

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
June 19, 2007 - 6:00 p.m. – Board Room, AD122, Riverside City College

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a “REQUEST TO ADDRESS THE BOARD OF TRUSTEES” card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in this meeting should contact Kristen Van Hala at (951) 222-8052 as far in advance of the meeting as possible.

- I. Approval of Minutes - Regular Meeting of May 15, 2007
Special Meeting of May 29, 2007
Special Joint Meeting of May 31, 2007
Special Meeting of June 2, 2007

- II. Chancellor’s Reports

- A. Communications

- Chancellor will share general information to the Board of Trustees, including federal, state, and local interests and District information.

- Information Only**

- 1. “Administration of Oath of Office to Student Trustee” –
Salvatore G. Rotella, Chancellor
 - 2. “Presentation in Recognition of the District’s Sponsorship of the
Production of ‘Miné: A Name for Herself,’ at the Smithsonian
Institute in Washington, D.C. on February 19, 2007”
– Ms. Mary Curtin, Writer; Ms. Theresa Larkin, Director; and Ms.
Cheryl L. McCarthy, Actress

- B. Riverside Community College Classified Employees, Chapter #535, California School Employees Association Initial Proposal to Reopen Negotiations
 - Recommend receiving the proposal for a contract re-opener for the 2007-2008 contract year, and direct staff to schedule a public hearing.

Recommended Action: Receive Contract Re-Opener and Schedule a Public Hearing
- C. 2007-2008 College Catalog
 - Recommend approving the revised and updated 2007-2008 College Catalog.
- D. Agreement with The Ferguson Group, LLC
 - Recommend approving the agreement to represent the District to obtain federal support and funding.

Recommended Action: Request for Approval

- E. Board of Trustees Meeting Calendar
 - Recommend receiving the Board meeting calendar for August – December 2007.

Information Only

III. Student Report

IV. Comments from the Public

V. Consent Items

A. Action

- 1. Personnel
 - Appointments and assignments of academic and classified employees.
- a. Academic Personnel
 - 1. Appointments
 - (a) Management
 - (b) Contract Faculty (none)
 - (c) Long-Term, Temporary Faculty
 - (d) Special Assignments

- (e) Overload Assignments – Summer Intersession 2007
 - (f) Part-Time Faculty, Hourly Assignments – Spring Semester 2007 and Summer Intersession 2007
 - (g) Child Development Center Hourly Employees
 - (h) Department Chair Assignments, Academic Year 2007-08
 - (i) Coordinator Assignments, Academic Year 2007-08
 - (j) Extra-Curricular Assignments, Academic Year 2007-08
- 2. Notice of Employment – Categorically Funded Faculty, Academic Year 2007-08
 - 3. Nursing Grant Compensation Stipends
 - 4. Separations
- b. Classified Personnel
- 1. Appointments
 - (a) Management/Supervisory
 - (b) Management/Supervisory – Categorically Funded
 - (c) Management/Supervisory – Professional Services Contract
 - (d) Classified/Confidential
 - (e) Classified/Confidential – Categorically Funded (None)
 - (f) Professional Experts (None)

- (g) Short Term
 - (h) Temporary as Needed Student Workers
 - (i) Community Education Program
 - (j) Special Assignments
2. Requests for Temporary Reduced Workload During the 4/10 Work Schedule
 3. Placement of Classified Management Employee on Reemployment List
 4. Request for Unpaid Leave of Absence
 5. Separations
2. Purchase Order and Warrant Report -- All District Funds
 - Purchase orders and warrant reports issued by the Business Office.
 3. Annuities
 - Tax shelter annuities for employees, amendments and terminations.
 4. Approval - Budget Adjustments
 - a. Approval - Budget Adjustments
 - Request approval of various budget transfers between major object codes as requested by administrative personnel and authorize making necessary balancing transfers among various accounts and funds of the District.
 - b. Resolution(s) to Amend Budget
 1. Resolution to Amend Budget – Resolution No. 49-06/07 – 2006-2007 Nursing Faculty Recruitment and Retention Program
 - Recommend adopting a resolution to add income and expenditures to the adopted budget.
 2. Resolution to Amend Budget – Resolution No. 50-06/07 – 2006-2007 Independent Living Program
 - Recommend adopting a resolution to add income and expenditures to the adopted budget.

3. Resolution to Amend Budget – Resolution No. 51-06/07 – 2006-2007 Career Technical Education Teacher Preparation Pipeline Program
- Recommend adopting a resolution to add income and expenditures to the adopted budget.
 4. Resolution to Amend Budget – Resolution No. 52-06/07 2006-2007 Strengthening Career and Technical Education Programs Riverside Community College Moreno Valley Campus Allied Health Partnership
- Recommend adopting a resolution to add income and expenditures to the adopted budget.
- c. Contingency Budget Adjustments (None)
5. Bid Awards
 - a. Award of Bid – PBX Building Expansion Project
- Recommend awarding a bid to ASR Constructors for the PBX Building Expansion Project.
 - b. Award of Bid – Datatel Colleague Release 18 Hardware
- Recommend awarding a bid for Datatel Release 18 Hardware, including five years of 24/7 Hewett Packard hardware warranty and software maintenance to Forsythe Solutions Group.
 6. Donations (None)
 7. Out-of-State Travel
- Recommend approving out-of-state travel requests.

8. Grants, Contracts and Agreements
- a. Agreement Between Lifesigns, Inc. and The Riverside Community College District for Sign Language Interpreter Services
 - Recommend approving the agreement to provide one contract, covering the entire District, for interpreting services.
 - b. Agreement with The Liquidation Company
 - Recommend approving an agreement to provide consignment services related to the sale of surplus property.
 - c. Agreement with Liebert Cassidy Whitmore
 - Recommend approving the agreement to provide employment law training services to all members of the District management association.
 - d. Amendment to Agreement for Facility and Business Planning Services
 - Recommend approving an addendum to an agreement for facility and business planning services.
 - e. Agreements with Ivascu Consulting, LLC
 - Recommend approving the agreements to provide technology systems and web application maintenance and Java software development services.
 - f. Agreement with UManageIt & Associates
 - Recommend approving the agreement to provide curriculum development by creating course materials for Manufacturing 46.
 - g. Agreement with Long Beach City College Center for International Trade Development
 - Recommend approving the agreement for the creation of four educational modules for the RCCD Global Logistics website.
 - h. Agreement with City of Corona
 - Recommend approving the agreement to provide four training courses and other educational training projects.

- i. Agreement with Calvary Presbyterian Church
- Recommend ratifying the agreement to provide a venue for a rehearsal/performance location for the RCC Music Department Master Chorale Spring Concert.
- j. Agreement with OD Music, Inc.
- Recommend approving the agreement to provide paymaster services to the crew and talent associated with Performance Riverside productions.
- k. Agreement with Onstage Musicals, Richard Stover
- Recommend approving the agreement to provide the services of the Onstage Cabaret Orchestra with singers and dancers as well as conductor services.
- l. Agreement with Roger Castellano
- Recommend approving the agreement to provide directing and choreographing services for the Performance Riverside production of "Seussical."
- m. Agreement with Gary Krinke
- Recommend approving the agreement to provide stage directing services for the Performance Riverside production of "Sensational ShowTunes."
- n. Agreement with Scott T. Smith
- Recommend approving the agreement to provide musical directing and conducting services for the Performance Riverside productions of "Hollydazzle," "The King and I," "Sensational Showtunes," and "Thoroughly Modern Millie."
- o. Agreement with Jean-Yves Tessier
- Recommend approving the agreement to provide lighting designer services for the Performance Riverside productions of "West Side Story," "Seussical," "Hollydazzle," "The King and I," and "Thoroughly Modern Millie."
- p. Agreement with Douglas Shrope
- Recommend approving the agreement to provide musical arranging and talk spot writing services for the Performance Riverside productions of "Hollydazzle," and "Sensational ShowTunes."
- q. Agreement with Ashley Green

- Recommend ratifying the agreement to provide wardrobe mistress services for the Performance Riverside production of “Man of La Mancha.”
- r. Agreement with Orlando Alexander
 - Recommend approving the agreement to provide choreography services for the Performance Riverside production of “West Side Story.”
- s. Revised Agreement with Duy Dan Nguyen and Mailan Pham
 - Recommend ratifying the agreement to provide a mural on the former Holyrood Hotel on the corner of Market Street and University.
- t. Agreement with Spitz, Inc.
 - Recommend approving the agreement to provide preventative maintenance services for the star projector system in the Planetarium.
- u. Agreements with Appel Company
 - Recommend approving the agreements to provide maintenance and software services for the Culinary Academy.
- v. Agreement with the Regents of the University of California
 - Recommend approving the agreement to provide housing services for two RCC students doing research at the University of California, Riverside.
- w. Learning Agreements for the School of Nursing
 - Recommend approving the agreements with two Master’s Degree students from California State University Dominguez Hills to provide practical experiences in preparation for their future roles as nurse educators.
- x. Agreement with L. Dee Fink
 - Recommend approving the agreement to provide a seminar and workshops to faculty, staff and administrators in “Course Design,” and “The Joys and Responsibilities of Teaching Well.”

- y. Affiliation Agreements for the Dental Assistant Program
- Recommend approving the affiliation agreements to provide dental externships for the Dental Assistant Program.
- z. Agreements with Lawrence Loo, M.D. and Reza Vaezazizi, M.D.
- Recommend approving the agreements to provide advisory services to the Physician Assistant and Emergency Medical Services programs.
- aa. Agreement with Halfoffwebdesign.com
- Recommend approving the agreement to provide web design services and monthly updates for the Public Safety Education and Training programs.
- bb. Agreement with Brunswick Moreno Valley Bowl
- Recommend approving the agreement to provide a venue for Moreno Valley campus physical education classes.
- cc. Memorandum of Understanding with Corona-Norco Unified School District
- Recommend approving the Memorandum of Understanding in which severely handicapped special education adult students participate in selected activity courses.
- dd. Agreement with Brunswick Classic Lanes
- Recommend approving the agreement to provide a venue for Norco campus physical education classes.
- ee. Agreement with Clover Enterprises, Inc.
- Recommend approving the agreement to provide athletic trainers to assist in the necessary physical screening of students participating in athletic programs and provide training services.
- ff. Agreement with Coachella Valley Economic Partnership
- Recommend approving the agreement to develop and implement a faculty externship program for allied health faculty from regional high schools, regional occupational programs and community colleges.

- gg. Agreement with Full Capacity Marketing, Inc.
- Recommend approving the agreement to develop and produce eleven commercials for the Desert Regional Consortium.
- hh. Agreement with Michele L. Deck
- Recommend approving the agreement to conduct workshops for allied health and nursing faculty from regional high schools, regional occupational programs and community colleges, titled "Effective Teaching and Learning Strategies."

Recommended Action: Request for Approval and Ratification

9. Other Items

- a. Surplus Property
- Recommend declaring listed property as surplus, finding the property does not exceed \$5,000 and authorizing the property be consigned to be sold on behalf of the District.
Recommended Action: Request for Approval

B. Information

- 1. Monthly Financial Report
- Informational report relative to financial activity for the period from July 1, 2006 through May 31, 2007.
Information Only

VI. Board Committee Reports

A. Teaching and Learning

- 1. (Pulled)
- 2. Proposed Curricular Changes
- Recommend approving the proposed curricular changes.
- 3. Agreement with Governet
- Recommend approving the agreement for services leading to the completion and implementation of CurricUNET, a web accessible curriculum development and approval tracking system.
- 4. Agreements with County of Riverside, Sheriff's Department

- Recommend approving the agreements to provide one deputy and two sergeants for the Basic Peace Officer Training Academy.

Recommended Action: Request for Approval

5. Memorandum of Understanding with Moreno Valley Unified School District
 - Recommend ratifying the memorandum that specifies the terms and conditions that apply to grant funding received from the California Community Colleges Chancellor's Office.
6. Memorandums of Understanding for Moreno Valley Allied Health Partnership
 - Recommend ratifying the memorandums that specify the terms and conditions that apply to the grant funding received from the California Community Colleges Chancellor's Office.

Recommended Action: Request for Ratification

7. Agreement with James Adame, D.D.S.
 - Recommend approving the agreement to provide advisory services for the Moreno Valley Campus Dental Hygiene Program.
8. Agreement with Office of Statewide Health Planning and Development for the Physician Assistant Program
 - Recommend approving the agreement to provide funding for a portion of a faculty position to maintain and/or expand the enrollment level of students in the Physician Assistant Program.
9. Agreement with Office of Statewide Health Planning and Development for the School of Nursing
 - Recommend approving the agreement to provide funding for an additional ten students in the Associate Degree Nursing Program.
10. Memorandum of Understanding with Riverside Gateway to College Early College High School
 - Recommend approving the memorandum to provide staff to operate and assist the Gateway to College Early College High School.

Recommended Action: Request for Approval

11. Amendment to the Agreement with California State University Fullerton Auxiliary Services Corporation
 - Recommend ratifying the amendment to oversee the use of United States Small Business Administration grant resources.**Recommended Action: Request for Ratification**
12. Agreement with John Vaughan
 - Recommend approving the agreement to provide directing, choreographing, and costuming services for the Performance Riverside production of “Hollydazzle,” “The King and I,” “Sensational Showtunes,” and “Thoroughly Modern Millie.”
13. Agreement with Provider Contract Food Service, LLC
 - Recommend approving the agreement to provide consulting services for the District’s food service operations on the Riverside City, Moreno Valley and Norco campuses.

Recommended Action: Request for Approval

B. Resources Committee

1. Tentative Budget for 2007-2008 and Notice of Public Hearing on the 2007-2008 Budget
 - Recommend approving the 2007-2008 Tentative Budget and authorizing staff to forward a copy to the Riverside County Superintendent of Schools; announce that: 1) the proposed 2007-2008 Budget will be available for public inspection beginning September 4, 2007, at the Office of the Vice Chancellor, Administration and Finance; and 2) the public hearing will be held at 6:00 p.m. at a Board meeting on September 11, 2007, to be followed by the adoption of the 2007-2008 Budget, and authorize the Interim Chancellor to sign a notice relative to these dates.
2. Quadrangle Modernization Project – Change Order No. 6
 - Recommend approving a change order relative to the Quadrangle Modernization Project.
3. Funding for IT and AV Equipment to be installed at the Innovative Learning Center at La Sierra, a Joint Project of RCCD and Alvord Unified School District
 - Recommend approving a proposed budget for purchase and installation of equipment relative to The Learning Center at Alvord Unified School District.

Recommended Action: Request for Approval

C. Planning Committee

1. (Pulled)
2. Norco Student Support Center – Construction Management Services
- Recommend approving an agreement to provide construction management services relative to the Norco Student Support Center Project.
3. 2009-2013 Five-Year Capital Construction Plan
- Recommend approving a proposed Five-Year Construction Plan, initial project proposals, and final project proposals.

Recommended Action: Request for Approval

D. Governance Committee

1. Updated Board Policies Pertaining to Fees, Student Health Services and New Board Policy regarding Child Abuse Reporting
- Recommend accepting for first reading, Policies 3518, 5030, and 5200.

Recommended Action: Accept for First Reading

- E. Board of Trustees Committee Meeting Minutes
- Recommend receipt of minutes from the May 7, 2007 Board of Trustees, Planning Committee meeting, and the May 8, 2007 Board of Trustees Teaching and Learning and Resources Committee meetings.

Information Only

VII. Administrative Reports

- A. Vice Chancellors
- B. Presidents

VIII. Academic Senate Report

- A. Riverside City College
- B. Moreno Valley Campus
- C. Norco Campus/Riverside Community College District

IX. Business from Board Members

- A. Resolution of the Board of Trustees of the Riverside Community College District Supporting the Use of Local Labor and Businesses in the Construction of District Facilities – Resolution No. 53-06/07
- Recommend adopting the resolution supporting the use of local labor and businesses.

Recommended Action: Request for Adoption

X. Closed Session

- Pursuant to Government Code Section 54957, Public employee, discipline/dismissal/release.

Recommended Action: To be Determined

XI. Adjournment

MINUTES OF THE REGULAR BOARD OF TRUSTEES
MEETING OF MAY 15, 2007

President Figueroa called the regular meeting of the Board of Trustees to order at 6:00 p.m., in the Board Room, AD122, Riverside City College.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Mrs. Janet Green
Ms. Mary Figueroa
Mr. José Medina
Mr. Mark Takano
Ms. Yajaira Tiscareño, Student Trustee

Staff Present

Dr. Salvatore G. Rotella, Chancellor
Dr. James Buysse, Vice Chancellor, Administration and Finance (left at 6:35 p.m.)
Dr. Debbie DiThomas, Interim Vice Chancellor, Student Services and Operations
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Mr. Aaron Brown, Associate Vice Chancellor, Finance
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Mr. Ron Vito, Associate Vice Chancellor, Occupational Education
Mr. Doug Beckstrom, President, Academic Senate, Moreno Valley Campus
Dr. Richard Mahon, President, Academic Senate, Riverside City College
Mr. Tom Wagner, President, Academic Senate, District and Norco Campus

Guest Present

Mr. Jim Roth, Manager, UBS Investment Bank

Ms. Carlson led in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. Takano, seconded by Mrs. Green, moved that the Board of Trustees approve the corrected minutes of the regular meeting of April 17, 2007. Motion carried. (5 ayes)

MINUTES OF THE REGULAR
MEETING OF APRIL 17, 2007

Mr. Takano, seconded by Ms. Blumenthal, moved that the agenda be amended to remove item IX-A, and also to move item VI-B-6 to be considered first under the Chancellor's Reports. Motion carried.
(5 ayes)

AMEND AGENDA

Mr. Takano, seconded by Mrs. Green, moved that the Board of Trustees approve Resolution No. 41-06/07, A Resolution of the Board of Trustees of the Riverside Community College District, Riverside County, California, Authorizing the Issuance of Riverside Community College District (Riverside County, California) Election of 2004 General Obligation Bonds, Series 2007C, establish the not-to-exceed amount for Series 2007C at \$110,000,000.00 and authorize the use of the "three-year expenditure rule" option. Motion carried. (5 ayes)

CHANCELLOR'S REPORTS

A Resolution of the Board of Trustees of the Riverside Community College District, Riverside County, California, Authorizing the Issuance of Riverside Community College District (Riverside County, California) Election of 2004 General Obligation Bonds, Series 2007C, Resolution No. 41-06/07

Dr. Rotella presented Ms. Tiscareño, Student Trustee, with a certificate award recognizing her for receiving the first 2006-2007 \$600.00 scholarship for serving as the District's student trustee.

Scholarship Award for Student Trustee

Ms. Tiscareño reported on recent and planned ASRCC activities.

STUDENT REPORT

Mr. Mayse, Associate Professor, Music, amended location and cost on the contract for item V-A-8-j on the agenda. Ms. Skiba, CTA President, gave a report on behalf of the California Teacher's Association.

COMMENTS FROM THE PUBLIC

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees:

CONSENT ITEMS

Action

Approve the amended listed academic and classified appointments, and assignment and salary adjustments; (Appendix No. 68)

Academic and Classified Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,823,838.00 and District Warrant Claims totaling \$6,310,341.00; (Appendix No. 69)

Purchase Order and Warrant Report — All District Funds

Approve amendment to employment contracts and terminations as listed; (Appendix No. 70)

Annuities

Approve the budget transfers as presented, balancing the transfers among the various accounts and funds of the District; (Appendix No. 71)

Budget Adjustments

Approve adding the revenue and expenditures of \$461,000.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 42-06/07 – 2006-2007 VTEA Tech Prep Regional Coordination Program

Approve adding the revenue and expenditures of \$149,853.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 43-06/07 2006-2007 Career Exploration and Development for 7th and 8th Graders program

Approve adding the revenue and expenditures of \$121,000.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 44-06/07 2006-2007 Centers for International Trade Development (CITD) Statewide Strategy HUB

Approve adding the revenue and expenditures of \$121,000.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 45-06/07 2006-2007 Center for Applied Competitive Technologies (CACT) Statewide Strategic HUB

Approve adding the revenue and expenditures of \$11,875.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 46-06/07 2006-2007 Child Development Training Consortium Program

Approve adding the revenue and expenditures of \$111,100.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget –
Resolution No. 47-06/07 2006-
2007 Associate Degree
Registered Nursing Program –
Capacity Building for Program
Expansion

Award a bid for the Hot Water Loop System Project, Moreno Valley Campus, in the amount of \$699,700.00 to Plumbing, Piping & Construction, and authorize the Vice Chancellor, Administration and Finance to sign the agreement;

Award of Bid – Hot Water Loop
System Project, Moreno Valley
Campus

Grant the out-of-state travel as listed; (Appendix No. 72)

Out-of-State Travel

Ratify the agreement, from April 18, 2007 through June 8, 2007, for \$4,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment;

Agreement with Gary Krinke

Approve the agreement, from May 16, 2007 through June 30, 2007, for \$2,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with John Vaughan

Ratify the revised agreement, from April 18 – 21, 2007, for \$2,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Revised Agreement with
Margarita Chkeidze

Approve the agreement, from May 21, 2007 through May 20, 2012, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with ADCAMP,
INC.

Ratify the agreement, for April 30, 2007 through May 03, 2007, for \$6,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Wetzel
Productions

Approve the agreement, for May 31, 2007, for an amount not to exceed \$500.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Fernando Melendez

Ratify the amendment, for August 1, 2006 through July 31, 2007, for an amount not to exceed \$11,875.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Amendment to the Agreement with Yosemite Community College District, Child Development Training Consortium

Ratify the agreement, for May 1, 2007 through July 31, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Complete Coachworks

Approve the agreement, for May 19, 2007 through June 2, 2007, for an amount not to exceed \$300.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Ryan Peeters

Approve the agreements, for May 16 – 17, 2007, for amounts not to exceed \$1,500.00 and \$7,500.00, respectively, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreements for the 2007 Wind Ensemble

Approve the agreements, for June 10, 2007 through September 1, 2007, with automatic annual renewals, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreements for the Nursing Program

Approve the Memorandum of Understanding, from July 1, 2007 through June 30, 2008, for an amount not to exceed \$1,800.00, and authorize the Vice Chancellor, Administration and Finance, to sign the memorandum;

Memorandum of Understanding with The Counseling Team International

Approve the agreement, from May 17, 2007 through October 12, 2007, for an amount not to exceed \$3,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Jean Maki, Ph.D.

Approve the agreements, from May 16, 2007 through February 8, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements;

Affiliation Agreements for the Dental Assistant Program

Approve the agreement, from May 16, 2007 until May 16, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with American Heart Association

Approve the agreement, for May 16 – 30, 2007, for an amount not to exceed \$7,500.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Advanced Electrical Contracting, Inc.

Approve the agreement with KCT Consultants, Inc. to provide a Cultural and Paleontological Resources Study for the Nursing/Sciences Building Project in the amount of \$5,500.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement with the provision that the Vice Chancellor, Administration and Finance, may extend the termination date of the Agreement without formal amendment to the Agreement;

Nursing/Sciences Building Project – Agreement with KCT Consultants, Inc., NEPA Study

Adopt Resolution No. 48-06/07, Authorization to Encumber Funds, and authorize the Secretary of the Board of Trustees to sign the Resolution;

Authorization to Encumber Funds – Resolution No. 48-06/07

Accept the Hazardous Materials Buildings, Moreno Valley and Norco Campuses, as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093-Public Works) and authorize the Board President to sign the notice;

Notice of Completion – Hazardous Materials Buildings, Moreno Valley and Norco Campuses

Approve using the Val Verde Unified School District Bid# 04/0500001 to LA GYM Equipment to purchase fitness equipment in the amount of \$144,300.00 for the Norco District Modular Building-Fitness Center, part of the District Modular Project.

Piggy-back Purchase Using Val Verde Unified School District Contract Award

Motion carried. (5 ayes)

Information

In accordance with Board Policy 1042, the Chancellor has accepted the resignations of Ms. Sally Armstrong, Associate Professor, Art, effective June 7, 2007, for retirement, Dr. Janice Kollitz, Associate Professor, English, effective June 7, 2007, for retirement, Dr. Carolyn Sue Kross, Associate Professor, Nursing, effective June 7, 2007, for retirement, Mr. Michael Montañó, Associate Professor, Mathematics, effective June 7, 2007, for retirement, Ms. Patricia Scileppi, Associate Professor, Speech Communications, effective June 7, 2007, for retirement, Ms. Gina Gonzales, Foundation Specialist, effective April 18, 2007, for personal reasons, Ms. Rosalind King, Culinary Assistant/Clerk, effective May 4, 2007, for personal reasons, Mr. Steven Orona, Project Manager, effective April 20, 2007, for personal reasons, and Mr. James Thomas, Student Financial Services Support Specialist, effective May 9, 2007, as a separation.

Separations

The Board received an informational summary of financial activity for the period from July 1, 2006 through April 30, 2007.

Monthly Financial Report

BOARD COMMITTEE REPORTS

Teaching and Learning

Mr. Medina, seconded by Mrs. Green, moved that the Board of Trustees approve the agreement, from July 1, 2007 through June 30, 2009, for \$43,560.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried.
(5 ayes)

Agreement with Loma Linda
University Health Care

Mr. Medina, seconded by Mrs. Green, moved that the Board of Trustees approve the agreement, from May 16, 2007 through June 30, 2007, for \$20,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried.
(5 ayes)

Agreement with Inland Empire
Economic Partnership

Mr. Medina, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the agreement, from May 16, 2007 through December 31, 2007, for up to \$39,250.00 (\$33,750.00 for services, and \$5,500.00 for travel), and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Agreement with Network International Exports, Inc.

Resources

Mr. Takano, seconded by Mrs. Green, moved that the Board of Trustees approve the agreements with WCS/Ca, Inc. in the amount of \$17,480.00 and Patricia A. Guerra in the amount of \$2,185.00, for the District Modular Projects, using the approved project budget, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements. Motion carried. (5 ayes)

District Modular Projects – Labor Compliance Service Agreements

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the agreement with Borg Pacific, inc., to provide DSA inspection services for the District Modular Projects in the amount of \$90,000.00 and the Norco Phase III/Industrial Technology Project in the amount of \$345,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

District Modular Projects & Norco Phase III/Industrial Technology Project – DSA Inspector of Records Agreement

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the amendment to the Agreement with M-E Engineers, Inc. to provide project management support services for the Moreno Valley Hot Water Loop System Phase II Project in the amount of \$31,200.00, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment with the provision that the Vice Chancellor, Administration and Finance, may extend the termination date of the agreement without a formal amendment to the agreement. Motion carried. (5 ayes)

Moreno Valley Hot Water Loop System, Phase II – Amendment to Agreement, M-E Engineers, Inc.

Mr. Takano, seconded by Mrs. Green, moved that the Board of Trustees approve Change Order No. 4 for the Quadrangle Modernization Project in the amount of \$1,030,080.00, and authorize the Vice Chancellor, Administration and Finance, to sign the change order. Motion carried. (5 ayes)

Quadrangle Modernization
Project – Change Order No. 4

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees approve the amendment to the Agreement with tBP Architecture in the amount of \$73,033.00 for FF&E Design Services, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment with the provision that the Vice Chancellor, Administration and Finance, may extend the termination date of the agreement without a formal amendment to the agreement. Motion carried. (5 ayes)

Norco Phase III Industrial
Technology Project – Amend
Architect Agreement

Governance

Ms. Blumenthal, seconded by Mrs. Green, moved that the Board of Trustees approve the twenty-six (26) policies and five (5) procedures necessary for accreditation to the Board Policy manual. Motion carried. (5 ayes)

New and Updated Board
Policies and Procedures for
Accreditation

The Board received for information the minutes from the April 16, 2007 Board of Trustees Teaching and Learning, Planning, Resources and Governance Committee meetings.

Board of Trustees Committee
Meeting Minutes

Mr. Wagner presented the report on behalf of the District and Norco campus Academic Senates.

ACADEMIC SENATE REPORTS

Dr. Mahon presented the report on behalf of the Riverside City College Academic Senate.

Mr. Beckstrom presented the report on behalf of the Moreno Valley campus Academic Senate.

BUSINESS FROM BOARD
MEMBERS

Dr. Rotella announced that Board President Mary Figueroa was elected to serve on the California Community College Trustees (CCCT) Board for a one-year term.

Appointment of Mary
Figueroa to CCCT Board

Mr. Medina presented Mark Takano, on behalf of the Community College League of California, with a service award plaque for his nine years of service, from 1999 – 2007, on the CCCT Board.

CCCT Service Award for
Mark Takano

The Board adjourned the meeting at 8:00 p.m.

ADJOURNMENT

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MAY 29, 2007

President Figueroa called the special meeting of the CALL TO ORDER
Board of Trustees to order at 6:05 p.m., in Board
Room AD122, O.W. Administration Building,
Riverside City College.

Trustees Present:

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. Jose Medina
Mr. Mark Takano

Trustees Absent

Ms. Yajaira Tiscareño, Student Trustee

Staff Present:

Dr. Salvatore G. Rotella, Chancellor
Dr. James Buysse, Vice Chancellor, Administration and Finance (left at 6:35 p.m.)
Dr. Debbie DiThomas, Interim Vice Chancellor, Student Services and Operations
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Mr. Aaron Brown, Associate Vice Chancellor, Finance
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Dr. Richard Mahon, President, Academic Senate, Riverside City College

Guests Present:

Mr. Brad Neufeld, Attorney, Best, Best and Krieger

Mr. Neufeld led in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Board adjourned to closed session at 6:07 p.m., pursuant to
Government Code Section 54957, Public Employee,
discipline/dismissal/release.

CLOSED SESSION

The Board reconvened to open session at 6:33 p.m., announcing that no
action was taken in closed session.

RECONVENEMENT TO OPEN
SESSION

Mr. Medina, seconded by Mrs. Green, moved that the Board of Trustees
approve the listed Classified Management Appointment, and change to an
academic rank (Appendix No. 73). Motion carried. (5 ayes)

ACADEMIC AND
CLASSIFIED PERSONNEL

Information

Separations

In accordance with Board Policy 1042, the Chancellor has accepted the resignations of Douglas Alexander, Associate Professor, DSPS Counseling, effective December 31, 2007, for retirement, Dr. Michael Amrich, Associate Professor, Chemistry, effective June 8, 2007, for retirement, Dr. Janis Binam, Associate Professor, Anthropology, effective June 8, 2007, for retirement, Ms. Victoria Boydd, Disabled Student Services Specialist, effective August 15, 2007, for retirement, Mr. Friedrich Brose, Associate Professor, Library Services, effective December 31, 2007, for retirement, Mr. Martin Delgado, Campus Administrative Support Center Manager, effective August 1, 2007, for retirement, Ms. Jacquelyn Dobson, Early Childhood Master Teacher, effective December 31, 2007, for retirement, Ms. Deborah Endeman, Library Technical Assistant, effective December 31, 2007, for retirement, Dr. John Georgakakos, Associate Professor, Chemistry, effective June 8, 2007, for retirement, Ms. Linda Grim, Instructional Support Coordinator, effective October 31, 2007, for retirement, Ms. Shufen Huang, Assistant Professor, Mathematics, effective June 8, 2007, for personal reasons, Mr. Glenn Hunt, Associate Professor, Mathematics, Mr. Donald Janes, Maintenance Mechanic, effective December 31, 2007, for retirement, Ms. Gloria Lopez, Document Services Coordinator, effective May 31, 2007, for retirement, Ms. Barbara Mariscal, Assistant Professor, Cosmetology, effective June 7, 2007, for retirement, Mr. David Moody, Associate Professor, Mathematics, effective June 8, 2007, for retirement, Ms. Joan Pleasants, Professor, Chemistry, effective June 8, 2007, for retirement, Dr. Salvatore G. Rotella, Chancellor, effective July 1, 2007, for retirement, Sr. Joan Semonella, Associate Professor, Speech Communication, effective December 22, 2007, for retirement, Mr. Terrance Shaw, Associate Professor, Anatomy and Physiology, effective December 30, 2007, for retirement, Ms. Katie Smith, Associate Professor, Reading, effective December 31, 2007, for retirement, Ms. Lily Sontani, Student Financial Services Analyst, effective June 30, 2007, for retirement, Ms. Billie JoAnn Stoar, Child Development Center Program Director, effective December 31, 2007, for Retirement, Mr. Aan Tan, Associate Vice Chancellor, Facilities, Planning, Design and Construction, effective June 30, 2007, for retirement, Mr. Leroy Wagner, Director/Chief of College Safety and Police, effective July 30, 2007, for retirement, Mr. Roger Warren, Assistant Professor, Cosmetology, effective June 30, 2007, for retirement, Mr. David Waxman, Associate Professor, Physical Education, effective June 7, 2007, for retirement, Ms. Diana Webster, Associate Professor, Business Administration, effective December 31, 2007, for retirement, Mr. Auston White, Associate Professor, Administration of Justice, effective December 31, 2007, for retirement, Ms. Cecilia Wong, Executive Dean, Technology/Learning Resource, effective June 30, 2007, for retirement, Ms. Annie Ybarra, Educational Advisor, effective December 31, 2007, for retirement.

Ms. Blumenthal, seconded by Mrs. Green, moved that the Board of Trustees award the title of Emeritus to the listed employees. (Appendix 74) Motion carried. (5 ayes)

Emeritus Awards

The Board adjourned to closed session at 6:40 p.m., pursuant to Government Code Section 54957, Public Employment, position: Chancellor.

CLOSED SESSION

The Board reconvened to open session at 9:00 p.m. announcing that no action was taken in closed session, and adjourned the meeting.

RECONVENEMENT AND
ADJOURNMENT

MINUTES OF THE SPECIAL JOINT MEETING OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES AND THE
CORONA-NORCO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION OF MAY 31, 2007

Mrs. Maggie Little, CNUSD Board President, called the special joint meeting of the Riverside Community College District Board of Trustees and the Corona-Norco Unified School District to order at 6:06 p.m., in the Kennedy Middle College High School Commons, 1951 Third Street, Norco, California.

CALL TO ORDER

RCCD Board of Trustees Present

Ms. Virginia Blumenthal, Vice President
Ms. Mary Figueroa, President
Mrs. Janet Green, Secretary
Mr. Mark Takano, Member

CNUSD Board of Education Present

Mr. Bill Hedrick, Member, Board of Education
Mrs. Maggie Little, President, Board of Education
Mrs. Sharon R. Martinez, Clerk, Board of Education
Mrs. Cathy L. Sciortino, Vice President, Board of Education
Mrs. Pat Scott, Member, Board of Education

RCCD Staff Present

Dr. Salvatore G. Rotella, Chancellor
Dr. James Buysse, Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Interim Vice Chancellor, Student Services and Operations
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Brenda Davis, President, Norco Campus
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Dr. Edward Bush, Dean, Student Services, Norco Campus
Dr. Diane Dieckmeyer, Dean of Instruction, Norco Campus
Mr. Tom Wagner, President, Academic Senate, District and Norco Campus

CNUSD Staff Present

Mr. Lee V. Pollard, Superintendent
Mr. David M. LaVelle, Deputy Superintendent, Human Resources
Ms. Anita LaVelle, Assistant Superintendent, Curriculum and Instruction
Mr. Thomas R. Pike, Assistant Superintendent, Student Services
Mr. Ted E. Rozzi, Assistant Superintendent, Facilities
Mr. Dale Saugstad, Assistant Superintendent, Business Services
Mr. Bob Brew, Assistant to the Superintendent
Mr. Leroy Welch, Assistant Principal
Mr. Don Ward, Principal

Mrs. Little led in the Pledge of Allegiance.

Ms. LaVelle announced the student success progress that has been made at the Kennedy Middle College High School, and Mr. Ward made a presentation about the student success rate of Kennedy Middle College. Discussion followed.

Dr. Davis provided an update on Occupational Programs, Mr. DeAsis, Student Services Supervisor, Admissions and Records, Norco Campus, spoke on implementation and registration, Dr. Dieckmeyer spoke on the RCC enrollment summary, and Dr. Bush spoke on developing student initiatives. Discussion followed.

The CNUSD Board adjourned the meeting at 7:06 p.m.

OPENING CEREMONY

KENNEDY MIDDLE COLLEGE HIGH SCHOOL

CNUSD AND RCCD RELATIONS

ADJOURNMENT

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF JUNE 2, 2007

President Figueroa called the special meeting of the Board of Trustees to order at 9:20 a.m., in Board Room AD122, O.W. Administration Building, Riverside City College. CALL TO ORDER

Trustees Present:

Ms. Virginia Blumenthal
Ms. Mary Figueroa (left at 1:30 p.m.)
Mrs. Janet Green (left at 1:40 p.m.)
Mr. Mark Takano (arrived at 10:20 a.m.)

Trustees Absent

Mr. Jose Medina
Ms. Yajaira Tiscareño, Student Trustee

Staff Present:

Dr. Salvatore G. Rotella, Chancellor
Dr. James Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Brenda Davis, President, Norco Campus (left at 11:55 a.m.)
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Mr. Aaron Brown, Associate Vice Chancellor, Finance
Ms. Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness (arrived at 12:45 p.m.)
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement (left at 11:55 a.m.)
Mr. Bill Bogle, District Controller

Guests Present:

Dr. Bill Ribblett, Consultant for the California Teacher's Association (CTA)
Mr. David Viar, President, American River College

Mr. Brown led in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. Viar made a presentation to the Board about best practices for local governing board's roles and responsibilities. Discussion followed.

BOARD ROLES AND RESPONSIBILITIES: A PRIMER AND A REFRESHER

The Board adjourned the meeting at 11:55 a.m. for a lunch break. ADJOURN FOR LUNCH

The Board reconvened the meeting at 12:35 p.m.

RECONVENEMENT

Dr. Ribblett made a presentation to the Board entitled, INTEREST-BASED BARGAINING (IBB) PRESENTATION and discussed the negotiation styles and steps to reaching a “win-win” agreement. Discussion followed.

The Board adjourned the meeting at 1:55 p.m.

RECONVENEMENT AND
ADJOURNMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-B

Date: June 19, 2007

Subject: Riverside Community College Classified Employees, Chapter #535, California School Employees Association Initial Proposal to Reopen Negotiations

Background: As required by Government Code Section 3547 “(a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at the public meeting of the public school employer and thereafter shall be public records.”

The District has received the Chapter’s proposal for a contract re-opener for the 2007-08 contract year.

Recommended Action: It is recommended the Board of Trustees provide for an opportunity for public comment on the proposal at the next regular Board of Trustees Meeting scheduled for Tuesday, August 21, 2007 to reopen negotiations between the Riverside Community College Classified Employees, Chapter #535, California School Employees Association and the Riverside Community College District for the following Article:

Article 14 – Salaries

The union proposes a salary increase for all bargaining unit members by the amount of which shall be determined through the negotiations process. They also propose to review, clarify and enhance balance of article language including but not limited to Longevity, Pay Warrants and Travel Compensation.

Salvatore G. Rotella
Chancellor

Prepared by: Melissa Kane
Vice Chancellor, Diversity and Human Resources

May 31, 2007

Melissa Kane
Vice Chancellor, Diversity and Human Resources
Riverside Community College District
RCC District Office
1533 Spruce Street
Riverside, CA 92507

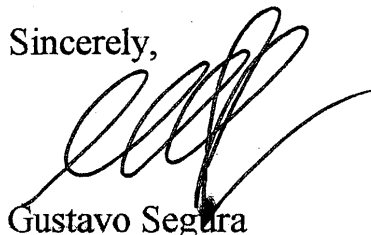
Dear Melissa Kane:

Attached in the California School Employees Association's Chapter 535 initial proposal for a contract re-opener for the 2007-08 contract year. Please include in the soonest Board of Trustee's Agenda so as to fulfill the "Sunshine" requirements outlined in the Educational Employment Relations Act.

CSEA is looking forward to a positive and productive contract negotiation. We will be forwarding to you some possible dates for the start of these negotiations.

Please feel free to contact me if you have any questions or concerns.

Sincerely,



Gustavo Segura
President
CSEA Chapter 535

Cc Art Alcaraz
Salvatore Rotella
Jim Buysse

**Initial proposal from the California School Employees Association
Chapter #535 to the Riverside Community College District
regarding the contract re-opener effective July 1st, 2007**

Article 14 – Salaries

1-A salary increase for all bargaining unit members the amount of which shall be determined through the negotiations process

Review, clarify and enhance balance of article language including but not limited to Longevity, Pay Warrants and Travel Compensation

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: II-C

Date: June 19, 2007

Subject: 2007-2008 College Catalog

Background: The Riverside Community College District Catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2007-2008 academic year.

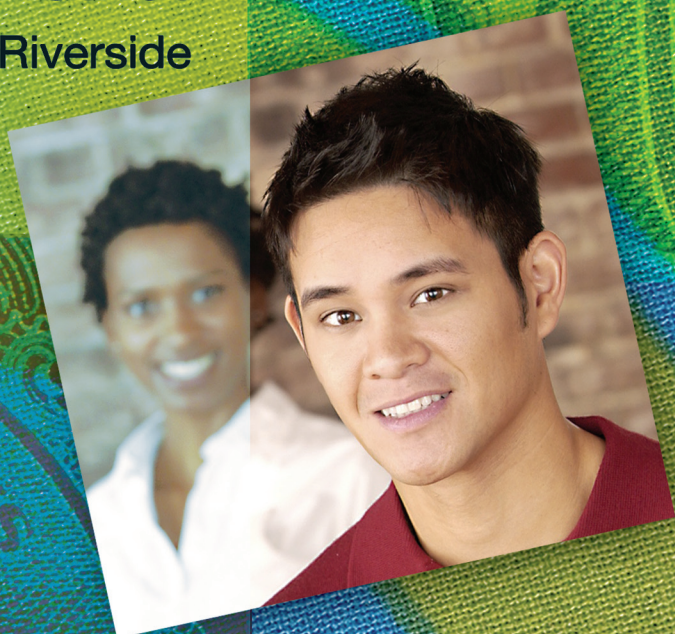
Recommended Action: It is recommended that the Board of Trustees approve the 2007-2008 District Catalog as submitted.

Salvatore G. Rotella
Chancellor

Prepared by: Ray Maghroori
Vice Chancellor, Academic Affairs

Riverside Community College District

Moreno Valley • Norco • Riverside



2007-08 CATALOG



www.rcc.edu

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Dr. Salvatore G. Rotella, Chancellor

BOARD OF TRUSTEES

Ms. Mary FigueroaPresident
Ms. Virginia Blumenthal..... Vice President
Ms. Janet Green Secretary
Mr. Jose Medina..... Member
Mr. Mark Takano..... Member
Mr. Carlos Naranjo, Jr..... Student Trustee, 2007-08

All information contained in the 2007-08 Catalog is current as of March 2007. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at www.rcc.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate against any person on the basis of race, religion, gender, disability, medical condition, marital status, age or sexual orientation. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any program. Harassment of any employee/student with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator, Ms. Chani Beeman, 3845 Market St., Riverside, CA 92506, (951) 222-8039.

Available in alternative formats.

TABLE OF CONTENTS

<p>BOARD OF TRUSTEES Inside Front Cover</p> <p>DISTRICT ADMINISTRATIONvi</p> <p>ACADEMIC CALENDAR..... x</p> <p>GENERAL INFORMATION 1</p> <p>Mission Statements 2</p> <p>Goals, Vision and Values..... 2</p> <p>Functions..... 3</p> <p>History and Development..... 3</p> <p>Academic Freedom..... 4</p> <p>Accreditation..... 4</p> <p>District Memberships..... 4</p> <p>Public Affairs..... 5</p> <p>Academic Year..... 5</p> <p>Who May Attend..... 5</p> <p>Admission and Registration of Students..... 5</p> <p>Limitations on Enrollment..... 6</p> <p>Matriculation..... 7</p> <p>Fees/Residency Requirements..... 8</p> <p>Refunds..... 10</p> <p>Veterans Assistance..... 10</p> <p>Reserve Officer Training Corps..... 10</p> <p>Family Educational Rights and Privacy Act..... 11</p> <p>Policies on Non-Discrimination and Sexual Harassment..... 13</p> <p>STUDENT LIFE..... 17</p> <p>Academic Honesty..... 18</p> <p>The Arts..... 18</p> <p>Athletics..... 18</p> <p>Career Center..... 19</p> <p>Counseling Center..... 19</p> <p>Disabled Student Services..... 19</p> <p>Discipline..... 20</p> <p>Extended Opportunity Program and Services..... 20</p> <p>Student Financial Services..... 21</p> <p>Food Services..... 24</p> <p>Health Services..... 25</p> <p>Honors Program..... 25</p> <p>International Education..... 25</p> <p>International Students..... 25</p> <p>Job Placement Services..... 25</p> <p>Library/Learning Resources..... 26</p> <p>Publications..... 26</p> <p>RCCD Foundation..... 26</p> <p>Student Services/Clubs and Organizations..... 27</p> <p>Teacher Preparation and Education Programs..... 28</p> <p>Transfer Center..... 29</p> <p>Trio Program..... 29</p> <p>Tutorial Services..... 30</p> <p>Workforce Preparation..... 30</p>	<p>GRADUATION REQUIREMENTS 33</p> <p>Associate Degree..... 34</p> <p>Graduation Requirements for the Associate Degree..... 34</p> <p>Scholastic Honors at Commencement..... 36</p> <p>Dean’s List..... 36</p> <p>Academic Appeals by Students..... 36</p> <p>Standards of Conduct..... 36</p> <p>Standards of Scholarship: Probation and Dismissal..... 36</p> <p>Grading System..... 37</p> <p>Credit by Examination..... 38</p> <p>Repeat Policy..... 40</p> <p>Academic Renewal..... 41</p> <p>REQUIREMENTS FOR COLLEGE TRANSFER..... 43</p> <p>Graduation Requirements..... 45</p> <p>University of California..... 45</p> <p>California State University..... 45</p> <p>Intersegmental General Education Transfer Curriculum (IGETC)..... 47</p> <p>Independent California Colleges and Universities..... 47</p> <p>Transferability of Courses..... 48</p> <p>California Articulation Number (CAN)..... 48</p> <p>CURRICULAR PATTERNS 49</p> <p>Transfer Programs..... 50</p> <p>Noncredit Courses..... 54</p> <p>Workshop Courses..... 54</p> <p>Open Campus..... 54</p> <p>Cooperative Work Experience Education..... 54</p> <p>General Work Experience Education..... 54</p> <p>Occupational Work Experience Education..... 55</p> <p>High School Articulated Courses..... 55</p> <p>Associate in Science Degrees/College Certificates..... 56</p> <p>Associate Degree and Certificate Patterns..... 58</p> <p>COURSE DESCRIPTIONS..... 85</p> <p>FACULTY 257</p> <p>Moreno Valley Campus..... 259</p> <p>Norco Campus..... 261</p> <p>Riverside City Campus..... 264</p> <p>Emeriti..... 273</p> <p>INDEX 277</p>
---	--



RIVERSIDE COMMUNITY COLLEGE DISTRICT

Riverside City Campus

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000

Admissions and Records	222-8600	Disabled -Student Services	222-8060	Open Campus	www.opencampus.com
Applied Technology	222-8491	Diversity & Equity Compliance	222-8435	Performance Riverside	222-8100
Art	222-8395	Early Childhood Studies	222-8068	Senior Citizen Education	222-8090
Art Gallery	222-8358	Extended Opportunity		Student Activities	222-8570
Athletics	222-8892	Programs & Services	222-8045	Student Financial Services	222-8710
Bookstore	222-8140	Health Services	222-8151	Transcript Office	222-8603
Business Administration	222-8550	Human Resources	222-8588	Transfer Center	222-8446
College Police	222-8520	Information Systems &		Tutorial	222-8168
24 Hour Dispatch Center	222-8171	Technology	222-8556	Veterans Office	222-8602
Parking Control (Citations)	222-8520/21	International Student Center	222-8160	Writing and Reading Center	222-8632
Community Education	222-8090	Library/Learning Resources	222-8560	Workforce Preparation	222-8648
Cosmetology	222-8181	Nursing, School of	222-8405		
Counseling	222-8440	Occupational Education	222-8131		

Moreno Valley Campus

16130 Lasselle Street • Moreno Valley, CA 92551-2045 • (951) 571-6100

Admissions	571-6101	Mathematics, Sciences &		Health Services	571-6103
ASRCC Student Government	571-6105	Physical Education	571-6125	Information Services	571-6116
Assessment and Placement Testing	571-6492	Dean of Student Services	571-6137	Instructional Media Department	571-6201
Bookstore	571-6107	Dental Hygiene Program	571-6433	Job Placement	571-6414
Career and Transfer Center	571-6205	Dental Tech Program	571-6440	KRCC TV, Channel 17	571-6100 x 4317
College Police	571-6190	Disabled Student Program		Library	571-6111
Computer Lab	571-6127	and Services	571-6138	Mailroom	571-6145
Counseling	571-6104	Extended Opportunity		Math Lab	571-6232
Criminal Justice & Public Services	571-6316	Programs & Services	571-6253	Matriculation	571-6131
Dean of Instruction	571-6163	Early Childhood Education		Middle College High School	571-6463
Academic Departments:		Center	571-6214	Outreach	571-6236
Business, and Computer		Educational Talent Search	571-6449	Physician Assistant Program	571-6166
Information Systems	571-6125	Emergency Medical Services	571-6100 x 4600	President Office	571-6161
Communications	571-6134	English Writing and		Puente Program	571-6240
Health, Human, and		Reading Center	571-6128	Title V Office	571-6260
Public Services	571-6251	Facilities Office	571-6113	Tutorial Services	571-6167
Humanities and		Financial Services	571-6139	Workforce Preperation	571-6154
Social Sciences	571-6134	Fire Technology	571-6318		

Norco Campus

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000

Admissions and Records	372-7003	Counseling	372-7101	Title V, Hispanic Serving	
Art, Humanities &		Disabled Student Services	372-7070	Institution	739-7800
World Languages	372-7076	Early Childhood Studies	739-0068	Transfer Center	372-7043
Assessment Center	372-7156	Extended Opportunity		Trio Programs	372-7149
Bookstore	372-7085	Programs & Services	372-7128	Educational Talent Search	
Business, Engineering &		Health Services	372-7046	Star	
Information Technologies	372-7076	Library/Learning Resources	372-7019	Upward Bound	
College Police	372-7088	Mathematics & Sciences	372-7079	Tutorial	372-7143
24 Hour Dispatch Center	222-8171	Social & Behavioral Sciences	372-7076	Writing and Reading Center	372-7000x4545
College Receptionist	372-7044	Student Activities	372-7007		
Communications	372-7067	Student Financial Services	372-7009		



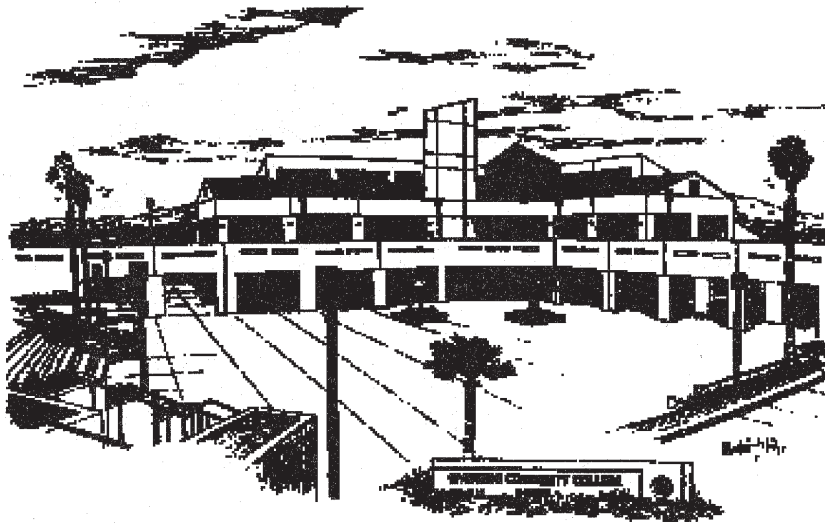
RIVERSIDE COMMUNITY COLLEGE CITY CAMPUS

4800 Magnolia Avenue
Riverside, California 92506-1299
(951) 222-8000



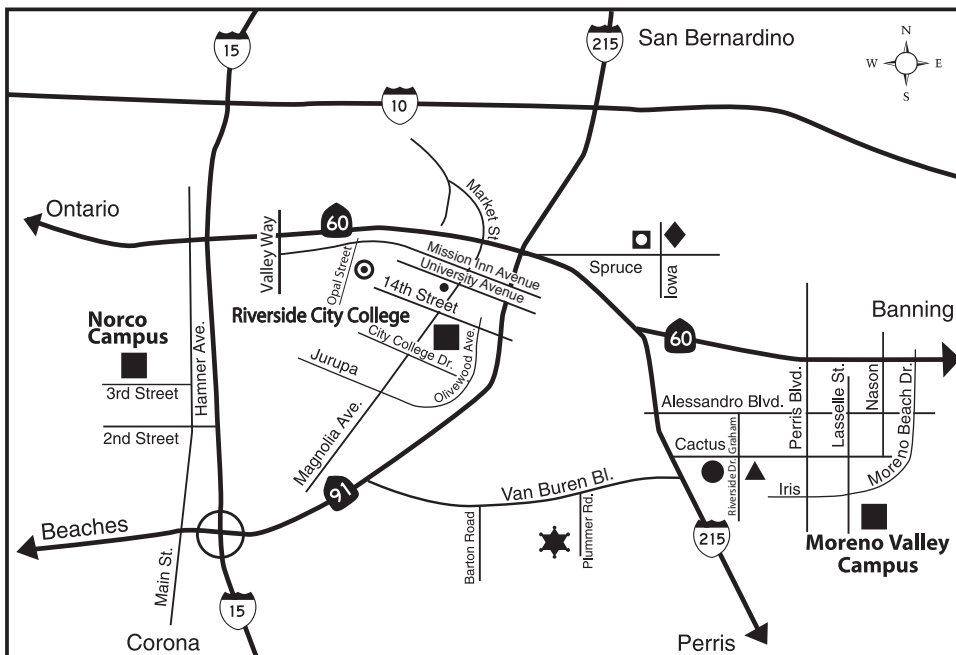
RIVERSIDE COMMUNITY COLLEGE MORENO VALLEY CAMPUS

16130 Lasselle Street
Moreno Valley, California 92551-2045
(951) 571-6100



RIVERSIDE COMMUNITY COLLEGE NORCO CAMPUS

2001 Third Street
Norco, California 92860-2600
(951) 372-7000



- Norco Campus
2001 Third Street
Norco, CA 92860-2600
(951) 372-7000
- Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506-1299
(951) 222-8000
- RCCSO
3845 Market Street
Riverside, CA 92501
(951) 222-8595
- Moreno Valley Campus
16130 Lasselie Street
Moreno Valley, CA 92551-2045
(951) 571-6100
- ★ Ben Clark Training Ctr.
3423 Davis Avenue
Riverside, CA 92518
(951) 486-2800
- RCCD District Office
1533 Spruce Street
Riverside, CA 92507
(951) 222-8506
- ▲ March Dental Education Center
23801 "N" Avenue,
Bldg 2995
Riverside, CA 92518
(951) 571-6433
- March Education Center
March Air Reserve Base
14745 Riverside Drive
Riverside, CA 92518
(951) 571-6441
- ⊙ Rubidoux Annex
4250 Opal Street
Riverside, CA 92509
(951) 328-3881
- ◆ Culinary Academy
1155 Spruce Street
Riverside, CA 92507
(951) 955-3311



RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION**OFFICE OF THE CHANCELLOR**

Dr. Salvatore G. Rotella

Dr. Salvatore G. Rotella
Chancellor

Ms. Chris Carlson
Chief of Staff/Executive Assistant to
the Chancellor

Mr. Jim Parsons
Associate Vice Chancellor,
Public Affairs &
Institutional Advancement

Ms. Melissa Kane
Vice Chancellor, Diversity and Human
Resources

Ms. Chani Beeman
District Director, Diversity, Equity & Compliance

Mr. Darren Dong
Director, Communications and Web Design

Ms. Amy Cardullo
Director, RCC Foundation and Alumni Affairs

Mr. Robert Rodriguez
Director, Administrative Support Center

Ms. Gina Salazar
Human Resources Administrative Manager

Mr. Martin Delgado
Campus Administrative Support Center Manager
(Riverside Campus)

Ms. Ruth Adams
Director, Complaisance, Contracts and Legal Services/
Assistant to the Chancellor

Mr. Arturo Alcaraz
Director, Diversity and Human Resources

OFFICE OF THE VICE CHANCELLOR, ACADEMIC AFFAIRS

Dr. Ray Maghroori
Vice Chancellor, Academic Affairs

Ms. Shelagh Camak
Associate Vice Chancellor, Workforce Development
(Riverside City Campus)

Ms. Kristina Kauffman
Associate Vice Chancellor, Institutional Effectiveness

Ms. Sylvia Thomas
Associate Vice Chancellor, Instruction

Mr. Ron Vito
Associate Vice Chancellor, Occupational Education

Dr. Robert Bramucci
District Dean, Open Campus (Riverside City Campus)

Mr. Raj Bajaj
District Dean/Director, Institutional Reporting and
Academic Services

Mr. John Tillquist
Dean, Technology and Economic Development

Dr. Lyn Greene
Associate Dean, Grants and Contracts

Mr. Mark Knight
Information Architect

Dr. Daniel Martinez
Associate Director, Institutional Research

Ms. Cynthia Pardee
Community Education Supervisor (Riverside City Campus)

Mr. Robert Corona
Director, Center for International Trade Development

Mr. Robert Grajeda
Director, Director Corporate and Business Development

Mr. Glen Brady
Director, Distance Education (Riverside City Campus)

Mr. David Torres
District Dean, Institutional Research

Dr. Michael Wright (Riverside City Campus)
Director, Workforce Preparation Grants and Contracts

Mr. Mark Mitchell
Director, TriTECH Small Business Development Center

Mr. Richard Keeler
Director, Grants and Contract Services

Ms. Colleen Molko
Associate Director, Grants and Contract Services

Ms. Susanne Adams
Director, Procurement Assistance Center

Mr. Jeff Williamson
Statewide Director, Center for International Trade Development

Ms. Penny Davis
Director, Foster & Kinship Care Education Program
(Riverside City Campus)

Mr. John Sousa
Director, Foster Youth Emancipation Program
(Riverside City Campus)

OFFICE OF THE VICE CHANCELLOR, ADMINISTRATION AND FINANCE

Dr. James Buysse
Vice Chancellor, Administration & Finance

Mr. Robert Gurrola
Director, Design and Construction

Mr. Aaron Brown
Associate Vice Chancellor, Finance

Mr. Richard Herman
Director, Software Development (Riverside City Campus)

Mr. Aan Tan
Associate Vice Chancellor, Facilities Planning,
Design & Construction

Mr. Richard Hernandez
Director, Capital Planning

Mr. Steve Gilson
Associate Vice Chancellor, Information Services
(Riverside City Campus)

Ms. Shirley McGraw
Microcomputer Support Supervisor (Riverside City Campus)

Ms. Elizabeth Gomez
District Budget Manager

Mr. Mark Oliver
Network Manager (Riverside City Campus)

Mr. Edward Godwin
Director, Administrative Services

Ms. Reyna Philp
Payroll Manager

Mr. Billie Bogle
District Controller

Ms. Doretta Sowell
Purchasing Manager

Mr. Patrick Feeney
Assistant Director, Operations (Riverside City Campus)

Mr. Anthony Puzutto
Warehouse Supervisor (Riverside City Campus)

OFFICE OF THE VICE CHANCELLOR, STUDENT SERVICES AND OPERATIONS

Dr. Deborah Di Thomas
Interim Vice Chancellor, Student Services and Operations
(Riverside City Campus)

Ms. Renee Kimberling
District Director, Health Services (Riverside City Campus)

Vacant
Associate Vice Chancellor, Student Services/Operations
(Riverside City Campus)

Mr. Lee Wagner
Director, Chief of College Safety & Police
(Riverside City Campus)

Ms. Lorraine Anderson
District Dean, Admissions and Records (Riverside City Campus)

Ms. Marylin Jacobsen
Director, Center for International Students & Programs
(Riverside City Campus)

Ms. Eugenia Vincent
District Dean, Student Financial Services
(Riverside City Campus)

Mr. Robert Schmidt
District Director, Sports Information Athletic Event Supervisor
(Riverside City Campus)

Ms. Paula McCroskey
District Dean, Disabled Student Services
(Riverside City Campus)

Mr. Michael Carrillo
EOPS Director (Riverside City Campus)

Mr. Barry Meier
District Dean, Physical Education and Athletics
(Riverside City Campus)

Ms. Clara Garibay
Health Services Supervisor

Ms. Mary Black
Manager, Food Services (Riverside City Campus)

Ms. Jamie Clifton
Student Services Supervisor (Riverside City Campus)

Ms. Sandra Goulsby
Assistant Director, Admissions & Records
(Riverside City Campus)

Ms. Grace Plascencia
Assistant Director, Financial Services (Riverside City Campus)

Mr. Richard Henry
Supervisor/Sergeant, College Safety & Police
(Riverside City Campus)

Mr. Robert Kleveno
Supervisor/Sergeant College Safety & Police
(Riverside City Campus)

Mr. Jack Kohlmeier
Supervisor/Sergeant, College Safety & Police
(Riverside City Campus)

MORENO VALLEY CAMPUS

Dr. Irving Hendrick
Interim, President

Dr. Lisa Conyers
Vice President, Educational Services

Dr. Bill Orr
Vice President, Business Services

Ms. Patricia Bufalino
Interim, Dean of Instruction

Dr. Daria Burnett
Dean, Student Services

Dr. Wolde-Ab Isaac
Dean, Health Sciences Programs

Dr. William Vincent
Dean, Public Safety/Education and Training

Ms. Cynthia Tenpas
Assistant Dean, Library/Learning Resources

Ms. Maureen Chavez
Project Director, Developing Hispanic-Serving Institutions Grant
(Title V) and Director, Cooperative Title V Grant

Ms. Kathy Chennault
Campaign Manager (Foundation)

Ms. Natalie Hannum
Interim Director, Fire Technology/Fire Academy Program

Vacant
Director, Law Enforcement Training Programs

Mr. Jason Siegel
Director, Middle College High School

Mr. Dale Barajas
Director, Plant/Operations and Maintenance

Ms. Dominique Moise-Swanson
Outcomes Assessment Specialist

Mr. John Thrower
Student Services Supervisor

Ms. Trinette Briggs
Talent Search Director

NORCO CAMPUS

Dr. Brenda Davis
President

Dr. Gaither Loewenstein
Vice President, Educational Services

Mr. Normand Godin
Vice President, Business Services

Dr. Diane Dieckmeyer
Dean of Instruction

Dr. Edward Bush
Dean, Student Services

Dr. John Tillquist
Dean, Technology and Economic Development

Mr. Damon Nance
Assistant Dean, Library/Learning Resources

Mr. Gregory Aycock
Outcomes Assessment Specialist

Mr. Mark DeAsis
Student Services Supervisor

Ms. Gabriela Gamiz
Project Director, Developing Hispanic-Serving
Institutions Grant (Title V)

Ms. Kathy Chennault
Campaign Manager (Foundation)

Mr. Steve Monsanto
Director, Plant/Operations & Maintenance

Mr. Henry Rogers
Director, Center for Applied Competitive Technology

Mr. Gustavo Ocegüera
Director, TRIO

RIVERSIDE CITY CAMPUS

Dr. Linda Lacy
Interim, President

Ms. Terry Welker
Library/Learning Resources Administrative Manager

Dr. Patrick Schwerdtfeger
Vice President, Academic Affairs

Ms. Debbie Whitaker
Associate Dean, Early Childhood Education

Vacant
Vice President, Business Services

Mr. David Cooper
Assistant Custodial Manager

Dr. Ricardo Perez
Vice President, Student Services

Ms. Patricia Kohlmeier
Assistant Director, RCC Foundation

Ms. Cecilia Wong
Executive Dean, Technology and Learning Resources

Mr. Martin Rincon
Assistant Grounds Manager

Ms. Virginia McKee-Leone (Hanson)
Dean of Instruction

Mr. Ralph Velasquez
Custodial Manager

Ms. Monica Delgadillo-Flores
Dean, Student Services

Mr. Ralph Perez
Director, Facilities/Operations and Maintenance

Ms. Sandra Baker
District Dean, School of Nursing

Mr. Mohammad Moghaddam
Director, Hospitality and Culinary Arts Programs

Vacant
Dean of Education

Ms. Rey O'Day
Producer/Artist Director

Dr. Carolyn Quin
Dean, Riverside School for the Arts

Mr. Michael Byrd
Facilities Manager/Grounds and Projects

Dr. Marilyn Martinez-Flores
Dean, Academic Support

Mr. Alejandro Torres
Director, Gear Up

Mr. Richard Barron
Associate Dean, Academic Innovative Programs/Occupational Education

Ms. Maria Elena Vizuete
Interim, Activity Director, Hispanic-Serving Institutions Title V

Dr. Lisa Howard
Interim District Associate Dean, Nursing

Mr. Scott Zwart
Maintenance Manager

Ms. Ola Jackson
Associate Dean, Teacher Preparation and Education Programs

Dr. George Zottos
Outcomes Assessment Specialist

Mr. Henry Bravo
Instructional Media Center Manager

GATEWAY TO COLLEGE

Ms. Jill Marks
Dean/Principal, Gateway to College and Riverside School for the Arts Charter School



Riverside Community College District 2007-2008 ACADEMIC CALENDAR

June 2007						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2007						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2007						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2007						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2007						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2007						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2007						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2008						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2008						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2008						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2008						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2008						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2008						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Required Faculty Service Day
Required Day for New Faculty Aug. 29
Required FLEX for All Faculty Aug. 30
- FLEX Day
Optional FLEX Aug. 29, Aug. 31
- Legal Holidays
- Commencement (June 12)
- Final Exams
- Classes not in session

- Summer Session 2007
Day Classes
June 18 - July 26 (6 wks)
Evening Classes
June 18 - August 9 (8 wks)
Weekend Classes
June 23 - August 12 (8 wks)
- Fall 2007
September 1 - December 22
- Winter Intersession 2008 (6 wks)
January 7 - February 14
- Spring 2008
February 19 - June 12

*For final exam schedule, please refer to the Class Schedule.
Graduation: June 12, 2008
The application deadline to walk in the Commencement Ceremony is April 1, 2008*

Section I

GENERAL INFORMATION

MISSION STATEMENTS

RIVERSIDE COMMUNITY COLLEGE DISTRICT

The Riverside Community College District is accessible and comprehensive, committed to providing an affordable post-secondary education, including student services and community services, to a diverse student body. The District provides transfer programs paralleling the first two years of university offerings, pre-professional, career preparation, and occupational and technical programs leading to the associate of arts degree, the associate of science degree, and a variety of certificates. In the tradition of general education, the liberal arts and sciences and the occupational and technical programs and courses prepare students for intellectual and cultural awareness, critical and independent thought, and self-reliance. Consistent with its responsibility to assist those who can benefit from post-secondary education, the District provides pre-college, tutorial and supplemental instruction for under-prepared students. Through its three constituent colleges, Moreno Valley, Norco, and Riverside City, the District works in partnership with other educational institutions, business, industry, and community groups to enhance the quality of life of the communities it serves in Western Riverside County.

MORENO VALLEY CAMPUS

Responsive to the educational needs of its region, Moreno Valley Campus offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially, in health and public service preparation.

NORCO CAMPUS

Today's students, tomorrow's leaders.

Norco Campus, located in western Riverside County, provides a range of high quality educational programs, services, and learning environments that meet the needs of a diverse community. We equip our students with the academic and technological skills to attain their goals in higher, occupational, and continuing education, workforce development, and personal enrichment while they achieve established learning outcomes. Norco Campus fosters the development of technological programs to meet the needs of the growing business community. As a continuing process, we listen to our community and respond to its needs while engaging in self-examination and ongoing dialogue, planning, and improvement.

RIVERSIDE CITY COLLEGE

Riverside City College empowers a diverse community of learners toward individual achievement, success and lifelong learning by providing comprehensive services and innovative educational opportunities.

GOALS — 2005-2015

Improve student retention and success by strengthening certificate, degree, and transfer programs and by establishing new programs and course sequences that lead students to opportunities for transfer education and career preparation.

Ensure that the resources of the district support an effective learning process and ensure accountability by measuring and reporting on institutional effectiveness.

Utilize advances in information technologies to improve effectiveness of instruction, services, and administration.

Improve the capability for economic development and community services by strengthening partnerships with other educational institutions, business, labor, and government to enhance seamless educational opportunity and continuity for students.

Tailor programs and services to meet the needs of the students and communities served by the three-campus District.

Increase the college-going rate in the area by reaching out to underrepresented and underserved populations and designing programs, services, and approaches relevant to the diverse segments of the community.

OUR VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted Goals by affirming its vision and values:

OUR VISION is to be a leader among community colleges, highly regarded for our commitment to students; respected for excellence in teaching; and recognized as responsive to the communities we serve.

OUR VALUES are expressed in four distinct areas:

Student Centeredness: To serve the best educational interests of the students, to offer a comprehensive and flexible curriculum together with programs and services according to diverse and evolving student needs; to treat each other with a sincere, caring attitude and to respond to suggestions and constructive criticism from students; to counsel and advise students to help them plan for and progress toward their individual educational goals; and to recognize outstanding student performance.

Teaching Excellence: To communicate to students a body of knowledge in a creative, stimulating, and challenging manner; to work to establish student and instructor rapport; to maintain the highest standard of professional performance and recognize teaching excellence; to promote the exchange of ideas among colleagues and provide opportunities for professional development; to define for students course goals, objectives and grading standards, making clear the expectation of high achievement; to encourage students to think critically and analytically, applying learned principles, concepts, and skills; and to inspire independence of thought and self-discipline.

Learning Environment: To create an atmosphere in which students and staff find satisfaction in their work and feel pride in achievement; to provide comfortable, functional, and aesthetically pleasing facilities and grounds; to provide and maintain state-of-the-art equipment and ample supplies; to provide programs and support services which are responsive to student and community needs; and actively to support academic and social activities which take place outside the classroom.

Tradition: To further the traditions of pride, quality, innovation, and professionalism found in this institution; to share our heritage by making the Riverside Community College District the educational and cultural center of the communities it serves; and to build for the future on the foundations of our past.

FUNCTIONS**GENERAL EDUCATION**

Goal: General education is available everywhere in the district. A person informed through general education about the conceptual schemes of the arts, humanities and sciences, who comprehends the structure of society and who thinks clearly about the individual and society, will have the tools by which he or she may function efficiently. Such an individual is encouraged to utilize these tools in developing a conception of a commitment to a good life involving able and responsible citizenship, moral and humane relationships, and appreciation of the democratic processes and the culture which sustains our society.

Objective: Specifically, the district offers to all of its students a pattern of courses designed to produce an awareness of self and to provide (1) a basic competence with the English language in its written and spoken form; (2) at least a minimum competence in mathematics; (3) a knowledge of American history and governmental institutions; (4) regard for health, mental and physical, of oneself and of the community at large; (5) a grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies; and (6) knowledge in some depth of one subject area.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Every student who graduates from RCCD with an A.A. or A.S. degree is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus all graduates meet a 23-unit general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest. After successfully completing the GE requirement, all RCCD students should be able to . . .

Critical Thinking

- Analyze and solve complex problems across a range of academic and everyday contexts
- Construct sound arguments and evaluate arguments of others
- Consider and evaluate rival hypotheses
- Recognize and assess evidence from a variety of sources
- Generalize appropriately from specific cases
- Integrate knowledge across a range of contexts
- Identify one's own and others' assumptions, biases, and their consequences

Information Skills

- Demonstrate computer literacy
- Locate, evaluate, and use information effectively

Communication Skills

- Write with precision and clarity to express complex thought
- Read college-level materials with understanding and insight
- Listen thoughtfully and respectfully to the ideas of others
- Speak with precision and clarity to express complex thought

Breadth of Knowledge

- Understand the basic content and modes of inquiry of the major knowledge fields
- Analyze experimental results and draw reasonable conclusions from them

- Use the symbols and vocabulary of mathematics to solve problems and communicate results
- Respond to and evaluate artistic expression

Application of Knowledge

- Maintain and transfer academic and technical skills to workplace
- Be life-long learners, with ability to acquire and employ new knowledge
- Set goals and devise strategies for personal and professional development and well being

Global Awareness

- Demonstrate appreciation for civic responsibility and ethical behavior
- Participate in constructive social interaction
- Demonstrate teamwork skills
- Demonstrate understanding of ethnic, religious, and socioeconomic diversity
- Demonstrate understanding of alternative political, historical, and cultural viewpoints

The General Education Student Learning Outcomes were approved by the Board of Trustees on December 12, 2006.

TRANSFER OR LOWER DIVISION EDUCATION

Goal: Many students attending Riverside Community College District desire the Baccalaureate Degree. Accordingly, the district is committed to providing transfer and lower division education to qualified students.

Objective: The district provides courses which parallel those of the lower division of the California State University system, the University of California, and of private universities so that qualified students may transfer to four-year public or private institutions.

OCCUPATIONAL-TECHNICAL EDUCATION

Goal: RCCD occupational programs, through an advisory process, respond to the changing needs of our communities' labor market to provide a skilled workforce for business and industry including public and private sectors.

Objective: At RCCD, occupational skills training provide specialized occupational programs that lead individuals either directly to employment or allows for employed individuals to update their skills and knowledge so that they may proceed further in their career endeavors.

REMEDIAL OR DEVELOPMENTAL EDUCATION

Goal: The diverse levels of students' skills demand that the district provide students with support services to assist them in acquiring those skills that are prerequisite to success in college.

Objective: The district provides courses in the use of basic learning skills at levels appropriate to those students who must remedy deficiencies. The district provides for preassessment, advisement, and specialized programs.

COMMUNITY EDUCATION

Goal: Riverside Community College District seeks to provide a variety of informational, recreational, and skill building opportunities responsive to community needs. Programs are not-for-credit.

Objective: The district offers programs, trips and tours, workshops, and seminars designed to meet special needs of district residents.

CUSTOMIZED TRAINING

Goal: Riverside Community College District seeks to provide a variety of training and consulting opportunities for local business and industry.

Objective: The district offers a variety of customized workshops, seminars, needs assessments, consulting, coaching, pre-employment assessments, and credit and not-for-credit services which are designed to meet the needs of individual businesses.

STUDENT SERVICES

Goal: Recognizing the need for a comprehensive learning experience for students, the district provides a wide variety of nonclassroom experiences and services which shall assist students in achieving their educational and career goals.

Objective: The district provides a fully integrated program of admission, orientation, assessment, advisement, placement, and registration for students which is consistent with the college's overall mission.

In addition, the district has developed a wide range of student support services such as financial assistance, health services, child care, services for students with a disability, and similar special education services and programs, which along with a comprehensive program of student activities, athletics, fine arts, and student government, enhance the student's overall learning experience at the district.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On July 1, 1964, a separate Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley and Riverside Unified School Districts and the Val Verde School District.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the La Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more acres were added to the site.

The Moreno Valley and Norco campuses opened in April 1991, have grown rapidly and are in the process of becoming individually accredited colleges. The process of accrediting the District's three colleges (Riverside, Moreno Valley, and Norco) is anticipated to be completed in mid-2008. It is projected that by the year 2020, more than 57,000 students will attend classes within the Riverside Community College District.

ACADEMIC FREEDOM

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure :

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression."

"Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights."

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

"The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject."

"Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment."

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman."

ACCREDITATION

Riverside Community College District is a California public community college fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. It is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of veterans, by the United States State Department for nonquota immigrant students, and by the United States Department of Health, Education, and Welfare. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed at Riverside Community College District.

DISTRICT MEMBERSHIPS

Riverside Community College District holds membership in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law

in Higher Education, the Commission on Athletics, the Community Colleges for International Education, the Community College League of California, the Consortium for North American Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Greater Riverside Chamber of Commerce, and the Hispanic Association of Colleges and Universities.

PUBLIC AFFAIRS & INSTITUTIONAL ADVANCEMENT

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Public Affairs and Institutional Advancement Office. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

ACADEMIC YEAR

The academic year consists of two regular semesters, fall and spring, which extend from August to June, plus a winter and a summer session. The calendar for the 2007-2008 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

PROGRAM LENGTH

Courses that are part of the requirements for Associate of Science or Associate of Arts degree patterns as well as those that comprise state or locally approved certificate patterns and concentrations are scheduled in such a manner that students who attend either full or part time are able to successfully complete their goals within a reasonable length of time.

WHO MAY ATTEND

Individuals who meet any one of the following criteria are eligible to attend Riverside Community College District:

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are an eligible high school student who has satisfied concurrent enrollment admissions requirements or
- Are an international student who has satisfied specific international student admissions requirements

Admission to Riverside Community College District is regulated by state law as prescribed in the California Education Code.

High School Students/Concurrent Enrollment

The California Education Code Sections 48800, 48800.5 and 76001 (a) and (b) permit minor students to enroll in community college courses for college credit with the intent that these students are to be enrolled strictly for the purpose of seeking advanced scholastic or vocational work (i.e. college level courses). Education Code 76001(i) specifies

that the principal of a school may recommend not more than five percent of the total number of students at any single grade level for the summer school session.

Students who have completed the 10th grade or reached their 16th birthday may apply for admission as a special student at Riverside Community College District. Individual departments determine which of their courses are appropriate for minor students. Enrollment is contingent on (a) meeting prerequisites and (b) course availability. Students must reapply each term.

Students must demonstrate that they can benefit from college level classes and must have approval from a certified school official and a parent or guardian each term they seek to enroll. Students may apply to take 8 units or less for fall and spring terms and 5 units or less for winter and summer terms. High school students do not pay enrollment fees but are required to pay health fees. Admission to RCCD does not guarantee registration in a class. Admitted students must attend the first day of class and ask to be added to the class. Students obtain registration materials online at www.rcc.edu and complete the registration process in person at the Admissions office at the Riverside, Norco, or Moreno Valley campuses.

Dates/deadlines to complete and submit documents are: Summer Session: March 1 to May 31; Fall Semester: March 1 to July 31; Winter Intersession: October 1 to November 30; Spring Semester: October 1 to January 15. If dates fall on a weekend the deadline is the next business day. After the first two weeks of the term students may again apply for admission to shorter-term classes in the same term. Documents must be received at least two weeks prior to the start of the class.

Students who plan to continue attending RCCD after exiting high school must submit a new RCCD application as first-time students.

Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title V of the California Administrative Code.

ADMISSION AND REGISTRATION OF STUDENTS

Admission Application

Individuals must complete an application for admission if they have never enrolled at Riverside Community College District. Returning students must submit an application if they have previously taken one or more courses at RCCD, but did not attend in the previous Fall or Spring Semester. However, if students apply for the Winter Intersession they do not need to reapply for spring, even if they do not register for winter classes. And, if students apply for the Summer term, they do not need to reapply for Fall, even if they do not register for Summer classes.

Online applications can be submitted any time at www.rcc.edu and take approximately 24 hours to process (weekends and holidays excepted). Paper applications take up to a week to process.

Schedule of Classes

Schedules are mailed to continuing, new and returning students. The Class Schedule is also available at www.rcc.edu.

Registration

Registration appointment dates as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.rcc.edu approximately 24 hours after applying (weekends and holidays excluded). Students can register on the web or Phone Reg on or after their scheduled appointment date through the end of the registration period. Before registering, students must complete any necessary requirements, i.e. Assessment, Orientation/Group Counseling. Refer to the section on Matriculation: "Are You Exempt From Matriculation?" Students with a readmit contract and approved high school concurrent students must register in person at Admissions.

Students can pay fees by credit card on WebAdvisor or Phone Reg, mail a check or money order or pay at one of the campuses. See the Schedule of Classes or www.rcc.edu for payment deadlines. My Account Summary can be viewed or printed on WebAdvisor.

All prerequisites will be enforced during registration and must be verified by high school and/or college transcripts.

Procedure for Adding and Dropping Classes

On and after the first day of class a student may only add a class with the instructor's permission. Students can then add classes through WebAdvisor at www.rcc.edu or Phone Reg with an authorization code obtained from the instructor. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses by using WebAdvisor or Phone Reg prior to the drop deadlines. If there is a hold restricting use of the web or the phone, the student may bring a completed ADD/DROP card to the Admissions counter at any campus and drop classes there. Students should refer to their Class Schedule on WebAdvisor for add deadlines. Deadlines to add, drop, and receive a refund are available on Web Advisor. It is the student's responsibility to drop a class he/she no longer attends.

Units for Full -Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum amount of units a student may enroll in is 18. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an ADD card after verifying the GPA and the student must register in person for the over limit units.

Attendance

All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence.

Work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to check with the instructor about the completion of missed assignments.

**For information on auditing classes,
see the Graduation Requirements section.**

LIMITATIONS ON ENROLLMENT

Riverside Community College District offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorials to demonstrate computer skills, preparation levels for math and English, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

Remedial Limitation

Riverside Community College District Board Policy 6092 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, learning skills and study skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

Exemptions

All developmental courses taken by students enrolled in English as a Second Language course are exempted. Students identified by the District for learning disabled programs are also exempted. Students with documented disabilities may petition the Admissions and Records Office for exemption status on a case-by-case basis.

Prerequisite

When a course has a **prerequisite**, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade C or better in CHEM. 1A). Completion of the prerequisite is required **prior** to enrolling in the class. If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52), you will be allowed to register for the succeeding class (i.e. Math 35). However, if you do not pass the prerequisite course with at least a C grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of C or better or CR (Credit); C-, D, F, I, or NC (No Credit) grades are not acceptable. For additional information on prerequisites, refer to page 41.

Corequisite

When a course has a **corequisite**, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course

is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the **schedule of classes and the current college catalog**. A student may be required to file proof of prerequisite and corequisite requirements.

Advisory

When a course has an **advisory**, it means that a student is recommended to have certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, to meet the condition before or in conjunction with enrollment in the course (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory.

Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at RCCD or other institutions and wish to obtain a RCCD degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a "Student Request for Official Evaluation" form. These forms are available in the Admissions area at the City, Moreno Valley, and Norco Campus. The student must currently be enrolled at RCCD and have completed at least 15 college units. The official evaluation will be completed by the Evaluations Office once all official transcripts (one that is received by RCCD directly from the issuing institution), are received. A copy of the completed evaluation will be forwarded to the student.

Health Requirements

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the physical education department about sports physicals. Student-Parents of the children in the Child Development Center must have a tuberculin skin test or a chest x-ray that is negative for tuberculosis. Their children are required to have this as well as be up to date on their immunizations of DPT, MMR, TOPV.

MATRICULATION

The matriculation program at Riverside Community College District is intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All first-time college students must complete Assessment, Orientation and Counseling prior to registering for classes.

Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Assessment/ placement testing is available in an alternate format for individuals with disabilities. Because RCCD uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses.

New students must take the Accuplacer Online placement test, for

placement into English, math and reading courses; or the PTESL (Proficiency Test in English as a Second Language), for placement into ESL courses. In most cases, there is no appointment necessary for the Accuplacer test. An appointment is required for the PTESL. Both tests are available at all RCCD campuses. Call to confirm hours of service: Moreno Valley 571-6492, Norco 372-7101/7102, Riverside 222-8451.

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, or 60A) during their first or second semester of enrollment. Students who do not meet Riverside Community College District's reading competency requirement should also enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken at the college. Development of competent reading and writing skills is necessary for the student's success as more and more college courses put increasing emphasis on the student's ability to read at a college level and to write clear, correct English.

Orientation/Counseling

All first-time college students must attend a freshman orientation/counseling session prior to registering for courses. During these sessions, counselors will introduce students to services and educational programs at Riverside Community College District; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Call [Moreno Valley (951) 571-6104; Norco (951) 372-7101; Riverside (951) 222-8440] or stop by the Counseling department on any campus to schedule a freshman orientation/counseling session. New students, who did not complete Guidance 45, Introduction to College at their high schools, should register for this course during their first semester at RCCD.

Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the students. Students who have attended other college(s) must request to have an official transcript(s) sent to RCCD before scheduling counseling appointments.

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see their counselor each semester to review their "Student Educational Plans" (S.E.P.)

Are You Exempt From Matriculation Pre-Enrollment Requirements?

The following board approved criteria define exempt students at Riverside Community College District:

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. Students who plan to enroll in five units or fewer and who have declared one of the following goals:
 - Advance in current career/job
 - Maintain certificate/license
 - Educational development
 - Complete credits for high school diploma
- C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer

Follow-Up

Counselors and teachers will provide follow-up activities on behalf of matriculated students. “Early Alert” follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. “Probation/dismissal” activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

Students Rights and Responsibilities

Prerequisites for courses will be enforced according to District policy. Students have the right to challenge prerequisites on the following grounds:

1. The successful completion (C or better) of an equivalent course from another accredited college or university.
2. The prerequisite has not been validated.
3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
4. A prerequisite for a course necessary for graduation, transfer or certificate is not offered and the unavailability of said prerequisite poses a hardship.
5. The prerequisite is discriminatory or being applied in a discriminatory manner.

The *Matriculation Appeals Petition* form to challenge prerequisites is available in the Counseling Center on all three campuses.

Students challenging a prerequisite based on unofficial documentation may submit a Matriculation Appeals Petition one time only. Students are required to submit official transcripts from all previous colleges after that time. “Official” is defined as transcripts no more than 90 days (3 months) old and in a sealed envelope from the original institution.

Students may appeal to retake the placement test:

After 12 months has passed from previous tests

or

Based on compelling evidence that the initial placement level is not an accurate reflection of the student’s abilities

or

After proof of appropriate academic intervention has occurred.

Please Note: Once the student has begun the course sequence, retesting is not an option.

It is the student’s responsibility to a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments and maintaining progress toward that educational goal.

If you have questions regarding the matriculation process, please contact the Counseling Center at Moreno Valley (951) 571-6104; Norco (951) 372-7101; Riverside (951) 222-8440.

Student Educational Plan

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. *Due to a high demand for counseling appointments during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.*

A student’s college program will be more meaningful if he or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled “Curricular Patterns.” The student is also invited to discuss personal goals with a college counselor.

FEES/RESIDENCY REQUIREMENTS

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES

Each student at the time of admission or readmission is classified according to his/her legal residence. Evidence is required to prove physical presence in California and intent to make California the permanent home. Residency determination is made as of the first day of the semester of application. All documents must be submitted prior to that date.

Enrollment Fees-California Residents

Students shall be classified as California residents for enrollment fee purposes when they have been a legal resident of California one year and one day prior to the term of application. The one year period begins when a student is not only present in California but also has demonstrated clear intent to become a permanent resident of California.

The enrollment fee for California residents is set at twenty dollars per unit (subject to change per state legislation).

Non-Resident Tuition and Fees

A student who is not considered a California resident for enrollment fee purposes may be eligible for admission to Riverside Community College District. Students from other states will be classified as out-of-state residents and are required to pay a non-resident tuition fee of \$173 per unit.

Students classified as out-of-state residents must also pay the \$20 per unit enrollment fee. Students who are citizens and residents of a foreign country shall be classified as out-of-country residents and are required to pay the \$20 enrollment fee per unit in addition to the \$173 per unit non-resident tuition. Out-of-country residents also pay an additional

\$19 per unit non-refundable surcharge. International students are required to pay a \$50 processing fee (\$60 if applying on-line) and are also required to buy health insurance.

AB 540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the \$20 per unit enrollment fee.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying non-resident tuition at Riverside Community College District if he/she signs an affidavit verifying:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the Admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she is eligible to do so. Student information obtained in the implementation of this section is confidential.

A student who meets the qualifications for the Non-Resident Fee Waiver is not a resident of the state of California until he/she meets physical presence and intent requirements as stated in the "Residence Classification for Tuition Purposes" section above. Therefore, students are not eligible for any state supported financial aid such as the Board of Governors Waiver, etc.

Health Fee

Every student is required to pay a health services fee per Title V state regulations. The fee is fourteen dollars (\$14) per semester for fall and spring semesters and eleven dollars (\$11) for summer or winter semesters. Fees are subject to change. Students who rely on faith healing, or who are participating in approved apprenticeship programs are exempt from paying the health fee. Students who qualify for a Board of Governor's Waiver (BOGW) must pay the health fee.

Parking

Parking permits can be purchased on WebAdvisor at www.rcc.edu or through the Phone Reg. Permits may also be purchased at Admissions before and after this time at the Riverside, Moreno Valley, and Norco campuses. Special parking is provided to the physically handicapped at the same cost. Student permit enforcement in student parking spaces is suspended the first two weeks of the term.

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES

Library/Learning Resource Center Fees

Overdue fines:

General Collection – Overdue fines will be levied at 20 cents per day per item.

Hourly Reserves – Overdue fines will be levied at \$1.00 per hour per item.

Replacement bills:

If materials are not returned, they are declared "lost." A bill will be issued for each lost item which will include: 1.) The actual replacement cost of the item or \$25.00 for out of print materials; 2.) A processing fee of \$10.00; and 3.) Any overdue fines (the maximum overdue fine is \$20.00).

Refunds:

If the item is returned after the bill is issued (within 1 year) the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

Library card fees:

All currently registered students, and all currently employed faculty and staff receive a free library card. If this card is lost or stolen, a fee of \$1.00 will be charged for a replacement card.

Community members may purchase a library card for \$5.00 per session upon proof of District residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card).

Books, Equipment and Supplies

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The average yearly expenditure for books and materials is approximately \$500, but if used books are purchased, the cost can be reduced.

In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first meeting and will be expected to purchase them in order to continue in these classes. Whenever possible, the RCCD Bookstore at all three campuses will attempt to stock the required supplies.

Check Policy:

The RCCD Bookstore will gladly accept checks with the following information.

1. Your name & address MUST be preprinted on the check.
2. If the check is in your parent's name, we require that you have student ID & driver's license, along with the Drivers License# & expiration date of the account holder written on the check.

The bookstore also accepts MasterCard, VISA, American Express and ATM debit cards (with VISA or MasterCard logos). If you are using your parent's credit card, you MUST have a written authorization letter from them with a signature on both the letter and the card.

Full refunds are given on textbooks during the first 2 weeks of school only. If you drop a class you have 30 days from the start of school to return for a full refund. All returns/exchanges require an original receipt. The bookstore will also buy back books from students for half price at the end of each semester during a designated time if they are to be used again and there is a need for them.

