. Individuals taking these courses generally are seeking technical knowledge and skills for professional enhancement or they are mandated by POST, STC, CPOST or the California State Fire Marshal’s Office. Technical courses involving instructor certification may require a proficiency skills test prior to registration. California Statute or prerequisites may restrict student registration into some courses.

Program Costs and Registration

Additional information and course reservations are available by calling the center at (916) 570-5000 or visit our website at www.arc.losrios.edu/safety. Students are required to pay for the cost of the materials consumed during the training course and established community college enrollment fees.

Contract Partnerships

The Sacramento Regional Public Safety Training Center, Los Rios Community College District and select local and regional agencies have partnered to establish additional training options for the Public Safety Professional/Student. Courses offered through our Contract partnership meet all of the regulatory standards set by the Los Rios Community College District, American River College, POST, CPOST and/or STC. California Statute or prerequisites may restrict student registration into some courses.

County of Sacramento

For information on the Basic Academy, contact the Sacramento Sheriff’s Training Academy, 1000 River Walk Way, Carmichael, CA 95608, call (916) 874-1098, or visit the webpage at www.sacsberiff.com/divisions/dtrf/acadinfo.cfm. For information regarding in-service training course, contact the Sheriff’s Department, Division of Training and Reserve Forces at (916) 874-1098 or visit the webpage at www.sacsberiff.com/divisions/dtrf/inservice.cfm. For information regarding the P.C. 832 Modular Training, contact the Division of Training and Reserve Forces at (916) 875-0006, or visit the website: www.sacsberiff.com/divisions/dtrf/p832.cfm.
City of Sacramento
For information on the Communications courses, call (916) 264-7248 or visit the Communications Training web page at: www.sacpd.org/Academy/CTO.htm.
For information about Community Service Officer training at the Academy, call (916) 264-8264 or visit the CSO Training webpage at www.sacpd.org/Academy/CSO.htm.
For information the Basic Police Academy, call (916) 566-2418 or visit the Academy website at: www.sacpd.org/Academy/default.htm.
For information 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.com.

Additional information regarding training programs offered by the Sacramento Regional Public Safety Training Center and any one of it's Contract partners, is available by contacting any staff member at (916) 570-5000 or any staff member of the agency's training division.
Real Estate

Degree: A.A. - Real Estate
Certificate: Real Estate

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.

Real Estate

Requirements for Degree Major 33-35 units

Business Core Requirements

<table>
<thead>
<tr>
<th>Course</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 1302</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 (1 unit)</td>
<td>0-1</td>
</tr>
<tr>
<td>and three units selected from the following:</td>
<td>3</td>
</tr>
<tr>
<td>CIS classes or ACCT 341 or ACCT 345 or BUSTEC 305 or BUSTEC 310</td>
<td></td>
</tr>
</tbody>
</table>

Concentration Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310 or MGMT 360</td>
<td>3</td>
</tr>
<tr>
<td>RE 300</td>
<td>3</td>
</tr>
<tr>
<td>RE 310</td>
<td>3</td>
</tr>
<tr>
<td>RE 320</td>
<td>3</td>
</tr>
<tr>
<td>RE 330</td>
<td>3</td>
</tr>
<tr>
<td>RE 340</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 105, 320, 330; ECON 304; MGMT 372; MKT 300, 310, 314; PSYC 300 or 305; RE 190; SPEECH 301</td>
<td></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.

Requirements for Certificate 24 units

Courses Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 300</td>
<td>3</td>
</tr>
<tr>
<td>RE 310</td>
<td>3</td>
</tr>
<tr>
<td>RE 320</td>
<td>3</td>
</tr>
<tr>
<td>RE 330</td>
<td>3</td>
</tr>
<tr>
<td>RE 340</td>
<td>3</td>
</tr>
<tr>
<td>and three units selected from the following:</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101 or 301; BUS 110; ECON 302 or 304; RE 360 and six units selected from the following:</td>
<td>6</td>
</tr>
<tr>
<td>ACCT 101 or 301 or 311; BUS 310 or MGMT 360; BUS 105, 300, 340; MKT 300, 310, 314</td>
<td></td>
</tr>
</tbody>
</table>

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.

Requirements for Licensed Appraiser’s Certification

Must take RE 340 and any one of the following: RE 141, 300, 330, or 360.
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
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 surveys real estate financing, including lending policies and problems in financing transactions in residential apartments, commercial and special purpose properties. Methods of financing properties are emphasized. This course meets one of the educational requirements to qualify for the California Department of Real Estate broker's examination.

RE 330  Legal Aspects of Real Estate  3 Units
Prerequisite: None
Advisory: RE 300; ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320; BUS 105.
Course Transferable to CSU
Hours: 54 hours LEC
This course surveys California real estate laws, including methods of ownership, estates, transfers, financing instruments, foreclosures, leasing, contracts, and agency. This course meets one of the educational requirements to qualify for the California Department of Real Estate broker's examination.

RE 340  Real Estate Appraisal  3 Units
Formerly: RE 84
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 will cover the purposes of appraisals, the appraisal process, the different approaches to value, and the methods and techniques used to determine the value of various types of property. Emphasis will be on residential single-unit property but will include an introduction to the valuation of income producing property. This course applies toward the educational requirements for the broker's examination.

RE 360  Real Estate Economics  3 Units
Formerly: RE 85
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 nature and classification of real estate and real estate investments, economic development of real property, real estate cycles and market trends, and governmental and private sector influence on the economics of real estate. It is recommended that this course be taken last in the real estate series.

RE 370  Introduction to Escrow Procedures  3 Units
Formerly: RE 86
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 functions and responsibilities of the escrow holder, including actual preparation of escrow instructions and documents in a typical real estate transaction. It also includes audit, disbursement, the issuance of closing statements and analysis of title insurance policies.
Real Estate

RE 371  Advanced Escrow Procedures  3 Units
Formerly: RE 87
Prerequisite: RE 370 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers unusual and difficult types of escrow. The student will learn how to evaluate possible solutions with emphasis on real estate loans, financing instruments, and exchanges.

RE 390  Real Estate Investment Analysis  3 Units
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 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>
</thead>
<tbody>
<tr>
<td>ECE 312/PSYC 372</td>
<td>3</td>
</tr>
<tr>
<td>GERON 302/PSYC 374</td>
<td>3</td>
</tr>
<tr>
<td>HEDD 316</td>
<td>2</td>
</tr>
<tr>
<td>PET 312</td>
<td>3</td>
</tr>
<tr>
<td>PET 313</td>
<td>1</td>
</tr>
<tr>
<td>RECR 300</td>
<td>3</td>
</tr>
<tr>
<td>RECR 310</td>
<td>3</td>
</tr>
<tr>
<td>RECR 320</td>
<td>3</td>
</tr>
<tr>
<td>RECR 498</td>
<td>1</td>
</tr>
<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: ENGW 102, ENGRD 116 or ESLR 320, ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
Overview of recreation, park and leisure services. A basic course describing and interpreting recreation as a form of community services. The nature, scope and significance of leisure and recreation as a social force in contemporary society. Emphasis placed on the role of the professional leader in organizing recreation programs and services, operations, facilities and resources. Field trips required. (CAN REC 2)

RECR 310 Outdoor Recreation 3 Units

Formerly: RECR 42
Prerequisite: None
Advisory: ENGW 102, ENGRD 116 or ESLR 320, ESLW 320.
Course Transferable to CSU
Hours: 54 hours LEC
Orientation to job opportunities; trends, problems and issues in public and private outdoor recreation agencies. Philosophies and operating purposes of federal, state and local governmental outdoor recreation facilities. Field trips to outdoor recreation areas required.
Recreational

RECR 320 Recreation Activity Leadership 3 Units
Formerly: RECR 47
Prerequisite: None
Advisory: ENGWR 102 or ENGWR 103, ENGRD 116 or ESLR 320, ESLW 320; or placement through assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is a basic course for recreation majors, involving a study of essential elements and basic principles of organization and leadership of various types of recreation programs. It covers the methods and materials used in planning and conducting organized recreation programs in public and private agencies. Special emphasis will be placed on the role of the face-to-face leader in organizing recreational programs in a variety of settings. Required of all recreation majors. (CAN REC 4)

RECR 498 Work Experience in Recreation 1-4 Units
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.)
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 Planning Summary Sheet

**Pre-enrollment Deadlines**

Applications to the program may be obtained at the Allied Health Building, Room 290 or online at [www.arc.losrios.edu/edhealth/respcare.html](http://www.arc.losrios.edu/edhealth/respcare.html) and are due in the Allied Health office no later than 4:00 p.m. on the third Friday in November.

**Selection Process**

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, drug screen, background check, and malpractice insurance.

**NOTE:** Meeting all the course requirements does not guarantee admission to the program.
Respiratory Care

Requirements for Degree Major 71-72 units

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 430</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 431</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 440</td>
<td>4</td>
</tr>
<tr>
<td>CISA 305</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>2</td>
</tr>
<tr>
<td>CBC 300</td>
<td>4</td>
</tr>
<tr>
<td>ENGWR 300 or ESLW 340</td>
<td>3-4</td>
</tr>
<tr>
<td>MATH 100</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 310</td>
<td>3</td>
</tr>
<tr>
<td>PSTYC 300</td>
<td>3</td>
</tr>
</tbody>
</table>

Concentration Requirements Units

|RC 110| 2 |
|RC 111| 3 |
|RC 112| 2 |
|RC 113| 2 |
|RC 120| 3 |
|RC 121| 3 |
|RC 122| 3 |
|RC 123| 2 |
|RC 130| 3 |
|RC 131| 1 |
|RC 132| 6 |
|RC 140| 3 |
|RC 141| 1 |
|RC 142| 6 |

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.

RC 110  Introduction to Health Care for the Respiratory Care Practitioner 2 Units
Formerly: RC 51A
Prerequisite: Acceptance into the Respiratory Care Program.
Corequisite: RC 111 and 112.
Hours: 36 hours LEC
The course describes the organizational context of the U.S. health care system as it relates to the role and function of respiratory care practitioners. It focuses on the skills of communication and human interaction within the context of the modern health care delivery system. It also presents the ethical, legal, interprofessional and economics aspects of health care. It also identifies health care related safety techniques including universal precautions and infection control. Critical thinking processes are presented as a basis for comprehension of course content.

RC 111  Applied Cardiopulmonary Physiology 3 Units
Formerly: RC 51B
Prerequisite: Acceptance into the Respiratory Care Program.
Corequisite: RC 110 and 112; BIOL 431.
Hours: 54 hours LEC
This course provides a foundation for the development of critical thinking skills necessary for the clinical practice of respiratory care. It gives a comprehensive overview of the cardiopulmonary system with emphasis on applied physiology expanding on the concepts introduced in anatomy and physiology, and provides in depth information on ventilation, gas transport and acid-base balance, including interpretation of data and the relationship of physiological principles to patient care.

RC 112  Patient Assessment - Introduction to Clinical Problem Solving 2 Units
Formerly: RC 51C
Prerequisite: Acceptance into the Respiratory Care Program.
Corequisite: RC 110, 111, and 113.
Hours: 36 hours LEC
The course presents a clinically oriented guide to assessment of the patient’s cardiopulmonary system with emphasis on its application to respiratory care procedures. It also describes assessment procedures, equipment, and the interpretation of results arising from the gathered information.

RC 113  Patient Assessment Techniques 2 Units
Formerly: RC 51L
Prerequisite: Acceptance into Respiratory Care program.
Corequisite: RC 110, 111, and 112.
Hours: 108 hours LAB
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
This course covers the manifestations of cardiopulmonary and related diseases encountered in respiratory care practice. It presents the causes for and general treatment, as well as respiratory care treatment of these diseases. It also includes the evaluation for possible diagnoses, treatment approaches and evaluation of patient response to treatment for possible modification.

RC 122  Theory and Techniques I - Fundamental Respiratory Care 3 Units
Formerly: RC 52C
Prerequisite: RC 110, 111, 112, and 113 with a grade of “C” or better.
Corequisite: RC 120, 121, and 123; and PHYS 310.
Hours: 54 hours LEC
The course presents the principles of medical gas delivery devices; humidity, aerosol and hyperinflation therapies and chest physiotherapy. It also presents the application, patient assessment, patient monitoring, and the evaluation of the efficacy of medical gas, humidity, aerosol and hyperinflation therapies and chest physiotherapy.
Respiratory Care

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.

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  1 Unit
Prerequisite: RC 120, 121, 122, and 123 with grades of “C” or better.
Corequisite: RC 130 and 132.
Hours: 54 hours LAB
This course provides in class laboratory practice in airway management, including intubation, suctioning and bronchoscopy to adult patients in critical care units. It further provides in class laboratory practice in non-invasive and invasive mechanical ventilatory support, including ventilator settings/adjustments, monitoring, adjusting ventilators to improve oxygenation and/or ventilation and discontinuance from ventilatory support on adult patients in critical care units.

RC 132  Clinical Application: Adult Critical Care Techniques/ Special Procedures  6 Units
Prerequisite: RC 120, 121, 122, and 123 with grades of “C” or better.
Corequisite: RC 130 and 131.
Enrollment Limitation: Meet the health requirements of the Los Rios Community College District for Allied Health programs and certification in Advanced Cardiac Life Support (ACLS).
Hours: 324 hours LAB
This course provides clinical practice in the application of medical gas, humidity/aerosol, hyperinflation and bronchial hygiene therapies, airway management and non-invasive and invasive mechanical ventilatory support as applied to neonatal and pediatric patients in specialized critical care units. It further provides practice in the application of pulmonary rehabilitation techniques, cardiopulmonary stress testing, sleep studies and respiratory care techniques in the home setting. Field trips are required.

RC 140  Theory III - Respiratory Care in Specialty Areas  3 Units
Formerly: RC 54A
Prerequisite: RC 130, 131 with a grade of “C” or better; current certification of advanced cardiopulmonary life support.
Corequisite: RC 141.
Hours: 54 hours LEC
This course presents the principles of neonatal/pediatric respiratory care, including basic and advanced techniques as well as transport of mechanically ventilated newborns and children. It also presents the principles underlying cardiopulmonary rehabilitation, including patient assessment, stress testing, reconditioning techniques, psychosocial aspects specific to the home setting and long term ventilator care.

RC 141  Techniques III - Neonatal/Pediatric and Cardiopulmonary Rehabilitation Techniques  1 Unit
Prerequisite: RC 130 and 131 with grades of “C” or better.
Corequisite: RC 140 and 142.
Hours: 54 hours LAB
This course provides in class laboratory practice in medical gas, humidity/aerosol, hyperinflation and bronchial hygiene therapies, airway management and non-invasive and invasive mechanical ventilatory support as applied to neonatal and pediatric patients in specialized critical care units. It also provides practice in pulmonary rehabilitation techniques, cardiopulmonary stress testing, sleep studies and respiratory care techniques in the home setting.

RC 142  Clinical Application: Neonatal/Pediatric and Cardiopulmonary Rehabilitation Techniques  6 Units
Prerequisite: RC 130, 131, and 132 with grades of “C” or better.
Corequisite: RC 140 and 141.
Enrollment Limitation: Meet the health requirements of the Los Rios Community College District for Allied Health programs and certification in Advanced Cardiac Life Support (ACLS).
Hours: 324 hours LAB
This course provides clinical practice in the application of medical gas, humidity/aerosol, hyperinflation and bronchial hygiene therapies, airway management and non-invasive and invasive mechanical ventilatory support as applied to neonatal and pediatric patients in specialized critical care units. It further provides practice in the application of pulmonary rehabilitation techniques, cardiopulmonary stress testing, sleep studies and respiratory care techniques in the home setting. Field trips are required.
This program is designed to provide students with a broad study in the field of biological and physical sciences.

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

**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

Degree: A.A. Sign Language Studies  
A.A. Interpreting Training  
Certificates: Sign Language Studies  
Interpreting

Area: Humanities  
Dean: Dr. Bruce Kinghorn  
Phone: (916) 484-8653  
Counseling: (916) 484-8572

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.

American River College 2005-2006

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>
</tr>
</thead>
<tbody>
<tr>
<td>SILA 305</td>
<td>4</td>
</tr>
<tr>
<td>SILA 306</td>
<td>4</td>
</tr>
<tr>
<td>SILA 315</td>
<td>4</td>
</tr>
<tr>
<td>SILA 316</td>
<td>4</td>
</tr>
<tr>
<td>SILA 330</td>
<td>3</td>
</tr>
<tr>
<td>SILA 332</td>
<td>3</td>
</tr>
<tr>
<td>SILA 498</td>
<td>3</td>
</tr>
</tbody>
</table>

Business Concentration Requirements  
HSER 300  
MGMT 300 or 362  
MGMT 360  
MGMT 372 or 100  
PSYC 300 or 305

Human Services Concentration Requirements  
HSER 300  
PSYC 300 or 305  
PSYC 370

and six units selected from the following:  
ECE 312/PSYC 372; ENGED 320; HSER 330/PSYC 365; PSYC 340  
PSYC 350

Recommended Electives  

Sign Language Studies Certificate

Requirements for Certificate 40 units

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>25 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SILA 305, 306, 315, 316, 330, 332, 498</td>
<td></td>
</tr>
</tbody>
</table>

Business Concentration Requirements  
HSER 300; MGMT 300 or 362, 360, 372; PSYC 300 or 305

Human Services Concentration Requirements  
HSER 300; PSYC 300 or 305, 370

and six units selected from the following:  
ECE 312/PSYC 372; ENGED 320; HSER 330/PSYC 365; PSYC 340

American River College 2005-2006
Sign Language Studies

Interpreter Training Program

Requirements for Degree Major 54 units

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 selected from the following:

General Education Graduation Requirements
Students must also complete the general education graduation requirements for an AA 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 selected from the following:

The Interpreting Certificate cannot be completed in one year.

Sign Language Interpreting

INTRP 300  Ethics and Professional Standards of Interpreting 3 Units
Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: SILA 330, 332, 498.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a working knowledge of the profession of interpreting. It includes the history of the interpreting field, the Registry of Interpreters for the Deaf Code of Ethics, interpersonal relations, the roles and responsibilities of interpreters, and an overview of the settings involved.

INTRP 305  Consecutive Interpreting 3 Units
Prerequisite: SILA 320 and SILA 322 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides basic skills in consecutive sign language interpreting (sign-to-voice and voice-to-sign). Primary emphasis includes a theoretical analysis of the interpreting process, reinforcement of ASL skills, and development of the fundamental interpreting skills.

INTRP 307  Text Analysis and Translation: ASL and English 3 Units
Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: SILA 320.
Course Transferable to CSU
Hours: 54 hours LEC
This course compares and contrasts the grammatical structures and patterns of American Sign Language and English. Comparison of the phonology, morphology, and syntax found in ASL and English will be the focus, with emphasis on the practical use of such knowledge.

INTRP 310  Introduction to Deaf Blind Interpreting .5 Units
Prerequisite: INTRP 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course provides students exposure to, background in, and techniques for working with members of the deaf-blind community.

INTRP 312  Introduction to Oral Transmission .5 Units
Prerequisite: INTRP 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course provides exposure to, background in, and techniques for oral transmission and interaction with oral deaf people.

INTRP 314  Introduction to Multicultural Communication .5 Units
Prerequisite: SILA 316 with a grade of “C” or better.
Advisory: INTRP 305.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an introduction to the field of multicultural communication. The focus will be on cultural and linguistic diversity, personal life experiences, and on enhancing racial and ethic diversity in the interpreting profession.

INTRP 320  Simultaneous Interpreting 3 Units
Prerequisite: INTRP 305 with a grade of “C” or better.
Advisory: SILA 330, 332, 498.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides intermediate knowledge and skill development in the area of simultaneous interpreting. Both sign to voice and voice to sign interpreting skills will be incorporated. Primary emphasis includes an application of the interpreting process, a focus on analytical and composition skills, and incorporation of cultural considerations.

INTRP 325  Transliteration 3 Units
Prerequisite: INTRP 305 with a grade of “C” or better.
Advisory: SILA 330, 332, 498.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides basic skills in transliteration. Both sign to voice and voice to sign transliterating skills will be incorporated. Primary emphasis includes language/client assessment, contact signing forms, semantic appropriateness, syntactic considerations, lipshadowing, lip-reading, and fingerspelling reception and production.

INTRP 330  Introduction to Educational Interpreting, K-12 1 Unit
Prerequisite: INTRP 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course is an introduction to interpreting in the educational setting with a focus on the elementary and secondary levels of education. Emphasis will be on vocabulary development and enrichment specific to educational interpreting, resource development, team building, roles and responsibilities, communicating with children, and ethics.

INTRP 332  Introduction to Educational Interpreting, Post Secondary 1 Unit
Prerequisite: INTRP 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course is an introduction to interpreting in the educational setting with a focus on the post secondary level of education. Emphasis will be on vocabulary development and enrichment specific to educational interpreting, resource development, team building, roles and responsibilities, and ethics.
INTRP 334  Introduction to Medical Interpreting  1 Unit
Prerequisite: INTRP 305 with a grade of "C" or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course is an introduction to interpreting in the medical setting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

INTRP 336  Introduction to Performing Arts Interpreting  1 Unit
Prerequisite: INTRP 305 with a grade of "C" or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course is an introduction to interpreting in the performing arts setting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

INTRP 338  Introduction to Social Services and Employment Interpreting  1 Unit
Prerequisite: INTRP 305 with a grade of "C" or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course is an introduction to interpreting in the social services/employment setting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

INTRP 340  Introduction to Telephone, Television and Remote Relay Interpreting .5 Unit
Prerequisite: INTRP 305 with a grade of "C" or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an introduction to interpreting using the telephone, via television and video and remote relay interpreting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

INTRP 342  Introduction to Religious Interpreting .5 Unit
Prerequisite: INTRP 305 with a grade of "C" or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an introduction to interpreting in the religious setting. Environmental considerations, vocabulary development, resource building, introductory knowledge, and ethics will be considered.

INTRP 344  Introduction to Working with a Certified Deaf Interpreter .5 Unit
Prerequisite: INTRP 305 with a grade of "C" or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an introduction to interpreting with a certified deaf interpreter (CDI). Definition of roles, resource building, introductory knowledge, team development, and ethics are considered.

INTRP 346  Specialized Vocabulary: Math and Computers .5 Unit
Prerequisite: SILA 316 with a grade of "C" or better.
Advisory: INTRP 305.
Course Transferable to CSU
Hours: 9 hours LEC
This course provides an opportunity to develop specialized discourse for use in future interpreting assignments. The focus of the class will include use of general resources in ASL and English and the development of vocabulary and resources related to mathematics and computers.

INTRP 348  Specialized Vocabulary: Science & Geography .5 Unit
Prerequisite: SILA 316 with grade of "C" or better.
Advisory: INTRP 305.
Course Transferable to CSU
Hours: 9 hours LEC
This course provides the opportunity to develop specialized discourse for use in future interpreting assignments. The focus of the class will include use of general resources in ASL and English and the development of vocabulary and resources related to scientific terms and locational signs.

INTRP 498  Work Experience in Sign Language Studies - Interpreting  1-3 Units
Prerequisite: SILA 330, 332, 498 with a grade of "C" or better.
Corequisite: INTRP 325.
Course Transferable to CSU
Hours: 9 hours LEC, 30-190 hours LAB
This course involves supervised work experience and career guidance in 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 interpreter/transliterator experiences under supervision of an interpreting mentor. May be taken four times for a maximum of 8 units.

Sign Language Studies

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 American Sign Language. It provides instructional activities to become competent in communication with deaf people. The emphasis is on nonverbal communication. AA/AS area 3B; IGETC area 6.

SILA 306  American Sign Language 2  4 Units
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 3B

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 3B; 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 making major life decisions, role shifting sequences in situations involving two or more people, narrating factual information, explaining rules and/or processes, games, narrating accidents, and using money. It incorporates information and activities previously learned about Deaf Culture into these narratives. AA/AS area 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 3C and 3F.

SILA 332  Educating Deaf People 3 Units  
Formerly: SILA 6  
Prerequisite: None  
Advisory: ENGWR 102, 103 or ESLW 320 or placement by assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is a survey course of topics related to educating deaf children, adults, and multi-handicapped individuals. It also covers teaching methods and philosophies, school placement issues, child development, and methods of coping with developmental stages. Field trips may be required.

SILA 340  ASL and the Deaf Community .5 Units  
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 306.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This module will provide information related to the signs used by the Deaf community related to alcohol, sex, and drug abuse. Credit/no credit only.

SILA 354  Life Situations .5 Units  
Formerly: SILA 46H  
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
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
Course Transferable to CSU
Hours: 9 hours LEC
This module illustrates the importance of non-manual signals in ASL. Discussion will relate to the role of non-manual signals as adverbs as grammatical distinctions in certain clauses, and as linked with a specific sign. Credit/no credit only.

SILA 494  Topics in Sign Language Studies .5-4 Units
Formerly: SILA 47
Prerequisite: SILA 305
Course Transferable to CSU
Hours: 9-72 hours LEC
Each module is a study of a specific topic or a technique in the area of sign language or deafness. Credit/no credit only.

SILA 498  Work Experience in Sign Language Studies 1-3 Units
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
Certificate: International Studies

Social Science

Eighteen units of transfer-level work in addition to other graduation requirements. Select courses from four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except Psychology 4), and Sociology.

General Education Graduation Requirement:
Students must also complete the general education graduation requirements for an A.A. degree. See general education 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

<table>
<thead>
<tr>
<th>Course 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 350, ARTH 322, ECON 302, 304; ENGL 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

SOCSC 110 History of the United States to 1865  3 Units
Formerly: SS 51
Prerequisite: None
Advisory: ENGW 102 or ENGW 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 3C

SOCSC 111 History of the United States to Present  3 Units
Formerly: SS 52
Prerequisite: None
Advisory: ENGW 102 or ENGW 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 3C.

SOCSC 310 International Studies - Peace and Conflict Studies  3 Units
Formerly: SS 1
Prerequisite: None
Advisory: ENGW 102 or ENGW 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 3C; CSU area D3; IGETC area 4.
SOCSC 312  International Studies - Current
International Development Issues 3 Units
Formerly: SS 2
Prerequisite: None
Advisory: ENGW 102 or ENGW 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 3C; 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: ENGW 102 or ENGW 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

Sociology is the study of human behavior in society focusing on the study of systems, and how individuals live, work, and interact within them.

SOC 300  Introductory Sociology  3 Units
Formerly: SOC 1A
Prerequisite: None
Advisory: ENGW 102 or ENGW 103, and 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. Includes a consideration of family, government, education and religion as basic American institutions. Emphasis on scientific method of approach. (CAN SOC 2) AA/AS area 3C; CSU area D3; IGETC area 4.

SOC 301  Social Problems  3 Units
Formerly: SOC 1B
Prerequisite: None
Advisory: ENGW 102 or ENGW 103, and 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. Emphasis is directed to the definitions, poverty, physical and mental disease, delinquency, crime and related problems. (CAN SOC 4) AA/AS area 3C; CSU area D3; IGETC area 4.

SOC 315  Introduction to Corrections  3 Units
Formerly: SOC 15
Prerequisite: PSYC 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the development, function and administration of federal, state, county and city law enforcement institutions. Causes and impact of crime and delinquency upon society. Treatment programs at local, state and federal correctional institutions, adult and juvenile, including juvenile justice and parole. Lectures, field trips, interviews and group discussion.

SOC 320  Minorities in America  3 Units
Prerequisite: None
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 UC/CSU
Hours: 54 hours LEC
This course examines patterns of racial and ethnic group relations in the United States of America. The course employs basic sociological approaches to the study of race and ethnicity, with an emphasis on a comparative analysis of historical, social, and economic factors affecting intergroup and intragroup dynamics. The topics include prejudice, discrimination, racism, racial and ethnic stratification, assimilation patterns among groups, demographic shifts, civil rights and other related topics. AA/AS area 3C & 3F; CSU area D3; IGETC area 4.

SOC 325  Chicano Culture  3 Units
Formerly: SOC 6
Prerequisite: None
Advisory: ENGW 102 or ENGW 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 Chicano(a) and his culture pattern within the United States; the acquisition of his culture, innovation, adaptation and direction of his cultural development. AA/AS area 3C; CSU area D3; IGETC area 4.

SOC 335  Sociology of Aging (same as Gerontology 300)  3 Units
Prerequisite: None
Advisory: ENGW 102 or ENGW 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 3C; CSU area E1.

SOC 342  Women in American Culture  3 Units
Formerly: SOC 20
Prerequisite: None
Advisory: ENGW 102 or ENGW 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 3C & 3F; CSU area D3; IGETC area 4.

American River College 2005-2006
Special Studies

295/495  Independent Studies in  
(Subject)  1-4 Units
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)  1-4 Units
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

<table>
<thead>
<tr>
<th>Courses Required</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGWR 300 or ENGWR 480</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 301 or ENGWR 481 or SPEECH 301</td>
<td>3</td>
</tr>
<tr>
<td>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.</td>
<td></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 AA/AS degree. See ARC graduation requirements.

SPEECH 305 Oral Interpretation 3 Units
Formerly: SPEE 5
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an analysis and oral performance of prose and poetry with a focus on the communication of the literature's intellectual, emotional and aesthetic content. This course is designed to deepen appreciation of literary forms, structure and values. This is not a course in reading improvement. AA/AS area 3B; CSU area C2.

SPEECH 311 Argumentation and Debate 3 Units
Formerly: SPEE 3
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on the theory, methods and application of argumentation and debate. It considers the use of evidence and appeals in the advocacy of dissenting propositions. (CAN SPCH 6) CSU area A3.

SPEECH 321 Interpersonal Communication 3 Units
Formerly: SPEE 10
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on personal communication transactions with emphasis on the acquisition of techniques and skills essential to self-actualization and to establishing authentic relationships. Through simulated communication experiences and structured exercises, the student may experiment with a variety of alternative communication behaviors. (CAN SPCH 8) AA/AS area 3E; CSU area E1.

SPEECH 323 Listening 3 Units
Formerly: SPEE 6
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the listener in communication. The student will learn about the variables in listening and will learn to listen for a variety of purposes, such as listening for helping others, listening for critical evaluation, listening for content, and listening for aesthetic pleasure. The student will work for competence in listening skills in both formal and professional settings.
SPEECH 325 Intercultural Communication 3 Units
Formerly: SPEE 14
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This class is an introduction to the challenges and rewards of intercultural communication in everyday situations. The course is designed to increase understanding of variations and commonalities in communication patterns across cultures and prepare students for more effective communication. Emphasis is on both international cultural variance and subcultural or group-based experiential background variance. AA/AS area 3F.

SPEECH 331 Group Discussion 3 Units
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 3D; 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.
Student Government

Certificate offered by department: Leadership Development

Area: Student Services
Dean: Kim Scott
Phone: (916) 484-8375
Counseling: (916) 484-8572

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 17 units

Courses Required Units
SGVT 300 2
SGVT 310 3
POLS 301 5
and one course from 3 different areas 9
ANTH 310, PHL 310, 320, PSYC 300, 305, SOC 301, 342; SPEECH 301, 302, 331

SGVT 300 Introduction to Student Government 2 Units
Formerly: SGVT 1
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course is a study of the legal, educational and philosophical basis of student government. It is designed for students interested in or participating in student government. This course provides practical experience in student government, in the administration of student programs, and participation on faculty and administrative committees. May include field trips to other campuses, area conferences, and state conferences. May be taken three times for credit.