Other Charges

An appropriate charge will be made for breakage of district supplied materials in laboratory courses.

RCCD TRANSCRIPTS

The RCCD transcript includes only coursework completed at Riverside Community College District. Official student transcripts may be requested on Web Advisor at www.rcc.edu, in the Transcript Office at the Admissions and Records office on the Riverside campus, and in the Student Service office at the Moreno Valley and Norco campuses.

The first two official transcripts are free. There is a fee of \$3.00 for each additional official transcript requested. For immediate service there is an additional \$5.00 fee for each official transcript (available only on the Riverside and Norco campuses). Transcripts are mailed with first class postage. Unofficial transcripts are available free on Web Advisor. For more information regarding official transcripts, call (951) 222-8603.

Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be no more than 90 days/3 months old and in a sealed envelope from the institution. Students must fill out a Prerequisite Validation form at the Counseling counter in order to have course work on official transcripts validated for English, Mathematics, and other prerequisites. Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student's record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community College District, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCCD. See *Section III Graduation Requirements* in this catalog for further information on course acceptance from other institutions.

International Students in F-1 Visa Status

Under federal law, Riverside Community College District is authorized to enroll nonimmigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree; for the first half of study toward a Baccalaureate Degree; and for certificate programs. About 300 students from 60 countries attend RCCD each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to nonresident tuition as set by the Board of Trustees.

REFUND DEADLINES FOR FEES

RCCD shall refund any enrollment fee paid by a student for withdrawal from a class during the first two weeks of instruction for a full-term 16 week course and the 10 percent point of the length of the course for a short-term course. Refund deadlines are available on Web Advisor at www.rcc.edu.

Holds on Records

Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay a proper financial obligation due to the district. Any item or items will be released when the student satisfactorily meets the financial obligation.

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition.

Dependents of certain veterans are exempt from paying enrollment fees. (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code. (2) Any child of any veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Dept of Veterans Affairs determines the child eligible. (3) Any dependent, or surviving spouse who has not remarried, of any member of the CA National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. (4) Any undergraduate student who is a recipient of a Congressional Medal of Honor and who is under 27 years old, provided his/her income, including parental support, does not exceed the national poverty level and the parental recipient of the Medal of Honor was a CA resident at the time of his or her death. Students who feel they are eligible for a fee exemption should contact the Dept of Veterans Affairs for more information.

**ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE
LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES**

VETERANS ASSISTANCE

Riverside Community College District provides assistance to veterans for the following benefit programs: (1) Vietnam Era Veterans, Chapter 34; (2) Post-Vietnam Era Veterans, Chapter 32; (3) Veteran's Administration Vocational Rehabilitation, Chapter 31; (4) Children and Widows or Widowers of Deceased or Disabled Veterans, Chapter 35; and (5) Active Duty Educational Assistance Program, Chapter 30; (6) Selected Reserve Educational Assistance Program, Chapter 1606.

Veterans wishing to use VA benefits must contact the Veterans Office located in the Admissions and Records Office on the Riverside City campus.

Veterans must submit an RCCD application and complete any required assessment testing and/or counselor orientation (if applicable). Before enrollment can be certified all prior credit must be evaluated. All transcripts must be sent to RCCD; they must be official, sealed and be less than 90 days old.

The above requirements must be completed before the Student Educational Plan (SEP) can be started for the VA qualifying program of study. After a counselor completes the SEP and the student is enrolled in approved classes, the Veteran's Statement of Responsibility (Blue Sheet) is submitted to the RCCD Veterans' Services office. Veterans should allow at least three weeks processing time during peak semester times. The VA then takes approximately one week to process the request.

Veterans can contact the RCCD Veterans' office at (951) 222-8607 or veterans@rcc.edu for more information. Call 1-888-GIBILL1 for questions regarding pay, the Certificate of Eligibility, or benefits.

RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

ARMY & AIR FORCE ROTC PROGRAMS

Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 880-5533.

Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) offers two, three, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. **You do not need to be a student of any of these colleges to get involved.** For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit www.usc.edu/afrotc/. No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 880-5440.

SPECIAL SUPPORTIVE SERVICES

Disabled Student Services

Riverside Community College District offers a comprehensive program of support services to students with a documented disability. Students who have a hearing impairment, visual impairment, physical disability

(permanent or temporary), or a learning disability are eligible for the services which are provided according to individual need.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services office at the Moreno Valley or Norco campus or to the Admissions and Records office at the City campus and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. Included under this provision is the ability to disclose education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rcc.edu/ferpa/ for more information.

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 7045 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend a records that they believe is inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If RCCD decides not to amend

the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 6070.

It is the responsibility of the student to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are also available at www.rcc.edu.



NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT & PROHIBITION OF SEXUAL HARASSMENT POLICIES

Board Policy 3099/4099 Equal Opportunity Employment, Staff Diversity, Employee Selection Procedures
Board Policy 3110/4110/6110 Prohibition of Sexual Harassment
Board Policy 6200 Nondiscrimination in Programs and Activities

To obtain a complete copy of the Board Policies mentioned above, please call the Diversity, and Human Resources Department: (951) 222-8039.

Nondiscrimination

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws relating to prohibition of discrimination on the basis of gender, age, race, color, national origin, religion, disability, sexual orientation, ancestry, ethnic group identification, sex, or anyone perceived to be in a protected category or associated with those in a protected category.

Prohibition of Sexual Harassment

The sexual harassment of students or staff is prohibited by federal and state law and Board of Trustees' policy. Such behavior includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone in the work or educational setting, when (1) submission to, or rejection of, the conduct is explicitly or implicitly made a condition of academic status or programs, employment, or participation in other district activities (2) submission to or rejection of, such conduct by an individual is used as a basis for making academic or personnel decisions affecting that individual's educational or employment relationship with the District, (3) the conduct has the purpose or effect of having a negative impact upon an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment, or (4) explicit or implicit coercive sexual behavior is used to control, influence or affect the educational advancement, availability of financial aid, access to campus resources, programs, activities, benefits, services or educational environment of a student; or the career, salary or working environment of an employee.

Filing a Complaint

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies 3100/4100/6100 and 3110/4110/6110 and their corresponding regulations and addendum for the complete District policy and procedure.

Informal/formal Complaint Procedure:

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges;
- You do not need to participate in informal resolution;
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so);
- You will not be required to confront or work out problems with the person accused of unlawful discrimination;
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint

No discriminación

El Consejo Directivo de Riverside Community College ha adoptado regulaciones y procedimientos, y ha dado su aprobación a prácticas que permite que el distrito, sus empleados y estudiantes estén protegidos bajo todas las leyes que se relacionan con la prohibición de la discriminación basada en las diferencias de género, edad, raza, color, nacionalidad, religión, incapacidad física, orientación sexual, antepasados, indentificacio de grupo étnico, sexo, o cualquier persona percibida como pertenecien to a una categoría protegida o asociada con personas pertenecientes en esas categorías protegidas.

Prohibición de Acoso Sexual

El acoso sexual de estudiantes o personal esta prohibido por las leyes federales y estatales y por la póliza de los miembros del Comité del Colegio. Tal comportamiento incluye, pero no está solamente limitado a, avances sexuales sin consentimiento, favores sexuales, y o cualquier otro tipo de conducta física o verbal de naturaleza sexual hecha por alguien en el área de trabajo o en el área educacional, cuando (1) se someta a, se rechaze, la conducta es explícita o implica una condición de estado académico o programas, empleo o participación en otras actividades de Distrito, (2) someterse a, o rechazo de, tal conducta en la cual un individuo utiliza esto como base para hacer decisiones académicas o personales que afecten la educación o empleo de un individuo dentro de este Distrito, (3) la conducta tiene el propósito o efecto negativo hacia el desempeño académico o de trabajo de un individuo, o de crear un ambiente intimidante, hostil, u ofensivo dentro del área educacional o de trabajo, o (4) conducta explícita o implícita de cohesión sexual para controlar, influenciar o afectar el avance educacional, disponibilidad de ayuda financiera, acceso a recursos en el plantel, programas, actividades, beneficios, servicios en el ambiente educacional de un estudiante; o profesión, salario o ambiente de trabajo de un empleado.

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea las Pólizas de la Junta Directiva Escolar 3100/4100/6100 y 3110/4110/6110, las regulaciones correspondientes a ellas y el apéndice para el procedimiento completo de la póliza del Distrito.

Procedimiento Para Una Queja Formal/informal:

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente;
- Usted no necesita participar en una resolución informal;
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (observe en la parte posterior el procedimiento a seguir en este caso);
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita;
- Usted puede presentar una queja basada en rechazo de –empleo– en la Oficina del Departamento de Educación de Estados Unidos por Derechos Civiles (OCR, por sus siglas en inglés) siempre y

with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity, and Human Resources Department immediately.

Purpose Of The Informal Resolution Process

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.
- Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome or the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

How To File A Formal Complaint:

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available on the District Web site, from the Diversity, and Human Resources Department, or on the State Chancellor's Web page at www.ccco.edu. It is also included as page 20 of the District Complaint Procedure.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

cuando dicha queja esté dentro de la jurisdicción de esa agencia.

- Si su queja es relacionada a empleo, usted puede presentar una queja en la Comisión de Estados Unidos de Igualdad en Oportunidad de Empleo (EEOC, por sus siglas en inglés) y/o el Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Están prohibidas las represalias. Si usted siente que están usando represalias en su contra como resultado de haber presentado una queja, por favor pongase en contacto con el Departamento de Diversidad, y Recursos Humanos de RCCD.

El Propósito De La Resolución Informal

El propósito del proceso en una resolución informal es permitir que un individuo el cual cree que ella/el han sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una declaración de que el comportamiento ofensivo cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distrito completará su investigación en el período de tiempo requerido por la póliza de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.
- Al seleccionar el proceso de resolución informal, no le previene a usted el poder tomar la decisión después de presentar una queja formal (sujeto a todas las reglas al presentar una queja formal). Usted puede hacer esto mientras el proceso informal está en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la propuesta resolución hecha por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

Como Presentar Una Queja Formal

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en la página de internet del Distrito, del departamento de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.ccco.edu. Está también incluido como la página 20 en el procedimiento de queja del Distrito.
- La queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- La queja debe de ser presentada por la persona que declara que ella/el ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita.
- En situaciones en que la queja afirme discriminación en el empleo, la queja deberá ser presentada en el espacio de 180 días

District Director, Diversity, Equity and Compliance
Diversity and Human Resources
Riverside Community College District
3845 Market Street
Riverside, CA 92501
(951) 222-8039

or with the:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95814

What Happens When A Formal Complaint Is Filed?

The District will then conduct an investigation. Within 60 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Chancellor, the District Board of Trustees, and the State Chancellor's Office.

Complainant's Appeal Rights

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's investigation. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

If you do not appeal the results of the investigative report to the District Chancellor within 10 calendar days from the date of the report, you will be notified that the decision outlined in the report shall be deemed the District's Administrative Determination. If appealed to the District Chancellor, the District Chancellor shall render a decision on the appeal no later than twenty calendar days after the date of the appeal. In either case, you will be informed of your first and second level appeal rights, as follows.

All Appeals Must Be In Writing

(e-mail is not a satisfactory method).

First Level of Appeal: You have the right to file an appeal to the District's Board of Trustees within 15 calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the investigative report, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

President, District Board of Trustees
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299

The District's Board of Trustees will issue a final District decision in the matter within 45 calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within 45 calendar days, in which case the original decision in the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to you and to the

a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró o tuvo conocimiento de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.

- Usted puede presentar una queja con el:

District Director, Diversity, Equity and Compliance
Diversity and Human Resources
Riverside Community College District
3845 Market Street
Riverside, CA 92501
(951) 222-8039

o con :

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 92814

¿Que Sucede Cuando Una Queja Formal Es Presentada?

El Distrito entonces conducirá una investigación. A partir de 60 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y enviará una copia del reporte investigativo, o un resumen a usted, junto con la notificación de su derecho a apelar la decisión ante el Rector del Distrito, la Junta Directiva Escolar del Distrito, y la oficina del Rector del Estado.

Derechos De Apelacion De La Persona Afectada

Usted, como persona afectada, tiene derechos que puede ejercer para apelar si usted no está satisfecho con los resultados de la investigación del Distrito. En el momento en que el resumen investigativo y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

Si usted no apela los resultados del reporte investigativo al Rector del Distrito en el espacio de 10 días del calendario a partir de la fecha del reporte, usted será notificado que la decisión descrita en el reporte deberá ser considerada la Determinación Administrativa del Distrito. Si hay una apelación hecha al Rector del Distrito, el Rector del Distrito deberá rendir una decisión en la apelación a más tardar de 20 días del calendario después de la fecha de apelación. En cualquier caso, usted deberá ser informado de su primer y segundo derecho de apelación en la siguiente manera.

Todas Las Apelaciones Deberan Ser Hechas Por Escrito

(el correo electronico no es un método satisfactorio).

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días del calendario a partir de la fecha en que la determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, el reporte investigativo, la Determinación Administrativa y la apelación.

Por favor envíe una petición hecha por escrito para poder solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido con atención de:

President, District Board of Trustees
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299

State Chancellor's Office.

Second Level of Appeal: You have the right to file an appeal with the California Community College Chancellor's Office in any case not involving employment-related discrimination within 30 calendar days from the date that the District's Board of Trustees issues the final District decision or permits the Administrative Determination to become final by taking no action within 45 calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which Complainant filed an appeal with the District Board of Trustees within 45 calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto en el espacio de 45 días del calendario, después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir en no tomar ninguna acción en el espacio de 45 días del calendario, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final rendida por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días del calendario a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días del calendario. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia mostrando la fecha en que el afectado solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días del calendario a partir de esa fecha.

En cualquier caso que involucre discriminación involucrada con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de Estados Unidos de Oportunidad de Igualdad en el empleo.

Contact Information (Informacion A Contactar)

Diversity and Human Resources Department
Riverside Community College District
3845 Market Street
Riverside, CA 92501-3244
(951) 222-8039
www.rcc.edu

Department of Fair Employment and Housing (DFEH)
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Wells Fargo Bank Building
401 B Street, Suite 510
San Diego, CA 92101
(800) 669-4000
www.eeoc.gov

U.S. Department of Education, Office for Civil Rights (OCR)
50 Beale Street, Suite 9100
San Francisco, CA 94105
(415) 556-4275
www.ed.gov

State Chancellor's Office California Community Colleges (CCCCO)
1102 Q Street, 3rd Floor
Sacramento, CA 95814-6511
(916) 445-4826
www.cccco.edu

Section II

STUDENT LIFE

ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another’s words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the “Standards of Student Conduct,” listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity

THE ARTS

ART

The visual arts at Riverside Community College District play a significant role in students’ lives. Painting, drawing, design, ceramics, sculpture, art history, computer and animation students have access to outstanding studio facilities as well as a large library collection of periodicals, books, and videos. Also unique to the library is a permanent art collection on display in offices throughout the Riverside campus.

Each year, two student clubs, the Art Club and the Clay Club, award scholarships to art students who desire a future in the arts. The clubs also organize extracurricular events such as student art exhibitions, guest artist workshops, and field trips to art museums.

The Art Gallery is located on the Riverside City campus, currently, in the Landis Performing Arts Center, but will relocate in Fall 2007 to the A.G. Paul Quadrangle. The Gallery is an exceptional display space that exhibits both student and faculty art. In addition, exhibitions of professional artists bring a variety of culturally diverse art to the community.

DANCE

The Dance Department at Riverside City College provides a full schedule of classes and activities that meet the needs of dance majors and minors as well as the recreational dancer. The Dance Department at RCC sponsors:

- master classes in dance and Pilates with notable guest artists;
- high school outreach;
- informal on-campus performances; and
- several major concerts during the year.

Dancers for Life is a benefit dance concert featuring professional choreographers and dance companies. The RCC faculty dance concert, *Kinetic Conversations*, features faculty choreography and performance, student dancers, and guest artists. *Collaborations* is an opportunity to showcase various dance and performance artists in concert. The student dance concert, *Celebrate Dance*, focuses on the work of RCC student choreographers and dancers.

Other small RCC Dance performance ensembles include ACDF and RCC Dance Touring Ensembles. America College Dance Festival (ACDF) is an organization of community college and university dance programs across the United States. For the past four years, RCC Dance has been featured in the gala concert of ACDF, which recognizes the

best work of emerging college dancers and choreographers. The RCC Dance Touring Ensemble is a select group of student dancers who work as a company for the entire year performing at various schools in the Inland Empire and represent RCC at various on-campus events. Concert and ensemble auditions are open to all students. Student interested in auditioning should check the Dance Department website: www.academic.rcc.edu/dance.

FILM SERIES

From time to time the college sponsors a free series of film classics open to students and the general public. The series is also open to registered students as a one-unit course, English 37, Film Appreciation, which has a lecture/discussion component.

MUSIC

The Music Department provides classes that meet all the requirements for transferring students with a music major or minor, and the department encourages all students to make music activities a significant and memorable part of college life.

RCCD music organizations include the select Chamber Singers and Vocal Jazz Ensemble, College Choir, Master Chorale, the Wind and Jazz Ensembles, the Marching Tigers Band, Gospel Singers, the Riverside Winds, Community Jazz Ensemble, MIDI Workstation, Guitar Ensemble and the Symphony Orchestra.

In addition to frequent local performances, these musical groups represent the college at intercollegiate and invitational festivals, tours and competitions throughout California, the United States, Europe, Asia and even on cruise ships. All young musicians are welcome to join.

THEATER ARTS

The Theater Arts have long been an important component of life on the Riverside Community College Campus. The Theater Department provides a performance curriculum based on the University of California and California State University systems for students who wish to transfer. In addition, we provide performance opportunities through our play series. The annual productions include four to five musical and non-musical student shows. The productions are designed with professional elements and can feature professional actors. Students are offered the opportunity to work both on stage and backstage.

ATHLETICS

Riverside Community College District maintains a program of intercollegiate athletics as a member of the Mission Conference in Football and the Orange Empire Conference in the following sports:

Men: Baseball, Basketball, Cross Country, Golf, Tennis, Track, Soccer, Swimming and Diving, and Water Polo

Women: Basketball, Cross Country, Fastpitch, Soccer, Swimming and Diving, Tennis, Track, Volleyball and Water Polo.

Both Soccer teams practice and play at the Norco Campus. Both Cross Country teams practice and play at the Moreno Valley Campus.

Questions about athletic eligibility should be directed to the Director of Athletics or the head coach of the sport of interest.

CAREER CENTER

The Career Center is firmly committed to assisting students in their effort to be successful and achieve their academic goals. The center is available to guide and direct students to career and vocational fields that best “fit” or match their interests, aptitudes and goals. The Center provides opportunities for extensive career exploration and evaluation of interests, aptitudes, skills and other characteristics related to vocational and pre-professional planning and job success.

SERVICES:

- Counseling appointments to interpret career exploration tests
- A resource library including career magazines, books, computer applications
- CareerFest: Occupational and Community professionals provide information on preparation
- On-campus Occupational Tours such as, nursing (RN & LVN), telecommunication, cosmetology, automotive (Toyota, Ford and GM) and more
- Career workshops including: How to Decide on a Major, Fastest Growing Career Fields and many more
- Career interest assessments: Strong Interest Inventory (SII), Myers-Briggs Type Indicator (MBTI), Self-Directed Search (SDS) and Career Occupational Preference System (COPS)
- Up-to-date information on emerging careers, locally, statewide, and nationally
- Computer access to utilize Internet resources, EUREKA online, researching majors, writing a resume, interviewing assistance, researching occupations, labor market information, career assessments (online and on paper), and career planning

RESOURCES:

- Printed material, books, magazines, and catalogues related to the job market, career trends, and industry and government information including career magazines, books, computer applications
- Occupational Outlook Handbook
- Dictionary of Occupational Titles
- Career Interest Videos
- Resume & cover letter writing
- Guidance 47 class: Career Exploration—this course is designed for students who are undecided about their educational or career goals

WEBSITES:

- Occupational Outlook Handbook – <http://www.bls.gov/oco/home.htm>
- Occupational Outlook Quarterly – <http://www.bls.gov/opub/ooq/ooqhome.htm>
- Career Options by Academic Area – <http://www.k-state.edu/acic/majorin/>
- Majors Leading to Occupations – <http://jobstar.org/tools/career/spec-car.php>
- Career Development Steps – <http://www.cdm.uwaterloo.ca/index2.asp>
- EUREKA – <http://www.eureka.org>
- Salary Guides – <http://www.salary.com/>

TELEPHONE:

Riverside City campus:	951-222-8072
Moreno Valley campus:	951-571-6205
Norco campus:	951-372-7043

COUNSELING CENTER

The Counseling Department is committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction. Professional counseling enables students to utilize various resources and academic offerings and assists them in reaching their educational, vocational, and personal objectives and goals.

Special guidance courses are offered to assist each student in gaining the maximum benefit from the college experience. Courses are listed under Guidance in this catalog.

Specific counseling services include personal counseling, group counseling, career development, academic guidance, and information regarding graduation requirements and requirements for transferring to four-year colleges and universities.

How to Use the Counseling Center

Students may make appointments with the clerk in the Counseling Center, which is open Monday, Wednesday, and Thursday 8 am - 6 pm, Tuesday 8 am - 7 pm, and Friday 8 am - 12 pm. Appointments can be made at any of the three campuses: Riverside campus (951) 222-8440, Norco campus (951) 372-7101, Moreno Valley campus (951) 571-6104. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

DISABLED STUDENT SERVICES

The Office of Disabled Student Programs & Services (DSP&S), on each of RCCD's three campuses, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. These offices facilitate and encourage academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title V Regulations (Acquired Brain Injury, Physical Disabilities, Hearing Impairments, Learning Disabilities, Developmental Disabilities, Psychological Disabilities, Other Health Impairments, Temporary Disabilities) and is housed in three physical locations on our three campuses. Support services and accommodations may be arranged for or provided at all locations. However, specialized assessment services to determine eligibility for services based on a specific learning disability are provided by the LD Specialists on each of our three campuses. The Interpreter Specialist, whose office is located in Administration 121, arranges interpreter services for the deaf and hard of hearing. On both the Moreno Valley and Norco Campuses, there is a designated office space for DSP&S. On the Moreno Valley Campus, the office is located in Science & Technology 150. The office on the Norco Campus is located in Student Services 123.

Services are available to students with:**Physical Disabilities:**

- Acquired Brain Injury
- Amputations
- Arthritis

Cerebral Palsy
Multiple Sclerosis
Muscular Dystrophy
Orthopedic Disabilities
Post-Polio Disabilities

Learning Disabilities:

Average to above average intellectual ability with a verifiable learning disability.

Other Health Impairments:

Cardiac Disease
Diabetes
Epilepsy

Psychological Disabilities**Communicative Disabilities:**

Deaf
Hearing Impaired
Speech Impaired

Respiratory Disease**Temporary Disabilities:**

Broken Bones
Post Operative Recovery
Other

Support Services Available Include:

Adaptive Physical Education
Counseling
Interpreters/RTC for the Deaf
Individual tutoring
Liaison with other agencies
Mobility assistance
Note-taking services
Priority Registration
Test-taking assistance
High Tech Center (Adaptive computer equipment) and assistive devices

Trained professionals are available in the Office of Disabled Student Services to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: Riverside (951) 222-8060, Moreno Valley (951) 571-6138, Norco (951) 372-7070 and TDD (951) 222-8061.

Riverside Community College District does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is Vice Chancellor, Student Services.

DISCIPLINE

It is understood that each student who registers at the district is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the Student Handbook.

EARLY AND MIDDLE COLLEGE PROGRAMS

The Riverside Community College District offers, early and middle college programs on each of its three campuses. While the programs differ from one another in some significant respects, all enable high

school juniors and seniors to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about opportunities for middle or early college study at an RCCD campus in their region.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Funded by the state of California, the EOPS program provides academic support services for financially and educationally disadvantaged students. Services available include:

- Personal, academic, and career counseling
- Priority Registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

To be eligible for EOPS, a student must:

1. be a California resident;
2. be enrolled as a full-time student (12 units or more per term, with the exceptions as noted in Section 56220 or Title V);
3. have fewer than 70 units of degree-applicable college credits;
4. qualify to receive a Board of Governor's Waiver under either Method A or B;
5. be educationally disadvantaged:
 - a. not qualify for degree-applicable English or Math course or
 - b. did not graduate from high school or
 - c. high school GPA below 2.5 or
 - d. previous enrollment in remedial education

Services available at Moreno Valley (951) 571-6253, Norco (951) 372-7128, and Riverside (951) 222-8045. For further information contact the campus in your area.

Cooperative Agencies Resources for Education (CARE)

The aim of CARE is to assist single parents receiving AFDC (Aid to Families with Dependent Children) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success and move from welfare to **INDEPENDENCE**.

To be eligible a student must:

1. be an eligible full-time EOPS student with 2.0 GPA (good standing);
2. be a single parent/head of household;
3. Student must be 18 years of age or older;
4. Must be a AFDC/CalWORKs recipient;
5. Have a child under the age of fourteen years of age;
6. Have the desire to continue their education and become self-sufficient.

CARE Services are supplemental to EOPS services and MAY include:

- Personal, Academic and Career Counseling
- Support Group
- Personal Counseling
- Child Care Stipend
- Tutorial Assistance
- Bus Pass or Parking Pass
- Meal Tickets
- Special Topic Workshops

Services available at Moreno Valley (951) 571-6253, Norco (951) 372-7128, and Riverside (951) 222-8045. For further information contact the campus in your area.

STUDENT FINANCIAL SERVICES

Our Mission Statement

The mission of the Student Financial Services Office is to provide students with financial assistance. By providing guidance with the application process, the Student Financial Services Office ensures that eligible students receive the maximum amount of financial assistance available during the academic year. Eligible students may qualify for a variety of programs that will assist in providing financial support for their educational expenses. Both Federal and State programs are offered through the Student Financial Services Office. The programs consist of the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Cal Grant, Board of Governors Waiver, Federal Work Study, Academic Competitiveness Grant, CHAFEE grant, Child Development Grant, Scholarships, the Bureau of Indian Affairs Grant and the Federal Family Educational Loan Program.

Objectives

- Achieve an environment conducive to learning by providing a variety of financial assistance workshops, applications, literature and websites to assist students with the financial aid process.
- Encourage students to apply for financial assistance using the latest technology by applying on-line at www.fafsa.ed.gov. For current information and the dates of financial assistance workshops, please visit our website at www.rcc.edu/studentfinancialservices
- Increase the number of recipients by working hand-in-hand with local schools, community services offices and by attending outreach events.
- Increase awareness of the availability of financial assistance by providing marketing through e-mail, websites, marquee, sandwich boards, banners, fliers and literature.
- Offer excellent customer service by using a variety of methods such as personal assistance, phone contact, e-mail, website, individual appointments, and literature.
- Offer student employment through two programs: Federal Work Study and District employment. Scholarship applications and/or information are available also for those students still in need of financial assistance with their educational expenses, if they have unmet need after eligibility is determined. The Federal Family Educational Loan Program is also available to those in need of additional financial assistance but only after extensive counseling and approval.

The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the FAFSA. The FAFSA must be completed for each academic year. Riverside Community College District's Title IV code of 001270 must be listed in order for your FAFSA record(s) to be received by our department. The FAFSA is available January 1st of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2nd at www.fafsa.ed.gov to ensure priority processing. Workshops are available throughout the year to assist with the application process. For workshop dates, please view our website at www.rcc.edu/studentfinancialservices. Personal assistance is available by appointment at each of the Student

Financial Services Offices. Completing the FAFSA will determine your eligibility for the following:

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the Fall and Spring semesters, the parking fee will be reduced to \$20.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes) To apply, complete the free application for Federal Student Aid (FAFSA) and you will be automatically awarded the BOGW if eligible. No separate application is required.
- **Cal Grants** are awarded by the California Student Aid Commission (CSAC) to California residents attending a qualifying institution at least half time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the Free Application for Federal Student Aid (FAFSA) and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend RCCD, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office and/or on Web Advisor, other than Undecided, and you must be meeting the RCCD Student Financial Services Satisfactory Academic Progress (SAP) standards. A list of the academic programs available at RCCD can be located at the Admissions and Records counter on any campus as well as on Web Advisor.
- **Federal Pell Grant** are awarded to eligible undergraduate students to assist in paying for educational expenses and are awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from school and owe a refund). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. Pell Grant awards for the 2007-2008 academic year will range from \$400 - \$4,050. How much you receive will depend not only on your EFC but also on your cost of attendance, the number of units you are enrolled in, and whether you attend school for a full academic year. Students enrolled less than ½ time (6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the Student Financial Services Office, your Pell Grant eligibility will be determined. You will receive an award letter indicating how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.
- **CHAFEE Grant** - The California Chafee Grant Program provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half-time (6 units) during the Fall and/or Spring semester and must meet Satisfactory

Academic Progress (SAP) for each semester before the Chafee grant can be disbursed. Disbursement is contingent upon eligibility and funding. This program is funded from Federal funds and the General Fund. The State Department of Social Services contracts with the California Student Aid Commission (CSAC) to administer the program. An application for this grant can be completed at www.csac.ca.gov. Paper applications can be picked up in the Student Financial Services Office and after completion, mailed to CSAC. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE Grant disbursement is released by CSAC during the Fall and/or Spring semester at which time the Student Financial Services Office reviews the student's enrollment and SAP prior to the disbursement being released to the student. If the student is not enrolled in 6 or more units and/or is not meeting SAP for the current academic year, the disbursement will be returned to CSAC. Eligible students are instructed to pick up their CHAFEE disbursement at the Auxiliary Business Services Office at Riverside City College.

• **Child Development Grant** - The Child Development Teacher and Supervisor Grant Program is for participants who intend to teach or supervise in the field of child care and development in a licensed children's center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. This program is funded from federal funds. The State Department of Education contracts with the California Student Aid Commission (CSAC) to administer the program. A paper application is available in April and can be picked up in the Student Financial Services Office or Early Childhood Education Office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to Shari Yates, Assistant Professor, Early Childhood Studies in the Early Childhood Education Office. The deadline to submit this application is June 15th. A new application must be submitted for each academic year and the application is available in mid April. The Child Development Grant disbursement is released by CSAC during the Fall and/or Spring semester at which time the Student Financial Services Office reviews the student's enrollment and SAP prior to the disbursement being released to the student. If the student is not enrolled in 6 or more units and/or is not meeting SAP for the current academic year, the disbursement will be returned to CSAC. Eligible students are instructed to pick up their Child Development Grant disbursement at the Auxiliary Business Services Office at Riverside City College.

• **CCAMPIS/SHINE Scholarship** – The CCAMPIS/SHINE Scholarship is available for eligible students that desire assistance with child care fees. Child care is provided by the Riverside City Campus Early Childhood Education Department. Child care is offered for children ages 6 weeks to 5 years. Criteria for this scholarship is that the student must be eligible for the Federal Pell grant, be actively attending classes a RCCD, have completed at least 30 semester units of college coursework at RCCD or another college and the student must participate in academic and parenting support workshops. A paper application can be picked up in the Student Financial Services Office or Early Childhood Education Office. The application must be submitted to Debbie Whitaker-Menses, Associate Dean, Early Childhood Education in the Early Childhood Education Office. Funds for this scholarship are provided by the Department of Education from Spring 2006 through Spring 2009.

• **Academic Competitiveness Grant** - On February 8, 2006, President George Bush signed a new legislation that created the Academic Competitiveness Grant (ACG). This grant is intended to provide additional money for full-time college students who completed a "rigorous course of study" during their high school years. The high school must validate whether the student meets one of the following options for eligibility for the 2006/2007 school year:

- *The California Golden State Merit Diploma*
- *A set of courses similar to the State Scholars Initiative*
- *Advanced Placement (AP) or International Baccalaureate (IB) courses and test scores.*
- *California A-G Requirements*

These recent high school graduates may be eligible for the additional ACG for up to \$750 for their first year of college and \$1300 for their second year.

• **Federal Supplementary Educational Opportunity Grant (FSEOG)** – FSEOG is awarded to undergraduate students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the Free Application for Federal Student Aid (FAFSA). Like the Pell Grant, it is a cash award that does not require re-payment. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is awarded until funds are exhausted.

• **The Student Employment Program** - Under the Student Employment program, students can work part-time, (20 hours per week) earning money to help pay for their educational expenses. Pay rates start at the current federal minimum wage (currently \$7.50 per hour and may vary year to year) however, some positions may start at a higher pay rate.

The Program:

Provides part-time employment that will work around a student's class schedule

- Helps pay for educational expenses
- Helps gain work experience

There are two types of employment through the Student Employment Program.

I. Federal Work Study (FWS)

Students must:

- have completed the Free Application for Federal Student Aid (FAFSA)
- have completed their financial aid files
- have been determined eligible for financial aid
- meet Satisfactory Academic Progress standards
- maintain at least ½ time enrollment
- maintain at least a 2.0 CGPA

Types of FWS Programs:

- On Campus positions
- Off Campus positions
 1. America Reads
 2. America Counts
 3. Community Service
 4. Literacy

II. District

These positions are available on each campus throughout the district and do not require the completion of the FAFSA. Earnings are paid from a department's budget.

Students must:

- maintain at least ½ time enrollment
- maintain at least a 2.0 CGPA

FWS and District positions may be view at www.MonsterTrak.com 24 hours a day, seven days a week. The password to view available positions using this site is "RCC".

Students must have a valid social security card with the same name in which they register for classes, along with completing additional documentation for an FWS or District position. Refer to our website at www.rcc.edu for more information or contact the Student Employment Office at 951 222-8000 Ext. 4281.

- **Federal Family Educational Loan Program (FFELP)** - Riverside Community College District (RCCD) participates in the Federal Family Education loan (FFELP) Program. At RCCD it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

RCCD does not recommend borrowing more than \$10,000 at the Community College level (this amount includes all loans from any other institutions attended). To view your complete loan history, go to: National Student Loan Data System <http://www.nslds.ed.gov>. A Department of Education PIN is required to access this website. To get a PIN go to: www.pin.ed.gov.

- Students must be meeting **Satisfactory Academic Progress (SAP)** and must be enrolled at least half-time (six units) in courses required by the major declared with the RCCD Admissions and Records Department. Students must have a completed financial aid file at RCCD and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your "FFELP Loan Request Form" to any one of our three campuses (Moreno Valley, Norco, or Riverside).

- Students will receive notification by mail, within two weeks after the deadline date they submitted the "**FFELP Loan Request Form**" regarding the status of their loan request. If approved, EDFund will guarantee the loan and the student would need to sign his/her Master Promissory Note with their PIN. Once our office receives the loan roster (sent once a week on Thursdays) with the student's name listed, we verify that they are still eligible for the loan disbursement and mail it to the student. RCCD mail is not forwarded by the U.S. Postal Service so it is extremely important that a current mailing address is listed in the Admissions and Records Office at all times.

- Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year students receive a loan at RCCD. Our efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at RCCD. We also reserve the right to deny loans to students on a case-by-case basis.

SCHOLARSHIPS

Riverside Community College District offers scholarships through its Foundation office and generous donors. These scholarships are based on a variety of majors, career goals, GPA, community service and club involvement:

- **The RCC Scholarship Brochure** for continuing and transferring students is available every fall semester with a deadline in early December. The brochure includes RCCD scholarship listings, application, personal essay form, evaluation forms and instructions on how to apply. It is also available on our website early in the fall semester at www.rcc.edu/studentfinancialservices. Scholarship information workshops are held at each RCCD campus prior to the scholarship deadline to assist students in the scholarship application process.

- **The RCC Scholarship Brochure for High School Seniors** is available during the spring semester each year with a deadline in early March. The brochure contains RCCD scholarships to be awarded to High School Seniors who will be attending RCCD during the academic year after they graduate from High School. The brochure is available in February and March of each year at each High School within the RCC District and also at www.rcc.edu/studentfinancialservices.

- **The Community Scholars** scholarship is a partnership between RCCD and California Baptist University, La Sierra University and the University of Redlands. This is a \$7,000 scholarship offered to Riverside County High School Seniors who will attend RCCD for two years and transferring to one of the Universities mentioned above for two years. The application is available at each High School within the RCC District and also at www.rcc.edu/studentfinancialservices in February and March of each year.

Scholarships are also available from sources outside of RCCD. There are many resources and opportunities for students to find scholarships to use while attending RCCD. However, it requires time and effort on the part of the student to locate and apply for outside scholarships:

- A list of scholarships RCCD has been notified of is available at Student Financial Services and at www.rcc.edu/studentfinancialservices.
- You may also find additional scholarship resources in the reference section of any Library or on the internet at free scholarship search sites such as www.fastweb.com, www.scholarships.com, www.scholarsite.com, and www.scholarshiphunter.com.
- If you are awarded a scholarship from a source outside of RCCD, you may use your scholarship to pay for tuition and fees, set up a bookstore account at any campus bookstore, or be reimbursed for tuition, fees and books already paid for or purchased. Follow the donor's directions on how to have your scholarship funds sent to RCCD and you will be notified upon receipt of the funds by RCCD with instructions on how to access your scholarship funds for use at RCCD.

Student Financial Services Counseling and Outreach Office – Riverside City Campus

The Student Financial Services Counseling and Outreach Office is located on the Riverside City Campus behind the Bradshaw Student Center.

Academic Counselors are available to work with students receiving financial assistance in the following areas:

- Developing educational goals
- Maintaining financial aid eligibility by meeting Satisfactory Academic Progress standards
- Providing Probation Success Workshops
- Working with students who are in a probationary or ineligible financial aid status.
- Processing financial aid Appeals.

Outreach and other services include:

- FAFSA on the Web applications
- Financial Aid Presentations and Workshops (information on how to apply for financial assistance and the different programs available through the RCC Student Financial Services Office)
- Monstertrak.com (on-line list of Federal Work Study and District on campus and off campus positions)
- Information regarding scholarship opportunities available through outside agencies

Computers are available to students receiving financial assistance for the following:

- Apply for admission to the college
- Complete the FAFSA on line
- Research and apply for scholarships on line
- Research on and off campus jobs through www.monstertrak.com

Responsibilities and Requirements

The district must follow Federal, State and Institutional regulations in administering financial assistance programs. Students also must adhere to all Federal, State and Institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements eligibility may be rescinded. Please review the following guidelines:

• Ability to Benefit

To be eligible for federal and most types of state financial assistance, students must have a high school diploma (and pass the California High School Exit Examination, if applicable), GED (or equivalent) or pass the Ability to Benefit (ATB) test. If you need to take the ATB test because you do not have a high school diploma or GED, please contact your campus Assessment Center to take the test.

• Student Educational Plan

You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you must meet with an academic counselor.

• Citizen or eligible non-citizen

To be eligible for federal and state financial assistance, you must be a US citizen or eligible non-citizen with proof of permanent residence (alien registration card, I-94 or I-155). Citizenship or permanent residency is not required to most scholarship aid though.

• Return of Title IV funds

If you receive federal or state financial assistance and you drop ALL of your courses you may need to REPAY a portion of your financial assistance. (See our Consumer Guide for more information regarding Return of Title IV Funds)

- Student cannot receive financial assistance at two institutions at

the same time. (Except for the Board of Governors Fee Waiver)

• Satisfactory Academic Progress

All students must make Satisfactory Academic Progress (SAP) to maintain eligibility. If you do not meet the SAP standard you will become ineligible for most types of financial assistance. The SAP standard is as follows:

- GPA – Maintain an overall Grade Point Average of 2.0.
- Completion percentage – Successfully complete at least 67% percent of all units attempted at the RCC district
- Maximum amount of units – Eligibility for most types of financial assistance is limited to 90 units attempted at the RCC district.

• Contact information

Be sure to keep your mailing address, phone number and email address up to date. This ensures that you will receive timely information from the district. This information can be updated via WebAdvisor or in person at Admissions and Records.

• Social Security number

Be sure to input your Social Security number to the district. We cannot process most types of financial assistance without your Social Security number on file.

• Disbursement information

Disbursement of financial assistance occurs after the student has completed the FAFSA and turned in all documents requested. For dates of disbursement, please view our Consumer Guide on our website at www.rcc.edu/studentfinancialservices or pick one up at one of our offices.

FOOD SERVICES

When school is in session, Food Services offers a variety of services. On the Riverside campus, full service meals including baked goods are available in the Bradshaw Center Cafeteria, as well as cold sandwiches, coffee, cold drinks and a variety of grab and go foods in the Lovekin Concession, a trailer, located on the north side by the tennis courts. The Tiger’s Den, located on the Norco and Moreno Valley campuses, are small convenience stores with cold sandwiches, coffee, drinks and microwave items. Hours of operation for all facilities are:

FALL – SPRING SCHEDULE

<u>Cafeteria Hours:</u>		<u>Lovekin Concession Hours:</u>	
Mon – Thurs	6:45am – 8pm	Mon – Thurs	6:30am – 8pm
Friday	6:45am – 1pm	Friday	6:30am – 1pm
Sat – Sun	Closed	Sat – Sun	Closed
<u>Tigers Den/ Norco Hours:</u>		<u>Tigers Den/Moreno Valley Hours:</u>	
Mon – Thurs	7am- 8pm	Mon – Thurs	7am – 8pm
Friday	7am – 1pm	Friday	7am – 1pm
Sat – Sun	Closed	Sat – Sun	Closed

WINTER – SUMMER SCHEDULE

<u>Cafeteria Hours:</u>		<u>Lovekin Concession Hours:</u>	
Mon – Thurs	7am – 1pm	Mon – Thurs	7am – 1pm
Fri – Sun	Closed	Fri – Sun	Closed
<u>Tigers Den/Norco Hours:</u>		<u>Tigers Den/Moreno Valley Hours:</u>	
Mon – Thurs	7am – 1pm	Mon – Thurs	7am – 1pm
Fri – Sun	Closed	Fri – Sun	Closed

In addition, vending machines are conveniently located in the Bradshaw Center Cafeteria and several other buildings, on the Riverside campus. Both the Moreno Valley and Norco campuses have vending machines located in the Tiger’s Den.

HEALTH SERVICES

The Health Services office is located on each campus; in the Bradshaw building on the Riverside campus, and in the Student Services buildings on the Moreno Valley and Norco campuses. The centers are open Monday through Thursday, 8:00 a.m. to 7:30 p.m. on the Riverside campus and 8:00 a.m. to 4:30 p.m. on Norco and Moreno Valley. All offices are open Friday 8:00 a.m. to 4:00 p.m.

Services include emergency care, first aid, health counseling, health education, care for common health problems, evaluation and treatment by physicians, nurse practitioners, marriage and family counselors, and referral to appropriate agencies and professionals in the community by a college nurse.

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All campus accidents should be reported immediately to the Health Services office. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available in the Health Services office.

We are here to serve you! Your medical records and all discussions with our staff are completely confidential.

HONORS PROGRAM

The Riverside Community College District offers an Honors program at the City and Moreno Valley campuses. The Honors Program makes it possible for students to stretch themselves intellectually, actively work with fellow students and faculty in an environment that encourages them to improve their critical thinking, written and verbal communication skills to a university level, and to help them to cultivate an awareness and understanding of the diverse points of view necessary for a rich and productive intellectual environment. Perhaps the most valuable aspect of the Honors Program will be the enthusiastic learning environment created by Honors faculty and students, an environment we hope benefits not only honors students and faculty, but the college and greater community as well.

To be eligible for the program, current RCC students need:

- 3.2 GPA in 9 transferable units
- Eligibility for **or** Completion of English 1A
- Completed Honors Program Application

To be eligible for the program, incoming high school students and all other 1st time college students need:

- 3.25 GPA
- Eligibility for **or** Completion of English 1A
- Completed RCC application
- Completed Honors Program Application

Benefits

The Honors Program offers several benefits to students who successfully complete individual honors classes or the six honors classes required to complete the program:

- Low student-teacher ratios. Honors classes have a maximum of 20 students and are taught seminar-style.
- A rich variety of learning approaches: seminars, field trips, group projects, essays, peer critiques, student presentations among them.

- One-on-one mentoring and help from the honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Workshops to help students prepare university and scholarship applications and application essays.
- Cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a Class Advocate, on the Honors Advisory Council, on the Transfer Advisory Council, or participate in Outreach activities.
- A community of dedicated, motivated students and faculty.

For more information, contact:

(951) 222-8779

INFORMATION CENTER

If you have news or information you want to give out for free, bring a copy to the Student Activities Office and it will be displayed on campus.

Posting Policy: Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer of each campus or program location to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the ten working day posting period expires. Only ten (10) flyers and two (2) posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

INTERNATIONAL EDUCATION

Riverside Community College District is dedicated to the concept of an internationally based education. The District supports a curriculum that includes the infusion of a global dimension throughout all subject areas to better prepare our students for success in the global community.

Through our college Study Abroad Program, students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy, spring semester in the “citadel of learning,” Oxford, England, as well as opportunities for academic study tours during the summer session.

INTERNATIONAL STUDENT CENTER

The Center for International Students and Programs organizes orientation classes, counseling and community activities for RCCD students coming from other countries. More than 300 students from 60 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service.

The Center also contributes to the international dimension of the campus by presenting resource speakers from the United States and abroad who address current world issues.

JOB PLACEMENT SERVICES

Job Placement is an employment service provided by the district to assist students with their job search efforts. Job Placement is located in the Technology A building, Room 133 on the Riverside campus. Job Placement Services are also offered on the Moreno Valley and Norco Campuses. For additional information, you may contact the office by

calling (951) 222-8480.

Jobs on campus may be accessed through the internet at monstertrak.com by using the student code: RCC. Jobview Kiosk machines are available on all three campuses for on-line employment.

Some of the services offered are: Job referrals for Part-time and Full-time Employment, Resume Development, Interviewing Techniques, Mock Interviews, Job Counseling, Labor Market Information, Resource Materials, Job Search Workshops, Classroom Presentations, On-line Job Search and Annual Career/Fairs and Recruitment Fairs.

Office hours are:

Riverside Campus

Monday, Tuesday, Wednesday, Friday 7:30 a.m. -4:30 p.m.

Norco Campus

Thursday 8:00 a.m.-4:00 p.m.

Contact office for other hours: (951) 372-7147

Moreno Valley Campus

Tuesday: 8:00 a.m.-5:00 p.m.

LIBRARY/LEARNING RESOURCE CENTER (LLRC)

The Riverside Community College District offers quality library services at the Riverside Campus (Digital Library/Learning Resource Center, 2nd and 3rd floors), at the Moreno Valley Campus (Library Building, second level), and at the Norco Campus (Dr. Wilfred Airey Library). For details on hours of operation and Library policies, please visit the LLRC home page at: <http://library.rcc.edu>.

The operational hours for each campus during spring and fall semesters follow:

Riverside City Campus:

Monday-Thursday: 7:30a.m.-9p.m.;

Friday: 7:30a.m.-4:00p.m.;

Saturday: noon-4 p.m.

Circulation Services - (951) 222-8651 (overdue books, library cards, held records, or reserve material)

Reference Desk - (951) 222-8652

Moreno Valley Campus:

Monday-Thursday: 8a.m.-8p.m.;

Friday: 8a.m.-12noon.;

Saturday: 10 a.m.-4 p.m.

Phone: (951) 571-6112

Norco Campus:

Monday-Thursday: 8a.m.-8p.m.;

Friday: 8a.m.-12noon.;

Saturday & Sunday: 8 a.m.-4 p.m.

Phone: (951) 372-7019

Summer and Winter intersession hours vary, and will be available at the libraries and on the Library's website (<http://library.rcc.edu>) - as well as special hours due to College holidays, etc.

The online catalog is available at each campus library, as well as from any computer with Internet access. The libraries also provide public internet access, electronic databases, photocopiers, and microfilm and microfiche reader/printers. There is a charge for computer printouts,

photocopies, and printouts from the microfilm reader/printers.

Students will need a library card for library Internet use and checkout privileges. RCCD students, faculty and staff obtain their first card at no charge at the circulation desk. To replace a stolen or lost card, there is a charge of \$1. Community members may purchase a library card for \$5 per session.

PUBLICATIONS

Viewpoints, the award-winning student newspaper, is published every two weeks. It is produced by Journalism students at the Riverside City College and contains news of student, faculty, and staff activities on all three campuses. Other district publications include Muse, RCCD's literary magazine; the Student Handbook; RCCD Reports, a community newsletter; and the Bulletin, a bi-weekly college newsletter announcing campus activities and events.

Students enrolled on the Norco Campus publish their own student newspaper, the Norco Voice. The newspaper, which is student produced, reports on issues and events pertaining to not only the RCCD campus, but also the broader communities. The Norco Voice is free and can be obtained in newspaper dispensers provided in various locations on campus.

THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, a 501(c)(3) not for profit organization, was created to provide support for scholarships and other special projects to benefit the College and its students. Over the years, the RCCD Foundation has played a major role in the acquisition of land for the Moreno Valley Campus, the Early Childhood Studies building, the RCCD Art Gallery, Passport to College, the purchase of the RCCD Alumni House, and several other initiatives.

Scholarship support remains a central mission of the RCCD Foundation. In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, one of the largest scholarship campaigns undertaken by a community college at the time. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than \$4 million, with \$300,000 distributed annually in scholarship support to incoming, continuing, and transferring students. In 2005-2006, an additional \$400,000 in scholarships were awarded to students enrolled in the Passport to College program, a nationally recognized early outreach initiative.

The RCCD Foundation Office is located in the RCCD Alumni House. If you would like to learn more about the RCCD Foundation and gift and scholarship opportunities, please call 222-8626.

RCCD ALUMNI HOUSE

In 1998, the RCCD Board of Trustees and the RCCD Foundation Board of Directors approved the purchase of the historic Alabaster Home located at 3564 Ramona Drive and transformed the home into the RCCD Alumni House. The house overlooks the Riverside City campus, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for college and community meetings and events, as are the

outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 a.m.-5 p.m. For more information about the house, please call the RCCD Foundation at 222-8626.

RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the rear courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point in the home's garden, and a visual testament to RCCD Alumni and friends of the college. For gifts of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at RCC, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call 222-8626 for additional information or to order your Alumni Brick today!

SOCIAL EVENTS

An extensive program of activities is provided by the ASRCCD. A master calendar of these events is maintained in the Riverside Bradshaw Center and Student Activities Office at the Moreno Valley and Norco Campuses. New and exciting activities are often planned.

CLUBS AND ORGANIZATIONS

The ASRCCD sponsors many clubs/organizations on all three campuses. There are honorary, social services, professional and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASRCCD. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities/Government offices on all three campuses.

Athletics

- Karate
- Wrestling

Career

- Dental Hygiene
- Emergency Medical Services

Departmental

- Math & Science
- Business Leaders of Tomorrow
- Philosophy Club
- Spanish Club

Honor/Service

- Amnesty International
- Alpha Gamma Sigma
- Human Services

Religious

- Students for Christ
- LDSSA

Multicultural/Ethnic

- African American Student Alliance
- Gospel Singers
- MEChA (Movimiento Estudiantil Chicanos de Aztlan)
- Latinos Promoting Education and Culture

Special Interest

- Art Club
- Clay Club
- RCC Dancers
- Graphix Club

- International Students
- L.G.B.T.S.A
- Marching Tigers
- Model United Nations
- Muse
- Phi Rho Pi
- Photo Club

COLLEGE HOUR

Riverside Community College District is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two "activity hours" per week: Tuesday/ Thursday. During College Hour, an extensive program of activities (e.g., lectures, films) is provided by the ASRCC. A master calendar of these events is maintained in the Riverside Bradshaw Center and Student Activities Office at the Moreno Valley and Norco Campuses.

DEAN OF STUDENT SERVICES

Many student services and student government activities are the responsibility of the Campus Dean of Student Services. A Student Activities Coordinator is located in the Student Activities Office on the Moreno Valley, Norco, and Riverside campuses.

EDUCATIONAL SERVICE-SOCIAL

Student clubs and organizations give a major part of their time for improvement of the campus and community through service projects. Although social events are planned throughout the year, the primary goal is to maintain high scholastic standards. Clubs and organizations also exist to provide various kinds of service to the college and to the larger community as well.

FERPA

Students have the right to stop the use of their social security number in a manner otherwise prohibited by submitting a written request to Admissions with photo identification.

HONOR SOCIETY

Riverside Community College District had its own honor society from 1921 until 1953. In the spring of that year, the college was granted membership in Alpha Gamma Sigma, The California community college honor society. Alpha Gamma Sigma chapter of Riverside Community College was granted its charter on May 8, 1953

Entering freshmen may join Alpha Gamma Sigma with a temporary membership if they are life members of the California Scholarship Federation. Riverside Community College District students are eligible with a cumulative Riverside Community College District grade point average (GPA) of 3.0 or above.

PROFESSIONAL INTEREST GROUPS

The following are some of the professional groups which are active on campus:

Cosmo, an organization of students in the Cosmetology program; Student Nurses Organization (SNO) for students enrolled in the R.N. and L.V.N. programs; The Engineering Club; the Automotive Association; the Business Leaders of Tomorrow; the Early Childhood Educators Club; Law Society; and the Graphix student printing club.

STUDENT ACTIVITIES OFFICE

The Student Activities Office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

Programs and Services

- Support for the Associated Students of Riverside Community College District
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development. Student Activities Offices are located on the Moreno Valley, Norco and Riverside campuses.

STUDENT GOVERNMENT

Riverside Community College District has one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Town, and many other successful activities.

The student government is responsible for representing the social, political, and educational concerns of our students. The main purpose of student government is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn.

The student government is comprised of three main branches of government: Executive, Legislative, and Judicial Branches. The Student Trustee is the official representative of the Associated Students of Riverside Community College District (ASRCCD). The Moreno Valley, Norco and Riverside Campuses each elect student body Presidents and Vice Presidents to serve as the site leader. The Student Trustee, Presidents and Vice Presidents are directly elected by the student body.

The Senate, the Legislative Branch, is composed of Senators who are also elected by the student body. The Supreme Court, the Judicial Branch, rules on the constitutionality of legislation and is responsible for holding student forums. Students can become involved in ASRCCD either by running for office or by applying for the various appointive positions, committees or by becoming involved in a wide range of other activities.

Riverside Community College District strongly encourages student participation. Students who wish to become involved should visit the Student Activities Office located in the Bradshaw Center at the Riverside City Campus, the Student Center at the Moreno Valley Campus and Library 101 at the Norco Campus.

SMOKING POLICY

Smoking of any form of tobacco or non-tobacco products is prohibited

on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated.

TEACHER PREPARATION AND EDUCATION PROGRAMS

The **Teacher Preparation and Education Programs** vision statement is that all Future Teachers in Action (FTA) students will attain the highest level of academic knowledge, learning applications, performance skills and professional integrity necessary to ensure fulfilling personal lives and exemplary careers in education. The innovative educational opportunities and comprehensive services described below are offered through the Office of Teacher Preparation and Education Programs to empower a diverse community of learners toward individual achievement, success, and life long learning.

Service Learning is embedded throughout all the Teacher Preparation programs because it provides students with opportunities to put academic theories into practice through experiential learning, and foster civic engagement through service to the community. **Service Learning** is a teaching method that combines meaningful service to the community with curriculum-based learning. Students learn to build strong academic skills, accommodate many different learning styles, improve workplace skills, and enhance personal development.

For more information call the office at (951) 222-8927 or go to the website www.rccteacherprep.com. **For the Teacher Preparation Academic counselor, please call (951) 328-3754.**

- **Teacher Reading and Mathematics Development Partnership (TRMDP)**
The AmeriCorps TRMDP program is designed to address the literacy and mathematics crises in area elementary schools while offering college students opportunities to learn teaching/tutoring skills for professional development toward a teaching career. For more information, please call (951) 328-3532.
- **AmeriCorps ALERT (Local Emergency Readiness Teams)**
The ALERT program provides AmeriCorps members with extensive education and training on disaster preparedness and emergency response techniques that enhance and support community awareness through literacy. This hands-on program provides an opportunity for 52 students to serve their community as a prelude to a career in teaching, public safety, and the emergency management fields. For information, please call (951) 328-3532.
- **Title V Teacher Preparation, Math, Science Service Learning, and Supplemental Instruction**
The Title V program expands the scope of training for college students interested in a multi-subjects credential or a single subject credential. The program improves success rates in teacher education programs with an emphasis on encouraging Hispanics and other under-represented groups in teaching to become transfer ready. For more information, please call (951) 328-3752.

The program includes **Supplemental Instruction (SI)**, an academic assistance program that increases student performance and retention. The SI program targets traditionally difficult

academic courses – those that have a high rate of D or F grades and withdrawals, and provides regularly scheduled, out-of-class, peer facilitated study sessions. SI student leaders are trained and are paid for peer facilitation. For more information call (951) 328-3752.

- **Education and Para-Professional Certificate and Degree Program**

The Education Para-Professional Certificate and Degree program originated in compliance with the “No Child Left Behind Act” of 2001. The program consists of 32-34 units and is layered over the regular Associate Degree in liberal studies. The certificate followed by the AS degree creates a career ladder for students who want to continue their education and “step up” to become credentialed K-12 teachers in California. For more information please call (951) 328-3754.

- **The Copernicus Project**

The purpose of the Copernicus Project is to recruit and support RCCD students interested in becoming future science and math teachers. The project provides early classroom experience in education classes, paid annual summer science internships at University of California, Riverside, academic support, and transfer information. For more information, please call (951) 328-3754.

- **California Basic Educational Skills Test (CBEST)**

The CBEST is designed to test basic reading, writing and mathematics skills found to be important for the job of an educator. The CBEST Preparation Workshops focus on test-taking strategies that are particular to CBEST type questions. Special emphasis is placed on reviewing reading comprehension, writing, and mathematics skills. For the workshop schedule download information from the website www.rccteacheprep.com or call (951) 328-3643.

- **College Teacher Club**

The Future Teachers in Action club purpose is to identify and encourage all interested students to enter the teaching profession and to foster fellowship, communication, and leadership skills in those students. Also, students can join Student California Teachers Association & NEA-SP which provide publications, services, and representation to members. To join the club, or for club information, please call (951) 328-3254.

TRANSFER CENTER

Mission

The mission of Riverside Community College District Transfer Centers is to increase the transfer function and to increase the number of students prepared for transfer to baccalaureate-level institutions through coordination of college transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including disabled students, low-income students, first generation college students, and other groups of students underrepresented in the transfer process.

Transfer Center Goals:

1. Coordinate college transfer efforts to provide quality transfer services, programs, and activities that support student success and retention.
2. Identify and increase the number of students who choose to

transfer and who are prepared to transfer, and ensure the inclusion of low-income, disabled, and first generation college students.

3. Work collaboratively with campus governing boards, administrators, academic senates, university representatives, and campus programs to ensure that quality transfer services are available to students throughout RCCD
4. Develop a continuous cycle of monitoring and evaluating district transfer services through collection and compilation of data in collaboration with RCCD Research Department.

Transfer Center Services:

The Transfer Centers throughout RCCD provide many services, resources, programs, and information to students who are interested in transferring to baccalaureate-level institutions including:

- Information on transfer requirements and major preparation
- Campus tours
- Library of university and college catalogs
- Computer access to utilize internet resources, applications, and to view college/university information online
- Transfer Workshops – Help with your UC/CSU Application, Your Personal Statement Essay, The Student-Athlete and Transfer, What you need to know about Financial Aid and Transfer, Steps to Becoming a Teacher, and a variety of others throughout the year
- Articulation with baccalaureate-level institutions
- Counseling appointments with university representatives
- Fall and Spring transfer day
- Transfer Recognition Ceremony
- Monthly calendar of events/workshops/university representatives in the center

For more information please call:

Norco Campus at (951) 372-7043

Moreno Valley Campus at (951) 571-6205

Riverside City Campus at (951) 222-8446

TRIO PROGRAM

The Trio Program is federally funded by the U.S. Department of Education. Participants must meet specific federal guidelines and program expectations.

The Norco Campus sponsors the TRIO- Student Transfer & Academic Retention (STAR) program. This program offers qualifying RCC, Norco students a strong academic support and learning community that will assist students in mastering their college transition. The primary goal of the program is to increase their retention and graduation rates, facilitate their transfer from two-year to four-year colleges, and foster an institutional climate supportive of the success of low- income and first generation college students and students with disabilities.

Services include:

- Tutoring
- University Tours
- Cultural Activities
- Early Registration
- Supplemental Grant Aid
- Summer Bridge Program
- Book Loan Program
- Academic, Career/Transfer and Personal Counseling

To be eligible for STAR, a student must be:

- A first generation college student, low income, or disabled
- Interested in transferring to a four-year institution
- A full-time student (12 units or more)
- Maintain a 2.5 grade point average or better
- Enroll at RCC, Norco Campus

For more information call (951) 372-7149

TUTORIAL SERVICES

Why should you come for tutoring?

- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to RCCD students
- You can receive up to 3 hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to you.

Tutoring sessions are led by qualified tutors who received an “A” or “B” in the respective courses for which they choose to tutor. They reinforce specific course material emphasized by the professors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by the college’s faculty members.

Subject areas offered for tutoring change each semester, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information, Spanish, French, and many more.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students develop the skills necessary to be a successful student and to be prepared for a successful career after graduation.

How To Obtain Tutoring Services

If you are in need of a tutor, please follow these simple steps to secure your appointment.

- Stop by the office or call to see if a tutor is available in the subject area you need help in.
- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.

How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn!

Tutors must have passed the class (es) they are tutoring in with at least a “B” grade or higher and:

- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team

- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

Students interested in becoming employed as tutors are welcome to pick up an application at the Tutoring Center or call one of the offices for more information. Applications are continually being accepted.

Center Information**Riverside City Campus**

Telephone number: (951) 222-8170

Fax number: (951) 222-8955

Moreno Valley Campus

Student Services Building

Telephone number: (951) 571- 6167

Fax number: (951) 571- 6188

Norco Campus

Student Services Building

Telephone number: (951) 372-7143

Fax number: (951) 372-7076

WORKFORCE PREPARATION

Workforce Preparation at Riverside Community College District (RCCD) offers a wide range of services and programs to assist current and former welfare (TANF) recipients, at-risk youth, and youth in foster care with preparing for academic achievement, employment, and attaining financial independence. The programs directed by Workforce Preparation include the CalWORKs Program, the Workforce Preparation Skills Classes, Secrets of Success (SOS) workshops, TANF-Child Development Careers Program (TANF-CDC), Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, and the Foster Youth Emancipation Program. The following programs outlined are some of the ways in which Workforce Preparation is meeting the challenge of implementing various programs to aid disadvantaged students or potential students.

CalWORKs Program

Workforce Preparation offers the CalWORKs Program, funded through the Chancellor’s Office of the California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is TANF (Temporary Assistance for Needy Families) recipients with minor children. Welfare recipients face a five-year lifetime limit, and CalWORKs is one of the ways California is meeting the challenge of welfare reform. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 3,000 students have participated in the CalWORKs Program and received support services with new CalWORKs students enrolling each week. Services available include:

- Career and academic counseling
- Educational and occupational assessments
- Priority registration
- Intensive case management

- Work Study opportunities
- Job placement
- Skill-building courses
- Financial aid coaching
- Parenting and wellness resources

CalWORKs students participating in the Riverside County GAIN program, in approved welfare-to-work plans, may receive supplemental services such as:

- Childcare
- Transportation
- Textbooks and materials
- Parking permits

Services are available at the Riverside, Moreno Valley, and Norco campuses. For more information call (951) 222-8648.

Workforce Preparation Skills Classes

The Skills Classes are open to all students. Workforce Preparation offers open-entry Skills Classes to students interested in building a strong foundation of reading (REA 87 or 95), writing (ENG 60A1-4), business English (CAT 30A-C), math (MAT 90A-F), computer keyboarding and applications (CAT 99A-D), and life management skills to enhance success in the workplace and in further college courses. The Skills Classes offer fundamental building blocks for both workplace skills and academic coursework. There are a wide variety of students who have benefited from the skill classes including first-time college students to those with college degrees who are seeking to enhance their workplace and academic skills. The skills classes are presented in a student-paced, instructor-led format with multiple entry dates per week. Dependent upon the class, there are multiple course offerings per day. Our instructors are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills, students who are pursuing occupational training in 100+ certificates, and students seeking a degree or transfer programs. The Skills Classes are offered on the Riverside campus. Look for the skills classes in the schedule. For more information, please call (951) 222-8648.

Secrets of Success (SOS) Workshops

Secrets of Success (SOS) workshops are open to all students at no cost. The SOS workshops are four separate workshops designed to increase student success in college and the workplace by enhancing the skills necessary to reach educational and career goals. Each week has a topic including Time Management, Goal Setting, Study Skills, and Life Stamina. The workshops are available to all students who want to develop self-sufficiency skills. The SOS workshops are offered weekly on the Riverside campus. For the workshop schedule, please call (951) 222-8648.

TANF-Child Development Careers (TANF-CDC) Program

Workforce Preparation offers the TANF-Child Development Careers (TANF-CDC) Program, funded through the Foundation for California Community Colleges. The TANF-CDC Program is designed as an integrated and innovative approach to the education and training of CalWORKS recipients pursuing a Preschool Teacher Permit. Individuals eligible to receive the TANF-CDC Program services are TANF (Temporary Assistance for Needy Families) recipients who are

pursuing careers in early childhood education. Welfare recipients now face time limits (18-24 months of consecutive aid with a maximum five-year lifetime limit), and the TANF-CDC Program is among the options for recipients to comply with the welfare reform requirements. RCCD is funded to serve 55 students and funding is based upon student enrollment in the TANF-CDC Program.

TANF-CDC Program services may include:

- Transportation assistance
- Textbooks and materials
- Parking permits
- Incentives
- Special topics workshops
- Assistance with fingerprinting and permit fees

The goal of the TANF-CDC Program is to train eligible CalWORKS recipients to become California credentialed preschool teachers. Services are available at the Riverside, Moreno Valley, and Norco campuses. For more information call (951) 222-8648.

Foster/Kinship Care Education (FKCE) Program

The Foster & Kinship Care Education Program (FKCE) provides the continuing training/ education hours that foster parents are mandated to receive each year, in order to retain their license with the County of Riverside. Relative (grandparents, aunts, etc) caregivers are not required to attend training, but are strongly encouraged to do so. RCCD provides a minimum of 150 training hours each year on topics including, but not limited to, child development, attachment, impact of abuse and neglect, special needs children, positive discipline, self esteem, etc. Classes are open to others who care for children as well (childcare providers, teachers, parents, group home staff, social workers, etc), and are provided free of charge. Workshops are held both mornings and evenings at off-campus locations throughout Riverside County. Classes in Spanish are also offered. For more information call (951) 222-8937.

Foster Youth Emancipation Program (FYEP)

The FYEP is a joint effort between the County of Riverside's Independent Living and RCCD's Workforce Preparation Programs. This unique program is designed to provide eligible youth with a "hands-on" approach to life-skills development and training through workshops in a variety of areas, such as: money management, setting career and educational goals, health and safety issues, employment assistance, housing assistance, mentoring and personal support. As a county-wide support program, any youth between the ages of 16-21, referred to FYEP, by Riverside County's Independent Living Program is eligible to receive these direct services and support. Creating self-reliance and self-sufficiency for our youth are our primary goals and mission at FYEP, with these ideals carrying over a lifetime for the youth with whom we are committed to serve and support. For more information, please call (951) 222-8445 or e-mail the program director at FYEP@rcc.edu.

Riverside Gateway to College Early College High School

Riverside Gateway to College Early College High School, a small charter high school, located on the Riverside City campus, provides at-risk youth, 16 through 20 years of age, who have dropped out of school, or are near dropping out of school, with the opportunity to

earn a high school diploma while achieving college success. Students simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward an associate degree, occupational certificate or college transfer program. To that end, Riverside Gateway to College provides students with a continuum of services that helps students achieve academic success, opens their eyes to post high school opportunities, provides an avenue for students to transition to the postsecondary environment, and supports students during their enrollment. Following successful completion of the first term cohort-based college preparatory experience, students' transition to classes with the college's general (adult) population. Gateway to College resource specialists develop individualized student education plans that are intended to prepare, advance, and measure student progress toward high school completion, college preparation and success. Riverside Gateway to College also offers a school-to-career pathway to enrolled students interested in pursuing certification and/or an associate degree in automotive technologies. For more information, please call (951) 222-8931 or (951) 222-8934.



Section III
GRADUATION REQUIREMENTS

ASSOCIATE DEGREE

PHILOSOPHY FOR THE ASSOCIATE DEGREE

The awarding of an associate degree is intended to represent more than an accumulation of units. It symbolizes the successful attempt on the part of the district to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

Students are reminded that they are responsible for understanding and complying with the requirements for the academic degrees described in this section as well as elsewhere in this catalog.

The governing board of Riverside Community College District shall confer the degree of associate in arts or associate in science upon the student who has demonstrated competence and who has completed the following requirements:

I. UNIT REQUIREMENT

A minimum of 60 units of college work, of which 18 semester units are in a discipline or related discipline in one of the five groups listed below.

ASSOCIATE IN ARTS

(Only one Associate in Arts Degree will be awarded)

Group 1: Anthropology, economics, education, geography, history, human services, military science, physical education, political science, psychology, sociology, or any combination of these.

Group 2: American Sign Language, art, dance, early childhood studies, English, foreign languages, humanities, journalism, music, philosophy, speech communication, telecommunications, theater arts, or any combination of these.

Group 3: Successful completion of IGETC (Intersegmental General Education Transfer Curriculum) or CSU Breadth requirements (California State University). (Note: Students must also complete the Section VII Additional Degree Requirements listed on the next page.)

ASSOCIATE IN SCIENCE

(Only one Associate in Science Degree will be awarded, multiple Associate in Science Degrees in Occupational programs may be awarded, see page 56)

Group 4: Engineering, mathematics, natural science (life and/or physical), or any combination of these.

Group 5: Administration of Justice, business administration, nursing or occupational-technical courses.

II. RESIDENCE REQUIREMENT

In order to receive an A.A./A.S. degree from Riverside Community College District, a student must complete 15 units in residence at any campus within the Riverside Community College District. To receive a certificate, a student must complete a minimum of fifty percent (50%) of the required units at Riverside Community College.

III. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES

Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office. Course credit is accepted from all regionally accredited institutions as listed in the *AACRAO Handbook*. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the AA/AS Degree. Honors for graduation will be calculated in the same manner.

IV. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 ("C" average) in work taken at Riverside Community College District. In addition, overall grade point average, including units from both RCCD and work attempted at all accredited colleges attended, must be not less than 2.0.

V. BASIC SKILLS COMPETENCY REQUIREMENT (0-7 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination, (recommended by the math department) and approved by the curriculum committee, or by the successful completion of a Riverside Community College District mathematics course, with a "C" or higher, selected from Math 1-49, 52 or 53, or the equivalent.
- B. Students must demonstrate reading competency by obtaining:
 1. a satisfactory score on RCCD's placement test equivalent to placement in college level reading;
OR
 2. completion of Reading 83 with a "C" or higher;
OR
 3. a minimum grade of "C" in each general education course;
OR
 4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District's reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.
 5. Students who have completed an associate's or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.
- C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 50, or English 1A or 1AH with a "C" grade or better.

VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles,

concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 23 semester units as outlined in the following categories. The following precollegiate basic skills courses are considered non-degree applicable: Art 95 to 99; Computer Applications and Office Technology 99 ABCD; English 60AB, 60A1, 60A2, 60A3, 60A4, 90-98; English as a Second Language 51 AB, 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95; Guidance 85 AB, 86, 95; Mathematics 62 ABC, 63, 64, 65, 90 A-F, 98; Reading 66, 81, 82, 83, 87, 95; in addition, practicums numbered 95-99 are not degree applicable.

A. NATURAL SCIENCES (3 UNITS)

Any course for which the student is eligible in anatomy and physiology, Anthropology 1, astronomy, biology, chemistry, Geography 1 or 5/ Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C, and Electronics 21 or 22.

B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

1. American Institutions (3 units)
 History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53
 or
 Political Science 1 or 1H, 5 AND
2. Social and Behavioral Sciences (3 units)
 Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except Geography 1 and 5), history (except as listed in "1" above), human services, military science, political science (except as listed), psychology (except Psychology 2), and sociology.

C. HUMANITIES (3 UNITS)

Any course for which the student is eligible in American Sign Language 1, Architecture/Engineering 36, art, dance, English, foreign languages, History 1, 2, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, Speech 7 or 8, theater arts, and telecommunications.

D. LANGUAGE AND RATIONALITY (10 UNITS)

1. English composition (4 units).
 Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 50, or English 1A or English 1AH, with a grade of "C" or better.
2. Communication and analytical thinking (6-8 units) Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas:
 Computer Information Systems 1A through 30
 English 1B or 1BH
 Mathematics 1-49
 Philosophy 11, Philosophy/Math 32
 Speech 1, 1H, or 9

VII. ADDITIONAL DEGREE REQUIREMENTS

- A. Health Education (3 Units)
 Health Science 1 or completion of the DEH, EMS, PA, RN or VN program.

B. Self Development (2 or 3 units)

1. Physical Education (two activities courses)

Any course with an A or V, or any Dance class with D is considered an activity class. The following classes have a laboratory component and may be counted as one of the two activity courses required.

PHP-6	Physical Education for Elementary and Pre-School
PHP-29	Soccer Theory and Practice
PHP-42	Lifeguard and Water Safety Instructor's Certification
PHP-47	Hiking and Backpacking
DAN-3	World Dance Survey
DAN-5	Movement Education for Elementary and Pre-School
MUS-45	Marching Band Woodwind Methods
MUS-46	Marching Band Brass Methods
MUS-47	Marching Band Percussion Methods
MUS-48	Marching Band
MUS-59	Winter Marching Band Clinic
MUS-60	Summer Marching Band Clinic
MUS-61	Auxiliary Marching Units
OR	

2. Fitness and Wellness (3 units)

PHP-4	Nutrition
PHP-30	First Aid and CPR
PHP-35	Foundations for Fitness and Wellness
PHP-36	Wellness: Lifestyle Choices

NOTE: Students are exempt from the Self Development requirement when they complete the Cosmetology program, the Registered or Vocational Nursing Program, the Basic Peace Officer Training Academy, the Firefighter Academy, the EMS Program, or the Physician Assistant program.

VIII. CERTIFICATE PROGRAM

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate in Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Fifty percent of the coursework required in any certificate pattern must be completed at Riverside Community College District.

IX. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

Students may apply for degrees and certificates for any term in the 2007-08 year during the following application periods:

- Summer—First day of Summer Term through July 1
- Fall—First day of Fall Semester through Oct. 1
- Winter—First day of Winter Term through Jan. 15
- Spring—First day of Spring Semester through April 1

Students who apply during these periods may participate in the Commencement ceremony as long as they are missing no more than 9 units to graduate.

Students who want to participate in the commencement ceremony must file their application by April 1. Students applying for a degree must pay a \$5.00 diploma fee at the time of application. In order to receive a diploma or a certificate, all fees must be paid in full.

X. SECOND DEGREES

Students may earn one Associate in Arts Degree, one Associate in Science (General A.S.) Degree, and any occupational Associate in Science Degree for which they qualify. This means that a student may qualify for more than one degree during any one given semester. Students who complete and apply for a degree within the same academic year will be awarded the degree effective the semester in which all requirements are met.

Students who have met degree requirements in a previous academic year and have not maintained continuous enrollment will be awarded the degree in the semester in which the application is submitted, provided all current degree requirements are met.

XI. CATALOG RIGHTS

Graduation requirements apply to students enrolled for the school year indicated by this catalog. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time continuous enrollment began. Continuous enrollment is defined as attendance of one semester for each academic year.

SCHOLASTIC HONORS AT COMMENCEMENT

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with great distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Riverside Community College District and at all other accredited institutions.

DEAN'S LIST

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work with a grade point average of 3.0 or better will be recognized by a letter from the Dean of Instruction.

ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Board Policy 6080 for details.

For academic matters related to class activities, requirements, and evaluation, the student should first discuss the matter with the instructor. If an appeal is desired, the student then should take the matter up with the appropriate department chair responsible for the instructional area. If further appeal is requested, the student can continue the process by meeting with the Dean of Instruction. If the problem cannot be resolved at that level, the student should then present the problem to the Chief Instructional Officer who will first attempt

an informal resolution of the problem, and that failing will establish a formal ad hoc committee to review the matter and to recommend action. Upon receipt of the committee's recommendation, the Chief Instructional Officer submits a decision in writing. Appeal may be made to the Chief Executive Officer. The final appeal a student can make is to the College Board of Trustees.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Chief Services Officer and thence to the Chief Executive Officer. The final appeal a student can make is to the Board of Trustees.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure can be found in the Student Handbook.

STANDARDS OF CONDUCT

Students enrolled at Riverside Community College District assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall refrain from conduct which significantly interferes with college teaching or administration, or which endangers the health or safety of the members of the college community, or of visitors to the campus, and from disorderly conduct on the college premises or at college related or college sponsored activities. Misconduct on the part of students is just cause (Education Code Sections V 76033,76120) for disciplinary action. See Board Policy 6080 for details.

STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during Fall/Spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to one (1) course during intersessions.

Standards for Probation

Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of

unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50 percent.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor. The counselor will review the student's academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their campus.

Standards for Dismissal

Students failing to maintain satisfactory academic progress may be subject to dismissal from the college under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (Fall/Spring) semesters of attendance which were graded on the basis of the RCCD grading scale.
2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of "F", "W", "I" and "NC" in at least two consecutive semesters (Fall/Spring) of attendance at RCCD.
3. A student shall remain on dismissal status until good standing is met by achieving a cumulative gpa of a 2.0 or higher and completing over 50% of the total number of units attempted.
4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "W", "I" and "NC" are recorded meets or exceeds 50%.

GRADING SYSTEM

Grades

Riverside Community College District uses the letter system of grading the quality of work performed by students. The following grades are used:

"A", excellent; "B", good; "C", satisfactory; "D", passing, less than satisfactory; "F", failing; "I", incomplete; "IP", in progress; "RD", roll delayed; "CR", credit; "NC", no-credit; "W", formal withdrawal from the college or a course; "MW"(military withdrawal).

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. "Ws incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to "MW"s.

Students should refer to WebAdvisor, or their Registration Receipt/Class Schedule for withdrawal deadlines.

The "I" grade is given only in cases where a student has been unable to complete academic work for an unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written agreement. A copy will be kept on file in Admissions and Records until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. A copy of this record shall be kept in the files of the appropriate department chairperson. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" grade will be changed to an "F" if the student does not meet the conditions of the agreement.

Grade Points

On the basis of scholarship grades, grade points are awarded as follows: "A", 4 points per units of credit; "B", 3 points per unit of credit; "C", 2 points per unit of credit; "D", 1 point per unit of credit; "F", no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for grades of "I", "W", "NC", "CR", "IP", "RD", or "MW".

Grade Changes

Students have one year following the term in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) with the Admissions and Records office at one of the three campus.

Extenuating Circumstances Petition

This petition is for students who encounter situations involving extenuating circumstances, emergencies that may affect their education records and fall outside the realm of normal college policy and procedures. Failure to be aware of deadlines and expected failure in a course are not acceptable reasons for filing an Extenuating Circumstances Petition. The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstances Petition (ECP). Students have one year following the term in which a grade was submitted to request a change of grade.

Auditing Classes

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 30% of course for short term courses.
5. With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester

if he/she has not enrolled in that course for credit during the same semester.

6. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor's discretion is strongly recommended.
8. The audit fee is \$15 per unit. Students enrolled in 10 or more semester units may audit 3 units of audit free (may be 3 one-unit courses). The \$15 per unit audit fee will automatically be charged if the student drops below 10 units.

Students wishing to audit should be aware that audited classes will not appear on the RCCD transcript. Forms and information are available at the Admissions offices on the Riverside, Moreno Valley and Norco campus.

Credit/No Credit Classes

Discipline faculty are responsible for determining the appropriate credit/no credit option for each course. All sections of the course must be offered in the same manner. Courses may be offered for credit/no credit in either of the following categories and will be specified in the Catalog:

1. Class sections wherein all students are evaluated on a "credit-no credit" basis.
2. Courses in which each student has the option to individually elect credit-no credit or letter grade. Students electing this option must file a petition in the Admissions office at Riverside, Moreno Valley, or Norco by the end of the fifth week of the semester or by the end of the first 30% of a shorter-than-semester term.

All units earned on a "credit-no credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions are counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a "credit-no credit" basis are not used to calculate grade point averages. However, units attempted for which "NC" is recorded are considered in probation and dismissal procedures.

Final Examinations-Final Grades

Final semester exams are required in all classes at the scheduled time and place. Failure to appear for a final examination may result in an "F" grade in the course. Final grades may be obtained on WebAdvisor or Phone Reg immediately after they are submitted by the instructor.

Advanced Placement

Riverside Community College District recognizes the Advanced Placement Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of three, four or five in specified subject areas. Advanced Placement credit is granted for the fulfillment of Riverside Community College District programs only. Other colleges or universities may have different policies concerning Advanced Placement. Therefore, the transfer institution will reevaluate the Advanced Placement scores based upon their own campus policies. For further information, see a counselor for specific subject credit areas available.

Advanced Placement Credit

Students who have successfully completed courses in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Credit awarded through Advanced Placement may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A.3, see page 37 in the catalog.) Official Advanced Placement Scores should be sent to the Admissions and Records Office for official evaluation.

<u>AP COURSE</u>	<u>RCC EQUIVALENT</u>	<u>SEMESTER UNITS</u>
American History	History 6 & 7	3 + 3
Art History	Art 1 & 2	3 + 3
Art - General Portfolio	Art 22 & 24	3 + 3
Art - Drawing Portfolio	Art 17	3
Biology	Biology 1	4
Chemistry	Chemistry 1A & 1B	5 + 5
Computer Science	CIS 16	3
Economics (Macro)	Economics 7	3
Economics (Micro)	Economics 8	3
English Language & Composition	English 1A	4
English Composition & Literature	English 1A & 1B	4 + 4
Environmental Science	Bio 36	3
European History	History 5	3
French	French 1 & 2	5 + 5
German Language	German 1 & 2	5 + 5
Government & Politics	Pol Sc 1	3
Comparative Gov't.	Pol Sc 2	3
Latin		5 + 5
Math A & B	Math 1A	4
Math B & C	Math 1A & 1B	4 + 4
Music Theory	Music 4 & 5	4 + 4
Music Listening & Literature	Music 19	3
Physics B	Phys 2A & 2B	4 + 4
Physics C	Physics 4A	4
Spanish Language	Spanish 1 & 2	5 + 5
Statistics	Math 12	3

NOTE: Advanced Placement Examinations are reevaluated by each university or college to which you transfer. Although Advanced Placement Examinations will meet equivalent RCC course requirements for general education (IGETC & CSU GE), the school of transfer may not grant equivalent course credit.

CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. Courses offered for Credit by Exam are specified in the catalog: In the case of foreign languages students must complete a higher level course in order to receive credit for a lower level language course.

To be eligible to petition for credit by examination, a student must

be currently enrolled, fully matriculated, in good standing and have completed not less than 12 units of work at Riverside Community College District with an overall grade point average of 2.0 (C). The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions as approved by the Office of Academic Affairs.

Students must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco campuses and pay enrollment fees including out of state and/or out of country tuition where applicable.

A student may receive credit by examination in one course for each semester or summer/winter intersession in a total unit amount not to exceed 15 units. Work experience classes are excluded from credit by examination.

After the discipline faculty has determined the student's evaluative symbol, the student will be notified and the permanent record will reflect the credit and/or grade.

Credit by examination is not treated as part of the student's study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load. It is not part of the study load for Veterans' Administration Benefits or eligibility purposes.

The student's academic record will be clearly annotated to reflect that credit was earned by examination.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Credit for College-Level Examination Program (CLEP)

A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** Credit granted for CLEP will not be posted on the student's RCCD transcript and will not be used to meet IGETC or CSU General Education Breadth Requirements for Certification. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Evaluations office in Admissions and Records.

GENERAL EXAMINATIONS

Examination	Passing Score	Credit Granted	General Ed. Credit
English Composition	500	4 + 4	English 1A & Elective
Humanities	500	3 + 3	Arts & Humanities
Mathematics	500	3 + 3	Math 25 & Elective
Natural Sciences	500	3 + 3	Life Science & Physical Science
Social Sciences & History	500	3 + 3	Soc. Sciences & History (does not meet American History & Institutions requirements)

SUBJECT EXAMS

Composition & Literature

American Lit	50	3	English Literature Elective
Analysis & Interpretation of Literature	50	3	English Literature Elective
English Literature	50	3	English Literature Elective
Freshman College Composition	50	4	English 1A

Foreign Languages

College French			
Level 1	50	5 + 5	French 1 & French 2
Level 2	50	5+5+5+5	French 1, French 2, French 3, & French 4

College German

Level 1	44	5 + 5	German 1 & German 2
Level 2	54	5+5+5+5	German 1, German 2, German 3, & German 4

College Spanish

Level 1	46	5 + 5	Spanish 1 & Spanish 2
Level 2	55	5+5+5+5	Spanish 1, Spanish 2, Spanish 3, & Spanish 4

Social Sciences & History

American Government	50	3	Political Science 1
American History I	50	3	History 6
Early Colonizations to 1877			
American History II	50	3	History 7
1865 to Present			
Introduction to Educational Psychology	50	3	Psychology Elective
Principles of Macroeconomics	50	3	Economics 7
Principles of Microeconomics	50	3	Economics 8
Introductory Psychology	50	3	Psychology 1
Introductory Sociology	50	3	Sociology 1
Western Civilization I			
Ancient Near East to 1648	50	3	History 4
Western Civilization II			
1648 to Present	50	3	History 5

Sciences and Math

Calculus with Elementary Functions	50	4	Math 1A
College Algebra	50	4	Math 11
College Algebra - Trigonometry	50	4	Math Elective
Trigonometry	54	3	Math 36
General Biology	50	3	Biology 10 (no lab)
General Chemistry	50	3	Chemistry 10 (no lab)

Business

Information Systems & Computer Applications	50	3	CIS 1 or 1A
Principles of Management	50	3	Management 44
Introductory Accounting	50	3	Accounting 10A
Introductory Business Law	50	3	Business Elective
Principles of Marketing	50	3	Marketing 20

Military Credit

Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS's, Correspondence courses, Internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. Requests for evaluation of military credit should be submitted to the Veterans Office located at the Riverside City campus. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam.

REPEAT POLICY**Course Repetition in a Non-Repeatable Course**

Course repetition allows students to repeat classes under the following circumstances: (Title 5, Section 58161)

1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record (D, F, or N/C) Courses in which a substandard evaluative symbol has been assigned may be repeated once. Otherwise, students are limited to four attempts per course counting withdrawals (W's). No *Petition for Course Repetition* is required if a student has only one substandard grade or has not attempted the class four times (including Ws).
2. The student's previous grade is, at least in part, the result of extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the control of the student. A *Petition for Course Repetition* and documentation are required.
3. There has been a lapse of time (at least 5 years) since the student previously took the course. A *Petition for Course Repetition* is required.
4. The course outline of record has been officially changed and demonstrates significant curricular changes. A *Petition for Course Repetition* is required.
5. Repetition of courses where substandard work has not been recorded is permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
 - a. Repetition of courses shall be permitted only upon petition of the student with the written permission of the program administrator based on a finding that circumstances exist which justify such a repetition.
 - b. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average. Students must file a *Petition for Course Repetition*.

Petitions for Course Repetition are available in the Admissions offices and Deans of Instruction offices at Riverside, Moreno Valley, and Norco campuses. Petitions are approved or denied by a Dean of Instruction.

The following conditions apply to course repetition in non-repeatable courses:

1. Only courses which are current Riverside Community College District courses may be repeated.
2. When course repetition occurs, the permanent academic record is annotated in such a manner that all work remains legible ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol.
3. For courses taken and repeated at RCCD, the highest grade earned in the repeated course will be used to compute an adjusted grade point average. The adjusted grade point average will be used in determining academic status and in establishing eligibility for the Associate in Arts degree, Associate in Science degree and occupational certificates.
4. For courses taken or repeated at another accredited college or university, the highest grade earned in the repeated course will be used to compute an adjusted cumulative grade point average. The adjusted cumulative grade point average will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
5. Students may repeat any course, which was taken in an accredited college or university and for which substandard academic performance was recorded.
6. The District reserves the right to honor similar, prior course repetition action by other accredited colleges and universities.
7. This regulation will not be construed so as to limit the repetition of activity and performance courses as defined below:

Course Repetition in a Repeatable Course

The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four times.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
 - a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the higher grade used in the computation of the grade point average.

b. Grades from other repeats will be used in the computation of the grade point average.

ACADEMIC RENEWAL

The academic renewal procedure will permit previously recorded substandard course work taken at RCCD to be disregarded in the computation of Riverside Community College District grade point averages. Petitions are available in the Admissions offices of the Riverside, Moreno Valley and Norco campuses. The policies are as follows:

1. A student may request academic renewal for not more than two semesters of grades and credits which are not reflective of a student's present ability and level of performance.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the semester(s) to be disregarded in calculating the GPA obtained at RCCD. (Official transcript is required.)
3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for substandard work taken during the term(s) not calculated in the GPA, will apply toward graduation or other unit commitment. However, all work will remain on the permanent record to ensure a true and complete academic history.
4. A student may be granted academic renewal only once.
5. A student may repeat work taken during academic renewal semesters only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course. A grade of "C" or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course.

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Riverside Community College Admissions and Records Office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at the City campus. The forms are also available in the Student Services offices at the Moreno Valley and Norco campuses. For information on challenge procedures, see page 8.

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the semester in which they plan to enroll.





Section IV
REQUIREMENTS FOR
COLLEGE TRANSFER

CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

- University of California (UC)**
 UC Website: www.ucop.edu/pathways
- UC, Berkeley
 - UC, Davis
 - UC, Irvine
 - UC, Los Angeles
 - UC, Merced
 - UC, Riverside
 - UC, San Diego
 - UC, San Francisco
 - UC, Santa Barbara
 - UC, Santa Cruz



- California State University (CSU)**
 CSU Website: www.csu.mentor.edu
- CA Polytechnic State University, San Luis Obispo
 - CA Polytechnic State University, Pomona
 - CSU, Bakersfield
 - CSU, Channel Islands
 - CSU, Chico
 - CSU, Domingues Hills
 - CSU, East Bay
 - CSU, Fresno
 - CSU, Fullerton
 - CSU, Long Beach
 - CSU, Los Angeles
 - CA Maritime Academy
 - CSU, Monterey Bay
 - CSU, Northridge
 - CSU, Sacramento
 - CSU, San Bernardino
 - CSU, San Marcos
 - CSU, Sonoma
 - CSU, Stanislaus
 - Humbolt State University
 - San Diego State University
 - San Francisco State University
 - San Jose State University

REQUIREMENTS FOR COLLEGE TRANSFER GRADUATION REQUIREMENTS

Information about transfer is available in the Transfer/Career Center located in the Admissions and Counseling building. Most transfer institutions have a unit, subject and scholarship (GPA) requirement. Although completion of all general education (GE) is not an admissions requirement, it is advisable that GE courses be completed prior to transfer. Students pursuing high unit majors such as Engineering, Computer Science, Physical or Life Sciences, should seek the advice of a counselor prior to selecting general education course work.

REQUIREMENTS FOR ADMISSION TO THE UNIVERSITY OF CALIFORNIA

Applying to transfer: To be eligible to apply for transfer as a junior, students must have completed at least 60 units of UC-transferable credit and meet specific admission requirements. In most cases, students may transfer up to 70 semester units of credit from a community college.

At most UC campuses admission is competitive and a grade point average higher than the minimum 2.4 is required.

Students who have earned fewer than 60 semester units of transferable college work will be admitted to the University of California on the basis of their high school records.

A student who was eligible to enter the University of California directly from high school must maintain a "C" average in all work taken in a community college.

Students with High School Deficiencies

Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the subjects they are missing, earn a grade of C or better in each of these required courses, and earn an overall C (2.0) average in all transferable college coursework to be eligible to transfer.

Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:

- A. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4, and
- B. Complete a course pattern requirement to include:
 1. Two transferable college courses (3 semester units each) in English Composition; and
 2. One transferable college course in mathematical concepts and quantitative reasoning; and
 3. Four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

(Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy this requirement.)

General Education Breadth Requirements for a Degree from the University of California (UC)

Students may fulfill their lower-division requirements by completing either the individual U.C. Campus general education pattern or the Intersegmental General Education Transfer Curriculum (IGETC). In order to receive full credit for general education completed at Riverside Community College District, the IGETC must be certified and completed in its entirety. Once you have transferred to a UC or CSU, you may not return to RCCD to complete additional IGETC requirements nor can you use courses taken at the transfer institution. Please see your counselor to determine which pattern is more appropriate for you and for information regarding certification.

Copies of the breadth requirements for each University of California campus and the Intersegmental General Education Transfer Curriculum (IGETC) are available in the Transfer/ Career Center.

REQUIREMENTS FOR ADMISSION TO THE CALIFORNIA STATE UNIVERSITY

High School Requirements

High school graduates are classified as "eligibles" or "ineligibles" on the basis of an eligibility index. This index is a weighted total of either the ACT composite score (American College Testing Program), or the SAT total score (Scholastic Aptitude Test of the College Entrance Examination Board), and the student's grade point average based on work completed in the last three years of high school exclusive of physical education and military science.

Community College Transfers

A student who was eligible to enter a California State University as a freshman must maintain a "C" average in all work taken at a community college. A student who was ineligible to enter a California State College on his or her high school record may transfer from a two-year college on completion of 60 transferable units with a "C" average and completion of CSU general education requirements in communication in the English language and mathematics with a "C" or better in each course. 1988 and later high school graduates must complete a minimum of 30 semester units of GE courses with a "C" or better in each course. CSU general education requirements in communication in the English language and mathematics must be completed as part of the 30 unit requirement. Seventy units is the maximum allowed for transfer from a community college.

General Education Breadth Requirements for a Degree from the California State Universities (CSU)

Students transferring to one of the California State University campuses can complete the CSU General Education Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC). Please see a counselor to determine which pattern is more appropriate for your educational goal.

The California State University system requires that 48 semester units of general education must be completed to be eligible for a bachelor's degree. Of these 48 units, 9 units must be completed in upper division (junior and senior years) and up to 39 units may be completed in lower division (freshman and sophomore years). Students may complete these general education units at Riverside Community College District for transfer and it is to the student's advantage to have these units of general education CERTIFIED.

Certification is a legal agreement between the California State University system and the community colleges in California to assure that CSU general education requirements met at Riverside Community College District satisfy the LOWER DIVISION general education requirement at all California State Universities. Each campus may have a slightly different program. Failure to complete FULL CERTIFICATION will cause courses to be reviewed differently at each campus.

Report any problems encountered with certification of general education for transfer to the counseling department at Riverside Community College District.

Courses which can be certified as general education for transfer to California State Universities are listed below. These courses are transferable and are considered baccalaureate level.

2007-08 CSU General Education Requirements

A. Communication and Critical Thinking (minimum 10 units)

Select one course from each area. Grades of "C" or better are required. All of Area A must be completed prior to transfer.

1. **Oral Communication:** Speech Communication 1or 1H, 9
2. **Written Communication:** English 1A or 1AH
3. **Critical Thinking:** English 1B or 1BH; Philosophy 11; Speech Communication 2,3A,4A,5

B. Physical Universe and Its Life Forms (minimum 10 units)

Select one course from 1,2 and 4. At least one of the science courses must have a lab—see underlined courses. Area B-4 must be completed prior to transfer.

1. **Physical Universe:** Astronomy 1A; Chemistry 1A, 1B, 2A, 2B, 3, 10, 12A, 12B; Geography 1, 1/1L, 5; Geology 1, 1/1L, 1B, 2, 3; Oceanography 1, 1/1L; Physical Science 1, 5; Physics 2A, 2B, 4A, 10, 10/11
2. **Life Forms:** Anatomy and Physiology 2A, 2B, 10; Anthropology 1; Biology 1, 2A, 2B, 3, 5, 7, 8, 9, 10, 11, 12, 34, 36; Microbiology 1; Psychology 2
3. **Laboratory Activity:** This requirement may be met by completion of any lab course listed above in areas B-1 or B-2. All underlined courses will meet this requirement.
4. **Mathematics:** (grade of C or better is required): Math 1A, 4, 5, 10, 11, 12, 25, 36

C. Arts, Literature, Philosophy and Foreign Languages (minimum 9 units)

Select at least one course from each area:

1. **Arts:** Architecture/Engineering 36, Art 1, 2, 5, 6 or 6H, 7, 8, 9, 10, 12; Dance 6; English/Humanities 36, Music 6, 19, 20, 21, 22, 25, 26, 89; Telecommunications 65; Theater Arts 3
2. **Humanities:** American Sign Language 1, 2,3, 4, 5; Arabic 1, 2, 3, 11; Chinese 1, 2, 11; English 1B or 1BH, 6, 7, 8, 9, 11, 12, 14, 15, 16, 18, 21, 22, 23, 25, 26, 30, 35, 40, 41, 44, 45, 48; French 1, 2, 3, 4, 8, 11; German 1, 2, 3, 4, 11; Greek 1, 2; History 1, 2, 4, 5, 6 or 6H, 7 or 7H, 8, 9, 11, 12, 14, 15,

19, 21, 22, 23, 25, 26, 28, 29, 30, 31, 34, 35; Humanities 3, 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 1, 2, 3, 11; Japanese 1, 2, 3, 4, 11; Korean 1, 2, 11; Latin 1, 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 15, 19, 20, 21, 32, 33, 35; Portuguese 1, 2; Russian 1, 2, 3, 11; Spanish 1 or 1H, 1A and 1B, 2 or 2H, 3, 3N, 4, 8, 11, 12; Telecommunications 12

D. Social, Political and Economic Institutions and Behavior: Historical Background (9 units)

Select at least one course from three different areas:

1. **Anthropology and Archeology:** Anthropology 2, 3, 5, 6, 10, 21
2. **Economics:** Economics 4, 5, 6, 7, 8
3. **Ethnic Studies:** Anthropology 4; History 14, 15, 28, 29, 30, 31; Sociology 10, 35
4. **Gender Studies:** History 34, Sociology 15; Speech Com 13
5. **Geography:** Geography 2, 3, 4, 6
6. **History:** Chemistry/Physical Science 17; History 1, 2, 4, 5, 6 or 6H*, 7 or 7H*, 8, 9, 11, 12, 19, 21, 22, 23, 25, 26, 35; Military Science 1, 2
7. **Interdisciplinary Social or Behavioral Science:** Early Childhood Studies 20; Telecommunications 41
8. **Political Science, Government and Legal Institutions:** Political Science *1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 6, 7ABCD, 8, 10ABCD, 11, 12, 13
9. **Psychology:** Psychology 1, 9, 33, 35
10. **Sociology and Criminology:** Sociology 1, 2, 3, 11, 12, 17, 20, 30, 42, 45, 49.

Courses designated with an asterisk (*) may also be used to satisfy the U.S. History, Constitution and Government requirement.

E. Understanding and Self-Development (3 units)

Select one course from:

- Biology 30; Early Childhood Studies 20; Guidance 47; Health Science 1; Physical Education 4, 35, 36; Psychology 9, 33; Sociology 12

United States History, Constitution and Government (6 units)

Although this is not a part of the general education requirements, all students must complete coursework in U.S. History, Constitution and Government as required by Title V, Administrative Code, Section 40404. These courses may, however, also be used to partially fulfill Area D or C.

1. **U.S. History:** (3 units) History 6 or 6H or 7 or 7H or Humanities 16
2. **Constitution and Government** (3 units)
Political Science 1or 1H

Note: Students planning to transfer to Cal Poly Pomona or Cal Poly San Luis Obispo have specific general education requirements which must be taken, based upon their major. See your counselor to ensure proper academic planning.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2007-2008

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 (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. Transfer students will receive certification for all their general education requirements only after completing all the subject areas with a "C" grade or better.

See your counselor for courses required in your major. The UC system will allow IGETC courses to also count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.

NOTE: IGETC certification is valid for community college students only. Those who have already transferred to the CSU/UC systems may not return to RCCD to complete the IGETC requirements

Courses which can be certified as general education for transfer to the Universities of California or the California State Universities are listed below. These courses are transferable and are considered baccalaureate level.

1. English Communication (8-11 units)

CSU — 3 courses required; one from each group

UC — 2 courses required; one from group a and one from group b

- English Composition:** English 1A or 1AH
- Critical Thinking—English Composition:** English 1B or 1BH (must be taken Fall, 1993 or later)
- Oral Communications:** Speech 1 or 1H (CSU requirement only)

2. Mathematical Concepts and Quantitative Reasoning (3 units)

Math: **1A, 1B, 1C, 2, 3, 4, **5, **10, **11, 12, 25

3. Arts and Humanities (3 courses required: 9-13 units)

Choose at least one course from the Arts and one from the Humanities.

- Arts:** Arabic 11; Architecture/Engineering 36; Art 1, 2, 5, 6 or 6H, 7, 8, 9, 10, 12; Chinese 11; Dance 6; English 36, French 11; German 11; Humanities 36, Italian 11; Japanese 11; Korean 11; Music 3, 4, 5, 6, 19, 20, 21, 22, 25, 26, 89; Russian 11; Theater Arts 3
- Humanities:** American Sign Language 3; Arabic 2, 3; Chinese 2; English 6, 7, 8, 9, 14, 15, 18, 21, 22, 23, 25, 26, 35, 40, 41, 44, 45, 48; French 2, 3, 4, 8; German 2, 3, 4; Greek 2; History 1*, 2*, 4*, 5*, 6 or 6H*, 7 or 7H*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Humanities 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 2, 3; Japanese 2, 3, 4; Korean 2; Latin 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 19, 20, 21, 33, 35; Portuguese 2; Russian 2, 3; Spanish 2 or 2H, 3, 3N, 4, 8, 11, 12

4. Social and Behavioral Sciences (9 units)

Choose one course from at least two disciplines.

Anthropology 1*, 2, 3, 4, 5, 6, 21; Chemistry 17; Early Childhood Education 20, Economics 4, 5, 6, 7, 8; Geography 2, 3, 4, 6; History 1*, 2*, 4*, 5*, 6 or 6H*, 7 or 7H*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Military Science 1, 2; Physical Science 17; Political Science 1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 6, 11, 13; Psychology 1, 2*, 9, 33, 35; Sociology 1, 2, 3, 10, 11, 12, 15, 17, 20, 35, 42, 49

5. Physical and Biological Sciences (7-9 units)

Choose at least one Physical Science and one Biological Science course. One of the courses must include a lab—see underlined courses.

- Physical Science:** Astronomy 1A, 1B; Chemistry **1A, *1B, **2A, **2B, **3, **10, **12A, **12B; Geography 1, 1/1L, 5; Geology 1, 1/1L, 1B, 3; Oceanography 1, 1/1L; Physical Science **1, 5; Physics **2A, **2B, **4A, **4B, **4C, **4D, **10, **10/11
- Biological Science:** Anatomy and Physiology 2A, 2B; Anthropology 1*; Biology 1, 2A, 2B, 3, 5, 7, **8, 9, **10, 11, 12, 30, 34, **36; Microbiology 1; Psychology 2*

6. Language Other Than English (UC requirement only)

- Proficiency equivalent to two years of high school in the same language with at least a grade of C in all four semesters.

OR

- American Sign Language 1 or 1A and 1B; Arabic 1, 2; Chinese 1, 2; French 1; German 1; Greek 1; Italian 1; Japanese 1; Korean 1; Latin 1; Portuguese 1; Russian 1, 2, 3; Spanish 1 or 1H, 2 or 2H, 3, 3N, 4.

Foreign languages above level 1 will also meet this requirement.

*Course may be listed in more than one area, but shall not be certified in more than one area.

**Indicates that transfer credit may be limited by either UC or CSU or both. Consult with a counselor for additional information.

Note: It is important that you meet with your counselor for information regarding courses required for your major. The UC system will allow IGETC courses to also count toward major requirements. Not all CSU campuses allow double-counting of general education requirements.

CSU graduation requirement in U.S. History, Constitution and American Ideals

(not part of IGETC, recommend completion before transferring)

Complete one course from area a and one from area b:

- History 6 or 7 or Humanities 16
- Political Science 1

REQUIREMENTS FOR ADMISSION TO INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community colleges.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available upon request from the college's or university's Office of Admissions.

As admission requirements vary campus to campus, it is necessary to meet with a counselor to implement your educational plan. Copies of breadth requirements and major requirements for some of the nearby independent colleges and universities are available in the Riverside Community College District Transfer/Career Centers.

The independent colleges and universities include:

- California Baptist University
- La Sierra University
- Loma Linda University
- Occidental College
- Pepperdine University
- Scripps College
- Stanford University
- University of La Verne
- University of the Pacific
- University of Redlands
- University of San Diego
- University of San Francisco
- University of Southern California
- Whittier College

TRANSFERABILITY OF COURSES

Questions regarding the transferability of courses should be referred to a college counselor. A listing of baccalaureate level courses that will transfer to the California State University System is available from any college counselor or in the Transfer/Career Centers. A list of baccalaureate courses acceptable for admission to the University of California is also available. In addition, courses acceptable for transfer to the UC and CSU institutions are indicated in the back of this catalog following the descriptive title of each course.

Most four-year colleges and universities will require transfer students to have six units (two semesters) of composition. English 1A or 1AH and 1B or 1BH at Riverside Community College District will meet this requirement.

CALIFORNIA ARTICULATION NUMBER (CAN)

Riverside Community College District participates in the California Articulation Number System. Riverside Community College District courses which have been assigned CAN designations are listed in this catalog with the CAN number following the course title.

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



Section V
CURRICULAR PATTERNS

TRANSFER PROGRAMS

Each institution of higher education has its own requirements for admission, majors, and general education. Students should see a counselor, on a regular basis, to determine the courses needed to prepare for transfer to CSU, UC, or any private/independent university.

Students who plan to transfer to UC must complete IGETC or a campus-specific general education pattern in addition to the lower-division major requirements required by the campus they wish to attend.

Students who want to transfer to CSU must complete the CSU General Education requirements in addition to 1) completion of the individual campus lower-division major requirements or in the near future, 2) completion of the Lower-Division Transfer Pattern (LDTP). The latter is designed for those students who have declared a major, but haven't yet decided on a school of transfer. Completion of the LDTP will guarantee admission to the CSU campus of their choice. Please see below for information on both options and be sure to see a counselor to obtain an SEP (Student Educational Plan).

1) MAJOR REQUIREMENTS 2007-2008

The 2007-08 major sheets will be available in the Transfer Center. Note that the following majors are for specific colleges and universities. Requirements for the same major at other institutions may be different. These are merely a few samples of the many majors available and represent, for the most part, those of nearby colleges and universities. Additional information and revised major sheets are available in the Transfer/Career Centers. See www.assist.org for the complete articulation information.

In developing a program it should be remembered that in addition to the requirements in the major, each student should complete the general education breadth requirements for the college chosen. Breadth requirements for all branches of the UC, CSU, and various independent colleges are available in the Transfer/Career Centers. Proper planning normally should enable students to satisfy the general education-breadth requirements concurrently with the requirements for graduation from Riverside Community College District. See the associate degree requirements.

2) LOWER-DIVISION TRANSFER PATTERN (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. The LDTP project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major, and it goes

into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus's ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student. Through CSUMentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.

2006-07 MAJOR REQUIREMENTS

ACCOUNTING

CSU SAN BERNARDINO

Accounting 1A, 1B; Business Administration 18A; Economics 7, 8; Mathematics 5, 10, 11 or 1A; Mathematics 12; Computer Information Systems 1A, 5, 17A, 20, 25

CAL POLY POMONA

Accounting 1AB, 38; Business Administration 18B; Computer Information Systems 1A; Economics 7, 8; Mathematics 5, 12.

ADMINISTRATION OF JUSTICE/CRIMINAL JUSTICE

CSU LONG BEACH

Administration of Justice 1

CSU SAN BERNARDINO

Administration of Justice 1, 3, 13; Mathematics 10, 11 or 25

SAN DIEGO STATE UNIVERSITY

Administration of Justice 1; Political Science 1; Sociology 1, 2; Math 12

ANTHROPOLOGY

CSU FULLERTON

Anthropology 1, 2, and 3 or 6

UC RIVERSIDE

Anthropology 1, 2, and 3 or 6; English 16

CSU SAN BERNARDINO

Anthropology 1, 2

ART

CSU FULLERTON

Studio Emphasis: Art 1, 2, 17, 22 or 23, 24, 26, 40 Choose two from Art 15, 16, 20, 21, 30, 41; Photography 8, 9

UC RIVERSIDE

General Art Emphasis: Art 1, 2 or 10 and 17, 26

CSU SAN BERNARDINO

Art History Option: Art 1, 2, 5, 17, 22, 24, 36; Foreign Language 1, 2

BIOLOGY

CSU FULLERTON

Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1A; Physics 2AB

UC RIVERSIDE

Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1AB; Physics 4ABC or 2AB

CSU SAN BERNARDINO

Biology 2AB, 5, 11 or 11, 12; Chemistry 1AB, 12AB; Mathematics 5 or 1A; Physics 2AB or 4ABC.

BOTANY**CAL POLY POMONA**

Biology 11, 12; Chemistry 1AB; Mathematics 12; Physics 2AB;

UC RIVERSIDE

Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1AB; Physics 2AB or 4ABC

BUSINESS ADMINISTRATION**CSU FULLERTON**

Mathematics 1A or 5; Economics 7, 8; One course from Anthropology 2, Geography 3, Psychology 1 or Sociology 1

CAL POLY POMONA

Economics 7, 8; Mathematics 12; Business Administration 18B; Accounting 1AB, 38; Computer Information Systems 1A or 3

UC RIVERSIDE

Accounting 1AB; Business Administration 10; Computer Information Systems 1A; Economics 7, 8; Mathematics 1A, or 3, 5, 12

CSU SAN BERNARDINO

Accounting 1A, 1B; Business Administration 18A; Computer Information Systems 1A; Economics 7, 8; Mathematics 12 and 10 or 11 or 5 or 1A

CHEMISTRY**CSU FULLERTON**

Chemistry 1AB, 12AB; Mathematics 1ABC, 2, 3; Physics 4ABCD

CAL POLY POMONA

Biology 11; Chemistry 1AB; Mathematics 1AB, 2; Physics 4BC;

UC RIVERSIDE

Chemistry 1AB, 12AB; Mathematics 1ABC, 2; Physics 4ABCD

CSU SAN BERNARDINO

Biology 11; Chemistry 1AB, 12AB; Mathematics 1AB, 3 and 1C or 2; Physics 4ABC

COMPUTER INFORMATION SYSTEMS**CAL POLY POMONA**

Computer Information Systems 1 or 3 and 19A or 25 and 18A; Economics 7, 8; Mathematics 12; Business Administration 18B; Accounting 1AB, 38

COMPUTER SCIENCE**CAL POLY POMONA**

Computer Information Systems 11 and 18A; Mathematics 1ABC, 3; Physics 4BC; Chemistry 1A

CSU SAN BERNARDINO

Biology 1, or 11; Computer Information Systems 5, 17A; Mathematics 1AB; Physics 4ABC; one laboratory course from Biology, Chemistry, Geology or Physics

DENTAL HYGIENE**USC**

Biology 1; Anatomy and Physiology 2A, 2B; Chemistry 1AB; English 1AB; Psychology 1; Sociology 1; Speech Communications 1

LOMA LINDA UNIVERSITY

English 1AB; Speech Communications 1 or 9; Microbiology 1; Anatomy & Physiology 2AB; Chemistry 2AB; Sociology 1; Anthropology/Economics/Geography/Political Science/Psychology (one course); Physical Education (2 units), Physical Education 4; Anthropology 2; Choose 14 units from: Art (lecture only); Foreign Language; History 1, 2, 4, 5; Literature; Philosophy; One transferable Mathematics class

ECONOMICS**CSU FULLERTON**

Mathematics 5 or 1A; Mathematics 1B; Economics 7, 8;

CAL POLY POMONA

Economics 7, 8; Mathematics 11; English 1AB; Accounting 1AB, 38; Electronics/Engineering 27

UC RIVERSIDE

Economics 7, 8; Mathematics 1A, 1B

CSU SAN BERNARDINO

Economics 7, 8; Mathematics 10 or 11; Mathematics 12

EDUCATION-TEACHING**ELEMENTARY OR SECONDARY**

Students desiring to teach in California public schools (K-12) must pursue a pattern of course work at RCCD suitable for transfer to a public or private university. Once a successful transfer has been made, students will follow a program leading to completion of baccalaureate degree requirements and preliminary teaching credential requirements defined by the California Commission on Teacher Credentialing. Information concerning the transfer requirements of various universities is available from the Counseling/Transfer Centers and the office of Teacher Preparation and Education Program Counselor.

Historically, RCC students interested in teaching careers have been able to complete all appropriate lower division liberal arts courses while enrolled here. Beginning in 2002 it is also possible for teacher education students to complete certain lower division courses in Education that transfer into the multiple-subject (Elementary) teacher education programs of nearby universities. Currently, a full articulation agreement exists with La Sierra University, Cal Baptist University, UCR, CSUSB, and many other institutions. Students are urged to check with their program adviser in the Counseling/Transfer Center or the counselor from the office of Teacher Preparation and Education Programs for the latest information.

COMMUNITY COLLEGE

The student planning to teach at the community college level must complete at least a Master's degree in a subject matter area normally taught in the community college.

VOCATIONAL

For teaching in occupational areas, a combination of work experience in the field (five to six years) and education is needed.

ENGINEERING-MECHANICAL LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Council encourages engineering transfer students to complete the prescribed Engineering Core and to obtain verification of that at the community college in order to assure transferability as a junior to any UC, CSU, or selected private four-year colleges and/or universities in the state.

The Engineering Core requirements, Riverside Community College's equivalent courses are: Mathematics 1A, 1B, 1C, 2; Chemistry 1A, 1B; Physics 4A, 4B, 4C; Engineering 17, 22, 35, 45; English 1A; Electives (8-12 units): Engineering 1A, 33; Machine Shop 51; Mathematics 4, 12; Chemistry 12A; Biology 1; Electronics 37.

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Council indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and English 1A prior to transferring.

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

CSU FULLERTON

Chemistry 1A; Biology 1; Engineering 17, 22, 35; Mathematics 1ABC, 2, 3; Physics 4AB

UC RIVERSIDE

Chemistry 1AB; Engineering 17, 22, 30, 35; Mathematics 1ABC, 2; Physics 4ABC; Biology 11

CAL POLY POMONA

Chemistry 1A; Engineering 21, 30, 35; Mathematics 1ABC, 2; Physics 4ABC

ENGLISH

(English 1AB or equivalency test required at all colleges listed.)

CSU FULLERTON

English 6, 7, 14, 15 (choose 2)

CAL POLY POMONA

English 6 or 7, 14 or 15, 40 or 41;

CSU SAN BERNARDINO

English 6, 7

ENVIRONMENTAL SCIENCE

UC RIVERSIDE

Biology 11, 12, 8, 36; Chemistry 1AB, 12AB; Geology 1/1L or Geography 1/1L; Mathematics 1AB; Physics 2AB or 4ABC

CSU SAN BERNARDINO

Major is called Environmental Studies. Track A: Biology 1; Chemistry 2A; Three (3) courses from: Anthropology 1; Chemistry 2B; Geology 1/1L; Geography 1/1L; Physics 10/11 or 2A

FORESTRY

UC BERKELEY

Chemistry 1A; Economics 7, 8; English 1AB; Geology 1/1L; Mathematics 1A, 1B, 12; Physics 4A

CSU HUMBOLDT

Biology 5; Mathematics 1A or 5

GEOGRAPHY

CSU FULLERTON

Geography 1, 2, 3

CAL POLY POMONA

Geography 1, 2; Geographic Information Systems 1

CSU SAN BERNARDINO

Geography 1/1L, 2

GEOLOGY

CSU LONG BEACH

Chemistry 1A, 1B; Geology 1/1L, 1B; Mathematics 1AB; Physics 4A, 4B

UC RIVERSIDE

Biology 1 or 11; Chemistry 1AB; Geology 1/1L, 1B; Mathematics 1AB; Physics 4ABC; Geography 1/1L

HEALTH SCIENCE

CSU LONG BEACH

School Health Option: Anatomy and Physiology 2A; Chemistry 1A or 2A; Health Science 1; Physical Education 4; Psychology 1; Spanish 1

CSU SAN BERNARDINO

Community Health Option: Anatomy and Physiology 2A, 2B; Chemistry 2A; Microbiology 1

SAN DIEGO STATE UNIVERSITY

Biology 1; Chemistry 2A; Health Science 1; Psychology 1; Sociology 1; Anatomy and Physiology 2A, 2B

HISTORY

CSU FULLERTON

History 1, 2, 6 or 6H, 7 or 7H

CSU LONG BEACH

History electives (9 units)

CAL POLY POMONA

History 1, 2, 6 or 6H

UC RIVERSIDE

History 1 or 2, 6 or 6H, 7 or 7H (if U.S. is primary area of concentration)

JOURNALISM

CSU FULLERTON

Journalism 1, 2, 7, 45

CSU LONG BEACH

Journalism 2, 7

CAL POLY POMONA

Journalism Option: Graphics Technology 1; Journalism 7 and 12; Photography 8

KINESIOLOGY

CSU SAN BERNARDINO

Anatomy and Physiology 2A, 2B

CAL POLY POMONA

Anatomy and Physiology 2AB; Mathematics 12; Biology 11; Physical Education 16, 30

LANDSCAPE ARCHITECTURE**CAL POLY POMONA**

Art 17; Chemistry 1A; Engineering 1A, 1B; English 1B or 1BH; Mathematics 36

MATHEMATICS**CAL POLY POMONA**

Physics 4ABC; Mathematics 1ABC, 2, 3; CIS 5

CSU SAN BERNARDINO

Computer Information Systems 5; Mathematics 1ABC, 2, 3, 7

MICROBIOLOGY**CSU LONG BEACH**

Biology 11, 12; Chemistry 1A, 1B; Mathematics 1A; Microbiology 1; Physics 2A, 2B

CAL POLY POMONA

Biology 11, 12; Chemistry 1AB; Microbiology 1; Physics 2AB

MUSIC**CSU FULLERTON**

Music 4, 5; four semesters Performance; four semesters Ensemble

USC

All theory classes will be taken at USC.

UC RIVERSIDE

Music 4, 6

NURSING—B.S. DEGREE**CSU FULLERTON**

Anatomy and Physiology 2A, 2B; Chemistry 2A or 3; Microbiology 1; Psychology 1; Sociology 1 or Anthropology 2

CSU LONG BEACH

Anatomy and Physiology 2A, 2B; Microbiology 1; Psychology 1; Sociology 1

CSU SAN BERNARDINO

Anatomy and Physiology 2AB; Chemistry 2A, 2B; English 1A; Mathematics 25, 1A, 10 or 11; Microbiology 1; Psychology 9; Speech Communication 1 or 1H

PHARMACY**UC SAN FRANCISCO**

Anatomy and Physiology 2A, 2B; Biology 2B or 12, 11; Chemistry 1AB, 12AB; English 1AB; Mathematics 1A and 1B; Physics 2AB or 4AB; Speech Communication 1, 2 or 3A; Economics 7 or 8; Anthropology 2/ Psychology 1 or Sociology 1

USC

Biology 11, 12; Chemistry 1AB, 12AB; Economics 7 or 8; English 1AB; Mathematics 1A; Microbiology 1; Psychology 1 or Sociology 1; Speech Communication 9; Physics 2AB or 4A, 4B, Mathematics 12.

PHILOSOPHY**CSU FULLERTON**

Philosophy 20; Choose two from Philosophy 10, 11, 32

CSU LONG BEACH

Philosophy 20, 21, 32

UC RIVERSIDE

Philosophy 11, 32

PHYSICAL THERAPY**LOMA LINDA UNIVERSITY (MASTER'S LEVEL ONLY)**

Biology 11, 12 or Anatomy and Physiology 2A, 2B; Chemistry 1 AB and Physics 10, 11 or Physics 2AB and Chemistry 2AB; Computer Information Systems 1A; English 1B; Health Science 1; Mathematics 12; Physical Education 4; Psychology 1, 9; Speech Communication 1 or 9.

CSU LONG BEACH (MASTERS LEVEL ONLY)

Anatomy and Physiology 2A; Biology 11, 12; Chemistry 1AB; Physics 2A, 2B; Psychology 1

USC (MASTERS LEVEL ONLY)

Anatomy and Physiology 2A, 2B; Biology 11, 12; Chemistry 1A, 1B; Mathematics 1A, 12; Microbiology 1; Physics 2A, 2B; Psychology 1; and one additional social science course

PHYSICS**CSU FULLERTON**

Chemistry 1AB; Mathematics 1ABC; Physics 4ABCD

CAL POLY POMONA

Chemistry 1AB; CIS 5; Mathematics 1ABC, 2; Physics 4ABCD

UC RIVERSIDE

Chemistry 1AB; Mathematics 1ABC, 2; Physics 4ABCD

CSU SAN BERNARDINO

Chemistry 1A, 1B; CIS 5; Mathematics 1ABC, 3; Physics 4ABCD

POLITICAL SCIENCE**CSU FULLERTON**

Political Science 1

CSU LONG BEACH

Political Science 1 or 1H; Any two Political Science electives

CAL POLY POMONA

Political Science 1 or 1H, 2 or 2H, 4 or 4H; Economics 7

UC RIVERSIDE

Political Science 1 or 1H, 2 or 2H, 4 or 4H

CSU SAN BERNARDINO

Political Science 1 or 1H, 4 or 4H

PRE-LAW

Admission to most law schools requires a Bachelor's Degree from an accredited college or university. The major can be any academic discipline, but the student must have achieved a good grade point average. Undergraduate courses should provide an adequate foundation for broad culture: Anthropology, Economics, English, History, Mathematics and Logic, Philosophy, Political Science, Psychology, Science, Sociology, Speech and Debate.

PSYCHOLOGY**CAL POLY POMONA**

Sociology 1, 2; Psychology 1, 2; Mathematics 12

CSU SAN BERNARDINO

Mathematics 12; Psychology 1; Psychology 9 or Early Childhood Studies 20

SOCIAL SCIENCES**CAL POLY POMONA**

Anthropology 1; Economics 7, 8; English 1B or 1BH;
Geography 2; History 1, 2, 6 or 6H; Political Science 2 or 2H;
Sociology 10

SOCIAL WORK**CSU LONG BEACH**

Anthropology 2; Anatomy and Physiology 2A; Mathematics
12; Psychology 1; Sociology 1

SAN DIEGO STATE UNIVERSITY

Biology 1 or 10; Economics 4, 7 or 8; Health Science 1;
Psychology 1; Sociology 1; Mathematics 12

SOCIOLOGY**CSU FULLERTON**

Sociology 1

UC RIVERSIDE

Sociology 1, 49 and 6 units of Sociology electives

CSU SAN BERNARDINO

Sociology 1

THEATER ARTS**CSU SAN BERNARDINO**

Theater Arts 25, 32, 33

CAL POLY POMONA

Theater Arts 33, 34 and 2, 4, 5 or 6; English 9

ZOOLOGY**CSU LONG BEACH**

Chemistry 1AB; Mathematics 1A, 1B; Geology 1/1L

CAL POLY POMONA

Biology 2A, 2B, 11, 12; Chemistry 1AB; Mathematics 12;
Physics 2AB

NONCREDIT COURSES**COSMETOLOGY**

- 801 Cosmetology Principles and Practices
- 805 Competition Hairstyling
- 806 Cosmetology New Trends
- 807 Manicuring and Pedicuring
- 811 Teacher Training
- 812 Esthetician

SENIOR CITIZEN EDUCATION

- 804 Senior Topics
- 805 Writing and Reading for Seniors
- 808AB Music Therapy for Seniors
- 809 Computer Basics for Seniors
- 810 Photography for Seniors
- 811 Drawing and Painting Therapy for Seniors
- 813 Dynamic Activities for Seniors
- 814 T'ai chi ch'uan for Seniors
- 815 Yoga for Seniors
- 816 Swim and Water Exercise for Seniors
- 819 Walking for Health for Seniors
- 824 Successful Money Management
- 830 Mature Driver Improvement

- 833 Creative Eating for a Healthy Lifestyle
- 834 Weight Management for Older Adults
- 840 Craft Therapy and Design for Seniors
- 842 Needle Arts for Seniors

For information about Senior Citizen Education courses, contact the Community Education office in Tech B, 201 on the Riverside Campus. The telephone number is (951) 222-8090.

WORKSHOP COURSES

Each department of the college has the option to offer workshop courses of instruction which are specifically designated to be experimental courses. They are developed by faculty members of that department prior to formal curriculum committee adoption of the experimental course outline. Workshop courses cannot be used to satisfy specific graduation requirements; however, they may be used as elective credit for the Associate degree. Courses with this designation may be periodically found in the semester schedule of classes.

- Prerequisite: Varies according to academic discipline.
- Class Hours: Lecture/laboratory hours as required by unit formula.
- Unit Credit: From .5-10 units. Workshops may be offered with a Credit/No Credit option.

OPEN CAMPUS

The Open Campus is responsible for distributing Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a "campus without walls," distributing courses through a variety of technologies including the Internet, cable television, video and satellite. Open Campus courses are academically equivalent to on-campus courses and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs offered at RCCD can be completed in a Distance Education format. For further information about Distance Education options, visit www.opencampus.com.

*Always consult an RCCD counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

COOPERATIVE WORK EXPERIENCE EDUCATION

The purpose of the Cooperative Work Experience Education Program is to provide students with an opportunity to increase their overall knowledge of their jobs by relating classroom theory with the world of work, while exposing them to the concepts of human relations in their business and personal lives. There are two work experience programs: general and occupational.

AUTOMOTIVE INTERNSHIP

Auto 99 is an internship designed to allow students to work in automotive dealerships in conjunction with an experienced technician. This class reinforces theories, concepts and practical applications taught in manufacturer specific automotive classes at Riverside Community College.

GENERAL WORK EXPERIENCE EDUCATION

This program provides career guidance, job information, human

relations, and other similar services for employed students. These jobs do not have to be related to the student's major. The job may be salaried or volunteer, but students must have a job before the beginning of the third week of class. The student earns 3 units per semester for 180-225 hours of volunteer or paid work experience, respectively, plus weekly attendance at a one hour lecture class. Students can take two (2) semesters of general work experience for a maximum of six (6) units. Veterans wishing to earn units and VA benefits must take occupational work experience.

OCCUPATIONAL WORK EXPERIENCE EDUCATION

Work Experience is a one hour per week class which allows students to earn up to 4 units per semester for experience gained through employment or volunteer service. Enroll in a general Work Experience section and you will be placed in your choice of one of the disciplines below.

Units Determination:

General Work Experience (not related to one of the occupational disciplines listed below) is 3 units only.

Occupational Work Experience (one of the disciplines shown below) varies from 1-4 units. For every one (1) unit of work experience credit students must complete 75 hours of paid work or 60 hours of volunteer work during the college semester. No more than 20 hours per week may be applied toward this work requirement. Below is a general guide to help students enroll in the appropriate number of units of work experience.

Hours Worked Per Week	Students should enroll in:
20-40 (paid) 15-40 (volunteer)	up to 4 units
14-19 (paid) 11-14 (volunteer)	up to 3 units
9-13 (paid) 7-10 (volunteer)	up to 2 units
5-8 (paid) 4-6 (volunteer)	1 unit

- | | |
|---|---------------------|
| Accounting | Engineering |
| Administration of Justice | Fire Technology |
| Air Conditioning | Graphics Technology |
| American Sign Language | Human Services |
| Architecture | Journalism |
| Art | Machine Shop |
| Auto Body | Management |
| Auto Technology | Manufacturing |
| Biotechnology | Marketing |
| Business Administration | Medical Assisting |
| Community Interpretation | Music |
| Computer Applications/
Office Technology | Nursing |
| Computer Information Systems | Paralegal Studies |
| Construction Technology | Photography |
| Cosmetology | Physical Education |
| Culinary Arts | Real Estate |
| Dental Assisting | Telecommunications |
| Dental Hygiene | Theater |
| Dental Technology | Welding |
| Early Childhood Education | |
| Education | |
| Electronics | |

OCCUPATIONAL PROGRAMS

Riverside Community College District offers associate in science degrees and certificate programs with occupational emphasis. Both provide instruction in the skills and knowledge needed to enter a skilled or professional occupation. Associate in science degree programs require completion of at least 60 units of credit, which normally take four semesters. Certificate programs, leading to an associate of science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Occupational certificates lead to employment. Each course required for the certificate must be completed with a "C" grade or better. All can be counted toward the degree as well as the major.

Need for Specialized Training

Many find it difficult to secure employment or to advance to increased responsibility and better-paying jobs without specialized training. General education has its values, to be sure, but in the early stages of one's career it is the specific, technical skills that an employer seeks. The certificate is the best evidence that this specialized training has been secured; some employers actually require it as a condition of employment or for reclassification for higher pay.

Who Can Enroll in the Occupational Programs?

Individuals wishing to enroll at Riverside Community College District must file an official application in the Admissions and Records Office located on any of the District's three campuses. Admission to Riverside Community College District is regulated by state law as prescribed in the California Education Code.

Certificate Course Requirements

Students should plan to enroll in the specific courses listed under the certificate desired. If a required course for a certificate program is no longer offered, please see the department chair to ascertain an acceptable course substitute. Fifty percent of the coursework required for any certificate pattern must be completed at Riverside Community College District.

HIGH SCHOOL ARTICULATED COURSES

The College/Secondary Articulation Program provides a method by which college credit can be given for articulated high school and regional occupational courses, thereby preventing the student from duplicating course work in college and resulting in a smooth transition from secondary to post-secondary education. Students wishing to apply for articulated credit should contact Occupational Education for information and forms, (951) 222-8963. The following are high school articulated courses (RCCD course name is shown in italics):

ALVORD UNIFIED SCHOOL DISTRICT

- Accounting Principles (RCCD CAT-63A)
- Architectural Drawing (RCCD ARE-24)
- Child Development AND Exploring Childhood (RCCD EAR-22)
- Computer Information Systems (RCCD CIS-3)
- Computer Keyboarding (RCCD CIS-53)
- Drafting 1 (RCCD-ENE-21)
- Human Anatomy & Physiology for Health Careers (RCCD AMY-10)
- Introduction to Word Processing (RCCD CAT-51)

COLTON REDLANDS YUCAIPA REGIONAL OCCUPATIONAL PROGRAM (CRYROP)

CISCO Internetworking, Level 1 (RCCD CIS-26A)
 CISCO Internetworking, Level 2 (RCCD CIS-26B)
 CISCO Internetworking, Level 3 (RCCD CIS-26C)
 CISCO Internetworking, Level 4 (RCCD CIS-26D)
 Microsoft Office (RCCD CIS-82A; CIS-83A; CIS-85; CIS-86;
 CIS-87)

CORONA-NORCO UNIFIED SCHOOL DISTRICT

Anatomy-Physiology 1A-1B (RCCD AMY-10)
 Architectural Drawing 1A & 1B (RCCD ARE-24)
 Automotive 1A&B (RCCD AUT-50)
 Computer Aided Drafting 1A & 1B (RCCD ENE-30)
 Electronics 1A & 1B (RCCD ELE-21)
 Graphic Arts 1A & 1B (RCCD GRT-1)
 Industrial Drafting 1A & 1B (RCCD ENE-21)
 Photography 1A&B (RCCD PHO-8)

JURUPA UNIFIED SCHOOL DISTRICT

Accounting 1 (RCCD CAT-63A)
 Auto Theory/Auto 1 (RCCD AUT-50)
 Computer 1 (RCCD CIS-34A)
 Computer 2 (RCCD CIS-34B)
 Computer Maintenance & Certification (RCCD CIS-23)
 Computer Networking 1/CISCO (RCCD CIS-26A)
 Connections to Your Future (RCCD GUI-47)
 Construction Technology 1 & 2 (RCCD CON-60)
 Photography 1 (RCCD PHO-8)
 Video Production (RCCD TEL-64)
 Web Design and Development (RCCD CIS-72A)

MORENO VALLEY UNIFIED SCHOOL DISTRICT

Accounting (RCCD ACC-55)
 Architectural Design Drafting (RCCD ARE-24)
 Auto Tech 1 & 2 (RCCD AUT-50)
 Construction Print Reading (RCCD CON-62)
 Construction Technology (RCCD CON-60)
 Digital Electronics (RCCD ELE-25)
 Engineering Drawing 1 & 2 (RCCD ENE-21)
 Human Anatomy & Physiology for Health Careers (RCCD AMY-10)
 Photography 101 (RCCD PHO-8 and PHO-9)
 Principles of Engineering (RCCD ENE-60 and ENE-10)

RIVERSIDE UNIFIED SCHOOL DISTRICT

Accounting 1A & 1B (RCCD CAT-63A)
 Anatomy & Physiology (RCCD AMY-10)
 AP Computer Science (RCCD CIS-18A)
 Architectural Drawing A & B (RCCD ARE-24)
 Auto Tech 2/A & B (RCCD AUT-50)
 Child Development (Education Academy Careers 1) and Childcare Occupations/HERO/ (Education Academy Careers 2) (RCCD EAR-22)
 Cisco Networking (RCCD CIS-26A)
 Drafting Technology A & B (RCCD ENE-21)
 Intro to Construction Tech & Building Construction Tech A&B (RCCD CON-60)

RIVERSIDE COUNTY OFFICE OF EDUCATION REGIONAL OCCUPATIONAL PROGRAM

Automotive Technology (RCCD AUT-50)
 Certified Internet Webmaster - Web Authority (RCCD CIS-72A)
 Cisco Networking Academy I (RCCD CIS-26A)
 Cisco Networking Academy II (RCCD CIS-26B)
 Cisco Networking Academy III (RCCD CIS-26C)
 Cisco Networking Academy IV (RCCD CIS-26D)
 Computer Information Systems/CIS (RCCD CIS-80)
 Construction Technology (RCCD CON-60)
 Digital Imaging (RCCD GRT-71)
 Graphics Technology / Printing Occupations (RCCD GRT-1)
 Manufacturing Technology #10437 (RCCD WEL-15 AND WEL-25)
 Medical Assisting-Clinical (RCCD MDA-54)
 Medical Front Office (RCCD MDA-59)
 Nurse Assistant (RCCD HET-80)

SAN BERNARDINO COUNTY SCHOOLS REGIONAL OCCUPATIONAL PROGRAM

Computer Aided Drafting (RCCD ENE-21 AND ENE-30)
 Printing/Graphic Arts Occupations (RCCD GRT-1)
 TV-Video Production (RCCD TEL-67)
 Welding (RCCD WEL-15 AND WEL-34)

SAN BERNARDINO UNIFIED SCHOOL DISTRICT

Automotive Technology 604 (RCCD AUT-50)
 CCNA 1 (Prep) (RCCD CIS-26A)
 CCNA 2 (Prep) (RCCD CIS-26B)
 CCNA 3 (Prep) (RCCD CIS-26C)
 CCNA 4 (Wan) (RCCD CIS-26D)
 MOUS Certification - Excel (RCCD CIS-83A AND CIS-83B)
 MOUS Certification - PowerPoint (RCCD CIS-86)
 MOUS Certification - Word (RCCD CIS-82A AND CIS-82B)

VAL VERDE UNIFIED SCHOOL DISTRICT

Accounting (RCCD ACC-55)
 Cisco Academy 1A (RCCD CIS-26A)
 Cisco Academy 1B (RCCD CIS-26B)
 Cisco Academy 2A (RCCD CIS-26C)
 Cisco Academy 2B (RCCD CIS-26D)
 Construction Technology (RCCD CON-60)
 Human Anatomy & Physiology for Health Careers (RCCD AMY-10)
 Photography 2 (RCCD PHO-8)

How To Get Further Information

Many occupational programs are described in special publications of the district. These can often be obtained from high school counseling offices, or prospective students may write or telephone Occupational Education, Riverside Community College District, 4800 Magnolia Avenue, Riverside, CA 92506-1299, (951) 222-8963.

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree consists of course work totaling 60 units or more, including coursework in a specific college certificate pattern plus general education and elective courses.

STATE APPROVED CERTIFICATE

The state approved certificate consists of coursework totaling 18 units or more completed in a specific occupational college certificate pattern. State approved certificates may lead to employment competency and may also lead to an associate of science degree.

LOCALLY APPROVED CERTIFICATES

The locally approved certificate consists of coursework totaling between 4 to 17 units completed in a specific occupational certificate pattern. Locally approved certificates may lead to employment competency, but do not necessarily lead to an associate of science degree.



CERTIFICATES AND DEGREES

PROGRAM	PROGRAM CODE	Locally Approved Certificates	State Approved Certificates	Associate Degree	Riverside	North	Moreno Valley	San Jacinto	Colton	Imperial	San Diego State	San Diego State	Riverside
ADMINISTRATION OF JUSTICE	AS504/CE504			*	*	*	*	*	*				
AOJ/Basic Correctional Deputy Academy	CE783		*						*				
AOJ/Basic Public Safety Dispatch Course	CE784		*						*				
Investigative Assistant	CE785		*						*				
Law Enforcement	AS563/CE563			*	*				*				
Private Security Assistant	CE786		*						*				
AIR CONDITIONING AND REFRIGERATION	AS596/CE596			*	*	*							
ARCHITECTURE	AS509/CE509			*	*								
Architectural Graphics	CE787		*			*							
ART													
Visual Communications-Animation	CE774		*			*							
Visual Communications-Illustration	CE825		*			*							
AUTOMOTIVE TECHNOLOGY													
Automotive Body Repair	AS511/CE511			*	*	*							
Automotive Trim and Upholstery	AS516/CE516			*	*	*							
Electrical	AS513/CE513			*	*	*							
Ford Specialty	AS519				*	*							
General Motors Specialty	AS583				*	*							
Mechanical	AS515/CE515			*	*	*							
Toyota	AS517/CE517			*	*	*							
BANK OPERATIONS	CE625		*			*	*	*					
BIOTECHNOLOGY	AS617/CE617			*	*			*					
BUSINESS ADMINISTRATION													
Accounting Concentration	AS523/CE523			*	*	*	*	*					
General Business Concentration	AS524/CE524			*	*	*	*	*					
Human Resources Concentration	AS623/CE623			*	*	*	*	*					
Logistics Mgmt Concentration	AS580/CE580			*	*	*	*	*					
Management Concentration	AS521/CE521			*	*	*	*	*					
Marketing Concentration	AS525/CE525			*	*	*	*	*					
Real Estate Concentration	AS527/CE527			*	*	*	*	*					
Insurance	AS629/CE629			*	*	*	*	*					
International Business	CE627		*			*	*	*					
Operations and Production Mgt	CE833		*			*	*	*					
COMMUNITY INTERPRETATION	AS557/CE557			*	*			*					
COMPUTER APPLICATIONS & OFFICE TECHNOLOGY													
Administrative Assistant	CE609		*			*							
Administrative Office Management	AS714/CE714			*	*	*							
Legal Secretarial Studies	CE611		*			*							
Office Clerk/Typist	CE613		*			*							
Secretary	CE615		*			*	*	*					*
Virtual Assistant	CE677		*			*							*
COMPUTER INFORMATION SYSTEMS													
C++ Programming	CE803		*			*	*	*					
CISCO Networking	CE810		*			*							
Computer Applications	AS726/CE726			*	*	*	*	*					
Computer Programming	AS728/CE728			*	*	*	*	*					
E-Commerce	CE807		*			*							
Java Programming	CE809		*			*							
PC Publishing	CE815		*			*	*	*					
Relational Database Mgmt Tech	CE816		*			*							
Systems Development	CE806		*			*							
Visual Basic Programming	CE817		*			*							
Webmaster	CE820		*			*	*	*					
CONSTRUCTION TECHNOLOGY	AS532/CE532			*	*	*	*	*					
COSMETOLOGY	AS534/CE534			*	*	*							
Cosmetology Business Admin- Entrepreneurial Concentration	AS537/CE537			*	*	*							
Cosmetology Business Admin- Mgmt and Supervision Concentration	AS535/CE535			*	*	*							
Cosmetology Instructor Training	CE675		*			*							
Esthetician	CE673		*			*							
CULINARY ARTS	AS561/CE561			*	*	*			*				
DENTAL ASSISTANT	AS621-CE621			*	*	*		*					*
DENTAL HYGIENE	AS724			*	*	*		*					*
DENTAL LABORATORY TECHNOLOGY	AS723/CE723			*	*	*		*					*
DRAFTING TECHNOLOGY	AS539/CE539			*	*	*		*					
EARLY CHILDHOOD EDUCATION	AS544/CE544			*	*	*	*	*					
ECE / Asst Teacher	CE795		*			*	*	*					
Early Childhood Intervention Asst	AS601/CE601		*	*	*	*	*	*					
ECE / Twelve Core Units	CE797		*			*	*	*					

CERTIFICATES AND DEGREES

PROGRAM	PROGRAM CODE	Locally Approved Certificates	State Approved Certificates	Associate Degree	Reverse	Nonco	Morongo Valley	Bay View	Culinary Academy	Wheat Education Center	Marion Dwyer Education Center	Remond Annex
EDUCATION PARAPROFESSIONAL	AS603/CE603			*	*	*		*				
ELECTRONICS												
Analog and Digital Microelectronics	CE831		*				*					
Analog Electronics Technology	CE835		*				*					
Analog Electronics, Analysis and Documentation	CE834		*				*					
Digital Electronics Technology	CE837		*				*					
Digital Technology and Documentation	CE839		*				*					
Electronic Circuit Analysis	CE836		*				*					
Electronic Communications	CE838		*				*					
Electronics Computer Systems	AS545/CE545			*	*		*					
Electronics Documentation	CE844		*				*					
Electronics Technology	AS546/CE546			*	*		*					
General Electronics Core	CE847		*				*					
Microcomputer Technology	CE848		*				*					
Microprocessor Technology	CE845		*				*					
Wireless and Fiber-Optic Comm	CE846		*				*					
EMERGENCY MEDICAL SERVICES												
Emergency Medical Technician	CE801		*					*	*			
Paramedic	AS585/CE585			*	*			*	*			
ENGINEERING												
Engineering Graphics	CE796		*				*					
Engineering Software Applications	AS549/CE549			*	*		*					
Engineering Technician	AS550/CE550			*	*		*					
Engineering Technology	AS551				*		*					
Industrial Design	CE798		*				*					
FIRE TECHNOLOGY	AS555/CE555			*	*			*				
Firefighter Academy	AS669/CE669			*	*			*				
Fire Technology/Dispatch	CE782		*					*				
GEOGRAPHIC INFORMATION SYSTEMS	CE790		*				*					
Core Certificate in GIS Mapping	CE794		*				*					
GRAPHICS TECHNOLOGY	AS558/CE558			*	*	*						
Basic Electronic Prepress	CE822		*			*						
Basic Graphic Design	CE823		*			*						
Basic Multimedia Design	CE821		*			*						
HUMAN SERVICES	AS663/CE663			*	*			*				
Employment Support Specialization	CE802		*					*				
LOGISTICS MANAGEMENT	AS579/CE579			*	*		*					
MANUFACTURING TECHNOLOGY												
Automated Systems	AS732/CE732			*	*		*					
Automated Systems Technician	AS737/CE737			*	*		*					
Computer-Aided Production Tech	CE799		*				*					
Manufacturing Management	AS607/CE607			*	*		*					
Materials and Operations Mgmt	CE800		*				*					
MEDICAL ASSISTING												
Admin/Clinical Medical Assisting	AS718/CE718			*	*		*					
Medical Transcription	AS701/CE701			*	*		*					
MUSIC												
Jazz Performance	CE852		*			*						
MIDI	CE850		*			*						
Music Performance	CE851		*			*						
NURSING												
Critical Care Nurse	CE581		*			*						
Nursing Assistant	CE584		*			*						
Registered Nursing	AS586				*	*				*		
Vocational Nursing	AS588/CE588			*	*	*						
PARALEGAL STUDIES	AS591					*						
PHOTOGRAPHY	AS592/CE592		*		*							
PHYSICAL EDUCATION / SPORT & WELLNESS												
Fitness Professions	AS595/CE595			*	*	*						
Athletic Training	AS597/CE597			*	*	*						
Coaching	AS599/CE599			*	*	*						
PHYSICIAN ASSISTANT	AS501/CE501			*	*			*				
RETAIL MANAGEMENT/WAFC	AS536/CE536			*	*	*	*	*				
SIGN LANGUAGE INTERPRETING	AS505/CE505			*	*	*						
TELECOMMUNICATIONS												
Television Production Specialist	AS699/CE699			*	*	*						
Basic Television Production	CE842		*			*						
WELDING TECHNOLOGY	AS606/CE606			*	*	*						

ACCOUNTINGSee **BUSINESS ADMINISTRATION****ADMINISTRATION OF JUSTICE****ADMINISTRATION OF JUSTICE AS504/CE504****Certificate Program**

Required Courses (27 units)		Units
ADJ-1	Introduction to the Administration of Justice	3
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-3	Concepts of Criminal Law	3
ADJ-4	Legal Aspects of Evidence	3
ADJ-5	Community Relations	3
Electives	Choose from elective courses in the discipline	12

Associate in Science Degree

The Associate in Arts Degree in Administration of Justice will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

ADMINISTRATION OF JUSTICE/LAW AS563/CE563**ENFORCEMENT****Certificate Program**

Required Courses (18 units minimum)		Units
ADJ-B1B	Basic Peace Officer Training Academy	18
or		
ADJ-B1C	Basic Peace Officer Training Academy-CHP	18
or		
ADJ-P4A, R1A2, R1B, R1C and W10A	Reserve Training Module Format	32.75

Associate in Science Degree

The Associate in Science degree in Administration of Justice/Law Enforcement will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL CE783**DEPUTY ACADEMY****Certificate Program**

Required Courses (12 units)		Units
ADJ-C1D	Basic Correctional Deputy Academy (C)	12

ADMINISTRATION OF JUSTICE BASIC PUBLIC CE784**SAFETY DISPATCH COURSE****Certificate Program**

Required Courses (5 units)		Units
ADJ-D1A	Basic Public Safety Dispatch Course	5

INVESTIGATIVE ASSISTANT**CE785****Certificate Program**

Required Courses (15 units)		Units
ADJ-3	Concepts of Criminal Law	3
ADJ-4	Legal Aspects of Evidence	3
ADJ-13	Criminal Investigation	3
ADJ-23	Criminal Justice Report Writing	3
CIS-1A	Introduction to Computer Information Systems	3

¹ Successful completion of ENG-1A may substitute for this course.

PRIVATE SECURITY ASSISTANT**CE786****Certificate Program**

Required Courses (5 units)		Units
ADJ-10	Introduction to Security	3
ADJ-P4A	Arrest, Search and Seizure	1.5
ADJ-R5A	Straight Stick Baton Update for Reserves	.25
ADJ-R6A	Oleoresin Capsicum for Reserves	.25

AIR CONDITIONING & REFRIGERATION**AIR CONDITIONING & REFRIGERATION****AS596/CE596****Certificate Program**

Required Courses (26-27 units)		Units
AIR-50A	Air Conditioning and Refrigeration	5
AIR-50B	Advanced Refrigeration	5
AIR-51A	Environmental Control	5
AIR-51B	Industrial Commercial Refrigeration	5
AIR-53	Basic Electricity for Air Conditioning and Refrigeration	4
Electives (Choose from list below)		2-3
Electives (2-3 units)		
CON-62	Blueprint Reading	3
ENE/MAN/WEL-34	Metals Joining Processes	2

Associate in Science Degree

The Associate in Science degree in Air Conditioning and Refrigeration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.



ARCHITECTURE

Certificate Program

Required Courses (27 units)	Units
ARE-24 Architectural Drafting	3
ARE-25 Advanced Architectural Drafting	3
ARE-26 Architectural Rendering	3
ARE-35 History of Architecture-Beginnings of Architecture through Gothic Architecture	3
or	
ARE-36 History of Architecture-Renaissance through the 20th Century	3
ARE-37 Architectural Design I	3
or	
ART-22 Basic Design	3
ENE-21 Drafting	3
ENE-30 Computer-Aided Drafting (CAD)	3
ENE-60 Math for Engineering Technology	3
Electives (Choose from list below)	3

Electives (3 units)

ART-17 Beginning Drawing	3
ART-23 Design and Color	3
ART-24 Three Dimensional Design	3
CON-60 Introduction to Construction	3
CON-61 Materials of Construction	3
ENE-26 Civil Engineering Drafting	3
ENE/ELE-27 Technical Communication	3
ENE-31 Computer-Aided Drafting and Design	3

Associate in Science Degree

The Associate in Science Degree in Architecture will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

ARCHITECTURAL GRAPHICS CE787

Certificate Program

Required Courses (9 units)	Units
ARE-24 Architectural Drafting	3
ENE-21 Drafting	3
ENE-30 Computer-Aided Drafting	3

ART

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

VISUAL COMMUNICATIONS - ANIMATION CE774

Certificate Program

Required Courses (15 units)	Units
ART-20 Beginning Sculpture	3
or	
ART-24 3D Design	3
ART-40 Figure Drawing	3
ART-41 Figure Painting	3
ART-44 Animation	3
Digital Media Electives (Choose from list below)	3

Digital Media Electives (3 units)

ART-36 Computer Art	3
GRT-1 Introduction to Graphics Technology	3
GRT-71 Adobe Photoshop for Publishing	3
GRT-76 QuarkXPress for Publishing	3
GRT-77A Adobe Illustrator for Publishing	3
GRT-78A Multimedia Construction with Macromedia Director	3
GRT-78B Multimedia Construction using Lingo	3
GRT-79 Multimedia Production using Painter	3

VISUAL COMMUNICATIONS - ILLUSTRATION

CE825

Certificate Program

Required Courses (17 units)	Units
ART-17 Beginning Drawing	3
ART-22 Basic Design	3
ART-26 Beginning Painting	3
ART-35 Illustration	3
GRT-64 Ethics and Legalities of Digital Manipulation	1
GRT-65 Cross Platform File Management	1
Digital Media Electives (Choose from list below)	3

Digital Media Electives (3 units)

ART-36 Computer Art	3
GRT-1 Introduction to Graphics Technology	3
GRT-71 Adobe Photoshop for Publishing	3
GRT-76 QuarkXPress for Publishing	3
GRT-77A Adobe Illustrator for Publishing	3
GRT-78A Multimedia Construction with Macromedia Director	3
GRT-79 Multimedia Production using Painter	3

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE BODY REPAIR AS511/CE511

Certificate Program

Required Courses (30 units)	Units
AUB-50 Introduction to Automotive Body Technology	4
AUB-51 Intermediate Automotive Body Technology	4
AUB-52 Automotive Body Refinishing	4
AUB-53 Automotive Body Special Projects	4
AUB-54 Advanced Automotive Body and Frame	4
AUB-60 Automotive Trim and Upholstery, I	4
AUT-53A Automotive Chassis and Alignment	4
ENE/MAN/WEL-34 Metal Joining Processes	2

Associate in Science Degree

The Associate in Science degree in Automotive Technology-Automotive Body Repair will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE TRIM AND UPHOLSTERY **AS516/CE516**

Certificate Program

Required Courses (26 units)		Units
AUB-50	Introduction to Automotive Body Technology	4
AUB-51	Intermediate Automotive Body Technology	4
AUB-52	Automotive Body Refinishing	4
AUB-53	Automotive Body Special Projects	4
AUB-60	Automotive Trim and Upholstery, I	4
AUB-61	Automotive Trim and Upholstery, II	4
ENE/MAN/WEL-34	Metal Joining Processes	2

Associate in Science Degree

The Associate in Science degree in Automotive Technology-Automotive Trim and Upholstery will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

AUTOMOTIVE TECHNOLOGY - ELECTRICAL **AS513/CE513**

Certificate Program

Required Courses (23 units)		Units
AUT-50	Automotive Principles	4
AUT-52A	Automotive Tune-up and Electrical Systems	4
AUT-52B	Automotive Tune-up and Emission Controls	4
AUT-54	Automotive Electrical Systems	4
AUT-56	Automotive Computer Controls	3
AUT-57	Automotive Heating and Air Conditioning	4

Associate in Science Degree

The Associate in Science degree in Automotive Technology-Electrical will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

AUTOMOTIVE TECHNOLOGY - FORD SPECIALTY **AS519**

Associate Degree Program

Required Courses (44 units)		Units
AUT-71	Ford Electrical and Electronics Systems	4
AUT-72	Ford Applied Electronics	4
AUT-73	Ford Engine Performance	8
AUT-74	Ford Brakes, Steering and Suspension Systems	4
AUT-75	Ford Engine Repair	4
AUT-76	Ford Advanced Chassis Systems	4
AUT-78	Ford Manual Transmissions and Drive-Train Systems	4
AUT-79	Ford Automatic Transmissions and Transaxles	4
AUT-99	Automotive Technology Internship (must be taken four times)	2-2-2-2

Plus completion of the graduation requirements as described in the catalog.

The Ford ASSET program is a two-year college program leading to an Associate of Science Degree in Automotive Technology-Ford Specialty. The program is a joint effort of Riverside Community College, Ford Motor Company, and area Ford, Lincoln-Mercury and Mazda dealers. Students will participate in 9 to 12 weeks of classroom instruction,

alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford, Lincoln-Mercury or Mazda dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

AUTOMOTIVE TECHNOLOGY - GENERAL MOTORS SPECIALTY **AS583**

Associate Degree Program

Required Courses (44 units)		Units
AUT-81	GM Electrical and Electronics Systems	4
AUT-82	GM Applied Electronics	4
AUT-83	GM Engine Performance	8
AUT-84	GM Brakes, Steering and Suspension Systems	4
AUT-85	GM Gasoline Engine and Repair	4
AUT-86	GM Advanced Chassis Systems	4
AUT-88	GM Manual Transmissions and Drive Trains	4
AUT-89	GM Automatic Transmissions and Transaxles	4
AUT-99	Automotive Technology Internship (must be taken four times)	2-2-2-2

Plus completion of the graduation requirements as described in the catalog.

The GM ASEP program is a two-year college program leading to an Associate of Science Degree in Automotive Technology-GM Specialty. The program is a joint effort of Riverside Community College, General Motors Corporation and area GM dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring GM dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

AUTOMOTIVE TECHNOLOGY - MECHANICAL **AS515/CE515**

Certificate Program

Required Courses (28 units)		Units
AUT-50	Automotive Principles	4
AUT-51A	Internal Combustion Engines Rebuilding, Gas and Diesel-Upper End	4
AUT-51B	Internal Combustion Engines Rebuilding, Gas and Diesel-Lower End	4
AUT-53A	Automotive Chassis and Alignment	4
AUT-53B	Automotive Brakes	4
AUT-55A	Automotive Automatic Transmissions/Transaxles	4
AUT-55B	Automotive Manual Drivetrain Systems	4

Associate in Science Degree

The Associate in Science degree in Automotive Technology-Mechanical will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

TOYOTA T-TEN

AS517/CE517

Certificate Program

Required Courses (28 units)		Units
AUT-61	Introduction to Toyota Service	3
AUT-62	Toyota Fuel Systems I	3
AUT-63	Toyota Electrical Systems Mastery	3
AUT-64	Toyota Brakes and Suspension	3
AUT-65A	Toyota Manual Transmissions and Transaxles	3
AUT-65B	Toyota Automatic Transmissions and Transaxles	3
AUT-66	Toyota Climate Control Systems	3
AUT-67	Toyota Fuel Systems II	3
AUT-99	Automotive Technology Internship	2-2

(must be taken 2 times)

Associate in Science Degree

The Associate in Science degree in Automotive Technology-Toyota will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

BANKING AND FINANCE

The following Certificate may lead to employment competency, but does not lead to an associate in science degree.

BANK OPERATIONS

CE625

Certificate Program

Required Courses (13 units)		Units
BAN-51	Principles of Banking	3
CAT-1A	Business Etiquette	1
CAT-30	Business English	3
CAT-31	Business Communications	3
MKT-41	Techniques of Selling	3

BIOTECHNOLOGY

BIOTECHNOLOGY

AS617/CE617

Certificate Program

Required Courses (32.5 units)		Units
BIO-1	General Biology	4
BIT-1	Introduction to Biotechnology	1
BIT-2	Basic Laboratory Skills: Solution Preparation	1
BIT-3	Basic Laboratory Skills: Titration	1
BIT-4	Basic Laboratory Skills: Spectrometry	1
BIT-5	Literature Research and Presentation in Biotechnology	.5
BIT-7	Basic Laboratory Skills: Chromatography and Electrophoresis	1
BIT-8	Technical Writing for Scientists	2
BIT-11	Molecular Techniques in Nucleic Acid Analysis	3
BIT-13	Safety and Laboratory Practices	1
BIT-14	Field Experience Presentation	1
BIT-15	Basic Laboratory Immunology	1.5
BIT-16	Industry Regulations	1
BIT-200	Biotechnology Work Experience (minimum of 1 unit)	1-4
CHE-2B	Introductory Chemistry, II	4
MAT-35	Intermediate Algebra	5
Group A Electives (Choose from list)		.5
Group B Electives (Choose from list)		3

Group A Electives (.5 units)

BIT-6	Basic Laboratory Skills: Microscopy	.5
BIT-12	Protein Analysis (Amino Acid Sequencing)	.5

Group B Electives (3 units)

CAT-53	Keyboarding for Computer Users	1
CIS/CAT-3	Computer Applications for Working Professionals	3
CIS/CAT-65	Introduction to Microsoft PowerPoint	1.5
CIS/CAT-80	Word Processing: Microsoft Word for Windows	3
CIS/CAT-98A	Introduction to Excel	1.5

Associate in Science Degree

The Associate in Science degree in Biotechnology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

NOTE: CHE-2A is a prerequisite for many courses in the program and has a prerequisite of MAT-52. MIC-1 is a prerequisite for BIT-11. ENG-50 is a prerequisite for BIT-8.

BUSINESS ADMINISTRATION

Certificate Program

Major Core Requirements:

Required Courses (18 units)		Units
ACC-1A	Principles of Accounting I	3
BUS-10	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
or		
CIS/CAT-3	Computer Applications for Working Professionals	3

Major Concentration Requirements (12 units)

(In addition to Business Administration Major Core Requirements of 18 units noted above, choose another 12 units selected from list below.)

Accounting	12
General Business	12
Human Resources	12
Logistics Management	12
Management	12
Marketing	12
Real Estate	12

NOTE: Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the Certificate in the Concentration area of their choice.

Associate in Science Degree

The Associate in Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate plus completion of the graduation requirements as described in the catalog. **Note:** A student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.

ACCOUNTING CONCENTRATION		AS523/CE523
Business Administration Major Core Requirements		18
<u>Select another 12 units from the following:</u>		<u>12</u>
ACC-1B	Principles of Accounting II	3
ACC-38	Managerial Accounting	3
ACC-61	Cost Accounting	3
ACC-62	Payroll Accounting	3
ACC-63	Income Tax Accounting	3
ACC-65	Computerized Accounting	3
ACC-66	Non-Profit and Governmental Accounting	3
ACC-200	Work Experience	1-4
BUS/MAG-47	Applied Business and Management Ethics	3

GENERAL BUSINESS CONCENTRATION		AS524/CE524
Business Administration Major Core Requirements		18
<u>Select another 12 units from the following:</u>		<u>12</u>
ACC-1B	Principles of Accounting II	3
or		
ACC-38	Managerial Accounting	3
BUS-18B	Business Law II	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-80	Principles of Logistics	3
BUS-200	Work Experience	1-4
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3

HUMAN RESOURCES CONCENTRATION		AS623/CE623
Business Administration Major Core Requirements		18
<u>Select another 12 units from the following:</u>		<u>12</u>
MAG-51	Elements of Supervision	3
MAG-52	Employee Training and Development	3
MAG-54	Employee Labor Relations	3
MAG-56	Human Resources Management	3
MAG/BUS-70	Introduction to Organizational Behavior	3

LOGISTICS MANAGEMENT CONCENTRATION		AS580/CE580
Business Administration Major Core Requirements		18
<u>Select another 12 units from the following:</u>		<u>12</u>
BUS-80	Principles of Logistics	3
BUS/MAN-81	Inventory Control	1.5
BUS-82	Freight Claims	1.5
BUS-83	Contracts	1.5
BUS-84	Computerized Logistics	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Introduction to Purchasing	3
BUS-90	International Logistics	3

MANAGEMENT CONCENTRATION		AS521/CE521
Business Administration Major Core Requirements		18
<u>Select another 12 units from the following:</u>		<u>12</u>
MAG-44	Principles of Management	3
MAG-46	Contemporary Quality Systems Management	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-53	Human Relations	3
MAG-56	Human Resources Management	3
MAG-60	Introduction to Hospitality Management	3
MAG-200	Work Experience	1-4

MARKETING CONCENTRATION		AS525/CE525
Business Administration Major Core Requirements		18
<u>Select another 12 units from the following:</u>		<u>12</u>
BUS-51	Principles of E-Commerce	3
BUS-80	Principles of Logistics	3
MKT-20	Principles of Marketing	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3
MKT-200	Work Experience	1-4

REAL ESTATE CONCENTRATION		AS527-CE527
Business Administration Major Core Requirements		18
<u>Select another 12 units from the following:</u>		<u>12</u>
RLE-80	Real Estate Principles	3
RLE-81	Real Estate Practices	3
RLE-82	Legal Aspects of Real Estate	3
RLE-83	Real Estate Finance	3
RLE-84	Real Estate Appraisal	3
RLE-85	Real Estate Economics	3
RLE-86	Escrow Procedures I	3
RLE-200	Work Experience	1-4

Associate in Science Degree

The Associate in Science degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog. **Note:** A student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.

INSURANCE		AS629/CE629
Certificate Program		
Required Courses (30 units)		Units
ACC-1A	Principles of Accounting, I	3
BUS-10	Introduction to Business	3
BUS-18B	Business Law, II	3
BUS-22	Management Communications	3
BUS-61	Introduction to Insurance	1
BUS-62	Personal Insurance Principles	3
BUS-63	Principles of Property and Liability Insurance	3
BUS-64	Commercial Insurance Principles	3
BUS-65	Insurance Codes and Ethics	1
BUS-66	Insurance Internship	1
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5
CIS-1A	Introduction to Computer Information Systems	3
or		
CAT/CIS-3	Computer Applications for Working Professionals	3

Associate in Science Degree

The Associate in Science Degree in Insurance will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

The following Certificates may lead to employment competency, but does not lead to an associate in science degree:

INTERNATIONAL BUSINESS CE627

Certificate Program

Required Courses (15 units)		Units
BUS-10	Introduction to Business	3
BUS-40	International Business-Principles	3
BUS-43	International Business-Marketing	3
Group A Electives (Choose from list)		3
Group B Electives (Choose from list)		3

Group A Electives

BUS-46	International Business-Basics of Exporting	3
BUS-48	International Management	3
BUS-90	International Logistics	3
ECO/POL-6	Introduction to Political Economy	3
ECO-7	Principles of Macroeconomics	3
SPE-12	International Communication	3

Group B Electives

CHI-11	Chinese Culture and Civilization	3
FRE-11	French Culture and Civilization	3
GER-11	German Culture and Civilization	3
ITA-11	Italian Culture and Civilization	3
JPN-11	Japanese Culture and Civilization	3
KOR-11	Korean Culture and Civilization	3
RUS-11	Russian Culture and Civilization	3
SPA-11	Spanish Culture and Civilization	3

OPERATIONS AND PRODUCTION MANAGEMENT CE833

Certificate Program

Required Courses (15 units)		Units
MAG-70	Introduction to Organization Development	3
MAG-71	Introduction to Productivity Management	3
BUS/MAG-72	Introduction to Quantitative Methods for Business	3
Electives (Choose from list below)		6

Electives (6 units)

BUS-20	Business Math	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-80	Principles of Logistics	3
MAG-44	Principles of Management	3
MAG-46	Contemporary Quality Systems Management	3
MAG-51	Elements of Supervision	3

COMMUNITY INTERPRETATION

COMMUNITY INTERPRETATION

AS557/CE557

Certificate Program

Required Courses (18 units)		Units
CMI-61	Introduction to Spanish English Translation	3
CMI-71	Bilingual Interpretation for the Medical Professions	6
CMI-81	Bilingual Interpretation for the Legal Professions	6
CMI-91	Introduction to Translation and Interpretation for Business	3

Associate in Science Degree

The Associate in Science degree in Community Interpretation will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

COMPUTER APPLICATIONS and OFFICE TECHNOLOGY

ADMINISTRATIVE OFFICE MANAGEMENT

AS714/CE714

Certificate Program

Required Courses (33 units)		Units
CIS/CAT-3	Computer Applications for Working Professionals	3
CAT-30	Business English	3
CAT-31	Business Communications	3
CAT-51	Document Formatting	3
CAT-61	Professional Office Procedures	3
CAT-62	Records Management	3
CAT/ACC-55	Applied Accounting/Bookkeeping	3
CIS/CAT-80*	Word Processing: Microsoft Word for Windows	3
or		
CIS/CAT-84*	Word Processing: WordPerfect for Windows	3
CIS/CAT-93	Computers for Beginners	3
Electives	(Choose from list below)	6

Electives (6 units)

CAT/CIS-34B	Intermediate Microsoft Word for Windows	1.5
CAT-36A	Legal Office Procedures I	3
CAT-36B	Legal Office Procedures II	3
CAT-37	Legal Terminology and Transcription	3
CAT-38	Legal Word Processing and Forms Production	3
CAT/CIS-60	Introduction to Microsoft Access	1.5
CAT/CIS-65	Introduction to PowerPoint	1.5
CAT/CIS-72A	Introduction to Web Page Creation	1.5
CAT/CIS-77	Beginning Desktop Publishing using PageMaker	3
CAT/CIS-78A	Introduction to Adobe PhotoShop	3
CAT/CIS-79	Introduction to Adobe Illustrator	3
CAT/CIS-80*	Word Processing: Microsoft Word for Windows	3
CAT/CIS-84*	Word Processing: WordPerfect for Windows	3
CAT-88	Internships in Computer Applications and Office Technology	3
CAT/CIS-90	Microsoft Outlook	3
CIS-95A	Introduction to the Internet	1.5
CIS/CAT-98B	Advanced Excel	1.5

* If CIS/CAT-80 is used as a required course then CIS/CAT-84 may be used as an elective.

* If CIS/CAT-84 is used as a required course then CIS/CAT-80 may be used as an elective.

Associate in Science Degree

The Associate in Science Degree in Administrative Office Management will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

ADMINISTRATIVE ASSISTANT CE609

Certificate Program

Required Courses (8 units)		Units
CAT-31	Business Communications	3
CAT/CIS-82B	MOSPrep:Microsoft Word - Expert Level	1
CAT/CIS-83B	MOSPrep:Microsoft Excel - Expert Level	1
CAT/CIS-85	MOSPrep:Microsoft Access - Core Level	1
CAT/CIS-86	MOSPrep:Microsoft PowerPoint - Core Level	1
CAT/CIS-87	MOSPrep:Microsoft Outlook - Core Level	1

LEGAL SECRETARIAL STUDIES CE611

Certificate Program

Required Courses (12 units)		Units
CAT-36A	Legal Office Procedures I	3
CAT-36B	Legal Office Procedures II	3
CAT-37	Legal Terminology and Transcription	3
CAT-38	Legal Word Processing and Forms Production	3

OFFICE CLERK/TYPIST CE613

Certificate Program

Required Courses (16 units)		Units
CAT-1A	Business Etiquette	1
CAT-30	Business English	3
CAT-51	Document Formatting	3
CAT/ACC-55	Applied Accounting/Bookkeeping	3
CAT-61	Professional Office Procedures	3
CAT/CIS-93	Computers for Beginners	3

SECRETARY CE615

Certificate Program

Required Courses (15 units)		Units
CAT/CIS-3	Computer Applications for Working Professionals	3
CAT-40	Administrative Office Management	3
CAT-62	Records Management	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
or		
CAT/CIS-84	Word Processing: WordPerfect for Windows	3
CAT/CIS-90	Microsoft Outlook	3

VIRTUAL ASSISTANT CE677

Certificate Program

Required Courses (17.5 units)		Units
BUS-30	Entrepreneurship and Small Business Management	3
CAT-30	Business English	3
CAT-57	Creating and Managing the Virtual Office	3
CAT/BUS-58	Marketing the Virtual Office	3
Electives	(Choose from list below)	5.5
Electives (5.5 units)		Units
ACC-65	Computerized Accounting	3
CAT-1A	Business Etiquette	1
CAT/CIS-34A	Introduction to Microsoft Word for Windows	1.5
CAT/CIS-34B	Intermediate Microsoft Word for Windows	1.5
CAT/ACC-55	Applied Accounting/Bookkeeping	3

CAT/CIS-60	Introduction to Microsoft Access	1.5
CAT-62	Records Management	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
CAT/CIS-84	Word Processing: WordPerfect for Windows	3
CAT-88	Internships in Computer Applications and Office Technology	3
CAT/CIS-95A	Introduction to the Internet	1.5
CAT/CIS-98A	Introduction to Excel	1.5
CIS/CAT-98B	Advanced Excel	1.5

Core courses will be offered online. Most electives will be offered in online or hybrid formats.

It is recommended that individuals interested in this field acquire office experience before deciding to work on their own as a virtual assistant.

COMPUTER INFORMATION SYSTEMS

COMPUTER APPLICATIONS

AS726/CE726

Certificate Program

Required Courses (31.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-1B	Advanced Concepts in Computer Information Systems	3
CIS-5	Fundamentals of Programming Logic using C++	3
or		
CIS-28A	MS Access Programming	3
CIS-21	Introduction to Operating Systems	3
CIS-95A	Introduction to the Internet	1.5
CAT-31	Business Communications	3
or		
BUS-22	Management Communications	3
Electives 1	(Choose from list below)	7.5
Electives 2	(Choose from list below)	7.5
Electives 1 (7.5 units)		
CIS-2	Fundamentals of Systems Analysis	3
CIS-23	Software and End User Support	3
CIS-25	Data Communications	3
CIS-61	Introduction to Databases	3
CIS/CAT-80	Word Processing: Microsoft Word for Windows	3
CIS/CAT-84	Word Processing: WordPerfect for Windows	3
CIS/CAT-98B	Advanced Excel	1.5
GIS-1	Introduction to Geographic Information Systems	3
Electives 2 (7.5 units)		
CIS-12	PHP Dynamic Web Site Programming	3
CIS-14A	Web Programming: Java Script	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-56A	Designing Web Graphics	3
CIS/CAT-72A	Introduction to Web Page Creation	1.5
CIS/CAT-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-73A	Introduction to Multimedia Authoring	3
CIS/CAT-76A	Website Creation using Microsoft FrontPage	3
CIS/CAT-76B	Introduction to DreamWeaver	3

CIS/CAT-78A	Introduction to Adobe PhotoShop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3

Associate in Science Degree

The Associate in Science Degree in Computer Information Systems, Computer Applications, will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

**COMPUTER PROGRAMMING AS728/CE728
Certificate Program**

Required Courses (25.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-2	Fundamentals of Systems Analysis	3
CIS-5	Fundamentals of Programming Logic Using C++	3
CIS-21	Introduction to Operating Systems	3
CIS/CAT-72A	Introduction to Web Page Creation	1.5
Electives	From Group 1	6
Electives	From Group 2	6

Electives - Group 1 (6 units)

CIS-12	PHP Dynamic Web Site Programming	3
CIS-14A	Web Programming: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS-15A	Visual Basic Programming: Objects	3
CIS-17A	C++ Programming: Objects	3
CIS-18A	Java Programming: Objects	3

Electives - Group 2 (6 units)

CIS-11	Computer Programming using Assembler	3
CIS-15B	Visual Basic Programming: Advanced Objects	3
CIS-15C	Visual Basic Programming: Databases	3
CIS-17B	C++ Programming: Advanced Objects	3
CIS-17C	C++ Programming: Data Structures	3
CIS-18B	Java Programming: Advanced Objects	3
CIS-18C	Java Programming: Data Structures	3

Associate in Science Degree

The Associate in Science degree in Computer Information Systems, Computer Programming, will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

**C++ PROGRAMMING CE803
Certificate Program**

Required Courses (9 units)		Units
CIS-5	Fundamentals of Programming Logic using C++	3
CIS-17A	C++ Programming: Objects	3
CIS-17B	C++ Programming: Advanced Objects	3
or		
CIS-17C	C++ Programming: Data Structures	3

**CISCO NETWORKING CE810
Certificate Program**

Required Courses (16 units) Units

CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
CIS-26C	Cisco Networking Academy 1C	4
CIS-26D	Cisco Networking Academy 1D	4

**E-COMMERCE CE807
Certificate Program**

Required Courses (15 units) Units

BUS-10	Introduction to Business	3
CIS-21	Introduction to Operating Systems	3
CIS-25	Introduction to Data Communications	3
CIS/CAT-76A	Web site Creation using Microsoft FrontPage	3
Electives	(Choose from list below)	3

Electives (3 units)

CIS-14A	Web Programming: JavaScript	3
CIS-15B	Visual Basic Programming: Advanced Objects	3
CIS-15C	Visual Basic Programming: Databases	3
CIS-17B	C++ Programming: Advanced Objects	3
CIS-18B	Java Programming: Advanced Objects	3

**JAVA PROGRAMMING CE809
Certificate Program**

Required Courses (9 units) Units

CIS-5	Fundamentals of Programming Logic using C++	3
CIS-18A	Java Programming: Objects	3
CIS-18B	Java Programming: Advanced Objects	3
or		
CIS-18C	Java Programming: Data Structures	3

PC PUBLISHING

Certificate Program

Required Courses (12 units) Units

CIS/CAT-78A	Introduction to Adobe PhotoShop	3
CIS/CAT-78B	Advanced Adobe Photoshop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3

**RELATIONAL DATABASE MANAGEMENT TECHNOLOGY CE816
Certificate Program**

Required Courses (15 units) Units

CIS-61	Introduction to Database Theory	3
CIS-62	Microsoft Access DBMS: Comprehensive	3
CIS-63	Introduction to Structured Query Language (SQL)	3

plus

6 units from Group I below – Access	6
or	
6 units from Group II below – Oracle	6

Group I Electives

CIS-15A	Visual Basic Programming: Objects	3
CIS-15C	Visual Basic Programming: Databases	3
CIS-28A	MS Access Programming	3

Group II Electives		
CIS-29A	Introduction to Oracle	3
CIS-29B	Oracle Application Development	3
CIS-29C	Oracle Database and Server Administration	3

SYSTEMS DEVELOPMENT CE806

Certificate Program

Required Courses (9 units)		
		Units
CIS-2	Fundamentals of System Analysis	3
CIS-20	Systems Analysis and Design	3
and		
CIS-28A	MS Access Programming	3
or		
CIS-62	MicroSoft Access DBMS: Comprehensive	3

VISUAL BASIC PROGRAMMING CE817

Certificate Program

Required Courses (9 units)		
		Units
CIS-5	Fundamentals of Programming Logic using C++	3
CIS-15A	Visual Basic Programming: Objects	3
CIS-15B	Visual Basic Programming: Advanced Objects	3
or		
CIS-15C	Visual Basic Programming: Databases	3

WEB MASTER CE820

Certificate Program

Required Courses (13.5 units)		
		Units
CIS-14A	Web Programming: JavaScript	3
CIS/CAT-72A	Introduction to Web Page Creation	1.5
CIS/CAT-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	15
CIS/CAT-76A	Website Creation using Microsoft FrontPage	3
or		
CIS/CAT-76B	Introduction to DreamWeaver	3
Electives	(Choose from list below)	4.5

Electives (4.5 units)		
CIS-12	PHP Dynamic Web Site Programming	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-56A	Designing Web Graphics	3
CIS-72C	Introduction to XML	1.5

CONSTRUCTION TECHNOLOGY

Construction Technology is the review of the work of the contractor and employees to make sure that plans and specifications are being followed and that relevant laws, ordinances, and other regulations are being observed. The inspector may represent a government agency, the owner, lending institution, or the contractor. To fulfill duties, the structural inspector must be familiar with the cost estimating, site preparation, and construction materials and techniques; he or she must know building laws and regulations and must be familiar with management principles to apply them in planning one's own work and in relating to other agencies in the construction industry.

CONSTRUCTION TECHNOLOGY

AS532/CE532

Certificate Program

Required Courses (30 units)		
		Units
CON-63A	Uniform Building Codes and Ordinances	3
CON-64	Office Procedure and Field Inspection	3
CON-65	Plumbing Code	3
CON-66	National Electrical Code	3
CON-67	Mechanical Codes	3
CON-68	Simplified Engineering for Building Inspectors	3
CON-70	Fundamentals of Soil Technology	3
CON-71	Energy Conservation Standards	1.5
CON-72	California State Accessibility Standards	1.5
Electives	(Choose from list below)	6

Electives

CON-60	Introduction to Construction	3
CON-61	Materials of Construction	3
CON-62	Blueprint Reading	3
CON-63BCD	Analysis of Revisions to the Uniform Building Code	3-3-3
CON-73	Project Planning for Site Construction	3
CON-200	Construction Work Experience	1-4

Associate in Science Degree

The Associate in Science degree in Construction Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

COSMETOLOGY

AS534/CE534

COSMETOLOGY

Certificate Program

Required Courses (42 units)		
		Units
COS-60A	Beginning Cosmetology Concepts	10
COS-60B	Level II Cosmetology Concepts	9
COS-60C	Level III Cosmetology Concepts	9
COS-60D	Level IV Cosmetology Concepts	7
COS-60E	Level V Cosmetology Concepts	7

Evening Students may take the following courses to meet the requirements for COS-60E

COS-60E1	Level V Cosmetology Concepts	3.5
COS-60E2	Level V Cosmetology Concepts	3.5

NOTE: Completion of cosmetology courses (each with a grade of "C" or better) entitles the student to the Cosmetology Certificate and eligibility for the State Board of Cosmetology licensing examination.

NOTE: Transfer students possessing eligible cosmetology hours of applied effort will be placed in the appropriate section with the approval of the department chair.

Associate in Science Degree

The Associate in Science degree in Cosmetology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

COSMETOLOGY BUSINESS ADMINISTRATION

Major Core Requirements

Certificate Program

Required Courses (9 units)		Units
ACC-1A	Principles of Accounting, I	3
BUS-10	Introduction to Business	3
CIS-1A	Introduction to Computer Information Systems	3
Major Concentration Requirements		12

NOTE: The Cosmetology Business Administration Certificate will be awarded to graduates of the Cosmetology Program, or Cosmetology License holders upon successful completion of all Cosmetology Business Administration Major Core Requirements and 12 units selected from the Major Concentration Requirements (total of 21 units) in order to receive the Certificate in the Concentration area of their choice.

In addition to the Cosmetology Business Administration Major Core Requirements of 9 units noted above, choose another 12 units from one of the following concentrations:

- Entrepreneurial Concentration
- Management and Supervision Concentration

ENTREPRENEURIAL CONCENTRATION AS537/CE537

select another 12 units from the following:

ACC-1B	Principles of Accounting II	3
ACC-62	Payroll Accounting	3
ART-39	Design and Graphics	3
BUS-20	Business Mathematics	3
BUS-30	Entrepreneurship and Small Business Management	3
MKT-20	Principles of Marketing	3
MKT-30	Fashion Merchandising	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3
CAT-30	Business English	3

MANAGEMENT AND SUPERVISION AS535/CE535

CONCENTRATION

Select another 12 units from the following:

ACC-1B	Principles of Accounting II	3
ACC-38	Managerial Accounting	3
BUS-18A	Business Law I	3
BUS-18B	Business Law II	3
BUS-22	Management Communications	3
BUS/MAG-47	Applied Business and Management Ethics	3
MAG-44	Principles of Management	3
MAG-46	Contemporary Quality Systems Management	3
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MAG-56	Human Resources Management	3

Associate in Science Degree

The Associate in Science degree in Cosmetology Business Administration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree.

COSMETOLOGY INSTRUCTOR TRAINING CE675

Certificate Program

Required Courses (15 units)		Units
COS-61A	Level I Cosmetology Instructor Concepts	7.5
COS-61B	Level I Cosmetology Instructor Concepts	7.5

ESTHETICIAN CE673

Certificate Program

Required Courses (17 units)		Units
COS-62A	Level I Esthetician Concepts	8.5
COS-62B	Level II Esthetician Concepts	8.5

Completion of esthetician courses (each with a grade of "C" or better) entitles the student to the Esthetician certificate and eligibility for the State Board of Barbering and Cosmetology licensing exam.