SGVT 310 Leadership Development 3 Units
Formerly: SGVT 2
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to provide emerging and existing student leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates group exercises, films, and contemporary readings on leadership.
Theatre Arts

Degree: A.A. - Theatre Arts
- Acting
- Film
- Technical Theatre

Area: Fine & Applied Arts
Dean: Dr. David Newnham
Phone: (916) 484-8433
Counseling: (916) 484-8572

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>15 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 300</td>
<td>3</td>
</tr>
<tr>
<td>TA 350 or 480</td>
<td>3</td>
</tr>
<tr>
<td>TA 420</td>
<td>3</td>
</tr>
<tr>
<td>TA 460, 461, 462, 463, 464, 465, or 475</td>
<td>2</td>
</tr>
<tr>
<td>(earned by participation in two productions) and 4 units selected from the following:</td>
<td></td>
</tr>
</tbody>
</table>

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: 7 units

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 351</td>
</tr>
<tr>
<td>TA 350, 357, 362, or 366</td>
</tr>
<tr>
<td>TA 437</td>
</tr>
<tr>
<td>TA 404, 422, 424, 430, 434, 435, 440</td>
</tr>
</tbody>
</table>

Film concentration

Concentration Requirements: 10 units

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 310</td>
</tr>
<tr>
<td>TA 312 or (TA 314 and 315)</td>
</tr>
<tr>
<td>TA 318, 320, 350, or ART 420</td>
</tr>
<tr>
<td>TA 433 or 460 (Costume Construction)</td>
</tr>
<tr>
<td>TA 435 or FASHN 334</td>
</tr>
<tr>
<td>TA 437</td>
</tr>
<tr>
<td>TA 460 (Wardrobe Crew)</td>
</tr>
</tbody>
</table>

Technical Theatre concentration

Concentration Requirements: 7 units

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 404, 422, 424, 430, 435, 437, 440</td>
</tr>
<tr>
<td>TA 351, 356, 357, 360, 362, 370, 375, 377, 390, 397, 400, or 406</td>
</tr>
<tr>
<td>TA 420 or TA 430 or TA 437</td>
</tr>
<tr>
<td>TA 460 or any course not used above</td>
</tr>
</tbody>
</table>

Acting requirements for Certificate: 16 units

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 351</td>
</tr>
<tr>
<td>TA 370</td>
</tr>
<tr>
<td>TA 375</td>
</tr>
<tr>
<td>TA 437</td>
</tr>
<tr>
<td>TA 356, 357, 362, 366</td>
</tr>
<tr>
<td>TA 406, 401, 404, 463, 464, 465, 466, 475</td>
</tr>
</tbody>
</table>

Children’s Theatre requirements for Certificate: 13-17 units

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 344 or TA 370 or TA 375</td>
</tr>
<tr>
<td>TA 350</td>
</tr>
<tr>
<td>TA 400 or TA 404 or ENGLT 372</td>
</tr>
<tr>
<td>TA 406 or TA 475</td>
</tr>
<tr>
<td>TA 420 or TA 430 or TA 437</td>
</tr>
<tr>
<td>TA 460 or any course not used above</td>
</tr>
</tbody>
</table>

Costuming requirements for Certificate: 16 units

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASHN 342 or FASHN 374</td>
</tr>
<tr>
<td>TA 310 or TA 420 or FASHN 320</td>
</tr>
<tr>
<td>TA 435</td>
</tr>
<tr>
<td>TA 435 or 460 (Costume Construction)</td>
</tr>
<tr>
<td>TA 435 or FASHN 334</td>
</tr>
<tr>
<td>TA 437 or FASHN 330</td>
</tr>
<tr>
<td>TA 437</td>
</tr>
<tr>
<td>TA 460 (Wardrobe Crew)</td>
</tr>
</tbody>
</table>
Theatre Arts

Film

Requirements for Certificate 15 Units

<table>
<thead>
<tr>
<th>Course</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 selected from the following:

ART 420, TA 320, 356

Musical Theatre

Requirements for Certificate 15 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE 377</td>
<td>1</td>
</tr>
<tr>
<td>MUIVI 310</td>
<td>2</td>
</tr>
<tr>
<td>TA 351</td>
<td>3</td>
</tr>
<tr>
<td>TA 370</td>
<td>2</td>
</tr>
<tr>
<td>TA 377</td>
<td>3</td>
</tr>
<tr>
<td>TA 465</td>
<td>3</td>
</tr>
</tbody>
</table>

and 1 unit selected from the following:

DANCE 310, 320, 360; MUIVI 311, 320, 321, 390, 391; TA 362, 366, 375

Technical Theatre

Requirements for Certificate 16 Units

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

and 3 units selected from the following:

TA 424, 460, 498

and 5 units selected from the following:

DESGN 300, MUSM 140, 342; TA 404, 430, 437; WELD 300

TA 300 Introduction to the Theatre 3 Units
Formerly: TA 1
Prerequisite: None

Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course surveys the literary, cultural and historical aspects of theatre arts. It is an audience oriented, non-performance theatre arts course open to all students. (CAN DRAM 18) AA/AS area 3B; CSU area C1; IGETC area 3.

TA 302 History and Theory of the Theatre I 3 Units
Formerly: TA 2A
Prerequisite: None

Advisory: ENGRW 102 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is a survey of the history of theatre from the Greeks through the 17th century. The history and development of theatre and drama are studied in relationship to cultural, political, and social conditions of the time. Recommended for students planning to major in theatre, humanities, English or speech. AA/AS area 3B; CSU area C1; IGETC area 3.

TA 303 History and Theory of the Theatre II 3 Units
Formerly: TA 2B
Prerequisite: None

Advisory: TA 302; ENGWR 102 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is a survey of the history of theatre from the 17th century through modern theatre. The history and development of theatre and drama are studied in relationship to cultural, political, and social conditions of the time. Recommended for students planning to major in theatre, humanities, English or speech. AA/AS area 3B; CSU area C1; IGETC area 3.

TA 306 Diversity in American Drama (1960 to Present) 3 Units
Formerly: TA 4
Prerequisite: None

Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLI 320, ESLW 320, or placement through assessment process.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course surveys the theatrical (not the literary) expression of native-American, African-American, Latino, and Asian-American theatre from 1960 to the present, including the social, political, cultural, and economic climate in which the theatre was created, and other special interest group theatrical expression as appropriate. AA/AS area 3B & 3F; CSU area C1; IGETC area 3.

TA 310 Introduction to Film 3 Units
Formerly: TA 6
Prerequisite: None

Advisory: ENGRD 116 or ESLR 320, ESLI 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 3B; CSU area C1; IGETC area 3.

TA 312 History of Film 3 Units
Formerly: TA 7
Prerequisite: None

Advisory: ENGRD 116 or ESLR 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course explores the artistic, business, and social elements of modern film. It examines the elements that go into making films: acting, directing, cinematography, writing and editing. It investigates the techniques used to manipulate the audience into fear, laughter and sadness; and compares the commercial box office hit and “movie star” to enduring artistic films and actors. The class will view and analyze films to evaluate filmmaking techniques and the impact of films and the movie business on society. AA/AS area 3B; CSU area C1; IGETC area 3.

TA 314 History of Film: 1880’s through 1950’s 3 Units
Formerly: TA 7A
Prerequisite: None

Advisory: ENGRD 116 or ESLR 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is an historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentary and experimental films. AA/AS area 3B; CSU area C1; IGETC area 3.

TA 315 History of Film: 1950’s to Present 3 Units
Formerly: TA 7B
Prerequisite: None

Advisory: ENGRD 116 or ESLR 320, or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This course is an historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentary and experimental films. AA/AS area 3B; CSU area C1; IGETC area 3.

American River College 2005-2006
TA 318  Diversity in American Film  3 Units
Formerly: TA 8
Prerequisite: None
Advisory: ENGW 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 surveys the cinematic expression of artists often underrepresented in the main-stream media such as women, Native-American, 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 3F; CSU area C1; IGETC area 3.

TA 320  Cinema Genres  3 Units
Formerly: TA 9
Prerequisite: None
Advisory: ENGW 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320; or placement through assessment.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course studies one or more film topics or genres. It explores specific types of film in depth concentrating on historical and technical changes in that genre. It covers the style of directing, acting and design for that genre. It examines specific actors, directors, writers, cinematographers, producers, and/or studios who specialized in that area. This course may be taken four times for credit on different topics. AA/AS area 3B.

TA 344  Improvisation and Theatre Games  2 Units
Formerly: TA 18A
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC, 54 hours LAB
This class will include theatre games and improvisational exercises designed to develop trust and cooperation, mental acuity, and physical and vocal range as an actor. Improvisation technique will be built from the ground up, providing a strong foundation for advanced work in non-scripted 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: ENGW 102 or 103 and ENGRD 116 or ESLR 320 and ESLL 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 3B; CSU area C1; IGETC area 3.

TA 351  Theory and Techniques of Acting - I  3 Units
Formerly: TA 15B
Prerequisite: TA 350 or TA 480 Honors with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the application of acting theories and techniques to scripts of realistic drama, memorized scenes, various acting exercises and audition pieces—all of which are presented in the classroom. (CAN DRAM 22)

TA 356  Acting for the Camera - I  3 Units
Formerly: TA 19
Prerequisite: TA 350 or TA 480 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC, 54 hours LAB
This is an introductory course in the theory and technique of acting for film and video, focusing on the differences between stage acting and acting for the camera. Scenes and commercials are enacted and played back on 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 test as well as the voice and movement needs of classic styles. Styles include Greek, Commedia dell’ Arte, Shakespeare, Comedy of Manners, and Restoration.

TA 366  Styles of Acting: Modern  3 Units
Formerly: TA 16B
Prerequisite: TA 350 or TA 480 with a grade of “C” or better.
Advisory: TA 300, 351.
Course Transferable to UC/CSU
Hours: 36 hours LEC, 54 hours LAB
This course explores the styles of acting required for modern 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.
Theatre Arts

TA 375  Voice, Diction and Dialects  3 Units
Formerly: TA 20
Prerequisite: None
Advisory: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320; or placement through assessment.
Course Transferable to UCCSU
Hours: 36 hours LEC; 54 hours LAB
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 330 with a grade of “C” or better.
Course Transferable to UCCSU
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: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320; or placement through assessment.
Course Transferable to UCCSU
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: ENGWR 102 and ENGRD 116 or ESLR 320, ESLL 320, ESLW 320; or placement through assessment.
Course Transferable to UCCSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory course to group oral performance of literature. The course explores the analysis of poetry, prose and drama with a goal of adapting literary materials for group performance. Students develop analytical and performance skills which culminate in Reader’s Theatre presentations.

TA 400  Creative Drama for Children  3 Units
Formerly: TA 26
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
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: ENGWR 51 and ENGRD 15 or ESLW 310 and ESLR 310; or placement through assessment.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course explores puppetry as a dramatic medium. Topics to be covered include: history and development of puppetry; puppet design and creation; puppet manipulation and improvisation; and puppet play production techniques and applications.

TA 406  Children’s Theatre  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 3B; CSU area C1

TA 420  Stagecraft  3 Units
Formerly: TA 30A
Prerequisite: None
Advisory: MATH 25, ENGWR 51 and ENGRD 15.
Course Transferable to UCCSU
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, ENGWR 51 and ENGRD 15.
Course Transferable to UCCSU
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 UCCSU
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: ENGWR 51 and ENGRD 15 or ESLW 310 and ESLR 310, or placement through assessment.
Course Transferable to UCCSU
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  .5-3 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 27-162 hours LAB  
This course explores the process of developing costumes for theatrical productions through the set-up, creation, and assembly of costumes for mainstage productions. Projects focus on developing sewing, craft, and patterning skills, clothing alteration methods and working with fabrics, hats and accessories, dyes and textile paints as utilized in each production. Additionally the course examines the design process and period styles associated with each production. This course is open to all skill levels. It may be taken four times for a maximum of twelve units.

TA 434  Vintage Costuming (Same as FASHN 334)  .5-2 Units  
Formerly: TA 37  
Prerequisite: None  
Advisory: ENGRD 102 or ESLR 310 or ESLW 320 or ENGRD 116 or ESLW 310 or ESLR 310; or placement through assessment.  
Course Transferable to UC/CSU  
Hours: 9-18 hours LEC; 27-54 hours LAB  
This course covers the factors that influence historical costume design and production. It also includes the principles and techniques involved in developing and constructing a period costume. Costumes will be fabricated for both theatrical productions and individual projects. The historical periods will change each semester. May be taken four times for credit on different topics with a maximum of 8 units. Not open to those who have completed FASHN 334.

TA 435  History and Theory of Costuming  3 Units  
Formerly: TA 35  
Prerequisite: None  
Advisory: ENGRD 102 or ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through assessment.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is a survey course of historical periods as portrayed through fashion and costumes from the cradle of civilization through modern times. The impact of social, political, cultural and economic issues on costuming is explored, as is the effect of costumes on society. Students integrate design elements with historical styles to create designs for theatrical costumes. AA/AS area 3B; CSU area C1

TA 437  Stage Make Up - I  2 Units  
Formerly: TA 394  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 18 hours LEC; 54 hours LAB  
This course covers the basic techniques of theatrical makeup. It explores makeup materials, color and light, and modeling techniques in the development of makeup designs for youth, middle and old age, historical persons, stylized faces, clowns, animals, and fantasy makeup. (CAN DRAM 14)

TA 440  Arts Management  3 Units  
Formerly: TA 34  
Prerequisite: None  
Advisory: ENGRD 102 or ENGRD 116 or ESLR 320, ESLL 320, ESLW 320, or placement through the assessment process.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a general survey class in arts management with emphasis on organization, marketing/development, and financial management. It includes promotion and publicity, house management, box office operations and public relations. Field work will include projects with an existing arts organization.

TA 452  One-Act Play Workshop  3 Units  
Formerly: TA 46  
Prerequisite: TA 350 or 480, and TA 351 or 360 or 420 or 422.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course explores the play production process. Class members collaborate in the analysis, preparation and production of one-act plays through participation as either directors, writers, actors, or technicians. The process culminates in public performances. May be taken four times for credit.

TA 460  Rehearsal and Performance  .5-3 Units  
Formerly: TA 47  
Prerequisite: Audition/Interview.  
Course Transferable to UC/CSU  
Hours: 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of collegiate theatre productions. Actors audition with the director of acting, singing or dancing roles. Students interested in technical work interview for backstage positions in stage management, lighting, 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  .5-3 Units  
Formerly: TA 47A  
Prerequisite: Audition.  
Course Transferable to UC/CSU  
Hours: 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of dramatic theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, lighting, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 462  Rehearsal and Performance - Comedy  .5-3 Units  
Formerly: TA 47B  
Prerequisite: Audition.  
Course Transferable to UC/CSU  
Hours: 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of comedy theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, lighting, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 463  Rehearsal and Performance - Classical  .5-3 Units  
Formerly: TA 47D  
Prerequisite: Audition.  
Course Transferable to UC/CSU  
Hours: 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of classical theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, lighting, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

TA 464  Rehearsal and Performance - Children's Show  .5-3 Units  
Formerly: TA 47E  
Prerequisite: Audition.  
Course Transferable to CSU  
Hours: 27-162 hours LAB  
This course provides a workshop training experience in the preparation and performance of children's theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, lighting, 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.
Theatre Arts

This course provides a workshop training experience in the preparation and performance of children's theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

**TA 465  Rehearsal and Performance - Musical  .5-3 Units**
Formerly: TA 47C
Prerequisite: Audition.
Course Transferable to UC/CSU
Hours: 0-36 hours LEC; 27-216 hours LAB
This course provides a workshop training experience in the preparation and performance of musical theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office and publicity. May be taken four times for credit for a maximum of 12 units.

**TA 466  Rehearsal and Performance - Musical Theatre Ensemble (Same as MUP 370)  .5-3 Units**
Prerequisite: Audition.
Course Transferable to UC/CSU
Hours: 0-36 hours LEC; 27-216 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: 0-36 hours LEC; 27-216 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: 0-36 hours LEC; 27-216 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 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 for a maximum of 12 units.

**TA 480  Honors Theory and Techniques of Acting  3 Units**
Formerly: TA 15A-II
Prerequisite: 3.0 or better cumulative GPA; two semesters of high school drama.
Corequisite: ENGW 300 or 480.
Course Transferable to UC/CSU
Hours: 0-36 hours LEC; 27-216 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.

**TA 481  Honors Seminar in History of Film  1 Unit**
Formerly: TA 7H
Prerequisite: A cumulative GPA of 3.0 or above; ENGW 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 course is designed to give students an opportunity to study topics in film which are not included in current course offerings. May be taken four times for credit up to a maximum of 12 units.

**TA 494  Topics in Theatre Arts  .5-3 Units**
Formerly: TA 42
Prerequisite: None
Course Transferable to UC/CSU
Hours: 0-36 hours LEC; 27-216 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, costume, makeup, design, or acting. May be taken four times for credit for a maximum of 8 units.

**TA 498  Work Experience in Theatre Arts  1-4 Units**
Formerly: TA 48
Prerequisite: None
Course Transferable to UC/CSU
Hours: 0-36 hours LEC; 27-216 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, costume, makeup, design, or acting. May be taken four times for credit for a maximum of 8 units.
Tutoring & Interdisciplinary

Contact: Learning Resources  
Phone: (916) 484-8407  
Counseling: (916) 484-8572

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.

INDIS 1 Becoming an Effective Student 3 Units  
Formerly: INDIS 270  
Prerequisite: None  
Hours: 54 hours LEC  
Introductory course which includes a review of techniques and skills necessary for successful completion of college level courses. Includes a survey of current requirements for various curricular and vocational goals as well as orientation to college, self, and career. Problems of personality development and mental health are considered.