Transfer students possessing eligible esthetician hours of applied effort will be placed in the appropriate section with the approval of the department chair.

CULINARY ARTS

The Culinary Arts curriculum is designed to develop and provide students with an intensive professional and practical experience and background, with hands-on approach in the daily operation in a professional kitchen and full service fine dining restaurant. Also, it will provide students with basic knowledge needed to work in volume feeding establishments, and experience all phases (front and back of the house) of a restaurant operation through rotation of assignments.

CULINARY ARTS AS561/CE561

Certificate Program

Required Courses (26 units)		Units
CUL-36	Introduction to Culinary Arts	8
CUL-37	Intermediate Culinary Arts	8
CUL-38	Advanced Culinary Arts	8
Electives	(Choose from list below)	2

Electives

CUL-20	Fundamentals of Baking	2
CUL-22	Cake Decorating I	2

Associate in Science Degree

The Associate in Science Degree in Culinary Arts will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

DENTAL ASSISTANT

DENTAL ASSISTANT AS621/CE621

Certificate Program

Required Courses (42 Units) Units

Summer:

DEA-10 Introduction to Dental Assisting and
 Chairside assisting 4

Fall:

DEA-20 Infection Control for Dental Assistants 2
 DEA-21 Introduction to Radiology for Dental Assistants 2
 DEA-22 Introduction to Supervised Externships 1.5
 DEA-23 Introduction to Dental Sciences 3
 DEA-24 Dental Materials for the Dental Assistant 2
 ENG-50 Or Higher + 4
 MAT-64 Or Higher + 3

Winter:

DEA-30 Intermediate Chairside Dental Assisting 2
 DEA-31 Radiology for Dental Assistants 1.5
 DEA-32 Intermediate Supervised Externships 1

Spring:

DEA-40A Advanced Chairside Surgical Dental Assistant* 4
 DEA-40B Advanced Chairside Orthodontic
 Dental Assistant* 3.5
 DEA-40C Advanced Chairside Restorative
 Dental Assistant* 4.5
 DEA-41 Dental Office Procedures 4

+ These courses may be taken prior to entrance into the Dental Assistant Program or the equivalent can be met through testing.

*Students must take a minimum of DEA-40C and either DEA-40A or DEA-40B to complete the certificate program.

Associate in Science Degree

The Associate in Science Degree in Dental Assisting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

DENTAL HYGIENE

DENTAL HYGIENE AS724

Program prerequisites: Anatomy and Physiology 2A, Anatomy and Physiology 2B, Chemistry 2A, Chemistry 2B, English 1A, Math 52, Microbiology 1, Physical Education 4, Psychology 1, Sociology 1, and Speech 1.

Associate in Science Degree

Required Course (60.5 units) Units

First Semester courses:

DEH-10A Pre-Clinic Dental Hygiene #1 2.5
 DEH-11 Principles of Dental Hygiene 2
 DEH-12A Principles of Oral Radiology 1
 DEH-12B Oral Radiology Laboratory 1
 DEH-13 Infection Control in Dentistry 1
 DEH-14 Systems Analysis of Dental Anatomy
 Morphology, Histology, Embryology 3.5
 DEH-15 Head and Neck Anatomy 2

DEH-16 Preventive Dentistry 1
 DEH-17 General Pathology 2

First Winter Intersession Courses:

DEH-10B Pre-Clinic Dental Hygiene #2 1
 DEH-19 Pain Control 1.5

Second Semester Courses:

DEH-20A Clinical Dental Hygiene #1 3
 DEH-21 Clinical Seminar #1 1
 DEH-22 Oral Radiology Interpretation 1
 DEH-23 Introduction to Periodontology 2
 DEH-24 Ethics 1
 DEH-25 Medical/Dental Emergencies 1
 DEH-26 Dental Treatment of Geriatric and
 Medically Compromised 2
 DEH-27 Oral Pathology 3
 DEH-28 Basic and Applied Pharmacology 2

Summer Session Courses:

DEH-20B Clinical Dental Hygiene #2 1

Third Semester Courses:

DEH-30A Clinical Dental Hygiene #3 3.5
 DEH-31 Clinical Seminar #2 1
 DEH-32 Dental Materials 2.5
 DEH-33 Periodontology 1
 DEH-34 Community Dental Health Education #1 1
 DEH-35 Community Dental Health Education
 Practicum #1 1
 DEH-36 Research Methodology 2
 DEH-37 Nutrition in Dentistry 1

Second Winter Intersession Courses:

DEH-30B Clinical Dental Hygiene #4 1

Fourth Semester Courses:

DEH-40 Clinical Dental Hygiene #5 4
 DEH-41 Clinical Seminar #3 1
 DEH-42 Practice Management and Jurisprudence 2
 DEH-43 Advanced Periodontology 1
 DEH-44 Community Dental Health Education #2 1
 DEH-45 Community Dental Health Education
 Practicum #2 1
 DEH-46 Advanced Topics in Dental Hygiene 1

Plus completion of the graduation requirements as described in the catalog.



DENTAL LABORATORY TECHNOLOGY

DENTAL LABORATORY TECHNOLOGY AS723/CE723

Certificate Program

Required Courses (37 units)		Units
DEN-70	Introduction to Dental Technology	2
DEN-71	Dental Morphology	3
DEN-72A	Dental Materials I	1
DEN-72B	Dental Materials II	1
DEN-74	Dental Anatomy and Physiology	1
DEN-75A	Complete Denture Techniques I	3
DEN-75B	Complete Denture Techniques II	3
DEN-77A	Removable Partial Denture Techniques I	3
DEN-77B	Removable Partial Denture Techniques II	3
DEN-79A	Crown and Bridge Techniques I	3
DEN-79B	Crown and Bridge Techniques II	3
DEN-82	Dental Laboratory Management	1
DEN-85	Orthodontic/Pedodontic Techniques	3
DEN-89A	Dental Ceramics I	3
DEN-89B	Dental Ceramics II	3
DEN-200	Work Experience	1

Associate in Science Degree

The Associate in Science degree in Dental Laboratory Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

DRAFTING TECHNOLOGY

DRAFTING TECHNOLOGY AS539/CE539

Certificate Program

Required Courses (24-25 units)		Units
ENE-21	Drafting	3
ENE-22	Engineering Drawing	3
ENE-28	Technical Design	3
ENE-30	Computer Aided Drafting (CAD)	3
ENE-31	Computer Aided Drafting and Design	3
ENE-51	Blueprint Reading	2
ENE-52	Geometric Dimensioning & Tolerancing	2
ENE-60	Math for Engineering Technology	3
Electives	(Choose from list below)	2-3

Electives

ARE-24	Architectural Drafting	3
ENE-23	Descriptive Geometry	3
ENE-26	Civil Engineering Drafting	3
ELE/ENE-27	Technical Communication	3
ENE-42	3D Parametric Solid Modeling	3
ENE/MAN/WEL-34	Metal Joining Processes	2

Associate in Science Degree

The Associate in Science degree in Drafting Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD EDUCATION AS544/CE544

Certificate Program

Required Units (31 units)		Units
EAR-19	Observation and Assessment Methods in Early Childhood Education	3
EAR-20	Child Development	3
EAR-22	Early Childhood Programs and Career Opportunities	3
EAR-24	Creative Activities through Curriculum	3
EAR-26	Child Health	3
EAR-28	Principles and Practices of Early Childhood Education Programs	3
EAR-30	Internship in Early Childhood Education	4
EAR-42	Home, School and Community Relations	3
Electives	(Choose from list below)	6

Electives (6 units)

ART-3	Art for Teachers	3
DAN-5	Introduction to Movement Education for Preschool and Elementary Children	3
EAR-31	Home Visiting	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-37	School Age Child Care	3
EAR-38	Adult Supervision in ECE/CD Classrooms	3
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration Of Early Childhood Programs I	3
EAR-45	Administration Of Early Childhood Programs II	3
EAR-47	Childhood Stress and Trauma	3
EDU-1	Teaching in the Multicultural Classroom	3
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
ENG-30	Children's Literature	3
MUS-1	Teaching Music to Young Children	3
PHP-6	Introduction to Physical Education for Preschool and Elementary Children	3
PHP-30	First Aid and CPR	3
SOC-45	Childhood and Culture	3

Child Development Permit

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to a certificate in Early Childhood Education and/or an Associate in Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education Certificate is available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit,

teacher level. See the State guidelines for experience qualifications and additional levels.

Associate in Science Degree

The Associate in Science degree in Early Childhood Education will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

EARLY CHILDHOOD INTERVENTION ASSISTANT AS601/CE601 Certificate Program

Required Courses (31 units)		Units
EAR-20	Child Development	3
EAR-24	Creative Activities through Curriculum	3
EAR-28	Principles and Practices of Early Childhood Education Programs	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-42	Home, School and Community Relations	3
EAR-43	Children with Challenging Behaviors	3
Electives	(Choose from list below)	6

Electives (6 units)

EAR-19	Observation and Assessment Methods in Early Childhood Education	3
EAR-26	Child Health	3
EAR-31	Home Visiting	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-38	Adult Supervision in ECE/CD Classrooms	3
EAR-44	Administration Of Early Childhood Programs I	3
EAR-47	Childhood Stress and Trauma	3

Associate in Science Degree

The Associate in Science Degree in Early Childhood Intervention Assistant will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER CE795 Certificate Program

Required Courses (6 units)		Units
Complete two courses from the list below:		
EAR-20	Child Development	3
EAR-24	Creative Activities through Curriculum	3
EAR-28	Principles and Practices of Early Childhood Education Programs	3
EAR-42	Home, School and Community Relations	3

EARLY CHILDHOOD EDUCATION / TWELVE CORE UNITS CE797 Certificate Program

Required Courses (12 units)		Units
EAR-20	Child Development	3
EAR-24	Creative Activities through Curriculum	3
EAR-28	Principles and Practices of Early Childhood	3

Education Programs	3
EAR-42 Home, School and Community Relations	3

EDUCATION PARAPROFESSIONAL

EDUCATION PARAPROFESSIONAL AS603/CE603

Certificate Program

Required Courses (32-34 units)		Units
EDU-1	Teaching in the Multicultural Classroom	3
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
EAR-20	Child Development	3
ENG-1A	English Composition	4
or		
ENG-50	Basic English Composition	4
HIS-6	Political and Social History of the United States	3
or		
HIS-7	Political and Social History of the United States	3
MAT-52	Elementary Algebra	4
SPE-1	Public Speaking	3
or		
SPE-9	Interpersonal Communication	3
Electives	(May include, but not limited to those listed below)	8-10

Recommended Electives (8-10 units)

EAR-26	Child Health	3
ENG-30	Children's Literature	3
PHP-30	First Aid and CPR	3
SPA-3N	Spanish for Spanish Speakers	5

Associate in Science Degree

The Associate in Science Degree in Education Paraprofessional will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

ELECTRONICS TECHNOLOGY

The electronics curriculum is designed to meet the rapidly expanding and dynamic growth of its associated industries. The curriculum offers all interested students the necessary understanding, knowledge, and practical skill to qualify for entry level positions in electronics or transfer to a four-year college. The program also provides a working knowledge in electronics in the preliminary core courses for students pursuing a career outside of electronics.

ELECTRONICS COMPUTER SYSTEMS AS545/CE545 Certificate Program

Required Courses (35-39 units)		Units
ELE-10	Survey of Electronics	4
or both		
ELE-21	DC-AC Electronics	4
and		
ELE-23	Electronics Devices and Circuits	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ELE/ENE-27	Technical Communication	3

ELE-36	Advanced Microprocessors	4
ELE-38	Computer Systems Troubleshooting	4
ELE-39	PCM and Digital Transmission	3
ELE-40	Fiber Optic Basics	3
Electives	(Choose from list below)	6

Electives

CIS-5	Fundamentals of Programming Logic using C++	3
CIS-17A	C++ Programming: Objects	3
CIS-17B	C++ Programming: Advanced Objects	3
ELE-22	Passive Circuit Analysis	3
ELE-24	Active Circuit Analysis	3
ELE-200	Electronics Work Experience	1-4
ENE-22	Engineering Drawing	3
ENE-31	Computer-Aided Drafting and Design	3
ENE-60	Math for Engineering Technology	3
MAN-47A	Statistical Process Control	3
MAN-51	Machine Processes	3
MAN-60	Hydraulic and Pneumatic Systems	3
MAN-75A	Robotic Systems	4
MAN-76	Automated Systems Lab	1

Associate in Science Degree

The Associate in Science degree in Electronics Computer Systems will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

ELECTRONICS TECHNOLOGY AS546/CE546 Certificate Program

<u>Required Courses (28 units)</u>		<u>Units</u>
ELE-21	DC-AC Electronics	4
ELE-23	Electronics Devices and Circuits	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ELE/ENE-27	Technical Communication	3
Electives	(Choose from list below)	9

Electives

CIS-5	Fundamentals of Programming Logic using C++	3
CIS-17A	C++ Programming: Objects	3
CIS-17B	C++ Programming: Advanced Objects	3
ELE-22	Passive Circuit Analysis	3
ELE-24	Active Circuit Analysis	3
ELE-36	Advanced Microprocessors	4
ELE-38	Computer Systems Troubleshooting	4
ELE-39	PCM and Digital Transmissions	3
ELE-40	Fiber Optic Basics	3
ELE-200	Electronics Work Experience	1-4
ENE-22	Engineering Drawing	3
ENE-31	Computer-Aided Drafting and Design	3
ENE-60	Math for Engineering Technology	3
MAN-47A	Statistical Process Control	3
MAN-51	Machine Processes	3
MAN-60	Hydraulic and Pneumatic Systems	3
MAN-75A	Robotic Systems	4
MAN-76	Automated Systems Lab	1

Associate in Science Degree

The Associate in Science degree in Electronics Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

ANALOG AND DIGITAL MICROELECTRONICS Certificate Program CE831

<u>Required Courses (15 units)</u>		<u>Units</u>
ELE-23	Electronics Devices and Circuits	4
ELE-24	Active Circuit Analysis	3
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4

ANALOG ELECTRONICS, ANALYSIS AND DOCUMENTATION Certificate Program CE834

<u>Required Courses (15 units)</u>		<u>Units</u>
ELE-22	Passive Circuit Analysis	3
ELE-23	Electronics Devices and Circuits	4
ELE-24	Active Circuit Analysis	3
ELE/ENE-27	Technical Communication	3
ELE-28	Automated Electronics Design and Documentation Tools	2

ANALOG ELECTRONICS TECHNOLOGY Certificate Program CE835

<u>Required Courses (11 units)</u>		<u>Units</u>
ELE-10	Survey of Electronics	4
or		
ELE-21	DC-AC Electronics	4
ELE-23	Electronics Devices and Circuits	4
ELE-24	Active Circuit Analysis	3

DIGITAL ELECTRONICS TECHNOLOGY Certificate Program CE837

<u>Required Courses (11 units)</u>		<u>Units</u>
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
or		
ELE-36	Advanced Microprocessors	4
ELE-39	PCM and Digital Transmission	3

DIGITAL TECHNOLOGY AND DOCUMENTATION Certificate Program CE839

<u>Required Courses (16 units)</u>		<u>Units</u>
ELE-10	Survey of Electronics	4
or		
ELE-21	DC-AC Electronics	4
ELE-25	Digital Techniques	4
ELE/ENE-27	Technical Communication	3
ELE-28	Automated Electronics Design and Documentation Tools	2
ELE-39	PCM and Digital Transmission	3

ELECTRONIC CIRCUIT ANALYSIS CE836

Certificate Program

Required Courses (10 units)		Units
ELE-10	Survey of Electronics	4
or		
ELE-21	DC-AC Electronics	4
ELE-22	Passive Circuit Analysis	3
ELE-24	Active Circuit Analysis	3

ELECTRONIC COMMUNICATIONS**CE838****Certificate Program**

Required Courses (15 units)		Units
ELE-10	Survey of Electronics	4
ELE/ENE-27	Technical Communication	3
ELE-28	Automated Electronics Design and Documentation Tools	2
ELE-32	FCC Radiotelephone License Exam Preparation	3
ELE-39	PCM and Digital Transmission	3

ELECTRONICS DOCUMENTATION**CE844****Certificate Program**

Required Courses (9 units)		Units
ELE-10	Survey of Electronics	4
or		
ELE-21	DC-AC Electronics	4
ELE/ENE-27	Technical Communication	3
ELE-28	Automated Electronics Design and Documentation Tools	2

GENERAL ELECTRONICS CORE**CE847****Certificate Program**

Required Courses (16 units)		Units
ELE-10	Survey of Electronics	4
ELE-23	Electronics Devices and Circuits	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4

MICROCOMPUTER TECHNOLOGY**CE848****Certificate Program**

Required Courses (12 units)		Units
ELE-26	Microprocessors and Microcontrollers	4
ELE-36	Advanced Microprocessors	4
ELE-38	Computer Systems Troubleshooting	4

MICROPROCESSOR TECHNOLOGY**CE845****Certificate Program**

Required Courses (12 units)		Units
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ELE-36	Advanced Microprocessors	4

WIRELESS AND FIBER-OPTIC COMMUNICATIONS**CE846****Certificate Program**

Required Courses (13 units)		Units
ELE-10	Survey of Electronics	4
ELE-32	FCC Radiotelephone License Exam Preparation	3
ELE-39	PCM and Digital Transmission	3
ELE-40	Fiber-Optic Basics	3

This program has been developed to produce competent and compassionate entry-level health care providers through visionary leadership, innovative educational practices and constant self-evaluation. Using national accreditation standards, the program prepares students with academic and clinical skills to provide emergency health care services in the prehospital setting. The program also prepares students with skills in clinical problem-solving, assessment and patient management. Finally, we provide a fundamental knowledge base regarding the professional role and responsibilities of an EMT and EMT-P.

Prior to acceptance to the Emergency Medical Services Paramedic Program, students must have the following: a valid EMT-1 card and a valid American Heart Association Healthcare Provider level CPR card (both to remain current throughout the program), a high school diploma or GED, verification of at least 18 years of age, documentation of at least 1 year and 2000 hours of paid or volunteer service as an EMT-1 (50% of the experience must be in the prehospital setting,) and successful completion of AMY-10 or equivalent. Attendance at orientation and successful completion of paramedic preparatory class are also required. Students will receive further details upon acceptance into program.

Students must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. **Before taking any of these steps, attendance at orientation and successful completion of paramedic preparatory class are also mandatory.**

It is highly recommended that students take courses in medical terminology, medical math and English composition before the program begins.

EMERGENCY MEDICAL SERVICES**PARAMEDIC****AS585/CE585****Certificate Program**

Required Courses (49.5 units)		Units
EMS-60	Patient Assessment and Airway Management	4
EMS-61	Introduction to Medical Pathophysiology	3
EMS-62	Emergency Pharmacology	4
EMS-63	Cardiology	4
EMS-70	Trauma Management	4
EMS-71	Clinical Medical Specialty I	2.5
EMS-80	Medical Emergencies	4.5
EMS-81	Special Populations	4.5
EMS-82	Special Topics	2
EMS-83	Clinical Medical Specialty II	2.5
EMS-90	Assessment Based Management	4.5
EMS-91	Paramedic Field Internship	10

Associate in Science Degree

The Associate in Science Degree in Paramedic will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

The following Certificate may lead to employment competency, but does not lead to an associate in science degree:

EMERGENCY MEDICAL TECHNICIAN CE801

Certificate Program

Required Courses (7 units)		Units
EMS-50	Emergency Medical Services-Basic	6
EMS-51	Emergency Medical Services-Basic Clinical /Field	1

ENGINEERING TECHNOLOGY

ENGINEERING SOFTWARE APPLICATIONS AS549/CE549

Certificate Program

Required Courses (27 units)		Units
ENE-21	Drafting	3
ENE-30	Computer-Aided Drafting	3
ENE-31	Computer-Aided Drafting and Design	3
ENE-42	3D Parametric Solid Modeling	3
ENE-43	3D Technical Animation	3
ENE-44	Advanced 3D Technical Computer Animation	3
ART-36	Computer Art	3
CIS-1A	Introduction to Computer Information Systems	3
GRT-71	Adobe Photoshop for Publishing	3
or		
CIS/CAT-78A	Introduction to Adobe Photoshop	3

Associate in Science Degree

The Associate of Science degree in Engineering Software Applications will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

ENGINEERING TECHNICIAN AS550/CE550

Certificate Program

Required Courses (27 units)		Units
ENE-1A	Plane Surveying I	3
ENE-1B	Plane Surveying II	3
ENE-21	Drafting	3
ENE-22	Engineering Drawing	3
ENE-30	Computer-Aided Drafting (CAD)	3
MAT-35	Intermediate Algebra	5
MAT-36	Trigonometry	4
Electives	(Choose from list below)	3

Electives

ARE-24	Architectural Drafting	3
ENE-23	Descriptive Geometry	3
ENE-26	Civil Engineering Drafting	3
ENE-31	Computer-Aided Drafting and Design	3

Associate in Science Degree

The Associate in Science degree in Engineering Aide will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

ENGINEERING TECHNOLOGY AS551

Associate in Science Degree

Required Courses (35-37 units)		Units
ENE-21	Drafting	3
ENE-22	Engineering Drawing	3
ENE/ELE-27	Technical Communication	3
ENE-30	Computer Aided Drafting (CAD)	3
ENE-33	Machine Design	3
ELE-21	DC-AC Electronics	4
MAT-11	College Algebra	4
MAT-36	Trigonometry	4
WEL/ENE/MAN-34		
	Metal Joining Processes	2
Electives	(Choose from list below)	6-8

Electives

CHE-2A	Introductory Chemistry I	4
ENE-23	Descriptive Geometry	3
MAC/MAN-51	Machine Processes	3
MAT-5	Calculus, A Short Course	4
MAT-12	Statistics	3
PHY-2A	General Physics I	4

Plus completion of the graduation requirements as described in the catalog.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

ENGINEERING GRAPHICS CE796

Certificate Program

Required Courses (9 units)		Units
ENE-21	Drafting	3
ENE-22	Engineering Drawing	3
ENE-30	Computer-Aided Drafting (CAD)	3

INDUSTRIAL DESIGN CE798

Certificate Program

Required Courses (10 units)		Units
ENE-28	Technical Design	3
ENE-42	3D Parametric Solid Modeling	3
MAN-52	Computer-Aided Manufacturing-Mastercam	4

FIRE TECHNOLOGY

FIRE TECHNOLOGY AS555/CE555

Certificate Program

Required Courses (23 units)		Units
FIT-1	Fire Protection Organization	3
FIT-2	Fire Behavior and Combustion	3
FIT-3	Fire Protection Equipment and Systems	3
FIT-4	Building Construction for Fire Protection	3
FIT-5	Fire Prevention	3
FIT-9	Fire Ground Hydraulics	3
Electives	Choose EMS-50 and 51 or from any elective courses within the Fire Technology discipline	5

Students who successfully complete the certificate may also be eligible to receive additional certification through FEMA/National Fire Academy.

Associate in Science Degree

The Associate in Science Degree in Fire Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

FIREFIGHTER ACADEMY

AS669/CE669

Certificate Program

Required Courses (19 units)		Units
FIT-S3	Basic Firefighter Academy	19

Associate in Science Degree

The Associate in Science Degree in Fire Academy will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificates may lead to employment competency, but do not lead to an associate of science degree:

FIRE TECHNOLOGY/DISPATCH

CE782

Certificate Program

Required Courses (4.5 units)		Units
FIT-D1	Fire Department Organization for Dispatchers	1
FIT-D2	Emergency Call Taking for Fire and EMS	1
FIT-D3	Dispatcher Communication Systems	.25
FIT-D4	Support Radio Dispatching	.5
FIT-D5	Initial Attack Dispatch Operations	.5
FIT-D6	Initiating and Supporting a Wildland Dispatch	1
FIT-D7	Multi-Agency Incident Resource Processing System	.25

GEOGRAPHIC INFORMATION SYSTEMS

The following Certificates may lead to employment competency, but do not lead to an associate of science degree:

CORE CERTIFICATE IN GIS MAPPING

CE794

Certificate Program

Required Courses (9 units)		Units
GIS-1	Introduction to Geographic Information Systems	3
GIS-5	Cartography and Base Map Development	3
GIS-9	Spatial Analysis with GIS	3

GEOGRAPHIC INFORMATION SYSTEMS

CE790

Certificate Program

Required Courses (15 units)		Units
GIS-1	Introduction to Geographic Information Systems	3
GIS-5	Cartography and Base Map Development	3
GIS-9	Spatial Analysis with GIS	3
GIS-17	Advanced GIS Applications	3
Electives	(Choose from list below)	3

Electives

GIS-13	GIS for Science, Business and Government	3
GIS-21	Global Positioning System (GPS) Field Techniques	3
GIS-25	GIS Internship	3

GENERAL BUSINESS

See BUSINESS ADMINISTRATION

GRAPHICS TECHNOLOGY

GRAPHICS TECHNOLOGY

AS558/CE558

Certificate Program

Required Courses (34 units)		Units
GRT-1	Introduction to Graphics Technology	3
GRT-30	Contemporary Topics in Graphics Technology	1
GRT-55	Management and Estimating in the Graphics/Design Industry	3
GRT-58	Paper and Inks for Multi-purposed Design	1
GRT-63	Adobe InDesign for Professional Publishing	3
	or	
GRT-76	QuarkXPress for Publishing	3
GRT-70	Project Design and Production	3
GRT-71	Adobe Photoshop for Publishing	3
GRT-80	Introductory Digital Darkroom	3
GRT-85	Beginning Offset Presswork	3
Electives	(Choose from list below)	11

Electives

(11 units)

ART-36	Computer Art	3
ENG-17	Literary Magazine Production	2
GRT-63	Adobe InDesign for Professional Publishing	3
GRT-64	Ethics and Legalities of Digital Manipulation	1
GRT-65	Cross Platform File Management	1
GRT-67	WEB Animation with Flash	3
GRT-68	3D Animation with Maya	3
GRT-69	Motion Graphics and Compositing with After Effects	3
GRT-72	Advanced Photoshop for Publishing	3
GRT-73	Developing and Authoring Multimedia CD's and DVD's	3
GRT-74	Dreamweaver for Graphic Designers	3
GRT-76	QuarkXPress for Publishing	3
GRT-77A	Adobe Illustrator for Publishing	3
GRT-77B	Advanced Adobe Illustrator for Publishing	3
GRT-78A	Multimedia Construction with Macromedia Director	3
GRT-78B	Multimedia Construction using Lingo	3
GRT-79	Multimedia Production using Painter	3
GRT-81	Advanced Digital Darkroom	3
GRT-86	Advanced Offset Presswork and Bindery	3
GRT-88	3D Creature Creations with Maya	3
GRT-89	Multimedia Graphics Portfolio	4
GRT-200	Work Experience	1-4
PHO-20	Introduction to Digital Still Photography	3
TEL-64	Digital Editing Principles and Techniques	3

Associate in Science Degree

The Associate in Science Degree in Graphics Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

The following Certificates may lead to employment competency, but do not lead to an associate of science degree:

BASIC ELECTRONIC PREPRESS CE822

Certificate Program

Required Courses (17 units)		Units
GRT-1	Introduction to Graphics Technology	3
GRT-63	Adobe InDesign for Professional Publishing	3
or		
GRT-76	QuarkXPress for Publishing	3
GRT-64	Ethics and Legalities of Digital Manipulation	1
GRT-65	Cross Platform File Management	1
GRT-71	Adobe PhotoShop for Publishing	3
GRT-80	Introductory Digital Darkroom	3
GRT-85	Beginning Offset Presswork	3

BASIC GRAPHIC DESIGN CE823

Certificate Program

Required Courses (17 units)		Units
ART-22	Basic Design	3
GRT-1	Introduction to Graphics Technology	3
GRT-63	Adobe InDesign for Professional Publishing	3
or		
GRT-76	QuarkXPress for Publishing	3
GRT-64	Ethics and Legalities of Digital Manipulation	1
GRT-65	Cross Platform File Management	1
GRT-71	Adobe PhotoShop for Publishing	3
GRT-77A	Adobe Illustrator for Publishing	3

BASIC MULTIMEDIA DESIGN CE821

Certificate Program

Required Courses (16 units)		Units
GRT-58	Paper and Inks for Multi-purposed Design	1
GRT-64	Ethics and Legalities of Digital Manipulation	1
GRT-65	Cross Platform File Management	1
GRT-69	Motion Graphics with After Effects	3
GRT-71	Adobe PhotoShop for Publishing	3
GRT-78A	Multimedia Construction with Macromedia Director	3
GRT-89	Multimedia Graphics Portfolio	4

HUMAN SERVICES

HUMAN SERVICES AS663/CE663

Certificate Program

Required Courses (21units)		Units
HMS-4	Introduction to Human Services	3
HMS-5	Introduction to Evaluation and Counseling	3
HMS-6	Introduction to Case Management	3
HMS-8	Introduction to Group Process	3
HMS-16	Public Assistance and Benefits	1
HMS-200	Human Services Work Experience	2
Electives	(Choose from list below)	6

Electives

HMS-7	Introduction to Psychosocial Rehabilitation	3
HMS-13	Employment Support Strategies	3
HMS-14	Job Development	3
HMS-18	Introduction to Social Work	3
HMS-19	Generalist Practices of Social Work	3

Associate in Science Degree

The Associate in Science degree Human Services will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificate may lead to employment competency, but does not lead to an associate in science degree:

EMPLOYMENT SUPPORT SPECIALIZATION CE802

Certificate Program

Required Courses (4 units)		Units
HMS-13	Employment Support Strategies	3
HMS-16	Public Assistance and Benefits	1

LOGISTICS MANAGEMENT

LOGISTICS MANAGEMENT AS579/CE579

Certificate Program

Required Courses (18 units)		Units
Select 18 units from the following:		
BUS-80	Principles of Logistics	3
BUS/MAN-81	Inventory Control	1.5
BUS-82	Freight Claims	1.5
BUS-83	Contracts	1.5
BUS-84	Computerized Logistics	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Introduction to Purchasing	3
BUS-90	International Logistics	3

Associate in Science Degree

The Associate in Science degree in Logistics Management, will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.



MANAGEMENTSee **BUSINESS ADMINISTRATION****MANUFACTURING TECHNOLOGY****AUTOMATED SYSTEMS****AS732/CE732****Certificate Program**Required Courses (32 units) Units

ELE-26	Microprocessors and Microcontrollers	4
MAC/MAN-56	CNC Machine Setup and Operation	4
MAC/ENE-61	Computer Aided Design and Computer Aided Manufacturing	2
MAN-30	Material Handling	3
MAN-60	Hydraulics and Pneumatic Systems	3
MAN-62	Computer Integrated Manufacturing	3
MAN-64	Programmable Logic Controllers	2
MAN-75A	Robotic Systems	4
MAN-76	Automated Systems Lab	1
Electives	(Choose from list below)	6

Electives

ELE-38	Computer Systems Troubleshooting	4
ENE/ELE-27	Technical Communication	3
ENE/MAN-46	Manufacturing Processes I	3
ENE-60	Math for Engineering Technology	3
ENE-200	Work Experience	1-4
MAN-31	Production Planning, Operating & Control	3
MAN-47A	Statistical Process Control	3
MAN-51	Machine Processes	3
MAN-58	Quality Assurance	3
MAN-75B	Advanced Robotic Systems	4
MAN-76	Automated Systems Lab	1

Associate in Science Degree

The Associate in Science degree in Manufacturing Technology, Automated Systems will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

AUTOMATED SYSTEMS TECHNICIAN**AS737/CE737****Certificate Program**Required Courses (26 Units) Units

ELE-10	Survey of Electronics	4
ELE-26	Microprocessors and Microcontrollers	4
ELE/ENE-27	Technical Communications	3
ENE-33	Machine Design	3
ENE-51	Blueprint Reading	2
ENE-60	Math for Engineering Technology	3
MAC/MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
MAN-60	Hydraulics and Pneumatic Systems	3
MAN-64	Programmable Logic Controllers	2

Associate in Science Degree

The Associate in Science degree in Manufacturing Technology, Automated Systems Technician will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

MANUFACTURING MANAGEMENT**AS607/CE607****Certificate Program**Required Courses (18.5 units) Units

MAN-81	Principles of Inventory Control	1.5
MAN-82	Fundamentals of Manufacturing Control	2
MAN-83	Fundamentals of Operations Management	2
MAN-84	Fundamentals of Materials and Operations Planning	2
Electives	(Choose from list below)	11

Electives

MAN-31	Production Planning, Operating and Control	3
MAN-47A	Statistical Process Control	3
MAN-47B	Advanced Statistical Process Control	3
MAN-48	Manufacturing Quality Management	3
MAN-49	Problem Solving in Manufacturing	3
MAN-62	Computer Integrated Manufacturing	3
MAN/ENE-70	Manufacturing Methods	3
MAN/ENE-71	Supplier Improvement	3
MAN-92A	Manufacturing Problem Solving	2
MAN-92B	Manufacturing Teamwork and Communication	2

Associate in Science Degree

The Associate in Science Degree in Manufacturing Management will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

COMPUTER-AIDED PRODUCTION TECHNOLOGY **CE799****Certificate Program**Required Courses (14-15 units) Units

ENE-51	Blueprint Reading	2
ENE-60	Math for Engineering Technology	3
MAN/MAC-55	Occupational Safety & Health Administration (OSHA) Standards for General Industry	2
MAN/MAC-56	CNC Machine Set-up and Operation	4
Electives	(Choose from list below)	3-4

Electives (3-4 units)

MAN/ENE-46	Manufacturing Processes I	3
MAN-52	Computer-Aided Manufacturing-Mastercam	4
MAN/MAC-57	CNC Program Writing	3
MAN-59	Computer-Aided Manufacturing-GibbsCAM	4

MATERIALS AND OPERATIONS MANAGEMENT**CE800****Certificate Program**Required Courses (7.5 units) Units

MAN-81	Principles of Inventory Control	1.5
MAN-82	Fundamentals of Manufacturing Control	2
MAN-83	Fundamentals of Operations Management	2
MAN-84	Fundamentals of Materials and Operations Planning	2

MARKETING

See **BUSINESS ADMINISTRATION**

MEDICAL ASSISTING

ADMINISTRATIVE/CLINICAL MEDICAL ASSISTING AS718/CE718

ASSISTING

Certificate Program

Required Courses (22 units)		Units
MDA-1A	Medical Terminology IA	3
MDA-1B	Medical Terminology IB	3
MDA-54	Clinical Medical Assisting and Pharmacology	5
MDA-59	Medical Office Procedures	5
Electives	(Choose from list below)	6

Electives (6 units)

CIS-1A	Introduction to Computer Information Systems	3
or		
CAT/CIS-3	Computer Applications for Working Professionals	3
CAT-50	Keyboarding and Document Processing	3
CAT/CIS-84	WordPerfect for Windows	3

Associate in Science Degree

The Associate in Science degree in Administrative/ Clinical Medical Assisting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

MEDICAL TRANSCRIPTION AS701/CE701

Certificate Program

Required Courses (26 units)		Units
AMY-10	Survey of Human Anatomy and Physiology	3
MDA-1A	Medical Terminology IA	3
MDA-1B	Medical Terminology IB	3
MDA-58A	Medical Transcription	5
CAT-30	Business English	3
Electives	(Choose from list below)	9

Electives (9 units)

MDA-58B	Advanced Medical Transcription	3
MDA-60	Survey of Human Diseases	2
MDA-61	Pharmacology for Medical Office Personnel	2
CAT/CIS-3	Computer Applications for Working Professionals	3
CAT-50	Keyboarding & Document Processing	3
CAT/CIS-84	Word Processing: WordPerfect for Windows	3

Associate in Science Degree

The Associate in Science Degree in Medical Assisting/Medical Transcription will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

MUSIC

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

JAZZ PERFORMANCE CE852 Certificate Program

Required Courses (17-17.5 units)		Units
MUS-25	Jazz Appreciation	3
MUS-35	Vocal Music Ensembles (2 semesters)	2
or		
MUS-36	Instrumental Chamber Ensembles (1 semester)	1.5
MUS-39	Intermediate Applied Music (2 semesters)	6
MUS-43	Jazz Improvisation and Theory (2 semesters)	2
MUS-52	Recital Performance	.5
Performing Ensemble (Choose from list below)		4

Performing Ensembles

MUS-33	Vocal Jazz Ensemble (2 semesters)	4
or		
MUS-44	Jazz Ensemble (2 semesters)	4

MIDI CE850 Certificate Program

Required Courses (13 units)		Units
MUS-3	Fundamentals of Music	4
MUS-8A	Introduction to MIDI and Digital Audio	3
MUS-8B	Sequencing and Orchestration with Digital Audio and MIDI	3
MUS-9	Music Composition and Film Scoring with Digital Audio	3

MUSIC PERFORMANCE CE851 Certificate Program

Required Courses (17.5 units)		Units
MUS-39	Intermediate Applied Music (3 semesters)	9
MUS-52	Recital Performance (25 minute solo program)	.5
Performing Ensemble (Choose from list below)		8

Performing Ensembles (8 units—4 semesters)

MUS-28	Riverside Community Symphony	2
MUS-33	Vocal Jazz Ensemble	2
MUS-41	Chamber Singers	2
MUS-42	Wind Ensemble	2
MUS-44	Jazz Ensemble	2
MUS-48	Marching Band	2
MUS-77	Guitar Ensemble	2

NURSING

Upon acceptance to the ADN or VN programs, a clear background check will be required prior to enrollment.

REGISTERED NURSING PROGRAM AS586

Associate in Science Degree in Registered Nursing

The Associate in Science degree in Registered Nursing will be awarded upon successful completion of the following courses:

Required Courses (71.5 units)		Units
AMY-2A	Anatomy and Physiology I	4
AMY-2B	Anatomy and Physiology II	4
MIC-1	Microbiology	4
Nursing 17 is required within one year prior to enrollment for all advanced placement/transfer students.		
PSY-9	Developmental Psychology (PSY-9 required prior to Nursing 2)	3
SOC-1	Introduction to Sociology	3
or		
ANT-2	Cultural Anthropology	3
ENG-1A	English Composition	4
	American Institutions	3
	Communication and Analytical Thinking	6
	SPE-1 or SPE-9 and Elective Humanities	3
NRN-1	Introduction to Nursing Concepts and Practice	8
NRN-2	Beginning Nursing Concepts of Health and Illness	8
NRN-3	Intermediate Nursing Concepts of Health and Illness	9
NRN-4	Advanced Nursing Concepts of Health and Illness	9
NRN-15	Introduction to Nursing Roles and Relationships	2
NRN-16	Dimensions of AD-Registered Nursing	1.5

VOCATIONAL NURSING AS588/CE588

Certificate Program

Required Courses (51 units)		Units
AMY-10	Survey of Human Anatomy and Physiology	3
NVN-50	Introductory Vocational Nursing Foundations	2
NVN-51	Introductory Concepts of Vocational Nursing-Health/Illness	3
NVN-52	Introductory Concepts of Vocational Nursing-Nursing Fundamentals	9.5
NVN-60	Intermediate Vocational Nursing Foundations-Nursing Process/Communication	1
NVN-61	Intermediate Concepts of Vocational Nursing-Care of the Family	6
NVN-62	Intermediate Concepts of Vocational Nursing-Medical/Surgical	12
NVN-63	Intermediate Concepts of Vocational Nursing-Mental Health	3
NVN-70	Advanced Vocational Nursing Foundations-Role Transition	1
NVN-71	Advanced Concepts of Vocational Nursing-Medical/Surgical	7.5
PSY-9	Developmental Psychology	3

Associate in Science Degree

The Associate in Science degree in Vocational Nursing will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

CRITICAL CARE NURSE CE581

Certificate Program

Prerequisite: Completion of the RN program is required prior to enrolling in this course.

Required Courses (8 units)		Units
NXN-81	Critical Care Nursing	8

NURSING ASSISTANT CE584

Certificate Program

Required Courses (8-9.5 units)

Required Courses (8-9.5 units)		Units
NRN-1	Introduction to Nursing Concepts and Practice	8
or		
NVN-52	Introductory Concepts of Vocational Nursing-Nursing Fundamentals	9.5

PARALEGAL STUDIES

PARALEGAL STUDIES AS591

Associate in Science Degree

Required Courses (37.5 units)

Level I Courses:

BUS-18A	Business Law I	3
PAL-10	Introduction to Paralegal Studies	3
PAL-64	Legal Research and Computer Applications	3
PAL-68	Civil Litigation and Procedures I	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
or		
CAT/CIS-84	Word Processing: WordPerfect for Windows	3

Level II Courses:

BUS-18B	Business Law II	3
PAL-14	Legal Ethics	3
PAL-70	Law Office Policies, Procedures & Ethics	1.5
PAL-72	Legal Analysis and Writing	3
PAL-78	Civil Litigation and Procedures II	3

Specialty Courses (Select 9 Units From The Following)

ACC-1A	Principles of Accounting I	3
PAL-80	Internship Project	1.5
PAL-81	Bankruptcy Law and Procedures	3
PAL-83	Estate Planning and Probate Procedures	3
PAL-85	Family Law and Procedures	3
PAL-87	Trial Practice Preparation and Procedures	3
RLE-82	Legal Aspects of Real Estate	3

Plus completion of the graduation requirements as described in the catalog.



PHOTOGRAPHY

PHOTOGRAPHY AS592/CE592

Certificate Program

Required Courses (24 units)		Units
PHO-8	Introduction to Photography	3
PHO-9	Intermediate Photography	3
PHO-10	Advanced Photography	3
PHO-12	Photojournalism	3
PHO-13	Advanced Darkroom Techniques	3
PHO-14	Basic Studio Portraiture	3
PHO-17	Introduction to Color Photography	3
PHO-20	Digital Photography	3

Associate in Science Degree

The Associate in Science degree in Photography will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

PHYSICAL EDUCATION

EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

Required Courses (21 units)		Units
PHP-4	Nutrition	3
PHP-10	Introduction to Physical Education	3
PHP-12	Sport Psychology	3
PHP-14	Athletic and Fitness Organization and Administration	3
PHP-16	Introduction to Athletic Training	3
PHP-30	First Aid and CPR	3
PHP-35	Foundations for Fitness and Wellness	3

In addition, choose and complete courses from one Emphasis below 3-16

FITNESS PROFESSIONS EMPHASIS AS595/CE595

(Total of 24 units)

Core requirements		21
Take <u>one</u> of the following:		
PHP-42	Lifeguard and Water Safety Instructor Certification	3
PHP-43	Personal Training	3
PHP-44	Yoga Instructor Training	3
PHP-45	Group Fitness Instructor	3

ATHLETIC TRAINING EMPHASIS AS597/CE597

(Total of 29 units)

Core requirements		21
Take <u>all</u> of the following:		
PHP-17	Athletic Training, Fall Sports, Beginning	2
PHP-18	Athletic Training, Spring Sports, Beginning	2
PHP-21	Athletic Training Applications (Must take two times)	2-2

COACHING EMPHASIS AS599/CE599

(Total of 30 units)

Core requirements		21
Elective from Group 1 Electives		3
Elective from Group 2 Electives		3

Elective from Group 3 Electives		1
Elective from Group 4 Electives		1
Elective from Group 5 Electives		1

Group 1 Electives (3 units)

PHP-24	Sports Officiating, Fall Sports	3
PHP-25	Sports Officiating, Spring Sports	3

Group 2 Electives (3 units)

PHP-26	Foundations of Coaching	3
PHP-27	Football Theory	3
PHP-28	Basketball Theory	3
PHP-29	Soccer Theory	3
PHP-33	Baseball Theory	3
PHP-34	Softball Theory	3
PHP-42	Lifeguard/Water Safety Instructor Certification	3

Group 3 Electives - Individual Activity Courses (1 unit)

PHP-A11	Tennis, Beginning	1
PHP-A12	Tennis, Intermediate	1
PHP-A13	Tennis Advanced	1
PHP-A20	Golf, Beginning	1
PHP-A21	Golf, Intermediate	1
PHP-A28	Swimming, Basic Skills and Aquatic Exercise	1
PHP-A29	Swimming, Intermediate Skills	1
PHP-A30	Swimming, Advanced Skills and Conditioning	1
PHP-A33	Track and Field: Running Event Techniques	1
PHP-A34	Track and Field: Field Event Techniques	1

Group 4 Electives - Team Activity Courses (1 unit)

PHP-A50	Baseball Fundamentals, Defensive	1
PHP-A51	Baseball Fundamentals, Offensive	1
PAP-A52	Fast Pitch Fundamentals, Offensive	1
PHP-A53	Fast Pitch Fundamentals, Defensive	1
PHP-A54	Fast Pitch Softball Fundamentals	1
PHP-A57	Basketball	1
PHP-A60	Football Fundamentals, Defensive	1
PHP-A61	Football Fundamentals, Offensive	1
PHP-A62	Flag Football	1
PHP-A64	Soccer	1
PHP-A67	Volleyball, Beginning	1
PHP-A68	Volleyball, Intermediate	1
PHP-A69	Volleyball, Advanced	1

Group 5 Electives - Fitness Activity Courses (1 unit)

PHP-A31	Water Aerobics and Deep Water Exercise	1
PHP-A74	Hiking and Backpacking	1
PHP-A75	Walking for Fitness	1
PHP-A77	Jogging for Fitness	1
PHP-A78	Long Distance Running	1
PHP-A80	Triathlon Techniques	1
PHP-A81	Physical Fitness	1
PHP-A86	Step Aerobics	1
PHP-A87	Step Aerobics, Intermediate	1
PHP-A88	Step Aerobics, Advanced	1
PHP-A90	Weight Training	1
PHP-A92	Weight Training, Advanced	1

Associate in Science Degree

The Associate in Science Degree in Physical Education will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

PHYSICIAN ASSISTANT**PHYSICIAN ASSISTANT****AS501/CE501**

Prior to acceptance to the Physician Assistant Program students must complete prerequisites in physics, chemistry, algebra, English, anatomy and physiology, microbiology, sociology or cultural anthropology and psychology. It is highly recommended that students complete Abnormal Psychology and Medical Terminology prior to entering the program. Anatomy and physiology and microbiology must have been taken within the last five years with a combined GPA of 2.7. An overall GPA of 2.5 is required in other general education courses. A minimum of 2,000 hours paid "hands-on" patient care experience in the disciplines of medicine, nursing or allied health is also required.

Certificate Program

Required Courses (89 units)		Units
PHT-1	Applied Clinical Skills	2
PHT-2	Medical Science I	6
PHT-3	History and Physical Assessment I	4
PHT-4	Applied Clinical Skills II	3
PHT-5	Medical Science II	6
PHT-6	History and Physical Assessment II	4
PHT-7	Medical Pharmacology	4
PHT-8	Applied Clinical Skills III	3
PHT-9	Medical Science III	6
PHT-10	Clinical Nutrition	3
PHT-11	Internal Medicine I	6
PHT-12	Internal Medicine II	6
PHT-13	Surgery I	4
PHT-14	Surgery II	6
PHT-15	Pediatrics	6
PHT-16	Obstetrics/Gynecology	6
PHT-17	Family Practice	6
PHT-18	Psychiatry/Mental Health	4
PHT-19	Emergency Medicine	4

Associate in Science Degree

The Associate in Science Degree in Physician Assistant will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

REAL ESTATE**See BUSINESS ADMINISTRATION****RETAIL MANAGEMENT/WAFC****RETAIL MANAGEMENT/WAFC****AS536/CE536****(WESTERN ASSOCIATION OF FOOD CHAINS)****Certificate Program**

Required Courses (30-31 units)		Units
ACC-1A	Principles of Accounting I	4
or		
ACC/CAT-55	Applied Accounting/Bookkeeping	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
or		
CIS/CAT-3	Computer Applications for Working Professionals	3
MAG-44	Principles of Management	3
or		
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MAG-56	Human Resources Management	3
MAG-57	Oral Communications	3
or		
SPE-1	Public Speaking	3
or		
SPE-9	Interpersonal Communication	3
MKT-20	Principles of Marketing	3
MKT-42	Retail Management	3

Associate in Science Degree

The Associate in Science degree in Retail Management/WAFC will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

SIGN LANGUAGE INTERPRETING**SIGN LANGUAGE INTERPRETING****AS505/CE505****Certificate Program**

Required Courses (28.5 units)		Units
AML-5	Sign Language for Interpreters	4
AML-10	Introduction to Sign Language Interpreting	3
AML-11	Interpreting I	4.5
AML-12	Interpreting II	4.5
AML-13	Interpreting III	4.5
AML-14	Interpreting IV/Practicum	2
AML-20	Ethics and Professional Standards of Interpreting	3
AML/SOC-22	American Deaf Culture	3

Associate in Science Degree

The Associate in Science degree in Sign Language Interpreting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

TELECOMMUNICATIONS

TELEVISION PRODUCTION SPECIALIST AS699/CE699

Certificate Program

Required Courses (28 units)		Units
TEL-41	Introduction to Telecommunications	3
TEL-42	Writing for Broadcast Television and Radio	3
TEL-43	Television Studio and Equipment	3
TEL-44	Introduction to Television Production	3.5
JOU/TEL-45	Television News Production	3.5
TEL-38	Telecommunications Production Project	3
or		
TEL-53	Telecommunications Laboratory	3
Electives	(Choose from list below)	9

Electives (9 units)

TEL/MUS-11	Sound Recording and Reinforcement Techniques	3
TEL-12	History of American Film	3
TEL-46	Editing for Television	3
TEL-48	Short Film Production	3
TEL-51	Telecommunications Laboratory	1
TEL-52	Telecommunications Laboratory	2
TEL-60	Overview of Digital Media	3
TEL-63	Multimedia Sound Design Techniques	3
TEL-64	Digital Editing Principles and Techniques	3
TEL-65	The Director's Art in Filmmaking	3
TEL-66	Advanced Digital Editing	3
TEL-69	Script Supervising for Film and Television	3
TEL-70	Scriptwriting Software using Final Draft	1
TEL-71	Sound Engineering for Audio in Media	3
ART-22	Basic Design	3
ART-23	Design and Color	3
ART-36	Computer Art	3
GRT-68	3D Animation with Maya	3
GRT-69	Motion Graphics and Compositing with After Effects	3
GRT-71	Adobe PhotoShop for Publishing	3
GRT-78A	Multimedia Construction using Macromedia Director	3
GRT-78B	Multimedia Construction using Lingo	3
JOU-1	Introduction to Journalism	3
JOU-7	Mass Communications	3
MUS-8A	Introduction to MIDI and Digital Audio	3
PHO-8	Introduction to Photography	3
THE-5	Theater Practicum	3

Associate in Science Degree

The Associate in Arts Degree in Television Production Specialist will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

The following Certificate may lead to employment competency, but does not lead to an associate of science degree:

BASIC TELEVISION PRODUCTION CE842

Certificate Program

Required Courses (16 units)		Units
TEL-38	Telecommunication Production Project	3
TEL-42	Writing for Broadcast Television and Radio	3
TEL-43	Television Studio and Equipment	3
TEL-44	Television Production	3.5
TEL/JOU-45	Television News Production	3.5

WELDING TECHNOLOGY

WELDING TECHNOLOGY AS606/CE606

Certificate Program

Required Courses (36 units)		Units
WEL-15	Intro. to Basic Shielded Metal Arc Welding	3
WEL-16	Advanced Shielded Metal Arc Welding	3
WEL-35	Semi-Automatic Welding	3
WEL-55A	Gas Tungsten Arc Welding-Plate Material	3
WEL-55B	Gas Tungsten Arc Welding-Exotic Metals	3
WEL-60	Advanced Pipe and Plate Laboratory	2
WEL- 61	Certification for Licensing of Welding	3
ENE-21	Drafting	3
ENE-60	Math for Engineering Technology	3
ENG-50	Basic English Composition	4
Electives	(Choose from list below)	6

Electives

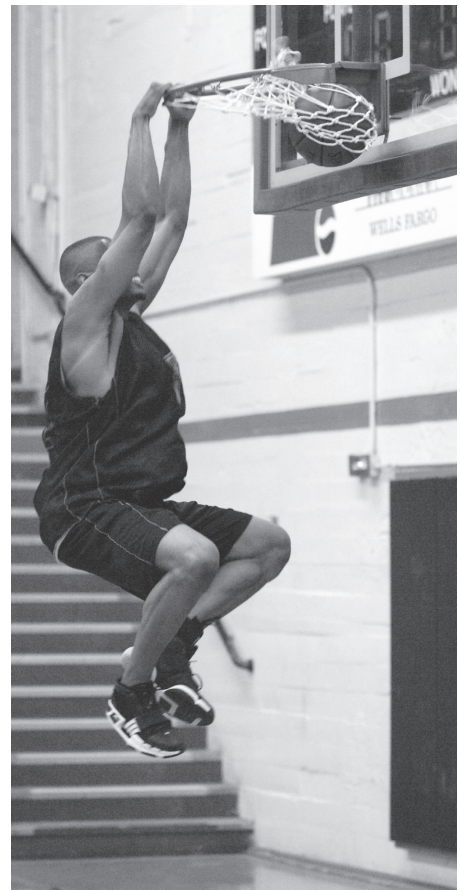
(6 units)

ENE-51	Blueprint Reading	2
ENE-85	Basic Metallurgy	3
WEL-25	Introduction to Oxyacetylene Welding	3
WEL/ENE/MAN-34	Metal Joining Processes	2
WEL-200	Welding Work Experience	1-4

Associate in Science Degree

The Associate in Science Degree in Welding Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.





Section VI

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four-year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer.

The program of instruction is divided into major categories:

TRANSFER

College and university parallel courses are generally numbered 1 through 49. There are, however, many exceptions. See a counselor for information.

CALIFORNIA ARTICULATION NUMBER (CAN)

Some courses are identified with the California Articulation Number (CAN). This identifies some of the transferable, lower division, introductory courses commonly taught within each academic discipline in California community colleges.

Lists of courses from campuses who have qualified to participate in the CAN system are available in the counseling department. The system assures students that CAN courses on one participating campus will be accepted "in lieu" of the comparable CAN course on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. Each campus, however, retains its own numbering system.

IGETC

Intersegmental general education transfer curriculum is a series of courses that RCCD students may use to satisfy lower division general education requirements at any CSU or UC campus. IGETC provides an option to the California State University general education requirements and replaces the University of California Transfer Code Curriculum.

UC/CSU

These designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to University of California campuses. Those courses marked UC* indicate there are transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on all three campuses. When in doubt, students are advised to confer with a counselor.

DELIVERY METHODS

A variety of delivery methods are used to offer classes at Riverside Community College District, including face-to-face classroom instruction and distance delivery methods such as televised classes and online classes (taught entirely online utilizing computer and internet technology). Enrollment in online classes is limited to students who have demonstrated competency in working in the online environment. Please see the Open Campus section of the class schedule for details on meeting the limitation on enrollment for online classes.

NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (ART 95-99; CAT 30ABC, 99ABCD; ENG 60AB, 60A1234, 90AB; ESL 51, 51AB, 52, 53, 65, 71, 72, 90A-K, 91, 92, 95; GUI 95; MAT 50, 51, 62ABC, 63, 64, 65, 98; NXN 81; REA 66, 81, 82, 83, 86, 87, 95; SPE 52; and all computer practicums numbered 96, 96A, 97) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

NON-TRANSFER

Several general education, occupational, vocational and technical courses are numbered 50 and above. Since these courses are not offered at four-year colleges and universities, they are not designed for transfer credit. Some exceptions do exist. Students are advised to confer with a counselor regarding possible transferability.

NON-CREDIT

These courses are numbered in the 800's and are non-credit classes. No unit credit is earned in these courses.

REPEATING A COURSE

Some courses, particularly in performance areas such as music, theater, and athletics where significant skill improvement is an important objective, may be repeated regardless of the grade earned. In these instances, for example, the student may repeat the course three times, for a maximum of four (4) total enrollments in the same activity. Beginning tennis, intermediate tennis, advanced tennis, for example, are considered as the same activity, and a student may enroll in the activity for a total of four (4) times.

LIMITATIONS ON ENROLLMENT

Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

Prerequisite - When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of C or better or CR). Completion of the prerequisite is required prior to enrolling in the class. **Successful completion of a prerequisite requires a grade of 'C' or better or 'CR' (Credit). 'C-', 'D', 'F', 'NC' (No Credit), or 'I' grades are not acceptable.** Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a 'C' grade, the student will be dropped from the succeeding class.

Corequisite - When a course has a corequisite, it means that a student is required to take another course at the same time as the desired course. Some disciplines accept prior completion of the corequisite, so check the catalog description of each course carefully. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (e.g. completion of, or concurrent enrollment in, Math 1A is required for Physics 4A).

Advisory - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

Verifying Prerequisites/Corequisites - It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the RCCD Catalog.

If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a **Prerequisite Validation Form**.
- Submit unofficial transcript(s) or grade reports and complete a **Matriculation Appeals Petition**. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals Petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites. For more information about these acceptable courses, please call the prerequisite hotline at (909) 222-8808.

Petitions to challenge a prerequisite or to file a complaint of unlawful discrimination are available in the Counseling Offices on all three campuses.

ACCOUNTING

ACC-1A - Principles of Accounting, I **3 units**
UC, CSU (CAN BUS 2)

(ACC 1A + 1B = CAN BUS SEQ A)

Prerequisite: None.

Advisory: BUS-20. Concurrent enrollment in ACC/CIS-96 also recommended.

Limitation on enrollment: Not open to students with credit for ACC-10B.

An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing and summarizing procedures used in preparing financial statements. 54 hours lecture.

ACC-1B - Principles of Accounting, II **3 units**
UC, CSU (CAN BUS 4)

(ACC 1A + 1B = CAN BUS SEQ A)

Prerequisite: ACC-1A.

Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.

A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

ACC-38 - Managerial Accounting **3 units**
CSU

Prerequisite: ACC-1A.

Conceptual and technical analysis of accounting information used by managers as they carry out their planning, controlling and decision-making responsibilities. Includes coverage of just-in-time systems, activity-based costing, flexible manufacturing systems, computer-integrated performance measures and the impact of automation on capital budgeting decisions. 54 hours lecture.

ACC-55 - Applied Accounting/Bookkeeping **3 units**
(Same as CAT-55)

Prerequisite: None.

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. Total of 54 hours lecture.

ACC-61 - Cost Accounting **3 units**
CSU

Prerequisite: ACC-1B.

Advisory: Concurrent enrollment in ACC/ CIS-96 is recommended.

Studies the development of detailed cost data essential to management for controlling operations, decision making and planning. Principles of cost accounting are applied primarily to a manufacturing organization, but are also used by merchandising and service organizations. Use of computers may be required. 54 hours lecture.

ACC-62 - Payroll Accounting **3 units**
CSU

Prerequisite: ACC-1A, ACC-10A or CAT-63A.

Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.

Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture.

ACC-63 - Income Tax Accounting **3 units**
CSU

Prerequisite: None.

Theory and method of preparation of income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture.

ACC-65 - Computerized Accounting **3 units**
CSU

Prerequisite: ACC-1A or 10A; or CAT-63A.

Concurrent enrollment in ACC/CIS-96 is also recommended.

Advisory: CIS-1 or 90A is recommended.

An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture.

ACC-66 - Non-Profit and Governmental Accounting CSU 3 units*Prerequisite: ACC-1A.**Advisory: BUS-20.*

A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture.

ACC-96 - Practicum in Computers (Same as CIS/CAT-96) .5 unit*Prerequisite: None.*

Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

ACC-97 - Practicum in Computers (Same as CIS/CAT-97) 1 unit*Prerequisite: None.*

Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

ACC-200 - Accounting Work Experience CSU* 1-2-3-4 units*Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ADMINISTRATION OF JUSTICE**ADJ-1 - Introduction to the Administration of Justice UC, CSU (CAN AJ 2) 3 units***Prerequisite: None.*

The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.

ADJ-2 - Principles and Procedures of the Justice System CSU 3 units*Prerequisite: None.*

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 54 hours lecture.

ADJ-3 - Concepts of Criminal Law UC, CSU (CAN AJ 4) 3 units*Prerequisite: None.*

Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.

ADJ-4 - Legal Aspects of Evidence CSU 3 units*Prerequisite: None.*

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

ADJ-5 - Community Relations UC, CSU 3 units*Prerequisite: None.*

An in-depth exploration of the roles of administration of justice practitioners and agencies. The interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. 54 hours lecture.

ADJ-6 - Patrol Procedures CSU 3 units*Prerequisite: None.*

Responsibilities, techniques and methods of police patrol. 54 hours lecture.

ADJ-8 - Juvenile Law and Procedures CSU 3 units*Prerequisite: None.*

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

ADJ-9 - Law in American Society CSU 3 units*Prerequisite: None.*

A general survey of practical law intended as an introduction to the legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture.

ADJ-10 - Introduction to Security 3 units*Prerequisite: None.*

This is an introductory course into the career ladder of Private Security. This course will serve as the entry point for understanding this career field, as unique from traditional law enforcement services, e.g., police officer, deputy sheriff. The students will focus on the provision of security services for the private sector and the business world by satisfying the customer through the provision of myriad services at the security officer, supervisor and manager/administrator level. 54 hours lecture.

ADJ-13 - Criminal Investigation 3 units
CSU

Prerequisite: None.

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow up and case preparation. 54 hours lecture.

ADJ-14 - Advanced Criminal Investigation 3 units
CSU

Prerequisite: ADJ-13.

Advanced training and skill development in the conduct of crime scene investigation and in the recording, collection and preservation of physical evidence. Focus is on the understanding and working knowledge of fingerprints, ballistics, firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. 36 hours lecture and 54 hours laboratory (simulated crime scene investigation.)

ADJ-15 - Narcotics 3 units
CSU

Prerequisite: None.

A basic understanding of narcotics and dangerous drugs, the causes of addiction or habituation, identification of narcotics, hallucinogenics, enforcement procedure and legal aspects. 54 hours lecture.

ADJ-16 - Interviewing and Counseling 3 units
CSU

Prerequisite: None.

Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to entry level practitioners in corrections in counseling and interviewing. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel. 54 hours lecture.

ADJ-18 - Institutional and Field Services 3 units
CSU

Prerequisite: None.

Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confirmed and field settings. 54 hours lecture.

BASIC PEACE OFFICER TRAINING ACADEMY

The Basic Peace Officer Training Academy was established in Riverside under the administration of Riverside Community College in the spring of 1953. This program provides practical and technical instruction to meet the requirements of various law enforcement agencies at the local, state, and federal level. The Basic Academy serves eleven counties in Southern California.

The Basic Academy is offered three times per year, forty hours per week, for 22 to 23-week periods. Upon successful completion of the course the college awards 18 units of college credit and the California Commission on Peace Officer Standards and Training issues the Basic Peace Officer's Certificate.

For Basic Academy applications and further information regarding this

program, contact Department of Public Safety Education and Training at (951) 571-6316.

ADJ-20 - Introduction to Corrections 3 units
CSU

Prerequisite: None.

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will focus on the legal issues, specific laws and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officer Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-21 - Control and Supervision in Corrections 3 units
CSU

Prerequisite: None.

This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in a hostile prison environment. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-22 - Legal Aspects of Corrections 3 units
CSU

Prerequisite: None.

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course study will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and the responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-23 - Criminal Justice Report Writing 3 units
CSU

Prerequisite: None.

This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports applicable to the criminal justice system. The course will cover the techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner. Students will gain practical experience in note taking, report writing, memoranda, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and

the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-25 - Introduction to Probation and Parole CSU **3 units**

Prerequisite: None.

This course provides an overview of the historical development of probation and parole from early court procedures through modern practices. Course study will emphasize organization, function, goals, development and treatment theory focusing on how these concepts are utilized in California. 54 hours lecture.

ADJ-30 - Introduction to Family Support Law CSU **3 units**

Prerequisite: None.

This course introduces students to the comprehensive range of policy, procedure, philosophy and theory relevant to the practice of Family Support Law. The course examines Family Support laws as they relate to child and parental rights, establishment of paternity, the role of government and the courts and policies and procedures used in the administration of such laws in public agencies. 54 hours lecture.

ADJ-200 - Administration of Justice Work Experience CSU* **1-2-3-4 units**

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ADJ-A1A - Advanced Officer Training (POST) **.5 unit**

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course is designed to provide the student with an understanding of advanced practices in field officer training. The course focuses on officer survival techniques, legal updates, administrative procedures, and weapons familiarization. 9 hours lecture and 15 hours laboratory.

ADJ-A2A - Background Investigation Course **2 units**

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This P.O.S.T. certified course is designed for law enforcement personnel assigned as background investigators with their agency. All POST mandates and state legal requirements are discussed. 40 hours lecture.

ADJ-A3A - Child Abuse Investigations **2 units**

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course is designed to provide the student with an overview of the child abuse investigative process. The course will focus on child abuse law, psychological factors of the offender, interviewing techniques, and responsibilities of the child abuse investigator. 40 hours lecture.

ADJ-A4A - Canine Handler Update **.5 unit**

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course is designed to provide the student with advanced techniques of canine management. The course will focus on legal updates, medical care and maintenance, training methods, and canine field operations. 9 hours lecture and 15 hours laboratory.

ADJ-A5A - Bicycle Patrol **.5 unit**

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course is designed to provide the student with an overview of the tactical handling of a mountain bicycle for use during law enforcement operations. The course will focus on public relations, nutrition, bicycle maintenance, and riding techniques. 11 hours lecture and 21 hours laboratory.

ADJ-A5B - Advanced Bicycle Patrol **.5 unit**

Prerequisite: ADJ-A5A.

This course is designed to provide the student with advanced techniques used in police bicycle patrol. The course will emphasize off-road riding techniques and right time patrol tactics. 9 hours lecture and 15 hours laboratory.

ADJ-A6A - Interview and Interrogation Course **.25 unit**

Prerequisite: None.

Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.

This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses and suspects in a field setting. Methods for preparing for an interview, establishing rapport with people and interview strategies will be discussed. Additionally, methods for using a tape recorder and methods for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. 8 hours lecture.

ADJ-A6B - Advanced Interview and Interrogation Course **1.5 units**

Prerequisite: ADJ-B1B

This POST certified course will provide advanced interview and interrogation techniques for experienced law enforcement personnel assigned to patrol or investigations and others who conduct criminal interviews and interrogations. This course will further refine the skills and techniques required to properly obtain statements, incriminating statements, admissions and confessions. 30 hours lecture and 2 hours laboratory.

ADJ-A7A - Field Transition School **2 units**

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course is designed to provide the student with an overview of patrol procedures and the daily functions of a street officer. The course will focus on investigative procedures, introduction to the field training officer program, firearms training updates, report writing, officer safety issues and defensive tactics updates. 40 hours lecture and 16 hours laboratory.

ADJ-A8A - Field Training Officer **1.5 units**

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course is designed to provide the student with an understanding of the purpose of the field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. 32 hours lecture and 8 hours laboratory.

ADJ-A9A - Field Training Officer Update 1 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is designed to provide the student with an overview of the current legal issues and responsibilities of the field training officer. The course will focus on vehicle pursuits, weapons update, building searches, prisoner restraints, and the use of force. 24 hours lecture.

ADJ-A10A - Vice Operations .25 unit*Prerequisite: ADJ-B1B.*

This course is designed as an overview of vice operations for law enforcement personnel. This course will include discussions on prostitution, solicitors of lewd sex acts, massage parlor investigations, pimping and pandering, pornography and bookmaking. 8 hours lecture.

ADJ-A11A - Effective Writing for Law Enforcement .25 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course will give the law enforcement student a critical understanding of effective writing skills. The course will cover the various types of documents written by the professional and focus on form. 4 hours lecture and 4 hours laboratory.

ADJ-A12A - 11550 H&S Recognition Workshop .25 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course provides instruction in how to recognize individuals under the influence of controlled substances including depressants, hallucinogens and central nervous system stimulants; also proper documentation and reporting procedures for 11550 H & S. 8 hours lecture.

ADJ-A13A - Drug Use Recognition 1 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is designed to provide updated skills training for law enforcement officers enforcing the provisions of 11550 H & S code. The course fulfills the Commission on POST two year, twenty-four hour training requirement for advanced officer training. The course will emphasize public safety when handling incidents involving explosive devices. 20 hours lecture and 4 hours laboratory.

ADJ-A14A - Search Warrant Preparation Workshop .25 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course will instruct law enforcement personnel in the proper techniques used in the preparation of search warrants. The course will include construction of a "hero section," and supporting documentation needed to receive judicial endorsement. Also, practical exercises in search warrant preparation are reviewed. 6 hours lecture and 2 hours laboratory.

ADJ-A14B - Search Warrant Execution Course .25 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course presents the elements needed in both formulating a proper search warrant entry plan and specific tactics commonly employed by Target/Narcotic Teams for most law enforcement agencies. Students are taught entry techniques, marksmanship, close quarter battle tactics and teamwork. Additionally, this course offers the students the ability to practice the concepts taught in this course during "Live Fire" scenarios which are controlled by the staff who are firearms instructors. 2 hours lecture and 6 hours laboratory.

ADJ-A15A - Advanced Officer - Officer Involved Shootings 1 unit*Prerequisite: ADJ-B1B.*

This course is designed to provide updated refresher training for advanced officers as required by the Commission on POST and will meet the Commission's two year, twenty-four hour training requirement for advanced officer training. 20 hours lecture and 4 hours laboratory.

ADJ-A16A - Basic Gang Awareness .5 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course provides law enforcement personnel with a history of the street gang culture and the nomenclature necessary for properly identifying street gangs and street gang paraphernalia. 16 hours lecture.

ADJ-A17A - Bloodborne Pathogen Protection Workshop .25 unit*Prerequisite: None.*

This course will present ways to prevent contamination from bloodborne pathogens. Instruction will also include using first aid kits found in patrol units. This course meets the guidelines of OSHA and EPA. 8 hours lecture.

ADJ-A18A - CAL ID/Automated Fingerprint System .25 unit*Prerequisite: None.*

This course will provide instruction in proper fingerprint lifting, classification of fingerprints and how the AFIS system is utilized. The course includes practical exercises for lifting of latent prints. 8 hours laboratory.

ADJ-A19A - Indian Land and Gaming Laws .25 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course provides an overview of the statutes and regulations pertaining to Indian lands and Indian gaming laws. This course will also discuss establishing working relationships with tribal counsels. 8 hours lecture.

ADJ-A20A-Canine Certification .25 unit*Prerequisite: None.*

This course is limited to law enforcement officers involved with K-9 programs. Areas covered include: obedience training on and off leash, apprehension work and building and drug searches. 1 hour lecture and 15 hours laboratory.

ADJ-A21A - Cultural Awareness .25 unit*Prerequisite: None.*

This course provides the student with a background for understanding different ethnic cultures. Students learn the factors that create different dimensions of diversity and the importance of sensitivity training. 8 hours lecture.

ADJ-A22A - Community Policing Skills Awareness .25 unit*Prerequisite: None.*

This course addresses the necessary interpersonal skills required to be a successful and effective community police officer. 3 hours lecture.

ADJ-A24A - Introduction to Peer Counseling .25 unit*Prerequisite: None.*

This course provides students with an understanding of the Peer Counseling process and its effectiveness in the workplace. 2 hours lecture.

ADJ-A25A - Understanding Law Enforcement Marriages .25 unit*Prerequisite: None.*

This course is a general overview of marriage and family relationships with an emphasis on the stress of a law enforcement marriage. 3 hours lecture.

ADJ-A27A - Domestic Violence and Law Enforcement .25 unit*Prerequisite: None.*

Domestic violence is a concern for all law enforcement personnel, especially their own. This course profiles domestic violence abusers and discusses preventive measures. 3 hours lecture.

ADJ-A28A - Criminal Investigative Analysis 1.5 units*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is designed to provide the student with an overview of the criminal investigative analysis process. The course will focus on profiling serial killers, child molesters, and rapists. 32 hours lecture and 8 hours laboratory.

ADJ-A29A - Courtroom Testimony and Demeanor .5 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is designed to provide the student with an overview of the courtroom testimony process. The course will focus on courtroom dynamics, personal demeanor and the verbal presentation of factual information. 9 hours lecture.

ADJ-A30A - Clandestine Lab Recognition and Safety .5 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is designed to provide the student with an overview of the components of a clandestine methamphetamine laboratory. The course will emphasize manufacturing techniques, chemical hazards, and illicit drug manufacturing profiles. 9 hours lecture.

ADJ-A31A - Advanced Civil Procedures (POST) 1 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is designed to provide the student with an understanding of advanced civil processes. The course will focus on common writ processes, levy processes, and claims of exemption. 24 hours lecture.

ADJ-A32A - Legal Update .25 unit*Prerequisite: ADJ-B1B or ADJ-C1D.*

This course is designed to provide the law enforcement of fire service student with information regarding changes in state mandates or California legislative requirements. May be taken a total of four times. 4 hours lecture.

ADJ-A33A - Public Safety Seminar .25 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety training

mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 8 hours lecture.

ADJ-A33B - Public Safety Seminar .5 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 16 hours lecture.

ADJ-A33C - Public Safety Seminar 1 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 24 hours lecture.

ADJ-A33E - Public Safety Seminar 2 units*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 40 hours lecture.

ADJ-A34A - Fingerprint Identification 3.5 units*Prerequisite: None.*

This course is designed to provide the student with the skills necessary to classify, compare and roll fingerprints. The course emphasizes the evidentiary value of fingerprints and courtroom presentation. 45 hours lecture and 57 hours laboratory.

ADJ-A35A - Elder Abuse .25 unit*Prerequisite: None.*

This course is designed to provide the student with an overview of the elder abuse investigative process. The course will focus on physical neglect, intimidation, abandonment, deprivation and fraud against elderly victims. 8 hours lecture.

ADJ-A36A - Inland Boating Enforcement 1 unit*Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course provides law enforcement personnel with the knowledge and procedures necessary for the enforcement of state laws specific to inland waterways and lakes. The course will also include vessel theft, equipment violations, accident investigation, vessel towing, enforcement contacts, boating while intoxicated and the care and safe operation of the patrol boat. 24 hours lecture and 16 hours laboratory.

ADJ-A37A - Latent Fingerprint Retrieval .5 unit

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on identification, friction ridges and basic categories of fingerprints. Topics will include the methods of processing fingerprints, types of surfaces and powder processing vs. chemical processing. 12 hours lecture and 4 hours laboratory.

ADJ-A39A - Suicide, Suicide by Cop and the Mentally Disordered .25 unit

Prerequisite: ADJ-B1B or CID.

This course provides the professional law enforcement student with the skills to understand and evaluate the mentally disordered subject, and will assist the student with effectively communicating with a mentally ill or suicidal subject. 8 hours lecture.

ADJ-A40A - Community Oriented Policing 1 unit

Prerequisite: None.

This course will provide training to persons working in general public safety careers and/or civilians on the concepts of community based policing. Students will learn the definitions of, components and methods of implementing a community-policing program. 20 hours lecture and 4 hours laboratory.

ADJ-A41A – Campus Supervisor’s Course 1 unit

Prerequisite: None.

This course will provide training to persons working on high school campuses in a supervisory role to the students. Students will learn basic concepts about chemical substance abuse, juvenile gang activity, incident documentation, critical incident management, communications and psychological aspects of working with violent and dangerous youths. 24 hours lecture.

ADJ-A42A – Crime Scene Investigation .5 unit

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course reviews principles of evidence collection, crime scene examination, recording, gathering trace evidence, and collecting and packaging of biological evidence, i.e., body fluids. It will introduce the student to basic fundamentals of 35 mm camera and its use and function in a crime scene investigation. 16 hours lecture.

ADJ-A43A - Basic Computer-Aided Collision Diagramming using AutoSketch .5 unit

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course is designed to enhance investigative techniques of a traffic collision investigator/homicide detective investigating a motor vehicle traffic collision. This three-day, hands-on instructional course discusses the principles and operation of AutoSketch, a powerful drawing tool developed by Autodesk. 8 hours lecture and 16 hours laboratory.

ADJ-A44A - Laser Operator .25 unit

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course provides students with a review on Doppler Radar and the understanding of the historical development, concepts, characteristics and properties of laser technology. 7 hours lecture and 1 hour laboratory.

ADJ-A45A - Digital Photography for Law Enforcement .25 unit

Prerequisite: None.

Limitation on enrollment: Must be currently employed by a law enforcement agency.

This course is designed to educate the student in the field of digital photography, as it would pertain to the day-to-day activities of the law enforcement professional. The student will learn the essentials needed for digital photography (i.e. light, area, size of object, and focal distances.) They will also be instructed in the familiarization of the digital camera and the software needed for authenticating and storing digital images. A segment in the rules of evidence as they pertain to digital images will be taught along with the fundamentals of crime scene photography. 6 hours lecture and 2 hours laboratory.

ADJ-A46A - Background Investigation 2 units

Prerequisite: ADJ-B1B.

Limitation on enrollment: Must be a sworn peace officer.

This course provides students with basic techniques and legal information necessary to conduct background investigations for law enforcement agencies. Topics covered will include Legal Aspects, Polygraph Examinations, Psychological Evaluation, Background Investigation Process, Role of the Background Investigator and Pre-Background Investigation Interview/Areas of Inquiry. 36 hours lecture.

ADJ-A48A - Basic Investigator’s Course 2 units

Prerequisite: ADJ-B1B.

This course provides students with basic techniques and procedures necessary to perform follow-up criminal investigations, and to understand the available resources that assist the employee’s transition to an investigative unit from assignments where the primary focus has been that of an “initial reporter.” Total of 40 hours lecture.

ADJ-A50A – Raves and Rave Drugs .25 unit

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course provides students with a basic understanding of the growing phenomenon of rave parties. Students will be introduced to history and culture of the rave, its social impact, proper considerations when providing law enforcement at rave events, and an overview of drugs that are commonly found at rave parties. 8 hours lecture.

ADJ-A55A – Riverside Sheriff’s Department Employee Orientation .5 unit

Prerequisite: None.

This course is for newly hired Sheriff’s Department employees. The course will welcome, familiarize and orient new employees to the Sheriff’s Department policies and procedures. 16 hours lecture.

ADJ-A56A – Elder Abuse/Racial Profiling 1st Responder .25 unit

Prerequisite: None.

Limitation on enrollment: Must be a current sworn peace officer.

This course provides students with the information they need to successfully investigate elder abuse cases as the initial responder. It provides the student with knowledge in identifying various forms of elder abuse and abuse to dependant adults. It provides information on crime scene management, interview and interrogation techniques and documenting the cases. The course will help the student understand what racial profiling is and show how to avoid participating in it. It will cover various penal codes and amendments that deal with racial profiling and review civil rights history dealing with racial profiling. 8 hours lecture.

ADJ-B1A – Introduction to Law Enforcement and Physical Conditioning for Basic Academy Students 1 unit

Prerequisite: None.

This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 hours laboratory.

ADJ-B1B - Basic Peace Officer Training Academy 18 units

Prerequisite: None.

Limitation on enrollment: Completion of POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.

Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. 602 hours lecture and 268 hours laboratory.

ADJ-B1C – Basic Peace Officer Training Academy-CHP 18 units

Prerequisite: None.

Limitation on enrollment: Completion of the POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.

Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. 641 hours lecture and 582 hours laboratory.

ADJ-B1D – Basic Peace Officer Training Academy Lecture Component 18 units

Prerequisite: None.

Limitation on enrollment: This course is designed for students who hold a POST Basic Certificate.

This course provides lecture only instruction in all aspects of law enforcement required of California peace officers. Instruction includes elements of criminal law, civil law, traffic investigation, and all aspects of patrol procedures, and criminal investigation. 400 hours lecture.

ADJ-B3A - Basic Community Service Officer Academy 3 units

Prerequisite: None.

Limitation on enrollment: Must be employed as a Community Service Officer for a law enforcement agency or have prior approval from the course coordinator.

This course provides an overview of the fundamentals and techniques necessary to perform the position of Community Service Officer. The course will emphasize the practical applications of weapon cleaning and servicing, handcuffing prisoners, transporting inmates, report writing, basic traffic collision report processing, radio communication techniques, evidence processing, courtroom testimony, and civil liability issues. 60 hours lecture and 4 hours laboratory.

ADJ-C1D - Basic Correctional Deputy Academy (C) 12 units

Prerequisite: None.

This course is designed on the intensive academy model and provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations and oral and written

communications. Security and supervision techniques in adult institutions are stressed. The Correctional Deputy Academy meets or exceeds the mandates of the California Board of Corrections. 185 hours lecture and 111 hours laboratory.

ADJ-C2A - Deputy Sheriff Supplemental Core Course 3 units

Prerequisite: None.

Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.

This course provides the necessary transitional training for graduates from the Basic Peace Officer Training Academy. The course is STC certified and meets the requirements of all agencies needing custody-trained officers. 55 hours lecture and 17 hours laboratory.

ADJ-C3A - Advanced Corrections Training .5 unit

Prerequisite: None.

Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.

This course is STC certified and is designed to enhance the Corrections employees' professionalism and career advancement through education and training. May be taken a total of four times. 12 hours lecture.

ADJ-C3B – Advanced Corrections Perishable Skills Training .25 unit

Prerequisite: None.

Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.

This course is STC certified and is designed to enhance professionalism through continued training in state mandated corrections topics. The students will participate in an assortment of defensive tactic maneuvers and will be required to demonstrate a proficiency of each tactic taught. 2 hours lecture and 10 hours laboratory.

ADJ-C3C – Advanced Corrections Training .5 unit

Prerequisite: None.

Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.

This course is STC certified and is designed to enhance the Corrections employees' professionalism and career advancement through education and training. May be taken a total of 4 times. 12 hours lecture.

ADJ-C4A - Advanced Corrections Training for Supervisors 1 unit

Prerequisite: None.

Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.

This mandated STC certified course is designed to enhance the on-the-job skills of the supervisor within corrections. Instruction includes preventing staff misconduct, personnel investigations, and advanced supervisory skills. 24 hours lecture.

ADJ-C5A - Basic Writing Skills for Corrections .5 unit

Prerequisite: None.

Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.

This course reviews the basic principles of law enforcement written communications. Fundamentals of note taking, memoranda and reports used in institutional settings for documentation will be reviewed. 16 hours lecture and 8 hours laboratory.

ADJ-C6A - Corrections Training Officer 2 units*Prerequisite: None.**Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This STC certified course is designed to enhance the on-the-job training skills of the corrections training officer. This course includes ethics, coaching techniques, effective supervision methods and learning styles. 40 hours lecture.

ADJ-C7A - Writing Skills for Correctional Deputy (Advanced) .5 unit*Prerequisite: None.**Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course is designed to provide the student with additional study in methods of criminal report writing. The course will focus on complex criminal investigations, crime scene organization, evidence preservation and effective criminal report writing. 12 hours lecture and 12 hours laboratory.

ADJ-C8A - Facility Security Training .25 unit*Prerequisite: None.**Limitation on Enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course focuses on corrections facility security measures for newly hired civilian corrections employees or as a review for current civilian corrections employees. 8 hours lecture.

ADJ-C9A - First Aid/CPR Instructor Refresher Course .25 unit*Prerequisite: None.*

This course is designed to give POST Certified First Aid/CPR instructors updates on the latest medical techniques and trends. 8 hours lecture and 4 hours laboratory.

ADJ-C11A - Correctional Deputy Orientation .25 unit*Prerequisite: None.**Limitation on Enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course is for recent corrections graduates of the Basic Peace Officer Training Academy and/or the Correctional Deputy Training Academy. The course will welcome, familiarize and orient these new employees to the Sheriff's Department Corrections program. 8 hours lecture.

ADJ-C12A - First Aid/CPR Instructor Course 1.5 units*Prerequisite: None.**Limitation on Enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course is designed for professional law enforcement officers who wish to instruct basic CPR and first aid to students within their respective agencies. 32 hours lecture and 8 hours laboratory.

ADJ-C13A - Stun-Tech R.E.A.C.T. Belt Training .25 unit*Prerequisite: None.**Limitation on Enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course is designed to provide training in the proper utilization of the less-lethal Stun-Tech R.E.A.C.T. Belt for controlling potentially violent incarcerated persons. 6 hours lecture and 2 hours laboratory.

ADJ-C16A - First Aid/CPR Refresher Course (Practitioners/Corrections) .25 unit*Prerequisite: Completion of a basic First Aid/CPR Core Course.**Limitation on Enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course is designed to give POST certified First Aid/CPR updates on the latest medical techniques and trends for those individuals working in a custodial environment. 8 hours lecture and 4 hours laboratory.

ADJ-C18A – Basic Inmate Classification .5 unit*Prerequisite: None.**Limitation on Enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This STC certified course is designed to provide entry-level training for correctional officers on basic inmate classification. The student will be able to identify any inmates housing problems and understand the liability involved with working in a classification unit. 14 hours lecture and 2 hours laboratory.

ADJ-C19 – Corrections Mental Health Training .5 unit*Prerequisite: None.**Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course is STC certified and is designed to enhance the Corrections employees' professionalism and ability to work with mentally ill inmates. May be taken a total of two times. 13 hours lecture and 3 hours laboratory.

ADJ-D1A - Basic Public Safety Dispatch Course 5 units*Prerequisite: None.*

The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Complaint Desk Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management and local emergency medical service systems. 106 hours lecture and 14 hours laboratory.

ADJ-D1B - Dispatcher Update 1 unit*Prerequisite: ADJ-D1A.*

This 24-hour course is designed for the experienced Public Safety Dispatcher as a legal and critical issues update. This course includes updates in civil liability, ethics, suicidal callers and officer safety. 24 hours lecture.

ADJ-D1C - Communications Training Officer 2 units*Prerequisite: ADJ-D1A.*

This course is designed to provide communications trainers with the skills, knowledge, roles and responsibilities in the training of new dispatchers. This course will emphasize the process necessary to manage the demands of being a communications trainer. 40 hours lecture.

ADJ-D2A - Fitness and Nutrition for Public Safety Communication Officers .25 unit*Prerequisite: None.*

This course introduces fitness and nutrition concepts to persons who are currently working as public safety communication officers. Emphasis will be on proper nutrition and exercise techniques in order to improve productivity, well being and performance. 8 hours lecture.

ADJ-D3A - Responding to Suicidal Callers .25 unit*Prerequisite: ADJ-D1A.*

This course will assist professional public safety communications officers in coping with suicidal callers. Additionally, the student will learn effective strategies in maintaining and building a rapport with mentally disturbed persons who may wish to end their lives, until the responding agency arrives. Students will develop traits and skills in dealing with both the pre- and post- effects of suicidal callers. 8 hours lecture.

ADJ-D4A - Dispatcher Role in Officer Safety .25 unit*Prerequisite: ADJ-D1A.*

This course will assist professional public safety communications officers learn their role in assisting officers during high-risk incidents. Students will learn strategies to be more helpful and effective when working with field officers during felony stops, response to high-risk calls and building searches. 4 hours lecture and 4 hours laboratory.

ADJ-D5A – Dispatcher Public Safety Advanced .5 unit*Prerequisite: None.*

Limitation on enrollment: Currently employed by law enforcement agency.

This course develops dispatchers professionally and personally, by increasing their knowledge, skills and abilities to cope with challenging situations to which they are exposed on the job. Additionally, this course will increase interpersonal communication and crisis communication skills. 16 hours lecture.

ADJ-D10A – Legal Aspects for Dispatchers .25 unit*Prerequisite: ADJ-D1A.*

This course is designed to increase Public Safety Dispatcher's knowledge of laws pertaining to Restraining Orders and Civil Disputes. 7 hours lecture and 1 hour laboratory.

ADJ-E1A - Emergency Services Academy 2.5 units*Prerequisite: None.*

Limitation on Enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.

This course is designed to provide the student with an overview of Special Weapons and Tactics Team (SWAT) operations. The course will focus on scouting, planning and execution of SWAT operations. 44 hours lecture and 36 hours laboratory.

ADJ-P1A - Probation Officer Core Course 8 units*Prerequisite: None.*

This course is designed to provide an orientation to the role, responsibilities, and resources of the probation officer; to teach basic skills required in performances of the job; and to provide an orientation to the criminal justice system. This is an introductory course for entry level probation officers which meets the requirements of the Standards and Training for Local Corrections and Probation Officer Program. 160 hours lecture and 16 hours laboratory.

ADJ-P2A - Juvenile Counselor Basic Training 4 units*Prerequisite: None.*

Responsibilities of the juvenile institutions counselor; handling emergencies; classification; dealing with assaultive clients; ethnic/cultural factors; indicators of medical physical problems, drug abuse, suicidal tendencies, gang affiliation; understanding the juvenile justice system and process; physical conditioning, daily tasks. This course is required of all juvenile institutional counselors within their first year of employment to meet the requirements of the Standards and Training

for Local Corrections and Probation Officer Program. 114 hours lecture and 12 hours laboratory.

ADJ-P3A - Gang Activity Networking .5 unit*Prerequisite: None.*

Instruction will include the origin and identification of street and prison gangs, how gangs and gang members are named, establishment of boundaries, dress, search and seizure issues relating to probation and custodial personnel. Black, White, Hispanic and Asian gangs will be discussed. 16 hours lecture.

ADJ-P4A - Arrest, Search and Seizure 1.5 units*Prerequisite: None.*

This course provides the student with the knowledge and skills necessary to qualify for limited peace officer status powers as required by Penal Code 832. The course will emphasize laws of arrest, search and seizure, evidence and the investigative process. This course meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 30 hours lecture and 10 hours laboratory.

ADJ-R1A2 Level III Modular Academy Training 6.5 units*Prerequisite: None.*

Limitation on enrollment: Fingerprint clearance through California State Department of Justice.

This course is designed to meet the state mandated training requirements to be qualified as a Level III police reserve officer. Curriculum covers the history and ethics of law enforcement, criminal justice system, defensive tactics, information systems, criminal law, crimes against persons and property, laws of arrest, use of firearms, vehicle operations, crimes in progress and report writing. The course satisfies Peace Officer Standards and Training (POST) requirements for Level III reserve police certification. 113 hours lecture and 49 hours laboratory.