INDIS 100 Effective Study Skills 1 Unit  
Formerly: INDIS 52  
Prerequisite: None  
Advisory: ENGWR 51 with a grade of “C” or better or placement through assessment process  
Hours: 18 hours LEC  
This course is designed to assist students to obtain the skills and knowledge necessary for success in college. A focus will be placed on communication skills, goal-setting, learning styles, evaluating web resources, and effective study skills such as time management, memory enhancement, note-taking techniques, textbook reading, exam preparation and exam anxiety.

INDIS 320 Introduction to Tutor Training 1 Unit  
Formerly: INDIS 12A  
Prerequisite: None  
Advisory: A grade of “B” or better in the course the student will serve as a tutor.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is offered in coordination with the American River College Tutorial Services Program. It is designed to train students to become effective tutors.

INDIS 321 Introduction to Group Tutoring 1 Unit  
Formerly: INDIS 12B  
Prerequisite: None  
Advisory: A grade of “B” or better in course to be tutored. Faculty recommendation to be a Beacon Learning Assistant or Learning Resource Center group tutor.  
Course Transferable to CSU  
Hours: 9 hours LEC, 27 hours LAB  
This course is offered in coordination with the Beacon Peer-Assisted Learning Program and the Tutorial Services Program. It is designed to familiarize the Learning Assistant with the role of the tutor and the methods of effective group tutoring. This course emphasizes collaborative, interactive approaches to learning in a group setting.

INDIS 325 Tutoring High School Students 3 Units  
Formerly: INDIS 10  
Prerequisite: Placement through assessment process.  
Course Transferable to CSU  
Hours: 54 hours LEC  
A program offered in coordination with high schools. The course will include a four week introductory training period. Tutors will work at a selected high school twice per week with assigned tutees. Recommended for students majoring in teacher preparation. May be taken twice for credit. AA/AS area E2; CSU area E1

INDIS 330 Group Leadership Processes 1-4 Units  
Formerly: INDIS 47  
Prerequisite: An introductory course in psychology, sociology or speech.  
Course Transferable to CSU  
Hours: 18-72 hours LEC  
Designed to offer and to prepare students for necessary experiences in group processes as participants and as leaders. Students will be given opportunities to assume group leadership roles and to practice effective oral communication as they assist new students with general information about the college and its curriculum.

INDIS 400 Teaching Online 1 Unit  
Formerly: INDIS 11A  
Prerequisite: ENGWR 300 with a grade of “C” or better.  
Advisory: Working knowledge of Macintosh/PC.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course offers the opportunity to integrate the usage of software, hardware, and Internet tools and their related pedagogies into online teaching. The course will require specific hands-on activities and development of materials using technologies featured within the course. This course will provide a brief overview of how to teach a course online. The course will show how to facilitate a class discussion online, how to create quizzes online, and how to send and receive assignments online.
**Tutoring & Interdisciplinary**

**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 Technology

Degree: A.S. - Welding Technology
Certificates offered by the department:
- Gas Metal Arc Plate and Pipe
- Gas Tungsten Arc Plate & Pipe Welding
- Mathematics & Blueprint Interpretation
- Shielded Metal Arc Plate and Pipe
- Welding Metallurgy and Inspection

Website: www.arc.losrios.edu/~welding/

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 joining 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 37 units*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 102</td>
<td>3</td>
</tr>
<tr>
<td>WELD 116</td>
<td>2</td>
</tr>
<tr>
<td>WELD 130</td>
<td>3</td>
</tr>
<tr>
<td>WELD 135</td>
<td>3</td>
</tr>
<tr>
<td>WELD 134</td>
<td>2</td>
</tr>
<tr>
<td>WELD 135</td>
<td>3</td>
</tr>
<tr>
<td>WELD 140</td>
<td>3</td>
</tr>
<tr>
<td>WELD 300</td>
<td>3</td>
</tr>
<tr>
<td>WELD 320</td>
<td>3</td>
</tr>
<tr>
<td>WELD 321</td>
<td>3</td>
</tr>
<tr>
<td>WELD 322</td>
<td>3</td>
</tr>
<tr>
<td>WELD 332</td>
<td>3</td>
</tr>
<tr>
<td>WELD 342</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

DESIGN 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 9 Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 140</td>
<td>3</td>
</tr>
<tr>
<td>WELD 300</td>
<td>3</td>
</tr>
<tr>
<td>WELD 342</td>
<td>3</td>
</tr>
</tbody>
</table>

American River College 2005-2006
# Welding Technology

## Gas Metal Arc Plate and Pipe (252 hours)

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>11 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 133</td>
<td>3</td>
</tr>
<tr>
<td>WELD 134</td>
<td>2</td>
</tr>
<tr>
<td>WELD 135</td>
<td>3</td>
</tr>
<tr>
<td>WELD 300</td>
<td>3</td>
</tr>
</tbody>
</table>

## Gas Tungsten Arc and Pipe Welding (180 hours)

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>9 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 130</td>
<td>3</td>
</tr>
<tr>
<td>WELD 300</td>
<td>3</td>
</tr>
<tr>
<td>WELD 332</td>
<td>3</td>
</tr>
</tbody>
</table>

## Shielded Metal Arc Plate and Pipe (270 hours)

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>12 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 300</td>
<td>3</td>
</tr>
<tr>
<td>WELD 320</td>
<td>3</td>
</tr>
<tr>
<td>WELD 321</td>
<td>3</td>
</tr>
<tr>
<td>WELD 322</td>
<td>3</td>
</tr>
</tbody>
</table>

## Welding Metallurgy and Inspection (270 hours)

<table>
<thead>
<tr>
<th>Requirements for Certificate</th>
<th>14 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 102</td>
<td>3</td>
</tr>
<tr>
<td>WELD 116</td>
<td>2</td>
</tr>
<tr>
<td>WELD 117</td>
<td>3</td>
</tr>
<tr>
<td>WELD 118</td>
<td>3</td>
</tr>
<tr>
<td>WELD 300</td>
<td>3</td>
</tr>
</tbody>
</table>

## 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.

This course will cover metal sculpturing 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 class may be taken 4 times for 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.

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 ART 122.

## WELD 107  Welding Equipment Maintenance  2 Units

Prerequisite: None.

This course covers the basics of welding equipment maintenance, troubleshooting and repair. Electrical and electronically controlled circuits are discussed and tested. Overall theory of operation and safety are presented as well as maintenance scheduling, and the use of electronic test equipment and other measuring devices. A field trip is required.

## WELD 108  Welding Inspection  2 Units

Prerequisite: WELD 300.

This course covers the welding requirements for any type of welded structure made from commonly used carbon and low-alloy steel construction. It includes the rules and regulations for the welding construction industry and the principles, requirements, and methods of inspection. Weld measurement and discontinuities for evaluation acceptance using a variety of tools are taught.

## WELD 109  Ultrasonic Testing Level One  3 Units

Prerequisite: None.

This course covers the theory, technique application, and evaluation techniques used in the material processing, welding, and inspection industries. Ultrasonic testing as applied to industry practices such as building construction, aeronautics, shipbuilding, materials fabrication, and many others are covered. Proper safety techniques are also covered. Successful completion of this course certifies that the requirements of ASNT TCI-A for UT level 1 are met.
WELD 118 Ultrasonic Testing Level Two 3 Units  
Prerequisite: WELD 117 with a grade of "C" or better.  
Hours: 45 hours LEC, 27 hours LAB  
This course covers advanced theory, technique application, and evaluation  
techniques used in the material processing, welding, and inspection industries.  
Advanced ultrasonic testing as applied to industry practices such as building  
construction, aeronautics, shipbuilding, materials fabrication and many others  
are covered. Proper safety techniques are also covered. Successful completion  
of this course certifies that the requirements of ASNT TCI-A for UT level II  
are met.

WELD 123 Welding Certification to D1.5 Bridge Code 1 Unit  
Prerequisite: WELD 320 with a grade of "C" or better.  
Hours: 9 hours LEC, 27 hours LAB  
This course covers the welding requirements of the American Association  
of State Highway and Transportation Officials (AASHTO) for welded highway  
bridges made from carbon and low-alloy constructional steels. It includes the  
general requirements for welder certification under this code. This course  
provides welding procedures for certification in accordance with ANSI/  
AASHTO/AWS D1.5 Bridge Welding Code, an American National Standard.

WELD 130 Gas Tungsten Arc Welding 3 Units  
Formerly: WELD 64  
Prerequisite: None  
Corequisite: WELD 300.  
Hours: 36 hours LEC, 54 hours LAB  
This course covers tungsten inert gas welding of aluminum, stainless steel, and  
other metals used in industry.

WELD 133 Gas Metal Arc Welding, Semi-Automatic 3 Units  
Processes  
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 2 Units  
(same as AT 107 and ET 250)  
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  
technically-related occupations. Emphasis is placed on exploring technical  
careers in the Sacramento area. Activities are designed to enhance personal  
development, employability skills, and self esteem through leadership,  
citizenship, and character development. Not open to students who have  
completed AT 107 or ET 250. AA/AS area E2.

WELD 290 Advanced Student Projects 2 Units  
Prerequisite: WELD 300 with a grade of "C" or better.  
Hours: 108 hours LAB  
This course provides an opportunity to pursue advanced projects selected by  
the welding department. This course may be taken twice for credit.

WELD 294 Topics in Welding .5-5 Units  
Formerly: WELD 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. This course may be taken four times with different topics.

WELD 300 Introduction to Welding 3 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course is an introduction to welding processes: shielded metal arc, gas  
tungsten arc, flux-cored gas shield and self shield, gas tungsten arc, oxyacetylene  
cutting and welding on joint designs and positions used in industry. Safety in  
arc, oxyacetylene welding and cutting is also covered.

WELD 320 Shielded Metal Arc Welding (Stick Electrode Welding) 3 Units  
Formerly: WELD 62A  
Prerequisite: WELD 300 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This course will cover pre-employment training for welding technicians.  
Emphasis on developing manipulative proficiency in the use of shielded metal-  
arc welding in the flat, horizontal, vertical and overhead positions on light and  
heavy gauge material. Emphasis will also be placed on groove welding of plate,  
limited and unlimited thickness in accordance with D1.1 Structural Welding  
Code. May be taken twice for credit.

WELD 321 Shielded Metal Arc Welding (Stick Electrode Welding) 3 Units  
Formerly: WELD 62B  
Prerequisite: WELD 320 with a grade of "C" or better.  
Course Transferable to CSU  
Hours: 36 hours LEC, 54 hours LAB  
This is a continuation of skills and content begun in Welding 320. Emphasis  
will also be placed on pipe welding procedures and welding techniques. May  
be taken twice for credit.
Welding Technology

WELD 322  Advanced Pipe Welding in Shielded Metal Arc  3 Units
Prerequisite: WELD 321 with a grade of “C” or better.
Hours: 36 hours LEC; 54 hours LAB
The course covers the application of an electric welding process: shielded metal arc is used to join low-pressure piping systems that carry water, residential natural gas, non-corrosive and non-combustible piping systems. High pressure critical piping systems such as steam pipe, pipe lines, boilers, offshore oil-rigs and other critical heavy duty application of piping systems are covered.

WELD 332  Gas Tungsten Arc Welding (Pipe)  3 Units
Prerequisite: WELD 130 with a grade of “C” or better.
Hours: 36 hours LEC; 54 hours LAB
This course covers the application of low-pressure and high-pressure critical piping systems such as in oil, gas, nuclear, and chemical industries.

WELD 342  Symbol Reading, Layout and Fabrication  3 Units
Formerly: WELD 66B
Prerequisite: None
Corequisite: WELD 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course will cover blueprint and welding symbol interpretation. Metal layout, measurement, marking and layout tools used in construction; techniques of fabrication and assembly methods. Concentration on fundamentals of blueprint reading and topics as basic lines and views, dimensions, notes and specification, structural shapes, sections, detail and assembly.
Top left: Dances in the cafeteria were a regular occurrence in the 1960s.

Top right: Between classes in the 1960s.

Bottom left: Before there were hand-held calculators, there were slide rules—and using them was a must for math and science students.

Bottom right: Clair Isaacson, Steve Etienne and Linda Poppett look over submissions to a campus publication, late 1950s.
Faculty Statement of Professional Ethics

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

ARC Academic Senate
ABDUL, ALISHER (1997) Mathematics  
M.S., Moscow State 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

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

ALLRED-POWLESS, JEANNETTE (2003) Physical Education  
B.S., CSU Northridge; M.S., University of West Florida, Pensacola

ANDERSON, RICK D. (2001) Physical Education  
B.S., M.S., CSU Sacramento

ANDRE, PAUL (1996) Mathematics  
B.S., University of Minnesota; M.A., CSU Sacramento

ANDRE, SUSAN (1999) Counseling  
B.S., CSU Fullerton; M.A., San Jose State University

ANTOS, DAMON (2002) Computer Information Science  
B.S., Cal Poly, San Luis Obispo; M.S., Rutgers State University

ARDANS, R. DIANE (1992) Accounting  
A.S., Solano Community College; B.S., UC Berkeley; Certified Public Accountant, M.B.A., Golden Gate University

ATWATER, KEITH (2002) Humanities  
B.A., Chapman College; M.A., College of Notre Dame; M.A., CSU Sacramento

AUBERT, JOHN E. (1999) Geography  
B.A., CSU Stanislaus; M.A., UC Davis

AUCLAIR, MARIE ANNE (2003) Nursing  
M.A. Nag, University of Iowa, B.S.N., Point Loma College

AUVEUNG, 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

BERTOGLIO, NANCY ANN (1996) Reading  
B.A., UC Davis; M.A., CSU Sacramento

BETHEL, PAUL (2003) History  
B.A., San Francisco State University; CSU Long Beach

BLACK, BETHANI A. (2000) Physical Education  
A.S., Ventura College; B.S., CSU Fresno; M.S., US Sports Academy, Daphne, AL; CR/M.A., Chapman University

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

BOYLE, ROBERT (1980) Automotive Technology  
A.A., American River College

BRACCO, PAUL (2000) English as a Second Language  
B.A., University of Rochester, New York; M.A., CSU Sacramento

BRADSHAW, KATHRYN (2003) Biology  
B.A., University of California, Santa Cruz, M.S., CSU Sacramento

BRECHER, JANET (2000) Computer Information Science  
A.A., Sacramento City College; B.S., M.B.A., CSU Sacramento

BRENCHLEY-JACKSON, JOAN LEE (1995) Biology  
B.S., M.S., Ph.D., UC Davis

BRITTINGHAM, DANALYNN (1989) Counselor  
B.A., CSU Northridge; M.S., CSU Sacramento

BROWN, JAMES M. (1982) Electronics  
A.A., American River College, B.V.E., CSU Sacramento

BROZOVICH, TOM J. (1965) Art  
M.A., UCLA

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

CAMERON, ELIZABETH (1988) English  
A.A., Yuba College; B.A., M.A., CSU Sacramento

CAMPANELLI, JEANNE (1988) English  
A.A., Yuba College; B.A., M.A., CSU Sacramento

CAMPBELL, DOLORES DELGADO (1977) Social Science  
B.S., University of Texas; M.A.; M.S., CSU Sacramento

CASALE, KRISTIN G. (1994) Chemistry  
B.A., U.C. Berkeley; Ph.D., U.C. Davis

CASE, LYnda (2001) English  
A.A., Sierra College; B.A., UC Davis; M.A., CSU Sacramento

B.A., Boston College; M.A., Arizona State University

CERVANTES, ALINA (2001) Early Childhood Education  
B.A., UC Davis; M.A., CSU Sacramento

B.A., CSU Chico; M.L.S., University of Oregon
CHAO, PAMELA HUANG (1996) Sociology  
B.A., M.A., University of Chicago

CHEN, CHUPING (1998) Economics  
B.A.S., UC Davis; M.A., CSU Sacramento

CHOW, LORRAINE (1997) Early Childhood Education  
B.S., UC Davis; M.A., UC Santa Barbara

CHRISTIANSEN, CHERYLE L. (1990) Nursing  
B.S., University of Wisconsin, Madison; M.S.N., University of Nebraska Medical Center, Omaha

CHUN, ERIC (1988) Music  
B.A., California Lutheran University

CLARK, CHRISTOPHER (2005) Counselor  
A.A. West Valley College; B.A., M.S., San Francisco State University

CLARKE, ARLENE G. (1989) English  
B.A., M.A., San Francisco State University; Ph.D., UC Berkeley

COLDIRON, JOHN L. (1979) Respiratory Care  
A.A., A.S., San Bernardino Valley College; B.A., CSU Stanislaus; R.R.T CRTT, RCP

COLLIHAN, KATHLEEN (2001) Political Science  
B.S., CSU Santa Clara; M.A., San Jose State University; Ph.D., UC Santa Barbara;

A.A., College of the Sequoias; B.A., M.A., CSU Sacramento

COLLINS, LYNNE (1991) English  
B.A., M.A., San Francisco State University

CONDOS, MARC (2002) Computer Information Science  
B.S., CSU Fresno; M.A., CSU, Sacramento

CORCORAN, AMANDA (2002) English  
B.A., M.A., Texas Tech University

CORREA, KRISTIN (2003) Speech  
B.A., M.A. San Francisco State University

CORWIN, CHARLES H. (1968) Chemistry  
B.S., M.S., San Jose State University University

CREIGHTON, ANN (1999) English as a Second Language  
B.A., Arizona State University; M.A., CSU Los Angeles; M.A., University of Michigan

CREWS, VICTORIA (1997) Psychology  
B.A., University of Texas; M.A., UC Berkeley

CRUMP, DANIEL (1996) Librarian  
B.A., UC Irvine; M.S.L.S., University of Southern California

CUDZILO, MILDRED (1988) Counseling  
B.A., Denison University, Ohio; MAED, Stanford University; M.A., University of Kansas

DAVIS, ARON (2004) Funeral Service  
B.A., California State University, Sacramento

DAVIS, WILLIAM (2004) MESA/CCCP  
A.S., Santa Rosa Junior College; B.A., M.A., Sonoma State University; M.S., Ph.D., University of California, Davis

DAYTON, THOMAS (1988) Reading  
B.A., M.A., CSU, Sacramento

DeCEW-JURACH, PAMELA K. (1994) Speech  
B.A., CSU, Sacramento; M.A., Penn State University, PA

DECKERT, WALTER (2002) Mathematics  
B.S., University of Nebraska; M.S. Naval Post Grad School; Ph.D., Pennsylvania State University

DeLAPP, JAN (1999) Early Childhood Education  
B.A., M.A., CSU Sacramento

DeLEON, JANE (1989) English  
A.B., UC Davis; Ph.D., Stanford, University

DeLEON, LEONEL (1991) Mathematics  
B.A., M.A., CSU, Fresno

DELGADO, LISA (2003) PE/Women’s Softball Coach  
A.A., College of the Siskiyou; B.A., M.A., CSU Chico

DIAMOND, ROBERT V. (1999) Accounting  
B.S., M.B.A., CSU Sacramento

DILLON, DONALD E. (1999) PE/Head Football Coach  
B.A., CSU Sacramento

DOLDE, JUDY (1993) Nursing  
R.N., St Joseph College of Nursing; B.S.N; CSU Sacramento; M.A., CSU Sacramento

DUAX, PAUL L. (2001) Speech  
B.A., Loras College, Iowa; M.A., UC Davis

DUMAIS, LAURENCE (1999) Computer Information Science  
A.A. San Jose City College; B.A., CSU, San Jose, M.S., Golden Gate University

DUNNE, ROXINE (2001) Learning Disabilities  
M.A., CSU Sacramento

ECKERMANN, PAMELA J. (1993) Biology  
A.A., American River College; B.S., UC Davis; M.S., UC Davis

EIFERTSEN, DYNE CHANEN (2003) Music  
DMA, University of Washington; MM, University of Massachusetts

B.S., M.S., UC Davis

ENGLISH, JOANNE C. (1989) Physical Education  
B.A., CSU, Sacramento; M.S., Washington State University

ENNENGA, LINDA (1997) Counseling  
B.A., MS, CSU Sacramento

ENSHTAI, AZIN (1999) Mathematics  
B.A., University of Rhode Island; M.A., CSU Sacramento

ESPIRITU, FLORENCE RENEE (2000) Public Services Librarian  
A.A., Los Medanos College; B.A., UC Davis; MLIS, University of Washington

B.S., California State University, Sacramento; M.A.T., University of California, Davis

EVANGELISTI, FRED (1998) Electronics Technology  
A.A., American River College; B.A.; CSU Sacramento; M.A.V.E., Consortium of CSU

B.A., Rutgers University-Douglass College; M.L.S., San Jose State University
FERTEL, Kristine (2003) ESL
M.A., San Francisco State University; B.A. UC Riverside

FISH, MELISSA (2002) Office Administration
B.A., Boston College; M.B.A., CSU Sacramento

FISHER, LARRY W. (1972) Library
B.A., San Francisco State University; M.L.S., San Jose State University; M.A., National University

FOUNTAIN, PAULINE (1997) Reading
A.A., American River College; B.A., M.A., CSU Sacramento

A.A., Columbia College; B.S., CSU Stanislaus; M.S., UC Davis

FRATELLO, NATASHA (2002) Psychology
A.A., Ventura College; B.A., UC Santa Barbara; M.S., University of La Verne

FRAZIER, LIDIA C. (1965) "Dottore in lingue e letterature straniere," Universita “Ca Foscari,” Venezia, Italy

FULHAM, ROIETTA G. (1976) Business
B.S., M.S., Utah State University

FURLONG, CANDACE (1992) Nursing
B.S.N., Sonoma State University; M.S.N., UC San Francisco

GAMBER, JOHN (1997) English as a Second Language
A.B., Rutgers University; M.A., UC Berkeley; M.A., UC Davis

GAMS, DAVID S. (1969) Speech
B.A., San Francisco State University; M.A., CSU Los Angeles

GARCIA-GRUBBS, ALMA (1970) Spanish/French
B.A., M.A., Texas Women's University

GARDNER, DOUGLAS F. (1960) Art
A.A., Sacramento City College; B.A., M.S., CSU Sacramento

B.S., Southwestern Oklahoma State University; M.S., CSU Sacramento

GELFMAN, LINDA (2003) Art
M.A. CSU Sacramento; B.F.A., University of Illinois Urbana

A.A., Golden West College; A.S., American River College; B.S., CA Polytechnic University

A.A., Santa Rosa Junior College B.S./B.A., University of Tulsa; M.A., Saint Mary's College

GIUSTI, ANTHONY (2001) Nutrition
B.S., M.S., UC Davis

GONZALEZ, ROBERT (2000) Business
B.A., B.S., CSU, Sacramento; M.B.A., Loyola Marymount University; J.D., Loyola Law School

GOOLD, GRANT (1997) Paramedic Instructor/Coordinator
B.S., CSU Sacramento; M.P.A./H.S.A. University of San Francisco

GOURDINE, TRACI, L (2000) English
B.A., UC, Davis; B.A., CSU, San Francisco

GREEN, RENE (1976) Automotive Technology
B.S., M.A., CSU Consortium, Sacramento

A.A., Chabot College; B.S., CSU Chico

GRIFFITH, SCOTT (1995) Engineering Tech Prep Director
B.S., University of Oregon; M.A., University of San Francisco; M.S., University of Oregon

GUNSAULS, DARLINE (2003) Sign Language Studies
B.S., Gallaudet University, Washington D.C.

GUPTA, SHASHI (1991) Mathematics
B.A., Miranda College, India; M.A., University of Delhi, India

HAFLICH, GERALD (2002) Physical Education
A.A., Ventura Jr. College; B.S., CSU Sacramento; M.S., US Sports Academy

HALLE, JOEL (2003) Accounting
M.B.A., California State University, Sacramento

HALSETH, ANDREW (2002) Mathematics
A.A., Solano College; B.A., M.A., San Diego State University

HANSON, PAUL (1997) Physical Education
B.A., Cal Poly San Luis Obispo; M.S., CSU Sacramento

HARPER, ERIC (2002) Auto Tech
A.S. Sierra College

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
B.A., University of California, Davis; M.A., CSU, Sacramento

HARTMAN, CAROL M. (2001) Journalism
B.A., University of Illinois; M.A., University of Madison, Wisconsin

HASHIMA, EDWARD (1999) History
M.A., Ph.D., UCLA

M.A., University of San Francisco; B.S., CSU Sacramento

HERLACHE, MARSHA (1999) Business Education
B.S., University of Montana; M.A., University of San Francisco

HERNANDEZ, CECILIA (1998) Physics/Physical Science
B.S., M.S., University of Puerto Rico
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Education Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HERRELL, KIM (2002)</td>
<td>Counseling</td>
<td>B.A., UC Davis; M.S., University of LaVerne</td>
</tr>
<tr>
<td>HERRLINGER, GARY D. (1985)</td>
<td>Design Technology</td>
<td>B.S., UC Davis; M.A., CSU Sacramento</td>
</tr>
<tr>
<td>HIGGINS, OYD &quot;JIM&quot; (2002)</td>
<td>Psychology/Researcher</td>
<td>B.A., Pacific Union College; M.A., CSU Sacramento; Ed.D. University of the Pacific</td>
</tr>
<tr>
<td>HIGGINS, KEVIN J. (1987)</td>
<td>Physical Education</td>
<td>B.S., CSU, Sacramento; M.S., So. Dakota State University</td>
</tr>
<tr>
<td>HIJAZI, NIDAL (2003)</td>
<td>Sociology</td>
<td>M.A., University of California Davis; B.S. Santa Clara University</td>
</tr>
<tr>
<td>HOGGAN PATRICK (2002)</td>
<td>English as a Second Language</td>
<td>B.A., Brigham Young University; M.A., UC Davis</td>
</tr>
<tr>
<td>HOLDEN, DENNIS (1991)</td>
<td>Philosophy</td>
<td>B.A., UCLA; M.A., Ph.D., UC Irvine</td>
</tr>
<tr>
<td>HONG, TAMILYN W. (1998)</td>
<td>Chemistry</td>
<td>B.S., University of Hawaii; M.S., UC Davis</td>
</tr>
<tr>
<td>HOOD, THOMAS (2004)</td>
<td>Sacramento Safety/Training Center</td>
<td></td>
</tr>
<tr>
<td>A.A., Merritt College, B.A., CSU Sacramento, MPA Golden Gate University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUNT, CHARLES H. (1981)</td>
<td>Physics</td>
<td>B.S., UC Berkeley; M.A., Ph.D., UC Davis</td>
</tr>
<tr>
<td>IANNONE, ALBERT J. (1994)</td>
<td>Fire Technology/Coordinator</td>
<td>A.A. American River College; E.F.O. National Fire Academy, Emmitsbert, MD; M.P.A., CSU, Sacramento; B.V.E., CSU Sacramento</td>
</tr>
<tr>
<td>Name</td>
<td>Degree/Program</td>
<td>University/College/Program</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>LEEVER, CAROL E.</td>
<td>Computer Information Science</td>
<td>B.A., M.A., CSU Sacramento</td>
</tr>
<tr>
<td>LEHMAN, CRAIG</td>
<td>Early Childhood Education</td>
<td>A.A. Sacramento City College; B.A., Pacific Oaks College; M.S., UC Davis</td>
</tr>
<tr>
<td>L'ESTRANGE, MICHAEL</td>
<td>Computer Information Science</td>
<td>A.A., Sacramento City College, B.A., California State University, Sacramento</td>
</tr>
<tr>
<td>LEVY, MELISSA H.</td>
<td>Earth Science</td>
<td>B.S., M.A., East Tennessee State University</td>
</tr>
<tr>
<td>LIMMANEEPRASERT, ORANIT</td>
<td>English as a Second Language</td>
<td>B.A., Michigan State University; M.A., Ph.D., University of Hawaii</td>
</tr>
<tr>
<td>LING, JIAYI</td>
<td>Art New Media</td>
<td>B.A., Lawrence University; M.S., Kansas State University; M.F.A., Washington State University</td>
</tr>
<tr>
<td>LLORENS, JOHN B.</td>
<td>Spanish</td>
<td>B.A., San Diego State University; M.A., CSU Sacramento</td>
</tr>
<tr>
<td>LOGAN, THOMAS E.</td>
<td>English</td>
<td>B.A., San Francisco State University; M.A., Ph.D., UC Davis</td>
</tr>
<tr>
<td>LOPEZ, DAVID</td>
<td>Philosophy</td>
<td>A.A. Solano College; B.A., CSU Sacramento; M.A., Ph.D., UC Davis</td>
</tr>
<tr>
<td>LOUCKS, STUART</td>
<td>Physics</td>
<td>B.S., M.S., UCLA</td>
</tr>
<tr>
<td>LUDOVINA, CEYDY. B.</td>
<td>Spanish</td>
<td>B.S., Universidad de las Americas; M.A., USC San Diego</td>
</tr>
<tr>
<td>LYMAN, ROBERT G.</td>
<td>English</td>
<td>A.A., American River College B.A., M.A., CSU Sacramento</td>
</tr>
<tr>
<td>MacGOWAN, PAUL</td>
<td>Horticulture</td>
<td>B.S., M.S., Cal Poly State University, San Luis Obispo</td>
</tr>
<tr>
<td>MADDOCK, PAMELA D.</td>
<td>Art</td>
<td>B.F.A., Colorado University; M.F.A. Washington State University</td>
</tr>
<tr>
<td>MAERO, RAYE B.</td>
<td>Adapted PE Coach</td>
<td>B.A., UC Davis; M.A., CSU Long Beach</td>
</tr>
<tr>
<td>MAGRI, KEN</td>
<td>Art</td>
<td>CA College of Arts and Crafts, Oakland; B.A., CSU Chico; M.A., CSU Sacramento</td>
</tr>
<tr>
<td>MAGUIRE-FONG, MARY JANE</td>
<td>Early Childhood Education</td>
<td>B.A., M.S., UC Davis</td>
</tr>
<tr>
<td>MAR, JAMES K.</td>
<td>Counseling</td>
<td>A.A., Sacramento City College, American River College; B.A., San Francisco State University; M.S., CSU Sacramento</td>
</tr>
<tr>
<td>MARTIN, ERIC</td>
<td>Paramedics</td>
<td>B.A., CSU, Chico; M.A., University of Nevada</td>
</tr>
<tr>
<td>MARTINEZ, MARLENE</td>
<td>Biology</td>
<td>B.S., U.C. Davis, Ph.D., UC Berkeley</td>
</tr>
<tr>
<td>MARYATT, VICTORIA</td>
<td>Nursing</td>
<td>B.S.N., M.S.N., University of San Francisco</td>
</tr>
<tr>
<td>MATHIS, JACQUELINE</td>
<td>EOP&amp;S</td>
<td>B.S.W, San Jose State University</td>
</tr>
<tr>
<td>MATICH, H. CAROL</td>
<td>Family &amp; Consumer Science</td>
<td>B.S., Brigham Young University; M.S., Oregon State University</td>
</tr>
<tr>
<td>MATSUMOTO, GERALD</td>
<td>Mathematics</td>
<td>B.S., M.S., Ph.D., UC Berkeley</td>
</tr>
<tr>
<td>MATSUNAMI, JOLINE R.</td>
<td>Physical Education</td>
<td>A.A., Rio Hondo Community College; B.S., Cal Poly State University; M.A., Eastern Washington University</td>
</tr>
<tr>
<td>McCAFFREY, EILEEN</td>
<td>Sign Language Studies</td>
<td>B.A., CSU Sacramento; Ed.M., Oregon State University</td>
</tr>
<tr>
<td>McCARROLL, SHARLEEN</td>
<td>Mathematics</td>
<td>M.S., B.S., Cal-Poly, San Luis Obispo</td>
</tr>
<tr>
<td>McCORMAC, GREGORY</td>
<td>Biology</td>
<td>B.A., UC Irvine; M.S., CSU Sacramento</td>
</tr>
<tr>
<td>MCCORMACK, JOHN</td>
<td>Auto Technology</td>
<td>A.A., Sierra College; B.V.E., CSU Sacramento</td>
</tr>
<tr>
<td>McCORMICK, MARCIA</td>
<td>Psychology</td>
<td>B.S., UC Davis, M.A, UC Santa Barbara</td>
</tr>
<tr>
<td>MCGARRY, AILEEN</td>
<td>Mathematics</td>
<td>B.A., CSU Sacramento; M.A.T., UC Davis</td>
</tr>
<tr>
<td>McKAIG, SANDRA L.</td>
<td>Mathematics</td>
<td>B.S., California Polytechnic State University; M.S., CSU San Luis Obispo</td>
</tr>
<tr>
<td>MCKEE, RICHARD W.</td>
<td>Dean, Regional Public Safety Ctr.</td>
<td>B.A., CSU Sacramento; M.A., University of Phoenix, Sacramento</td>
</tr>
<tr>
<td>MECKENZIE, KATY</td>
<td>Physical Education</td>
<td>A.A., Modesto Jr. College; B.A., CSU Fresno; M.A., Sr. Mary's College</td>
</tr>
<tr>
<td>MEADOR, DIANNE</td>
<td>Chemistry</td>
<td>Ph.D., University of California Davis, B.S., University of Wisconsin</td>
</tr>
<tr>
<td>MEEHAN, GABRIEL</td>
<td>Dean, Technical Education</td>
<td>B.A., University College, Ireland; M.A., CSU Sacramento</td>
</tr>
<tr>
<td>MENTINK, KATHLEEN</td>
<td>Nursing</td>
<td>E.N.P, University of California Davis; M.S.N., B.S.N., California State University Sacramento</td>
</tr>
<tr>
<td>MERKEL, SYDNEY ANN</td>
<td>Humanities</td>
<td>B.A., M.A., CSU Sacramento</td>
</tr>
<tr>
<td>MERSON, DAVID N.</td>
<td>English</td>
<td>B.A., Westminster College; M.A., UC Davis</td>
</tr>
<tr>
<td>MESSER, CARTER-RYAN</td>
<td>Mathematics</td>
<td>M.A., B.S., UC Los Angeles</td>
</tr>
<tr>
<td>MICHAEL, MIRIAM G.</td>
<td>Management</td>
<td>M.S., Golden Gate University; B.S., Southern Illinois University; Ph.D., La Salle University; M.A., SU, San Bernardino</td>
</tr>
<tr>
<td>MILLER, BONNIE</td>
<td>Counseling</td>
<td>B.S., M.S., CSU Sacramento</td>
</tr>
<tr>
<td>MILLER, DAVID W.</td>
<td>Psychology/Human Services</td>
<td>A.A., American River College; B.A., M.S., CSU Sacramento</td>
</tr>
<tr>
<td>MITCHELL, MATT</td>
<td>Mathematics</td>
<td>M.A., CSU, Sacramento; B.S., U.C. Davis</td>
</tr>
<tr>
<td>MOKHTARZADA, SHAHLA</td>
<td>Sociology</td>
<td>B.A., M.S., M.A., Ph.D., University of California Davis</td>
</tr>
</tbody>
</table>
MOLINA-KANAE, MARTINA (2005) Counseling
M.S., University of LaVerne