ADJ-R1B - Level II Reserve Officer Training 11 units*Prerequisite: ADJ-R1A2.*

This course is designed to meet the state mandated training requirements to be qualified as a Level II police reserve officer. Curriculum covers victimology and crisis intervention, community relations, crimes against persons, crimes against property, general crime statutes, crimes against the justice system, laws of arrest, search and seizure, presentation of evidence, use of force, weaponless defense, unusual occurrences, hazardous materials, patrol techniques, vehicle pullovers, crimes against children, sex crimes, firearms and chemical agents, weaponless violations, persons with disabilities, crimes in progress, report writing, preliminary investigations and cultural diversity. This course satisfies Peace Officer Standards and Training (POST) requirements for Level II police officer certification. 189 hours lecture and 53 hours laboratory.

ADJ-R1C - Level I Reserve Officer Training 13.5 units*Prerequisite: ADJ- R1B.*

Limitation on enrollment: Completion of the POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.

This course is the third module in the Regular Basic Course-Modular Format training sequence. Intensive instruction designed to meet the minimum requirements of a peace officer, or Level I police reserve officer as established by state law. 182 hours lecture and 207 hours laboratory.

- ADJ-R3A - Self-Defense for Reserves** .25 unit
Prerequisite: None.
Provides the Reserve Officer with a familiarization and update on the key concepts of weaponless self-defense. 8 hours laboratory.
- ADJ-R4A - PR-24 Baton for Reserves** .25 unit
Prerequisite: None.
This course provides the Reserve Officer with an update on basic techniques for the use of the PR-24 baton. 8 hours laboratory.
- ADJ-R5A - Straight Stick Baton Update for Reserves for Reserves** .25 unit
Prerequisite: None.
This course provides the Reserve Officer with an update on the basic techniques for the use of the straight stick baton. 8 hours laboratory.
- ADJ-R6A - Oleoresin Capsicum for Reserves** .25 unit
Prerequisite: None.
This course provides the Reserve Officer with instruction equivalent to the Basic Academy's presentation on aerosol chemical agents and an introduction to the use and effects of oleoresin capsicum (pepper spray) tear gas. Successful completion of this course is required for authorization to carry OC tear gas by Department Reserves. 3 hours lecture and 1 hour laboratory.
- ADJ-S1A - Supervisory Course** 4 units
Prerequisite: Completion of ADJ-B1B or equivalent.
A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress and motivation. 80 hours lecture.
- ADJ-S2A - Training for Supervisory Personnel** .25 unit
Prerequisite: None.
This course is designed for newly promoted law enforcement supervisory personnel and will focus on issues relating to employee productivity. 4 hours lecture.
- ADJ-S3A - Supervisor Stress Management Training** .25 unit
Prerequisite: None.
This course outlines various stresses associated with becoming part of law enforcement management and examines effective stress reducing leadership styles. 4 hours lecture.
- ADJ-S4A - Violence in the Workplace for Civilian Supervisors** .25 unit
Prerequisite: None.
This course is designed to teach supervisors how to detect the early warning signs of workplace violence, as well as methods to diffuse situations before the violence occurs. 3 hours lecture.
- ADJ-S5A - Dealing With Difficult People - Supervisor Training** .25 unit
Prerequisite: None.
This course examines different and difficult personality types a law enforcement supervisor may encounter and how the supervisor can effectively deal with them. 3 hours lecture.
- ADJ-S6A - Signs of Domestic Violence for Supervisors** .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course teaches officers in supervisory positions how to profile and recognize a domestic violence abuser among their subordinates. It also teaches supervisors to detect the early warning signs of abuse. 4 hours lecture.
- ADJ-T1A - Traffic Collision Investigation: Basic** 1.5 units
Prerequisite: None.
A basic traffic collision investigation course which meets the requirements of 40600(A) of the California Vehicle Code. Topics include traffic law, accident reporting, scene management, skid mark diagramming and determining accident cause. The course includes practical exercises. 34 hours lecture and 6 hours laboratory.
- ADJ-T1B - Traffic Collision Investigation: Intermediate** 1.5 units
Prerequisite: ADJ-B1B, C1D and T1A.
A course in the fundamentals of skid mark analysis and documentation which helps students develop advanced skills in accident investigation. The course includes a practical exercise. The class is designed to help students improve their mathematics skills which are necessary for the advanced investigation course. 32 hours lecture and 8 hours laboratory.
- ADJ-T1C - Traffic Collision Investigation: Advanced** 3.5 units
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to introduce the student to the fundamentals of vehicle dynamics. The course will emphasize analyzing evidence, collecting evidence, and preparing documentation. 68 hours lecture and 12 hours laboratory.
- ADJ-T1D - Traffic Collision Reconstruction** 4 units
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to provide the student with the skills necessary to investigate traffic collision reconstruction events. The correlation between actual investigations and mathematical models is emphasized. 72 hours lecture and 8 hours laboratory.
- ADJ-T2A - Radar Operations** 1 unit
Prerequisite: None.
Limitation on Enrollment: Must be a sworn peace officer.
This course is designed to train law enforcement personnel in the operation of traffic RADAR. 20 hours lecture and 4 hours laboratory.
- ADJ-T3A - Driving Under the Influence (DUI)** .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course will provide the student with an historical perspective of laws covering persons driving under the influence of alcohol/drugs. The course will introduce the student to DUI statistics, enforcement techniques, handling DUI related traffic collisions and common field sobriety testing techniques. Additionally, DUI reporting techniques and issues related to case law will be covered. 12 hours lecture and 4 hours laboratory.

ADJ-T4A - Certified Instructor Training 1.5 units

Prerequisite: None.

Limitation on enrollment: Must be a sworn peace officer.

This course is designed to prepare the student to become a Certified Instructor for law enforcement courses. The student is exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. 32 hours lecture and 8 hours laboratory.

ADJ-T5A - Techniques of Accident Investigation Training 1.5 units

Prerequisite: ADJ-B1B or CID.

This course is designed to provide the student with the necessary skills to conduct basic traffic accident investigations. The course will focus on reporting procedures, investigation techniques, cause determination and vehicle damage assessment. 32 hours lecture and 8 hours laboratory.

ADJ-T6A - Racial Profiling 1 unit

Prerequisite: None.

This course will examine controversies about racial profiling and presents the conceptual definition of racial profiling. Students will have the opportunity to apply the law to situations that may or may not involve racial profiling. They will examine events that have adversely affected the relationship between law enforcement and minority communities in the past. The importance of understanding these events to improve the relationships between law enforcement and the community today will be stressed. 21 hours lecture and 3 hours laboratory.

ADJ-T7A - Drug Recognition Evaluator Training 3 units

Prerequisite: ADJ-B1B or CID.

This course provides the student with skills necessary to identify physiological symptoms of individuals under the influence of narcotics. Focus is placed on drug evaluation procedures and testing methods. 60 hours lecture and 20 hours laboratory.

ADJ-T8A - CPR Instructor Training 1 unit

Prerequisite: ADJ-B1B or CID.

This course provides the student with the information and skills necessary to become certified by the American Heart Association as a Basic Life Support (BLS) CPR Instructor. 18 hours lecture and 6 hours laboratory.

ADJ-T9A - Radar Instructor Training 1 unit

Prerequisite: ADJ-B1B.

This course is designed to provide the student with the skills necessary to conduct radar operations instruction. The course will focus on instructor responsibilities, preparation of course outlines, preparation of lesson plans and the delivery of instruction. 20 hours lecture and 12 hours laboratory.

ADJ-T10A - Radar Enforcement Training-CHP 1.5 units

Prerequisite: ADJ-B1B or CID.

This course is designed to provide the student with the operational skills necessary to conduct radar traffic enforcement. The course will focus on the legal issues, nomenclature and practical operation of police speed control radar. 24 hours lecture and 30 hours laboratory.

ADJ-T11A - Basic Crime Scene Investigation 3.5 units

Prerequisite: ADJ-B1B or CID.

This course is designed to present a detailed study of the scientific and investigative processes of a crime scene investigation. The course will

focus on the collection, preservation, identification and packaging of crime scene evidence. Topics will include weapon crimes, informant development, interview and interrogation techniques, reporting procedures and computer information resources. 66 hours lecture and 14 hours laboratory.

ADJ-T12A - Spanish Language for Law Enforcement 1.5 units

Prerequisite: ADJ-B1B or CID.

This course is designed to provide the student with basic Spanish language words and phrases for enhanced communications during field operations. The course will focus on using the Spanish language during vehicle stops, traffic accident investigations, driving under the influence investigations, drug interdiction programs and high risk tactical events. 27 hours lecture and 13 hours laboratory.

ADJ-T13A - Communications Operator Training Phase I 4 units

Prerequisite: ADJ-B1B or CID.

This course provides entry level CHP communications operators with the basic functions of their positions. The course will focus on civil liability, techniques of communications and elementary operation procedures for Computer Assisted Dispatch (CAD). 40 hours lecture and 120 hours laboratory.

ADJ-T13B - Initial Communication Operator Training - Phase II 2 units

Prerequisite: ADJ-T13A.

This course provides intermediate-level CHP communications operators with the basic functions of the position. The course will focus on departmental procedures for dispatchers, civil liability, dispatch scenarios, communication techniques and the development of the competent use of the Computer Assisted Dispatch (CAD) systems. 20 hours lecture and 60 hours laboratory.

ADJ-T14A - Vehicle Theft Investigation 2 units

Prerequisite: ADJ-B1B or CID.

This course is designed to provide the student with the techniques utilized in automobile theft investigations. The course will focus on VIN identification, vehicle registration, physical evidence, modus operandi, sources of information, vehicle theft law and case preparation. 36 hours lecture and 4 hours laboratory.

ADJ-T15A - CPR Refresher Course .25 unit

Prerequisite: ADJ-B1B or CID.

This course provides updated training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. 4 hours lecture and 4 hours laboratory.

ADJ-T16A - Communications Operators In-Service 1 unit

Prerequisite: ADJ-B1B or CID.

This course provides CHP communication operators with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 25 hours lecture and 15 hours laboratory.

ADJ-T17A - Communications Supervisors Training .5 unit

Prerequisite: ADJ-B1B or CID.

This course provides CHP communication supervisors with updated information on the basic functions of their positions. The course

will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 15 hours lecture and 25 hours laboratory.

ADJ-T18A - Spanish Language for Public Safety Officers 1 unit
Prerequisite: None.

This course instructs students in Spanish required by peace officers. Students will learn sufficient command of the language to permit an officer to communicate with Spanish-speaking individuals. Officers must score a minimum of 70% on the written portion of the final examination. 20 hours lecture and 20 hours laboratory.

ADJ-T19A - Driving Under the Influence Enforcement 1.5 units
Prerequisite: None.

This course is designed to meet the needs of criminal justice practitioners by providing the proper methods of detection, apprehension and processing of intoxicated drivers. The course covers the standardized field sobriety tests, implied consent and administrative pre se laws, recognition of symptoms associated with alcoholic influence and familiarization with alcohol-related offenses. 32 hours lecture and 8 hours laboratory.

ADJ-T20A - School Pupil and Farm Labor Safety Transportation 1.5 units
Prerequisite: None.

This course is designed to address legislative requirements for law enforcement personnel by providing the proper methods of maintaining an effective School Pupil and Farm Labor Transportation Safety program. The course outlines laws, policies and procedures that govern transportation of school pupils of farm workers on state streets and highways. 32 hours lecture and 8 hours laboratory.

ADJ-T21A - Advanced Officer Training .25 unit
Prerequisite: None.

This course is designed to meet the needs of criminal justice practitioners by providing the proper methods of handling bomb situations, building entry and searches, burglary in progress calls, public property protection and domestic violence training mandates. May be repeated three times. 4 hours lecture and 4 hours laboratory.

ADJ-T22A - EVOC Training .25 unit
Prerequisite: None.

This course provides students with defensive driving skills needed when operating a class "E" patrol vehicle in various situations. Students will become familiar with the Anti-Lock Braking System, vehicle maintenance, vehicle placement, basic skid control and special conditions/defensive driving. 2 hours lecture and 4 hours laboratory.

ADJ-T23A - Drug Recognition Expert Instructor Training 2 units
Prerequisite: None.

This course provides updated training for drug recognition expert instructors as required by the Commission on POST. 40 hours lecture.

ADJ-T25A - Bomb Search Team Training .25 unit
Prerequisite: None.

This course provides law enforcement personnel with information needed to teach a Bomb Familiarization Training course to both uniformed and non-uniformed members of the California Highway Patrol. 4 hours lecture and 4 hours laboratory.

ADJ-T26A - Civil Disturbance Training (CHP) .25 unit
Prerequisite: None.

This course provides California Highway Patrol personnel with updates on operational guidelines and modes used in handling civil disturbance and crowd control incidents. 3 hours lecture and 5 hours laboratory.

ADJ-T30A - Grade Crossing Collision Investigation .5 unit
Prerequisite: None.

This course provides law enforcement personnel with information on investigating traffic collisions occurring at railroad grade crossings including train stopping distances, reasons for investigating grade crossing collisions, hazards inherent with train versus motor vehicle collisions, and methods to stop a train. 12 hours lecture and 4 hours laboratory.

ADJ-T31A - Motor Vehicle Inspections-Basic 1.5 units
Prerequisite: ADJ-B1B.

This course provides a collision investigator with basic information and skills necessary to conduct a mechanical systems inspection of a vehicle involved in a collision. The course covers how to conduct a complete motor vehicle inspection, from headlamps to exhaust system, in order to determine if any of the vehicle systems caused or contributed to the outcome of the incident. 32 hours lecture and 8 hours laboratory.

ADJ-T32A - Vehicle Lamp Analysis in Traffic Collisions .25 unit
Prerequisite: None.

This course is designed to enhance the investigative techniques of a traffic collision investigator/homicide detective investigating a motor vehicle traffic collision. The course will provide the student with basic principles of analyzing automotive lamps on vehicles involved in traffic collisions. 8 hours lecture.

ADJ-T33A - Human Factors in Collision Investigation .25 unit
Prerequisite: None.

This course is designed to enhance the investigative techniques of a traffic collision investigator/homicide detective in the area of human factors which cause collisions. 8 hours lecture and 4 hours laboratory.

ADJ-T34A - Principles of Investigating Low-speed Impacts 1.5 units
Prerequisite: ADJ-B1B.

This course is designed to enhance investigation skills. Students will be provided with information necessary for analyzing characteristics of low-speed impact from the initial collision through the litigation process. 32 hours lecture and 8 hours laboratory.

ADJ-T35A - Speed Determination from Crush Analysis 2 units
Prerequisite: ADJ-T1C.

This course is designed to assist experienced traffic investigators with analyzing crush deformation and the procedures for measuring vehicles involved in collisions for profile, crush deformation and principle direction of force (PDOF). 36 hours lecture and 4 hours laboratory.

ADJ-T36A - Reconstruction of Automobile Collisions Involving Pedestrians or Bicycles 1 unit*Prerequisite: ADJ-B1B.*

This course emphasizes proper documentation and analysis of physical evidence related to bicycle/pedestrian collisions. 24 hours lecture.

ADJ-T37A - Computer Automated Collision Reporting 2 units*Prerequisite: None.*

This course instructs students on the use of computer programs to assist them with collision investigations. This course involves basic computer skills, along with skills specifically relating to report compilation and diagramming software. 40 hours lecture.

ADJ-T40A - CAD TEAM Training 2 units*Prerequisite: None.*

This course provides students with knowledge in updating static file information in the CAD system, reporting equipment problems, providing local training to users, acting as site contacts for vendors and headquarters personnel, and disseminating CAD system related information. 40 hours lecture.

ADJ-T41A - Protective Services Detail .5 unit*Prerequisite: None.*

This course provides law enforcement personnel with knowledge and procedures necessary to conduct a public official motorcade to assure the safe movements of federal, state and local officials. 16 hours lecture and 8 hours laboratory.

ADJ-T42A - Safety Services Program Update .25 unit*Prerequisite: None.*

This course provides members of the California Highway Patrol with updates on departmental jurisdictional policies, field operations, MOU completion and reimbursable service agreements. 8 hours lecture.

ADJ-T44A - Workplace Violence Prevention Instructor Training 1 unit*Prerequisite: None.*

This course provides California Highway Patrol (CHP) supervisors and managers with information needed to instruct both uniformed and non-uniformed CHP personnel in identifying and preventing violence in the workplace. 24 hours lecture.

ADJ-T45A - Drug Recognition Evaluator Recertification .25 unit*Prerequisite: None.*

This course provides the Drug Recognition Evaluator (DRE) with updated drug trends, case law and policies related to the field of drug recognition and evaluation. 4 hours lecture and 4 hours laboratory.

ADJ-T46A - Equal Employment Opportunity (EEO) Counselor/Investigator Recertification .25 unit*Prerequisite: None.*

This course provides annual refresher training for incumbent CHP EEO counselors and investigators covering updates on program trends, case law and other relevant information to maintain appropriate skills and knowledge necessary to provide effective EEO counseling and investigations. 6 hours lecture and 2 hours laboratory.

ADJ-T47A - Enhanced Officer Safety Training (POST) .25 unit*Prerequisite: Basic POST certificate or equivalent.*

This course is designed to instill the personal resources necessary to instinctively react and succeed during hostile encounters. This training will enhance the student's ability to use personal as well as departmental weapons. 2 hours lecture and 6 hours laboratory.

ADJ-T48A - Intoxilyzer Model 5000 Certification .25 unit*Prerequisite: None.*

This course provides student with knowledge and background necessary to operate Intoxilyzer Model 5000. 4 hours lecture and 4 hours laboratory.

ADJ-T50A - CPR Instructor Refresher .5 unit*Prerequisite: None.*

Limitation on enrollment: Student must be a certified Departmental CPR Instructor.

This course provides the student with an update of the most current CPR instruction guidelines and communicable disease information. 14 hours lecture.

ADJ-T51A - Automated External Defibrillator (AED) Training .25 unit*Prerequisite: ADJ-B1B, B1C or C1D.*

This course provides the student with the training and background needed to operate the CHP Automated External Defibrillator. 2 hours lecture and 2 hours laboratory.

ADJ-T53A - Preliminary Alcohol Screening (PAS) Device Coordinator .25 unit*Prerequisite: None.*

The course provides students with information necessary to maintain and calibrate California Highway Patrol (CHP) departmental PAS devices and perform duties of an area PAS coordinator. 6 hours lecture and 2 hours laboratory.

ADJ-T54A - Aviation Safety Seminar .5 unit*Prerequisite: None.*

This course provides students with information on current safety practices and information on accident trends to provide a basis for prevention techniques. This course provides law enforcement personnel involved in flight operations with updated information on the tasks facing airborne law enforcement operations including crew resource management, accident causations and defensive flying. 16 hours lecture.

ADJ-T61A - Communications Training Specialist 1 unit*Prerequisite: None.*

This course provides instruction on how to become communications training instructors. Students are exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. 10 hours lecture and 30 hours laboratory.

ADJ-T64A - Motorcoach/Bus Inspection Training Course 1 unit*Prerequisite: None.*

This course provides students with knowledge and background necessary to inspect motorcoaches and/or busses, utilizing guidelines established by the Commercial Vehicle Safety Alliance (CVSA). Successful completion of this training course will allow students to conduct inspections and certify vehicles that meet all critical inspection standards. 24 hours lecture and 8 hours laboratory.

ADJ-T65A – National Highway Traffic Safety Administration (NHTSA) Standardized Child Safety Training **1 unit***Prerequisite: None.*

This course provides students with background and instruction necessary to properly install and evaluate safety aspects of a federally approved child safety seat. Upon completion, students will be certified by NHTSA to instruct on proper utilization of child restraint seats. 22 hours lecture and 18 hours laboratory.

ADJ-T70A – CHP-Explorer Academy Level III **3 units***Prerequisite: None.*

This course is third in a series of four designed to provide California Highway Patrol (CHP) explorer cadets with an introduction of a California Highway Patrol Officer's responsibilities. The course will focus on accident investigations, criminal investigations, child abuse, cultural discrimination, controlled substances, crimes against persons and property, domestic violence, gang awareness, traffic enforcement, physical fitness, sexual assault and harassment, search and seizure, unusual occurrences, use of force, vehicle operations and pullovers, and weapons violations. 48 hours lecture and 32 hours laboratory.

ADJ-T72A – Radioactive Materials Response and Enforcement Training **.5 unit***Prerequisite: None.*

This course provides students with the knowledge and background necessary to effectively handle a radioactive incident and take appropriate enforcement action. 12 hours lecture and 4 hours laboratory.

ADJ-T73A– General Hazardous Materials Inspection and Compliance Training Course **2 units***Prerequisite: None.*

This course provides students with instruction and procedures for inspecting hazardous materials shipments in accordance with hazardous materials regulations. Topics covered will include initiating hazardous material inspections, checking proper shipping papers, placarding, marking, labeling, packaging, loading and storage, conducting facility inspections, and documenting inspections. 36 hours lecture and 4 hours laboratory.

ADJ-T74A – Bulk Packaging Inspection Training Course **2 units***Prerequisite: None.*

The course provides students with required instruction on hazardous materials regulations to inspect bulk packaging shipments that contain hazardous materials. 40 hours lecture.

ADJ-T75A– Specially Marked Patrol Vehicle (SMPV) Commercial Enforcement Training Class **1 unit***Prerequisite: None.*

This course provides students with knowledge and background necessary for Specialty Marked Patrol Vehicle (SMPV) commercial vehicle violation enforcement in accordance with California Highway Patrol (CHP) policy. 24 hours lecture.

ADJ-W1A - Booby Traps and Explosives **.25 unit***Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course provides instruction in recognition of potentially fatal packages or explosive devices. The student will learn the proper procedure for handling various situations which may utilize the law enforcement bomb team. 6 hours lecture and 2 hours laboratory.

ADJ-W2A - Defensive Tactics Instructors Course **1 unit***Prerequisite: ADJ-B1B or ADJ-C1D.*

This course is the POST certification for law enforcement defensive tactics instructors. The course will focus on the instructional techniques of control holds, take downs, handcuffing, weapon retention and disarming, side handle baton, collapsible baton and the straight baton. 8 hours lecture and 72 hours laboratory.

ADJ-W3A – Domestic Terrorism, Threats and Sabotage **.25 unit***Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course provides an overview of major terrorist groups operating in Southern California. The student will learn what recent events that have taken place surrounding the activities of terrorist groups and trends. Some of the more specific topics will cover the identification of types and uses of explosives employed by terrorist organizations. Issues covering the law enforcement response will also be presented. 8 hours lecture.

ADJ-W4A– Psychological Aspects of the Use of Force **.25 unit***Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course instructs law enforcement personnel in the appropriate application of the use of force during building searches and high risk vehicle stops. Students are exposed to scenarios where they must make decisions on the proper and appropriate levels of force. This course will employ the use of real police equipment and role players. 2 hours lecture and 6 hours laboratory.

ADJ-W7A – Rangemaster Course **.5 unit***Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

Designed to introduce the student to instructional methods and adult learning styles relative to teaching firearms. The course emphasizes general firearm safety measures, equipment safety, legal aspects, firing line management and fundamentals of shooting. 15 hours lecture and 25 hours laboratory.

ADJ-W8A - ASP Baton Course **.25 unit***Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course will provide the student with the fundamental techniques for use of the ASP/Collapsible Baton. Additionally, the student will learn the levels of force reasonable for the employment of the ASP/ Collapsible Baton and the civil ramifications for using the weapon in a use of force situation. 1 hour lecture and 5 hours laboratory.

ADJ-W9A - PR-24 Baton **.25 unit***Prerequisite: None.**Limitation on enrollment: Must be a sworn peace officer.*

This course will provide the student with the fundamental techniques for using both collapsible PR-24 baton and the standard PR-24 baton. Additionally, the student will learn the levels of force reasonable for the employment of a PR-24 and the civil ramifications for using a PR-24 in a use of force situation. 2 hours lecture and 6 hours laboratory.

ADJ-W10A - Firearms**.25 unit***Prerequisite: None.*

This course is designed to provide the student with firearms safety factors and precautions, firearms shooting principles including range firing of both handguns and shotguns. This course fulfills the firearms portion of ADJ-R1B (PC 832 Arrest and firearms). 8 hours lecture and 16 hours laboratory.

ADJ-W11A - Criminal Law and Firearms**.5 unit***Prerequisite: None.*

This course is designed to provide non-peace officers with an overview of the California criminal law system including statutes pertaining to weapon violations and principles of the use of force. This course also provides instruction in firearms safety and precautions, firearms care and cleaning, firearms shooting principles, including range firing of both handguns and shotguns. 12 hours lecture and 24 hours laboratory.

ADJ-W12A - Non-Lethal Chemical Agent Class**.25 unit***Prerequisite: None.**Limitation on Enrollment: Must be a sworn peace officer.*

This course is designed to meet the needs of criminal justice system practitioners by providing an overview of the development and use of non-lethal chemical agents. It deals with the historical development of chemical agents from inception through use in contemporary society. The course addresses public attitudes regarding chemical agents. Also, appropriate first aid treatment techniques are discussed. 5 hours lecture and 3 hours laboratory.

ADJ-W13A - Defensive Tactics Update**.25 unit***Prerequisite: ADJ-B1B or CID.*

This course is designed to provide the student with an update of defensive tactics techniques. The course will focus on control holds, take downs, handcuffing, weapon retention and disarming, side handle baton, collapsible baton and the straight baton. 24 hours laboratory.

ADJ-W14A - Take Down and Ground Control**.25 unit***Prerequisite: None.**Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course is designed to provide the student with the skills necessary to achieve physical control of an uncooperative individual with the minimal amount of physical force. The course will emphasize the five basic components in defense and control. 4 hours lecture and 12 hours laboratory.

ADJ-W16A - Patrol Shotgun Update**.25 unit***Prerequisite: ADJ-B1B with a current Department of Justice Firearms clearance letter. Persons who are currently employed by law enforcement agencies meet the prerequisite.*

This course will provide updated training for safe and effective use of the shotgun by law enforcement officers. The course covers safety considerations, care, maintenance and training for use in tactical situations. 3 hours lecture and 5 hours laboratory.

ADJ-W18A - Tactical Handgun**.5 unit***Prerequisite: ADJ-B1B with a current Department of Justice Firearms clearance letter. Persons who are currently employed by law enforcement agencies meet the prerequisite.*

This is an intensive course that will provide the student with necessary skills for utilizing a handgun during tactical operations. Students will learn proper methods for employing platforms, movement, reloading and clearing malfunctions. 8 hours lecture and 16 hours laboratory.

ADJ-W20A - Less-lethal Training**.5 unit***Prerequisite: None.**Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.*

This course will familiarize the student with various types of uses for less-lethal munitions. Emphasis will be placed on general firearms safety measures, equipment safety, legal aspects, use and deployment of less-lethal munitions against noncompliant individuals. 10 hours lecture and 6 hours laboratory.

ADJ-Y1A - Explorer Academy - Basic**2.5 units***Prerequisite: None.*

This course is designed to provide the police explorer scout with an overview of the basic peace officer training academy program. The course will focus on physical fitness, criminal law, crime scene searches, evidence, defensive tactics, and laws of search and seizure. May be taken a total of four times. 32 hours lecture and 66 hours laboratory.

ADJ-Y1B - Explorer Academy-Advanced**2 units***Prerequisite: ADJ-Y1A.*

This course is designed to provide the police explorer scout with an overview of advanced issues related to the pursuits of law enforcement personnel. The course will focus on physical fitness, advanced report writing, leadership, bicycle patrol, controlled substance abuse, defensive tactics and laws of search and seizure. May be taken a total of four times. 24 hours lecture and 75 hours laboratory.

ADJ-Y5A – Public Safety High School Internship Academy-Part 1**2.5 units***Prerequisite: None.**Limitation on enrollment: Consent of high school counselor as required by education code.*

This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the first course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 49 hours lecture and 12 hours laboratory.

ADJ-Y5B – Public Safety High School Internship Academy-Part 2**3.5 units***Prerequisite: None.**Limitation on enrollment: ADJ-Y5A and consent of high school counselor as required by education code.*

This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the second course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 60 hours lecture and 33 hours laboratory.

AIR CONDITIONING AND REFRIGERATION

AIR-50A - Air Conditioning and Refrigeration 5 units

Prerequisite: None.

Fundamentals in basic refrigeration. Nomenclature and terminology used in industry in relation to basic refrigeration systems. Physics, chemistry, and engineering of refrigeration systems; systems components and their interactions. 90 hours lecture.

AIR-50B - Advanced Refrigeration 5 units

Prerequisite: AIR-50A.

Consists primarily of troubleshooting, diagnosis and repair of domestic refrigeration equipment to include refrigerators, freezers, window air conditioners. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-51A - Environmental Control 5 units

Prerequisite: AIR-50B.

Consists of air conditioning design and applications. Covers electronic air cleaners, humidifiers, dehumidifiers, mechanical media air filtration, air conditioning design and load calculations. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-51B - Industrial Commercial Refrigeration 5 units

Prerequisite: AIR-50B.

Consists of design and application of commercial and industrial refrigeration systems. Covers pneumatic control systems, hydraulic systems, electronic systems that are currently in use in industry today. Also includes special applications covering expendable refrigerant, absorption, thermal electric, cascade and low temperature exotic systems. Designs and applications of all these systems include preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-53 - Basic Electricity for Air Conditioning and Refrigeration 4 units

Prerequisite: None.

Introduces basic electrical theory, beginning circuit design, and electrical parts identification on air conditioning and refrigeration equipment. Includes hands-on preventative maintenance, and minor repair on electrical circuits. 54 hours lecture and 54 hours laboratory.

AIR-60 - Electrical and Mechanical Diagnostic Lab Procedures 1 unit

Prerequisite: AIR-50A.

The principles of electrical circuits and mechanical with emphasis placed upon circuit design, diagnostic troubleshooting and repair and instrument operation. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

AIR-200 – Air Conditioning and Refrigeration 1-2-3-4 units Work Experience CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

AMERICAN SIGN LANGUAGE

AML-1 - American Sign Language 1 4 units UC*, CSU

Prerequisite: None.

This course concentrates on developing the basic principles and skills of American Sign Language (ASL) through cultural appreciation and nonverbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory.

AML-2 - American Sign Language 2 4 units UC, CSU

Prerequisite: AML-1.

Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, fingerspelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Nonverbal techniques are employed to further enhance the students' complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory.

AML-3 - American Sign Language 3 4 units UC, CSU

Prerequisite: AML-2.

Review of ASL grammar with special emphasis upon idiomatic constructions. Further development of conversational techniques focusing on expressive, as well as receptive skills, intermediate level vocabulary expansion, ASL structural and grammatical patterns necessary for comprehension of standard ASL at the intermediate level. This course includes an expanded discussion of Deaf culture issues and daily life. 72 hours lecture and 18 hours laboratory.

AML-4 - American Sign Language 4 4 units UC, CSU

Prerequisite: AML-3.

Further development of intermediate skills toward advanced skills of ASL fluency. An expanded review of ASL vocabulary, syntactical structures and grammatical patterns necessary for comprehension of standard American Sign Language is emphasized. This course also emphasizes aspects of Deaf culture and community through spontaneously generated conversations. There is also an emphasis on watching ASL narratives of varying length at native speed as a means of enhancing advanced ASL receptive skills. 72 hours lecture and 18 hours laboratory.

AML-5 - Sign Language for Interpreters 4 units
CSU*Prerequisite: AML-4.*

This is an advanced course in American Sign Language discourse, intended for students currently enrolled in the Interpreter Preparation Program or for professional interpreters currently working in the field who display advanced ASL communicative fluency at the ASL-4 level. Special attention is given to the linguistics of American Sign Language and a review of other sign systems and manual communications, such as SEE, Contact Language, Signed English, etc., for comparison purposes, and their place within the Deaf community. 72 hours lecture and 18 hours laboratory.

AML-10 - Introduction to Sign Language Interpreting 3 units
CSU*Prerequisite: None.*

This course is an introduction to ASL/English interpretation between Deaf and hearing people. The focus is on theoretical models of interpretation, text analysis through intralingual translation exercises, and a historical overview of the profession of ASL/English interpretation. 54 hours lecture.

AML-11 - Interpreting I 4.5 units
CSU*Prerequisite: AML-5 and 10.*

Course designed to develop skills necessary for ASL interpretation. Emphasis on expressive (English-to-ASL) interpreting skills. 72 hours lecture and 27 laboratory hours observation.

AML-12 - Interpreting II 4.5 units
CSU*Prerequisite: AML-11.*

Course designed to develop skills necessary for ASL interpretation. Emphasis on receptive (ASL-to-English) interpreting skills. 72 hours lecture and 27 laboratory hours observation.

AML-13 - Interpreting III 4.5 units
CSU*Prerequisite: AML-12.*

Students will be introduced to simultaneous interpreting and provided experience related to this method, including critiqued interpreting, interaction, and discussion concerning experiences. 72 hours lecture and 27 hours laboratory observation.

AML-14 - Interpreting IV/Practicum 2 units
CSU*Prerequisite: AML-13.*

Supervised field practicum as a sign language interpreter-in-training in entry-level situations with experienced interpreters as models/mentors. 108 hours laboratory.

AML-20 - Ethical and Professional Standards of Interpreting 3 units
CSU*Prerequisite: None.*

This course concentrates on the professional Code of Ethics pertaining to the professional standards of behavior and ethical conduct of professional ASL/English interpreters. This is a lecture course that explores personal, as well as professional ethical behavior, for the purpose of exploring pragmatic reasons for the professional conduct governing this profession, on a macro, as well as micro, level. 54 hours of lecture.

AML-21 - Fingerspelling 3 units
CSU*Prerequisite: None.**Advisory: AML-1.*

This course concentrates on developing expressive and receptive fluency in the usage of the American manual alphabet, a wide variety of numbering systems, lexically borrowed signs, and acronyms within natural American Sign Language (ASL) discourse. The basic principles and skills of ASL are employed through the use of non-verbal instruction. Emphasis is placed on the fostering of fluid, proper production, as well recognition and application of rules and common patterns related to fingerspelling, numbering, loan signs and acronyms within ASL. 54 hours lecture.

AML-22 – American Deaf Culture (Same as SOC-22) 3 units
CSU*Prerequisite: None.*

An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

AML-23 - Specialized Interpreting 3 units
CSU*Prerequisite: AML-12.**Advisory: AML-13 or AML-14 or concurrent enrollment.*

An introduction to the Sign and English vocabularies associated with specialized areas of interpreting services such as medical, legal and educational, mental health, religious, performing arts and Deaf-blind, as well as the accompanying circumstances facing interpreters in these situations. 54 hours lecture.

AML-200 – American Sign Language Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ANATOMY AND PHYSIOLOGY**AMY-2A - Anatomy and Physiology, I** 4 units
UC, CSU (AMY 2A + 2B = CAN BIOL SEQB)*Prerequisite: None.*

First of two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

AMY-2B - Anatomy and Physiology, II 4 units
UC, CSU (AMY 2A + 2B = CAN BIOL SEQB)*Prerequisite: AMY-2A.*

Second of a two course sequence in anatomy & physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive. 36 hours lecture and 108 hours laboratory.

AMY-10 - Survey of Human Anatomy and Physiology 3 units
CSU*Prerequisite: None.*

An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. 54 hours lecture.

ANTHROPOLOGY**ANT-1 - Physical Anthropology** 3 units
UC, CSU (CAN ANTH 2)*Prerequisite: None.*

An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. 54 hours lecture.

ANT-2 - Cultural Anthropology 3 units
UC, CSU (CAN ANTH 4)*Prerequisite: None.*

An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

ANT-3 - Prehistoric Cultures 3 units
UC, CSU*Prerequisite: None.*

The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture.

ANT-4 - Native American Cultures 3 units
UC, CSU*Prerequisite: None.*

A survey of Native American cultures of the pre-Columbian period and their persistence into the modern world, incorporating evidence from archaeology, oral history and other sources, with an emphasis on the growth of cultures, social and religious institutions and daily life. 54 hours lecture.

ANT-5 - Cultures of Ancient Mexico 3 units
UC, CSU*Prerequisite: None.*

The development of civilization in ancient Mexico, integrating evidence from archaeology and the pre-hispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.

ANT-6 - Introduction to Archaeology 3 units
UC, CSU (CAN ANTH 6)*Prerequisite: None.*

An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.

ANT-7 - Anthropology of Religion 3 units*Prerequisite: None.*

Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

ANT-10 - Forensic Anthropology 3 units
CSU*Prerequisite: None.*

The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.

ANT-21 - Peoples of Sub-Saharan Africa 3 units
UC, CSU*Prerequisite: None.*

Survey of indigenous cultures of sub-Saharan Africa, and their contributions to and situation in the modern world. Focus on adaptations, society, belief systems, culture change, and the effects of European colonization on current culture and politics in Africa. 54 hours lecture.

ARABIC**ARA-1 - Arabic 1** 5 units
UC*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory.

ARA-2 - Arabic 2 5 units
UC, CSU*Prerequisite: ARA-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes an expanded discussion of Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory.

ARA-3 – Arabic 3 **5 units**
UC, CSU*Prerequisite: ARA-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Modern Standard Arabic and classical Arabic at the intermediate level. This course includes an expanded discussion of Arabic culture and daily life. 90 hours lecture and 18 hours laboratory.

ARA-11 - Culture and Civilization **3 units**
UC, CSU*Prerequisite: None.*

Introductory survey of Arabic culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

ARCHITECTURE**ARE-24 - Architectural Drafting** **3 units**
CSU*Prerequisite: ENE-21.*

A beginning course which provides an introduction to architectural drafting techniques with emphasis on line quality, lettering, dimensioning, scaling, notes, materials symbols and drawing format. Drafting and a set of plans to include plot plan, foundation plan, floor plan, sections, exterior and interior elevations and structural details. Construction and sketching techniques will also be covered. 27 hours lecture and 90 hours laboratory.

ARE-25 - Advanced Architectural Drafting **3 units**
CSU*Prerequisite: ARE-24.*

This course is designed for advanced study of architectural detailing and construction methods, including the preparation of working drawings. Other topics include the development of construction documents, study of the Uniform Building Code and practice from site selection to completion. A completed portfolio is a requirement of the course. 27 hours lecture and 90 hours laboratory.

ARE-26 - Architectural Rendering **3 units**
CSU*Prerequisite: None.*

This course provides study of pictorial drawing techniques necessary to produce architectural presentations. Finished renderings will include work in felt pen, pen and ink, various pencils, pastels, watercolor and other media variations. A completed portfolio is a requirement of the course. 27 hours lecture and 90 hours laboratory.

ARE-28 – Perspective Drawing **3 units**
CSU*Prerequisite: None.*

This course is designed to provide graphic communication skills used in Architecture and Architecture-related fields of Environmental Design, Landscape Design/Architecture, Interior Design and Community Planning. Purpose of the course is to provide students with a knowledge, understanding and ability to apply the keys to creating communication of three-dimensional form and space on the two-dimensional surface. The course will emphasize the use of shade and shadow as well as perspective drawing techniques to produce desired graphic communication. 27 hours lecture and 90 hours laboratory.

ARE-35 – History of Architecture-Beginnings of **3 units**
Architecture through Gothic Architecture*Prerequisite: None.*

An examination of Western architecture form and design from antiquity through the Gothic period. Architectural monuments of the Western world will be analyzed and interpreted in terms of religious, social, and political context. Particular emphasis is given to process and sources of design, types and purposes of buildings as well as architecture and art in the built environment by considering the source and meaning of beauty. 54 hours lecture.

ARE-36 - History of Architecture – **3 units**
Renaissance to Modern
UC, CSU*Prerequisite: None.*

A survey of the major movements in the form, theory and design of Western architecture and art from the Renaissance through the 20th century will be studied analyzed and interpreted in terms of religious social and political context. Particular emphasis will be placed on a comparative study of architectural monuments and architects, the sources of design, meaning of beauty, and conditions that influence the Western architectural traditions. 54 hours lecture

ARE-37 – Architectural Design I **3 units**
CSU*Prerequisite: None.*

This course is an introduction into the use of determining factors, which revolve around the design of mankind's physical and visual environment. Emphasis is placed on two- and three-dimensional representation dealing with design composition, spatial relationships and the use of various media for graphic communication. 27 hours lecture and 90 hours laboratory.

ARE-96 - Computer-Aided/Drafting Lab Practicum **.5 unit**
(Same as ENE-96)*Prerequisite: None.**Corequisite: Concurrent enrollment in ARE-24, 25 or 26*

Additional CAD and Drafting Lab access (beyond the hours required for the above corequisite courses) for students who feel they will benefit from further instruction. May be taken a total of four times. 27 hours laboratory required for credit. May be repeated five times. (Non-degree credit course. CR-NC only.)

ARE-200 – Architecture Work Experience **1-2-3-4 units**
CSU**Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ART

In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval **3 units**

UC, CSU (CAN ART-2) ART 1 + 2= (CAN ART SEQ A)

Prerequisite: None.

Advisory: Qualification for ENG-1A recommended.

Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. 54 hours lecture.

ART-2 - History of Western Art: Renaissance through Contemporary **3 units**

UC, CSU (CAN ART-4) ART 1 + 2= (CAN ART SEQ A)

Prerequisite: None.

Advisory: Qualification for ENG-1A recommended.

Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. 54 hours lecture.

ART-3 - Art for Teachers **3 units**

CSU

Prerequisite: None.

Designed to enable the student to teach basic art principles and concepts to elementary school age children (grades K-6). Intended to improve individual skills, general knowledge and confidence in teaching art. Developmental stages, creative expression and various methods and techniques will be explored with age-appropriate art projects and experiences. Intended for education, Early Childhood Studies and other non-art majors. 36 hours lecture and 54 hours laboratory.

ART-5 - History of Non-Western Art **3 units**

UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A and college level reading recommended.

An introductory survey of the arts of non-European cultures. History, form, functions and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceania, Islamic, Sub-Saharan Africa, Southeast Asia, China and Japan. 54 hours lecture.

ART-6 - Art Appreciation **3 units**

UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A recommended.

An introductory course for the non-art major. The creative process and the diversity of style, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture.

ART-6H - Honors Art Appreciation **3 units**

UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the honors program.

An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers

an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture.

ART-7 - Women Artists in History **3 units**

UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A recommended.

Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture.

ART-8 - Mexican Art History **3 units**

UC, CSU

Prerequisite: None.

Survey of architecture, sculpture, painting, and minor arts of Mexico. From pre-Columbian and Colonial, through contemporary art. 54 hours lecture.

ART-9 - African Art History **3 units**

UC, CSU

Prerequisite: None.

A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics and textiles, will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture.

ART-10 - Modern and Contemporary Art History **3 units**

UC, CSU

Prerequisite: None.

A survey of the development and history of modern art with emphasis on its major movements, leading artists and contemporary trends. Painting, sculpture and architecture will be discussed in terms of their historical, social and political context. Beginning with mid 19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture.

ART-11 - Gallery and Exhibition Design **3 units**

CSU

Prerequisite: None.

Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-12 - Asian Art History **3 units**

UC, CSU

Prerequisite: None.

A survey of the history of Asian art (China, Japan, Korea and India) from prehistoric times to the present, including the religious and philosophical influence on the development of the art forms of architecture, sculpture, ceramics, painting and minor arts. 54 hours lecture.

ART-15 - Beginning Ceramics **3 units**
UC*, CSU (CAN ART-6)*Prerequisite: None.*

An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-15A - Beginning Ceramics, Part 1 **1.5 units**
UC*, CSU*Prerequisite: None.*

An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. Beginning Ceramics 15A is equivalent to the first half of ART-15. 18 hours lecture and 36 hours laboratory.

ART-15B - Beginning Ceramics, Part 2 **1.5 units**
UC*, CSU*Prerequisite: ART-15A.*

An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. Beginning Ceramics 15B is equivalent to the second half of ART-15. 18 hours lecture and 36 hours laboratory.

ART-16 - Intermediate Ceramics **3 units**
UC, CSU*Prerequisite: ART-15.*

An expansion and refinement of the skills learned and explored in Beginning Ceramics. Projects of greater scope, challenge and complexity will encourage personal artistic development and creativity. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-17 - Beginning Drawing **3 units**
UC, CSU (CAN ART-8)*Prerequisite: None.*

An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-18 - Intermediate Drawing **3 units**
UC, CSU*Prerequisite: ART-17 (or 4A) or 22.*

Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-20 - Beginning Sculpture **3 units**
UC, CSU (CAN ART-12)*Prerequisite: None.*

An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-21 - Intermediate Sculpture **3 units**
UC, CSU*Prerequisite: ART-20.*

An expansion and refinement of the skills and techniques learned in Beginning Sculpture. Emphasis will be on improved design, better craftsmanship, originality and critical assessment. A variety of methods, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-22 - Basic Design **3 units**
UC, CSU (CAN ART 14)*Prerequisite: None.*

An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-23 - Design and Color **3 units**
UC, CSU*Prerequisite: ART-22 or 17.*

A continued study of the principles of two-dimensional design. The practice of the organization of the visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on color theory and more advanced methods of communicating ideas through design. Students pay for their own materials Total of 36 hours lecture and 72 hours laboratory.

ART-24 - Three Dimensional Design **3 units**
UC, CSU (CAN ART-16)*Prerequisite: None.*

An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-25 - Watercolor Painting **3 units**
UC, CSU*Prerequisite: ART-17 (or 4A) or 22.*

Introduction to the fundamentals of painting with transparent watercolors. Various techniques, tools and materials will be explored. Composition, idea, method, color and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-26 - Beginning Painting **3 units**
UC, CSU (CAN ART-10)*Prerequisite: ART-17 (or 4A) or 22*

An introduction to the fundamentals of painting (oil or acrylic); various techniques and the application of color theory. An exploration of the media, the development of visual perception and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-27 - Intermediate Painting
UC, CSU**3 units***Prerequisite:* ART-26 or 23.

Continued study of painting (oil or acrylic); various techniques and the application of color theory. Development of visual perception, and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-28 - Studio Painting
UC, CSU**3 units***Prerequisite:* ART-26 (4B) or ART-27 (5B).

Continued painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-30 - Printmaking
UC, CSU (CAN ART-20)**3 units***Prerequisite:* None.*Advisory:* ART-22 and 17 (or 4A) are highly recommended.

Introduction to the design and creation of original prints using a variety of printmaking techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-34 - Studio Three Dimensional Design
UC, CSU**3 units***Prerequisite:* ART-24.

Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-35 - Illustration
CSU**3 units***Prerequisite:* None.*Advisory:* ART-17 (or 4A), 22 or 39.

Introduction to the fundamental concepts and imagery used for advertising and graphic illustration. Exploration of visual communication and commercial art techniques in graphic media, such as ink, airbrush, gouache and markers. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-36 - Computer Art
UC, CSU**3 units***Prerequisite:* None.*Advisory:* ART-22, 17 (or 4A) and computer experience recommended.

Introduction to using digital media as a tool for creative arts. The exploration of the visual characteristics of electronic imagery. Emphasis will be on the essentials of fine art and design, as it relates to projects solved on the computer and/or other electronic equipment using art related software. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory.

ART-38 - Studio Illustration
CSU**3 units***Prerequisite:* ART-35.

Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-39- Design and Graphics
CSU**3 units***Prerequisite:* None.*Advisory:* ART-35, 22, or 17 (or 4A) recommended.

Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design. Type and lettering creation and techniques, corporate imagery and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-40 - Figure Drawing
UC, CSU (CAN ART-24)**3 units***Prerequisite:* ART-17 (or 4A) or 22.

Drawing from the human figure. Students will draw from a live, nude model using a variety of media. Students pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-41 - Figure Painting
UC, CSU**3 units***Prerequisite:* ART-17 (or 4A), 26 (or 4B), or 40.

Painting from the human figure. Students will draw and paint from a live, nude model using a variety of media. Students pay for their own materials. May be taken four times. 36 hours lecture and 72 hours laboratory.

ART-42 - Studio Figure Drawing
UC, CSU**3 units***Prerequisite:* ART-40.

Continued figure drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-43 - Studio Figure Painting
UC, CSU**3 units***Prerequisite:* ART-41.

Continued figure painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

- ART-44 - Animation** **3 units**
CSU
Prerequisite: ART-17 (4A).
Advisory: Strongly recommended: ART-22 and ART-40
Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, background painting, character design, and theme development will be introduced. Students pay for their own materials. May be taken a total of three times. 36 hours lecture and 72 hours laboratory.
- ART-45 - Studio Watercolor Painting** **3 units**
UC, CSU
Prerequisite: ART-25.
Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.
- ART-46 - Studio Sculpture** **3 units**
UC, CSU
Prerequisite: ART-21.
Continued studio work in sculpture with emphasis on individual problems for the self motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.
- ART-47 - Studio Ceramics** **3 units**
UC, CSU
Prerequisite: ART-16.
Continued studio work in ceramics with emphasis on individual problems for the self motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.
- ART-48 - Studio Drawing** **3 units**
UC, CSU
Prerequisite: ART-17 (4A) or 18 (5A).
Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.
- ART-49 - Studio Printmaking** **3 units**
CSU
Prerequisite: Art-30
Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.
- ART-95 - Advanced Practicum in Art (Drawing, Painting, Design and Printmaking Studios)** **.5 unit**
Prerequisite: None.
Corequisite: Concurrent enrollment in any one of the following: Art-17, 18, 22, 23, 24, 26, 27, 28, 30, 34, 35, 38, 40, 41, 42, 43, 45 or 48.
Further self-directed skill development in the drawing/painting/design/printmaking studios which will allow access for students who feel they would benefit from further use of the Art Department studio space and resources. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)
- ART-96 - Practicum in Art (Ceramic and Sculpture)** **.5 unit**
Prerequisite: None.
Corequisite: Concurrent enrollment in any one of the following: ART-15, 16, 20, 21, 46 or 47.
Self directed skill development in the ceramic and sculpture studio which will allow access for students who feel they would benefit from further use of the Art Department studio space and resources. May be taken four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)
- ART-97 - Practicum in Art (Drawing, Painting, Design and Printmaking Studios)** **.5 unit**
Prerequisite: None.
Corequisite: Concurrent enrollment in any one of the following: ART-17, 18, 22, 23, 24, 26, 27, 30, 35, 40, 41 or 48.
Self directed skill development in the drawing/ painting/ design/ printmaking studios which will allow access for students who feel they would benefit from further use of the Art Department studio space and resources. May be taken four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)
- ART-98 - Advanced Practicum in Ceramics** **.5 unit**
Prerequisite: None.
Corequisite: Concurrent enrollment in any one of the following: Art-15, 16, 20, 21, 46 or 47.
Further self-directed skill development in the ceramic studio to allow students who require studio hours past those which the ceramics course allows. May be taken a total of four times. 27 hours laboratory. (Non-degree credit course. CR-NC only.)
- ART-99 - Advanced Practicum in Sculpture** **.5 unit**
Prerequisite: None.
Corequisite: Concurrent enrollment in any one of the following: Art-15, 16, 20, 21, 46 or 47.
Further self-directed skill development in the sculpture studio to allow access to students who require studio hours past those which the ceramics course allows. May be taken a total of four times. 27 hours laboratory. (Non-degree credit course. CR-NC only.)
- ART-200 – Art Work Experience** **1-2-3-4 units**
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ASTRONOMY**AST-1A - Introduction to Astronomy** 3 units
UC, CSU

Prerequisite: None.

Recommended: High school algebra and geometry.

A descriptive survey of the universe: the earth, planets, moons, meteors, sun, stars, nebulae, and galaxies. Principles and methods of astronomical investigation are emphasized. 54 hours lecture.

AST-1B - Introduction to the Stars 3 units
UC, CSU

Prerequisite: AST-1A.

A descriptive course in the astronomy of the sun, stars, star clusters, and galaxies. 54 hours lecture.

AUTOMOTIVE BODY TECHNOLOGY**AUB-1 - Survey of Automotive Body Technology** 4 units
CSU

Prerequisite: None.

A survey course designed to provide a general introduction, review, and orientation to the automotive repair industry, including safety procedures, tools, maintenance, supplies, and repair of damaged automotive vehicles. 36 hours lecture and 108 hours laboratory.

AUB-50 - Introduction to Automotive Body Technology 4 units

Prerequisite: None.

Designed for students planning on employment in this field, introduction to the principles of automotive body repair and painting. To provide knowledge of safety, tools and materials necessary for repair, aligning, removing and repairing body parts. 36 hours lecture and 108 hours laboratory.

AUB-51 - Intermediate Automotive Body Technology 4 units

Prerequisite: None.

Corequisite: AUB-50 or 52.

Designed to assist the student in further developing basic skills and to provide the opportunity for additional laboratory work. Introduction to specialized tools, materials and processes, including writing and estimating jobs. 36 hours lecture and 108 hours laboratory.

AUB-52 - Automotive Body Refinishing 4 units

Prerequisite: None.

Theory and practice in the art of automotive refinishing with emphasis on paint preparation, spot painting, complete finishing, and special problems. 36 hours lecture and 108 hours laboratory.

AUB-53 - Automotive Body Special Projects 4 units

Prerequisite: None.

Corequisite: Concurrent or previous enrollment in an automotive body class.

A special projects class for students who need in-depth experiences in a particular discipline. No more than 8 units may be earned toward graduation through special projects activities. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of two times. 36 hours lecture and 108 hours laboratory.

AUB-54 - Advanced Automotive Body and Frame 4 units

Prerequisite: None.

Corequisite: AUB-50 or 52.

Theory and practice for the advanced student with emphasis on repairing major damage, frames, and shop management. 36 hours lecture and 108 hours laboratory.

AUB-59 - Auto Body Service and Repair 2 units

Prerequisite: None.

Corequisite: Concurrent or previous enrollment in an automotive body class.

Principles of service and repair procedures relating to an automotive body maintenance program with emphasis being placed upon laboratory experience. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

AUB-60 - Automotive Trim and Upholstery, I 4 units

Prerequisite: None.

This course is designed to be an adjunct to the Automotive Body Technology program, to provide the student with an introduction to automotive trim and upholstery. Course to include adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down procedure of upholstery. Introduction to door trimming, side panels and headlining repair and installation. 36 hours lecture and 108 hours laboratory.

AUB-61 - Automotive Trim and Upholstery, II 4 units

Prerequisite: AUB-60.

This course is designed to supplement the Automotive Body Technology program, and will provide the student with a concentrated training block to perfect basic techniques of Automotive Trim and Upholstery I. This will include pattern design and layout of seat upholstery, door paneling and door trimming, layout, cutting, trimming and design if required, for headliners made of various materials. 36 hours lecture and 108 hours laboratory.

AUB-70 - Automotive Cooperative Training Entry 7 units

Prerequisite: None.

Limitation on enrollment: Successful application to the ABCT program and sponsorship by an automotive body repair shop.

Designed as the first course in a series to prepare the student for employment as an auto body technician. Instruction in this course and others of the series is based on Inter Industry Conference on Automotive Collision Repair training curriculum. Students will learn safety procedures, tools, metal straightening and shrinking, parts replacement and alignment, body filler uses and the application of trim and hardware. 72 hours lecture and 162 hours laboratory.

AUB-71 - Automotive Cooperative Training Intermediate 7 units

Prerequisite: AUB-70.

Limitation on enrollment: Sponsorship by an automotive body repair shop.

This course presents the fundamentals and skills necessary to replace parts through cutting, MIG welding, plastic welding and adhesive bonding. Sheet metal, plastic and glass parts are included. Special emphasis will be placed on the removal, alignment, structural integrity and corrosion protection of replacement parts. 72 hours lecture and 162 hours laboratory.

AUB-72 - Automotive Cooperative Training Refinishing 4 units

Prerequisite: AUB-71.

Limitation on enrollment: Sponsorship by an automotive body repair shop.

This course presents the ADVANCE-TECH theories and practices of automotive refinishing. Emphasis is placed on paint preparation, tinting, application, blending, defects, safety and environmental practices. 36 hours lecture and 108 hours laboratory.

AUB-73 - Automotive Cooperative Training Advanced 7 units

Prerequisite: AUB-72.

Limitation on enrollment: Sponsorship by an automotive body repair shop.

This advanced course presents the fundamentals and skills necessary for collision estimating and repair of heavily damaged vehicles. Special emphasis is placed on measuring, gauging and structural integrity of the vehicle. Frame straightening and body pulling is included. 72 hours lecture and 162 hours laboratory.

AUB-74 - Automotive Cooperative Training Mechanical 7 units

Prerequisite: AUB-73.

Limitation on enrollment: Sponsorship by an automotive body repair shop.

This course presents the fundamentals and practices of repairing collision damaged automotive mechanical and electrical systems. Instruction covers steering, suspension, electrical, cooling, brake, restraint, fuel and exhaust systems. 72 hours lecture and 162 hours laboratory.

AUB-200 – Automotive Body Work Experience 1-2-3-4 units CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

AUTOMOTIVE TECHNOLOGY

AUT-30 -Ford Minor Services and Shop Practices 2 units

Prerequisite: None.

An introduction to auto shop safety, auto shop practices, automotive dealership operation and minor service of Ford, Lincoln/Mercury and Mazda vehicles, including wind noise and water leaks. Also includes an overview of the various career ladders and divisions of Ford Motor Company and dealership operations. The course prepares students for entry-level employment at Ford, Lincoln/Mercury and Mazda automotive dealerships. 27 hours lecture and 27 hours laboratory.

AUT-40 - Ford Electrical Systems-MLR (Maintenance and Light Repair) 4 units

Prerequisite: None.

This course presents the fundamentals of Ford electrical and electronic systems operation. The service of Ford starters, alternators, lighting systems and electrical accessories will be introduced. This course

also examines the operation of Ford's automotive computer controls systems. The correct use of Ford's specific scanners are also covered along with electrical and computer system simulators and circuit breadboards. Special emphasis will be placed on diagnosing and troubleshooting electrical system concerns using Ford methods and tools. May be taken a total of 2 times. 54 hours lecture and 54 hours laboratory.

AUT-41 - Ford Advanced Electronics MLR 3.5 units

Prerequisite: AUT-40.

This course examines in-depth the operation of Ford automotive computer controls as they relate to specific electronic systems. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury vehicles and to enable the students to diagnose and repair today's computer laden vehicles. May be taken a total of two times. 45 hours lecture and 54 hours laboratory.

AUT-42 - Ford Heating and Air Conditioning MLR 4 units

Prerequisite: AUT-40.

This course presents Ford climate control system operation and repair, both base and electronic controls systems. Compressor service and refrigerant recovery and recycling are included. Emphasis will be placed on the diagnosis of climate control system performance concerns using Ford-approved test equipment. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

AUT-43 - Ford Automotive Brakes MLR 3.5 units

Prerequisite: AUT-40.

This course presents the principles of Ford brake system (hydraulic and electronic, with and without antilock) operation and repair, including brake system overhaul and machining operations. Emphasis will be placed on the diagnosis of brake system concerns using Ford's test methods and equipment. May be taken a total of two times. 45 hours lecture and 54 hours laboratory.

AUT-44 - Ford Alignment, Steering and Suspension MLR 4 units

Prerequisite: AUT-40.

This course presents the fundamentals of Ford car and light truck suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

AUT-45 – Ford MLR Automotive Chassis Systems 4 units

Prerequisite: AUT-40.

This course presents the principles of operation, diagnosis, and repair of the brake system, the suspension and steering system, and the climate control system. The course content includes hydraulic, mechanical, and electronic operation and repair, as well as brake system overhaul and service operations. Additionally, it presents the fundamentals of suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Furthermore, the course will include climate control fundamentals. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns, and climate control concerns using Ford testing methods and equipment. May be taken a total of 2 times. 54 hours lecture and 54 hours laboratory.

AUT-50 - Automotive Principles CSU	4 units	AUT-55A - Automotive Automatic Transmission/Transaxles	4 units
<i>Prerequisite: None.</i>		<i>Prerequisite: AUT-50.</i>	
General theory, principles and service procedures relating to an introduction to automotive maintenance with emphasis being placed upon component identification, basic functions, minor maintenance and service. 72 hours lecture.		Theory and principles of operation of the automobile automatic transmissions and transaxles with emphasis on trouble diagnosis, complete disassembly, repair and testing. 45 hours lecture and 81 hours laboratory.	
AUT-51A - Internal Combustion Engines Rebuilding, Gas and Diesel (Upper End)	4 units	AUT-55B - Automotive Manual Drivetrain Systems	4 units
<i>Prerequisite: AUT-50.</i>		<i>Prerequisite: AUT-50.</i>	
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of upper end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory.		Theory and principles of operation of automobile standard transmission systems with emphasis placed on trouble diagnosis, complete disassembly and repair. 45 hours lecture and 81 hours laboratory.	
AUT-51B - Internal Combustion Engines Rebuilding, Gas and Diesel (Lower End)	4 units	AUT-56 - Automotive Computer Controls	3 units
<i>Prerequisite: AUT-50.</i>		<i>Prerequisite: AUT-52A or ASE Certification in engine performance or electrical systems.</i>	
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of lower end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory.		Theory and principles of automotive computer controlled systems. This course will include the diagnosis of computer systems and the repair with emphasis placed on related emission and electrical component evaluation. 36 hours lecture and 54 hours laboratory.	
AUT-52A - Automotive Tune-up and Electrical Systems	4 units	AUT-57 - Automotive Heating and Air Conditioning	4 units
<i>Prerequisite: AUT-50.</i>		<i>Prerequisite: AUT-50.</i>	
Theory and principles of automotive tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition, and electrical systems. 45 hours lecture and 81 hours laboratory.		Theory and principles of automotive heating and air conditioning with emphasis on component identification, trouble diagnosis, and general service. 45 hours lecture and 81 hours laboratory.	
AUT-52B - Automotive Tune-up and Emission Controls	4 units	AUT-58 - Automotive Diesel Mechanics	4 units
<i>Prerequisite: AUT-52A and 54 or ASE passing tests in Automotive Electrical Systems and Engine Performance or one year full time paid professional experience in the automotive engine performance tune-up area.</i>		<i>Prerequisite: AUT-50.</i>	
Theory and principles of automotive tune-up procedures with emphasis placed upon electronic diagnosis, exhaust gas analysis, and dynamometer operation. 45 hours lecture and 81 hours laboratory.		This is an in-depth course in automotive diesel repair for students working toward a career in automotive diesel technology. It is designed to familiarize the student in the history, construction, operation and repair/adjustment of the operating components of the automotive diesel engine. 45 hours lecture and 81 hours laboratory.	
AUT-53A - Automotive Chassis and Alignment	4 units	AUT-59ABCD - Automotive Service	1 unit
<i>Prerequisite: AUT-50 or AUB-50.</i>		<i>Prerequisite: None.</i>	
Theory and principles of automotive chassis components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.		<i>Corequisite: Concurrent enrollment in automotive technology program.</i>	
AUT-53B - Automotive Brakes	4 units	Principles of service procedures relating to an automotive maintenance program with emphasis being placed upon a laboratory experience to include a minimum of 54 hours per semester and a maximum of 216 hours per semester.	
<i>Prerequisite: AUT-50.</i>		AUT-61 - Introduction to Toyota Service	3 units
Theory and principles of automotive brake systems with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory.		<i>Prerequisite: None.</i>	
AUT-54 - Automotive Electrical Systems	4 units	<i>Limitation on enrollment: Admission into the Program.</i>	
<i>Prerequisite: AUT-50 or concurrent enrollment.</i>		Operational theory, principles and service procedures relating to an introduction to Toyota maintenance with emphasis being placed upon component identification, basic functions and service. Student will be trained in new model vehicle features and pre-delivery inspections. 36 hours lecture and 54 hours laboratory.	
Theory and principles of automotive electrical and electronic systems. Course content will include multi-meter operation, component location, and reading wiring diagrams. Emphasis will be placed on diagnosis and repair of automotive electrical and electronic circuits. May be taken a total of 2 times. 45 hours lecture and 81 hours laboratory.		AUT-62 - Toyota Fuel Systems I	3 units
		<i>Prerequisite: AUT-61.</i>	
		The theory and principles of Toyota tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition and engine electrical systems. 36 hours lecture and 54 hours laboratory.	

AUT-63 - Toyota Electrical Systems Mastery 3 units*Prerequisite: AUT-61.*

Engine electrical, chassis electrical, electronics systems and accessory diagnosis. Use of wiring diagrams, service equipment and testing instruments. Diagnosis of solid state electronics will be included. Emphasis placed upon problem diagnosis, inspection and wiring repairs. 36 hours lecture and 54 hours laboratory.

AUT-64 - Toyota Brakes and Suspension 3 units*Prerequisite: AUT-61.*

Theory and principles of Toyota braking and suspension system components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. Use of special equipment and repair of anti-lock brake systems is included. 36 hours lecture and 54 hours laboratory.

AUT-65A - Toyota Manual Transmissions and Transaxles 3 units*Prerequisite: AUT-61.*

An introduction to theory and principles of Toyota manual transmissions/transaxles, transfer cases and clutch systems. Emphasis placed on problem diagnosis, troubleshooting, measurements and drivability. 45 hours lecture and 27 hours laboratory.

AUT-65B - Toyota Automatic Transmissions and Transaxles 3 units*Prerequisite: AUT-61.*

An introduction to theory and principles of Toyota automatic transmissions/transaxles. Emphasis placed on problem diagnosis, troubleshooting, measurements and drivability. 45 hours lecture and 27 hours laboratory.

AUT-66 - Toyota Climate Control Systems 3 units*Prerequisite: AUT-61.*

Theory and principles of Toyota heating and air conditioning systems. Overview of system components, system operation and diagnosis of automatic temperature control systems. System disassembly, measurements and repair are emphasized. 36 hours lecture and 54 hours laboratory.

AUT-67 - Toyota Fuel Systems II 3 units*Prerequisite: AUT-62 and 63.**Advisory: AUT-51A.*

Basic theory, system construction and operation of Toyota Electronic Fuel Injection and Electronic Computer Control systems. Major emphasis placed upon Computer Command theory, operation and construction. Diagnosis of related components, service adjustments and use of special service tools included. 36 hours lecture and 54 hours laboratory.

AUT-71 -Ford Electrical and Electronics Systems 4 units*Prerequisite: None.*

This course presents the fundamentals of electrical and electronic systems found in Ford Motor Company vehicles. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using Ford-approved and recommended testing methods and equipment. Students will be able to apply the acquired information to the computer systems found on Ford, Lincoln/Mercury and Mazda vehicles, for the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

AUT-72 -Ford Applied Electronics 4 units*Prerequisite: AUT-71 or AUT-40.*

Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.

This course examines in-depth the operation of Ford automotive computer controls as they relate to specific body electronic systems, as well as the climate control system operation and repair, both base and electronic controls systems. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury and selected Mazda vehicles and to enable the students to diagnose and repair today's computer laden vehicles. Included in this course is the diagnosis of climate control system performance concerns using Ford-approved test equipment. 54 hours of lecture and 54 hours of laboratory.

AUT-73 -Ford Engine Performance 8 units*Prerequisite: AUT-71 or AUT-40.*

Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.

This course presents the operation, diagnosis, and analysis of the ignition, exhaust, emission, fuel, air injection and the On-board computer management system, including the advanced drivability diagnosis of the electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. 108 hours lecture and 108 hours laboratory.

AUT-74; Ford Brakes, Steering, and Suspension Systems 4 units*Prerequisite: None.*

This course presents the principles of the brake system, including hydraulic and mechanical operation and repair, as well as brake system overhaul and service operations. It also presents the fundamentals of the suspension and the steering systems operation and repair. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-75 -Ford Engine Repair 4 units*Prerequisite: None.*

This course introduces the operation and repair of gasoline engines including disassembly, inspection, measurement, and reassembly of gasoline engines. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication, and cooling system concerns using Ford test equipment and methods. 54 hours lecture and 54 hours laboratory.

AUT-76 -Ford Advanced Chassis Systems 4 units*Prerequisite: AUT-71 or AUT-40.*

Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.

This course presents the principles of Anti-lock brake, Ride Control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using Ford-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-78; Ford Manual Transmissions and Drive-Train Systems 4 units

Prerequisite: AUT-71 or AUT-40.

Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.

This course presents the fundamentals of manual transmission, transaxle, transfer case, differential, and driveline operation, and repair. The course introduces the concepts of disassembly, inspection, measurement, and reassembly, as well as the diagnosis of concerns with transmissions, transaxles, transfer cases, clutches, all wheel drive systems, drivelines, and differentials. 54 hours lecture and 54 hours laboratory.

AUT-79 - Ford Automatic Transmissions and Transaxles 4 units

Prerequisite: AUT-71 or AUT-40.

Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.

This course presents the operating principles of automatic transmissions and transaxles. The disassembly, inspection, measurement, and reassembly of automatic transmissions and transaxles will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. 54 hours lecture and 54 hours of laboratory.

AUT-80 - General Motors Minor Services and Pre-Delivery 3 units

Prerequisite: None.

Limitation on enrollment: Enrollment limited to GM dealer-sponsored ASEP applicants.

This course serves as an important introduction to the GM (ASEP) Automotive Service Educational Program. Students will learn about GM Customer Service, Technical Assistance Network, General Motors dealership operation, auto shop safety, auto shop practices, Pre-Delivery Inspection, GM diagnostic and service information. Application to the ASEP program is required and sponsorship by a General Motors dealership or General Motors approved repair facility is required. 45 hours lecture and 27 hours laboratory.

AUT-81 - GM Electrical and Electronics Systems 4 units

Prerequisite: None.

This course presents the fundamentals of GM's vehicles electrical and electronic systems. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and GM's advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using GM-approved and recommended testing methods and equipment service of GM automotive electrical and electronic systems. Students will be able to apply the acquired information to the computer systems found on GM vehicles in the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

AUT-82 - GM Applied Electronics 4 units

Prerequisite: AUT-81.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course is an in-depth study of advanced automotive computer controls as they relate to specific electronic systems on GM vehicles; also includes the theory, operation, diagnosis and repair of base and electronic control systems of GM automotive refrigeration and heating

systems. Students will utilize laboratory oscilloscopes, digital meters, and GM's advanced diagnostic tools to diagnose and repair today's computer-laden vehicles using GM-approved procedures and standards. 54 hours of lecture and 54 hours laboratory.

AUT-83 - GM Engine Performance 8 units

Prerequisite: AUT-81.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the operation, diagnosis, and analysis of GM ignition, exhaust, emission, fuel, air injection and the On-board computer management system advanced drivability diagnosis of GM electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. Sponsorship by a GM dealership required. 108 hours lecture and 108 hours laboratory.

AUT-84 - GM Brakes, Steering and Suspension Systems 4 units

Prerequisite: None.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the operation, diagnosis and repair of GM automotive brake, steering and suspension systems to include mechanical and hydraulic brake service as well as suspension and steering system service and alignment. Course covers components and operation of each system and the functional relationships between the systems in GM Motor cars and light trucks. wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-85 - GM Gasoline Engine and Repair 4 units

Prerequisite: None.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the fundamentals of General Motor's gasoline and diesel engine operation and repair. The disassembly, inspection, measurement and reassembly of selected General Motor's gasoline and diesel engines will be introduced. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling concerns using General Motors approved test equipment and methods. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-86 - GM Advanced Chassis Systems 4 units

Prerequisite: None.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the principles of GM Antilock brake, Ride Control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory

AUT-87 - General Motors Heating and Air Conditioning (HVAC) Systems 4 units

Prerequisite: AUT-80.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents GM climate control system operations and repair, both base and electronic controls system. Compressor service and refrigerant recovery and recycling will be included. Emphasis will be placed on the diagnosis of climate control system performance concerns using GM approved test equipment. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-88 - General Motors Manual Transmissions and Drive Trains 4 units

Prerequisite: None.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the fundamentals of GM manual transmission, transaxle, transfer case, differential, and driveline operation and repair. The disassembly, inspection, measurement and reassembly of selected GM manual transmissions, transaxles, transfer cases, clutches all wheel drive systems, drivelines and differentials will be introduced. The diagnosis of concerns with the transmission, transaxle and drivetrain systems are included. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-89 - General Motors Automatic Transmissions and Transaxles 4 units

Prerequisite: AUT-81.

Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.

This course presents the operating principles of current production GM automatic transmissions and transaxles. The disassembly, inspection, measurement and reassembly of selected GM automatic transmissions and transaxles will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours of laboratory.

AUT-91- Introduction to Alternative Fuels 1 unit

Prerequisite: None. AUT-50 recommended.

This course serves as an introduction to the alternative fuels program. Students will learn about a variety of alternative fuels, the infrastructure supporting these fuels, pros and cons associated with alternative fuels, and safety when working with or around them. Example of fuels discussed include: compressed natural gas, electric, fuel ethanol, fuel methanol, hydrogen, liquefied natural gas, liquefied petroleum gas, and nuclear energy. May be taken a total of two times. 18 hours lecture.

AUT-92 – Compressed Natural Gas Fuel Systems 1.5 units

Prerequisite: AUT-91.

This course covers compressed natural gas as a vehicular fuel. Students will be taught the proper method to maintain, diagnose and repair dedicated and bi-fuel compressed natural gas vehicles. Safe work practices during maintenance, diagnosis and repair of compressed natural gas vehicles will also be covered. Students will have lab sessions to practice maintenance, diagnosis and repair of compressed natural gas vehicles. The inspection and certification process for compressed natural gas fuel tanks will be covered. May be taken a total of two times. 18 hours lecture and 27 hours laboratory.

AUT-99 – Automotive Technology Internship 2 units

Prerequisite: None.

Limitation on enrollment: Limited to students enrolled in corporate automotive programs.

This class is designed to coordinate the student's occupational on-the-job work experience in sponsored corporate automotive programs with related classroom instruction. May be taken a total of four times. 360 paid work hours over nine weeks.

AUT-200 - Automotive Technology Work Experience 1-2-3-4 units

CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

BANKING AND FINANCE**BAN-51 – Principles of Banking** 3 units

Prerequisite: None.

A study of the diversified services offered by the banking industry. This course explores and analyzes the banking industry and the functions of commercial banks, with particular attention to the deposit, payment, and credit functions as well as fund management and specialized products and services. 54 hours lecture.

BAN-52 – Consumer Lending 3 units

Prerequisite: None.

A study of the consumer lending process, its importance to banks and consumers, and the environment in which it functions. Students will explore closed-end loans, indirect loans, related credit products, and open-end credit products, and analyze the consumer lending process from loan application, credit investigation, lender decision-making, loan pricing and policy, collection and recovery. 54 hours lecture.

BIOLOGY**BIO-1 - General Biology UC*, CSU (CAN BIOL 14)** 4 units

Prerequisite: None.

This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. 54 hours lecture and 54 hours laboratory.

BIO-2A - General Zoology I, Invertebrates UC, CSU (BIO 2A + 2B=CAN BIOL 4) 5 units

Prerequisite: None.

Advisory: A high school biological science course is recommended.

A study of invertebrate animals, emphasizing structure, function, behavior, classification, and ecology. Designed for the biology major, preveterinary, premedical, pre dental, and naturalist. 54 hours lecture and 108 hours laboratory.

**BIO-2B - General Zoology II, Vertebrates
UC, CSU (BIO 2A + 2B=CAN BIOL 4)** **5 units***Prerequisite: None.**Advisory: BIO-1, 2A, or a high school biological science course is recommended.*

A study of higher animals emphasizing the classification, evolution, and comparative structure of vertebrates, human histology and systems and embryology and genetics. Designed for the biology major, premedical, pre dental, preveterinarian, prepharmacy, physical therapy, dental hygienist and naturalist. 54 hours lecture and 108 hours laboratory.

**BIO-3 - Field Botany
UC, CSU** **4 units***Prerequisite: None.*

Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory.

**BIO-5 - General Botany
UC, CSU (CAN BIOL 6)** **4 units***Prerequisite: None.*

Introduction to the plant sciences with principal emphasis on the structures, functions, and ecology of common members of each of the major plant divisions. Designed for majors in health science, forestry, agriculture, environmental science, landscape design, horticulture, and general nature studies. 54 hours lecture and 54 hours laboratory.

BIO-6 – Introduction to Zoology **4 units***Prerequisite: None.*

A study of invertebrate and vertebrate animals emphasizing structure, function, behavior, taxonomy evolutionary relationships, and ecology. Designed for the non-science major. The laboratory gives students first hand experience with a diversity of animals and scientific experimental design. 54 hours lecture and 54 hours laboratory.

**BIO-7 - Marine Biology
UC, CSU** **4 units***Prerequisite: None.*

An ecological study of the marine environment. Additional emphasis will be placed on the local marine plants and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. 54 hours lecture and 54 hours laboratory.

**BIO-8 - Principles of Ecology
UC*, CSU** **4 units***Prerequisite: None.*

Ecology is the study of the interactions between organisms and their environment. Basic principles include evolutionary adaptations, abiotic factors such as climate, soils and vegetation, population growth and genetics, competition, predation and parasitism, community interactions, succession, species diversity, island biogeography, and the major biomes found on Earth. Discussion on human impacts on the environment will also be included. This course requires field trips. 54 hours lecture and 54 hours laboratory.

**BIO-9 - Introduction to the Natural History of
Southern California** **3 units****UC, CSU***Prerequisite: None.*

This course offers an introduction to the identification, description, and adaptations of indicator plant and animal species found in southern California. Examples of habitat types which will be covered include coastal ranges, local mountains, the upper and lower deserts. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, and what types of organisms are found in these varying habitats. 36 hours lecture and 54 hours laboratory.

**BIO-10 - Principles of Life Science
UC*, CSU** **3 units***Prerequisite: None.*

For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1. 54 hours lecture.

**BIO-11 - Introduction to Molecular and
Cellular Biology (Majors)** **5 units****UC*, CSU (CAN BIOL 2)***Prerequisite: CHE-1A.*

An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes introduction, principles of biochemistry, metabolism, cells, genetics, development, evolution and diversity. 72 hours lecture and 54 hours laboratory.

**BIO-12 - Introduction to Organismal and
Population Biology (Majors)** **5 units****UC*, CSU***Prerequisite: BIO-11.*

An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course, along with BIO-11, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory.

BIO-17 – Human Biology **4 units***Prerequisite: None.*

A non-major introductory course in biology, which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course is intended to fulfill a transferable general science requirement. 54 hours lecture and 54 hours laboratory.

BIO-30 - Human Reproduction and Sexual Behavior 3 units
UC, CSU*Prerequisite: None.*

Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, venereal disease, sex education, and sexual intercourse and response. 54 hours lecture.

BIO-34 - Human Genetics 3 units
UC, CSU*Prerequisite: None.*

Advisory: High school biology or any college life science class with laboratory recommended.

A general education course for the non-biology major. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. 54 hours lecture.

BIO-36 - Man and Environment 3 units
UC*, CSU*Prerequisite: None.*

A study of humans in relation to the environment, emphasizing population ecology, energy cycles, pollution, food resources, and conservation of natural resources. 54 hours lecture.

BIO-96 – Practicum in Life Sciences .5 unit*Prerequisite: None.*

Limitation on enrollment: Concurrent enrollment in any life science course with lab.

This course is a supplemental course within the life sciences, with the objective of providing faculty-directed instruction in a laboratory environment May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

BIO-97 – Practicum in Life Sciences 1 unit*Prerequisite: None.*

Limitation on enrollment: Concurrent enrollment in any life science course with lab.

This course is a supplemental course within the life sciences, with the objective of providing faculty-directed instruction in a laboratory environment. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

BIOTECHNOLOGY**BIT-1 - Introduction to Biotechnology** 1 unit
CSU*Prerequisite: None.*

Lecture course to introduce students to career options and general work skills in biotechnology. General work skills include record keeping, business ethics and safety. 18 hours lecture.

BIT-2 – Basic Laboratory Skills: Solution Preparation 1 unit
CSU*Prerequisite: CHE-2A.*

Laboratory course developing solution preparation skills including molarity and percent calculations, reagent/media preparation, care and use of volumetric glassware, pipetting, pH adjustment and serial dilution. May be taken a total of two times. 54 hours laboratory.

BIT-3 – Basic Laboratory Skills: Titration 1 unit
CSU*Prerequisite: CHE-2A.**Advisory: BIT-2 recommended.*

Laboratory course developing titration skills to collect accurate and precise data, record the data and results, and calculate the results. Acid-base and oxidation-reduction titrations will be performed. May be taken a total of two times. 54 hours laboratory.

BIT-4 - Basic Laboratory Skills: Spectrometry 1 unit
CSU*Prerequisite: CHE-2A.**Advisory: BIT-2 recommended.*

Laboratory course developing skills in use of the visible spectrometer for carrying out colorimetric analysis. Collection and analysis of data appropriate for industry. May be taken a total of two times. 54 hours laboratory.

BIT-5 – Literature Research and Presentation in Biotechnology .5 units
CSU*Prerequisite: None.*

Lecture/presentation course to develop skills in library research (including using the Internet) and giving an oral presentation for topics in biotechnology. Students will gain exposure to the breadth of the biotechnology field through the presentation on different topics. 9 hours lecture.

BIT-6 – Basic Laboratory Skills: Microscopy .5 unit
CSU*Prerequisite: MIC-1*

A laboratory class designed to develop student competency using various types of light microscopes and specimen preparation using both prokaryote and eukaryote cells. The operation of transmission and scanning microscope will be discussed. 27 hours laboratory.

BIT-7 - Basic Laboratory Skills: Chromatography and Electrophoresis 1 unit
CSU*Prerequisite: CHE-2A.**Advisory: BIT-2 and 4 recommended.*

A laboratory class to develop student skills in paper chromatography, size exclusion column chromatography, thin layer chromatography, and agarose gel electrophoresis. General principles of chromatography and electrophoresis shall be demonstrated. 54 hours laboratory.

BIT-8 – Technical Writing for Scientists 2 units
CSU*Prerequisite: ENG-1A.*

Lecture course introducing technical writing for scientific documents, proposals and papers. 36 hours lecture.

BIT-11 – Molecular Techniques in Nucleic Acid Analysis 3 units
CSU*Prerequisite: MIC-1.**Advisory: BIT-2, 3, 4, 6 and 7 highly recommended.*

Lecture and laboratory course developing knowledge and skills in bacterial transformation, DNA and RNA extraction and analysis, PCR, restriction digests and ligations, restriction mapping and analysis. 36 hours lecture and 54 hours laboratory.

**BIT-12 – Protein Analysis (Amino Acid Sequencing) .5 unit
CSU**

Prerequisite: MIC-1.

Advisory: BIT-2, 3, 4, 6 and 7 highly recommended.

Laboratory course developing skills in protein (enzyme) purification, analysis of enzyme kinetics, and predicting protein structure by analyzing amino acid sequence. 27 hours laboratory.

**BIT-13 – Safety and Laboratory Practices 1 unit
CSU**

Prerequisite: None.

Lecture course introducing safety, good laboratory practices (GLP) and good manufacturing practices (GMP) for the biotechnology industry. 18 hours lecture.

**BIT-14 – Field Experience Presentation 1 unit
CSU**

Prerequisite: None.

Limitation on enrollment: Must have work experience in biotechnology.

Lecture/presentation course with students conducting oral presentations based on their work experience in biotechnology. Students will gain exposure to the breadth of the biotechnology field through the presentations on different worksites. 18 hours lecture.

**BIT-15 – Basic Laboratory Immunology 1.5 units
CSU**

Prerequisite: MIC-1.

An introductory course in basic theoretical concepts of immunology and the underlying theory of procedures performed in immunology/serology labs. Course topics are antigen-antibody reactions, antibody-mediated and cell-mediated immunity, monoclonal antibodies and their use, agglutination reactions and immunochemical techniques including fluorescent-antibody methods, enzyme-linked immunosorbent assay (ELISA) and immunoelectrophoresis techniques including Western blot. 18 hours lecture and 27 hours laboratory.

**BIT-16 – Industry Regulations 1 unit
CSU**

Prerequisite: None.

Advisory: BIT-13 recommended.

Lecture course introducing government and industry regulations for the biotechnology industry. 18 hours lecture.

**BIT-200 – Biotechnology Work Experience 1-2-3-4 units
CSU***

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

BLACK STUDIES

In cooperation with representatives of the Black community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Black students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Black heritage and its contributions to American life.

Among these courses are:

- ANT-21 - Native Peoples of Sub-Saharan Africa:
An Introduction
- ENG-21 - African American Literature I
- ENG-22 - African American Literature II
- HIS-14 - African American History I
- HIS-15 - African American History II
- PHI-14 - Survey of Black Thought
- SOC-10 - Race and Ethnic Relations
- SOC-35 - Sociology of the Black Community

BORDER STUDIES**BOR-31 – U.S.-Mexico Border Studies: 3 units
Health and Human Services
CSU**

Prerequisite: None.

Survey of U.S.-Mexico transborder topics related to health and human services. Includes focused study of healthcare and educational systems. Emphasizes cultural traditions and their impact upon care giving, health maintenance and education. 54 hours lecture.

**BOR-32 – U.S.-Mexico Border Studies: 1 unit
Health Care Field Component
CSU**

Prerequisite: None.

Advisory: SPA-1 and BOR-31 strongly recommended; recommended for students in Community Interpreting or Nursing programs.

Field component designed to increase cultural awareness and practical working knowledge of healthcare services in the U.S. and Mexico. Provides opportunities to apply subject and language skills in the most natural settings possible. To be offered in Mexico or the border region, primarily during intersession breaks or cumulatively over weekends. May be taken a total of four times. 54 hours laboratory.

**BOR-33 – U.S.-Mexico Border Studies: Education 1 unit
Field Component
CSU**

Prerequisite: None.

Advisory: SPA-1 and BOR-31 highly recommended; recommended for students in the RCC-CSUSB Bilingual Sequential Degree Program.

Field component designed to increase cultural awareness and practical working knowledge of educational services in the U.S. and Mexico. Provides opportunities to apply subject and language skills in the most natural settings possible. To be offered in Mexico or the border region, primarily during intersession breaks or cumulatively over weekends. May be taken a total of four times. 54 hours laboratory.

BUSINESS ADMINISTRATION**BUS-10 - Introduction to Business** 3 units
UC, CSU*Prerequisite: None.*

Scope, function, and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture.

BUS-18A - Business Law, I 3 units
UC*, CSU (CAN BUS 8)*Prerequisite: None.*

The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

BUS-18B - Business Law, II 3 units
UC*, CSU*Prerequisite: None.*

Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

BUS-20 - Business Mathematics 3 units*Prerequisite: None.*

Application of fundamental problem solving concepts, techniques, and skills relating to quantitative aspects of business. The development and solution of first degree equations relating to percentage, merchandise pricing, negotiable instruments, credit, depreciation, and inventory will be emphasized. 54 hours lecture.

BUS-22 - Management Communications 3 units
CSU*Prerequisite: None.**Advisory: CAT-30 recommended.*

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

BUS-30 - Entrepreneurship and Small Business Management 3 units
CSU*Prerequisite: None.*

The American enterprise system, the nature and extent of American business, opportunities in business, and types of business organizations such as sole proprietorships, partnerships, and corporations. The course will particularly focus on the entrepreneur, the opportunity and the resources, pulling it all together with a business plan. 54 hours lecture.

BUS-40 - International Business-Principles 3 units
CSU*Prerequisite: None.*

A comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, and the operation of multi-national corporations. 54 hours lecture.

BUS-41 - U.S.-Mexico Border Studies: 3 units
Business Topics
CSU*Prerequisite: None.*

Survey of U.S.-Mexico transborder topics related to business and commerce, including international banking and finance (legal/illegal operations), the North American Free Trade Agreement, information technology and telecommunications, environmental technology, import/export policies, transportation and shipping "maquiladora" industries, insurance and warranties, advertising, and international business protocol. 54 hours lecture.

BUS-42 - U.S.-Mexico Border Studies Field Component: Business 1 unit
CSU*Prerequisite: None.**Advisory: BUS-41 and Spanish fluency highly recommended.*

An enhancement to BUS-41, this field component is designed to increase cultural awareness and practical working knowledge through individualized study, lecture and excursions. Provides an opportunity to apply subject and language skills in the most natural settings possible; to be offered in Mexico or the border region primarily during semester breaks, vacation periods, or cumulatively, over weekends. May be taken a total of four times. 54 hours laboratory.

BUS-43 - International Business-Marketing 3 units
CSU*Prerequisite: None.**Advisory: BUS-10 or 40 is recommended.*

Presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing. Included are: the United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion and sales. 54 hours lecture.

BUS-46 - International Business-Basics of Exporting 3 units
CSU*Prerequisite: None.*

An introduction to the current U.S. position in the global trade arena with an emphasis on the export concerns of the small U.S. firm. Includes export assessment, methods of export, resources of export advice, international market research methods, aspects of overseas selling practices, and export documentation and shipping. 54 hours lecture.

BUS-47 - Applied Business and Management Ethics 3 units
(Same as MAG-47)*Prerequisite: None.*

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

BUS-48 - International Management 3 units
CSU*Prerequisite: None.**Advisory: BUS-10 or 40 recommended.*

A beginning focus for managing resources at the international level. Case studies are used to examine what a manager would need to know to function as effectively as possible in other cultures. 54 hours lecture.

BUS-51 – Principles of E-Commerce 3 units

Prerequisite: None.

Advisory: BUS-10 and CIS-1A recommended. Concurrent enrollment in CAT/CIS-96 or 97 recommended.

An introduction to electronic commerce focusing on business, technological and social issues in today's global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture.

**BUS-52 – Introduction to PDAs 1.5 units
(Same as CIS/CAT-52)**

Prerequisite: None.

An introduction to Personal Digital Assistant (PDA) devices using the Palm OS. This short course is designed to teach students the use of PDAs in maintaining electronic calendars, scheduling appointments, creating address books, communicating via email, connecting to the Internet and working with MS Office applications. 27 hours lecture.

BUS-53 – Introduction to Personal Finance 3 units

Prerequisite: None

An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

**BUS-58 – Marketing the Virtual Office 3 units
(Same as CAT-58)**

Prerequisite: None.

Advisory: CAT-57 and CAT/CIS-76A or B.

Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours of lecture.

BUS-61 – Introduction to Insurance 1 unit

Prerequisite: None.

Basic introduction to the modern insurance system, how insurance products and services are distributed to the consumer, how insurance company departments function, how reinsurance is used, civil laws or tort and contracts, commercial and personal ISO insurance contracts, and the risk management process. 18 hours lecture.

BUS-62 – Personal Insurance Principles 3 units

Prerequisite: None.

Basic introduction to insurance products and coverage including automobile insurance; homeowners insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; other personal property and liability insurance; financial planning; life insurance; and health insurance. 54 hours lecture.

BUS-63 – Principles of Property and Liability Insurance 3 units

Prerequisite: None.

Introduction to Property and Liability Insurance including types of property and liability insurers, how it is regulated, measurement of financial performance, marketing, underwriting, claims loss exposure, and risk management. 54 hours lecture.

BUS-64 – Commercial Insurance Principles 3 units

Prerequisite: None.

Basic introduction to Commercial Insurance including commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owner's policies and farm insurance, worker's compensation and employer's liability insurance. 54 hours lecture.

BUS-65 – Insurance Code and Ethics 1 unit

Prerequisite: None.

Ethical considerations one must support in order to succeed in the insurance industry. The course presents ethical issues with which employees working in insurance offices will be involved. 18 hours lecture.

BUS-66 – Insurance Internship 1 unit

Prerequisite: None.

This one-unit internship will be carried out in a local insurance company and will follow the guidelines of the college. Students enrolled in this occupational internship course must be employed in the insurance industry. Students will earn the one credit for this course by completing 75 hours of paid work or 60 hours of volunteer work. No more than 20 hours per week may be applied toward the work requirement.

**BUS-70- Introduction to Organization Development 3 units
(Same as MAG-70)**

Prerequisite: None.

Advisory: MAG-44 recommended.

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

**BUS-71 – Introduction to Productivity Management 3 units
(Same as MAG-71)**

Prerequisite: None.

Advisory: MAG-44 and 70 recommended.

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

**BUS-72 – Introduction to Quantitative Methods 3 units
for Business
(Same as MAG-72)**

Prerequisite: None.

Advisory: BUS-20 and MAG-70 recommended.

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

BUS-80 - Principles of Logistics 3 units

Prerequisite: None.

A study of the basic concepts in product distribution including distribution planning and terminology, transportation methods, traffic management, inventory control and warehousing. 54 hours lecture.

BUS-81 - Inventory Control 1.5 units
(Same as MAN-81)*Prerequisite: None.*

Review of the concepts and techniques available for planning and controlling inventories. 27 hours lecture.

BUS-82 - Freight Claims 1.5 units*Prerequisite: None.*

A study of loss avoidance and mitigation in transit and the preparation, filing and resolution of freight claims. 27 hours lecture.

BUS-83 - Contracts 1.5 units*Prerequisite: None.*

A study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehousemen and other logistics service providers. 27 hours lecture.

BUS-84 - Computerized Logistics 1.5 units*Prerequisite: None.*

A study of the need for and use of computers in the logistics and freight industry and an introduction to the software that is available. 27 hours lecture.

BUS-85 - Warehouse Management 3 units*Prerequisite: None.*

Analysis of warehouse functions and management including facility location and operation, financial analysis, security, cargo handling, and productivity improvement and measurement. 54 hours lecture.

BUS-86 - Transportation and Traffic Management 3 units*Prerequisite: None.*

A study of the domestic freight transportation system including the demand for freight movement, laws, regulations, pricing and policies, traffic management and international transportation issues. 54 hours lecture.

BUS-87 - Introduction to Purchasing 3 units*Prerequisite: None.*

Study of basic purchasing functions including establishing requirements and quantities, developing policies and procedures for purchasing, making purchasing decisions, receiving acceptable goods, arranging packaging and shipping and managing inventory levels. 54 hours lecture.

BUS-88 – Warehouse and Distribution Skills 3 units*Prerequisite: None.*

A study of the vocational level concepts in warehouse and distribution processes and techniques; including distribution planning and terminology, transportation methods, OSHA safety rules and regulations, shipping, marking and receiving procedures, and inventory control. 54 hours lecture.

BUS-89 – Forklift Safety and Operation .5 unit*Prerequisite: None.*

A study of the basic concepts and practical use of industrial trucks and forklift operator safety procedures; including design, energy sources, fire protection and OSHA rules and regulations. 9 hours lecture and 9 hours laboratory.

BUS-90 – International Logistics 3 units*Prerequisite: None.*

An introduction to the role of logistics in global business; including the economic and service characteristics of international transportation providers, the government's role, documentation and terms of sale used in global business, and the fundamentals of effective export and import management. 54 hours lecture.

BUS-96 – Practicum in Computers .5 unit*Prerequisite: None*

Self-paced, competency-based skill development in computer usage. Instruction is given on an individualized basis using personal consultation with the student. The course is offered credit/no credit only. May be taken a total of four times. 27 hours laboratory required for credit.

BUS-97 – Practicum in Computers 1 unit*Prerequisite: None*

Self-paced, competency-based skill development in computer usage. Instruction is given on an individualized basis using personal consultation with the student. The course is offered credit/no credit only. May be taken a total of four times. 54 hours laboratory required for credit.

BUS-200 - Business Administration 1-2-3-4 units
Work Experience

CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CHEMISTRY**CHE-1A - General Chemistry, I** 5 units

UC*, CSU (CAN CHEM 2)

CHE 1A+1B=(CAN CHEM SEQ A)*Prerequisite: CHE-2A or 3 and MAT-35.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1AH – Honors General Chemistry, I 5 units*Prerequisite: CHE-2A or 3, and MAT-35.**Limitation on enrollment: Enrollment in the honors program.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach

developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1B - General Chemistry, II **5 units**
UC*, CSU (CAN CHEM 4)
CHE 1A+1B=(CAN CHEM SEQ A)

Prerequisite: CHE-1A.

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-1BH – Honors General Chemistry, II **5 units**
Prerequisite: CHE-1A.

Limitation on enrollment: Enrollment in the honors program.

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-2A - Introductory Chemistry, I **4 units**
UC*, CSU (CAN CHEM 6) (CHE2A+2B=CAN CHEM SEQ B)

Prerequisite: MAT-52.

Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory.

CHE-2B - Introductory Chemistry, II **4 units**
UC*, CSU (CAN CHEM 8) (CHE2A+2B=CAN CHEM SEQ B)

Prerequisite: CHE-2A.

Introduction to organic and biochemistry including: (1) structure, nomenclature and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids and (3) enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory.

CHE-3 - Fundamentals of Chemistry **4 units**
UC*, CSU

Prerequisite: MAT-52.

A systematic presentation of the chemical, mathematical, and laboratory skills underlying chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory.

CHE-10 - Chemistry for Everyone **3 units**
UC*, CSU

Prerequisite: None.

A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture.

CHE-12A - Organic Chemistry, I **5 units**
UC, CSU

Prerequisite: CHE-1B.

A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours of laboratory.

CHE-12B - Organic Chemistry, II **5 units**
UC, CSU

Prerequisite: CHE-12A.

Continues discussion based on the content of CHE-12A. Develops a detailed study of nucleophilic and elimination reactions from a mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully integrated throughout CHE-12B. Considerable emphasis on synthesis. Laboratory includes techniques of syntheses, separation, and identification of several compounds, and an introduction to qualitative organic analysis. 54 hours lecture and 108 hours laboratory.

CHE-17 - Introduction to the Development of Modern Science **3 units**
(Same as PHS-17)
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A recommended.

A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture.

CHICANO STUDIES

Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to (1) establish the Chicano student's identity with the culture, the history, and the elements of the Chicano lifestyle today; (2) provide all Riverside Community College District students with objective, well-planned courses involving the often neglected multiracial aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these courses are:

- ANT-5 - Native Peoples of Mexico
- ART-8 - Mexican Art History
- ESL-54 - Intermediate Grammar & Writing II
- ESL-55 - Advanced Grammar & Writing

- ESL-73 - High Intermediate Reading Comprehension & Vocabulary
 ESL-93 - Oral Skills III: Advanced Oral Communications
 HIS-8 and 9 - History of the Americas
 HIS-25 - History of Mexico
 HIS-30 and 31 - Introduction to Chicano Studies
 SOC-10 - Race and Ethnic Relations

CHINESE

CHI-1 - Mandarin Chinese 1 5 units UC*, CSU

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for native spoken and written Mandarin Chinese at the beginning level. This course includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory.

CHI-2 - Chinese 2 5 units UC, CSU

Prerequisite: CHI-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Mandarin Chinese at the beginning level. This course includes an expanded discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory.

CHI-11 - Culture and Civilization 3 units UC, CSU

Prerequisite: None.

Introductory survey of Chinese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

COMMUNITY INTERPRETATION

CMI-61 – Introduction to Spanish English Translation 3 units

Prerequisite: None.

Advisory: This course is intended for students with near native writing skills in Spanish and English.

This course is an introduction to Spanish/English translation with an emphasis on developing writing style appropriate to text type. Text types covered will include correspondence, news media texts, and informational texts of a general nature. Students will focus on comprehension of source language texts and accurate expression of content in translations. Theoretical readings will be used to familiarize students with strategies, techniques and approaches to solving translation challenges. The course will cover the appropriate use of research materials as aids to translation. 54 hours lecture.

CMI-71 - Bilingual Interpretation for the 6 units Medical Professions

Prerequisites: None.

Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.

This course is an introduction to oral interpretation theory and practice in the medical professions, with emphasis on anatomy, illnesses and cultural diversity in institutional procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation, and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory.

CMI-72 – Intermediate Medical Interpreting 4 units

Prerequisite: CMI-71.

This course builds upon skills and knowledge obtained and practiced in CMI-71. Although the course will continue to highlight medical terminology specific to the provision of all aspects and levels of patient healthcare services, emphasis is on medical specialties and subspecialties, including specialized procedures, uncommon diagnoses, and workers' compensation. Students continue to practice modes of interpretation, with emphasis placed on speed, accuracy, and interpretation of non-standard language/speech patterns. Public speaking, vocabulary building, and test-taking strategies will also be covered. Students will be required to observe the work of professional interpreters in the healthcare setting. 72 hours lecture.

CMI-81 - Bilingual Interpretation for the 6 units Legal Professions

Prerequisite: None.

Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.

This course is an introduction to oral interpretation theory and practice in the legal professions, with emphasis on criminal law, civil law, mental health hearings, and cultural diversity in procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory.

CMI-82 – Intermediate Legal Interpreting 4 units

Prerequisite: CMI-81.

This course builds upon skills practiced in CMI-81. Students review sight translation and consecutive interpretation. Considerable emphasis will be placed on simultaneous interpretation. Terminology covered will include Spanish-English legal terminology as well as the lexicon of fingerprinting, firearms, controlled substances and other subject areas dealt within court interpreting. Emphasis will be placed upon public speaking, discourse analysis and dual task exercises. 72 hours lecture.

CMI-91 - Introduction to Translation and 3 units Interpretation for Business

Prerequisite: None.

Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.

This course is an introduction to Spanish/English translation and interpretation as practiced in business settings. Students will focus on developing skills in interpreting and written translation while acquiring business terminology in Spanish and English. Emphasis will be placed on written translation and consecutive interpretation. Acquisition of bilingual business terminology will be reinforced through readings, oral practice and written work. 54 hours lecture.

CMI-200 – Community Interpretation 1-2-3-4 units Work Experience CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COMPUTER APPLICATIONS and OFFICE TECHNOLOGY**CAT-1A – Business Etiquette 1 unit***Prerequisite: None.*

This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. The following communication techniques are taught for an effective professional standard: dialog, discussion, cooperation, compromise, self-knowledge and knowledge of others. 18 hours lecture.

CAT-3 - Computer Applications for Working Professionals 3 units**(Same as CIS-3)****CSU***Prerequisite: None.**Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.*

This course introduces a suite of computer applications to students preparing to enter business, office, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, word processing, spreadsheets, database management, presentation graphics, scheduling/time management, basic Internet, and introducing scanning/management of documents and images. 54 hours lecture and 18 hours laboratory.

CAT-3A – Linux Computer Applications for Working Professionals 3 units**(Same as CIS-3A)****CSU***Prerequisite: None.*

This course introduces a suite of computer applications to students preparing to enter the office, business, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, Internet utilization, word processing, spreadsheets, database management, presentation graphics, and scheduling/time management. 54 hours lecture and 18 hours laboratory.

CAT-30 - Business English 3 units*Prerequisite: None.**Advisory: Typing skills recommended.*

Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours lecture.

CAT-30A – Business English 30A 1 unit*Prerequisite: None**Advisory: Typing skills recommended.*

Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30A is equivalent to the first third of CAT-30. 18 hours lecture.

CAT-30B – Business English 30B 1 unit*Prerequisite: CAT-30A.*

This intermediate-level course is designed to provide students with instruction in vocabulary and spelling, possession, pronouns, verbs, punctuation, and business communications. Office CAT-30B is equivalent to the second third of CAT-30. 18 hours lecture.

CAT-30C – Business English 30C 1 unit*Prerequisite: CAT-30B.*

Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30C is equivalent to the last third of CAT-30. 18 hours lecture.

CAT-31 - Business Communications 3 units**CSU***Prerequisite: None.**Advisory: CAT-30, or concurrent enrollment recommended.*

This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. 54 hours lecture.

CAT-34A - Introduction to Microsoft Word for Windows 1.5 units**(Same as CIS-34A)****CSU***Prerequisite: None.*

Skill development in the use of Microsoft Word for Windows for word processing. For non-Computer Applications and Office Technology majors. 27 hours lecture and 18 hours laboratory.

CAT-34B - Intermediate Microsoft Word for Windows 1.5 units**(Same as CIS-34B)****CSU***Prerequisite: None.**Advisory: CIS/CAT-34A or 3 recommended.*

Provides a continuation of instruction in Microsoft Word for Windows to students who have taken the introductory level and would like to further their skills in word processing applications. For non-Computer Applications and Office Technology majors. 27 hours lecture and 18 hours laboratory.

CAT-36A - Legal Office Procedures I 3 units**CSU***Prerequisite: None.**Advisory: CAT-50 or typing speed of 40 wpm net strongly recommended.*

This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal concepts of the law for legal secretaries. 54 hours lecture.

CAT-36B - Legal Office Procedures II 3 units**CSU***Prerequisite: None.**Advisory: CAT-36A recommended.*

A continuation and in-depth study of the scope of the law office professional. Emphasis will be placed on the principles and practices used in the legal environment in trial preparation, litigation, ethics and a variety of other legal formats. 54 hours lecture.

CAT-37 - Legal Terminology and Transcription 3 units**CSU***Prerequisite: None.**Advisory: CAT-36A and CAT/CIS-80 or 84 and keyboarding speed of 40 wpm recommended. Concurrent enrollment in CAT/CIS-97 also recommended.*

A comprehensive study of the meaning, spelling, pronunciation and current use of legal terms and their application to legal records and reports. Transcribing legal documents from dictation using a computer. 54 hours lecture.

CAT-38 - Legal Word Processing and Forms Production 3 units

CSU

*Prerequisite: None.**Advisory: CAT-37 and CAT/CIS-80 or CAT/CIS 84, plus concurrent enrollment in CAT/CIS 96 or 97 recommended.*

Preparing legal documents and computerized judicial council forms using a computer. Emphasis will be placed on the standards used in legal systems for general and specialized areas of law. 54 hours lecture.

CAT-39 - Legal Solutions Software 1.5 units*Prerequisite: None.*

Prepare, manage and edit computerized Judicial Council forms using computer. 27 hours lecture.

CAT-40 - Administrative Office Management 3 units

CSU

*Prerequisite: None.**Advisory: CAT-30 and 61 recommended.*

A study of management philosophies and principles related to the office manager or administrative professional. Practical experience is attained in planning and organizing office operations including space management and the psychological environment. Includes leadership and human relations, job analysis, salary administration, and supervision of accounting and information processing systems. 54 hours lecture.

CAT-50 - Keyboarding and Document Processing 3 units

CSU

Prerequisite: None.

Develops motor coordination, memory, thinking and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory.

CAT-51 - Intermediate Typewriting/Document Formatting 3 units

CSU

*Prerequisite: None.**Advisory: Beginning typing skills.*

Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory.

CAT-52 – Introduction to PDAs 1.5 units**(Same as BUS/CIS-52)***Prerequisite: None*

An introduction to Personal Digital Assistant (PDA) devices using the Palm OS. This short course is designed to teach students the use of PDAs in maintaining electronic calendars, scheduling appointments, creating address books, communicating via email, connecting to the Internet and working with MS Office applications. 27 hours lecture.

CAT-53 - Keyboarding/Typing Fundamentals 1 unit*Prerequisite: None.*

Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 20 gross words a minute. 18 hours lecture and 18 hours laboratory.

CAT-54A – Introduction to Flash 3 units**(Same as CIS-54A)***Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.*

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture.

CAT-55 – Applied Accounting/Bookkeeping 3 units**(Same as ACC-55)***Prerequisite: None.*

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. Total of 54 hours lecture.

CAT-56A – Designing Web Graphics 3 units**(Same as CIS-56A)***Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet. Concurrent enrollment in CIS-96 or 97.*

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe PhotoShop and ImageReady. 54 hours lecture and 18 hours laboratory.

CAT-57 – Creating and Managing the Virtual Office 3 units*Prerequisite: None.**Advisory: CAT/CIS 95A or equivalent skills.*

The increased use of the Web and hardware and software technologies has allowed individuals to work outside their corporate/business office or to become self-employed entrepreneurs. The course explores topics related to creating a virtual office including time management, customizing the workplace, evaluating and buying software and hardware, and communicating with technology. The course is a requirement of the Computer Applications and Office Technology Discipline's Virtual Assistant Certificate Program. May be taken a total of 2 times. 54 hours lecture.

CAT-58 – Marketing the Virtual Office 3 units*Prerequisite: None.**Advisory: CAT 57 and CAT/CIS 76A or 76B.*

Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours of lecture.

CAT-59 – Introduction to Adobe Acrobat 1.5 units*Prerequisite: None.*

Creation, optimization and use of Portable Document Format (PDF) software to publish, share and distribute electronic documents. 27 hours lecture and 18 hours laboratory.

CAT-60 - Introduction to Microsoft Access (Same as CIS-60) 1.5 units*Prerequisite: None.*

Introduction to database management using Microsoft Access. Creating a database, sorting, indexing, creating reports and forms will be covered. 27 hours lecture and 18 hours laboratory.

CAT-61 - Professional Office Procedures 3 units*Prerequisite: None.**Advisory: CAT-3, 31 and 51.*

Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, database management, spreadsheets, presentation techniques and general office skills. 54 hours lecture.

CAT-62 - Records Management 3 units*Prerequisite: None.**Advisory: Knowledge of database management recommended.*

Examines the basic procedures covering alphabetical, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory.

CAT-63 – Electronic Records Management 3 units*Prerequisite: None.**Advisory: CAT/CIS-60.*

Provides an introduction to electronic records management. The content includes exploration of the increased use of electronic devices to create and store documents as well as the impact within the field of records management. 54 hours lecture and 18 hours laboratory.

CAT-64 – RIM Advanced Applications 3 units*Prerequisite: None.**Advisory: CAT-62 and 63.*

Involves students in hands-on Records Information Management (RIM) advanced applications essential for creating a records management program. Projects include creating an industry specific file plan, vital records protection plan, disaster recovery program and the automation of records systems. 54 hours lecture and 18 hours laboratory.

CAT-65 - Introduction to Microsoft PowerPoint (Same as CIS-65) 1.5 units*Prerequisite: None.*

Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory.

CAT-66 - Machine Dictation/Transcription 3 units*Prerequisite: CAT-80, 84, or 51.**Advisory: CAT-30.*

A course designed to provide instruction in the use of modern language dictating/transcribing equipment. Emphasis will be placed on using effective dictation and transcription techniques: Composing original documents, employing acceptable formats and transcribing business correspondence and reports in final form. 54 hours lecture.

CAT-70 - Notetaking CSU 3 units*Prerequisite: None.*

This course provides students with a system of note taking using Gregg Shorthand. Students will develop minimal speed for personal and professional use with memorization, drill work and transcription. 54 hours lecture.

CAT-72A - Introduction to Web Page Creation (Same as CIS-72A) 1.5 units*Prerequisite: None.**Advisory: Competency in the use of a computer; familiarity with the Internet. CIS-95A and concurrent enrollment in CIS-96 or 97.*

An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory.

CAT-72B – Intermediate Web Page Creation using Cascading Style Sheets (CSS) (Same as CIS-72B) 1.5 units*Prerequisite: None.**Advisory: Knowledge of HTML and the Internet recommended. CIS/CAT-72A and CIS-95A and concurrent enrollment in CIS-96 or 97.*

Intermediate Web page creation using cascading style sheets (CSS) to format and lay out Web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory.

CAT-76A - Website Creation using Microsoft FrontPage (Same as CIS-76A) 3 units*Prerequisite: None.**Advisory: Competency in using the Internet and in managing files and folders recommended. CIS-95A and concurrent enrollment in CIS-96 or 97 recommended.*

Learn to design, create, publish and maintain quality Web sites using Microsoft FrontPage. Use FrontPage to streamline and automate Web site management. Features include hyperlinks, navigation bars, image maps, tables, frames, forms, databases, site maps, discussion groups, themes, shared borders cascading style sheets, hover buttons and Dynamic HTML effects. 54 hours lecture.

CAT-76B – Introduction to Dreamweaver (Same as CIS-76B) 3 units*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet. CIS-95A and concurrent enrollment in CIS-96 or 97.*

This course provides students with the knowledge and skills required to quickly design and implement Web pages and to administer and update existing Web sites using Dreamweaver. The course uses Dreamweaver to streamline and automate Web site management on your web site. 54 hours lecture and 18 hours laboratory.

CAT-78A - Introduction to Adobe Photoshop (Same as CIS-78A) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CAT/CIS-96 or 97.

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory.

CAT-78B - Advanced Adobe Photoshop (Same as CIS-78B) 3 units

Prerequisite: CIS/CAT-78A.

Advisory: Concurrent enrollment in CIS-96 or 97.

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory.

CAT-79 - Introduction to Adobe Illustrator (Same as CIS-79) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CAT/CIS-96 or 97.

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory.

CAT-80 - Word Processing: Microsoft Word for Windows (Same as CIS-80) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CAT-96 or 97 recommended.

Recommend typing knowledge/skills with at least 40 wpm.

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

CAT-81 - Introduction to Desktop Publishing using Adobe InDesign (Same as CIS-81) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CAT/CIS-96 or 97.

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory.

CAT-82A - MOSPrep Microsoft Word-Core Level (Same as CIS-82A) 1 unit

Prerequisite: None.

Advisory: CIS-1A, CIS/CAT-3, 34A or 80 and concurrent enrollment in CIS/CAT-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist (MOS) Program in the Word application, core level. The course provides direction for students to develop the necessary skills to perform standard and complex tasks in

Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-82B - MOSprep: Microsoft Word-Expert Level (Same as CIS-82B) 1 unit

Prerequisite: None.

Advisory: CIS-1B, CIS/CAT 34B, 80 or 82A and concurrent enrollment in CIS/CAT-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Word application, expert level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-83A - MOSPrep Microsoft Excel-Core Level (Same as CIS-83A) 1 unit

Prerequisite: None.

Advisory: CIS-1A, CIS/CAT-3 or 98A and concurrent enrollment in CIS/CAT-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Excel application, core level. The course provides the direction for students to develop the necessary skills to perform tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-83B - MOSprep: Microsoft Excel-Expert Level (Same as CIS-83B) 1 unit

Prerequisite: None.

Advisory: CIS-1B, CIS/CAT-83A or CIS/CAT-98B and concurrent enrollment in CIS/CAT-96 or CIS/CAT-97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Excel application, expert level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-84 - Word Processing: WordPerfect for Windows (Same as CIS-84) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CIS/CAT-96 or 97, and typing knowledge/skills with at least 40 WPM.

This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory.

CAT-85 - MOSPrep Microsoft Access-Core Level 1 unit
(Same as CIS-85)*Prerequisite: None.**Advisory: CIS-1A, CIS/CAT-3, or CIS/CAT-60 and concurrent enrollment in CIS/CAT-96 or CIS/CAT-97.*

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Access application, core level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Access. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of 2 times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-86 - MOSPrep Microsoft PowerPoint-Comprehensive Level 1 unit
(Same as CIS-86)*Prerequisite: None.**Advisory: CIS-1A, CIS/CAT-3, or 65 recommended. Concurrent enrollment in CIS/CAT-96 or 97.*

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the PowerPoint application, comprehensive level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft PowerPoint. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-87 - MOSPrep Microsoft Outlook-Core Level 1 unit
(Same as CIS-87)*Prerequisite: None.**Advisory: CIS/CAT-90 and concurrent enrollment in CIS/CAT-96 or 97.*

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Outlook application, core level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Outlook. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-88 – Internships in Computer Applications and Office Technology 3 units*Prerequisite: None.**Advisory: CAT-3 and CAT-51.**Limitation on enrollment: Computer Applications and Office Technology majors and certificate students.*

In cooperation with private or public sector employers, the internship is supervised employment of students that extends classroom learning to the job site and relates to the students' educational or occupational goal. The internship class is for students who have declared a Computer Applications and Office Technology major, have taken classes in the major, and are ready for on-the-job experience in a paid or unpaid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field. Placement is arranged through the instructor and with student assistance. Internship participation requirements may vary with the job setting. May be taken up to four times for a maximum of twelve units of credit. 27 hours lecture and a minimum of 90 hours internship.

CAT-90 – Microsoft Outlook 3 units
(Same as CIS-90)*Prerequisite: None.**Advisory: Concurrent enrollment in CIS/CAT-96 or 97.**Limitation on enrollment: This course is not recommended for AOL users.*

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company and on the Internet. 54 hours lecture and 18 hours laboratory.

CAT-91 – Microsoft Project 3 units
(Same as CIS-91)*Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory.

CAT-93 –Computers for Beginners 3 units
(Same as CIS-93)*Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory.

CAT-95A - Introduction to Internet CSU 1.5 units
(Same as CIS-95A)*Prerequisite: None.**Advisory: Concurrent enrollment in CAT-96 or 97 recommended.*

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CAT-95B – Preparation for Online Learning 1 unit
(Same as CIS-95B)*Prerequisite: None.**Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.*

An introduction to the skills necessary to successfully complete a class on the Internet. Introduction to the Internet and the World Wide Web, managing email, online services, search engine techniques and WebCT basics are covered through lecture, discussion and hands-on computer assignments. 18 hours lecture.

CAT-96 - Practicum in Computers .5 unit
(Same as ACC/CIS-96)*Prerequisite: None.*

Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CAT-97 - Practicum in Computers 1 unit
(Same as ACC/CIS-97)*Prerequisite: None.*

Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CAT-98A - Introduction to Excel 1.5 units
(Same as CIS-98A)*Prerequisite: None.**Advisory: Concurrent enrollment in CAT-96 or 97.*

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory.

CAT-98B - Advanced Excel 1.5 units
(Same as CIS-98B)*Prerequisite: CIS/CAT-98A.*

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory.

CAT-99A - Keyboarding for Beginners .25 unit*Prerequisite: None.*

This course is meant as a self-paced, competency-based skill development in computer usage. Instruction is given on a group and an individual basis using personal consultation with the student. The course is offered as a non degree credit course only. 4 hours lecture and 14 hours laboratory.

CAT-99B - Windows for Beginners .25 unit*Prerequisite: None.*

Develops a basic understanding of computer components by developing skill in the concepts of Microsoft Windows on microcomputer-based systems. Instruction is given on a group and individual basis using personal consultation with the student. The course is offered as a non degree credit course only. 4 hours lecture and 14 hours laboratory.

CAT-99C - Word for Beginners .25 unit*Prerequisite: None.*

This course provides skill development in the use of Microsoft Word for Windows for non-Computer Applications and Office Technology majors. Instruction is given on a group and individual basis using personal consultation with the student. The course is offered as a non degree credit course only. 4 hours lecture and 14 hours laboratory.

CAT-99D – Excel for Beginners .25 unit*Prerequisite: None.*

This course provides skill development in the use of Microsoft Excel for Windows for non-Computer Applications and Office Technology majors. Instruction is given on a group and individual basis using personal consultation with the student. 4 hours lecture and 14 hours laboratory.

CAT-200 - Computer Applications and Office Technology Work Experience 1-2-3-4 units
CSU**Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COMPUTER INFORMATION SYSTEMS**CIS-1A - Introduction to Computer Information Systems** 3 units
UC, CSU*Prerequisite: None.**Prerequisite: None.**Advisory: Concurrent enrollment in CIS-96 or 97 recommended.*

An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory.

CIS-1B - Advanced Concepts in Computer Information Systems 3 units
CSU*Prerequisite: CIS-1 or 1A.**Prerequisite: CIS-1 or 1A.**Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended.*

Advanced computer concepts, theory and computer applications. Advanced skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. Concepts covered include communications and networks, E-Commerce, ethical issues, security, privacy, databases and information management, information systems development, program development and programming languages, computer careers and certification. 54 hours lecture and 18 hours laboratory.

CIS-2 - Fundamentals of Systems Analysis 3 units
CSU*Prerequisite: None.**Advisory: Concurrent enrollment in CIS-96 or 97.*

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory.

CIS-3 - Computer Applications for Working Professionals 3 units

(Same as CAT-3)

CSU

*Prerequisite: None.**Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.*

This course introduces a suite of computer applications to students preparing to enter business, office, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, word processing, spreadsheets, database management, presentation graphics, scheduling/time management, basic Internet, and introducing scanning/management of documents and images. 54 hours lecture and 18 hours laboratory.

CIS-3A – Linux Computer Applications for Working Professionals 3 units

(Same as CAT-3A)

CSU

Prerequisite: None.

This course introduces a suite of computer applications to students preparing to enter the office, business, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, Internet utilization, word processing, spreadsheets, database management, presentation graphics, and scheduling/time management. 54 hours lecture and 18 hours laboratory.

CIS-5 - Fundamentals of Programming Logic using C++ 3 units
UC, CSU*Prerequisite: None.**Advisory: CIS-1A and concurrent enrollment in CIS-96 or 97 recommended.*

Introduction to the fundamentals of problem definition, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 18 hours laboratory.

CIS-11 - Computer Programming using ASSEMBLER 3 units
UC, CSU (CAN CSCI 10)*Prerequisite: None.**Advisory: CIS-5 and concurrent enrollment in CIS-96 or 97 recommended.*

This course is an introduction to microprocessor architecture and assembler language. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. 54 hours lecture.

CIS-12 – PHP Dynamic Web Site Programming 3 units
CSU*Prerequisite: None.**Advisory: Programming fundamentals such as in CIS-5 or CIS-14A, and familiarity with HTML such as in CIS/CAT-72A or CIS-14A. Concurrent enrollment in CIS-96 or CIS-97.*

Dynamic Web site programming using PHP. Fundamentals of server-side Web programming. Introduction to database-driven Web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory.

CIS-14A – Web Programming: JavaScript 3 units
CSU*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTML. CIS-5, 72A and concurrent enrollment in CIS-96 or 97.*

Fundamentals of JavaScript programming for the World Wide Web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory.

CIS-14B – Web Programming: Active Server Pages 3 units
CSU*Prerequisite: None.**Advisory: CIS-5, 15A and 72A are recommended and concurrent enrollment in CIS-96 or 97 suggested.*

Fundamentals of server-side Web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture.

CIS-15A – Visual Basic Programming: Objects 3 units
UC, CSU*Prerequisite: None.**Advisory: Previous programming experience writing function and using arrays on PC platforms as well as CIS-5, 72A and concurrent enrollment in CIS-96 or 97 recommended.*

This course in Visual Basic programming assumes the student has existing fundamental programming skills. The course emphasizes object-based programming with an introduction object-oriented-programming. Topics include event-driven programming, GUI design principles, modular programming, structured programming, string processing, arrays, file I/O, Windows common controls, graphics and multimedia programming, multiple forms, drag and drop functionality, debugging and error handling. 54 hours lecture.

CIS-15B – Visual Basic Programming: Advanced Objects 3 units
CSU*Prerequisite: None.**Advisory: Previous Visual Basic programming experience as well as CIS-15A and concurrent enrollment in CIS-96 or 97 recommended.*

This course in Visual Basic programming assumes the student has Visual Basic programming experience. The course emphasizes object-oriented programming topics. Topics include dynamic cloning and resizing objects, multiple document interface, advanced Windows controls, OOP principles, designing classes and class hierarchies, inheritance, Office automation, COM, Windows API, ActiveX control creation and Internet controls. 54 hours lecture.

CIS-15C – Visual Basic Programming: Databases CSU 3 units

Prerequisite: None.

Advisory: Previous Visual Basic programming experience as well as CIS-15A and concurrent enrollment in CIS-96 or 97 recommended.

This course in Visual Basic programming assumes the student has Visual Basic programming experience. The course emphasizes database programming topics and techniques. Topics include random access files, relational databases, MS Access programming, SQL Queries, Data Controls, Data-Bound Controls, ADO Programming, Data Forms, Data Reports, Data Validation, Universal Data Access and Remote Data Access. 54 hours lecture.

CIS-16A – Programming Games with DirectX and OpenGL 3 units

Prerequisite: None.

Advisory: Previous C++ programming experience such as CIS-17A.

An advanced C++ programming course using DirectX and OpenGL to create games and high-performance multimedia applications. An emphasis will be placed on advanced programming concepts associated with two-dimensional and three-dimensional graphics, sound effects and music, input devices and networked applications. 54 hours lecture and 18 hours laboratory.

CIS-17A - C++ Programming: Objects UC, CSU (CAN CSCI 16) 3 units

Prerequisite: None.

Advisory: Previous programming experience writing functions and using arrays on PC platforms as well as CIS-5 and concurrent enrollment in CIS-96 or 97 recommended.

A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture.

CIS-17B - C++ Programming: Advanced Objects UC, CSU 3 units

Prerequisite: None.

Advisory: Previous C++ programming experience such as CIS-17A.

This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory.

CIS-17C – C++ Programming: Data Structures UC, CSU 3 units

Prerequisite: None.

Advisory: Previous programming experience in C++ and object-oriented programming as well as CIS-17A and concurrent enrollment in CIS-96 or 97 recommended.

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture.

CIS-18A - Java Programming: Objects UC, CSU 3 units

Prerequisite: None.

Advisory: Previous programming experience writing functions on PC platforms and CIS-5 and concurrent enrollment in CIS-96 or 97 recommended.

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture.

CIS-18B - Java Programming: Advanced Objects UC, CSU 3 units

Prerequisite: None.

Advisory: Previous JAVA programming experience such as CIS-18A.

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory.

CIS-18C – Java Programming: Data Structures UC, CSU 3 units

Prerequisite: None.

Advisory: Previous Java programming experience as well as CIS-18A and concurrent enrollment in CIS-96 or 97 recommended.

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture.

CIS-19A - Network+: Fundamentals of Computer Networking CSU 3 units

Prerequisite: None.

Advisory: Ability to use a computer and the Internet for research and writing. Concurrent enrollment in CIS-96 or 97 recommended.

This course provides a vendor-neutral introduction to the theory and practice of networking, for students already familiar with basic computer skills and concepts. It includes the terminology and technologies of current networking environments. It provides a foundation for continued study in the field and may help students prepare for CompTIA's Network+ Certification Exam. 54 hours lecture.

CIS-19B - NetPrep: Local Area Networks CSU 3 units

Prerequisite: CIS-1A or 19A.

Advisory: Concurrent enrollment in CIS-96 or 97 recommended.

A course on the theory, features and functions of Local Area Networks (LANs). Content includes LAN topologies, protocols and network operating systems. The course covers how LANs are built, what physical cables are used, how those cables are connected and how servers and workstations attach to LANs. The class will explore how LANs are linked to form Wide Area Networks. 54 hours lecture.

CIS-20 - Systems Analysis and Design 3 units
CSU

Prerequisite: CIS-2

Advisory: Students should have a working knowledge of MS Access. Structured design techniques for the development and implementation of computerized business applications. Includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development, file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory.

CIS-21 - Introduction to Operating Systems 3 units
CSU

Prerequisite: CIS-1A.

Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended. An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as DOS, OS/2, UNIX, NT or Windows 95 is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture.

CIS-21A – Linux Operating System Administration 3 units
CSU

Prerequisite: None.

Advisory: Previous experience with computer concepts, theory and applications such as CIS 1A or CIS/CAT 3A.

This course covers operating system concepts, structure, functions, performance, and management. The Linux operating system is specifically studied and analyzed with respect to these concepts. All major administrative responsibilities associated with this operating system are performed. These tasks shall include but not be limited to system installation, configuration, security, and backups for both client and server which might be found in a small business environment. 54 hours lecture and 18 hours laboratory.

CIS-22A – Robotics: Introductory Programming 3 units
CSU

Prerequisite: None.

Advisory: Computer skills such as CIS-1A, programming fundamentals such as CIS-5 and concurrent enrollment in CIS-96 or 97.

Introduces the history and theory of behavior-based programming, teaches the skills needed to program a virtual robot. Robot control is delineated into simple behaviors that are easy to program using inexpensive micro-controllers with little memory. No background in robotics is required. 54 hours lecture.

CIS-22B – Robotics: Intermediate Programming 3 units
CSU

Prerequisite: None.

Advisory: CIS-5, concurrent enrollment in CIS-17A or 18A as well as CIS-96 or 97.

This course presents the theory and practice behind robotic programming. It teaches the skills needed for programming a robot and implementing this program in a micro-controller and servo based robotic system. 54 hours lecture.

CIS-23 - Software and End User Support 3 units
CSU

Prerequisite: None.

Advisory: CIS-1A, 1B and concurrent enrollment in CIS-96 or 97. Study of computer software installation, configuration, maintenance, troubleshooting and optimization, operating system commands and utilities and network software. 54 hours lecture.

CIS-25 - Introduction to Data Communications 3 units
CSU

Prerequisite: CIS-1A.

Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. 54 hours lecture.

CIS-26A – Cisco Networking Academy 1A 4 units
CSU

Prerequisite: None.

Advisory: CIS-1A, 21 and 23.

This course is designed to provide students with classroom and laboratory experience in current and emerging network technology. Instruction includes, but is not limited to, safety, networking, networking terminology, protocols and network standards. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26B – Cisco Networking Academy 1B 4 units
CSU

Prerequisite: CIS-26A.

This course introduces students to routing concepts of LANs, WANs, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP, dynamic routing and network administrator's role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26C – Cisco Networking Academy 1C 4 units
CSU

Prerequisite: CIS-26B.

This course introduces students to configure IPX access lists, LAN segmentation using bridges, using routers, using switches, half-duplex Ethernet operations, network segmentation, dynamic routing, and the network administrator's role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26D – Cisco Networking Academy 1D 4 units
CSU

Prerequisite: CIS-26C.

This course introduces students to configure WAN services, frame relay, Integrated Services Digital Network (ISDN/LAPD), encapsulate WAN data, High-Level Data Link Control (HDLC), Point-to-Point Protocol (PPP), dial-on-demand routing (DDR), and the network administrator's role and function. Students will learn to configure the Frame Relay operations and configurations for specific WAN routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26E - Advanced Routing, Semester Five 4 units
(Cisco Networking Academy)

CSU

Prerequisite: CIS-26D.

This advanced curriculum trains students to install, configure and operate local- and wide-area networks (LANs and WANs) and dial access services for organizations with networks from 100 to more than 500 nodes with protocols and technologies such as TCP/IP, OSPF, EIGRP, BGP, ISDN, and Frame Relay. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

CIS-26F - Remote Access, Semester Six 4 units
(Cisco Networking Academy)

CSU

Prerequisite: CIS-26E.

Cisco Semester Six focuses on Remote Access to the network. The course will provide students with learning experiences in asynchronous dial-up, ISDN, DDR, X25, Frame Relay, ODR, WAN backup, queuing, compression, NAT and AAA. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

CIS-26G - Multilayer Switching, Semester Seven 4 units
(Cisco Networking Academy)

CSU

Prerequisite: CIS-26F.

Cisco Semester Seven focuses on Multilayered Switching competencies to the network. The course will provide students with learning experiences in LAN media types, basic switch configurations, VLANS, multiplayer switching, HSRP, multicasting and restricting network access. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

CIS-26H - Network Troubleshooting, Semester Eight 4 units
(Cisco Networking Academy)

CSU

Prerequisite: CIS-26G.

Cisco Semester Eight focuses on Multilayered Network Troubleshooting. The course will provide students with learning experiences in troubleshooting methodologies. It will include Protocol Overview, Management and Diagnostic tools, Troubleshooting TCP/IP, LAN Switches, VLANs, Routing and Switching Processes, Frame Relay, ISDNs and AppleTalk. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

CIS-27 – Information and Network Security 3 units*Prerequisite: None.**Advisory: CIS-23.*

The increased use of the local area networks, data communications and Internet technologies has also increased the need for information security. The course explores topics related to security technology physical design including firewalls, VPNs, ethical and professional issues, and information security maintenance. The course is an elective in the CIS Discipline's Networking Certificate program. May be taken a total of two times. 54 hours lecture.

CIS-28A – MS Access Programming 3 units
CSU*Prerequisite: None.**Advisory: CIS-5 and concurrent enrollment in CIS-96 or 97.*

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory.

CIS-29A – Introduction to Oracle 3 units
CSU*Prerequisite: None.**Advisory: Working knowledge of the Structured Query Language (SQL).*

This course provides an in-depth introduction to the fundamentals of Oracle. The course will present the following: developing a database schema; creating and maintaining tables; developing and using views and sequences; creating objects and collection types; maintaining integrity and enforcing security. A programming component will include the use of PL/SQL in understanding the PL/SQL syntax; create and manipulate data; managing cursors; working with objects; programming collection types; creating triggers and building packages. The course includes a hands-on component in utilizing the SQL and PL/SQL languages. 54 hours lecture.

CIS-29B – Oracle Application Development 3 units
CSU*Prerequisite: None.**Advisory: Working knowledge of the Structured Query Language (SQL).*

This course provides a comprehensive review of creating and maintaining Oracle applications. This course will present the following: design and implement efficient database applications; ensure data integrity; use Oracle data types and techniques in application design; perform debugging and implement error handling; apply GUI design principles; develop forms and menus; create tabular, master-detail and matrix reports. Define chart items and graphical displays and integrate forms, reports and charts into one application. The course includes a hands-on component in developing applications. 54 hours lecture.

CIS-29C – Oracle Database and Server Administration 3 units
CSU

CSU

*Prerequisite: None.**Advisory: Working knowledge of the Structured Query Language (SQL).*

This course provides an in-depth review of database administration and server administration. The course will present the following administration tasks: configure and manage Oracle databases; understand the Oracle architecture; manager users' accounts; perform effective storage management; implement partitions; select backup and recovery options; troubleshooting, using events and generating trace files. The following Server functions will be covered: tuning memory structures; configuring disk storage; using the Enterprise Manager toolset. The course includes a hands-on component in developing applications. 54 hours lecture.

CIS-34A - Introduction to Microsoft Word 1.5 units
for Windows (Same as CAT-34A)

CSU

Prerequisite: None.

Skill development in the use of Microsoft Word for Windows for Word Processing. For non-Office Administration majors. 27 hours lecture and 18 hours laboratory.

CIS-34B - Intermediate Microsoft Word for Windows (Same as CAT-34B) **1.5 units**

CSU

*Prerequisite: None.**Advisory: CIS/CAT-34A or 3 recommended.*

Provides a continuation of instruction in Microsoft Word for Windows to students who have taken the introductory level and would like to further their skills in word processing applications. Not open to Office Administration majors. 27 hours lecture and 18 hours laboratory.

CIS-35 – Introduction to Simulation and Game Development **3 units***Prerequisite: None.**Advisory: Concurrent enrollment in CIS 96 or 97.*

An introduction to the field of simulation and computer gaming. Course provides an introductory look at the fundamentals of simulation and computer games used in various industries—entertainment, military, finance, medical, education, and law enforcement. Topics include licensing and franchising, marketing, business development, game design, storytelling, and development life cycle. 54 hours lecture and 18 hours laboratory.

CIS-36 – Introduction to Computer Game Design **3 units***Prerequisite: None.**Advisory: Concurrent enrollment in CIS 96 or 97.*

An introduction to the fundamental techniques, concepts, and vocabulary of computer game design. Students will explore analog game design principles and apply modern game design and development methodologies and principles to create their own electronic games. Topics include game genres, design documents, and game design principles such as level design, gameplay, balancing and user interface design. 54 hours lecture and 18 hours laboratory.

CIS-37 – Beginning Level Design for Computer Games **3 units***Prerequisite: None.**Advisory: Concurrent enrollment in CIS 96 or 97.*

An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 2D computer games using a software tool such as GameMaker. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory.

CIS-38A – Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations **4 units***Prerequisite: None.**Advisory: Concurrent enrollment in CIS 96 or 97.*

Create computationally efficient 3D digital models of both living and inanimate objects and then implement them in a real-time interactive simulation or video game. Topics include model construction using tri meshes and splines, applying basic surface detailing, understanding how model design effects computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to one or more rigid bodies. 54 hours lecture and 54 hours laboratory.

CIS-38B – Simulation and Gaming/3D Animation for Real-Time Interactive Simulations **4 units***Prerequisite: CIS 38A.*

Animate both living and inanimate objects created with a 3D modeling program and then implement them in a real-time interactive simulation or video game. Topics include linear and non-linear attribute interpolation, path, forward and reverse kinematics animation. Additional topics include understanding how animation parameters affect computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to a rigid body. 54 hours lecture and 54 hours laboratory.

CIS-38C – Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations **4 units***Prerequisite: CIS-38B.*

Create dramatic cinematic sequences based on 3D animations of both living and inanimate objects. Topics include combining animated models with simulations of real world dynamics such as wind, water, fire, smoke, and gravity. Short animated sequences will be modeled, animated, and then rendered into frames. Hardware and software rendered frames will then be composited and added to a game engine. 54 hours lecture and 54 hours laboratory.

CIS-41 - Supporting Microsoft Windows 2000 Professional **3 units**

CSU

*Prerequisite: CIS-19A.**Advisory: Concurrent enrollment in CIS-96 or 97 recommended.*

This course prepares the student to install, configure and support Microsoft Windows 2000 Professional operating system. Provides hands-on experience with standard installation, network connectivity, troubleshooting and security. Offers in-depth study of the major functions and features of Windows 2000 Professional as a client operating system. Lecture provides the student with the theoretical aspects of the operating system; hands-on projects give the student experience with the processes involved in Windows 2000 Professional management. 54 hours lecture.

CIS-52 – Introduction to PDAs (Same as BUS/CAT-52) **1.5 units***Prerequisite: None.*

An introduction to Personal Digital Assistant (PDA) devices using the Palm OS. This short course is designed to teach students the use of PDAs in maintaining electronic calendars, scheduling appointments, creating address books, communicating via email, connecting to the Internet and working with MS Office applications. 27 hours lecture.

CIS-54A – Introduction to Flash (Same as CAT-54A) **3 units***Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.*

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture.

CIS-56A – Designing Web Graphics 3 units
(Same as CAT-56A)*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet. Concurrent enrollment in CIS-96 or 97.*

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe PhotoShop and ImageReady. 54 hours lecture and 18 hours laboratory.

CIS-60 - Introduction to Microsoft Access 1.5 units
(Same as CAT-60)*Prerequisite: None.*

Introduction to database management using Microsoft Access. Creating a database, sorting, indexing, creating reports and forms will be covered. 27 hours lecture and 18 hours laboratory.

CIS-61 – Introduction to Database Theory 3 units*Prerequisite: None.*

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using “Entity-Relationship” models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

CIS-62 – Microsoft Access DBMS: Comprehensive 3 units*Prerequisite: None.**Advisory: Previous computer experience recommended.*

This course provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory.

CIS-63 – Introduction to Structured Query Language (SQL) 3 units*Prerequisite: None.*

This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL.) Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL.) The student will use SQL to create both SELECT and action queries (DML.) JOINS, UNIONS, DIFFERENCES and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. 54 hours lecture.

CIS-65 - Introduction to Microsoft PowerPoint 1.5 units
(Same as CAT-65)*Prerequisite: None.*

Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory.

CIS-72A - Introduction to Web Page Creation 1.5 units
(Same as CAT-72A)*Prerequisite: None.**Advisory: Competency in the use of a computer, familiarity with the Internet. CIS-95A and concurrent enrollment in CIS-96 or 97.*

An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory.

CIS-72B – Intermediate Web Page Creation 1.5 units
using Cascading Style Sheets (CSS)
(Same as CAT-72B)*Prerequisite: None.**Advisory: Knowledge of HTML and the Internet recommended. CIS/CAT-72A and CIS-95A and concurrent enrollment in CIS-96 or 97.*

Intermediate Web page creation using cascading style sheets (CSS) to format and lay out Web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory.

CIS-72C – Introduction to XML 1.5 units*Prerequisite: None.**Advisory: Knowledge of HTML and CSS recommended. Concurrent enrollment in CIS-96 or 97 recommended.*

Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture.

CIS-73A - Introduction to Multimedia Authoring 3 units*Prerequisite: None.**Advisory: Concurrent enrollment in CIS-96 or 97 recommended.*

Introduction to the fundamentals of interactive multimedia authoring. There is an emphasis on producing applications incorporating text, audio, graphics, animation and digitized video which effectively communicate to the user. 54 hours lecture.

CIS-76A – Website Creation using Microsoft FrontPage 3 units
(Same as CAT-76A)*Prerequisite: None.**Advisory: Competency in using the Internet and in managing files and folders recommended. CIS-95A and concurrent enrollment in CIS-96 or 97 recommended.*

Learn to design, create, publish and maintain quality Web sites using Microsoft FrontPage. Use FrontPage to streamline and automate Web site management. Features include hyperlinks, navigation bars, image maps, tables, frames, forms, databases, site maps, discussion groups, themes, shared borders cascading style sheets, hover buttons and Dynamic HTML effects. 54 hours lecture.

CIS-76B – Introduction to Dreamweaver 3 units
(Same as CAT-76B)*Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet. CIS-95A and concurrent enrollment in CIS-96 or 97.*

This course provides students with the knowledge and skills required to quickly design and implement Web pages and to administer and update existing Web sites using Dreamweaver. The course uses Dreamweaver to streamline and automate Web site management on your web site. 54 hours lecture and 18 hours laboratory.

CIS-78A - Introduction to Adobe Photoshop (Same as CAT-78) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CAT/CIS-96 or 97.

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory.

CIS-78B - Advanced Adobe Photoshop 3 units

Prerequisite: CIS/CAT-78A.

Advisory: Concurrent enrollment in CIS-96 or 97.

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory.

CIS-79 - Introduction to Adobe Illustrator (Same as CAT-79) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CAT/CIS-96 or 97.

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory.

CIS-80 - Word Processing: Microsoft Word for Windows (Same as CAT-80) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CIS-96 or 97 recommended. Recommend typing knowledge/skills with at least 40 wpm.

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

CIS-81 - Introduction to Desktop Publishing using Adobe InDesign (Same as CAT-81) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CIS/CAT-96 or 97.

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory.

CIS-82A - MOSPrep Microsoft Word-Core Level (Same as CAT-82A) 1 unit

Prerequisite: None.

Advisory: CIS-1A, CIS/CAT-3, 34A or 80 and concurrent enrollment in CIS/CAT-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Program in the Word application, core level. The course provides direction for students to develop the necessary skills to perform standard and complex tasks in Microsoft Word. Software will be utilized to provide computer-

based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-82B - MOSPrep: Microsoft Word - Expert Level (Same as CAT-82B) 1 unit

Prerequisite: None.

Advisory: CIS-1B, CIS/CAT-34B, 80 or 82A and concurrent enrollment in CIS/CAT-96 or 97.

This course is structured to meet the guideline established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Word application, expert level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to compare projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-83A - MOSPrep: Microsoft Excel- Core Level (Same as CAT-83A) 1 unit

Prerequisite: None.

Advisory: CIS-1A, CIS/CAT-3 or 98A and concurrent enrollment in CIS/CAT-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Excel application, core level. The course provides direction for students to develop the necessary skills to perform tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-83B - MOSPrep: Microsoft Excel-Expert Level (Same as CAT-83B) 1 unit

Prerequisite: None.

Advisory: CIS-1B, CIS/CAT-83A or 98B and concurrent enrollment in CIS/CAT-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Excel application, expert level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-84 - Word Processing: WordPerfect for Windows (Same as CAT-84) 3 units

Prerequisite: None.

Advisory: Concurrent enrollment in CAT/CIS-96 or 97, and typing knowledge/skills with at least 40 WPM.

This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory.

**CIS-85 - MOSPrep Microsoft Access-Core Level 1 unit
(Same as CAT-85)***Prerequisite: None.**Advisory: CIS-1A, CIS/CAT-3, or 60 and concurrent enrollment in CIS/CAT-96 or CIS/CAT-97.*

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Access application, core level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Access. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

**CIS-86 - MOSPrep Microsoft PowerPoint-I Comprehensive Level 1 unit
(Same as CAT-86)***Prerequisite: None.**Advisory: CIS-1A, CIS/CAT-3, or 65 and concurrent enrollment in CIS/CAT-96 or 97.*

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the PowerPoint application, comprehensive level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft PowerPoint. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

**CIS-87 - MOSPrep Microsoft Outlook-Core Level 1 unit
(Same as CAT-87)***Prerequisite: None.**Advisory: CIS/CAT-90 and concurrent enrollment in CIS/CAT-96 or 97.*

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Outlook application, core level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Outlook. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

**CIS-90 – Microsoft Outlook 3 units
(Same as CAT-90)***Prerequisite: None.**Advisory: Concurrent enrollment in CIS/CAT-96 or 97.**Limitation on enrollment: This course is not recommended for AOL users.*

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company and on the Internet. 54 hours lecture and 18 hours laboratory.

**CIS-91 – Microsoft Project 3 units
(Same as CAT-91)***Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory.

**CIS-93 – Computers for Beginners 3 units
(Same as CAT-93)***Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory.

**CIS-95A - Introduction to the Internet 1.5 units
(Same as CAT-95A)****CSU***Prerequisite: None.**Advisory: Concurrent enrollment in CIS-96 or 97 recommended.*

Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the internet using personal computers. 27 hours lecture.

**CIS-95B – Preparation for Online Learning 1 unit
(Same as CAT-95B)***Prerequisite: None.**Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.*

An introduction to the skills necessary to successfully complete a class on the Internet. Introduction to the Internet and the World Wide Web, managing email, online services, search engine techniques and WebCT basics are covered through lecture, discussion and hands-on computer assignments. 18 hours lecture.

**CIS-96 - Practicum in Computers 0.5 unit
(Same as ACC/CAT-96)***Prerequisite: None.*

Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CIS-96A - Practicum in Computers .25 unit*Prerequisite: None.*

Self-paced, competency based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 13.5 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

**CIS-97 - Practicum in Computers 1 unit
(Same as ACC/CAT-97)***Prerequisite: None.*

Self-paced competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CIS-98A - Introduction to Excel 1.5 units
(Same as CAT-98A)*Prerequisite: None.**Advisory: Concurrent enrollment in CIS-96 or CIS-97.*

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory.

CIS-98B - Advanced Excel 1.5 units
(Same as CAT-98B)*Prerequisite: CIS/CAT-98A.*

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory.

CIS-200 - Computer Information Systems 1-2-3-4 units
Work Experience
CSU**Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CONSTRUCTION TECHNOLOGY**CON-51 - Principles of Roofing I** 3 units*Prerequisite: None.*

This course provides roofing apprentices with an overview of the roofing apprenticeship program; the requirements of being an apprentice; safety in the industry; types, styles and structural designs of roofs, tools, materials and equipment of the trade and first aid procedures. (FT) Credit can be earned toward the associate degree. 54 hours lecture and 18 hours laboratory.

CON-52 - Principles of Roofing II 3 units*Prerequisite: None.*

This course covers built-up roofing, and includes such topics as safety, roof preparation, handling of built-up roofing materials, mopping operations, application of built roof assemblies, insulation and its application, cutting and folding corners, sumps and drains; and flashing. 54 hours lecture and 18 hours laboratory.

CON-53 - Principles of Roofing III 3 units*Prerequisite: None.*

This course covers rigid roofing and asphalt and wood shingling. Content topics include hoisting and handling of rigid roofing materials, types of tile, slate and rigid asbestos shingles, other rigid roofing materials, application of asphalt shingles in new construction, reroofing with asphalt shingles, application of roll roofing, and application of wood shingles and shakes. 54 hours lecture and 18 hours laboratory.

CON-54 - Principles of Roofing IV 3 units*Prerequisite: None.*

This course covers common roofing and waterproofing materials and equipment as well as cold-applied roofing systems and waterproofing and dampproofing. 54 hours lecture and 18 hours laboratory.

CON-55 - Principles of Roofing V 3 units*Prerequisite: None.*

This course provides roofing apprentices with an overview of the roofing apprenticeship program; the requirements of being an apprentice; safety in the industry; types, styles and structural designs of roofs, tools, materials and equipment of the trade and first aid procedures. (FT) Credit can be earned toward the associate degree. 54 hours lecture and 18 hours laboratory.

CON-56 - Principles of Roofing VI 3 units*Prerequisite: None.*

This course covers plans and specifications as used in the roofing industry. Content includes regulations governing the roofing and waterproofing industry; overview of blueprints; overview of specifications; mathematics; and common measurement and calculation problems. 54 hours lecture and 18 hours laboratory.

CON-57 - Special Topics in Roofing 1-4 units*Prerequisite: None.*

Continued lecture and lab practice for properly indentured apprentices. Instruction topics will relate to the specific apprenticeship program the student is indentured into. Hours and units vary.

CON-60 - Introduction to Construction 3 units*Prerequisite: None.*

An overview of the basic concepts of construction, including city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting and production work normally associated with construction. An overview of how building codes affect the design, materials and methods of constructing buildings and other projects. Students will be expected to participate in several field trips. 54 hours lecture.

CON-61 - Materials of Construction 3 units*Prerequisite: None.*

An introduction to the materials used in the construction of buildings; identification of materials, their properties, and uses. The characteristics and properties of such materials as concrete, steel, timber, masonry, plaster, roofing, and all other structural and ornamental materials. 54 hours lecture.

CON-62 - Blueprint Reading 3 units*Prerequisite: None.*

This course will provide an overview of construction blueprint and specification reading, the relationship of drawings and specifications to the contract and responsibilities of the inspector in interpreting the contract documents and in the inspection of the work. 54 hours lecture.

CON-63A - Uniform Building Code and Ordinances 3 units*Prerequisite: None.*

Use of the Uniform Building Code and the various related state and local ordinances in plan checking various building types for compliance with the codes and ordinances. 54 hours lecture.

CON-63BCD - Analysis of Revisions to the Uniform Building Code 3 units*Prerequisite: CON-63A.*

An analysis which discusses the changes, amendments, and the intent of the code. This analysis to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture.

CON-64 - Office Procedure and Field Inspection 3 units*Prerequisite: None.*

Office organization, procedures and necessary paper work pertinent to building and safety office management and inspection. Field inspection for completed buildings, zoning, health and safety ordinance application. Several field trips. 54 hours lecture.

CON-65 - Plumbing Code 3 units*Prerequisite: None.*

Review of plumbing codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-66 - National Electrical Code 3 units*Prerequisite: None.*

Review of electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-67 - Mechanical Code 3 units*Prerequisite: None.*

Review of mechanical systems including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-68 - Simplified Engineering for Building Inspectors 3 units*Prerequisite: None.*

Introduction to basic engineering. Fundamental static and stress formulae. Shear and moment diagrams and their applications. Properties of sections and their use. Design of wood joists, beams, posts and use of tables with practical composite design applications. 54 hours lecture.

CON-70 - Fundamentals of Soil Technology 3 units*Prerequisite: None.*

Field inspection and testing of soils and rock for grading and building contractors. A systematic approach to soil classification, strength, compressibility and expansive characteristics is covered. Methods of observation and foundation types are considered in detail. A survey of engineering and analysis is made. 54 hours lecture.

CON-71 - Energy Conservation Standards 1.5 units*Prerequisite: None.*

Administrative regulations and codes that regulate the energy conservation for new residential buildings. Energy measures and mandatory features and devices that must be installed in new residential buildings and the enforcement by local building departments. 27 hours lecture.

CON-72 - California State Accessibility Standards 1.5 units*Prerequisite: None.*

This course examines the provisions of Title 24 accessibility standards of the California Uniform Building Code for application in the construction industry. These legal requirements establish minimum facility accessibility standards and requirements to provide or improve access to and use by people with physical disabilities. Students will gain an understanding of the legal requirements and will interpret, analyze and apply these provisions to various construction, alteration, remodeling, repair and use of building and related facilities. 27 hours lecture.

CON-73 - Project Planning for Site Construction 3 units*Prerequisite: None.*

Organization, procedures and necessary paperwork pertinent to the planning and construction of site improvements. Site analysis by evaluating the needs of the property as well as the needs of those using the property and the design correlations with scope, specifications and control of local, state and federal agencies. 54 hours lecture.

CON-81 - Introduction to Masonry I 2 units*Prerequisite: None.*

Overview of the masonry trade including the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students fundamentals and supply the opportunity for skill development. The course prepares students for entry level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-82 - Introduction to Masonry II 2 units*Prerequisite: None.*

Continued study of the masonry trade including a review of the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students advanced fundamentals of masonry construction, material estimation and procurement and supply the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-83 - Masonry III 2 units*Prerequisite: None.*

Course provides bricklaying students with material handling and storage procedures for advanced laying techniques, joints, corners and corner poles. Provides instruction in the handling and storage of brick and block, brick and CMU, control and expansion, joints and masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-84 - Masonry IV

2 units

Prerequisite: None.

Course provides bricklaying students with procedures for installing flashing and counter flashing, and safety precautions when doing elevated masonry, reading commercial and residential drawings, adverse weather conditions, insulation, window and door openings and piers, columns and pilasters. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-85 - Masonry V

2 units

Prerequisite: None.

Course provides bricklaying students with basic procedures for working safely on walk and work surfaces, basic construction techniques for panels, prisms, arches, decorative pattern bonds, stone work and residential masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-86 - Masonry VI

2 units

Prerequisite: None.

Course provides students with basics of glass block, refractory masonry, structural glazed tile, repair and restoration, panel construction, brick paving, and welding. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

**CON-200 - Construction Work Experience
 CSU***

1-2-3-4 units

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COSMETOLOGY

The cosmetology curriculum consists of a minimum of, but not limited to 1600 hours of instruction and requires a 2.0 average or higher in each of the 5 sequential courses to earn 35 units of college credit and a Certificate of Completion in Cosmetology. It prepares the student to qualify for the California State Board of Barbering and Cosmetology examination and the workforce. Upon passing the state examination, the student will be issued a cosmetologist license by the California State Board of Barbering and Cosmetology. Consult the Schedule of Classes for admittance and registration periods.

Requirements for Enrollment

1. File application with Cosmetology Department.
2. Send one copy of high school transcript to Admissions and Records Office. (If tenth grade has not been completed, make application for equivalency test.)
3. Approximate cost to student:
 (Prices for the kit and textbooks are subject to change, which is beyond our control.) Please call the Cosmetology Department for exact prices (909) 222-8185.
 - a) Cosmetology Principles and Practices - approximately \$2,000-\$2,300 for the total program.
 - b) Manicuring and Pedicuring - approximately \$300-400 for the total program.
 - c) Esthetician - approximately \$1,000 for the total program.

COS-60A - Beginning Cosmetology Concepts

10 units

Prerequisite: None.

An introduction to Cosmetology level I basics in professional ethics, hygiene, professional image and personality growth and development. California State Board of Cosmetology Rules and Regulations are introduced at this level. Theory subjects include: bacteriology, sanitation and disinfection, trichology, and safety with hazardous chemicals. Instruction in basic techniques and manipulative skills include: hair cutting, permanent waving, hair color, press and curl, and manicure. May be taken a total of two times. 108 hours lecture and 222 hours laboratory.

COS-60B - Level II Cosmetology Concepts

9 units

Prerequisite: COS-60A.

Designed to prepare the student for a career in Cosmetology. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology exam. This level contains anatomy and physiology nail disorders and diseases, skin disorders and diseases, level II hair coloring, and bleaching theory. Intermediate instructions in manipulative skills and in basic techniques of artificial eyelash application, facial masks and packs, corrective make-up, level II hair cutting, acid permanent waving, soft permanent waving, bleaching and toning, hair coloring special effects, acrylic nails manicuring. May be taken a total of two times. 90 hours technical instruction and 240 hours laboratory.

COS-60C - Level III Cosmetology Concepts

9 units

Prerequisite: COS-60B.

A study of hair color problem solving, electricity, electrical facial, product knowledge, telephone techniques, appointment booking and lab procedures. Instruction in manipulative skills and application to patron services of chemical formulating and dispensing, electrical facials, including high frequency, faradic, sinusoidal, and galvanic currents, dermal lights, creative makeup techniques, nails tips, nail wraps and repair and waxing. May be taken a total of two times. 90 hours technical instruction and 240 hours laboratory.

COS-60D - Level IV Cosmetology Concepts

7 units

Prerequisite: COS-60C.

State Board preparation; all related cosmetology theory subjects of the State Board examination will be studied in depth, as preparation for the State Board examination and laboratory application of each operation as it will be performed at State Board. 42 hours lecture/ demonstration and 288 hours laboratory.

COS-60E - Level V Cosmetology Concepts 7 units*Prerequisite: COS-60D.*

A study of safety and related hazardous chemicals, principles of salon management, employment skills and opportunities, retailing and salesmanship, and current fashion concepts of hair styling. Advanced level instruction and practice of salon clinic principles, chemical hair relaxing, manicuring, facials, pedicuring, and current fashion concepts of hair styling. 42 hours lecture/demonstration and 288 hours laboratory.

COS-60E1 – Level V Cosmetology Concepts 3.5 units*Prerequisite: COS-60A.*

A study of principles of salon design and employment skills will be explored. Current salon concepts and operations mandated by the Board of Barbering and Cosmetology will be practiced. May be taken a total of two times. 21 hours lecture and 144 hours laboratory.

COS-60E2 – Level V Cosmetology Concepts 3.5 units*Prerequisite: COS-60E-1.*

An in-depth study relating principles of retailing, advertising and marketing. Current salon concepts and operations mandated by the Board of Barbering and Cosmetology will be practiced. May be taken a total of two times. 21 hours lecture and 144 hours laboratory.

COS-61A – Level I Cosmetology Instructor Concepts 7.5 units*Prerequisite: None.*

Limitation on enrollment: Cosmetology license issued by the State of California.

This course is offered for experienced cosmetologists to become qualified instructors. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering & Cosmetology examination. Subsequent enrollment in section B will provide the student an opportunity for additional skill and competency within the subject matter. 54 hours of lecture/technical instruction and 246 hours laboratory.

COS-61B – Level I Cosmetology Instructor Concepts 7.5 units*Prerequisite: COS-61A.*

This course is offered for the experienced cosmetologists to become a qualified instructor. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering & Cosmetology examination. 54 hours of lecture/technical instruction and 246 hours laboratory.

COS-62A – Level I Esthetician Concepts 8.5 units*Prerequisite: None.*

The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the first semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology esthetics exam. The course contains the state board Rules and Regulations, Cosmetology Act, related chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, ergonomics, beginning hazardous chemicals, client protection and safety, level I anatomy, level I physiology, histology of the skin, manual facials daytime make-up, eyebrow arching and hair removal (wax, tweezers and depilatories), application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.

COS-62B – Level II Esthetician Concepts 8.5 units*Prerequisite: COS-62A.*

The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the second semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology esthetics exam. The course contains the state board Rules and Regulations, Cosmetology Act, level II chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, level II hazardous chemicals, client protection and safety, level II anatomy, level II physiology, histology of the skin, level II electrical facials (including all modalities) eyebrow arching and hair removal (wax, tweezers and depilatories) corrective make-up, application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.

COS-64A - Manicuring and Pedicuring 5 units*Prerequisite: None for 64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

This course is designed to prepare the student for a career in manicuring and pedicuring. It is an in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Subsequent enrollment in Section B will provide the student with an opportunity for additional skill and competency development within the subject matter. 202 hours lecture - demonstration/laboratory.

COS-64B - Manicuring and Pedicuring 5 units*Prerequisite: COS-64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

This course is designed to complete preparation of the student for a career in manicuring and pedicuring. It is an advanced in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter and the hours required by state regulation. 202 hours lecture - demonstration/laboratory.

COS-67ABCD - New Trends and Techniques in Hairdressing 2 units*Prerequisite: Completion of 1600 hours of cosmetology training or equivalent. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

Designed for practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in Sections B, C, and/or D will provide the student with an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

COS-68A - Principles and Practices of Competition Hairstyling 2 units*Prerequisite: None.**Limitation on enrollment: Currently enrolled cosmetology students.*

A specialized course to develop precision performance in hair design at an advanced level of competency. The students will learn to create hairstyles to a high level of perfection. 18 hours lecture and 54 hours laboratory.

COS-68B - Special Artistic Effects Used in Competition Hairstyling 2 units*Prerequisite: None.**Limitation on enrollment: Currently enrolled cosmetology students.*

A specialized course to develop artistic effects in conjunction with competition hairstyling. The students will learn to adapt art principles to enhance original hair designs. 18 hours lecture and 54 hours laboratory.

COS-69ABCD - Men's Hair Design 2 units*Prerequisite: Completion of 1500 hours of barber training. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

COS-200 – Cosmetology Work Experience CSU* 1-2-3-4 units*Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CULINARY ARTS**CUL-20 - Fundamentals of Baking I** 2 units*Prerequisite: None.*

Study of the effects of the essential ingredients and techniques of baked products; pour and drop batters; soft and stiff doughs; baking times, temperatures and handling techniques. May be taken a total of three times. 27 hours lecture and 27 hours laboratory.

CUL-21 - Fundamentals of Baking II 2 units*Prerequisite: None.**Advisory: CUL-20.*

Study of advanced professional baking principles and techniques used by hotels and quality restaurant pastry chefs including: types, properties and ingredients of breads, pastries and cakes; soft and stiff doughs; baking times, temperatures and handling techniques. May be taken a total of three times. 27 hours lecture and 27 hours laboratory.

CUL-22 - Cake Decorating I 2 units*Prerequisite: None.*

This course presents a study of professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques in fancy, decorative work; preparation and display of fine desserts. Artistic design is used in the presentation of these products. May be taken a total of three times. 27 hours lecture and 27 hours laboratory.

CUL-23 - Advanced Cake Decorating 2 units*Prerequisite: CUL-22.*

Continued study of advanced professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work, preparation and display of extra fine desserts. This course will focus on decorative works and display pieces made of marzipan and chocolate paste - dark, white and colored. Students will also be taught use of the airbrush on cakes and pastries, spun sugar, flowers and leaves. May be taken a total of three times. 27 hours lecture and 27 hours laboratory.

CUL-24 - Techniques of Garde Manger 2 Units*Prerequisite: None*

This class teaches techniques used to present cold foods that are artistically beautiful and delicious. Students will learn garnishing techniques using fruits and vegetables as well as carving techniques using salt dough, tallow, weaver's dough and ice. Special emphasis will be placed on making foods as delicious as they are beautiful. Course topics will include garnishes, salads, sandwiches, crudités, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients. May be taken a total of four times. 18 hours lecture, 54 hours laboratory.

CUL-36 - Introduction to Culinary Arts 8 units*Prerequisite: None**Advisory: MAT-62A, MAT-62B, MAT-62C, REA-95.**Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Overview of the culinary arts and the food industry. An introduction to the fundamental knowledge and concepts of basic food preparation, culinary theory and terminology, skills, techniques, use and care of commercial equipment and procedures. Emphasis is given to the study of different production (cooking methods) and product flow. Basic concepts of kitchen organization and operation, heat transfer, use of standardized recipe and recipe conversion, weights and measures, basic menu construction, food composition, nutrition and working methods. Relationship between front and back of the house activities is discussed. Skills and techniques will be developed in the preparation and production of all aspects of breakfast cookery; use of standardized recipes, fruit and vegetable identification, short order cooking, and safety and sanitation. Prepares for entry level skills as a server, breakfast cook, short order cook and bus person. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service, ServSafe Certification and CPR Certification as part of their course requirements. 45 hours lecture and 307 hours laboratory.

CUL-37 - Intermediate Culinary Arts 8 units*Prerequisite: CUL-36.**Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Intermediate level of food preparation and cookery focusing on the handling and preparation of stocks, sauces, soups, meats, poultry, fish and shellfish, vegetables, fruits and starches. Also included are food presentation and garnishes, service line set up; planning, preparation, setup and service of catered events; principles, theory and production of baking including yeast products, quick breads, cakes and icings, cookies, pies, pastries, creams, custards, frozen dessert, and sauces. Students will utilize all dry and moist methods of cooking. Receiving, storage, and issuing procedures are practiced; safety and sanitation procedures are applied. 45 hours of lecture, and 307 hours laboratory.

CUL-38 - Advanced Culinary Arts 8 units*Prerequisite: CUL-37.**Limitation on enrollment: Negative TB test/chest x-ray within the last three years.*

This course provides comprehensive and advanced principles of classical, modern, and international food preparation, cooking and food service operations. Students will develop food production and service skills by being exposed to quantity cooking methods, the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving breakfast and lunch. Emphasis will be placed on high standards of quality and efficient preparation, production and food handling of meats, poultry, fish, soups, sauces, sausages and cured food, pates, terrines, and other cold foods. Menu selection and balance, use of recipes and evaluation of food products will be studied. An analysis of the daily operations will focus on consistent or improved performance in a team environment and further development in supervision and restaurant skills. Students will assist in taking responsibility for the management of all parts of the restaurant operation. 45 hours of lecture and 307 hours laboratory.

CUL-40 – Professional Waitstaff Training .5 unit*Prerequisite: None.*

This course introduces the skills, techniques and knowledge of professional waitstaff service. The course prepares students to provide the finest waitstaff service in the hospitality industry, and is appropriate for those who are considering entering a waitstaff career to those who are experienced waitstaff professionals seeking to improve skills to impeccable levels. The course covers styles of waitstaff service, interaction with guests, the tools used by professional waitstaff, service preparedness and proper table etiquette. 9 hours lecture and 9 hours laboratory.

CUL-41 – Wine and Food Pairing 2 units*Prerequisite: None.**Limitation on enrollment: Students must be at least 21 years old to sample wines.*

This course introduces characteristics of different wine families, the varietals within each family and the characteristics of each varietal that can be used to select the best wine to compliment a dish. Students will learn how the climate, topography and geography of a region and even the individual vineyard affects the wine it produces. Students will learn to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Students will learn to read a wine label and choose the best varietals and desired characteristics to compliment any food being served. Wines will be sampled during class. 36 hours lecture.

CUL-42 – International Cuisine 2 units*Prerequisite: None.*

This class introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish. Introduces a variety of preparation methods and ingredients of international cuisine including the history, climate and topography of each country and influences on its people. The class teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one's own. 18 hours lecture and 54 hours laboratory.

CUL-200 – Culinary Arts Work Experience 1-2-3-4 units CSU**Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

DANCE**ACADEMIC COURSES****DAN-3 - World Dance Survey 2 units UC, CSU***Prerequisite: None.*

This course is designed to introduce students to dance technique from a specific regional area, culture or ethnic group. International styles to be studied might include Spanish, Balinese, Flamenco and will be the choice of the instructor. May be taken a total of four times. 18 hours lecture and 54 hours laboratory.

DAN-4 - Music for Dance 2 units UC, CSU*Prerequisite: None.*

Music for Dance is designed to develop the skills necessary for a dancer/choreographer/musician to make the best use of sound in relationship to movement. The student will gain the tools needed to communicate intelligently with the composer/musician and dancer/choreographer. 18 hours lecture and 54 hours laboratory.

DAN-5 - Introduction to Movement Education for Preschool and Elementary Children 3 units CSU*Prerequisite: None.*

An individualized approach to teaching children to become aware of their physical abilities through the use of movement and dance in the classroom. 45 hours lecture and 27 hours laboratory.

DAN-6 - Dance Appreciation 3 units UC, CSU*Prerequisite: None.*

A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture.

DAN-7 - Choreography I 2 units
UC, CSU

Prerequisite: DAN-6 or concurrent enrollment in DAN-6.

The study of dance as an art form with emphasis on the basic elements and forms of dance composition. 18 hours lecture and 54 hours laboratory.

DAN-8 - Choreography II 2 units
UC, CSU

Prerequisite: DAN-7

The continuing study of dance as an art form with emphasis on exploring space, time and energy as elements of choreographic style on the intermediate level. 18 hours lecture and 54 hours laboratory.

DAN-9 - Choreography III 2 units
UC, CSU

Prerequisite: DAN-8.

The continuing study of dance composition with emphasis on improvisation as a choreographic tool. 18 hours lecture and 54 hours laboratory.

ACTIVITY COURSES**DAN-D9 - Concert Dance Ensemble** .5 unit
UC, CSU

Prerequisite: None.

Advisory: High competence in performance area.

Limitation on enrollment: Audition on or before the first class meeting.

This course is designed to provide students with an opportunity for intensive preparation, performance and appraisal of choreography for public performance. May be taken a total of four times. 27 hours laboratory.

DAN-D10 - Dance Performance 3 units
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

This course provides the opportunity for students to rehearse and perform in the Student Dance Concert. Auditions are held to determine technical and choreographic skill. Student and faculty dances are performed in concert. May be taken a total of four times. 162 hours laboratory.

DAN-D11 - Rehearsal and Performance 2 units
UC, CSU

Prerequisite: None.

Advisory: DAN-D22 or D38 or equivalent dance experience.

Limitation on enrollment: Audition on or before the first class meeting.

In this course, the student develops material for lecture-demonstrations, master classes and mini-concerts. It involves development of the material as well as rehearsal and performance. May be taken a total of four times. 108 hours laboratory.

DAN-D12 - Dance Touring Ensemble 2 units
UC, CSU

Prerequisite: DAN-D11.

The student will develop ensemble performance skills through creating, rehearsing and performing a repertory of various dance genres and choreographic styles for the RCC Dance Touring Ensemble school performance season. May be taken a total of four times. 108 hours laboratory.

DAN-D13 - Dance Repertoire, Modern 1 unit
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Develop a concert repertoire in the genre of modern dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D14 - Dance Repertoire, Jazz 1 unit
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Develop a concert repertoire in the genre of jazz, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D15 - Dance Repertoire, Ballet 1 unit
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Develop a concert repertoire in the genre of ballet, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D16 - Dance Repertoire, Tap 1 unit
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Develop a concert repertoire in the genre of tap, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D17 - Dance Repertoire, Ethnic 1 unit
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Develop a concert repertoire in the genre of ethnic dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D18 - Dance Performance Production 1 unit
UC, CSU*Prerequisite: None.**Corequisite: DAN-D10.*

Directed dance projects for stage, integrating all aspects of choreographic design with the elements of theatre production resulting in the public studio or stage performance of works-in-progress or completed works during the semester. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

DAN-D19 - Conditioning for Dance 1 unit
UC, CSU*Prerequisite: None.*

Students will develop their strength, flexibility, endurance, movement memory, balance and coordination to prepare for other dance classes or athletic activity. The course is designed to introduce basic movement skills from dance and exercise for body conditioning. 54 hours laboratory.

DAN-D20 – Introduction to Social Dance 1 unit
UC, CSU*Prerequisite: None.*

This course is designed to introduce student to social dance technique. Styles to be studied might include Waltz, Cha cha, Fox trot or Swing. May be taken a total of four times. 54 hours laboratory.

DAN-D21 - Ballet, Beginning 1 unit
UC, CSU*Prerequisite: None.*

This class will provide an opportunity to learn, practice and apply fundamental ballet skills and vocabulary. This class will introduce historical and cultural context of ballet. May be taken a total of four times. 54 hours laboratory.

DAN-D22 - Ballet, Intermediate 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply basic ballet skills learned in beginning ballet to more complex movement phrases and vocabulary characteristic of intermediate level technique. Introduce the study of historical and cultural context of ballet as introduced in beginning ballet. May be taken a total of four times. 54 hours laboratory.

DAN-D23 - Ballet, Advanced 1 unit
UC, CSU*Prerequisite: DAN-D22.*

Learn, practice and apply intermediate ballet skills learned in intermediate ballet toward the refinement of technical and artistic expression characteristic of advanced level technique. The study of historical and cultural context of ballet will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D24 - Pointe Technique, Beginning 1 unit
UC, CSU*Prerequisite: DAN-D22 or 23.*

Introduction and development of the technical aspects of pointe work in the ballet curriculum. Beginning skills will be the foundation for more demanding vocabulary at the barre, in center work, pirouette technique and turns across the floor. May be taken a total of four times. 54 hours laboratory.

DAN-D25 - Floor Barre 1 unit
UC, CSU*Prerequisite: None.*

This course is designed for students of all levels. Students will concentrate on ballet-based floor exercises designed to build strength and true alignment of the body. By improving flexibility and agility, the students will learn how to prevent injuries and increase movement longevity. May be taken a total of four times. 54 hours laboratory.

DAN-D30 - Social Dance Styles 1 unit
UC, CSU*Prerequisite: None.*

This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. May be taken a total of four times. 54 hours laboratory.

DAN-D32 - Jazz, Beginning 1 unit
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. May be taken a total of four times. 54 hours laboratory.

DAN-D33 - Jazz, Intermediate 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. May be taken a total of four times. 54 hours laboratory.

DAN-D34 - Jazz, Advanced 1 unit
UC, CSU*Prerequisite: DAN-D33.*

Learn, practice and apply intermediate jazz dance skills learned in intermediate jazz toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of jazz dance will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D37 - Modern Dance, Beginning 1 unit
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory.

DAN-D38 - Modern Dance, Intermediate 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. 54 hours laboratory.

<p>DAN-D39 - Modern Dance, Advanced 1 unit UC, CSU <i>Prerequisite: DAN-D38.</i> Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of modern dance will be augmented. May be taken a total of four times. 54 hours laboratory.</p>	<p>DAN-D48 - Universal Reformer Technique 1 unit UC, CSU <i>Prerequisite: DAN-D47.</i> Intensive mat work and repertoire on the universal reformer developed by Joseph Pilates will emphasize alignment and correct balance of muscle groups through strengthening, stretching, breathing, and concentration. May be taken a total of four times. 54 hours laboratory.</p>
<p>DAN-D43 - Tap Beginning 1 unit UC, CSU <i>Prerequisite: None.</i> Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. May be taken a total of four times. 54 hours laboratory.</p>	<p>DAN-D49 - Pilates, Intermediate 1 unit UC, CSU <i>Prerequisite: DAN-D47.</i> This intermediate level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include intermediate mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive strengthening and stretching exercises based on Pilates' principles. May be taken a total of four times. 54 hours laboratory.</p>
<p>DAN-D44 - Tap, Intermediate 1 unit UC, CSU <i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. May be taken a total of four times. 54 hours laboratory.</p>	<p>DAN-D50 – Pilates for Dancers 1 unit UC, CSU <i>Prerequisite: None.</i> Conditioning and specialized training for dancers using the Pilates Method for the development of dance technique. Includes mat work and apparatus work emphasizing the specialized needs of dancers. May be taken a total of 4 times. 54 hours laboratory.</p>
<p>DAN-D45 - Tap, Advanced 1 unit UC, CSU <i>Prerequisite: DAN-D44.</i> Learn, practice and apply intermediate tap dance skills learned in intermediate tap toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of tap dance will be augmented. May be taken a total of four times. 54 hours laboratory.</p>	<p>DAN-D51 - Pilates, Advanced 1 unit CSU <i>Prerequisite: DAN-D49.</i> This advanced level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include advanced mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive advanced level strengthening and stretching exercises based on Pilates' principles. May be taken a total of four times. 54 hours laboratory.</p>
<p>DAN-D46 - Body Control Mat Work .5 unit UC, CSU <i>Prerequisite: None.</i> This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises emphasize stretching and strengthening, in a non-impact system of floor work that emphasizes improved alignment, body awareness and control. May be taken a total of four times. 27 hours laboratory.</p>	<p>DAN-D60 – Dance Techniques for Musical Theater .5 unit UC, CSU <i>Prerequisite: None.</i> Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. May be taken a total of four times. 27 hours laboratory.</p>
<p>DAN-D47 - Pilates Beginning 1 unit UC, CSU <i>Prerequisite: None.</i> This beginning level course in alignment and correctives work is based on exercises and concepts developed by Joseph Pilates. The course will include mat work and apparatus work on the universal reformer and will emphasize alignment and balance of muscle groups through strengthening, stretching, breathing and concentration. May be taken a total of four times. 54 hours laboratory.</p>	<p>DAN-D61 - Summer Ballet Intensive .5 unit UC, CSU <i>Prerequisite: None.</i> Concentrated focus on a particular ballet technique or style from a visiting guest artist or dance faculty. Techniques or styles to be studied might include turns, jumps, or a comparison of the various schools of ballet such as Balanchine, Cecchetti, Royal Academy of Dance, and Vaganova. May be taken a total of four times. 27 hours laboratory.</p>

DAN-D62 - Summer Jazz Intensive UC, CSU .5 unit*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include hip-hop, Commercial Jazz, Luigi technique, Giordano technique, Broadway Jazz, or Fosse-based dance. May be taken a total of four times. 27 hours laboratory.

DAN-D63 - Summer Modern Dance Intensive UC, CSU .5 unit*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular modern dance style from a visiting guest artist or dance faculty. Styles to be studied might include Cunningham technique, Limon technique, Dunham technique, or Graham technique. May be taken a total of four times. 27 hours laboratory.

DAN-D64 - Summer Tap Dance Intensive UC, CSU .5 unit*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include rhythm tap, Broadway tap, soft shoe, and tap improvisation. May be taken a total of four times. 27 hours laboratory.

DAN-D65 - Summer World Dance Intensive UC, CSU .5 unit*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include Balinese dance, Flamenco, Bharat Natyam, Folklorico or Irish step dance. May be taken a total of four times. 27 hours laboratory.

DAN-D66 - Summer Social Dance Intensive UC, CSU .5 unit*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include tango, lindy hop, paso doble, salsa or nightclub two-step. May be taken a total of four times. 27 hours laboratory.

DAN-D67 - Summer Musical Theatre Dance Intensive UC, CSU .5 unit*Prerequisite: None.*

Designed to provide students with a concentrated focus on a particular musical by a visiting guest artist or dance faculty. Musicals to be studied might include "42nd Street," "Chicago," "On Your Toes," "Oklahoma!" or "West Side Story." May be taken a total of four times. 27 hours laboratory.

DENTAL ASSISTANT**Requirements for Eligibility:**

1. RCCD application on file and eligibility to attend RCCD.
2. A qualifying first time score on RCCD's "Ability to Benefit" test.
3. Valid CPR certification (BLS Healthcare Provider).
4. Verification of receiving the Hepatitis B vaccination, tetanus, MMR, and TB testing.

Meeting minimum requirements does not guarantee admission into the program.

Selection Process:

The following priority given to those candidates meeting the minimum requirements:

- **First Priority Selection:**
Students meeting all GPA requirements and residing within the District. Applications will be assigned a number and all numbers will be randomly selected. Once the maximum number of students is selected, the other applications will be assigned to a waiting list according to the order they are selected. This waiting list is valid for that year only.
- **Second Priority Selection:**
Students meeting all GPA requirements but not residing within the District. This category will be used only if there are not enough applicants to fill the program needs from the first priority selection category. The number of students selected from the second priority selection pool of applicants will depend on the number of applicants needed to fill the program.

DEA-10 – Introduction to Dental Assisting and Chairside Assisting 4 units*Prerequisite: None.*

Limitation on enrollment: Enrollment in the Dental Assistant Program

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student to the practice and history of dentistry including dental specialties, legal responsibilities and roles of the dental auxiliary, ethical decision making, dental terminology, dental charting, dental equipment, instrument identification, patient communication skills, and the provision of oral hygiene instructions. 54 hours lecture and 54 hours laboratory.

DEA-20 – Infection Control for Dental Assistants 2 units*Prerequisite: None.*

Limitation on enrollment: Enrollment in the Dental Assistant Program

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student to Center of Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) infection control standards and protocols, general safety protocols, general description of microorganisms, concepts of disease spread and its prevention, and how to manage hazardous chemicals used in dentistry. 6 hours lecture.

DEA-21 – Introduction to Radiology for Dental Assistants 2 units*Prerequisite: None.**Corequisite: DEA-20.*

Limitation on enrollment: Enrollment in the Dental Assistant Program

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course includes the production, characteristics, and biological effects of radiation, the function, components and operation of the x-ray unit; radiation protection and monitoring; chemistry and techniques associated with x-ray film development. Introduction to anatomical landmarks, intraoral long-cone radiographic techniques for exposing bitewing, periapical and occlusal films are taught in this course. 18 hours lecture and 54 hours laboratory.

DEA-22 – Introduction to Supervised Externships 1.5 units*Prerequisite: DEA-10.**Limitation on enrollment: Enrollment in the Dental Assistant Program*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student supervised clinical experience in chairside dental assisting. The students will be assigned to the RCC Dental Hygiene Clinic and local general practices. 4 hours lecture and 54 hours laboratory.

DEA-23 – Introduction to Dental Sciences 3 units*Prerequisite: None.**Limitation on enrollment: Enrollment in the Dental Assistant Program*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course is an overview of embryologic development of structures of the head and neck, teeth, and oral cavity; histology of the hard and soft tissues of the oral cavity; the developmental and structural defects involving the oral cavity and teeth; introduction to diseases of the oral cavity including periodontal disease and caries; and general pathology found in the head and neck region. 54 hours lecture.

DEA-24 – Dental Materials for the Dental Assistant 2 units*Prerequisite: None.**Limitation on enrollment: Enrollment in the Dental Assistant Program*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course includes the manipulation of dental materials commonly prepared and used by the dental assistant including temporary dressings, impression materials, cement bases and liners, topical agents, composites, resins, and amalgam. 18 hours lecture and 54 hours laboratory.

DEA-30 – Intermediate Chairside Dental Assisting 2 units*Prerequisite: DEA-20, 23 and 24.**Limitation on enrollment: Enrollment in the Dental Assistant Program*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course covers clinical chairside dental assisting duties of the fabrication and cementation of a temporary crown, fabrication and delivery of bleaching splint, fabrication of a sports mouthguard, armamentarium and procedure for the placement of pit and fissure sealants. 18 hours lecture and 54 hours laboratory.