B.A., M.A., CSU Sacramento

MORENO, MINERVA (1993) Engineering
B.S., University of Morelos, Cuernavaca, Mexico; M.S., University of Waterloo, Ontario, Canada

MORPHEW, HUBERT G. (1994) Physical Education
A.A., Shasta Jr. College; B.A., CSU Chico; M.A., University of San Francisco

B.S., M.B.A., University of Colorado

MURAKAMI, DEAN M (1990) Psychology
A.A., Harbor Junior College; B.A., CSU Long Beach; Ph.D., UC Riverside

B.S., CSU Polytechnic, Pomona; M.B.A., CSU Turlock

NEAL, ROBIN (2000) Dean, Enrollment Services
B.A., University of La Verne; M.A., Saint Mary's College

NEGLEY, JAMES P. (1970) Recreation
B.A., CSU Sacramento; M.A., Central Michigan University; Ph.D., Brigham Young University

NEISEN, BETTY (1988) Art New Media
B.F.A., Minneapolis College of Art and Design; M.F.A., UC Davis

NELSON, ARDEL E. (1990) Management
B.A., University of San Diego; M.S., U.S. Air Force Institute of Technology, Dayton, OH

B.M. University of the Pacific-Tallahassee; M.M. University of the Pacific-Tallahassee; Ph.D., Florida State University

NOBLES, GLORIA J. (1990) Computer Information Science
B.S., Tennessee State University; Nashville; M.S., National University, Sacramento

M.B.A., Golden Gate University; M.S., B.S., Tuskegee Institute; Ed.D., University of San Francisco

NUGENT, MARY LOU (1999) English
B.A., CSU Hayward; A.B. UC Berkeley; M.A., CSU Sacramento

R.N., B.S.N., P.H.N., UC San Francisco; M.S., Chapman College

B.S., M.A.T., UC Davis

O’NEAL, JEFFERY (1998) Director, Applied Biotechnology
B.S., M.S., Southern Illinois University

OREY, RALPH R. (1970) Physical Education
B.A., Eastern Washington State College; M.A., Stanford University

OWINGS, COLLEEN (1996) Vice President of Instruction
B.A., Pacific Lutheran University; M.S., Western Oregon State

OTT, LYNN M. (2001) Biology/Health Science
A.A., Mt. San Antonio College; B.S., Brigham Young University; M.A., CSU Chico; Ph.D., Texas Woman's University

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, Outreach & Information
B.A., M.A., CSU Sacramento

PEARSON, RUDY N. (1995) History
B.S., Fresno Pacific College; M.S., Washington State University

PERRault, PRISCILLA (1988) Counseling
B.A., M.A., CSU Sacramento

B.S., M.S., UC Davis

PETerson, MARTI ANN (2003) College Nurse
B.S.N., CSU Sacramento; M.S./F.N.P., CSU Sacramento/UC Davis

B.S., Portland State University; M.S., Stanford University

PETerson, SUSAN E. (2001) Nursing
B.S.N., Statewide Nursing; M.S.N., UC San Francisco

POLLARD, MARGARET P. (2001) Accounting
B.A., UCLA; M.B.A., CSU Sacramento

B.A., M.S., CSU Sacramento

POON, GORDON (1999) Vice President, Student Services
B.A., Saint Mary's College; M.S., University of Southern California

POTTORFF, CAROL J. (1983) 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

B.A., M.S., San Francisco State University

RAMirez, RICHARD A. (2000) Counseling
B.A., CSU, Northridge; 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

B.A., M.A., CSU Sacramento
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>REISNER, CAROL (1987)</td>
<td>Counseling</td>
<td>B.A., University of Colorado; M.A., CSU Chico</td>
</tr>
<tr>
<td>REITZ, NANCY (1981)</td>
<td>Chemistry</td>
<td>B.A., Kalamazoo College; M.S., UC Davis</td>
</tr>
<tr>
<td>RENNER, PHILIP D. (1970)</td>
<td>Geography</td>
<td>B.A., San Francisco State University; M.S., Oregon State University</td>
</tr>
<tr>
<td>ROADCAP, GORDON (2002)</td>
<td>English</td>
<td>B.A., Sonoma State University; M.A., San Francisco State University</td>
</tr>
<tr>
<td>ROBBINS, MINA M. (1967)</td>
<td>Psychology</td>
<td>B.S., UC Berkeley; M.S., Ph.D., UC Davis</td>
</tr>
<tr>
<td>ROBERTS-LAW, LISA E. (1991)</td>
<td>Counselor</td>
<td>B.A., University of Illinois, Urbana-Champaign; M.S., Illinois State University</td>
</tr>
<tr>
<td>ROLLER, JUDITH L. (1990)</td>
<td>Reading</td>
<td>B.A., UC Davis; M.S., CSU Fullerton; M.S., CSU Los Angeles</td>
</tr>
<tr>
<td>ROONEY, SUE ANN (1989)</td>
<td>Reading</td>
<td>B.A., CSU Sacramento; M.A., St. Mary’s College</td>
</tr>
<tr>
<td>ROSE, RONALD K. (1970)</td>
<td>Mathematics</td>
<td>B.S., M.S., California Polytechnic State University</td>
</tr>
<tr>
<td>ROSENTHAL, RACHEL E. (1994)</td>
<td>Dean, Plan., Rsch. &amp; Dev.</td>
<td>B.S., Oklahoma State University; M.S. UC Davis; M.A.; CSU Sacramento</td>
</tr>
<tr>
<td>ROY, RINA B. (1991)</td>
<td>Chemistry</td>
<td>B.S.C., University of Calcutta, India; Ph.D., University of Florida</td>
</tr>
<tr>
<td>ROY, DEBOLEENA (2001)</td>
<td>Chemistry</td>
<td>B.S., M.S., Jadavpur University, India; Ph.D., Texas Tech University</td>
</tr>
<tr>
<td>RUEDES, MANUEL (1988)</td>
<td>Counseling</td>
<td>A.A., Solano Community College; B.A., UC Davis; M.S., CSU Sacramento</td>
</tr>
<tr>
<td>RUIJ, STEPHEN P. (1989)</td>
<td>Chemistry</td>
<td>B.S., San Francisco State University; M.S., San Diego State University</td>
</tr>
<tr>
<td>RUTAGANIRA, THOMAS (2000)</td>
<td>Math</td>
<td>M.S., National University of Zaire; M.S., Ph.D., UC Davis</td>
</tr>
<tr>
<td>SAKAKIHARA, PAUL (1975)</td>
<td>EOP&amp;S Counselor</td>
<td>B.A., UC Santa Barbara; M.S., University of Southern California</td>
</tr>
</tbody>
</table>
SMITH, PHILIP R. (1989) Mathematics  B.S., Duke University; M.S., Vanderbilt University; Ph.D., UC Davis

SMITH, SUNNY (1994) Physical Education  A.A., Sacramento City College; B.A., M.A., CSU Sacramento


SNUGGS, JEAN (1980) Dean, Physical Education/Athletics  B.S., University of Illinois; M.S., Northern Illinois University

SORENSEN, KATHRYN H. (2000) Biology  B.S., Baylor University; M.S., University of Texas, Arlington; Ph.D., University of Texas, Austin


STEWART, MARK A. (1992) Psychology  B.S., Brigham, Young University; Ph.D. University of Notre Dame


STURM, TIMOTHY (2002) Library  B.A., Arizona State University; M.A., University of Arizona

SUKKARY-STOLBA, SOHEIR (1976) Anthropology  B.A., Cairo University, Egypt; M.A., CSU Sacramento; Ph.D., UC Davis


SWEET, MICHAEL (1999) Biology  B.S., University of Iowa; M.A., UC Santa Cruz

TABARES, TRESSA (2002) Political Science  B.A., E. Connecticut State Univ; M.A., Ph.D., UC Davis

THAMES, BREnda (2002) Matriculation Coordinator  B.A., UC Berkeley; M.S.W., M.P.A., University of Southern California


THILTGEN, CHRISTINE (1997) Legal Assisting  A.D.N., San Joaquin Delta; J.D., University of the Pacific, McGeorge


THOMPSON, JAMES V. (1983) Dean, Off-Camp. Ctrs. & Ext. Svs.  A.A., American River College; M.S. National University; B.A., CSU Chico


TORRANO, MARY E. (2001) Biology  A.A., San Joaquin Delta; B.S., UC Davis; M.A., San Francisco State University


TOWERS, ROBERT (1964) Physical Education  A.A, Mesa Jr. College; B.A, Colorado State College, M.S., Syracuse University

TRUONG, BINH (2002) Mathematics  B.S., Univ of Washington; M.S., New Mexico State Univ; Ph.D., UC Davis


UNMACK, CYNTHIA (2004) Political Science  B.A., CSU, Fullerton; M.A., CSU, Sacramento; Ph.D., UC, Davis

URKOFSKY, TERESA (2000) Hospitality Management  B.V.E., CSU; Graduate of California Culinary Academy


VAN DAM, DALE (1997) Earth Science  B.A., UC Santa Barbara; M.S., University of Utah


WADELL, WILMOND (1985) Coord., Basic Acad., Pub. Safety Center  B.S., California State University, Fresno; M.S., National University


WALKER, PAMELA D. (2001) Associate VP of Instruction  B.S., Eastern Oregon State College; M.A., CSU Sacramento; Ed.D., University of San Francisco

WARD, SUE E. (1998) Gerontology/Psychology  A.A. Golden West College; B.A., San Francisco State University; M.A., CSU Sacramento

WARMAN, JAMES L. (1971) Respiratory Care  R.R.T., B.A., UCLA; M.A., CSU Sacramento

WATSON, JANE S. (2001) Reading  A.A., Fresno City College B.S., K-12 CSU Fresno; M.A., CSU Sacramento

WILLIAMS, SAMUEL (2000) Theatre Arts  B.A., Slippery Rock University, Philadelphia; M.F.A., UC Davis

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Field</th>
<th>Education Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOOLSEY, MARCELLA J.</td>
<td>(1998)</td>
<td>Biology/Anatomy/Physiology</td>
<td>B.A., Southern College, Tennessee; M.A., Loma Linda University; Ph.D., UC Davis</td>
</tr>
<tr>
<td>YAPUNDICH, ELEANOR F.</td>
<td>(1968)</td>
<td>Counseling</td>
<td>B.S.N., St. John's University; R.N., Misericordia Hospital School of Nursing; M.A., CSU, Sacramento; Ed.D., University of San Francisco</td>
</tr>
<tr>
<td>YANG, SHIH-WEN</td>
<td>(2003)</td>
<td>Physics/Phys Science</td>
<td>B.S., National Taiwan Normal University; Ph.D., Kansas State University, Manhattan</td>
</tr>
<tr>
<td>YASUDA, TAMI</td>
<td>(1976)</td>
<td>Physical Education</td>
<td>B.A., M.A., CSU Sacramento</td>
</tr>
<tr>
<td>YOUNGS, CYNTHIA A.</td>
<td>(2001)</td>
<td>Reading</td>
<td>B.A., Winona State University; M.A., Oakland University, MI</td>
</tr>
<tr>
<td>ZARZANA, LINDA</td>
<td>(1989)</td>
<td>Chemistry</td>
<td>B.S., UC Davis; M.S., CSU Sacramento</td>
</tr>
</tbody>
</table>
I. Preamble

(Approved by the Los Rios Community College Board of Trustees, June 3, 1970, revised March 6, 1996).

The policy statement below, relating to students’ rights and responsibilities is based upon three fundamental concepts:

A. College students, citizens of the United States and foreign guests are members of the academic community. They have the same rights and freedoms that all citizens have as students, and must comply with federal and state laws and statutes. In addition, students must also comply with Los Rios Board policies and individual college rules and regulations.

B. The president of a college in the district serves as the chief administrator of the college and is responsible for the overall supervision of the operation of the college in conformity with the directives and duties as defined by the district chancellor and consistent with the policies of the Board of Trustees.

C. In any conflict relating to student discipline, students shall be informed in writing of charges to be brought against them and be given an opportunity to defend these charges.

II. Students’ rights

In the context of these concepts, students’ rights consist of the following:

A. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval except as provided by published district policy, statutes, or campus regulation. These publications shall do the following:

1. Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

2. State on the editorial page that the opinions expressed are not necessarily those of the college or the student body.

B. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.

C. Students shall have the right to hear speakers on any subject and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on each campus subject to regulations that assure the regular functioning of the institution. The policies and regulations shall include reasonable provisions for the time, place and manner of conducting these activities, but shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia. Expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited.

D. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and to join student organizations subject to published campus and district regulations.

E. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision making that affects their academic future with the exception of staff appointment, termination and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by a campus-designated student, faculty, administrative committee. In addition, student representatives shall be members of all faculty and administrative committees related to students’ concerns; such student representatives shall have a vote as committee members.

F. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students’ records will be released only on the written consent of the students or as provided by law.

G. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time, however, students are responsible for maintaining standards of academic performance established in advance for each course in which they are enrolled.

H. Students shall have the right to file a grievance as outlined in the procedures of the District Student Grievance Policy, in the event of an alleged breach of their rights. (See Policy® P2412, R2412)

III. Students’ responsibilities

Admission to college assumes the expectation that the student will be a responsible member of the college community; will obey the law; comply with the published rules and regulations of the college; respect the rights, privileges and property of the other members of the college community; and not interfere with legitimate college affairs. Students will assume the responsibility for their conduct. In the case of student conduct which involves an alleged or proven violation of criminal law, the disciplinary authority of the college will not be used to duplicate the function of criminal authority. Disciplinary action may be taken if the conduct also involves a violation of district or campus policy.

IV. Student conduct code

The California Education Code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules and regulations. (Section 66300, Chapter 5 Rules of Student Conduct; E.C. 76030 Authority to suspend or expel.)

All students enrolling at American River College assume an obligation to abide by all College rules and regulations. These regulations are described in the Los Rios Community College District Board of Trustee Policies, Section 2400 Student Rights and Responsibilities/2440 Standards of Conduct and Due Process. Students who choose not to abide by these standards will be subject to college sanctions and disciplinary measures.

The president of the college may authorize the suspension of a student for good cause (E.C. 76033) which is defined for numerous offenses which includes:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

4. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.