DEA-31 – Radiology for Dental Assistants 1.5 units*Prerequisite: DEA-20 and 21.**Limitation on enrollment: Enrollment in the Dental Assistant Program*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course includes the evaluation of the quality of a radiographic film, recognition of anomalies, specialized techniques for the pedodontic, endodontic and edentulous patient, principles of panoramic and cephalometric films, and digital radiography. 18 hours lecture and 36 hours laboratory.

DEA-32 – Intermediate Supervised Externships 1 unit*Prerequisite: DEA-20, 22, 24.**Limitation on enrollment: Enrollment in the Dental Assistant Program*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course provides the student with supervised clinical experience in chairside dental assisting. The student will be assigned to local general practices where they will assist dentist with basic dental procedures. 2 hours lecture and 36 hours laboratory.

DEA-40A – Advanced Chairside Surgical Dental Assistant 4 units*Prerequisite: DEA-30. (A minimum of two years experience in a dental surgery practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).**Limitation on enrollment: Enrollment in the Dental Assistant Program or valid California Registered Dental Assistant license*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. In addition this course meets the Dental Board of California's licensing requirements for the Registered Surgical Assistant. This course provides specialized knowledge and skills to perform chairside dental assisting in a surgical practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, treatment planning, pain and anxiety management, oral and maxillofacial pathology, specific anatomy and physiology of the cardiovascular and circulatory system, and medically compromised patients as they relate to the surgery patient. 47 hours lecture and 99 hours laboratory.

DEA-40B – Advanced Chairside Orthodontic Dental Assistant 3.5 units*Prerequisite: DEA-30. (A minimum of two years experience in a dental orthodontic practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).**Limitation on enrollment: Enrollment in the Dental Assistant Program or a valid California Registered Dental Assistant license*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. In addition this course meets the Dental Board of California's licensing requirements for the Registered Orthodontic Assistant. This course provides specialized knowledge and skills to perform chairside dental assisting in an orthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, and treatment planning as they relate to the orthodontic patient. 42 hours lecture and 104 hours laboratory.

DEA-40C – Advanced Chairside Restorative Dental Assistant 4.5 units*Prerequisite: DEA-30. (A minimum of two years experience in a dental restorative practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).**Limitation on enrollment: Enrollment in the Dental Assistant Program or a valid California Registered Dental Assistant license*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. In addition this course meets the Dental Board of California's licensing requirements for the Registered Restorative Assistant. This course provides specialized knowledge and skills to perform chairside dental assisting

in a general or prosthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, and treatment planning as they relate to the restorative patient. 50 hours lecture and 114 hours laboratory.

DEA-41 – Dental Office Procedures 4 units

Prerequisite: None.

Limitation on enrollment: Enrollment in the Dental Assistant Program

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course is an introduction to purchasing, inventory and cost control; banking and payroll procedures; billing and insurance procedures; collection of accounts; treatment plan and case presentations; and scheduling of patients. Additionally, the course will prepare the student to develop a resume and interviewing skills. 54 hours lecture and 54 hours laboratory.

DENTAL HYGIENE

DEH-10A - Pre-Clinic Dental Hygiene #1 2.5 units
CSU

Prerequisite: AMY-2A, AMY-2B, MIC-1, ENG-1A, SPE-1.

Corequisite: DEH-11, 12A, 12B, 13, 14, 15, 16, 17.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of pre-clinical experiences. This course is a laboratory course designed to orient the student to the role of the dental hygienist and develop basic skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstrated of skill acquisition and level of competency. Students will work on typodonts and classmates. Student will be required to do observations at specific local dental offices. 144 hours laboratory.

DEH-10B - Pre-Clinic Dental Hygiene #2 1 unit
CSU

Prerequisite: None.

Corequisite: DEH-19.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a continuation of DEH 10A and is designed to facilitate the development of clinical skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstration of skill acquisition and level of competency. Students will work on typodonts and classmates. 54 hours laboratory.

DEH-11 - Principles of Dental Hygiene 2 units
CSU

Prerequisite: AMY-2A, AMY-2B, ENG-1A, SPE-1.

Corequisite: DEH-10A, 12A, 12B, 13, 14, 15, 16, 17.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This is an introductory course that will provide the student with the scientific knowledge and theory of the basic principles of dental hygiene techniques and procedures for the clinical aspect of dental hygiene. 36 hours lecture.

DEH-12A - Principles of Oral Radiology 1 unit
CSU

Prerequisite: AMY-2A, ENG-1A, MAT 52.

Corequisite: DEH-10A, 11, 12B, 13, 14, 15, 16, 17.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will be introduced to the basic principles and techniques of exposing and processing dental radiographs. Emphasis will be placed on the concepts of radiologic imaging, quality assurance, legal aspects, hazardous waste management, radiation health, and basic radiologic imaging interpretation. 18 hours lecture.

DEH-12B - Oral Radiology Laboratory 1 unit
CSU

Prerequisite: AMY-2A, MAT-52.

Corequisite: DEH-10A, 11, 12A, 13, 14, 15, 16, 17.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This laboratory course is designed to provide the student the avenue to implement knowledge obtained from the lecture course: DEH-12A and 13. Students will experience exposing, processing, mounting, charting, critiquing and interpreting radiographs on manikins and patients. 54 hours laboratory.

DEH-13 - Infection Control in Dentistry 1 unit
CSU

Prerequisite: MIC-1, CHE-2A, CHE-2B, ENG-1A.

Corequisite: DEH-10A, 11, 12A, 12B, 14, 15, 16, 17.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to provide the student with the principles and practical application of universal precaution and other infection control concepts. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC), and the Dental Board of California (DBC) standards will be presented and discussed. Procedures and policies learned will be applied in all clinical dental hygiene courses. 18 hours lecture.

DEH-14 - Systems Analysis of Dental Anatomy, Morphology, Histology, Embryology 3.5 units
CSU

Prerequisite: AMY-2A, AMY-2B.

Corequisite: DEH-10A, 11, 12A, 12B, 13, 15, 16, 17.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a systematic approach to histological structures and embryonic development of oral human tissues, morphological characteristics of teeth with emphasis on comparative crown and root anatomy and occlusion. Identification of teeth and oral structures, tooth-numbering systems will be included in this course. 67 hours lecture and 16 hours of laboratory.

**DEH-15 - Head and Neck Anatomy
CSU****2 units***Prerequisite: AMY-2A, AMY-2B.**Corequisite: DEH-10A, 11, 12, 13, 14, 16, 17.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The course emphasizes specialized and interrelated structures of the head and neck, and associated structures surrounding and including the oral cavity. 36 hours lecture.

**DEH-16 - Preventive Dentistry
CSU****1 unit***Prerequisite: CHE-2A, CHE-2B, MIC-1, ENG-1A, SOC-1, PSY-1, SPE-1, PHP-4.**Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 15, 17.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course provides the fundamentals of preventive dentistry concepts and modalities including the dental assessment, diagnosis, treatment planning, and implementation of clinical preventive procedures. Emphasis is on prevention of dental diseases through effective patient education and motivation. Preventive dental products will be reviewed and analyzed. 18 hours lecture.

**DEH-17 - General Pathology
CSU****2 units***Prerequisite: AMY-2A, AMY-2B, MIC-1.**Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 15, 16.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will learn about the basic pathologic mechanisms in human disease. There will be emphasis on the inflammation and repair, and immunity. Students will also learn about clinical aspects of diseases and disorders that will be encountered in the clinical setting. 36 hours lecture.

**DEH-19 - Pain Control
CSU****1.5 units***Prerequisite: None.**Corequisite: DEH-10B.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will be introduced to the theory, concepts, techniques, and drugs utilized in dentistry to achieve adequate pain control through local anesthesia and nitrous oxide/oxygen sedation. Students practice local anesthesia injections and administer nitrous oxide/oxygen on classmates. 25 hours lecture and 36 hours laboratory.

**DEH-20A - Clinical Dental Hygiene #1
CSU****3 units***Prerequisite: None.**Corequisite: DEH-21, 22, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and basic clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 162 hours laboratory.

**DEH-20B - Clinical Dental Hygiene #2
CSU****1 unit***Prerequisite: None.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early to moderate periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

**DEH-21 - Clinical Seminar #1
CSU****1 unit***Prerequisite: None.**Corequisite: DEH-20A, 22, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. This course focuses on clinical issues and experiences of the students. Emphasis will be placed on communication, clinical protocols, chart management, and patient management and assessment issues. The dental hygiene portfolio will be introduced. 18 hours lecture.

**DEH-22 - Oral Radiology Interpretation
CSU****1 unit***Prerequisite: None.**Corequisite: DEH-20A, 21, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course focuses on radiographic interpretation of full mouth series, periapical, and panoramic radiographs. Identification of anatomical landmarks, developmental defects, and lesions affecting the oral structures, carious lesions, periodontal disease and other maxillofacial radiographic pathology will be covered. 18 hours lecture.

DEH-23 - Introduction to Periodontology **2 units**
CSU

Prerequisite: None.

Corequisite: DEH-20A, 21, 22, 24, 25, 26, 27, 28.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will be introduced to a continuation of the study of Periodontics. This course is an introduction of the basic concepts of Periodontics. Emphasis will be placed on the periodontium and the etiology, diagnosis, treatment planning, and prevention of periodontal disease. 36 hours lecture.

DEH-24 - Ethics **1 unit**
CSU

Prerequisite: None.

Corequisite: DEH-20A, 21, 22, 23, 25, 26, 27, 28.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to introduce the student to ethics and professionalism as it relates to the profession of dental hygiene. Emphasis will be placed on the challenges of providing ethical care in the clinical setting. 18 hours lecture.

DEH-25 - Medical/Dental Emergencies **1 unit**
CSU

Prerequisite: None.

Corequisite: DEH-20A, 21, 22, 23, 24, 26, 27, and 28.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course will introduce the student to planning for the patient's medical management, including prevention, anticipation of potential medical emergencies and implementing appropriate treatment. Emphasis is placed on a problem-based approach to management of medical emergencies. 18 hours lecture.

DEH-26 - Dental Treatment of Geriatric and Medically Compromised **2 units**
CSU

Prerequisite: None.

Corequisites: DEH-20A, 21, 22, 23, 24, 25, 27, 28.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to introduce the student to the special needs of the geriatric and medically compromised patients. Emphasis will be placed on the value of a thorough evaluation and risk assessment of patients, and determining the need for supplemental laboratory test and medical consultations. 36 hours lecture.

DEH-27 - Oral Pathology **3 units**
CSU

Prerequisite: None.

Corequisites: DEH-20A, 21, 22, 23, 24, 25, 26, 28.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation

requirements for an approved Dental Hygiene Program. This course provides the student with an introduction to pathologic conditions that directly or indirectly affect the oral cavity and adjacent structures. Students will learn a spectrum of signs and symptoms accompanied by clinical slides to learn how to correctly make a differential diagnosis. 54 hours lecture.

DEH-28 - Basic and Applied Pharmacology **2 units**
CSU

Prerequisite: None.

Corequisite: DEH-20A, 21, 22, 23, 24, 25, 26, 27.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The course introduces the student to the basic principles of pharmacology. Emphasis is on the use, actions, and clinical implications/ contraindications to medications. 36 hours lecture.

DEH-30A - Clinical Dental Hygiene #3 **3.5 units**
CSU

Prerequisite: None.

Corequisite: DEH-31, 32, 33, 34, 35, 36, 37.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 192 hours laboratory.

DEH-30B - Clinical Dental Hygiene #4 **1 units**
CSU

Prerequisite: None.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

DEH-31 - Clinical Seminar #2 **1 unit**
CSU

Prerequisite: None.

Corequisite: DEH-30A, 32, 33, 34, 35, 36, 37.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene issues that are implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis will be placed on assessment and treatment planning of moderate to advanced periodontal cases. The development of the dental hygiene portfolio will be continued. 18 hours lecture.

**DEH-32 - Dental Materials
CSU****2.5 units***Prerequisite: None.**Corequisite: DEH-30A, 31, 33, 34, 35, 36, 37.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is the study of the properties, composition and manipulation of materials used in dentistry. The study of dental materials provides the student with the scientific rationale for selecting and using specific materials as well as understanding the varied relationships of dental biomaterials. 36 hours lecture and 27 hours laboratory.

**DEH-33 - Periodontology
CSU****1 unit***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 34, 35, 36, 37.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students will expand their knowledge of Periodontology to include analysis of periodontal tissues, and the mechanisms and causes in various pathologic processes. Emphasis will be placed on therapeutic goals and techniques to attain and maintain periodontal health in the clinical setting. 18 hours lecture.

**DEH-34 - Community Dental Health Education #1
CSU****1 unit***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 35, 36, 37.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student is introduced to a continuation of dental health education as it relates to evidenced-based decision-making skills in community settings. Emphasis is placed on the role of the dental health educator. 18 hours lecture.

**DEH-35 - Community Dental Health Education
Practicum #1
CSU****1 unit***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 36, 37.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student is introduced to a continuation of dental health education practicum that introduces concepts of school lesson planning, development and evaluation mechanisms. Students will also have the opportunity to coordinate dental health education with educational and community systems. 9 hours lecture and 27 hours laboratory.

**DEH-36 - Research Methodology
CSU****2 units***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 35, 37.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This is an introductory course that will allow the student to learn the fundamentals of research design and methodology, and acquire skills to critique scientific literature. The use of internet and different search engines will be incorporated in this course. 36 hours lecture.

**DEH-37 - Nutrition in Dentistry
CSU****1 unit***Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 35, 36.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to introduce the student to nutritional principles as they related to overall health of the patient with special emphasis on the nutrition as it relates to oral health. 18 hours lecture.

**DEH-40 - Clinical Dental Hygiene #5
CSU****4 units***Prerequisite: None.**Corequisite: DEH-41, 42, 43, 44, 45, 46.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with moderate to advanced periodontal disease. Students will do rotations to observe the different aspects of dentistry. Requires evaluation of clinical performance through the demonstration of clinical competence. 216 hours laboratory.

**DEH-41 - Clinical Seminar #3
CSU****1 unit***Prerequisite: None.**Corequisite: DEH-40, 42, 43, 44, 45, 46.**Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis is on developing critical thinking skills when implementing dental hygiene treatment plans. The development of the dental hygiene portfolio will be completed in this course. 18 hours lecture.

DEH-42 - Practice Management and Jurisprudence CSU 2 units

Prerequisite: None.

Corequisite: DEH-40, 41, 43, 44, 45, 46.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course will introduce the student to the dental economics of a dental hygiene practice within a private dental practice. Students will become familiar with dental office procedures including computer dental office management programs as well as tissue management systems. Emphasis will be placed on the scope of practice of dental professionals as outlined by the California State Dental Practice Act (DPA). 36 hours lecture.

DEH-43 - Advanced Periodontology CSU 1 unit

Prerequisite: None.

Corequisite: DEH-40, 41, 42, 44, 45, 46.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students will perform an in-depth analysis of current literature and how to implement the information to accomplish evidence-based dental hygiene care. Total 18 hours lecture.

DEH-44 - Community Dental Health Education #2 CSU 1 unit

Prerequisite: None.

Corequisite: DEH-40, 41, 42, 43, 45, 46.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a continuation of dental health education with emphasis on the concepts and methods of prevention as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy and community program development are presented. 18 hours lecture.

DEH-45 - Community Dental Health Education Practicum #2 CSU 1 unit

Prerequisite: None.

Corequisite: DEH-40, 41, 42, 43, 44, 46.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a continuation of dental health practicum that emphasis the assessment, diagnosis, planning, implementation, and evaluation of community programs. 9 hours lecture and 27 hours laboratory.

DEH-46 - Advanced Topics in Dental Hygiene CSU 1 unit

Prerequisite: None.

Corequisite: DEH-40, 41, 42, 43, 44, 45.

Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course

examines advanced topics in the field of dental hygiene to prepare students to transition into the private practice arena. Students will discuss how to integrate topics into their clinical practices. Latest clinical duties approved by the Dental Board of California will be discussed. 18 hours lecture.

DEH-200 – Dental Hygiene Work Experience CSU* 1-2-3-4 units

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

DENTAL TECHNOLOGY

The curriculum prepares a student for employment in a private or commercial dental laboratory or dental office performing laboratory techniques and procedures. Emphasis is on fundamental laboratory procedures including all five specialized areas: dentures, crown and fixed partial dentures, ceramics, removable partial dentures, and orthodontic/ pedodontics. The two year (41 unit) full-time program provides for student-centered teaching. The student will receive a Dental Technology certificate upon completing the curriculum in Dental Technology, provided the student has maintained a "C" average or better in each course.

Four internal certificates may be earned while enrolled in the 41 unit certificate pattern. These certificates are in Basic Sciences, Orthodontic Techniques, Removable Techniques, and Fixed Techniques.

Riverside Community College District awards an Associate in Science Degree in Dental Technology upon successful completion of the prescribed two year program, plus meeting all other graduation requirements.

Recommended Courses:

Health Science 1
Sociology 1
Art 22, Art 23, Art 24
CIS-1A, CIS-96
English 50 or 1A
Math 52
Speech 1 or 9
Business Administration 30
History 7 or Political Science 1
Anatomy & Physiology 10

Requirements for Admission to Dental Technology Program:

Completion of DEN-70.

Expenses of Program:

1. Students are required to purchase a set of hand tools that cost about \$350 for both semesters.
2. Textbooks and supplies cost about \$200.
3. The student furnishes his or her own laboratory coat that is required for wear in the laboratory.

4. Students are urged to carry some form of health and accident insurance. Policies are available to college students at reasonable rates.

DEN-70 - Introduction to Dental Technology 2 units
Prerequisite: None.

An introductory course to acquaint the student with the field of dental technology, the categories of training and employment, the professional relationship of the technician and the dentist, professional growth and trade associations and the ethics and laws governing laboratory practices. Fundamental, hands-on procedures for model and die work as necessary to five core specialties. Additional emphasis on manual dexterity and spatial relationship skills. Successful completion necessary for program admission. 9 hours lecture and 81 hours laboratory.

DEN-71 - Dental Morphology 3 units
Prerequisite: None.

Tooth anatomy, physiology and terminology will be covered to allow the student a thorough study of the terms unique to the dental profession; additional emphasis on the principles of occlusion. Students are required to carve tooth forms to develop manipulative skill and to learn tooth anatomy. 36 hours lecture and 54 hours laboratory.

DEN-72A - Dental Materials I 1 unit
Prerequisite: None.

Composition, characteristics, physical properties and use of non-metallic materials used by the dental technician. Emphasis will be on gypsum products, duplicating materials, resins, waxes and polishing agents. Additional emphasis on infection control indications and procedures. 18 hours lecture.

DEN-72B - Dental Materials II 1 unit
Prerequisite: None.

Composition, characteristics, physical properties and use of metallic materials and dental porcelains used by the dental technician. Emphasis will be on precious, semi-precious and non-precious metals, their respective solders and proper techniques and situations for selection; additional emphasis on preventive maintenance, safety and hazardous communication. 18 hours lecture.

DEN-74 - Dental Anatomy and Physiology 1 unit
Prerequisite: None.

Designed to teach the student the anatomy of the head, face and the oral cavity. Emphasis on the bony anatomy of the head, muscles of mastication and their attachments, the blood and nerve supply and the movements of the mandible. 18 hours lecture

DEN-75A - Complete Denture Techniques I 3 units
Prerequisite: DEN-70.

Theory and procedural steps involved in the construction of complete dentures, nightguards, relines, repairs and rebases. Involves the concepts behind model development articulation, and dental tooth arrangement. 18 hours lecture and 108 hours laboratory.

DEN-75B - Complete Denture Techniques II 3 units
Prerequisite: DEN-75A.

Theory and applied techniques for denture construction: investing, packing, tinting, resin processing, remount, selective grinding and finishing. Included theory and applied techniques in construction of relines, rebases and repairs. 18 hours lecture and 108 hours laboratory.

DEN-77A - Removable Partial Denture Techniques I 3 units
Prerequisite: DEN-70.

Theory and fundamental techniques in the construction of chrome-cobalt partial dentures; model preparation, refractory casts, elementary principles of survey and design, blockout, duplication and wax-up of refractory casts. 18 hours lecture and 108 hours laboratory.

DEN-77B - Removable Partial Denture Techniques II 3 units
Prerequisite: DEN-77A.

Theory and applied techniques in the construction of chrome-cobalt dentures; spruing, investing, casting and finishing of the metal frameworks; soldering and repair. Set-up, process and finish of dentures bases. 18 hours lecture and 108 hours laboratory.

DEN-79A - Crown and Bridge Techniques I 3 units
Prerequisite: DEN-70.

Theory and fundamental techniques in the construction of inlays, onlays and full metal crowns; emphasis on model preparation, waxing, investing, casting and finishing. The student will acquire an understanding of how the anatomical structures will influence the construction of a fixed dental prosthetic restoration. 18 hours lecture and 108 hours laboratory.

DEN-79B - Crown and Bridge Techniques II 3 units
Prerequisite: DEN-79A.

Theory and applied techniques for crown and bridge construction; principles of bridge design for aesthetics, function, sanitation and comfort; emphasis on abutments, retainers and pontics, bridge assembly utilizing soldered and cast connectors. 18 hours lecture and 108 hours laboratory.

DEN-82 - Dental Laboratory Management 1 unit
Prerequisite: None.

Fundamentals of accounting; financial statements, basic record keeping procedures, sales and cash receipts, transactions with individual dentists, end-of-period procedures, financial statement analysis and pricing, as they apply to the dental laboratory industry. 18 hours lecture.

DEN-85 - Orthodontic/Pedodontic Techniques 3 units
Prerequisite: DEN-70.

Designed to familiarize the student with the laboratory requirements of orthodontics; wire bending procedures and the fabrication of orthodontic appliances and pedodontic preventive appliances; emphasis on space maintainers, both fixed and removable, habit breaking appliances, appliances for effective tooth movement. 18 hours lecture and 108 hours laboratory.

DEN-89A - Dental Ceramics I 3 units
Prerequisite: DEN-79B.

Theory and fundamental techniques for fabricating cast metal substructures; opaquing, porcelain manipulation, color control, blending, firing, shaping and glazing single crowns with emphasis on porcelain fused to metal restorations. 18 hours lecture and 108 hours laboratory.

DEN-89B - Dental Ceramics II 3 units
Prerequisite: DEN-89A.

Theory and advanced techniques for constructing porcelain fused to metal multiple crowns and bridgework; framework design, assembly, porcelain buildup, add-ons and staining; pre and post soldering, porcelain jacket crowns and porcelain veneers. 18 hours lecture and 108 hours laboratory.

DEN-90 - Advanced Techniques in Dental Technology 4 units

Prerequisite: At least two of the following: DEN-75B, 77B, 79B, 85B, 89B.

An exit level skills course in advanced procedures to reinforce techniques and processes that were taught in basic courses. Emphasis on student generated case development in two specialty areas and clinical acceptability of final product. Successful completion necessary for program certificate. 9 hours lecture and 189 hours laboratory.

DEN-200 - Dental Technology Work Experience 1-2-3-4 units CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

EARLY CHILDHOOD EDUCATION**EAR-19 - Observation and Assessment Methods in****Early Childhood Education****3 units**

Prerequisite: EAR-20.

An overview of observation and assessment approaches to understand the development of children from infancy to age eight, which involves the recording of observations of physical, emotional, social, language, and cognitive behaviors, and how to interpret and use the information to plan curriculum that is responsive to and supportive of children's typical and atypical learning and developmental needs. 54 hours lecture.

EAR-20 - Child Development**UC, CSU (CAN FCS-14)****3 units**

Prerequisite: None.

This course is a comprehensive overview of concepts, issues and theories of human development from conception through adolescence. Emphasis is on typical and atypical development that occurs through the following areas: physical, cognitive, language, social and emotional stages of growth. Students will be introduced to theories, research and applications that constitute the field of child development. Students will examine culturally diverse and innovative methods that support the growth and development of children. Outside observations required. 54 hours lecture.

EAR-22 - Early Childhood Programs and Career**Opportunities****CSU****3 units**

Prerequisite: None.

The course explores the historical backgrounds and philosophies of early childhood programs. The theories of Dewey, Montessori, Erikson, Piaget and Vygotsky are examined as the foundation for current strategies in early childhood care and developmentally appropriate learning experiences. The characteristics of various program types are introduced along with the requirements of operation: state licensing, laws, permits, and regulations. Career opportunities, particularly those involving the Pre-K and K-12 educational systems, are discussed and explored, as well as other career paths open to educators. Observations of various educational settings are required. 54 hours lecture.

EAR-23 – Family Home Child Care Program**3 units**

Prerequisite: None.

This course is designed to meet the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture.

EAR-24 - Creative Activities Through Curriculum**3 units****CSU**

Prerequisite: None.

Introduction to creativity in education as it relates to both typically developing young students and those with disabilities and other special needs. Integration of creative activity into various aspects of the early childhood and school age curriculum. 54 hours lecture.

EAR-26 - Child Health**3 units****CSU**

Prerequisite: EAR-20.

This course introduces basic concepts of health, safety, and nutrition for the developing child (birth–age 8.) Topics include identification and prevention of communicable diseases; assessment of general physical and mental health; developmental delays; nutrition; assessment of environmental safety, general first aid procedures; as well as health, safety, and nutrition education for children provided by the school and the local resources. 54 hours lecture.

EAR-28 - Principles and Practices of Early Childhood**Education****3 units****CSU**

Prerequisite: None.

An overview of the field of early childhood education that includes: the history that has shaped the principles and practices (educational philosophies) used to educate both young and school-age children of today; practices that enhance and impede the healthy development of children's cognitive, emotional, social, creative, and physical selves (the five selves); the teaching practices that are used to shape the role of the teacher as a facilitator of learning or transmitter of information; effective practices to be used when working with and communicating with parents; full inclusion practices for working with children with disabilities and special needs; implementing developmentally and culturally appropriate curriculum and displaying culturally diverse materials throughout the classroom; and current influences and trends in educating young children/students including some licensing and child development permit issues. 54 hours lecture.

EAR-30 - Internship in Early Childhood Education**4 units****CSU**

Prerequisite: EAR-19 and 28.

Supervised experience and participation in a group program for preschool children at the RCC Early Childhood Studies Center or community child development centers. Emphasis on curriculum planning, implementation and evaluation, discipline and guidance techniques; instructional methods; cooperative relationships with staff, parents, and children; professional ethics and job search skills. Lab hours will be completed under the direction of a Master Teacher (Child Development Permit Matrix, California Commission on Teacher Credentialing) with 3 units of supervised field experience in ECE setting. 36 hours lecture and 108 hours laboratory.

EAR-31 - Home Visiting 3 units
CSU*Prerequisite: EAR-20.*

This class will provide an overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and their family in the home environment. Students will be challenged to develop a personal philosophy regarding early intervention services in the home. Topics will be geared to prepare students to handle the diversity of environments, family systems, and interpersonal communication styles they will encounter. Additional topics will provide support relating to personal organization and preparation for the visits, collaboration with other professionals, infant mental health, and developing appropriate home based interventions for the child and family. 54 hours lecture.

EAR-33 - Caring for Infants and Toddlers in Group Settings 3 units
CSU*Prerequisite: None.**Advisory: EAR-20.*

This course provides caregivers in family day care homes, infant/toddler centers, or early intervention settings, the components of quality care and education for typically and atypically developing infants and young children ages 0 to 3. The specific development of the child from birth to age three will be studied in relation to the development of appropriate activities and materials to meet the child's developmental needs. Health, safety, and nutrition; components of physical space and equipment in the natural environment; and play of the young child will be examined. 54 hours lecture.

EAR-34 - Curriculum Activities for Infants and Toddlers 3 units
CSU*Prerequisite: None.**Advisory: EAR-33.*

An introduction to assessing, planning, and developing individualized activities for infants and toddlers. Practical learning experiences will be developed in various curriculum areas such as science, learning games, creative arts, imaginative play, music and movement, language, self-concept and discipline. 54 hours lecture.

EAR-35 – Internship in Infant and Toddler Care 3 units
CSU*Prerequisite: EAR 20.**Advisory: EAR 33 and 34.*

This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours laboratory work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

EAR-37 - School Age Child Care 3 units
CSU*Prerequisite: EAR-20.*

This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include

methods for integrating the school-aged child's interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

EAR-38 - Adult Supervision in ECE/CD Classrooms 3 units
CSU*Prerequisite: EAR-44.*

This course is a study of the methods and principles of supervising teachers, assistant teachers, student teachers, parents and volunteers in early childhood/child development classrooms. Emphasis is on the role of administrators and classroom teachers who function as mentors to new personnel while simultaneously addressing the needs of administrative concerns, other staff, children and parents. Practical experience is attained in verbal and written communication. Attention is given to the role of communication as the conduit for establishing good interpersonal relations. Meets the requirements for the Child Development Permit Option 1 for the Master Teacher, Site Supervisor and Program Director level. 54 hours lecture.

EAR-39 – Mentor Seminar .5 unit*Prerequisite: None.**Limitation on enrollment: Selection as an early childhood Mentor Teacher or Director.*

Early childhood Mentors attend monthly seminars to explore issues related to their role as supervisors of early childhood student teachers. Seminar content will be individualized to meet the needs of each Mentor. May be taken a total of four times. 9 hours lecture.

EAR-40 - Introduction to Infants and Children with Disabilities and other Special Needs 3 units
CSU*Prerequisite: None.*

This course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs, as well as intervention and support strategies for infants and children with disabilities and other special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

EAR-41 - Internship in Early Intervention/ Special Education 4 units
CSU*Prerequisite: EAR-20.*

This course provides a supervised practicum as an assistant in an early intervention/special education setting with children from birth through 8 years old. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs, and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum, and identification and assessment will be discussed. 36 hours lecture and 108 hours laboratory.

EAR-42 - Home, School and Community Relations CSU 3 units*Prerequisite: None.*

Focus is placed on the interrelationships of home, school, and community and their impact on the development of young children. Designed for parents, teachers, teacher assistants and others interested in or participating in early childhood education. Broad overview of early development, with emphasis on communication and positive interaction techniques and strategies. 54 hours lecture.

EAR-43 - Children with Challenging Behaviors CSU 3 units*Prerequisite: EAR-20.**Advisory: EAR-19.*

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

EAR-44 - Administration of Early Childhood Programs I CSU 3 units*Prerequisite: EAR 20, 24, 28 and 42.*

Introduction to management skills and administrative responsibilities pertaining to the successful operation of care and educational environments for early childhood programs. Emphasis is on the administration of programs for infants, toddlers, preschool, and school-age children. Content areas include: child/program development, adult supervision and management, family and community relationships, human resources development, business/fiscal management, and technological skill development. 54 hours lecture.

EAR-45 - Administration of Early Childhood Programs II CSU 3 units*Prerequisite: EAR-44.*

Examines the dynamics of management behavior and responsibilities, and the communication process within the organization. It includes the essentials of curriculum design, and its implementation and maintenance through systems of professional staff accountability. Quality program standards are reviewed and their link to professional growth planning and development are addressed. Presented as the foundation for effective management is skill building in leadership, team work, time management, sensitivity toward diversity, and advocating for the principles of developmentally appropriate practices. 54 hours lecture.

EAR-47 - Childhood Stress and Trauma CSU 3 units*Prerequisite: None.*

This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

EAR-52 - Parenting: Parents as Teachers 1 unit*Prerequisite: None.*

Explores the parents' role in a child's process of learning. This course presents a variety of methods and techniques a parent can utilize to facilitate the development of a child's intellectual, social, emotional and physical skills. 18 hours lecture.

EAR-53 - Parenting: Guiding Young Children - Approaches to Discipline 1 unit*Prerequisite: None.*

An examination of various theoretical approaches to child guidance with an overview of social and emotional development in young children and the need for guidance. Exploration about how values that people hold influence and shape the behavior of young children. Problem-solving techniques that utilize positive behavioral support methods will be examined and discussed. 18 hours lecture.

EAR-54 - Parenting: Contemporary Parenting Issues and Problems 1 unit*Prerequisite: None.*

This course is designed to explore how the concept of childhood in society and children's position has changed, to examine historical antecedents of change in relation to the new position of women in society and the marriages of today. It will also attempt to relate how changes in society and forces impacting on this change influence child-rearing. Issues addressed will include divorce, the sexual acceleration of childhood, and television. 18 hours lecture.

EAR-55 - Parenting: Common Problems in Infancy and Childhood 1 unit*Prerequisite: None.*

A course designed to study and examine some of the difficult behaviors that even normal and well adjusted children exhibit. It will present common problems like disruptive children, shyness, fearfulness, aggressiveness, thumb sucking and others. 18 hours lecture.

EAR-200 - Early Childhood Studies Work Experience CSU* 1-2-3-4 units*Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ECONOMICS**ECO-4 - Introduction to Economics UC, CSU 3 units***Prerequisite: None.*

An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture.

ECO-5 – Economics of the Environment 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture.

ECO-6 – Introduction to Political Economy 3 units
(Same as POL-6)
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

ECO-7 - Principles of Macroeconomics 3 units
UC, CSU (CAN ECON 2)*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. 54 hours lecture.

ECO-7H – Honors Principles of Macroeconomics 3 units*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52**Limitation on enrollment: Enrollment in the Honors program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-8 - Principles of Microeconomics 3 units
UC, CSU (CAN ECON 4)*Prerequisite: None.**Advisory: Qualification for ENG-1A and MAT-52.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

EDUCATION**EDU-1 – Teaching in the Multicultural Classroom** 3 units
UC, CSU*Prerequisite: None.*

This is the first course en route to teaching as a profession. In addition to an introduction to the history of public education, the following topics are covered within the context of a multicultural/multilingual classroom: motivation, lesson design, teaching strategies, discipline and management and professionalism. A required guided observation of classes component in the elementary and secondary schools is based on these last five areas. 54 hours lecture.

EDU-3 – Introduction to Literacy Instruction 3 units
UC, CSU*Prerequisite: None.*

Limitation on enrollment: Able to meet safety and health clearance standards for a public school district.

This course is designed for students participating in the Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The basic processes of literacy acquisition are presented. Instructional literacy strategies are introduced and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed. This class is to be taken concurrently with enrollment in EDU-4 the teacher education program where literacy strategies are practiced and applied in an elementary school (K-3) tutorial setting. 54 hours lecture.

EDU-4 – Introduction to Literacy/Service Learning 1 unit
CSU*Prerequisite: None.*

This course is designed for students participating in the Liberal Studies Blended Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. The lectures provide for orientation, literacy instruction review, reflection, and problem solving. In addition, 40 hours of volunteer service work will be required. Experiential learning activities will include literacy tutoring at various educational levels. Through this service learning class students will begin to develop fluency with the fundamental skills of literacy development and with literacy instruction as applied to an individual, small groups and whole classes. Additionally, they will begin to acquire classroom management techniques and other routine teaching skills required in the public schools. 18 hours lecture.

EDU-5 – AmeriCorps Community Service-Learning 3 units
CSU*Prerequisite: None.*

This course is designed to provide AmeriCorps members with program training, theory and practices of AmeriCorps community service at local service sites (elementary schools.) Emphasis is placed on AmeriCorps member training, leadership, citizenship and personal development through experience at local service sites. May be taken a total of two times. 54 hours lecture and 360 hours classroom tutoring.

EDU-51 - Leadership Development Studies 3 units
CSU*Prerequisite: None.*

Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. 36 hours lecture and 54 hours laboratory.

EDU-200 - Education Work Experience 1-2-3-4 units
CSU**Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ELECTRONICS**ELE-10 - Survey of Electronics** 4 units
CSU*Prerequisite: None.*

Basic electronic theory including electron theory, Ohm's Law, DC, AC, vacuum tube and solid state devices, antenna principles, power supplies, amplifiers, RE oscillators, amplitude and frequency modulation, diode detection and superheterodyne receivers, and test equipment operation (emphasis on voltmeter and oscilloscope operation). 54 hours lecture and 54 hours laboratory.

ELE-21 - DC-AC Electronics 4 units
CSU*Prerequisite: None.*

Basic electrical theory including electrical circuit parameters, Ohm's Law, DC, AC, time constants, resonant circuits, filters, and circuit parameter measurement. 54 hours lecture and 54 hours laboratory.

ELE-22 - Passive Circuit Analysis 3 units
CSU*Prerequisite: None.**Advisory: Concurrent enrollment in ELE-21.*

Mathematical analysis of electrical laws, circuits, and networks. Includes Ohm's Law, DC and AC circuit analysis, network analysis, and applications of trigonometry and complex notation to phasor analysis of electrical circuits. 54 hours lecture.

ELE-23 - Electronics Devices and Circuits 4 units
CSU*Prerequisite: None.**Advisory: ELE-21.*

Characteristics, construction, and circuit applications of electronic devices including diodes, bipolar transistors, thyristors, integrated circuits, and optoelectronic devices. 54 hours lecture and 54 hours laboratory.

ELE-24 - Active Circuit Analysis 3 units
CSU*Prerequisite: None.**Advisory: ELE-23.*

Mathematical analysis of electronic devices and circuits including power supplies, amplifiers, oscillators, and control circuits. 54 hours lecture.

ELE-25 - Digital Techniques 4 units
CSU*Prerequisite: None.**Advisory: Completion of or concurrent enrollment in ELE-10 or 23.*

Mathematics, number systems and logic circuits as they relate to modern electronic computers and digital systems. Boolean algebra, circuit simplifications and mapping are included. Basic gate and digital circuits (MSI-LSI) will be analyzed and integrated into complete systems. Digital counters, registers, encoders/ decoders, converters and timing. 54 hours lecture and 54 hours laboratory.

ELE-26 - Microprocessors and Microcontrollers 4 units
CSU*Prerequisite: None.**Advisory: ELE-25.*

Computer number systems, codes, and arithmetic functions; microprocessor and microcontroller functions, architecture, instruction sets, addressing modes, internal operations, PIA interfacing, and I/O operations. Introduction to operating systems. 54 hours lecture and 54 hours laboratory.

ELE-27 - Technical Communications 3 units
(Same as ENE-27)
CSU*Prerequisite: None.*

Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

ELE-28 - Automated Electronics Design and Documentation Tools 2 units
CSU*Prerequisite: ELE-10 or 21.*

This course covers basic Computer-aided Design (CAD) drafting, with emphasis on such procedures as apply directly to electronics. Schematic capture, block diagrams, printed circuit board design-layout. The use of Computer Aided Design tools and electronics-library component-templates will be emphasized. 18 hours lecture and 54 hours laboratory.

ELE-32 - FCC Radiotelephone License Exam Preparation 3 units
CSU*Prerequisite: ELE-10.*

This class will focus intensively on advanced topics related to the Federal Communications Commission (FCC) licensing examination, elements I and III, for the commercial-class, General Radiotelephone Operator License. There will also be an introduction to element VIII, for the radar endorsement to the GROL. The FCC requires any technician or engineer who must repair or make adjustments to any radio frequency (RF) transmitting device of significant power output to hold a valid General Radiotelephone Operator License. Once issued, this license is valid for the lifetime of the bearer. May be taken a total of four times. 54 hours lecture.

ELE-36 - Advanced Microprocessors 4 units
CSU

Prerequisite: None.

Advisory: ELE-26.

The IAPX 88 microprocessor including function, architecture, instruction set, addressing modes, internal operations, interfacing and I/O operations. 54 hours lecture and 54 hours laboratory.

ELE-38 - Computer Systems Troubleshooting 4 units
CSU

Prerequisite: None.

Advisory: ELE-25 and 26.

Introduction to computer system troubleshooting and repair. System configurations are analyzed and evaluated. Problems are isolated using schematics, electronic test equipment, and software diagnostics. Preventive maintenance, safety and quality are stressed. 54 hours lecture and 54 hours laboratory.

ELE-39 - PCM and Digital Transmission 3 units
CSU

Prerequisite: None.

Advisory: ELE-25.

Pulse code modulation theory and applications, channel banks, cross connects, transmission facilities, frequency and time division multiplexing. Number systems, waveforms and digital basics are reviewed. 54 hours lecture.

ELE-40 - Fiber Optic Basics 3 units
CSU

Prerequisite: None.

Advisory: ELE-25 and 39.

Basic fiber optic theory, transmission theory, system components and cable; communication transmission systems, fiber multiplexing techniques and terminals, tests and test sets, and current technology trends are also presented. 54 hours lecture.

ELE-50 - Basic Electronics 1 unit
CSU

Prerequisite: None.

A general study of electronic theory, electronic devices, and simple circuits. Introduces the student to good laboratory procedures and equipment operation. 18 hours lecture and 18 hours laboratory.

ELE-52 - Video Display Systems Servicing 4 units
CSU

Prerequisite: ELE-10, 21 or 23.

Analysis of black and white and color television receivers and video display terminals. Troubleshooting and repair of television receivers and video display terminals. 54 hours lecture and 54 hours laboratory.

ELE-56 - Computer Mathematics 3 units
CSU

Prerequisite: None.

Special mathematics essential to the understanding of modern electronic computers and cybernetic systems. Binary arithmetic, and Boolean algebra are included. 54 hours lecture.

ELE-61 - Introduction to Robotics 3 units
(Same as MAN-61)

Prerequisite: None.

Introduction to electronics and manufacturing technology through construction, testing, and operation of functional robots. It is hoped that participation in this academy will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 40 hours lecture and 72 hours laboratory.

ELE-200 - Electronics Work Experience 1-2-3-4 units
CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

EMERGENCY MEDICAL SERVICES**EMS-50 - Emergency Medical Services - Basic** 6 units

Prerequisite: None.

Corequisite: EMS-51.

Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

An entry-level course into the Emergency Medical Services career field that follows the current Department of Transportation (DOT) curriculum. Satisfactory completion of this course (when taken concurrently with EMS-51) prepares this student as an Emergency Medical Technician (EMT) for work in the prehospital emergency medical environment. May be taken a total of two times. 96 hours lecture and 64 hours laboratory.

EMS-51 - Emergency Medical Services-Basic Clinical/Field 1 unit

Prerequisite: None.

Corequisite: EMS-50.

Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

Provides supervised clinical practice in a wide variety of patient care activities in the care of the sick and injured. This course is the second part of EMS 50/51 series and meets all state and national guidelines. May be taken a total of two times. 64 hours laboratory.

EMS-60 – Patient Assessment and Airway Management 4 units*Prerequisite: None**Limitation on enrollment: Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-61, 62, and 63.*

Enables Emergency Medical Technicians (EMTs) to refine their skills and develop to the level of a paramedic; concentrates on patient assessment and airway management techniques needed in dealing with sick and injured patients; integral component of the first semester of the RCC Paramedic Program. 62 hours lecture and 64 hours laboratory.

EMS-61 – Introduction to Medical Pathophysiology 3 units*Prerequisite: None**Limitation on enrollment: Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 62, and 63.*

Enables Emergency Medical Technicians (EMTs) to expand their understanding of disease and injury processes; integral component of the first semester of the RCC Paramedic Program; reviews anatomy and physiology; introduces pathophysiology to assist the paramedic student in understanding disease and trauma processes. 62 hours lecture.

EMS-62 – Emergency Pharmacology 4 units*Prerequisite: None**Limitation on enrollment: Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 61, and 63.*

Enables Emergency Medical Technicians (EMTs) to refine their pharmacology skills; integral component of the first semester of the RCC Paramedic Program; prepares paramedic students to deal with basic pharmacology, pharmacokinetics, pharmacodynamics including calculation and administration of prehospital medications. 54 hours lecture and 64 hours laboratory.

EMS-63 – Cardiology 4 units*Prerequisite: None**Limitation on enrollment: Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 61, and 62.*

Enables Emergency Medical Technicians (EMTs) to expand their understanding of management of patients with cardiovascular emergencies. This includes treatment protocols, electrocardiogram interpretation (3-lead and 12-lead), pharmacology, and electrical therapy for patients in cardiac distress. 62 hours lecture and 64 hours laboratory.

EMS-70 – Trauma Management 4 units*Prerequisite: EMS-60, 61, 62 and 63.**Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-71 concurrently.*

The paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the mechanism of injury. 64 hours lecture and 32 hours laboratory.

EMS-71 – Clinical Medical Specialty I 2.5 units*Prerequisite: EMS-60, 61, 62 and 63.**Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-70 concurrently.*

Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory.

EMS-80 – Medical Emergencies 4.5 units*Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-81, 82 and 83 concurrently.*

Prepares the paramedic student for management of patients with medical emergencies; includes selection of appropriate treatment protocols, electrocardiogram interpretation, pharmacology, and interventions that lead to a viable outcome for a patient experiencing a medical emergency. 64 hours lecture and 64 hours laboratory.

EMS-81 – Special Populations 4.5 units*Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-80, 82 and 83 concurrently.*

Provides paramedic students to care for clients with special problems through a review of anatomy and physiology as well as the pathophysiological process of neonatology, pediatrics, geriatrics, abuse, assault, and patients with special needs, also includes discussion of acute interventions for chronic care patients. 64 hours lecture and 64 hours laboratory.

EMS-82 – Special Topics 2 units*Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-80, 81 and 83 concurrently.*

Provides second level paramedic students with an overview of issues and problems that are directly impacting the emergency provider. The paramedic student will be educated on how to deal with weapons of mass destruction, bioterrorism, urban terrorism threats and a variety of current topical issues that they will face in an unpredictable environment. 32 hours lecture and 32 hours laboratory.

EMS-83 – Clinical Medical Specialty II 2.5 units*Prerequisite: EMS-70 and 71.**Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-80, 81 and 82 concurrently.*

Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory.

EMS-90 – Assessment Based Management 4.5 units*Prerequisite: EMS-80, 81, 82 and 83.**Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-91 concurrently.*

Prepares fourth level paramedic students to assess and make clinical/field judgments regarding the treatment of the ill or injured patient; focuses on refining existing knowledge and skills. 64 hours lecture and 64 hours laboratory.

EMS-91 – Paramedic Field Internship 10 units*Prerequisite: EMS-80, 81, 82 and 83.**Limitation on enrollment: Acceptance into the paramedic program. Students must enroll in EMS-90 concurrently.*

Concluding course of the Paramedic Program; provides a minimum of 540 hours of field training under the supervision of an approved preceptor to third level paramedic students; enables students to further refine and develop skills necessary for certification as a Paramedic; includes a wide variety of patient care activities including medical histories; physical examination, patient management and supportive care of the sick injured in a field setting. 540-600 hours laboratory.

ENGINEERING

Instruction in the engineering major is based upon high school chemistry or physics and four years of high school mathematics, including intermediate and advanced algebra and trigonometry.

LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Committee encourages engineering transfer students to complete prescribed Engineering Core and obtain verification of that at the community college to assure transferability as a junior to any UC, CSU, and selected private four-year college and/or university in the state.

Riverside Community College District's courses which are equivalent to the Engineering Core requirements are listed as follows:

Core Requirements	Units
MAT-1A, 1B, 2A, 2B	16
CHE-1A, 1B	10
CIS-9 or 16	3
PHY-4A, 4B, 4C	12
ENE-9	3
ENE-10	1
ENE-17	3
ENE-22 or 23 or 30	3
ENE-35	3
ENE-45	2
ENG-1A	3
ELECTIVES	4 or more
TOTAL	64-67

Electives

Possible courses include, but are not limited to, the following. Choice depends on the engineering major requirements and specific engineering option at the school where graduation is expected.

ENE-1A	3
ENE-20	3
ENE-33	3
ENE-46	3
MAC-51	4
MAT-12	3
CHE-5	3
CHE-12A	5
BIO-1	4
CIS-11	3

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Committee indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and ENG-1A prior to transferring.

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

ENE-1A - Plane Surveying, I 3 units

CSU (CAN ENGR 10)

Prerequisite: None.

Advisory: MAT-36.

Fundamental surveying methods and procedures as applied to land measurement, building trades and route location. Taping, leveling and angle measurements are studied, as are the analysis and adjustment of the measurements. 36 hours lecture and 54 hours laboratory.

ENE-1B - Plane Surveying, II 3 units

CSU

Prerequisite: ENE-1A.

Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. 36 hours lecture and 54 hours field laboratory.

ENE-10 - Introduction to Engineering 1 unit

UC, CSU

Prerequisite: None.

An introduction to the career opportunities and skills needed as an engineer. Various forms of engineering communication including laboratory report writing, graphical presentations, and problem solving format are presented. The scientific method of investigation is covered. This course is recommended for all students considering career possibilities in engineering and/or engineering technology. 18 hours lecture.

ENE-17 - Electrical Circuit Analysis 4 units

UC, CSU (CAN ENGR 12)

Prerequisite: PHY-4B and MAT-2.

Direct-current circuit analysis, circuit theorems, RL and RC transients, second-order circuits, phasor concepts, steady state sinusoidal analysis, current voltage and power relationships, polyphase circuits, elementary transformers, principles of electrical instruments, and computer-aided circuit analysis. 54 hours lecture and 54 hours laboratory.

ENE-18 - Legal Aspects of Surveying 3 units

CSU

Prerequisite: ENE-1AB or five years surveying experience.

A study of legal aspects related to public land survey, municipal property survey, and descriptions and laws affecting a surveyor. Includes property line surveys, methods of setting missing property corners. 54 hours lecture.

ENE-20 - Applied Strength of Materials 3 units

UC, CSU

Prerequisite: PHY-10 and 11 and MAT-5.

Stress-strain diagrams, tension and compression, working stresses and safety factors, torsion, stresses in beams, riveted joints, welded connections and columns. 36 hours lecture and 54 hours laboratory.

ENE-21 - Drafting 3 units

CSU

Prerequisite: None.

Fundamentals of mechanical drawing including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimensioning, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 90 hours laboratory.

Materials fee does not include substantial cost of equipment and text(s) required to be purchased by the student.

ENE-22 - Engineering Drawing **3 units**
UC, CSU

Prerequisite: ENE-21.

Advisory: ENE-30.

Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, free-hand sketching, sectioning, auxiliary views, shop processes, dimensions and tolerances, fasteners, working and pictorial drawings, and as time permits, piping and electrical drawings. 27 hours lecture and 90 hours laboratory.

ENE-23 - Descriptive Geometry **3 units**
UC, CSU

Prerequisite: ENE-22 and MAT-36.

Graphical (drafting) techniques applied to the solutions of vector problems, the development of surfaces as in sheetmetal work, the determination of lines of intersection between surfaces, and the solution of miscellaneous engineering problems involving points, lines, and planes. 27 hours lecture and 90 hours laboratory.

ENE-26 - Civil Engineering Drafting **3 units**
CSU

Prerequisite: ENE-21.

Advisory: ENE-60, or MAT-36.

This course is designed to provide exposure to civil engineering drafting. Emphasis will be placed upon developing topographic and contour maps, including their use in site preparation and basic earthwork calculations. Techniques for interpreting field notes and legal descriptions will also be examined. 27 hours lecture and 90 hours laboratory.

ENE-27 - Technical Communication **3 units**
(Same as ELE-27)
CSU

Prerequisite: None.

Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

ENE-28 - Technical Design **3 units**
CSU

Prerequisite: ENE-22.

Advisory: ENE-30 and 52.

A study of industrial design and drafting procedures relating to the basic elements of mechanisms, including drawing of machine parts in various stages of manufacturing. Studies will include terminology, power transmission, bearings, fixtures, dies, ANSI-Y-14.5 standards of drawing, geometric dimensioning and tolerancing and manufacturing processes. Related problems include design layouts, detail and assembly drawings. A portfolio of completed drawings is a project requirement for this course (drawings may be drawn using the Computer-Aided Design system or the drawing board.) 27 hours lecture and 90 hours laboratory.

ENE-30 - Computer Aided Drafting (CAD) **3 units**
CSU

Prerequisite: None.

Advisory: CIS-1A.

A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop "computer drawn" drawings which are typical to the various fields of drafting. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.

ENE-31 - Computer Aided Drafting and Design **3 units**
CSU

Prerequisite: ENE-30.

This is the second course which presents an intensive study utilizing a two-dimensional Computer Assisted Drafting and Design (CAD) system to obtain graphic solutions, design refinements, modifications, and delineations of working technical drawings using AutoCAD. This course emphasizes basic high technology skills which are necessary to function as an entry level CAD operator. 27 hours lecture and 90 hours laboratory.

ENE-32 - CAD Workstation Customization **3 units**
CSU

Prerequisite: ENE-30.

This course is designed for experienced CAD users. Students in this course will learn how to customize the CAD workstation for specific applications. Emphasis will be on producing a more efficient CAD workstation. 18 hours lecture and 108 hours laboratory.

ENE-33 - Machine Design **3 units**
CSU

Prerequisite: ENE-22.

Introduction to machine and product design techniques including the design and selection of power transmission elements such as couplings; roller and silent chains; V, flat and gilmer belts; gears and gear transmissions; cams, and friction drives. Introduction to shaft design, bearings and attachments. The execution of layouts and engineering specifications for manufacture and production requirements. 36 hours lecture and 54 hours laboratory.

ENE-34 - Metal Joining Processes **2 units**
(Same as MAN/WEL-34)
CSU

Prerequisite: None.

An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 18 hours lecture and 54 hours laboratory.

ENE-35 - Statics (Engineering Mechanics) **3 units**
UC, CSU (CAN ENGR 8)

Prerequisite: PHY-4A.

A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture.

ENE-42 - 3-D Parametric Solid Modeling with SolidWorks 3 units
CSU

Prerequisite: None.

Advisory: PC computer experience recommended.

This course is designed to introduce the student to three-dimensional parametric solid modeling software techniques. Students will begin with basic parametric solid modeling techniques advancing into complex assemblies requiring animation. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.

ENE-43 - 3D Technical Computer Animation 3 units
CSU

Prerequisite: None.

Advisory: ENE-30 or GRT-71 or ART-36 or CIS-78B.

This course is designed to introduce the students to full three dimensional software techniques and technical animation. Students will begin with basic animation techniques advancing into fully rendered technical animations. 27 hours lecture and 90 hours laboratory.

ENE-44 - Advanced 3D Technical Computer Animation 3 units
CSU

Prerequisite: ENE-43.

This is the second course which presents an intense study of three dimensional technical animation. Students will be encouraged to explore animation techniques used in engineering, architecture, forensics and the entertainment industries. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.

ENE-45 - Properties of Materials 2 units
UC, CSU (CAN ENGR 4)

Prerequisite: CHE-1A and either PHY-2A or 4A.

Structural properties and adaptability of various materials. Study of materials based on the atomic, molecular and crystalline structures with their relevance to engineering. The materials covered will include metals, polymers, ceramics, semiconductors and composites. Occasional field trips will be taken. 36 hours lecture.

ENE-46 - Manufacturing Processes I 3 units
(Same as MAN-46)
CSU

Prerequisite: None.

This course is an introductory course for manufacturing processes. This course examines the use of machining, metallurgy, die stamping/forming, casting, assembly methods, forging, inspection and other methods/processes/materials used in the manufacturing of metal components/products. Students will gain experience through lecture and lab practicum. 36 hours lecture and 54 hours laboratory.

ENE-47A - Statistical Process Control 3 units
(Same as MAN-47A)
CSU

Prerequisite: None.

A course presenting the basic elements of Statistical Process Control in manufacturing and industries. This course will give an overview of the statistical methods used to measure a process and determine if the process is in control or needs attention to bring into control. 54 hours lecture.

ENE-47B - Advanced Statistical Process Control 3 units
(Same as MAN 47B)
CSU

Prerequisite: ENE/MAN-47A.

A study of advanced applications and use of Statistical Process Control in manufacturing and engineering. This course will provide an in-depth analysis of how statistics are used in a variety of industries to solve problems and control processes. Special applications will be covered and significant use of computer analysis is included. 54 hours lecture.

ENE-51 - Blueprint Reading 2 units

Prerequisite: None.

A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory.

ENE-52 - Geometric Dimensioning and Tolerancing 2 units

Prerequisite: None.

A course presenting the basics of the Standards of Geometric Dimensioning and Tolerancing. This course will help students read, interpret and use ANSI Y14.5M, the current standard for drafting. 36 hours lecture.

ENE-60 - Math for Engineering Technology 3 units

Prerequisite: None.

A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture.

ENE-61 - Computer Aided Design and Computer Aided Manufacturing 2 units
(Same as MAC-61)

Prerequisite: ENE-31 and MAC-57.

A course in computerized design and manufacture of parts and assemblies which will increase the student's ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. 108 hours laboratory.

ENE-70 - Manufacturing Methods 3 units
(Same as MAN-70)

Prerequisite: None

Deming's manufacturing improvement techniques are studied along with his 14 points for improving manufacturing and engineering processes, seven deadly diseases, and other philosophies. The course focuses on practical applications of Deming as used in industry today. 54 hours lecture.

ENE-71 - Supplier Improvement 3 units
(Same as MAN-71)

Prerequisite: None.

A study of the supplier improvement process with an emphasis on evaluation to establish supplier capability. Supplier Quality Improvement Team are defined and studied, as well as the interfaces between Purchasing, QA, and Engineering with the supplier when the eventual goal is supplier certification. 54 hours lecture.

ENE-80 - Advanced Composites 2 units
(Same as MAN-80)*Prerequisite: None.*

An introductory course in the theory of advanced composites. Industrial processes and applications are covered. Types and characteristics of various advanced composites are studied. This general course is intended to prepare the student for work in industries using advanced composites. 36 hours lecture.

ENE-85 - Basic Metallurgy 3 units*Prerequisite: None.*

A background of basic metallurgical information. Subjects covered include selection and characteristics of metals and alloys, production of pure metals, principles of alloying and heat treating, production and fabrication processes, testing and inspection methods and techniques. 54 hours lecture.

ENE-96 - Computer-Aided/Drafting Lab Practicum .5 unit
(Same as ARE-96)*Prerequisite: None.*

Corequisite: Concurrent enrollment in ENE-21, 22, 26, 28, 30, 31, 32, 42, 43, or 44.

Additional CAD and Drafting Lab access (beyond the hours required for the above corequisite courses) for students who feel they will benefit from further instruction. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

ENE-200 - Engineering Work Experience 1-2-3-4 units
CSU**Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ENGLISH

Most four-year colleges and universities will require transfer students to have eight units (two semesters) of composition. English 1A or 1H and 1B or 1BH at Riverside Community College District will meet this requirement.

ENG-1A - English Composition 4 units
UC, CSU (CAN ENGL 2) ENG 1A+1B = (CAN ENGL SEQ A)*Prerequisite: ENG-50 or qualifying preparation score.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-1AH – Honors English Composition 4 units
UC, CSU*Prerequisite: ENG-50 or qualifying preparation score.**Limitation on enrollment: Enrollment in the Honors Program.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-1B - Critical Thinking and Writing 4 units
UC, CSU (CAN ENGL 4) ENG 1A+1B = (CAN ENGL SEQ A)*Prerequisite: ENG-1A.*

This course develops critical thinking, reading, and writing skills through the formal study of critical thinking and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Classroom activities integrate with Reading and Writing Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-1BH – Honors Critical Thinking and Writing 4 units
UC, CSU*Prerequisite: English 1A or 1AH.**Limitation on enrollment: Enrollment in the Honors Program.*

This course develops critical thinking, reading, and writing skills through the formal study of critical thinking and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. Classroom activities integrate with Reading and Writing Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-4 - Writing Tutor Training 2 units
CSU*Prerequisite: ENG-1A.*

This course is designed to prepare students to become peer tutors in the English Department Writing Center. Participants learn specific tutoring techniques and discuss problems, questions and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid "appropriating the text" (i.e., becoming a proofreader, editor or coauthor.) Topics include theory and practice of tutoring, writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning and computer programs applicable to writing instruction. Students will spend one hour a week in class and three hours a week tutoring/observing. May be taken a total of two times. 18 hours lecture and 54 hours laboratory.

ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century 3 units
UC, CSU (CAN ENGL 8) ENG 6+7 = (CAN ENGL SEQ B)*Prerequisite: None.**Advisory: ENG-1B.*

A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade/Credit No Credit Option.)

ENG-7 - British Literature II: Romanticism through Postmodernism 3 units

UC, CSU (CAN ENGL 10) ENG 6+7 = (CAN ENGL SEQ B)

*Prerequisite: None.**Advisory: ENG-1B.*

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade/Credit No Credit Option.)

ENG-8 – Introduction to Mythology 3 units
(Same as HUM-8)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1A.*

A study of Judeo-Christian, Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Letter grade/CR-NC option)

ENG-9 - Introduction to Shakespeare 3 units
UC, CSU*Prerequisite: None.**Advisory: English 1B.*

A survey of Shakespeare's plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture.

ENG-10 - Special Studies in Literature 3 units
CSU*Prerequisite: None.**Advisory: ENG-1A.*

Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. 54 hours lecture. (Letter grade/CR-NC option.)

ENG-11 - Creative Writing 3 units
UC, CSU (CAN ENGL 6)*Prerequisite: ENG-1A.*

Studies in fundamental principles of writing fiction and poetry. Fiction study includes character development, plot, structure, viewpoint control and manipulation, narration and dialogue. Poetry study includes point of view, simile and metaphor, alliteration and assonance, rhythm, meter, rhyme and poetic forms. Lectures and discussions emphasize techniques of writing, which are practiced through analysis of stories and poems and by experience with a variety of writing styles. Subsequent enrollment in an additional semester will afford students the opportunity to study current market requirements, prepare manuscripts for publication and further develop their skills in writing fiction and poetry. May be taken a total of two times. 54 hours lecture. (Letter Grade/CR-NC Option)

ENG-12 - Special Studies in Creative Writing 3 units
CSU*Prerequisite: None.**Advisory: ENG-1A recommended.*

Designed to provide students with practice and instruction in specialized areas of writing, such as poetry, personal essays, playwriting or screenwriting. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. 54 hours lecture. (Letter grade/CR-NC option.)

ENG-13 – Introduction to Playwriting 3 units*Prerequisite: None.**Advisory: Qualification for English 1A.*

Explores the fundamentals of writing for the theatre through the experience of playwriting, play analysis, and study of the theatrical apparatus. Lectures and discussion emphasize historical and contemporary theories of world drama, dramatic structure, characterization, dialogue and monologue, and the role of the playwright within the collaborative art form of live performance. Subsequent enrollment in an additional semester will afford students opportunity for further preparation of materials, including monologues, scenes, ten-minute and one-act plays for the stage, as well as further development of playwriting and play analysis skills. May be taken a total of two times. 54 hours lecture. (C/NC, letter grade option)

ENG-14 - American Literature I: Pre-Contact through Civil War 3 units
UC, CSU (CAN ENGL 14) ENG 14+15 = (CAN ENGL SEQ C)*Prerequisite: None.**Advisory: ENG-1B.*

A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Credit-Non Credit/Grade option)

ENG-15 - American Literature II: 1860 to the Present 3 units
UC, CSU (CAN ENGL 16) ENG 14+15 = (CAN ENGL SEQ C)*Prerequisite: None.**Advisory: ENG-1B.*

A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter grade/CR-NC option.)

ENG-16 – Introduction to Language 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A recommended.*

A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. 54 hours lecture. (Letter grade/CR-NC option)

- ENG-17 - Literary Magazine Production** 2 units
CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Emphasis is on both theory and practice in producing the college literary magazine. Qualified students may serve in various capacities, though all will be involved in editorial work. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 18 hours lecture and 54 hours of laboratory.
- ENG-18 - Survey of Native American Literature** 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and 1B.
A survey of Native American literature from early oral narrative to contemporary literature. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and a basic introduction to the cultural, social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Letter grade/CR-NC option)
- ENG-21 - African-American Literature I: Early Oral Traditions through Harlem Renaissance** 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and 1B.
A survey of African-American literature from the early oral traditions through the Harlem Renaissance, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter grade/CR-NC option)
- ENG-22 - African American Literature II: From the Harlem Renaissance to the Present** 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.
A survey of African-American literature from the Harlem Renaissance to the present, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter grade/CR-NC option)
- ENG-23 - The Bible as Literature** 3 units
(Same as HUM-23)
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.
A survey of the Old and New Testaments, with emphasis on how literary forms, styles and themes, including the extensive influence of the Bible on Western literature. 54 hours lecture. (Letter grade/CR-NC option)
- ENG-25 - Latino Literature of the United States** 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1B.
Latino literature of the regional United States in all genres from the early oral traditions, chronicles and epic poems of the 15th through 19th centuries to the essays, poems, plays and novels of 20th century authors. The course will also explore Latino history, culture and identity as expressed in the writings of American Latino writers. 54 hours lecture.
- ENG-26 - The Literature of Mysticism, Meditation and Madness** 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.
Mysticism, meditation and madness examined in a selection of modern and historical literature. Emphasis is placed on theme, imagery and character development in a wide variety of "journey tales." Some authors covered are Kesey, LeGuin, Whitman and Blake. 54 hours lecture. (Letter grade/CR-NC option)
- ENG-30 - Children's Literature** 3 units
CSU
Prerequisite: None.
Advisory: ENG-1A.
A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural and historical fiction. Both oral and written assignments are required. 54 hours lecture.
- ENG-35 - Images of Women in Literature** 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1B.
A study of images of women in literature which includes male and female authors and explores the cultural, sociological, political and economic bases for historical and contemporary literary images of women. 54 hours lecture. (C/NC, letter grade option)
- ENG-36 – Introduction to Film Studies** 3 units
(Same as HUM-36)
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A
An introduction to the formal and narrative principles of film, as well as the major critical and theoretical approaches to film studies, both historical and contemporary. Includes a survey of film directors, genres, movements, styles and national cinemas. 54 hours lecture. (C/NC, letter grade option)
- ENG-37 - Introduction to Film** 1 unit
UC*, CSU
Prerequisite: None.
Advisory: ENG-1A.
A study of foreign and American films, selected for merit and genre, offering different films each term. Course includes readings, lectures, and discussion of directors, production details, and the elements of film criticism. Films generally run for two hours, with one hour of lecture and discussion each class meeting. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of four times. 18 hours lecture and 18 hours laboratory. (Letter grade/CR-NC option)
- ENG-38 – Introduction to Screenwriting** 3 units
CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A
An introduction to and overview of the elements of structure, theme, plot, character, and dialogue in writing for film. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture.

ENG-39 – Screenwriting II**3 units***Prerequisite: None.**Advisory: ENG-38, TEL-70, and qualification for ENG-1A.*

Intermediate level exploration of the elements of structure, theme, plot, character, and dialogue in writing for film and television. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplays, focusing primarily on refinement of previous material and additional act development. Students will also read and critique each others' screenplays in a workshop setting. 54 hours lecture.

ENG-40 - World Literature I: From Ancient Literature through the Italian Renaissance
UC, CSU**3 units***Prerequisite: None.**Advisory: ENG-1A.*

Great works of world literature from Ancient literatures through the Italian Renaissance, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on European literature. 54 hours lecture. (Letter grade/CR-NC Option)

ENG-41 - World Literature II: Renaissance through Modern Literature
UC, CSU**3 units***Prerequisite: None.**Advisory: ENG-1A.*

Great works of world literature from the Renaissance through the modern period, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on European literature. 54 hours lecture. (Letter grade/CR-NC Option)

ENG-44 – Twentieth Century Poetry in English
UC, CSU (CAN ENGL 20)**3 units***Prerequisite: None.**Advisory: English 1A and 1B.*

The study of major voices and trends in English-language poetry of the twentieth century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture.

ENG-45 - Modern Drama
UC, CSU**3 units***Prerequisite: None.**Advisory: ENG-1A and 1B.*

A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of drama's function as a form of creative expression, exploration of ideas, societal factors and technology that have influenced modern drama, and investigation into the practice of the playwright and dramaturge. 54 hours lecture. (Letter grade/CR-NC option)

ENG-48 – Twentieth Century Short Story and Novel in English
UC, CSU**3 units***Prerequisite: None.**Advisory: ENG-1A and ENG-1B.*

A study of prose fiction of the twentieth century in English, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative of the last century. 54 hours lecture.

ENG-49 – Introduction to the One-Hour Teleplay**3 units***Prerequisite: None.**Advisory: TEL-68 and 70 and qualification for English 1A.*

An introduction to the formal elements of the one-hour teleplay. Students will critically analyze professional scripts, view model examples of one-hour format television, and write their own one-hour teleplay/spec scripts. Students will have the opportunity to read and critique each others' teleplays in a workshop setting. May be taken a total of two times. 54 hours lecture.

ENG-50 - Basic English Composition**4 units***Prerequisite: ENG-60B, ESL 55 or qualifying preparation score.**Advisory: REA-82 or qualifying preparation score.*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will write a minimum of 5,000 words. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-57 - Basic Literature and Composition**4 units***Prerequisite: None.**Advisory: ENG-50 recommended.*

This class offers instruction of effective writing related to literature, emphasizing the short story, novel, drama and poetry. Instruction and assignments in writing correlate with reading, the study of composition techniques and include a review of the grammar, mechanics and usage of standard American English. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-60A - English Fundamentals: Sentence to Paragraph**4 units***Prerequisite: None.*

Develops student's writing, active-reading and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC Only) (Non-Degree Credit Course)

ENG-60A1 - Basic Writing and Grammar - Structure and Spelling**1 unit***Prerequisite: None.**Advisory: Recommended for students not qualified for ENG-50.*

Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. Subsequent enrollment in sections A2, A3 and A4 will provide students an opportunity for additional skill and competency development. Sections A1, A2, A3, and A4 may be taken in any order. ENG-60A1 is equivalent to the first quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60A2 - Basic Writing and Grammar - Usage**1 unit***Prerequisite: None.**Advisory: Recommended for students not qualified for ENG-50.*

Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. Subsequent enrollment in sections A1, A3 and A4 will provide students an opportunity for additional skill and competency development. Sections A1, A2, A3, and A4 may be taken in any order. ENG-60A2 is equivalent to the second quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60A3 - Basic Writing and Grammar - Mechanics 1 unit*Prerequisite: None.**Advisory: Recommended for students not qualified for ENG-50.*

Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. Subsequent enrollment in sections A1, A2 and A4 will provide students an opportunity for additional skill and competency development. Sections A1, A2, A3, and A4 may be taken in any order. ENG-60A3 is equivalent to the third quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60A4 - Basic Writing and Grammar - Paragraph Construction and Development 1 unit*Prerequisite: None.**Advisory: Recommended for students not qualified for ENG-50.*

Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. Subsequent enrollment in sections A1, A2 and A3 will provide students an opportunity for additional skill and competency development. Sections A1, A2, A3, and A4 may be taken in any order. ENG-60A4 is equivalent to the fourth quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60B - English Fundamentals: Paragraph to Essay 4 units*Prerequisite: ENG-60A or qualifying preparation score.*

Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC Only) (Non-Degree Credit Course)

ENG-85 – Writing Clinic .5 unit*Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 27 hours laboratory.

ENG-90A - Special Topics in English: Vocabulary Enhancement 1 unit*Prerequisite: None.**Advisory: Qualification for ENG-50 recommended.*

This course develops vocabulary building skills through expanding the students' knowledge of the roots, prefixes and suffixes. The course examines the history of the English language and the impact of the history on language development. Students will expand their vocabulary by at least 1,500 generative words. Vocabulary is mastered through dictionary and thesaurus work that identifies parts of speech, accent, syllables, meaning and etymology. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only.)

ENG-90B - Special Topics in English: The Research Paper Process 1 unit*Prerequisite: None.**Advisory: Qualification for ENG-50 recommended.*

This course guides the students through the entire research process, which includes choosing the topic, conducting the research in the library and through the Internet, designing the research paper, determining a thesis statement, organizing the research material, pre-writing and multiple drafts, peer critiques, academic formats and preparation of the final product. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ENG-96 - Writing and Reading Center Practicum .5 unit*Prerequisite: None.**Corequisite: Concurrent enrollment in any English, ESL, Reading or Speech Communication course.*

Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center's resources. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

ENG-97 - Writing and Reading Center Practicum 1 unit*Prerequisite: None.**Corequisite: Concurrent enrollment in any English, ESL, Reading or Speech Communication course.*

Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center's resources. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

ENGLISH AS A SECOND LANGUAGE**ESL-51 - Basic Grammar & Writing I 4 units***Prerequisite: None.*

This beginning English as a Second Language course for non-native speakers emphasizes elementary competency in standard written English with a focus on basic grammar and writing skills. Instruction will also include vocabulary and reading skills necessary for success in introductory English as a Second Language. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC ONLY) (Non-degree credit course)

ESL-51A - Basic Grammar & Writing IA 2 units*Prerequisite: None.*

This beginning ESL course emphasizes elementary competency in standard written English with a focus on basic grammar and writing skills. Instruction will also include vocabulary and reading skills necessary for success in introductory academic English. Subsequent enrollment in an continued semester will provide the student an opportunity for additional skills and competency development within the level and subject matter. ESL-51A is equivalent to the first half of ESL-51. May be taken a total of two times. 36 hours lecture and 9 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-51B - Basic Grammar & Writing IB 2 units

Prerequisite: None.

Advisory: ESL-51A recommended.

This beginning ESL course emphasizes elementary competency in standard written English with a focus on basic grammar and writing skills. Instruction will also include vocabulary and reading skills necessary for success in introductory academic English. Subsequent enrollment in an additional semester will provide the student an opportunity for continued skills and competency development within the level and subject matter. ESL-51B is equivalent to the second half of ESL-51. May be taken a total of two times. 36 hours lecture and 9 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-52 - Low-intermediate Grammar and Writing 4 units

Prerequisite: ESL-51 or qualifying preparation score.

This low intermediate English as a Second Language course for non-native speakers of English develops competency in standard written English with a continued focus on basic grammar and writing skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate academic English as a Second Language. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC ONLY) (Non-degree credit course)

ESL-53 - Intermediate Grammar & Writing I 4 units

Prerequisite: ESL-52 or qualifying preparation score.

This intermediate English as a Second Language course for non-native speakers of English increases competency in standard written English with a focus on intermediate grammar and writing skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC ONLY) (Non-degree credit course)

ESL-54 -High-Intermediate Grammar and Writing UC, CSU 5 units

Prerequisite: ESL-53 or qualifying preparation score.

This high-intermediate English as a Second Language course for non-native speakers of English emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of three times. 90 hours lecture and 18 hours laboratory. (CR/NC or Grade Option) (Degree credit course)

ESL-55 - Advanced Grammar & Writing UC, CSU 5 units

Prerequisite: ESL-54 or qualifying preparation score.

This advanced English as a Second Language course for non-native speakers of English emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes an intensive study of phrases and dependent clauses, a review of parts of speech, spelling, punctuation and compound/complex sentence structure, as well as continued development of vocabulary, reading and academic skills

necessary for success in college classes. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of three times. 90 hours lecture and 18 hours laboratory. (CR/NC or Grade Option) (Degree credit course)

ESL-65 – American Classroom Culture 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-53.

This English as a Second Language course for non-native speakers of English is designed to assist international students with the transition from the social/educational systems in their own cultures to the social/educational systems in the U.S. Provides non-native speaking students with theory and practice of academic and language skills needed for success in an American educational setting. 18 hours of lecture. (CR-NC)

ESL-71 - Basic Reading and Vocabulary 4 units

Prerequisite: None.

Advisory: Concurrent enrollment in ESL-51 or 52 strongly recommended.

This course emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, and comprehension of short, adapted reading selections. Simple reading skills practice includes previewing, finding the main idea, simple outlining, scanning and detecting sequence. Vocabulary building focuses on word formation, determining meaning of words in context, usage rules and introduction to the use of basic prefixes and suffixes in the prediction of meaning. Students develop dictionary skills using a simplified monolingual English dictionary. Subsequent enrollment in an additional semester will provide the student an opportunity for further skills and competency at the basic level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-72 - Intermediate Reading Comprehension and Vocabulary 4 units

Prerequisite: None.

Advisory: Concurrent enrollment in ESL-53 or 54 strongly recommended.

This course emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. Reading skills practice includes using context clues, skimming, scanning anticipating, simple inferencing and distinguishing fact vs. opinion. Vocabulary building focuses on predicting meaning of vocabulary from context, use of contextual clues in identifying the relationship of ideas in factual writing, and expanded study of idioms, prefixes, suffixes and word roots. Students also develop basic library skills. Subsequent enrollment in an additional semester will provide the student an opportunity for further skills and competency at the intermediate level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-73 - High Intermediate Reading Comprehension and Vocabulary 4 units

Prerequisite: None.

Advisory: Concurrent enrollment in ESL-54 or 55 strongly recommended.

This course emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of both adapted and authentic reading selections of varying lengths. The major focus is on determining meaning of vocabulary from context, word forms and variation in tone; simple analysis of text involving distinctions between fact and

opinion; developing different reading strategies for a variety of texts, prediction and inferencing skills. Students determine the organization of texts, differentiate main ideas from supporting details, and make summaries/paraphrases of texts. Students become more adept at using the library for basic research. Subsequent enrollment in an additional semester will provide the students with an opportunity for further skills and competency development at the high intermediate level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade/CR-NC option.)

ESL-90A - Special Topics in ESL: Outlining and Notetaking for College Classes I 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-54, 55 or ENG-50 recommended.

This course is designed to provide students with basic instruction and extensive practice in the two major academic skills of outlining and notetaking for college classes. Mini-lectures and preparatory listening exercises designed to sharpen listening discrimination skills are followed by short lectures using simplified vocabulary on academic skills topics. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90B - Special Topics in ESL: Outlining and Notetaking for College Classes II 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-54, 55 or ENG-50 strongly recommended.

This course is designed to provide students with intermediate instruction and extensive practice in the two major academic skills of outlining and notetaking for college classes. Students take notes while listening to short, simplified lectures from various academic disciplines, and practice advanced outlining/notetaking techniques using unadapted selections from college textbooks. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90C - Special Topics in ESL: Preposition Review 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-53 or higher strongly recommended.

This course is designed to provide students with basic instruction and practice in the use of the preposition. Attention will focus on specialized and problem areas in its use. Topics may include two- and three-part verbal idioms, two-part adjectives and prepositions used in nominal, adjectival and adverbial idioms. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90D - Special Topics in ESL: Verb Tense Review 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-54, 55 or ENG-50 strongly recommended.

This course is designed to provide ESL students with review, practice and integrated use of the basic English verb tenses. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90E - Special Topics in ESL: Academic Vocabulary Study 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-54 or 55 strongly recommended.

This course is designed to provide students with basic instruction and practice in a wide variety of communicative activities that expand their language skills in understanding and using high-frequency academic vocabulary. It approaches vocabulary study on three levels: the word level, the sentence level, and the context level, focusing on increasing students' active vocabulary so that they learn not only the meaning of words but also their use in original expressions. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90F - Special Topics in ESL: 1 unit

Critical Reading of Literature in English

Prerequisite: None.

Advisory: Qualification for ESL-54, 55 or ENG-50 strongly recommended.

This course is designed to provide ESL students with basic instruction and extensive practice in summarizing, analyzing and supporting opinions in English by reading and writing about American literature. Students learn critical thinking skills required for writing plot summaries and character analysis, as well as improve their academic vocabulary and knowledge of American culture through reading adapted versions of typical U.S. literary selections. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90G - Special Topics in ESL: Mastering Articles: A, An, and The 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-53, 55 or ENG-50 strongly recommended.

Highly recommended for hearing impaired students

This course is designed to provide ESL and hearing impaired students with extensive review, practice, and use of definite and indefinite articles in English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90H - Special Topics in ESL: Phrases and Clauses 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-54 or higher recommended.

Designed to provide students with basic instruction and practice in writing well-structured sentences. The course will enhance the students' competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90I - Special Topics in ESL: Punctuation Review 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-53 or higher recommended.

Designed to improve students' use of punctuation. Students will analyze and apply the principles of punctuation in American English. May be taken a total of three times. 18 hours lecture. (Non-degree Credit Course. CR-NC only)

ESL-90J - Special Topics in ESL: Spelling Review 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-53 or higher recommended.

Designed to improve students' spelling skills. Students will analyze and apply the principles of spelling in American English. May be taken a total of three times. 18 hours lecture. (Non-degree Credit Course. CR-NC only)

ESL-90K - Special Topics in ESL: Introduction to Using the Internet 1 unit

Prerequisite: None.

Advisory: Qualification for ESL-54 or higher recommended.

Designed to familiarize students with basic terminology for working online, using the Internet to do academic research, and providing practice with email, bulletin boards, posting messages, web research using URLs and search engines, writing web site reviews and posting paragraphs and short essays online. May be taken a total of two times. 18 hours lecture. (Non-Degree Credit Course. CR-NC Only)

ESL-91 - Oral Skills I: Beginning Oral Communication 3 units*Prerequisite: None.*

Advisory: Concurrent enrollment in ESL-51 or 52 strongly recommended.
This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas — shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the beginning level. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-92 - Oral Skills II: Intermediate Oral Communication 3 units*Prerequisite: None.*

Advisory: Concurrent enrollment in ESL-53 or 54 strongly recommended.
This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the intermediate level. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-93 - Oral Skills III: Advanced Oral Communication 3 units*Prerequisite: None.*

Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50 recommended.
This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the advanced level. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Degree credit course. CR-NC or grade option.)

ESL-95 – Pronunciation and Accent Reduction 3 units*Prerequisite: None.**Advisory: Qualification for ESL-52 or higher recommended.*

Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. May be taken a total of three times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-96 - ESL Writing and Reading Center Practicum .5 unit*Prerequisite: None.**Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.*

Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center's resources. May be taken a total of four times. 27 hours lecture laboratory required for credit. (Non-Degree Credit Course. CR-NC only)

ESL-97 - ESL Writing and Reading Center Practicum 1 unit*Prerequisite: None.**Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.*

Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center's resources. May be taken a total of four times. 54 hours lecture laboratory required for credit. (Non-Degree Credit Course. CR-NC only)

FIRE TECHNOLOGY**FIT-1 - Fire Protection Organization** 3 units
CSU*Prerequisite: None.*

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 services nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. 54 hours lecture.

FIT-2 - Fire Behavior and Combustion 3 units
CSU*Prerequisite: None.*

Theory and fundamentals of how 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. 54 hours lecture.

FIT-3 - Fire Protection Equipment and Systems 3 units
CSU*Prerequisite: None.*

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. 54 hours lecture.

FIT-4 - Building Construction for Fire Protection CSU 3 units

Prerequisite: None.

This course is the study of the components of building construction that relates to fire safety. The elects of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial and industrial occupancies. 54 hours lecture.

FIT-5 - Fire Prevention CSU 3 units

Prerequisite: None.

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. 54 hours lecture.

FIT-6 - Fire Apparatus and Equipment CSU 3 units

Prerequisite: None.

This course exposes the student to mechanized equipment operated by the fire service personnel and regulations pertaining to their use. Subject matter includes: driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. 54 hours lecture.

FIT-8 - Strategies and Tactics CSU 3 units

Prerequisite: None.

Principles of fire control through utilization of manpower, equipment and extinguishing agents, fire command and control procedures; utilization of information on types of building construction in fire control; pre-fire planning; an organized approach to decision making on the fire ground. 54 hours lecture.

FIT-9 - Fire Ground Hydraulics CSU 3 units

Prerequisite: None.

This is a course in the principles of hydraulics; hydraulic measurement, engine and hose appliance calculations; calculate discharge and velocity flow; determine engine and nozzle pressure in field situations. 54 hours lecture.

FIT-13 - Essentials of Firefighting CSU 16 units

Prerequisite: None.

Limitation on enrollment: As required by California State Fire Marshal, students must be 16 years of age or older at start of course.

Prepares students for voluntary status as firefighter trainees. Includes an orientation to wildland fires, incident command modules, safety issues for firefighters and extraction techniques. 246 hours lecture and 144 hours laboratory.

FIT-14 – Wildland Fire Control CSU 3 units

Prerequisite: None.

This course provides students with a fundamental knowledge of factors affecting Wildland fires including fuel, weather, topography, prevention, fire behavior, public education, and control techniques common to all agencies involved in Wildland fire control. 54 hours lecture.

FIT-200 – Fire Technology Work Experience CSU* 1-2-3-4 units

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

FIT-A1A - Fire Investigation 1A 2 units

Prerequisite: None.

Fundamentals of investigation; causes, chemistry, and physics of fires; collection and preservation of physical evidence; scientific aids; laws relating to arson; case preparation and report writing. This course meets the requirements of the California Fire Academy System. 40 hours lecture.

FIT-A1B - Fire Investigation 1B 2 units

Prerequisite: FIT-A1A.

This course provides the participants with information to achieve a deeper understanding of fire investigation. This course builds on FIT-A1A and adds topics of discussion to include the juvenile fire setter, report writing, evidence collection and preservation procedures. 40 hours lecture.

FIT-A2A – Fire Investigation 2A 2 units

Prerequisite: FIT-A1B.

This course provides the information to successfully investigate, apprehend, and convict arsonists and focuses heavily on the legal case preparation. May be taken a total of two times. 40 hours lecture.

FIT-A2B – Fire Investigation 2B 2 units

Prerequisite: FIT-A2A.

This course provides advanced instruction in fire scene investigation, case preparation and courtroom presentation. May be taken a total of two times. 40 hours lecture.

FIT-C1A - Command 1A, Command Principles for Command Officers 2 units

Prerequisite: None.

Designed to provide fire company officers with information and experience in command and control techniques used at the scene of an emergency. Emphasizes decision making, the act of commanding, the authority, the personnel, organization structure and preplanning and training techniques. 40 hours lecture.

FIT-C1B - Command 1B, Hazardous Materials 2 units

Prerequisite: FIT-C1A.

Designed to provide fire company officers with information and experience in hazardous materials and incident management skills. Emphasizes utilization of command principles, special techniques and emergency planning. 40 hours lecture.

FIT-C1C – Fire Command 1C I-Zone Firefighting for Company Officers 2 units

Prerequisite: FIT-C1A.

This course is designed around the responsibilities of the company officer at a wildland/urban interface incident. It will bring the structural company officer out of the city and into the urban interface. 40 hours lecture.

FIT-C1M – CDF Incident Management 1 .5 unit

Prerequisite: FIT-S1A and FIT-S1B or SID.

This course is for new company officers or individuals who may be functioning as incident commander of an emergency incident in the initial stages of response. It teaches fundamentals of emergency incident management, and the basic capabilities and use of initial attack resources as they relate to initial attack fire strategy situations. 11 hours lecture and 11 hours laboratory.

FIT-C2A - Command 2A, Command Tactics at Major Fires 2 units

Prerequisite: FIT-C1A.

This course prepares the officer to use management techniques and the Incident Command System (ICS) when commanding multiple alarms or large suppression fires. Topics include advanced ICS, tactics and strategies for large suppression operations and communication/management techniques for use in unified command structures and areas of geographical division separation. 40 hours lecture.

FIT-C2B - Command 2B, Management of Major Hazardous Materials Incidents 2 units

Prerequisite: FIT-C1B and C2A.

This course includes areas of discussion on information and databases, organizations, agencies and institutions involved in hazardous materials response and research, planning for your community's hazardous materials problems, legislation, litigation and liabilities of hazardous materials response. 40 hours lecture.

FIT-C2C - Command 2C, High Rise Fire Tactics 2 units

Prerequisite: FIT-C2A.

This course is approached from a system basis and is applied to both small and large high rise buildings. Topics include: prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the Incident Command System and specific responsibilities. Case studies and simulation are used. 40 hours lecture.

FIT-C2D - Command 2D, Planning for Large Scale Disasters 2 units

Prerequisite: FIT-C1A and C1B.

This course is designed for supervisory and managerial fire service personnel. The course critically examines the need for emergency disaster/multi-hazard management systems, preplanning, multi-disciplinary work groups while stressing the importance of the integrated team approach to managing emergencies. This course also reviews the Standard Emergency Management System. 40 hours lecture.

FIT-C2E - Command 2E, Wildland Firefighting Tactics 1 unit

Prerequisite: FIT-C1A and C1B.

Provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/supervisory capacity during an extended wildland fire attack related incident. 24 hours lecture and 16 hours laboratory.

FIT-C2M - Incident Management 2 1 unit

Prerequisite: None.

Provides line and staff officers and potential line and staff officers with the basic management knowledge necessary to perform and coordinate in a management/supervisory capacity during a fire incident. 18 hours lecture and 18 hours laboratory.

FIT-C3M - Incident Management 3 1 unit

Prerequisite: FIT-C2M.

Provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/supervisory capacity during an extended wildland fire attack related incident. 18 hours lecture and 18 hours laboratory.

FIT-C19A - Introduction to Wildland Fire Behavior (S-190) .25 unit

Prerequisite: None.

This introductory course provides instruction in basic wildland fire behavior factors that will aid students in the safe and effective control of wildland fires. 8 hours lecture.

FIT-C19B - Intermediate Wildland Fire Behavior (S-290) .5 unit

Prerequisite: FIT-C19A.

This intermediate course is designed to meet the training requirements to work in the operations section of the Incident Command System. This course is a skill course that is designed to instruct prospective fireline supervisors in wildland behavior for effective and safe fire management operations. 16 hours lecture and 16 hours laboratory.

FIT-C19C - Wildland Fire Behavior Calculations (S-390) 1 unit

Prerequisite: FIT-C19A and C19B.

This course will provide the student with wildland fire behavior knowledge for safe and effective wildland fire management activities. The course is designed to meet the training requirements to work in the operations section of the Incident Command System. Topics include fire behavior calculations using the BEHAVE Plus processor, methods and applications. 24 hours lecture and 16 hours laboratory.

FIT-C20 - Basic Incident Command System (I-200) .5 unit

Prerequisite: None.

Provides public safety workers and potential public safety workers with the knowledge necessary to perform in a support capacity at an incident or event being managed within the organizational guidelines, defined terminology, and common responsibilities and roles of the Incident Command System. 12 hours lecture and 4 hours laboratory.

FIT-C23 - Staging Area Manager (S-236) .25 unit

Prerequisite: FIT-C20.

This course is designed to enable the student to perform as an effective Staging Area Manager during an incident being managed according to ICS. Includes topics such as staging area layout, check-in and organization, staging area management and completion of associated ICS forms. 8 hours lecture.

FIT-C30- Intermediate Incident Command System-ICS 300 .5 unit

Prerequisite: FIT-C20.

Provides Public Safety managers/supervisors and potential Public Safety managers/supervisors with the knowledge necessary to perform in a management/supervisory capacity at an incident or event being managed within the organizational guidelines, defined terminology and common responsibilities and roles of the Incident Command System. 8 hours lecture and 16 hours laboratory.

FIT-C33A - Strike Team Leader- All Risk (S-330) 1.5 unit*Prerequisite: FIT-C30.*

This course provides students with the necessary information to become a State certified Strike Team Leader – All Risk. May be taken a total of two times. 28 hours lecture and 4 hours laboratory.