5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

7. Good cause is further defined, but is not limited to the following:

   a. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression and distribution of materials.
   b. Obstruction or disruption of teaching, research, administrative disciplinary procedures or other college activities, including its community service activity, or of other authorized activities on college-controlled premises.
   c. Theft of or non-accidental damage to property of the college or a member of the college community or campus visitor while on campus or at college-sponsored events.
   d. Unauthorized entry to or use of college facilities.
   e. Dishonesty, such as cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identifications.
   f. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or designated representative.
   g. Use, possession, distribution or being under the influence of alcoholic beverages, narcotics or dangerous drugs on college property or at college-sponsored events.
   h. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
   i. Violation of any order of a College President, notice of which has been given prior to such violation, and when order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the college newspaper, by posting on an official bulletin board designated for this purpose or by any other means reasonably calculated to inform students of its provisions.
   j. Attempting to do any of the causes for disciplinary action identified above.

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 and without permission use or cause to be used computer services.
   b. 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.
   c. 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.
   d. 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.
   e. Knowingly and without permission access or cause to be accessed any computer, computer system or computer network.
   f. Knowingly introduce any computer contaminant into any computer, computer system or computer network.

No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance, or pursuant to Penal Code Section 502 or other laws specifically authorizing such.

V. Student Grievance Policy

The Student Grievance procedure shall be available to any student who believes an action or decision of the district or college staff has adversely affected his/her status, and/or rights as outlined under II. STUDENTS’ RIGHTS. Grievances relating to grades are subject to Education Code 76224 (a) which reads:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

The complete text of the district’s policy, regulation, and timeline on Student Grievance is available in the office of the Dean of Enrollment Services. Students who wish to exercise a grievance can receive policy and procedural steps from the Dean of Enrollment Services.

The College Student Grievance Officer may assist the student in the procedural steps of a student grievance. The name and location of the College Student Grievance Officer can be obtained from the office of the Vice President, Student Services.

(Revised by Los Rios CCD Board of Trustees, July 8, 1992)

VI. Sexual harassment

Sexual harassment policy

It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and workplace free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Where evidence of harassment is found, appropriate corrective action shall be taken.

Definition of sexual harassment

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

American River College 2005-2006

301
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 Equity Officer, Dr. Pam Walker, Vice President, Instruction at 484-8405.

VII. Student and family access to records

The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students and parents of dependent students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the office of the 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:

On Campus Counseling ............................................. 484-8572
Sacramento County Alcoholism & Drug Programs ...... 875-5736
Alcoholics Anonymous ............................................. 454-1100
The Effort, Inc. ....................................................... 325-5556
Chemical Dependency Center for Women .............. 448-2951
Narcotics Anonymous ............................................. 732-2299
New Horizons Counseling Center ......................... 485-1211
People Reaching Out ............................................. 971-3300
ARC Procedure for Reporting Sexual Assault

1.0 Procedure

1.1 It is the objective of the College, in accord with EC67385, that students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the College shall receive information and referral to treatment. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

2.0 Notification

2.1 Any student, faculty or staff member who is a victim of sexual assault at a College facility as defined above should notify the Campus Police Department. With the consent of the victim, the Campus Police Department will notify the Dean of 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 group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group will not be tolerated. Appropriate action will be taken where evidence of hate violence is found.
# Crime Awareness and Campus Security Act

## Los Rios Police Department
### American River College Crime Statistics 2001-2003

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Total On-Campus</th>
<th>Non-Campus Buildings</th>
<th>Public Property*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>11</td>
<td>17</td>
<td>6</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>8</td>
<td>17</td>
<td>13</td>
</tr>
<tr>
<td>Manslaughter-Negligent</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sex Offenses-Forcible</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Non-Forcible</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations (arrests)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations (arrests)</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession (arrests)</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Hate Crimes (by prejudice)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(Race)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(Gender)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(Religion)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(Sexual Orientation)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(Ethnicity)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(Disability)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*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.

---

### On-Campus Crime Statistics 2001-2003

(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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2001</td>
</tr>
<tr>
<td>Grand Theft (theft value over $400)</td>
<td>9</td>
</tr>
<tr>
<td>Petty Theft (theft value under $400)</td>
<td>104</td>
</tr>
<tr>
<td>Bicycle Theft (numbers are reflected in Grand/Petty Theft categories)</td>
<td>1</td>
</tr>
<tr>
<td>Theft from Vehicle</td>
<td>23</td>
</tr>
<tr>
<td>Vandalism</td>
<td>51</td>
</tr>
</tbody>
</table>

---

### Response

American River College employs P.O.S.T. certified police officers and community service officers who have public safety experience and are sworn peace officers under California Education Code 72330. While on campus, they are empowered to conduct investigations and make arrests for violations and infractions they observe. They are responsible to assist in providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations, and promoting crime prevention. All campus police officers have current certification in CPR and first aid.

The officers patrol in fully equipped vehicles and are dispatched through a central communication center. At those times when there is no dispatcher (after 10 p.m. and on weekends), the officers are available by cellular telephone at 764-7860.

The College Police department coordinates its activities with the Sacramento Sheriff’s department. All officers are in radio communication with the Sheriff’s department while on duty.

---

*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 on off-campus grounds or facilities maintained by the college shall receive information and referral to treatment. The campus procedure relative to incidents of sexual assault is contained in student/staff handbooks, class schedules and in the counseling and campus health centers.

*Computer Related Crimes.* Tampering, interference, damage and unauthorized access to lawfully-created computer data and computer systems is a violation of Penal Code 502 (LRCCD Policy 2441.)
### Patrons Chair Award for Faculty

<table>
<thead>
<tr>
<th>Date</th>
<th>Recipient</th>
<th>Department</th>
<th>Date</th>
<th>Recipient</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1962</td>
<td>Louis Heinrich</td>
<td>Biology</td>
<td>1984</td>
<td>Richard Lungstrom</td>
<td>Chemistry</td>
</tr>
<tr>
<td>1964</td>
<td>Douglas Burris</td>
<td>Business</td>
<td>1985</td>
<td>Robert Christopherson</td>
<td>Geography</td>
</tr>
<tr>
<td>1969</td>
<td>Donald Weiskopf</td>
<td>Psychology</td>
<td>1990</td>
<td>Scott Perry</td>
<td>Physics</td>
</tr>
<tr>
<td>1972</td>
<td>Bruce Swinehart</td>
<td>Biology</td>
<td>1994</td>
<td>Sandy McKaig</td>
<td>Math</td>
</tr>
<tr>
<td>1974</td>
<td>Marjorie McLain</td>
<td>English</td>
<td>1996</td>
<td>Dolores Delgado Campbell</td>
<td>Behavioral/Social Science</td>
</tr>
<tr>
<td>1976</td>
<td>John Lucena</td>
<td>Physical Education</td>
<td>1998</td>
<td>Bonnie Miller</td>
<td>Counseling</td>
</tr>
<tr>
<td>1977</td>
<td>Ernest Droge</td>
<td>Electronics</td>
<td>1999</td>
<td>Debby Senna</td>
<td>Behavioral/Social Science</td>
</tr>
<tr>
<td>1978</td>
<td>Katherine Stewart</td>
<td>Counseling</td>
<td>2000</td>
<td>Harold Schneider</td>
<td>English</td>
</tr>
<tr>
<td>1979</td>
<td>Mary Lou Neasham, Ph.D</td>
<td>Counseling</td>
<td>2001</td>
<td>Nancy Reitz</td>
<td>Chemistry</td>
</tr>
<tr>
<td>1980</td>
<td>Bud Gardner</td>
<td>English</td>
<td>2002</td>
<td>Barbara Gillogy</td>
<td>Gerontology</td>
</tr>
<tr>
<td>1981</td>
<td>Jan Aldrich</td>
<td>Psychology</td>
<td>2003</td>
<td>Joan Brenchley-Jackson</td>
<td>Biology</td>
</tr>
<tr>
<td>1982</td>
<td>Louis Quint, Ed.D</td>
<td>Counseling</td>
<td>2004</td>
<td>Phil Smith</td>
<td>Mathematics</td>
</tr>
<tr>
<td>1983</td>
<td>Robert Striplin, J.D.</td>
<td>History/Political Science</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Patrons Meritorius Service Award for Classified Staff

<table>
<thead>
<tr>
<th>Date</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1979</td>
<td>Darlene McCormick</td>
</tr>
<tr>
<td>1980</td>
<td>Helen Demaree</td>
</tr>
<tr>
<td>1981</td>
<td>Peggy Feiten</td>
</tr>
<tr>
<td>1982</td>
<td>Gerry Abeel</td>
</tr>
<tr>
<td>1983</td>
<td>Mary Lease</td>
</tr>
<tr>
<td>1984</td>
<td>Bernice Baber</td>
</tr>
<tr>
<td>1985</td>
<td>Margaret Heintz</td>
</tr>
<tr>
<td>1986</td>
<td>Claire Haley</td>
</tr>
<tr>
<td>1987</td>
<td>Trudy Carney</td>
</tr>
<tr>
<td>1988</td>
<td>Epifania Fajardo</td>
</tr>
<tr>
<td>1989</td>
<td>Lynn Couch</td>
</tr>
<tr>
<td>1990</td>
<td>Carolyn Johnson</td>
</tr>
<tr>
<td>1991</td>
<td>Sharon Helms</td>
</tr>
<tr>
<td>1992</td>
<td>Stephen Perhiman</td>
</tr>
<tr>
<td>1993</td>
<td>Beverly Habecker</td>
</tr>
<tr>
<td>1995</td>
<td>Gin Fierro</td>
</tr>
<tr>
<td>1996</td>
<td>Sharon Kelley</td>
</tr>
<tr>
<td>1997</td>
<td>Marnell Nicknig</td>
</tr>
<tr>
<td>1998</td>
<td>Sandra Cleary</td>
</tr>
<tr>
<td>1999</td>
<td>Charlene Parsons</td>
</tr>
<tr>
<td>2000</td>
<td>Connie Ferrara</td>
</tr>
<tr>
<td>2001</td>
<td>Margaret Cowan</td>
</tr>
<tr>
<td>2002</td>
<td>Diane Cromwell</td>
</tr>
<tr>
<td>2003</td>
<td>Debby Ondricka</td>
</tr>
</tbody>
</table>

### Patrons Meritorius Service Award for Management Staff

<table>
<thead>
<tr>
<th>Date</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1979</td>
<td>Max McDonald</td>
</tr>
<tr>
<td>1980</td>
<td>Dr. Jeanne Good</td>
</tr>
<tr>
<td>1981</td>
<td>Richard Parker</td>
</tr>
<tr>
<td>1982</td>
<td>Myron G. Nadolski</td>
</tr>
<tr>
<td>1983</td>
<td>Richard V. Lucchesi</td>
</tr>
<tr>
<td>1984</td>
<td>Robert Garrett</td>
</tr>
<tr>
<td>1986</td>
<td>Terence Reger</td>
</tr>
<tr>
<td>1988</td>
<td>Dr. Khe Ba Do</td>
</tr>
<tr>
<td>1989</td>
<td>Dr. Bruce Werner</td>
</tr>
<tr>
<td>1990</td>
<td>Dr. Norma Slater</td>
</tr>
<tr>
<td>1997</td>
<td>Marie Perino</td>
</tr>
<tr>
<td>1998</td>
<td>Bruce Kinghorn</td>
</tr>
<tr>
<td>1999</td>
<td>Joe Howard</td>
</tr>
<tr>
<td>2000</td>
<td>Robert Allegre</td>
</tr>
<tr>
<td>2001</td>
<td>Dr. Richard McCormac</td>
</tr>
<tr>
<td>2002</td>
<td>Dr. Sue Lorimer</td>
</tr>
<tr>
<td>2003</td>
<td>Dr. Robert Frew</td>
</tr>
<tr>
<td>2004</td>
<td>Dr. Vicky Fong</td>
</tr>
</tbody>
</table>
Index

A
Academic Calendar ................................................................. 6
Academic Dismissal ................................................................. 28
Academic Honors ................................................................. 28
Academic Probation ............................................................... 28
Academic Renewal Without Course Repetition ......................... 28
Academic Standards ............................................................... 28
Accelerated College Education (ACE) ..................................... 14
Access to Student Records .................................................... 28
Accounting .............................................................................. 47
Accounting Paraprofessional ................................................... 47
Accreditation ........................................................................... 8
Acting ................................................................................... 277
Activities Office ...................................................................... 24
Administration ........................................................................ 21
Administrators and Faculty (list) .............................................. 291
Admission Procedure (Matriculation) ...................................... 25, 18
Admissions Eligibility ............................................................. 25
Advanced Standing ................................................................ 38
Advertising and Sales Promotion ............................................. 203
Advisories .............................................................................. 27
Aerospace Studies (Air Force ROTC) .................................... 35
Air Conditioning Service Certificate (Auto Technology) ............. 69
Allied Health ......................................................................... 223
Anthropology .......................................................................... 50
Application (Admission) ........................................................ 25
Apprenticeship ...................................................................... 32
Army ROTC ........................................................................... 35
Art .......................................................................................... 35
Art New Media ...................................................................... 61
Articulation ............................................................................ 34
Assessment Center ................................................................ 16
Astronomy .............................................................................. 66
Athletes Study Center ............................................................ 12
Attendance ........................................................................... 29
Auditing ................................................................................. 29
Automotive Technology ........................................................ 67
B
Beacon Program .................................................................... 12
Biology & Biotechnology ...................................................... 75
Bookstore ............................................................................... 16
Business ............................................................................... 79
Business Certificates ............................................................ 79
Business Technology ............................................................ 83
C
Cafeteria ............................................................................... 16
Calendar ............................................................................... 6
California Articulation Number (CAN) System ....................... 34, 44
California State University Undergraduate Transfer Admission ........................................... 34
CalWORKs ............................................................................ 16
Campus Map ........................................................................ 312
Campus Security Act ............................................................ 306
Career and Job Opportunity Center ....................................... 16
Carpenters Apprenticeship .................................................... 52
Case Management/Social Services (Gerontology) ................... 159
Catalog Rights ....................................................................... 29
Ceramics and Sculpture (Art) ............................................... 55
Certificate Programs ............................................................. 39
Change of Address or Name ................................................... 29
Chemical Dependency Studies (Human Services) ................. 182
Chemistry .............................................................................. 86
Children’s Center ................................................................. 16
Chinese (Mandarin) .............................................................. 143
Class Locations ..................................................................... 10
Clery Act (Campus Security/Crime Statistics) ......................... 306
CMOS Mask Design ............................................................. 112
College Entrance Examination Board .................................. 43
Commercial Music ............................................................... 211
Communication/Communication Studies (Speech) ................. 274
Communications Media (Journalism) ..................................... 190
Community Education (Extension) ........................................ 8
Community Involvement ....................................................... 8
Computer Information Science ............................................. 88
Concurrent Enrollment ......................................................... 29
Construction Management (CSU Transfer Option) ................ 102
Contract Education/Contract Training ................................... 8
Corequisites .......................................................................... 27
Counseling ............................................................................ 17
Course Numbering and Credit .............................................. 30
Credit by Examination ......................................................... 42
Credit-No Credit Grading ...................................................... 30
Crime Awareness ................................................................. 305
Criminal Justice (Public Safety) .............................................. 254
CSU Requirements ............................................................... 36
Culinary Arts (Hospitality Management) ................................ 176
D
Database Certificate ............................................................. 90
Degree Programs ................................................................. 39
Design & Engineering Technology ......................................... 100
Disabilities Officer (ADA and 504 Coordinator) ..................... 9
Disabled Students Programs and Services ............................. 17
Disciplinary Officer ............................................................. 9
Drug-Free Campus .............................................................. 303
E
Early Childhood Education .................................................. 104
Economics ............................................................................ 110
Equity Officer ....................................................................... 9
Electrical Apprenticeship ..................................................... 53
Electrical Sound and Communications Apprenticeship .......... 53
Electronics Technology ........................................................ 111
Engineering ......................................................................... 118
## Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>120</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>132</td>
</tr>
<tr>
<td>Environmental Design (Gerontology)</td>
<td>159</td>
</tr>
<tr>
<td>EOP&amp;S/College Awareness/CARE Program</td>
<td>17</td>
</tr>
<tr>
<td>ESL Center</td>
<td>12</td>
</tr>
<tr>
<td>Ethan Way Center</td>
<td>10</td>
</tr>
<tr>
<td>Extension (Community Education)</td>
<td>8</td>
</tr>
<tr>
<td>Facilities Usage (Community Education)</td>
<td>8</td>
</tr>
<tr>
<td>Faculty and Administrators (list)</td>
<td>291</td>
</tr>
<tr>
<td>Family &amp; Consumer Science</td>
<td>136</td>
</tr>
<tr>
<td>Family Child Care Certificate</td>
<td>106</td>
</tr>
<tr>
<td>Fashion</td>
<td>137</td>
</tr>
<tr>
<td>Fees</td>
<td>25</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>47</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>22</td>
</tr>
<tr>
<td>Fire Technology</td>
<td>140</td>
</tr>
<tr>
<td>Food Service Production (Hospitality Management)</td>
<td>176</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>143</td>
</tr>
<tr>
<td>Foundation</td>
<td>8</td>
</tr>
<tr>
<td>Four Directions Program</td>
<td>15</td>
</tr>
<tr>
<td>French</td>
<td>143</td>
</tr>
<tr>
<td>Full-time Status (Student Classification)</td>
<td>31</td>
</tr>
<tr>
<td>Funeral Service Education</td>
<td>148</td>
</tr>
<tr>
<td>General Business</td>
<td>79</td>
</tr>
<tr>
<td>General Education-Transfer</td>
<td>151</td>
</tr>
<tr>
<td>General Education Requirement and Certification</td>
<td>35</td>
</tr>
<tr>
<td>General Information</td>
<td>8</td>
</tr>
<tr>
<td>General Science</td>
<td>264</td>
</tr>
<tr>
<td>Geographic Information Systems</td>
<td>152</td>
</tr>
<tr>
<td>Geography</td>
<td>152</td>
</tr>
<tr>
<td>Geology</td>
<td>156</td>
</tr>
<tr>
<td>German</td>
<td>143</td>
</tr>
<tr>
<td>Gerontology</td>
<td>158</td>
</tr>
<tr>
<td>Good Standing</td>
<td>28</td>
</tr>
<tr>
<td>Grades and Grade Point Averages</td>
<td>30</td>
</tr>
<tr>
<td>Grades of In Progress</td>
<td>30</td>
</tr>
<tr>
<td>Grades of Incomplete</td>
<td>30</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>32</td>
</tr>
<tr>
<td>Graduation and Transfer Rate Information</td>
<td>35</td>
</tr>
<tr>
<td>Health Center</td>
<td>17</td>
</tr>
<tr>
<td>Health Education</td>
<td>167</td>
</tr>
<tr>
<td>High School Advanced Education Classes</td>
<td>26</td>
</tr>
<tr>
<td>High School International Baccalaureate Program</td>
<td>26</td>
</tr>
<tr>
<td>High School Subject Requirements</td>
<td>34</td>
</tr>
<tr>
<td>History</td>
<td>169</td>
</tr>
<tr>
<td>History of College</td>
<td>7</td>
</tr>
<tr>
<td>Honors Program</td>
<td>14</td>
</tr>
<tr>
<td>Horticulture</td>
<td>173</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>176</td>
</tr>
<tr>
<td>Housing Information</td>
<td>17</td>
</tr>
<tr>
<td>Human/Career Development</td>
<td>180</td>
</tr>
<tr>
<td>Human Services</td>
<td>182</td>
</tr>
<tr>
<td>Humanities</td>
<td>185</td>
</tr>
<tr>
<td>I</td>
<td>62</td>
</tr>
<tr>
<td>Illustration Certificate</td>
<td>159</td>
</tr>
<tr>
<td>Independent and Special Study</td>
<td>42</td>
</tr>
<tr>
<td>Instructional Programs</td>
<td>39</td>
</tr>
<tr>
<td>Insurance</td>
<td>18</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>24</td>
</tr>
<tr>
<td>Interdisciplinary</td>
<td>283</td>
</tr>
<tr>
<td>Interior Design</td>
<td>187</td>
</tr>
<tr>
<td>International Students</td>
<td>26</td>
</tr>
<tr>
<td>International Studies Certificate</td>
<td>248</td>
</tr>
<tr>
<td>Interpreter Training Program</td>
<td>266</td>
</tr>
<tr>
<td>Interpreting Certificate</td>
<td>266</td>
</tr>
<tr>
<td>Intersegmental General Education</td>
<td></td>
</tr>
<tr>
<td>Transfer Curriculum (IGETC)</td>
<td>37</td>
</tr>
<tr>
<td>Italian</td>
<td>143</td>
</tr>
<tr>
<td>J</td>
<td>143</td>
</tr>
<tr>
<td>Japanese</td>
<td></td>
</tr>
<tr>
<td>Jazz Studies</td>
<td>211</td>
</tr>
<tr>
<td>Journalism</td>
<td>190</td>
</tr>
<tr>
<td>L</td>
<td>173</td>
</tr>
<tr>
<td>Landscape Industry</td>
<td></td>
</tr>
<tr>
<td>Learning Communities</td>
<td>14</td>
</tr>
<tr>
<td>Learning Disabilities</td>
<td>17</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>12</td>
</tr>
<tr>
<td>Legal Assisting</td>
<td>192</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>195</td>
</tr>
<tr>
<td>Liberal Studies</td>
<td>196</td>
</tr>
<tr>
<td>Library</td>
<td>18,197</td>
</tr>
<tr>
<td>M</td>
<td>18</td>
</tr>
<tr>
<td>Maintenance Allowance</td>
<td>198</td>
</tr>
<tr>
<td>Management</td>
<td>143</td>
</tr>
<tr>
<td>Mandarin</td>
<td>312</td>
</tr>
<tr>
<td>Map of Campus</td>
<td></td>
</tr>
<tr>
<td>Maps of Off-Campus Centers</td>
<td>11</td>
</tr>
<tr>
<td>Marketing</td>
<td>203</td>
</tr>
<tr>
<td>Master Teacher Certificate (Early Childhood Ed.)</td>
<td>105</td>
</tr>
<tr>
<td>Math Oak Tree Center</td>
<td>12</td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>206</td>
</tr>
<tr>
<td>Matriculation</td>
<td>18</td>
</tr>
<tr>
<td>McClellan Center</td>
<td>10</td>
</tr>
<tr>
<td>MESA Program</td>
<td>14</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>7</td>
</tr>
<tr>
<td>Music</td>
<td>211</td>
</tr>
<tr>
<td>Index</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>N</strong></td>
<td></td>
</tr>
<tr>
<td>Natomas Center ............................................................................ 10</td>
<td></td>
</tr>
<tr>
<td>Natural Resources ......................................................................... 220</td>
<td></td>
</tr>
<tr>
<td>Networking (Computer Information Science) .................................... 88</td>
<td></td>
</tr>
<tr>
<td>Non-Discrimination Policy ........................................................... 9</td>
<td></td>
</tr>
<tr>
<td>Nursery Industry (Horticulture) .................................................. 173</td>
<td></td>
</tr>
<tr>
<td>Nursing &amp; Allied Health .................................................................. 223</td>
<td></td>
</tr>
<tr>
<td>Nutrition &amp; Foods .......................................................................... 228</td>
<td></td>
</tr>
<tr>
<td><strong>O</strong></td>
<td></td>
</tr>
<tr>
<td>Occupational/Vocational Education .............................................. 40</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Classes ....................................................................... 10</td>
<td></td>
</tr>
<tr>
<td>Office Careers Certificate-Fast Track ........................................ 84</td>
<td></td>
</tr>
<tr>
<td>Office Technology Certificate ..................................................... 84</td>
<td></td>
</tr>
<tr>
<td>On-Campus Employment ................................................................... 19</td>
<td></td>
</tr>
<tr>
<td>Online Instruction ......................................................................... 8</td>
<td></td>
</tr>
<tr>
<td>Open Courses .................................................................................. 26</td>
<td></td>
</tr>
<tr>
<td><strong>P</strong></td>
<td></td>
</tr>
<tr>
<td>Paramedic ....................................................................................... 230</td>
<td></td>
</tr>
<tr>
<td>Parking Information ....................................................................... 19</td>
<td></td>
</tr>
<tr>
<td>Part-time status (Student Classification) ...................................... 31</td>
<td></td>
</tr>
<tr>
<td>Patrons Awards .............................................................................. 307</td>
<td></td>
</tr>
<tr>
<td>Patrons Club ................................................................................... 8</td>
<td></td>
</tr>
<tr>
<td>PC Support Management (CIS) ........................................................ 90</td>
<td></td>
</tr>
<tr>
<td>Philosophy ..................................................................................... 233</td>
<td></td>
</tr>
<tr>
<td>Physical Education ......................................................................... 235</td>
<td></td>
</tr>
<tr>
<td>Physical Science &amp; Physics .......................................................... 246</td>
<td></td>
</tr>
<tr>
<td>Political Science .......................................................................... 248</td>
<td></td>
</tr>
<tr>
<td>Prerequisite Challenge Procedure ................................................ 27</td>
<td></td>
</tr>
<tr>
<td>Prerequisites ................................................................................ 27</td>
<td></td>
</tr>
<tr>
<td>Probation ....................................................................................... 28</td>
<td></td>
</tr>
<tr>
<td>Programming (CIS) .......................................................................... 90</td>
<td></td>
</tr>
<tr>
<td>Progress Dismissal ......................................................................... 28</td>
<td></td>
</tr>
<tr>
<td>Progress Probation ......................................................................... 28</td>
<td></td>
</tr>
<tr>
<td>Psychology ...................................................................................... 250</td>
<td></td>
</tr>
<tr>
<td>Public Safety ................................................................................ 254</td>
<td></td>
</tr>
<tr>
<td>Public Safety Center ...................................................................... 10</td>
<td></td>
</tr>
<tr>
<td>Publications, Student .................................................................... 24</td>
<td></td>
</tr>
<tr>
<td>Puente Program .............................................................................. 15</td>
<td></td>
</tr>
<tr>
<td><strong>R</strong></td>
<td></td>
</tr>
<tr>
<td>Reading Center/Writing Center ..................................................... 13</td>
<td></td>
</tr>
<tr>
<td>Real Estate ..................................................................................... 256</td>
<td></td>
</tr>
<tr>
<td>Recording (Music) .......................................................................... 212</td>
<td></td>
</tr>
<tr>
<td>Recreation ...................................................................................... 259</td>
<td></td>
</tr>
<tr>
<td>Recreation (Gerontology) ................................................................ 159</td>
<td></td>
</tr>
<tr>
<td>Re-entry Center ............................................................................. 19</td>
<td></td>
</tr>
<tr>
<td>Registration .................................................................................... 27</td>
<td></td>
</tr>
<tr>
<td>Restatement (Financial Aid) ........................................................... 23</td>
<td></td>
</tr>
<tr>
<td>Remedial Unit Limitation ................................................................ 31</td>
<td></td>
</tr>
<tr>
<td>Removal from Probation .................................................................. 28</td>
<td></td>
</tr>
<tr>
<td>Repetition of Courses ..................................................................... 31</td>
<td></td>
</tr>
<tr>
<td>Requirements for the Bachelor’s Degree (CSU) ................................ 36</td>
<td></td>
</tr>
<tr>
<td>Residence Requirements .................................................................. 27</td>
<td></td>
</tr>
<tr>
<td>Respiratory Care ............................................................................ 261</td>
<td></td>
</tr>
<tr>
<td>Restaurant Management .................................................................. 176</td>
<td></td>
</tr>
<tr>
<td>Retail Management .......................................................................... 204</td>
<td></td>
</tr>
<tr>
<td>Retailing Certificates ................................................................... 204</td>
<td></td>
</tr>
<tr>
<td>ROTC ............................................................................................... 35</td>
<td></td>
</tr>
<tr>
<td>Russian ......................................................................................... 143</td>
<td></td>
</tr>
<tr>
<td><strong>S</strong></td>
<td></td>
</tr>
<tr>
<td>Sacramento Regional Public Safety Training Center ....................... 10</td>
<td></td>
</tr>
<tr>
<td>Satisfactory Progress Policy ...................................................... 22</td>
<td></td>
</tr>
<tr>
<td>Schedule and Credit ....................................................................... 42</td>
<td></td>
</tr>
<tr>
<td>Scholarships ............................................................................... 19</td>
<td></td>
</tr>
<tr>
<td>Science–General ............................................................................ 264</td>
<td></td>
</tr>
<tr>
<td>Sexual Assault-Procedural for Reporting ...................................... 304</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment ......................................................................... 301</td>
<td></td>
</tr>
<tr>
<td>Science Skill Center ...................................................................... 12</td>
<td></td>
</tr>
<tr>
<td>Sign Language Studies ................................................................... 265</td>
<td></td>
</tr>
<tr>
<td>Social Policy/Advocacy (Gerontology) .......................................... 159</td>
<td></td>
</tr>
<tr>
<td>Social Science ............................................................................. 270</td>
<td></td>
</tr>
<tr>
<td>Sociology ...................................................................................... 272</td>
<td></td>
</tr>
<tr>
<td>Spanish ......................................................................................... 143</td>
<td></td>
</tr>
<tr>
<td>Special Studies ............................................................................ 273</td>
<td></td>
</tr>
<tr>
<td>Speech ........................................................................................... 274</td>
<td></td>
</tr>
<tr>
<td>Statistics ....................................................................................... 206</td>
<td></td>
</tr>
<tr>
<td>Student Activities ......................................................................... 24</td>
<td></td>
</tr>
<tr>
<td>Student Access Card ..................................................................... 24</td>
<td></td>
</tr>
<tr>
<td>Student and Family Access to Records ........................................... 302</td>
<td></td>
</tr>
<tr>
<td>Student Classification .................................................................. 31</td>
<td></td>
</tr>
<tr>
<td>Student Eligibility Requirements for Financial Aid ...................... 22</td>
<td></td>
</tr>
<tr>
<td>Student Employment (Career &amp; Job Opportunity Center) ............... 16</td>
<td></td>
</tr>
<tr>
<td>Student Government ...................................................................... 24, 276</td>
<td></td>
</tr>
<tr>
<td>Student Grievance Officer ......................................................... 9</td>
<td></td>
</tr>
<tr>
<td>Student Grievance Policy ............................................................. 301</td>
<td></td>
</tr>
<tr>
<td>Student Identification Card ......................................................... 24</td>
<td></td>
</tr>
<tr>
<td>Student Publications ...................................................................... 24</td>
<td></td>
</tr>
<tr>
<td>Student Services .......................................................................... 16</td>
<td></td>
</tr>
<tr>
<td>Student Rights and Responsibilities ............................................. 300</td>
<td></td>
</tr>
<tr>
<td>Student Right to Know Statistics (Graduation &amp; Transfer) ............ 35</td>
<td></td>
</tr>
<tr>
<td>Summer Session ............................................................................ 9</td>
<td></td>
</tr>
<tr>
<td><strong>T</strong></td>
<td></td>
</tr>
<tr>
<td>T-TEN Program ............................................................................... 67</td>
<td></td>
</tr>
<tr>
<td>Telecommunications (Electronics Technology) .................................. 112</td>
<td></td>
</tr>
<tr>
<td>Television Courses ....................................................................... 8</td>
<td></td>
</tr>
<tr>
<td>Theatre Arts ................................................................................... 277</td>
<td></td>
</tr>
<tr>
<td>Title IX Coordinator .................................................................... 9</td>
<td></td>
</tr>
<tr>
<td>Transcripts ................................................................................... 26</td>
<td></td>
</tr>
<tr>
<td>Transfer Center ........................................................................... 19</td>
<td></td>
</tr>
<tr>
<td>Transfer Information ..................................................................... 34</td>
<td></td>
</tr>
<tr>
<td>Transfers to ARC .......................................................................... 25, 31</td>
<td></td>
</tr>
<tr>
<td>Transmission Service (Automotive Technology) ............................ 69</td>
<td></td>
</tr>
<tr>
<td>Tutoring ....................................................................................... 12, 20, 283</td>
<td></td>
</tr>
</tbody>
</table>
Index

U
UC Admission/Eligibility .................................................. 38
UC Advanced Standing Admission Requirements ............. 38
UC General Requirements ................................................. 38
UC High School Proficiency Examination .......................... 38
UC Transfer Opportunity Program .................................... 38
UC Transfer Requirements ............................................... 38
Unit Limitation ................................................................ 28
Unit of Credit ................................................................... 31

V
Veterans Affairs ............................................................... 20

W
Web Graphics (Art New Media) .......................................... 62
Welding Technology ......................................................... 285
Withdrawal from Class or College .................................... 31
Withholding Student Records .......................................... 31
Work Experience Education ............................................. 40
Writing Across the Curriculum ........................................ 13
Writing Center/Reading Center ....................................... 13