FIT-C36 - Supply Unit Leader (I-356) 1 unit*Prerequisite: FIT-C30.*

This course will enable the student to perform the duties of an effective Supply Unit Leader within the Logistics organization, during an incident being managed as described by the Incident Command System (ICS). Subjects covered: organization of supply unit function, relationships with other functions, organizations and operation of the supply unit function and demobilization. 24 hours lecture.

FIT-C38 - Communications Unit Leader (S-358) 1 unit*Prerequisite: FIT-C30.*

Advisory: Prior to attending the course, students should review ICS Field Operations Guide. Dispatch experience is helpful.

Communications Unit Leader is designed to meet the training needs of the Communication Unit Leader position under the National Interagency Incident Management System (NIMS) qualification standards. 24 hours lecture and 16 hours laboratory.

FIT-C39 - Division/Group Supervisor (S-339) .25 unit*Prerequisite: FIT-C30 and one of the following: FIT-C33A, C34A or C34C.*

Advisory: Prior to attending the course, students should review ICS Field Operations Guide, ICS-420-1.

This course provides potential Division/Group supervisors with the management skills necessary to perform specific functions within the Incident Command System (ICS). 8 hours lecture and 16 hours laboratory.

FIT-C40 - Advanced Incident Command System (I-400) .25 unit*Prerequisite: FIT-C20 and C30.*

Provides Public Safety managers/supervisors with the knowledge necessary to perform in a management/supervisory capacity at an incident or event. Defines terminology, common responsibilities and roles of the Incident Command System. 8 hours lecture and 16 hours laboratory.

FIT-C41 - Safety Officer (I-401) 1 unit*Prerequisite: FIT-C33A, C34A or C34C; and C39 and C40.*

This course introduces new safety officers to the ICS framework. Subjects covered include Safety Officer effectiveness, analysis techniques, safety messages, briefings and special reports and high hazard operations. 24 hours lecture.

FIT-C42 - Information Officer (I-403) 1 unit*Prerequisite: None.**Advisory: FIT-C20, C30 and C40 recommended.*

This course delivers the information needed for functioning as a Public Information Officer in an emergency incident. After completing this course the student will be able to represent an emergency response agency to the media and the public. The course will introduce public relations, dealing with the media and the issuing of press releases. 24 hours lecture and 8 hours laboratory.

FIT-C43 – Operations Section Chief All Risk (S-430) 1 unit*Prerequisite: FIT-C39, FIT-C40.*

Limitation on enrollment: Must be associated with a fire department at the Company Officer level.

This course meets all requirements of the Firescope All Risk qualification system for the position of Operations Section Chief. Additionally, this course complies with the Wildland Fire Qualifications System set forth in 310-1 and the National Wildfire Coordinating Group. 24 hours lecture and 8 hours laboratory.

FIT-D1 – Fire Department Organization for Dispatchers 1 unit*Prerequisite: None.*

This course provides students with history of Firescope, knowledge of the Incident Command System and Integrated Fire Protection as it pertains to fire dispatchers. Students will be introduced to various types of Fire Department equipment. 24 hours lecture.

FIT-D1B - Support Dispatcher (D310) 1 unit*Prerequisite: None.*

This course is designed to train entry level Public Safety Dispatch Support Personnel. The course includes exposure to public safety telephone and radio communication procedures, legal aspects of public safety dispatch operations and stress management. 16 hours lecture and 20 hours laboratory.

FIT-D2 – Emergency Call Taking for Fire and EMS 1 unit*Prerequisite: None.*

This course provides students with knowledge of 911 systems and an introduction to the VESTA phone system. Students will learn procedure to receive emergency reports and input information using a Computer Aided Dispatch software system. 10 hours lecture and 52 hours laboratory.

FIT-D3 – Dispatcher Communication Systems .25 unit*Prerequisite: None.*

This course provides students with knowledge of theory and application of public safety radio systems and radio nets. Student will learn radio console operations. 8 hours lecture and 2 hours laboratory.

FIT-D4 – Support Radio Dispatching .5 unit*Prerequisite: FIT-D3.*

This course provides students with knowledge of fire service radio terminology and the application of resource status, tracking and record keeping. Students will be introduced to multitasking emergency phones and radio traffic. This is the entry level to radio training. 10 hours lecture and 14 hours laboratory.

FIT-D5 – Initial Attack Dispatch Operations .5 unit*Prerequisite: FIT-D3 and D4.*

This course provides students with knowledge of mutual aid and automatic aid. Students will learn to dispatch equipment and personnel utilizing a CAD software program, a uniform dispatch sequence and a standard response plan. Students will learn geographical locations facilities and apparatus. 13 hours lecture and 7 hours laboratory.

FIT-D6 – Initiating and Supporting a Wildland Dispatch and other Large Scale Emergencies **1 unit***Prerequisite: FIT-D3, D4 and D5.*

This course provides fire dispatchers and students with skills and abilities necessary for dispatching wildland fire incidents. Students will learn the importance of teamwork in the dispatch office as well as terminology and technology as it relates to wildland fires. 24 hours lecture and 8 hours laboratory.

FIT-D6A - Fire Dispatcher Wildland Skills Refresher **.25 unit***Prerequisite: None.*

This course is a comprehensive review of operational practices that pertain to the initial dispatch, support dispatch and other dispatch functions of wildland fire incidents. This course will provide the student with a review of wildland fire dispatching policy updates as well as the proper procedure necessary to determine the need to initiate and/or support a wildland fire response. Students will learn to assemble and dispatch the initial attack response by consulting a standard response plan, the information given by the reporting party and the prescribed dispatch level. Students will learn the type of equipment and amount of equipment initially dispatched to the wild land fire based on temperature, relative humidity and fuel moisture reports. 8 hours of lecture and 8 hours laboratory.

FIT-D7 – Multi-Agency Incident Resource Processing System **.25 unit***Prerequisite: FIT-D6.*

This course provides fire dispatch personnel with knowledge of the Multi-Agency Incident Resource Processing System (MIRPS). Students learn how MIRPS is used to track fire equipment and personnel on a local, regional, statewide and national level. 20 hours laboratory.

FIT-D8 – Emergency Medical Dispatch **1.5 units***Prerequisite: None.*

This course provides students with the knowledge and skills necessary to interrogate 911 callers and provide emergency medical directions and prioritize response until EMS providers arrive. This course also provides students with CPR and First Aid certification. 32 hours lecture and 8 hours laboratory.

FIT-E1A - Cardiopulmonary Resuscitation **.25 unit***Prerequisite: None.*

This course provides training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. 8 hours laboratory.

FIT-E2A - First Responder Medical **2 units***Prerequisite: None.*

This course is specifically designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 38 hours lecture and 18 hours laboratory.

FIT-E2B - First Responder Medical Refresher **.5 unit***Prerequisite: FIT-E2A.*

This course is designed specifically for fire technology and medical personnel as a refresher/update to the Basic First Responder course. The course is designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 16 hours lecture and 8 hours laboratory.

FIT-E3C - First Responder Medical/EMT 1A Upgrade Program **3.5 units***Prerequisite: FIT-E2A.*

This course is designed specifically for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 60 hours lecture and 40 hours laboratory (including 10 hours clinical.)

FIT-E3D - Emergency Medical Technician Continuing Education **1 unit***Prerequisite: FIT-E3C.*

This course is designed to provide fire service personnel with annually required continuing education in pre-hospital emergency medical care at the EMT-1 level. May be taken a total of four times. 20 hours lecture and 12 hours laboratory.

FIT-E7A - Public Safety First Aid and Cardiopulmonary Resuscitation **.5 unit***Prerequisite: None.*

This course is designed specifically for non-first responder personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 16 hours lecture and 16 hours laboratory.

FIT-E7C - Public Safety First Aid and Cardiopulmonary Resuscitation Instructor **.5 unit***Prerequisite: None.*

This course is designed for qualified instructors who wish to teach Public First Aid and CPR. Course includes Public First Aid and CPR overview and basic instructional and presentation techniques. 12 hours lecture and 6 hours laboratory.

FIT-E7D - Workplace First Aid and Cardiopulmonary Resuscitation **.25 unit***Prerequisite: None.*

This course is designed specifically for civilian personnel interested in gaining some basic first aid and cardiopulmonary resuscitation exposure with special emphasis on dealing with medical emergencies during the first five minutes. 8 hours laboratory.

FIT-H1 – Hazardous Materials First Responder Awareness **.25 unit***Prerequisite: None.*

Provides participants who are likely first to arrive on scene the ability to recognize a hazardous materials incident and implement actions to protect themselves and the public as per applicable OSHA regulations. 8 hours lecture.

FIT-H2 - Hazardous Materials First Responder Operational **.5 unit***Prerequisite: None.*

Provides public safety workers and potential public safety workers who are likely first responders with an improved capability to respond to Hazardous Materials events in a safe and competent manner, within typical resource and capability limitations at the operational level. 14 hours lecture and 2 hours laboratory.

**FIT-H3 - Hazardous Materials First Responder
Operational-Decontamination .25 unit***Prerequisite: FIT-H2.*

Provides Hazardous Materials First Responder Operational certified individuals with an improved capability to respond to hazardous materials incidents and mitigate HazMat team members and victims possible or probable contamination. 4 hours lecture and 4 hours laboratory.

FIT-H4 - Emergency Response to Terrorism .25 unit*Prerequisite: None.*

Provides fire service personnel, and other public safety workers, with an improved awareness of and capability to respond to possible domestic terrorism events in a safe and competent manner, within typical resource and capability limitations. 8 hours lecture and 8 hours laboratory.

**FIT-H5 - Emergency Response to Electric
Vehicles .25 unit***Prerequisite: None.*

This course provides fire service, emergency medical, and law enforcement personnel with an increased level of awareness of and capability to safely mitigate emergencies involving electric vehicles. 6 hours lecture and 2 hours laboratory.

FIT-H7 - Hazardous Materials Incident Commander 2 units*Prerequisite: FIT-H2.*

This course provides the HAZ MAT technician with an increased capability to assume the role of an Incident Commander, and other Command and General Staff ICS positions during HAZ MAT events. Emphasis is placed on personal safety and management. 36 hours lecture.

FIT-I1A - Instructor 1A, Instructional Techniques 2 units*Prerequisite: None.*

This is the first of a two course series and is the Standard State Board of Fire Services accredited course for trainers. Topics include: occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning and evaluation and effectiveness. Activities include student teaching demonstrations. 40 hours lecture.

FIT-I1B - Instructor 1B, Instructional Techniques 2 units*Prerequisite: FIT-I1A.*

This is the second of a two course series and is the Standard State Board of Fire Services accredited course for trainers. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives, using lesson plans, instructional aid development, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Activities include student teaching demonstrations. 40 hours lecture.

FIT-I2A - Instructor 2A, Techniques of Evaluation 2 units*Prerequisite: FIT-I1A and I1B.*

This is the first of a three course series which provides the instructor and/or supervisor with the techniques of evaluation. It includes construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security and evaluation of test results to determine instructor and student effectiveness. This is an essential course for writing valid, objective tests. 40 hours lecture.

**FIT-I2B - Instructor 2B, Group Discussion
Techniques 2 units***Prerequisite: FIT-I1A and I1B.*

This course is designed to provide the instructor and/or supervisor with leadership skills. Group dynamics, problem solving techniques and interpersonal relations are developed and utilized in conducting actual staff meetings, brainstorming sessions and organized, effective conference meetings. Skills are also developed in conducting formal public meetings such as panel discussions and forums. 40 hours lecture.

**FIT-I2C - Instructor 2C, Employing Audio
Visual Aids 2 units***Prerequisite: FIT-I1A and I1B.*

This course covers the principles of media in the instructional process; selection of A/V and instructional media; employment of basic and advanced forms of instructional media; use of computers in the instructional process; and individualized instruction program. 40 hours lecture.

FIT-I3 - Fire Instructor 3, Master Instructor .5 unit*Prerequisite: FIT-I1A, I1B, I2A, I2B and I2C*

This is the final course in a series of courses designed to educate and train professional instructors for the fire service. This course is accredited by the California State Board of Fire Services and is one of the prerequisites for teaching any of the Instructor series courses through the Office of the California State Fire Marshal. 16 hours lecture and 24 hours laboratory.

**FIT-I4 - California State Fire Marshal
Regional Instructor Orientation .25 unit***Prerequisite: None.*

This one day course is designed for fire service personnel interested in teaching CFSTES (California Fire Service Training and Education System) courses. Upon completion, participants will be able to register for the certification course they wish to teach, understand how to set up and return those courses taught, identify instructor responsibilities and provide their students with knowledge of how to find information pertaining to State Fire Training. 8 hours lecture.

**FIT-M1 - Fire Management 1,
Management/Supervision for Company Officers 2 units***Prerequisite: None.*

This course is designed to prepare or enhance the first line supervisor's ability to supervise subordinates. The course introduces key management concepts and practices utilized in the California Fire Service. The course includes discussions about decision making, time management, leadership styles, personal evaluations and counseling guidelines. 40 hours lecture.

**FIT-M2A - Organizational Development and
Human Relations 2 units***Prerequisite: FIT-M1.*

This course provides the student with the basic grounding in some of the principles of managing in organizations. Students will work together to develop some job-related skills such as general skills of managers, diversity, self-knowledge, problem solving values, motivation, performance management and organizational politics. 40 hours lecture.

FIT-M2B - Fire Management 2B, Fire Service Financial Management **2 units***Prerequisite: FIT-M1.*

This course is designed to provide insight into the cyclical nature of budgeting financial management. As a management course, the student will become familiar with the essential elements of the financial planning, budget justification and budget controls. 40 hours lecture.

FIT-M2C - Management 2C, Personnel and Labor Relations **2 units***Prerequisite: FIT-M1 and M2A.*

This course is designed to provide the fire manager with advanced knowledge and insight into fire personnel, human resource, diversity management, legal mandates, labor relations and related areas. Methodology will include presentations, case study, exercises and focused discussions. This course is approved by the California State Fire Marshal. 40 hours lecture.

FIT-M2D - Fire Management 2D, Master Planning in the Fire Science **2 units***Prerequisite: FIT-M1.*

This course is intended to provide fire department officers with the capability to plan and manage the local fire protection system. Completion of this course will provide the participants with information and discussion centering around program planning, master planning, forecasting, system analysis, system design, policy analysis and others. 40 hours lecture.

FIT-M2E - Contemporary Issues and Concepts **2 units***Prerequisite: FIT-M2A and M2B.*

This course provides an overview of contemporary management issues and concepts. Key topics include governmental relations, changing/setting policy formation, program management, personnel, labor relations, and legal environment. 40 hours lecture.

FIT-M3 – Fire Service Grant Writing **.5 unit***Prerequisite: None.*

This course introduces the student to grant writing for fire service. Participants will learn how to identify appropriate public and private funding sources and how to write a project proposal. Elements of grant management will include budgeting, program evaluation and reporting. 12 hours lecture and 4 hours laboratory.

FIT-M17 – Community Emergency Response Team (CERT) **.5 unit***Prerequisite: None.*

This course provides students with skills and abilities required by the Federal Emergency Management Agency to participate in the Community Emergency Response Team (CERT) Program. CERT training prepares students to help themselves, their families and neighbors in the event of a catastrophic disaster. Students will learn how citizens can assist emergency responders in areas of emergency preparedness, fire suppression, utility control, disaster medical operations (CPR and First Aid), and light search and rescue. 16 hours lecture and 8 hours laboratory.

FIT-M20 - Developing a Personal Philosophy of Leadership **1 unit***Prerequisite: None.*

This course will introduce the California Public Safety Leadership Certificate Program, providing the participant with a deepened understanding of self as it relates to leadership philosophies, knowledge, skills, and abilities. Each participant will explore his or her own core values and begin to develop a personal philosophy

of leadership. Through course presentations, dialogue and learning activities the participant will identify his or her leadership roles in the community to include self, family, professional, and social, as well as define the difference between leaders and managers. The participant will complete self-assessments to gain insights into his or her personal leadership style and characteristics and participate in video and written case studies to further explore his or her understanding of leadership. 24 hours lecture and 16 hours laboratory.

FIT-M21 - Leading Others **1.5 units***Prerequisite: None.*

This course provides students with the knowledge, skills, and abilities to effectively lead others. The participant will explore various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Students will gain an understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship of leaders and followers. 32 hours lecture and 8 hours laboratory.

FIT-M22 - Organizational Leadership **1 unit***Prerequisite: None.*

This course provides students with an opportunity to explore the leadership process within organizational settings. The leader-follower relationship is discussed, as well as the influence of organizational culture on leadership effectiveness. Students will gain an understanding of the components and processes of a learning organization and gain insights into the concept of defensive reasoning within organizations. Case studies, video analysis, selected readings, and group activities will be used to help students further understand theories and principles of organizational leadership. 20 hours lecture and 20 hours laboratory.

FIT-M23 - Ethics and the Challenge of Leadership **1 unit***Prerequisite: None.*

In this course students will explore theories and practices of ethical leadership including the use of ethical decision-making models. Students will use a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define challenges facing a leader in today's diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Students will develop strategies for leading in the challenging public safety environment. 24 hours lecture and 16 hours laboratory.

FIT-P1A - Prevention 1A, Fire Inspection Practices **2 units***Prerequisite: None.*

This course of study provides a broad technical overview of fire prevention codes, ordinances and fire prevention practices. 40 hours lecture.

FIT-P1B - Prevention 1B, Code Enforcement **2 units***Prerequisite: FIT-P1A.*

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports and processing plans. 40 hours lecture.

FIT-P1C - Prevention 1C, Flammable Liquids and Gases 2 units*Prerequisite: FIT-P1A and P1B.*

This course focuses on the special hazards associated with flammable combustible liquids and gases. Some topics of discussion include: bulk storage and handling, transportation of flammable gases and liquids and more. 40 hours lecture.

FIT-P2A – Fire Prevention 2A 2 units*Prerequisite: FIT-P1B.*

Advisory: Pre-class study of the Uniform Building Code Occupancy Classification Table and NFPA pamphlets 72A and 72E.

This course provides the most up-to-date information on laws and regulations pertaining to systems, description, installations and problems relating to fire protection systems. May be taken a total of two times. 40 hours lecture.

FIT-P2B – Fire Prevention 2B 2 units*Prerequisite: FIT-P1B.*

This course provides participants with extensive, in-depth information about the fire and life safety standards of buildings as they relate to Titles 19 and 24 of the California Code of Regulations. May be taken a total of two times. 40 hours lecture.

FIT-P2C – Fire Prevention 2C 2 units*Prerequisite: FIT-P1B.*

This course introduces the student to more unique or unusual prevention challenges. May be taken a total of two times. 40 hours lecture.

FIT-R1A - Rescue Systems 1 .5 unit*Prerequisite: None.*

This course includes: heavy rescue team organization; heavy rescue considerations (blocked access, structural damage, environmental considerations); use of ropes, knots, rigging and pulley systems; descending, rappelling and belaying tools and techniques; subsurface rescue techniques; use of cribbing, wedges; use of ladders in specialized rescue situations; and simulated rescue exercises. 45 hours laboratory.

FIT-R1B - Rescue Systems 2 (Heavy Rescue Systems) .5 unit*Prerequisite: FIT-R1A.*

This course includes heavy rescue systems for heavy object lifting, movement and stabilization, team organization, emergency building shoring, small power and hand tools, advanced use of ropes, knots, rigging and pulley systems and simulated rescue exercises. 16 hours lecture and 24 hours laboratory.

FIT-R2A - Confined Space Rescue - Awareness Level .5 unit*Prerequisite: None.*

This introductory course presents an overview of confined space definitions and operating restrictions and principles. The course includes: confined space codes, atmospheric hazards and monitoring and confined area operation perimeters. 9 hours lecture.

FIT-R2B - Confined Space Rescue- Operational Level 1 unit*Prerequisite: FIT-R2A.*

This course presents a review of confined space definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. 12 hours lecture and 28 hours laboratory.

FIT-R2C - Confined Space Rescue-Train the Trainer 1 unit*Prerequisite: FIT-R2B.*

This course presents a review of confined space definitions and operating restrictions and principles, and basic instructional precepts then moves the candidate through a series of drills, scenarios, and presentations for practical application of skills and techniques presented. 10 hours lecture and 30 hours laboratory.

FIT-R3 - Basic Automobile Extrication .25 unit*Prerequisite: None.*

This course includes team organization, rescue and safety considerations, use of hand tools, use of hydraulic tools, use of pneumatic tools, use of wood cribbing and air bags, vehicle and victim stabilization techniques and scene management. 4 hours lecture and 12 hours laboratory.

FIT-R4 - Low Angle Rescue-Introduction to Rescue Systems .25 unit*Prerequisite: None.*

Designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescue situations. Areas covered include: Rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems and single line and two line rescue systems. 4 hours lecture and 20 hours laboratory.

FIT-R7 - Trench Rescue for Fire Service Personnel .25 unit*Prerequisite: None.*

This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques and below grade rescue safety procedures. 4 hours lecture and 12 hours laboratory.

FIT-R10 – Rapid Intervention Crews and Tactics .25 unit*Prerequisite: FIT-S3 or equivalent. Designed for inservice personnel.*

This course provides students with the knowledge to identify potential life threatening situations that may arise during a structural firefighting incident and the skills necessary to perform rescues on trapped firefighters as well as self-rescue techniques. May be taken a total of two times. 4 hours lecture and 16 hours laboratory.

FIT-S1A - Fire Apparatus Driver/Operator 1A, Emergency Vehicle Operations 1 unit*Prerequisite: None.**Advisory: California Firefighter I Certification.*

Limitation on enrollment: Class B California Driver's License or California Firefighter Restricted License.

This course is designed to provide the student with information on driving techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. 24 hours lecture and 16 hours laboratory.

FIT-S1B - Fire Apparatus Driver/Operator 1B, Pump Operations 1 unit*Prerequisite: None.**Advisory: California Firefighter I Certification.*

Limitation on enrollment: Class B California Driver's License or California Firefighter Restricted License.

This course is designed to provide the student with information, theory, methods and techniques for operating fire service pumps. 24 hours lecture and 16 hours laboratory.

FIT-S1D - Basic Fire Engine Operation**2.5 units***Prerequisite: None.*

This course presents an introduction to the laws and operating techniques relating to the emergency and non-emergency operation of fire apparatus, theories and principles of defensive driving, an overview of vehicle systems and subsystems, vehicle preventative maintenance checks and troubleshooting, annual certification testing, pump operation and maintenance, pumping techniques, and vehicle on the road operation in normal and abnormal situations. 34 hours lecture and 72 hours laboratory.

FIT-S2 - Truck Operations**3 units***Prerequisite: None.*

This course includes aerial physics, ground ladder testing, positive power ventilation techniques, vertical ventilation techniques, special rescue considerations for aerial apparatus and standard truck equipment, high rise building incident command procedures, elevator construction, fire service systems and rescue techniques, building search and rescue techniques, salvage and overhaul operations, methods of commercial and residential forcible entry, chain saw safety and maintenance and rapid intervention crew tactics. 45 hours lecture and 50 hours laboratory.

FIT-S3 – Basic Firefighter Academy**19 units**

Prerequisite: Emergency Medical Technician Basic Licensure (EMS 50 & 51 or equivalent) and Fire Protection Organization (FIT-I or equivalent) Advisory: Basic English Composition (ENG-50), Elementary Algebra (MAT-52) and Reading Level II (REA-82) or qualifying test scores
Limitation on enrollment: Successful completion within one year of a Certified Physical Abilities Test and a Fire Academy Medical Clearance (once student has been offered a spot in the program)

This course provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. These shall include basic rescue operations, including auto extrication, basic fire suppression, prevention and investigation, a basic knowledge of the "Incident Command System" and an introduction to the potential dangers of hazardous materials. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment. Completion of this course satisfies the manipulative and academic training requirements as established by the State Fire Marshal to become certified as a Fire Fighter I. 235 hours lecture and 325 hours laboratory.

FIT-S4 - CDF Firefighter 1 - Basic Academy**2 units***Prerequisite: None.*

This course introduces the novice firefighter to the duties required in both wildland and structural firefighting as part of an engine crew. It is comprised from the minimum training requirements for entry-level seasonal firefighters for the California Department of Forestry and Fire Protection. Fundamentals of wildland fire control and techniques in structural fire control are covered with a strong emphasis on safety. Subjects covered include: fire behavior and terminology, tools used in firefighting, protective clothing and safety equipment, strategies and tactics used in firefighting, storage and deployment of fire hose. 30 hours lecture and 42 hours laboratory.

FIT-S5A - Wildland Safety and Survival**.25 unit***Prerequisite: None.*

Provides firefighters with an appreciation of how serious the firefighter wildland injury and death problem is, an appreciation of his or her responsibility for reducing future injuries and deaths in the rural fire setting, and information for improving safety considerations in the wildland and wildland interface aspects of the firefighter's job. 8 hours lecture.

FIT-S6A - Wildland-Urban Interface Fire Operations (S-205)**.5 unit***Prerequisite: None.*

This course is designed to meet the training needs for initial attack incident commanders and company officers confronting wildland fire that threatens life, property and improvements. Operational safety is emphasized in all aspects of this class. 12 hours lecture and 12 hours laboratory.

FIT-S7 - Backfire and Burnout**.25 unit***Prerequisite: None.*

This course provides instruction in the basic safety considerations and procedures for use when immediate and unplanned backfiring or burning out is deemed necessary. The emphasis is directed toward initial attack incidents. The course is an awareness level course (module 1) and is not designed to qualify students as Firing Technical Specialists. 8 hours lecture.

FIT-S10 - Basic High-Rise Fire Operations and Tactics**.25 unit***Prerequisite: None.*

This course prepares the student for fire suppression and rescue operations in the high-rise building environment. It is approached from an operational basis and is applied to both small and large high-rise buildings. Topics include prefire planning, building inventory, ventilation methods, water supply, elevators, life safety and application of the Incident Command System and specific responsibilities. 8 hours lecture and 16 hours laboratory.

FIT-S13 - Fire Control 3, Structural Firefighting**.25 unit***Prerequisite: None.*

This course utilizes the burning of buildings to provide students with hands-on firefighting experience in fire behavior within a building, ventilation, self-contained breathing apparatus, use and survival techniques, interior fire attack, exterior fire attack, and basic fire investigation as it relates to fire fighting. 6 hours lecture and 18 hours laboratory.

FIT-S14 - Fire Control 4, Oil and Gas Fire Fighting**.25 unit***Prerequisite: None.*

This course utilizes live fire situations to provide hands-on experience in combating fire involving liquefied petroleum gas and flammable liquid fires. Subjects include flammable liquid and gas fire behavior, safety, extinguishing agents, transportation fires, water flow requirements and live fire fighting. 6 hours lecture and 6 hours laboratory.

FIT-S15 - Fire Control 5, Aircraft and Rescue Fire Fighting**.25 unit***Prerequisite: None.*

This course provides the students with information, methods and techniques necessary for providing crash fire rescue services at airports. Subjects include utilizing conventional fire apparatus and specialized Crash Fire Rescue (CFR) apparatus, CFR extinguishing agents, types of aircraft, standby procedures, aqueous film forming foam, dual agent systems and operations at crash scenes. 8 hours lecture and 16 hours laboratory.

FIT-S16 – Fire Control 6, Wildland Firefighting Essentials**.5 unit***Prerequisite: None.*

This Wildland firefighting course provides information, methods and techniques for utilization of: The California Fire and Rescue Mutual Aid Plan, Incident Command System, wildland firefighting strategy and tactics, structure triage, terminology, survival skills and operating safely in a wildland firefighting incident. 14 hours lecture and 2 hours laboratory.

FIT-S17 – Volunteer Firefighter Trainee Academy 1.5 units*Prerequisite: None.*

This course introduces recruit firefighters to the duties required of the trainee volunteer firefighter. It is comprised of the minimum training requirements for entry-level volunteer firefighters for the Riverside County Fire Department. Subjects covered include fire station orientation, fire terminology, communicable disease awareness, tools used in firefighting, protective clothing and safety equipment, storage and deployment of fire hose. 31 hours lecture and 19 hours laboratory.

FIT-S18 – Fire Department Water Tender Operations .25 unit*Prerequisite: None.*

This course is for experienced career firefighters who have completed the volunteer trainee and certified volunteer firefighter programs and are ready to advance to the next level of training and responsibility. Students will learn fundamentals of water tender driving and pumping, and be prepared for more complex emergency response situations. 8 hours lecture and 8 hours laboratory.

FIT-S21 – Public Safety Honor Guard Academy 1.5 units*Prerequisite: None.*

This course provides individuals with the knowledge and skills to perform, under minimal supervision, basic and essential honor guard drill and funeral management. These shall include basic military drill, ceremonial skills, history of honor and color guards, funeral types and options, pre-funeral preparations, flag etiquette, church and casket procedures and a basic knowledge of the "Incident Command System". In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment for ceremonial details. Completion of this course satisfies the manipulative and academic training requirements for the public safety honor guard academy. 18 hours lecture and 30 hours laboratory.

FRENCH**FRE-1 - French 1 5 units**
UC, CSU (CAN FREN 2) FRE 1+2 = (CAN FREN SEQ A)*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. This course includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-2 - French 2 5 units
UC, CSU (CAN FREN 4) FRE 1+2 = (CAN FREN SEQ A)*Prerequisite: FRE-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-3 - French 3 5 units
UC, CSU (FRE 3+4= CAN SEQ B) (CAN FREN 8)*Prerequisite: FRE-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of

standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-4 - French 4 5 units
UC, CSU (FRE 3+4= CAN SEQ B) (CAN FREN 10)*Prerequisite: FRE-3.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in French as a means of enhancing basic French language skills. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-8 - Intermediate Conversation 3 units
UC, CSU*Prerequisite: FRE-2 or 3.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture; daily life and topics of current interest. May be taken a total of four times. 54 hours lecture.

FRE-11 - Culture and Civilization 3 units
UC, CSU*Prerequisite: None.*

Introductory survey of French culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

GEOGRAPHIC INFORMATION SYSTEMS**GIS-1 - Introduction to Geographic Information Systems 3 units****UC, CSU***Prerequisite: None.*

This course provides an in-depth introduction to the fundamentals of Geographic Information Systems (GIS) including the history of automated mapping. The course will present an in-depth review of the necessary hardware and software elements used in GIS. Various applications of GIS technology used in the natural and social sciences, business and government will be presented. The course includes a hands-on component in using the hardware and software elements of GIS. Emphasized will be vector-based data structures and an introduction to raster-based structures using current GIS technology software. Specific topics will include hands-on experience in the use of map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map features and attributes, map overlays, manipulation of data base; creating of charts and graphs; and presentation of data in map layouts. 54 hours lecture and 18 hours laboratory.

GIS-5 - Cartography and Base Map Development 3 units
CSU*Prerequisite: GIS 1.**Advisory: Concurrent enrollment in CIS-96 or CIS-97.*

This course provides a comprehensive study of Geographic Information Systems (GIS) cartography including cartographic principles, data acquisition methods used in map production and methods of base map development. The course will include the history of cartography, principles of cartography, map projections, scales and map accuracy. Methods of data acquisition will include basic principles of remote

sensing, aerial imagery and the use of Global Positioning System (GPS) in the field for map feature location. Scanning, digitizing and coordinate geometry techniques used in GIS base map development are introduced. The course will include the production of professional quality maps using ArcView. 54 hours lecture.

GIS-9 - Spatial Analysis with GIS **3 units**
CSU

Prerequisite: GIS 1.

Advisory: Concurrent enrollment in CIS-96 or CIS-97.

This course provides an introduction to spatial analysis. This course will briefly review the principles of statistics and relate them to methods used in analysis of geographically referenced data. This course will introduce sampling strategies for data used in Geographic Information Systems (GIS) using raster and vector data structures. The fundamentals of conventional estimation techniques will be compared with geostatistical techniques. The course will present single and multi-layer statistical operations including classification, coordination and modeling analysis. Applications and problems in spatial correlation will be discussed including interpretation of results of spatial analysis. 54 hours lecture.

GIS-13 - GIS for Science, Business and Government **3 units**
CSU

Prerequisite: GIS-9.

This course includes an in depth survey of GIS applications in science (geography, geology, oceanography, archeology and meteorology), government (city, county, state and federal) and business (marketing, sales and management.) Topics include data acquisition, accuracy, analysis, presentation, techniques and legal issues for various GIS applications. Students will work on individual projects in specialized areas using GIS. Projects will include necessary hardware and software requirements, methods of data acquisition, formulations of data standards, methods of base map development, cost benefits analysis and generation of presentation quality map layouts specific to the student's chosen GIS application. Students will evaluate GIS as an effective tool in the decision making process for their specific GIS application. 36 hours lecture and 54 hours laboratory.

GIS-17 Advanced GIS Applications **3 units**
CSU

Prerequisite: GIS-9.

This course provides an introduction to advanced applications of Geographic Information Systems (GIS) using ArcView and ArcInfo. The course will provide hands-on training in new modules and extensions of ArcView and introduce hands-on training in ArcInfo. The course will introduce Avenue programming for customizing ArcView. The add on modules extend the analytical capabilities of ArcView and allow input of map features and conversion of feature themes from raster to vector. Spatial analysis will include slope and aspect maps, neighborhood and zone analysis. Network Analyst will include problem-solving techniques for geographic networks (point to point routing) or closest points. Use of ArcView and ArcInfo software to produce professional quality documents for use in spatial analysis and decision making. 36 hours lecture and 54 hours laboratory.

GIS-21 - Global Positioning System (GPS) **3 units**
Field Techniques
CSU

Prerequisite: GIS-1.

A course in the basic use of a hand-held Global Positioning System (GPS) unit in the field. The course will include an introduction to the terminology, hardware and technology used in GPS. Instruction will include the fundamentals of operating a hand-held GPS unit. The course

will introduce the basic techniques used in the determination of location and completion of a traverse using a GPS unit and a topographic map. It will also explain how GPS data can be used in Geographic Information Systems (GIS). 36 hours lecture and 54 hours laboratory.

GIS-25 - Geographic Information Systems Internship **3 units**
CSU

Prerequisite: GIS-9.

A directed field study program where students will apply classroom instruction to real world Geographic Information Systems (GIS) projects in the community. Students should complete GIS-1 and GIS-9 and arrange for an advisor prior to enrolling in an internship. The student will be under the supervision of an advisor from the college while participating in a short-term internship program in a business or government agency using GIS. Students in internship programs will meet periodically with their advisor, complete interim reports and present a final report. 36 hours lecture and 54 hours laboratory.

GEOGRAPHY

GEG-1 - Physical Geography **3 units**
UC, CSU (CAN GEOG 2)

(GEG 1 + 1L = CAN GEOG 6)

Prerequisite: None.

This course is a spatial study of Earth's dynamic physical systems and processes. Topics include Earth-sun relations, weather, climate, water, geomorphology/landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, remote sensing, Geographic Information Systems (GIS), and Global Positioning Systems (GPS). 54 hours lecture.

GEG-1L - Physical Geography Laboratory **1 unit**
UC, CSU (GEG-1 + 1L = CAN GEOG 6)

Prerequisite: None.

Corequisite: Concurrent enrollment in or prior completion of GEG-1. Practical exercises and experience working with the physical environment including maps, weather, climate, soils, hydrography, vegetation, and landforms. 54 hours laboratory.

GEG-2 - Human Geography **3 units**
UC, CSU (CAN GEOG 4)

Prerequisite: None.

A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.

GEG-3 - World Regional Geography **3 units**
UC, CSU

Prerequisite: None.

An introduction to the world's major geographic regions. Topics include: survey of population distribution, cultural, political and economic development, general land use patterns and their correlation with environmental elements including climate, water resources, and landforms. Tools of geographic inquiry include interpretation of maps and other geographic imagery with emphasis on geography's unique spatial perspective. 54 hours lecture.

GEG-4 - Geography of California UC, CSU 3 units*Prerequisite: None.*

Introduction to the state's diversified geographic regions including climate, landforms, natural vegetation, water resources, the cultural landscape, our Native American past, urban and agricultural regions, and challenges of the future. The course emphasizes ethnic diversity, human alteration of the landscape, and contemporary social, economic, and environmental issues, using maps and other geographic imagery. 54 hours lecture.

GEG-5 - Weather and Climate (Same as PHS-5) UC, CSU 3 units*Prerequisite: None.*

Provides an introduction to Earth's atmosphere. Topics include: atmosphere structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds, air masses and fronts, cycles, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

GEG-6 - Geography of the United States and Canada UC, CSU 3 units*Prerequisite: None.*

The physical and human geography of the regions within the United States and Canada including regional interactions and current issues. 54 hours lecture.

GEOLOGY**GEO-1 - Physical Geology UC, CSU (GEO-1 and 1L = CAN GEOL 2) 3 units***Prerequisite: None.*

Examines the composition and structure of the Earth, and the processes that shape its surface such as earthquakes, volcanoes, running water, glaciers and plate tectonics. The course also examines some of the social consequences of geological processes and addresses the study of the geology of other planetary bodies. Has an optional laboratory course (GEO-1L) and an optional field course (GEO-30.) Total of 54 hours lecture.

GEO-1B - Historical Geology UC, CSU (CAN GEOL 4) 4 units*Prerequisite: None.*

Geologic history of the earth and the fossil record, emphasizing principles and methods of interpretation. Special topics discussed are: continental drift, the San Andreas fault, evolution, extinction, and mountain building. Laboratory includes study of fossils, geologic maps, and methods of interpreting ancient environments. Field trips to local areas of geologic interest. 54 hours lecture and 54 hours laboratory.

GEO-1L - Physical Geology Laboratory UC, CSU (GEG 1 + 1L = CAN GEOG 2) 1 unit*Prerequisite: Concurrent or previous enrollment in GEO-1 or 1A.*

This course is a laboratory course designed to acquaint students with the concepts presented in Physical Geology (GEO-1.) Topics studied include, but are not limited to, topographic and geologic map reading, earthquake analysis, physical properties and identification of minerals, and the study of rocks. 54 hours laboratory.

GEO-2 - Geology of the National Parks and Monuments CSU 3 units*Prerequisite: None.*

A survey of the principles of physical and historical geology as interpreted through the study of several of the National Parks and Monuments. Emphasis will be on understanding the geologic processes which have shaped the present landscape, with considerable use made of rock and fossil specimens, films, slides, and maps. 54 hours lecture.

GEO-3 - Geology of California UC, CSU 3 units*Prerequisite: None.*

The geology of California: A study of its geological history, including the examination of the varying geological provinces and environments which exist throughout the state. Some selected topics include: examining major structural elements (faults) within the state; the study of the geology and the history of California's geologic resources; the study of geologic hazards; and the relationship of California geology to global tectonics. 54 hours lecture. Optional Field Trips: GEO-30A, 30B or 31 will accompany the course - 1 unit.

GEO-30A - Geology Field Studies of Southern California CSU 1 unit*Prerequisite: None.**Advisory: Concurrent or previous enrollment in GEO-1B, 2, or 3.*

A field course with trips to regional points of geologic interest. This class includes a series of three to four field excursions to sites of geologic interest. These sites include, but are not limited to, the Landers seismic zone to view ground ruptures associated with the 1992 Landers earthquake, the Blackhawk landslide, the San Andreas fault zone, Salton Sea geothermal field, Amboy crater, California's coastline, the San Bernardino mountains, Rainbow Basin, Calico mountains and San Diego mining district. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 54 hours to be arranged per semester.

GEO-30B - Geology Field Studies of Southern California CSU 1 unit*Prerequisite: None.**Advisory: Concurrent or previous enrollment in GEO-1B, 2, or 3.*

A field course with trips to regional points of geologic interest. This class includes two weekend field excursions to sites of geologic interest. These sites include, but are not limited to, the Eastern Mojave Desert Natural Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. This course requires student to camp outdoors in primitive campgrounds. 54 hours to be arranged per semester.

GEO-31 - Regional Field Studies in Geology CSU 1 unit*Prerequisite: None.**Advisory: Concurrent or previous enrollment in GEO-1, 1A, 1B, 2, or 3 recommended.*

A field course with trips to regional points of geologic interest. This class can be taught as a series of field excursions or as one, week-long geology trip to a site of interest. Sites include, but are not limited to, Yosemite, Grand Canyon, Death Valley, Owens Valley, the Mother Lode Country, Mount Lassen, San Luis Obispo and Baja California. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. May be taken a total of four times. 54 hours laboratory to be arranged per semester.

GEO-32 - Regional Field Studies in Geology UC*, CSU **2 units***Prerequisite: None.**Advisory: Concurrent or previous enrollment in GEO-1, 1A, 1B, 2, or 3 recommended.*

A two-week field course with trips to regional points of geologic interest. Sites include, but are not limited to, Hawaii, Mount St. Helens, Crater Lake, Rocky Mountains, Sierra Madre, Appalachians, British Columbia, Newfoundland, Nova Scotia and Alaska. Designed to increase the understanding and interest of the important geologic sites. This course is also designed to supplement other courses in geology. May be taken a total of four times. 108 hours laboratory to be arranged per summer session or during the winter intersession.

Also see OCEANOGRAPHY**GERMAN****GER-1 - German 1 UC, CSU (CAN GERM 2) GER 1+2 = (CAN GERM SEQ A)** **5 units***Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written German at the beginning level. This course includes discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

GER-2 - German 2 UC, CSU (CAN GERM 4) GER 1+2 = (CAN GERM SEQ A) **5 units***Prerequisite: GER-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the beginning level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

GER-3 - German 3 UC, CSU (GER 3+4=CAN GERM SEQ B) (CAN GERM 8) **5 units***Prerequisite: GER-2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

GER-4 - German 4 UC, CSU (GER 3+4=CAN GERM SEQ B) (CAN GERM 10) **5 units***Prerequisite: GER-3.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in German as a means of enhancing basic German language skills. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

GER-11 - Culture and Civilization UC, CSU **3 units***Prerequisite: None.*

Introductory survey of German culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

GRAPHICS TECHNOLOGY**GRT-1 - Introduction to Graphics Technology CSU** **3 units***Prerequisite: None.*

An introductory course for the graphic communication industry covering the six major areas of the offset printing process. This includes: layout and design, digital typesetting/composition (desktop publishing), process camera and darkroom, stripping and platemaking, offset press operation, and bindery/finishing. 36 hours lecture and 54 hours laboratory.

GRT-30 - Contemporary Topics in Graphics Technology **1 unit***Prerequisite: None.*

A series of presentations of current topics and/or trends occurring in the graphics industry. The student will use the Internet to research issues facing the design, prepress, and printing fields. Some topics include: employee relations, digital transition, environmental issues, and PDF workflow. May be taken a total of four times. 18 hours lecture.

GRT-55 - Management and Estimating in the Graphics/Design Industry **3 units***Prerequisite: GRT-1.**Advisory: GRT-80 and 85 are recommended.*

A course designed to instruct the student in current management skills relating to personnel, sales and marketing, design, estimating, budgeting, planning, scheduling, safety, and environmental issues in the graphics and design industries. May be taken a total of four times. 54 hours lecture.

GRT-58 - Paper and Inks for Multi-purposed Design **1 unit***Prerequisite: None*

Theory and principles involved in assigning paper, ink, and other substrates to design projects relating to printing and multimedia. The relationship of products and processes is discussed to ensure design consistency. May be taken a total of two times. 18 hours lecture.

GRT-63 - Adobe InDesign for Professional Publishing **3 units***Prerequisite: None.*

Page layout and design for professional publishing. A creative environment for graphic designers, production artists and prepress professionals. Integrates seamlessly with Adobe's other leading applications to provide a consistent design environment. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-64 - Ethics and Legalities of Digital Manipulation **1 unit***Prerequisite: None.*

This course provides the student with rules, regulations and responsibilities regarding the ethics and legalities of digital manipulation for Internet, graphic design, multimedia and personal use. May be taken a total of three times. 18 hours lecture.

GRT-65 - Cross Platform File Management **1 unit***Prerequisite: None.*

An introductory course in the management of computer files created on a variety of computer platforms. Consideration is given to file structure, naming conventions, troubleshooting issues and system maintenance to ensure the proper output of a computer file. May be taken a total of three times. 18 hours lecture.

GRT-67 - WEB Animation with Flash**3 units***Prerequisite: None.*

Development of WEB animations using the latest version of Macromedia's Flash. An in depth look at the tools and scripting language of the industry standard Flash used in a production environment. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-68 - 3D Animation with Maya**3 units***Prerequisite: None.*

A course in the production of 3D graphics and animation using the industry standard software, Maya. Subsequent enrollment will provide skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-69 - Motion Graphics and Compositing with After Effects**3 units***Prerequisite: None.*

This course focuses on the planning and methodology to design graphics for video and film, using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, optical flow, motion representation and perception. Focus will be on creative visual communication using appropriate and effective motion graphics. The student will develop a skill in the use of appropriate motion graphics software. May be taken a total of four times. 36 hours lecture and 54 hours of laboratory.

GRT-70 – Project Design and Production**3 units***Prerequisite: GRT-1 and at least one of the following: GRT-63, 67, 68, 69, 71, 76, 77A, 80, or 85.*

A study of production techniques through actual work on a variety of live District projects. Class experience will include working with the Production Printing department and clients with emphasis on quality control and meeting deadlines. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-71 - Adobe Photoshop for Publishing**3 units***Prerequisite: None.*

A comprehensive course in exploring the digital tools and techniques available for text handling, drawing and image editing. Includes instruction in: scanning, basic image manipulation, image importation and conceptual design as it applies to other media. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-72 - Advanced Photoshop for Publishing**3 units***Prerequisite: GRT-71.*

Development of advanced fundamentals to provide a deeper, clearer and more technical understanding of digital imaging creation, manipulation and output using Adobe Photoshop. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-73 – Developing and Authoring Multimedia CDs and DVDs**3 units***Prerequisite: None*

Instruction in advanced techniques to apply appropriate software tools to various media to create a CD or DVD for commercial distribution. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-74 – Dreamweaver for Graphic Designers**3 units***Prerequisite: None.*

The focus of the course is World Wide Web page creation and design for graphics professionals and non-professionals who want to create websites with a professional appearance using Dreamweaver. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-75 - Desktop Publishing with PageMaker**3 units***Prerequisite: None.*

Introduction to text processing, graphic placement, composition, layout and design on the microcomputer using Adobe PageMaker. Includes instruction in the preparation of files for production in the printing industry. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-76 - QuarkXPress for Publishing**3 units***Prerequisite: None.*

Development of document creation and design skills using page creation, text processing, drawing and painting software on the microcomputer. Includes use of type fonts and design techniques, and focuses on the mastery of QuarkXPress. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-77A - Adobe Illustrator for Publishing**3 units***Prerequisite: None.*

Instruction in advanced techniques in the application of software for the microcomputer in the areas of graphic design and illustration using Adobe Illustrator. Includes the use of scanners. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-77B – Advanced Adobe Illustrator for Publishing**3 units***Prerequisite: GRT 77A*

Advanced instruction in Adobe Illustrator tips and techniques to create professional quality design projects. Focus is on designing more efficient and creative complex illustrations, multimedia presentations, and web design. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

GRT-78A - Multimedia Construction with Macromedia Director**3 units***Prerequisite: None.*

Introduction to the tools and processes used in creating Web Pages, CD-ROMs and other multimedia presentations with Macromedia Director. Learn to use the appropriate software tools for creating various media for electronic presentation, assembling files into a usable format, creating short presentations for use on Web Pages, CD-ROMs and live presentations. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-78B - Multimedia Construction using Lingo**3 units***Prerequisite: None.**Advisory: GRT-78A recommended.*

Using Macromedia Director Lingo scripting to apply the appropriate software tools to various media for creating a digital media presentation. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-78C - Multimedia Construction using Adobe Premiere**3 units***Prerequisite: None.*

Instruction in advanced techniques to apply the appropriate software tools to various media for creating a Quick Time Movie using Adobe Premiere. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-79 - Multimedia Production using Painter 3 units*Prerequisite: None.*

An intensive look at a natural media art tool, Painter, used in the creation of Multimedia images. Painter introduces the student to a drawing tool used in the 2D and 3D cartoon and animation industry. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-80 - Introductory Digital Darkroom CSU 3 units*Prerequisite: None.**Advisory: GRT-1 and 75 recommended.*

Instruction in manual camera, darkroom techniques and procedures, stripping and platemaking. Additional instruction is provided in digital prepress, scanning, color separations, proofing, and digital output. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-81 - Advanced Digital Darkroom CSU 3 units*Prerequisite: GRT-80.*

Advanced instruction in offset camera, film assembly and platemaking techniques. Concentration on digitally paginated color separations, high quality maintenance, and registration. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-85 - Beginning Offset Presswork 3 units*Prerequisite: None.*

Instruction in the setup and proper operation of offset duplicators. Students will work with both offset duplicators and digital imaging machines. Includes the use of folding machine, paper cutter and general bindery equipment. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-86 - Advanced Offset Presswork and Bindery CSU 3 units*Prerequisite: GRT-85.*

This class offers advanced, practical experience in offset press and bindery techniques. It prepares basic students in production oriented practices such as large press operation, multiple color and close registration presswork, and quality control techniques. Enrollment in additional semesters will provide the student an opportunity for skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-88 – 3D Creature Creations with Maya 3 units*Prerequisite: GRT-68*

A course in the production of 3D creatures and animation using the industry standard software, Maya. Subsequent enrollment will provide skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours of laboratory.

GRT-89 – Multimedia Graphics Portfolio 4 units*Prerequisite: None.**Advisory: One of the following recommended: GRT-71, 78A, 78B, 79, TEL-44.*

A course for Graphics/Multimedia students in the production of a project that will form the basis of a professional employment portfolio. This will include meetings with clients, concept designs, material creation, production scheduling and budgeting, and final production. Subsequent enrollment will provide skill and competency development within the subject matter. May be taken a total of 4 times. 36 hours lecture and 108 hours of laboratory.

GRT-200 - Graphics Technology Work Experience 1-2-3-4 units CSU**Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

GREEK**GRK-1 - Ancient Greek UC, CSU 5 units***Prerequisite: None.*

This course concentrates on developing basic skills in reading, writing, listening to and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, basic morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. 90 hours lecture and 18 hours laboratory.

GRK-2 – Ancient Greek 2 UC, CSU 5 units*Prerequisite: GRK-1*

This course concentrates on developing advanced skills in reading, writing, listening to, and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, advanced morphology and syntax, translation techniques and practice, and exploration of cultural and historical topics. 90 hours of lecture and 18 hours of laboratory.

GUIDANCE**GUI-45 - Introduction to College CSU 1 unit***Prerequisite: None.*

Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture.

GUI-46 - Introduction to the Transfer Process CSU 1 unit*Prerequisite: None.*

Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture.

GUI-47 - Career Exploration and Life Planning CSU 3 units*Prerequisite: None.*

A class designed for students seeking direction about a career and/or major and persons in career transition. Topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will be addressed. 54 hours lecture.

GUI-48 - College Success Strategies CSU 2 units*Prerequisite: None.*

This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 36 hours lecture.

GUI-48A - College Success Strategies- Study Skills CSU 1 unit*Prerequisite: None.*

This course is designed to increase the student's success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking and study techniques. GUI-48A is equivalent to the first half of GUI-48. 18 hours lecture.

GUI-48B - College Success Strategies- Life Skills CSU 1 unit*Prerequisite: None.*

This course is designed to increase the student's success in college by assisting the student in obtaining life skills necessary to reach educational and career goals. Topics include communication and relationships, critical thinking and personal health. GUI-48B is equivalent to the second half of GUI-48. 18 hours lecture.

GUI-95 - Practicum in Adaptive Computer Technologies Seminar .5 unit*Prerequisite: None.*

This course is designed to provide small individual/individual instruction for specialized populations needing adaptive computer training. The course content may include basic computer operations, introduction to adaptive technologies and their availability, evaluation of technologies needed and hands-on experience using adaptive technologies. A total of 18 hours of training and laboratory practice based on individual student need. Special class repeatability is based on measurable progress as described in Title IV regulations. Intended for DSPS students.

GUI-96 - Practicum in Adaptive Computer Technologies .5 unit*Prerequisite: None.*

Self-paced, competency-based skill development class for students with special needs, in adaptive computer usage. Instruction is provided on an individualized basis using personal consultation with the student. May be taken a total of four times for credit. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.) Intended for DSPS students.

GUI-97 - Practicum in Adaptive Computer Technologies 1 unit*Prerequisite: None.*

Self-paced, competency-based skill development class for students with special needs, in adaptive computer usage. Instruction is provided on an individualized basis using personal consultation with the student. May be taken a total of four times for credit. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.) Intended for DSPS students.

HEALTH SCIENCE**HES-1 - Health Science UC, CSU 3 units***Prerequisite: None.*

A basic study of the anatomy and physiology of the body, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

HEALTHCARE TECHNICIAN**HET-10 – Introduction to Public Health CSU 3 units***Prerequisite: None.*

Introduction to the history and definition of public health; addressing current principles and practices in this field. This course is developed to give student a broad overview of the areas of specialization in public health and the roles they play in healthcare, as well as assist students with career choices in this field. 54 hours lecture.

HET-76 - Direct Care Staff: Developmental Disabilities 3 units*Prerequisite: None.*

Prepares students to function as members of the Individual Development Team that provides active habilitation for Developmentally Disabled Clients. Focuses on training and support strategies to increase and maintain client independence. 45 hours lecture and 27 hours laboratory.

HET-77 - In-home Support Services Provider 3 units*Prerequisite: None.*

Prepares students to be primary caregivers in home settings. Focuses on physical care, psychosocial care and domestic services. Emphasizes practices and principles to enable persons to remain at home in a safe, secure and caring environment. 45 hours lecture and 27 hours laboratory.

HET-79 - Introduction to Healthcare Careers 2 units*Prerequisite: None.*

Provides an overview of healthcare industry. Describes entry-level occupations and outlines related career ladder. Explores professional and educational options. Focuses on developing competencies and skills required for success in healthcare professions. Includes ethical, legal, developmental and sociocultural foundations of care. 36 hours lecture.

HET-80 - Certified Nurse Assistant Theory and Practices 6 units*Prerequisite: None.*

Limitation on enrollment: Prior to Course: requires fingerprinting and submission of application for state certification examination, current CPR certification and immunizations, medical clearance from healthcare provider, uniform and RCC HET I.D. badge.

Provides theoretical clinical components of state-mandated curriculum

required to take the state certification examination for nurse assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of certified nurse assistants (CNAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory.

HET-81 - Certified Home Health Aide 2 units

Prerequisite: HET-80. (Certification as a Nurse Assistant also acceptable.)
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.

Provides overview of home health care agencies. Focuses on the roles and responsibilities of Certified Home Health Aides. Includes discussion of federal and state regulations, guidelines for provision of direct care in home settings, and supervised clinical practice in home or long-term care settings. 28 hours lecture and 28 hours laboratory.

HET-82 - Phlebotomy Technician 5 units

Prerequisite: None.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.

Provides theoretical and laboratory preparation for entry level certification as a phlebotomy technician; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology and performance of venipuncture and dermal puncture techniques, describes additional responsibilities of phlebotomy technicians as members of the health care team; requires demonstration of skill competency. 54 hours lecture and 108 hours laboratory.

HET-83A - Cardiac Monitor Technician 2 units

Prerequisite: None.
Advisory: EMT-A certification recommended.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.

Provides an overview of basic cardiovascular terminology, anatomy and physiology. Focuses on electrical components of cardiac cycle and corresponding electrocardiogram (EKG) waveforms. Introduces common deviations from normal cardiac rhythms. Outlines responsibilities of cardiac monitor technicians and provides clinical laboratory opportunity to develop entry level skills. 18 hours lecture and 54 hours laboratory.

HET-83B - Electrocardiogram (EKG) Technician 1 unit

Prerequisite: None.
Advisory: HET-83A or EMT-A certification recommended.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.

Provides an overview of basic cardiovascular terminology, anatomy and physiology. Focuses on proper placement of electrocardiogram (EKG) leads and maintenance of equipment to obtain an accurate 12-Lead EKG. Outlines responsibilities of 12-Lead EKG technicians and provides clinical laboratory opportunity to develop entry level skills. 6 hours lecture and 36 hours laboratory.

HET-84 - Unit Secretary 3 units

Prerequisite: MDA-1A.
Advisory: Basic computer skills desirable.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.

Provides theoretical and laboratory preparation for entry level performance as a unit secretary; includes overview of clerical and operational functions of the nursing unit; focuses of roles and responsibilities of unit secretaries as members of the healthcare delivery team; provides guidelines for developing organizational skills and competencies required for employment. 36 hours lecture and 54 hours laboratory.

HET-85 - Sterile Processing and Distribution Technician 3 units

Prerequisite: MDA-1A.
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.

Provides theoretical and laboratory preparation for entry level performance as a sterile processing and distribution technician in clinical settings; includes overview of infection control policies and practices, historical development of the field and departmental organizational and operational practices; focuses on roles and responsibilities of sterile processing and distribution technicians as members of the healthcare delivery team. 36 hours lecture and 54 hours laboratory.

HET-86 - Acute Care Nurse Assistant 1 unit

Prerequisite: HET-80. (Certification as a Nurse Assistant also acceptable.)
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.

Designed to assist Certified Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings. Includes demonstration of required skills and supervised practice in acute care clinical settings. 54 hours laboratory.

HET-87 - Restorative Nursing Assistant 2 units

Prerequisite: HET-80. (Certification as a Nurse Assistant also acceptable.)
Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.

Prepares Certified Nurse Assistants (CNAs) for career advancement as Restorative Nurse Assistants (RNAs.) Provides overview of rehabilitative and restorative nursing care. Focuses on the roles and responsibilities of RNAs. Includes discussion of federal and state regulations, principles of rehabilitative and restorative care and supervised clinical practice in long-term care settings. 28 hours lecture and 28 hours laboratory.

HISTORY

HIS-1 - History of World Civilizations I 3 units
UC, CSU (CAN HIST 14)

Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.

HIS-2 - History of World Civilizations II 3 units
UC, CSU (CAN HIST 16)*Prerequisite: None.**Advisory: Qualification for ENG-1A recommended.*

A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture.

HIS-4 - History of Western Civilization 3 units
UC, CSU (CAN HIST 2)**(HIS 4+5= CAN HIST SEQ A)***Prerequisite: None.**Advisory: Qualification for ENG-1A recommended.*

A survey of the historical development of Western society's major social, political, and economical ideas and institutions from their origins in the ancient Middle East, Greece and Rome, through the European Middle Ages, to the Protestant and Catholic Reformations. 54 hours lecture.

HIS-5 - History of Western Civilization 3 units
UC, CSU (HIS 4+5= CAN HIST SEQ A)**(CAN HIST 4)***Prerequisite: None.**Advisory: Qualification for ENG-1A recommended.*

A survey of the evolution of modern Western ideas and institutions from the age of the Scientific Revolution, through the Democratic and Industrial Revolutions and the World Wars to the present. 54 hours lecture.

HIS-6 - Political and Social History of 3 units
the United States**UC, CSU (CAN HIST 8)****(HIS 6+7= CAN HIST SEQ B)***Prerequisite: None.**Advisory: Qualification for ENG-1A recommended.*

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of state and local government. 54 hours lecture.

HIS-6H - Honors Political and Social History of 3 units
the United States**UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the honors program*

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both History 6 and History 6H. 54 hours lecture.

HIS-7 - Political and Social History of 3 units
the United States**UC, CSU (CAN HIST 10)****(HIS 6+7= CAN HIST SEQ B)***Prerequisite: None.**Advisory: Qualification for ENG-1A recommended.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions;

principles of national, state and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both History 7 and History 7H. 54 hours lecture.

HIS-7H - Honors Political and Social History of 3 units
the United States**UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A recommended.**Limitation on enrollment: Enrollment in the honors program*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-8 - History of the Americas 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading test scores recommended.*

A history of the Western Hemisphere including a study of the pre-Columbian Indian cultures, European exploration and colonization, life in the colonial Americas, and the achievement of independence by the United States and Latin America. Latin America, Canada, and the United States are studied as an integrated whole. Included is a consideration of the Constitution of the United States. 54 hours lecture.

HIS-9 - History of the Americas 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading test scores recommended.*

The American nations from the Latin American wars for independence to the present, with emphasis on Latin American development, interAmerican relations, and the foreign policy of the United States and its relation to Latin America. The constitutional history and government of California are also examined. 54 hours lecture.

HIS-11 - Military History of the United States to 1900 3 units
(Same as MIL-1)**UC, CSU***Prerequisite: None.**Limitation on enrollment: Not open to students with credit for, or current enrollment in, MIL-1.*

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-12 - Military History of the United 3 units
States Since 1900**(Same as MIL-2)****UC, CSU***Prerequisite: None.*

An examination of the evolution of military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-14 - African American History I 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A strongly recommended.

A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socioeconomic aspects of African civilizations in Egypt and the western Sudan; the transformation of the continent and of Africans through the transatlantic slave trade; and a study of the African American experience during their confinement as slaves in British North America and the early national and antebellum periods through the Civil War and Emancipation. 54 hours lecture.

HIS-15 - African American History II 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A strongly recommended.

A study of the economic, political, social and cultural history and traditions of African Americans since Reconstruction. An examination of African American struggle for identity and status since the late 19th century including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution and concerns of post civil rights era. 54 hours lecture.

HIS-19 - Modern Russia: An Introduction 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualifying reading test scores recommended.

The basic social and political development of Russia since 1801, with emphasis on the origins of the Bolshevik Revolution and the continuity of Russian civilization. 54 hours lecture.

HIS-21 – History of Ancient Greece 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A recommended.

A survey of Greek history from Minoan and Mycenaean civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexander's conquest. 54 hours lecture.

HIS-22 – History of Ancient Rome 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualification for ENG-1A recommended.

A lecture course offering an overview of Roman history and civilization from the legendary founding of Rome in 753 B.C. to the collapse of the Roman Empire's central administration in the West in 476 A.D. 54 hours lecture.

HIS-23 - History of the Middle East 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualifying reading test scores recommended.

The basic religious, social and political development of the Middle East since A.D. 622, with emphasis on the vital issues: European interests in the area, cultural and political impact of the West, Arab nationalism, Zionism, social structures, ethnic and religious minorities, and cultural and intellectual trends. 54 hours lecture.

HIS-25 - History of Mexico 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualifying reading test scores recommended.

Mexico's social, political, economic, and cultural evolution with a consideration of its place in world affairs. This introductory survey will stress the mosaic cultural influences from the pre-Columbian period to the present with an emphasis on the native cultures, wars of independence, the Mexican Revolution and Mexico in the 20th century. 54 hours lecture.

HIS-26 - History of California 3 units
UC, CSU

Prerequisite: None.

A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

HIS-28 - Native American History: Early Contact Period 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualifying reading test scores recommended.

A study of the European/Native American contact period from 1492 to 1871 as presented from the American Indian's point of reference. 54 hours lecture.

HIS-29 - Native American History: Contemporary Society 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualifying reading test scores recommended.

A study of federal Indian policy and economic development on Indian reservations as it has developed since 1871. Cultural conflicts, recent movements, and the struggle for and use of land will be examined from an American Indian's point of reference. 54 hours lecture.

HIS-30 - Introduction to Chicano Studies 3 units
UC, CSU

Prerequisite: None.

Advisory: Qualifying reading test scores recommended.

Historical and cultural roots of the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950's. Considers the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. 54 hours lecture.

HIS-31 - Introduction to Chicano Studies 3 units
UC, CSU

Prerequisite: None.

A survey of regional Chicano history and social problems from 1950 to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano problems. 54 hours lecture.

HIS-34 - History of Women in America 3 units
UC, CSU

Prerequisite: None.

A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.

HIS-35 - History of England UC, CSU 3 units*Prerequisite: None.**Advisory: Qualifying reading test scores recommended.*

A historical survey of developments of the major social, political, and economic ideas and institutions of England from the Roman occupation, the coming of the Anglo-Saxons, and the Norman Invasion, the Tudor and Stuart reigns, the Age of the Enlightenment, and modern England. 54 hours lecture.

HIS-40 - Oral History CSU 3 units*Prerequisite: None.*

Oral history is the process through which tape recorded interviews are used to document and preserve significant personal events in history. Students will learn to research documents, interview, transcribe, and edit individual human experiences. Students will be required to complete a minimum of 18 hours conducting interviews. 54 hours lecture.

HIS-53 - History of Modern American Society 3 units*Prerequisite: None.**Limitation on enrollment: Not open to students with credit for, or current enrollment in HIS-6, 7, 8, or 9.*

A general introduction to modern American history. Examples of topics which may be covered include: state and national institutions, economic developments, feminism, literature, social structure, race relations, technological change, nationalism, foreign policy, urban/rural affairs. 54 hours lecture.

HUMAN SERVICES**HMS-4 - Introduction to Human Services (Same as SOC-4) 3 units****CSU***Prerequisite: None.*

This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

HMS-5 - Introduction to Evaluation and Counseling (Same as SOC-5) 3 units**CSU***Prerequisite: None.*

This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. 54 hours lecture.

HMS-6 - Introduction to Case Management (Same as SOC-6) 3 units**CSU***Prerequisite: None.*

This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. 54 hours lecture.

HMS-7 - Introduction to Psychosocial Rehabilitation (Same as SOC-7) 3 units**CSU***Prerequisite: None.*

An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

HMS-8 - Introduction to Group Process (Same as SOC-8) 3 units**CSU***Prerequisite: None.*

An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

HMS-13 - Employment Support Strategies (Same as SOC-13) 3 units**CSU***Prerequisite: None.*

An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

HMS-14 - Job Development (Same as SOC-14) 3 units**CSU***Prerequisite: None.*

An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

HMS-16 - Public Assistance and Benefits (Same as SOC-16) 1 unit**CSU***Prerequisite: None.*

A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

HMS-18 – Introduction to Social Work CSU 3 units

Prerequisite: None.

Advisory: ENG-1A recommended.

Study of theory and principles of generalist social work practice within an ecological framework. Introduction to the generalist intervention model across the micro, mezzo, macro continuum. Introduction to professional social work values and ethics, and issues of diversity underlying generalist practice. 54 hours lecture.

HMS-19 – Generalist Practices of Social Work CSU 3 units

Prerequisite: None.

Advisory: ENG-1A recommended.

The course emphasizes generalist engagement, assessment, planning, intervention, evaluation, termination and follow-up across the micro-macro continuum. Special attention is given to the bio-psychosocial spiritual assessment, child abuse assessment, suicide assessment, crisis intervention and content on diversity, oppression and social justice. 54 hours lecture.

HMS-200 - Human Services Work Experience CSU* 1-2-3-4 units

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

HUMANITIES**HUM-3 – Creativity and the Imagination UC, CSU 3 units**

Prerequisite: None.

Advisory: Qualification for English 1A

A study of creative and imaginative expression in a variety of disciplines with a focus on literature and fine arts. The course will examine the origins and structure of creative thought, traditional and modern definitions of creativity and imagination, the role of dreams and spirituality in the creative process, and methods of developing imagination, as well as motivation, inspiration, and barriers to creativity. Includes a study of the methods used by artists, inventors, and innovators in many fields to discover what one can do to build stronger channels to his/her own inner creative resources. 54 hours lecture. (C/NC, letter grade option)

HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period UC, CSU 3 units

Prerequisite: None.

Advisory: Qualification for ENG-1.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H – Honors Arts and Ideas: Ancient World through the Medieval Period UC, CSU 3 units

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors Program

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5 - Arts and Ideas: The Renaissance through the Modern Era UC, CSU 3 units

Prerequisite: None.

Advisory: Qualification for ENG-1A.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-5H – Honors Arts and Ideas: The Renaissance through the Modern Era UC, CSU 3 units

Prerequisite: None.

Advisory: Qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors Program.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8 – Introduction to Mythology (Same as ENG-8) UC, CSU 3 units

Prerequisite: None.

Advisory: ENG-1A strongly recommended.

A study of Judeo-Christian, Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Letter grade/CR-NC option)

HUM-9 - American Voices 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A strongly recommended.*

An interdisciplinary study of American voices across class, racial, ethnic, religious, and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians, and other artists to analyze the evolving character of American identity. 54 hours lecture.

HUM-10 - World Religions 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A strongly recommended.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-10H – Honors World Religions 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on Enrollment: Enrollment in the Honors Program.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

HUM-11 - Religion in America 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A strongly recommended; HUM-10 recommended.*

Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture.

HUM-16 - Arts & Ideas: American Culture 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.

HUM-18 - Death: An Interdisciplinary Perspective 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A strongly recommended.*

An interdisciplinary study of death from historical, mythological, religious, philosophical and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through work and literature, art and philosophy. 54 hours lecture.

HUM-20A- Arts & Ideas: Special Studies in Humanities 1 unit
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A strongly recommended.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 18 hours lecture.

HUM-20B- Arts & Ideas: Special Studies in Humanities 2 units
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A strongly recommended.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 36 hours lecture.

HUM-20C- Arts & Ideas: Special Studies in Humanities 3 units
CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A strongly recommended.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 54 hours lecture.

HUM-23 – The Bible as Literature 3 units
(Same as ENG-23)
UC, CSU*Prerequisite: None.**Advisory: ENG-1A recommended.*

A survey of the Hebrew Bible and New Testaments with emphasis on literary forms, styles and themes, including the extensive influence of the Bible on Western literature. 54 hours lecture. (Letter grade /CR-NC option)

HUM-35 - Philosophy of Religion 3 units
(Same as PHI-35)
UC, CSU*Prerequisite: None.**Advisory: PHI-10 or 11 recommended.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

HUM-36 – Introduction Film Studies 3 units
(Same as ENG-36)
UC, CSU

Prerequisite: None.

Advisory: Qualification for English 1A.

An introduction to the formal and narrative principles of film, as well as the major critical and theoretical approaches to film studies, both historical and contemporary. Includes a survey of film directors, genres, movements, styles and national cinemas. 54 hours lecture. (C/NC, letter grade option)

Additional Humanities Courses

Examples of courses which are often classified as Humanities by other colleges and universities are:

- ART 1, 2 - History and Appreciation of Art
 - ENG-6, 7 - English Literature
 - ENG-14, 15 - American Literature
 - ENG-40, 41 - Masterpieces of World Literature
 - MUS 19, 20, 21 - Music History and Literature
 - Any Philosophy course
- See also Humanities A.A. Degree requirements

ITALIAN

ITA-1 - Italian I 5 units
UC, CSU (CAN ITAL 2)

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. This course includes discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-2 - Italian 2 5 units
UC, CSU (CAN ITAL 4)

Prerequisite: ITA-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the beginning level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-3 - Italian 3 5 units
UC, CSU

Prerequisite: ITA-2.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the intermediate level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-11 - Culture and Civilization 3 units
UC, CSU

Prerequisite: None.

Introductory survey of Italian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

JAPANESE

JPN-1 - Japanese 1 5 units
UC, CSU (CAN JAPN 2)
(JPN 1 + 2 = CAN JAPN SEQ A)

Prerequisite: None.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Japanese at the beginning level. This course includes discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-2 - Japanese 2 5 units
UC, CSU (CAN JAPN 4)
(JPN 1 + 2 = CAN JAPN SEQ A)

Prerequisite: JPN-1.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the beginning level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-3 - Japanese 3 5 units
UC, CSU (CAN JAPN 8)

Prerequisite: JPN-2.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-4 - Japanese 4 5 units
UC, CSU (CAN JAPN 10)

Prerequisite: JPN-3.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-11 - Culture and Civilization 3 units
UC, CSU

Prerequisite: None.

Introductory survey of Japanese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

JOURNALISM

JOU-1 - Introduction to Journalism 3 units
CSU

Prerequisite: None.

Advisory: ENG-1A recommended.

The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and make-up techniques in general. 54 hours lecture.

JOU-2 - News Writing **3 units**
CSU (CAN JOUR 2)*Prerequisite: JOU-1.*

Continued theory and practice in general news writing and reporting, with emphasis on news features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. 54 hours lecture.

JOU-7 - Mass Communications **3 units**
UC, CSU (CAN JOUR 4)*Prerequisite: None.*

Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. 54 hours lecture.

JOU-12 - Photojournalism **3 units**
(Same as PHO-12)
CSU*Prerequisite: PHO-8.**Corequisite: Concurrent enrollment in or prior completion of PHO-9.*

Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photos to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with manual override. Lab material fees assessed on the first day of class. 27 hours lecture and 81 hours laboratory.

JOU-20 - Newspaper **3 units**
CSU*Prerequisite: None.**Advisory: JOU-1, PHO-8 or ENG-1A recommended.*

Emphasis is on both theory and practice in producing the college newspaper. Qualified students may serve in various capacities, ranging from editorial work to photography, to advertising. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 18 hours lecture and 90 hours laboratory.

JOU-45 – Television News Production **3.5 units**
(Same as TEL-45)
CSU*Prerequisite: None.**Corequisite: TEL-51.**Advisory: JOU-1 or ENG-1A.*

An entry-level course in television news gathering and television news production for cablecast. Includes principles of journalism and journalistic ethics as well as the practice of television news gathering and in-studio live-to-tape production. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. Enrollment in subsequent sections will allow students to develop additional skill and competency with the subject matter. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

JOU-52 - Newspaper Editing **3 units**
CSU*Prerequisite: None.**Advisory: JOU-1, PHO-8 or ENG-1A recommended.*

Advanced practice in the production of a newspaper, with practical experience on the college newspaper. Course to include theory and practice in news editing, headline writing, page design, photographic

theory and graphic arts processes. Weekly critiques of college newspaper to be included. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

JOU-200 - Journalism Work Experience **1-2-3-4 units**
CSU**Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see PHOTOGRAPHY**KOREAN****KOR-1 - Korean 1** **5 units**
UC, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Korean at the beginning level. This course includes discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory.

KOR-2 - Korean 2 **5 units**
UC, CSU*Prerequisite: KOR-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Korean at the beginning level. This course includes an expanded discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory.

KOR-11 - Culture and Civilization **3 units**
UC, CSU*Prerequisite: None.*

Introductory survey of Korean culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

LATIN**LAT-1 - Latin 1** **5 units**
UC, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in reading, writing, listening and pronouncing classical Latin. Emphasis is placed on vocabulary acquisition, elementary morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. 90 hours lecture and 18 hours laboratory.

LAT-2 – Latin 2 **5 units**
UC, CSU*Prerequisite: LAT-1.*

This course concentrates on developing intermediate skills in reading, writing listening to and pronouncing classical Latin. Emphasis is placed on vocabulary, acquisition, basic morphology and syntax, translation techniques and practice, and introduction to culture and historical topics. 90 hours lecture and 18 hours laboratory.

LIBRARY**LIB-1 - Information Competency** **1 unit**
UC, CSU*Prerequisite: None.*

Presents the fundamentals of the effective use of libraries, electronic databases and retrieved information. Students will learn how to express information needs, access information from appropriate sources, evaluate retrieved data and organize it to solve problems. Information values and ethics will also be introduced. 18 hours lecture.

MACHINE SHOP TECHNOLOGY**MAC-51 - Machine Processes** **3 units**
(Same as MAN 51)
CSU*Prerequisite: None.*

Basic machine tools, industrial safety, metrology, machinability of common industrial materials and alloys. The theory and practice of basic machine equipment with an emphasis on lathe operations (turning) and milling operations. An overview of numerical control machining is given. 27 hours lecture and 72 hours laboratory.

MAC-55 – Occupational Safety and Health **2 units**
Administration (OSHA) Standards for General Industry
(Same as MAN-55)*Prerequisite: None.*

OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture.

MAC-56 - CNC Machine Set-up and Operation **4 units**
(Same as MAN-56)*Prerequisite: None.*

Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 54 hours lecture and 64 hours laboratory.

MAC-57 - CNC Program Writing **3 units**
(Same as MAN-57)*Prerequisite: None.*

Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 40 hours lecture and 72 hours laboratory

MAC-58 - Quality Assurance **3 units**
(Same as MAN-58)*Prerequisite: None.*

A course in quality assurance procedures which will allow detection then prevention of defects in any manufacturing process. Includes metrology, gauge R & R, inspection and prevention systems. Overview of Quality Assurance requirements of ISO 9000. 36 hours lecture and 54 hours laboratory.

MAC-61 - Computer Aided Design and Computer **2 units**
Aided Manufacturing
(Same as ENE-61)*Prerequisite: ENE-31 and MAC-57.*

A course in computerized design and manufacture of parts and assemblies which will increase the student's ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. 108 hours laboratory.

MAC-200 - Machine Shop Work Experience **1-2-3-4 units**
CSU**Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MANAGEMENT**MAG-44 - Principles of Management** **3 units**
CSU*Prerequisite: None.*

For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. 54 hours lecture.

MAG-46 - Contemporary Quality Systems **3 units**
Management
CSU*Prerequisite: None.*

An introduction to Quality Management principles and to their application in business, industry, and public service organizations including Deming's 14 points, process management, ISO 9000 certification, Six Sigma efforts, Baldrige criteria and introductory statistical process control. 54 hours lecture.

MAG-47 - Applied Business and Management Ethics **3 units**
(Same as BUS- 47)
CSU*Prerequisite: None.*

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

MAG-51 - Elements of Supervision 3 units*Prerequisite: None.*

Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture.

MAG-52 - Employee Training and Development 3 units*Prerequisite: None.*

This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture.

MAG-53 - Human Relations 3 units*Prerequisite: None.*

A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. 54 hours lecture.

MAG-54 - Employee Labor Relations 3 units*Prerequisite: None.*

This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations and ethics. 54 hours lecture.

MAG-56 - Human Resources Management 3 units*Prerequisite: None.*

Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture.

MAG-57 - Oral Communications 3 units*Prerequisite: None.*

Presents persuasive, expository, and extemporaneous expression applied to the business environment. Includes a practical demonstration of acquired skills in oral communication. Explores obstacles to the communication process in interpersonal and group communications. 54 hours lecture.

MAG-60 - Introduction to Hospitality Management 3 units*Prerequisite: None.*

An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging and food and beverage industries with consideration given to issues in environment, technology, ethics and international arena. 54 hours lecture.

MAG-62 - Restaurant and Hotel Management 3 units*Prerequisite: None.*

Management techniques and concepts about giving service in the restaurant and hotel industries. Course is designed to train future food service, hotel or hospitality industry executives. 54 hours lecture.

MAG-70 – Introduction to Organization Development 3 units (Same as BUS-70)*Prerequisite: None.**Advisory: MAG-44 recommended.*

This is a study of organization-wide, planned efforts to increase

organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

MAG-71 – Introduction to Productivity Management 3 units (Same as BUS-71)*Prerequisite: None.**Advisory: MAG-44 and 70 recommended.*

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

MAG-72 – Introduction to Quantitative Methods for Business 3 units (Same as BUS-72)*Prerequisite: None.**Advisory: BUS-20 and MAG-70 recommended.*

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

MAG-200 - Management Work Experience 1-2-3-4 units CSU**Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MANUFACTURING TECHNOLOGY**MAN-30 - Material Handling 3 units CSU***Prerequisite: None.*

A course in the storage and movement of raw materials, component parts and assemblies through the manufacturing process. Focus will be on plant layout, workflow analysis and flexible manufacturing requirements to optimize the flow of materials in manufacturing. Automated systems of material handling such as automated guided vehicles, robots and conveyors will be discussed. 54 hours lecture.

MAN-31 - Production Planning, Operating and Control 3 units CSU*Prerequisite: None.**Advisory: MAN-30 recommended.*

A course studying the part of a manufacturing organization that actually produces the organization's product(s). Course includes flexible manufacturing, inventory control, Material Requirements Planning (MRP), Manufacturing Resource Planning (MRPII) and world class manufacturing requirements. 54 hours lecture.

MAN-34 - Metals Joining Processes 2 units
(Same as WEL-34 and ENE-34)
CSU

Prerequisite: None.

An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 18 hours lecture and 54 hours laboratory.

MAN-46 – Fundamentals of Manufacturing Processes I 3 units
(Same as ENE-46)
CSU

Prerequisite: None.

This course is an introductory course for manufacturing processes. This course examines the use of machining, metallurgy, die stamping/forming, casting, assembly methods, forging, inspection and other methods/processes/materials used in the manufacturing of metal components/products. Students will gain experience through lecture and lab practicum. 36 hours of lecture and 54 hours of laboratory.

MAN-47A - Statistical Process Control 3 units
CSU
(Same as ENE-47A)

Prerequisite: None.

A course presenting the basic elements of Statistical Process Control in manufacturing and industries. This course will give an overview of the statistical methods used to measure a process and determine if the process is in control or needs attention to bring into control. 54 hours lecture.

MAN-47B - Advanced Statistical Process Control 3 units
CSU
(Same as ENE-47B)

Prerequisite: ENE/MAN-47A

A study of advanced applications and use of Statistical Process Control in manufacturing and engineering. This course will provide an in-depth analysis of how statistics are used in a variety of industries to solve problems and control processes. Special applications will be covered and significant use of computer analysis is included. 54 hours lecture.

MAN-48 - Manufacturing Quality Management 3 units
CSU

Prerequisite: None.

Advisory: MAG-46 and MAN-47 recommended.

The application of the principles and concepts of Total Quality Management in a manufacturing environment, including Quality Function Deployment and Continuous Process Improvement. Uses problem solving techniques such as SPC, Team Skills and group discussion to arrive at consensus. 54 hours lecture.

MAN-49 - Problem Solving in Manufacturing 3 units
CSU

Prerequisite: None.

Advisory: MAN-47 recommended.

An in-depth application of scientific problem solving and decision making principles as they relate to manufacturing and Continuous Process Improvement. Pareto, run, and check charts, cause and effect and scatter diagrams are used with force field analysis, brainstorming and nominal group technique to solve problems and make decisions. 54 hours lecture.

MAN-50 – Fundamentals of Manufacturing Processes II 3 units

Prerequisite: None.

This course is an introductory course for manufacturing processes. This course examines the use of plastic injection molding, mold making, plastic materials, extrusion, casting, vacuum forming, blow molding, plastic joining processes, rotational molding, inspection and other methods/ processes used in the manufacturing of plastic components/products. Students will gain experience through lecture and lab practicum. 36 hours lecture and 54 hours laboratory.

MAN-51 - Machine Processes 3 units
(Same as MAC 51)
CSU

Prerequisite: None.

Basic machine tools, industrial safety, metrology, machinability of common industrial materials and alloys. The theory and practice of basic machine equipment with an emphasis on lathe operations (turning) and milling operations. An overview of numerical control machining is given. 27 hours lecture and 72 hours laboratory.

MAN-52 – Computer-Aided Manufacturing–Mastercam 4 units
Prerequisite: None.

A course in computer-aided manufacture of parts and assemblies using MasterCam software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

MAN-53 - Advanced Computer-Aided Manufacturing 4 units
Prerequisite: MAN-52.

This is an advanced course in the computer-aided manufacture of 3-dimensional parts and assemblies, using various Computer-Aided Manufacturing (CAM) software packages. This course will focus on the application of Computer Numerical Control (CNC) programming of turning centers and milling operations. Students will have the opportunity to fabricate complex parts by programming computer interfaces, which will in turn control machining operations. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

MAN-54 – Manufacturing Measurement 2 units
Prerequisite: None.

A course in the appropriate selection and use of basic measurement tools, techniques and devices. Included are direct and calculated measurements with precision, non-precision and calibration of direct reading instruments typically found in manufacturing processes. Linear and radial measurements are included in both metric and U.S. customary units. 27 hours lecture and 27 hours laboratory.

MAN-55 – Occupational Safety and Health Administration (OSHA) Standards for General Industry 2 units
(Same as MAC-55)

Prerequisite: None.

OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture.

MAN-56 – CNC Machine Set-up and Operation 4 units
(Same as MAC-56)*Prerequisite: None.*

Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 54 hours lecture and 64 hours laboratory

MAN-57 – CNC Program Writing 3 units
(Same as MAC-57)*Prerequisite: None.*

Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 40 hours lecture and 72 hours laboratory

MAN-58 - Quality Assurance 3 units
(Same as MAC-58)*Prerequisite: None.*

A course in quality assurance procedures which will allow detection then prevention of defects in any manufacturing process. Includes metrology, gauge R & R, inspection and prevention systems. Overview of Quality Assurance requirements of ISO 9000. 36 hours lecture and 54 hours laboratory.

MAN-59 – Computer Aided Manufacturing-GibbsCAM 4 units*Prerequisite: None.*

A course in computer aided manufacture of parts and assemblies using GibbsCAM software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. This course may be taken a total of two times. 54 hours lecture and 54 hours laboratory.

MAN-60 - Hydraulic and Pneumatic Systems 3 units*Prerequisite: ENE-60.*

Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Applications of fluids in robotic and industrial equipment systems are presented. 40 hours lecture and 72 hours laboratory.

MAN-61 – Introduction to Robotics 3 units
(Same as ELE-61)*Prerequisite: None.*

Introduction to electronics and manufacturing technology through construction, testing, and operation of functional robots. It is hoped that participation in this academy will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 40 hours lecture and 72 hours laboratory.

MAN-62 - Computer Integrated Manufacturing 3 units*Prerequisite: None.**Advisory: MAC-61.*

A course studying the use of a computer system to integrate a manufacturing enterprise. Applications of CIM in automation, production analysis and development of improved productivity through information sharing. 36 hours lecture and 54 hours laboratory.

MAN-64 - Programmable Logic Controllers 2 units*Prerequisite: None.**Advisory: Recommend ELE-10 or 21.*

Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PCLs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 18 hours lecture and 54 hours laboratory.

MAN-65 - Mechanical Systems 3 units*Prerequisite: None.*

Detailed examination of the fundamental relationships between force and motion. Also covers broad relationships that apply to all mechanical equipment, including lubrication, bearings, drives and assemblies. Maintenance, servicing and repair of mechanical systems is also covered. 36 hours lecture and 54 hours laboratory.

MAN-70 - Manufacturing Methods 3 units
(Same as ENE-70)*Prerequisite: None.*

Deming's manufacturing improvement techniques are studied along with his 14 points for improving manufacturing and engineering processes, seven deadly diseases, and other philosophies. The course focuses on practical applications of Deming as used in industry today. 54 hours lecture.

MAN-71 - Supplier Improvement 3 units
(Same as ENE-71)*Prerequisite: None.*

A study of the supplier improvement process with an emphasis on evaluation to establish supplier capability. Supplier Quality Improvement Teams are defined and studied, as well as the interfaces between Purchasing, QA, and Engineering with the supplier when the eventual goal is supplier certification. 54 hours lecture.

MAN-75A - Robotic Systems 4 units*Prerequisite: None.**Advisory: MAT-36 or ENE-60 and MAC-56.*

The application of numerical control programming to perform multiple manufacturing process operations by positioning tools, material and robots for machining, assembly and inspection. Live robots will be programmed and used to complete automated manufacturing and assembly of simple products. May be taken a total of two times. 36 hours lecture and 108 hours laboratory.

MAN-75B - Advanced Robotic Systems 4 units*Prerequisite: MAN-75A.*

The operation of multiple robots and numerically controlled systems to perform simultaneous manufacturing processes. Live robots will be programmed and used to simultaneously complete multiple automated manufacturing and assembly processes. The development of a robot assisted automated manufacturing process is included. May be taken a total of three times. 36 hours lecture and 108 hours laboratory.

MAN-76 - Automated Systems Lab 1 unit*Prerequisite: None.**Advisory: MAN-75A recommended.*

The development and construction of interfaced systems including robots, NC machines, PLCs and manufacturing processes used to produce and assemble simple and complex parts. May be taken a total of four times. 54 hours laboratory.

MAN-80 - Advanced Composites 2 units
(Same as ENE-80)*Prerequisite: None.*

An introductory course in the theory of advanced composites. Industrial processes and applications are covered. Types and characteristics of various advanced composites are studied. This general course is intended to prepare the student for work in industries using advanced composites. 36 hours lecture.

MAN-81 –Inventory Control 1.5 units
(Same as BUS-81)*Prerequisite: None.*

Review of the concepts and techniques available for planning and controlling inventories. 27 hours lecture.

MAN-82 – Fundamentals of Manufacturing Control 2 units*Prerequisite: None.*

This course deals with priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning (CRP), production activity control (PAC), and Just-In-Time (JIT). 36 hours lecture.

MAN-83 – Fundamentals of Operations Management 2 units*Prerequisite: None.*

This course is concerned with the design of processes to produce goods and services and the operation of those processes. It discusses the relationships within the company environment, particularly with marketing and product design. Topics covered include facilities planning, total quality management (TQM), cost analysis, project planning, and operations resource management. 36 hours lecture.

MAN-84 – Fundamentals of Materials and Operations Planning 2 units*Prerequisite: None.*

This course introduces the principles of effective materials and operations planning. The course presents the concepts of planning at each level, from strategic to tactical. Students learn the essential elements of effective planning. 36 hours lecture.

MAN-91A - Manufacturing Apprenticeship Technical Math 2 units*Prerequisite: None.*

A course in mathematical problems frequently used by manufacturing technicians. This course applies basic arithmetic linear measurement, basic algebra and basic right angle trigonometry. 36 hours lecture.

MAN-91B - Blueprint Reading for Manufacturing Apprenticeship 2 units*Prerequisite: None.*

A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations, including ANSI, Y14.5M. This course is designed for students interested in print reading for the manufacturing trades. 36 hours lecture.

MAN-91C - Manufacturing Fundamentals for Apprenticeship 2 units*Prerequisite: None.*

A course in the fundamentals of manufacturing for technicians. This course introduces basic safety, measurement, metal forming and stamping. Machine operation of presses, brakes and other metal forming equipment will be introduced as well as an introduction to tool protection, die lubrication and troubleshooting machine processes are covered. 36 hours lecture.

MAN-92A - Manufacturing Problem Solving 2 units*Prerequisite: None.*

An in-depth application of scientific problem solving in relation to manufacturing and Continuous Process Improvement. Pareto, run and check starts, cause and effect and scatter diagrams are used with brainstorming and nominal group technique to solve problems and make decisions. 36 hours lecture.

MAN-92B - Manufacturing Teamwork and Communication 2 units*Prerequisite: None.*

A course in the team concepts used in industries to support world class manufacturing. This course presents the procedures to work effectively as self directed work teams using informal written and oral communication. 36 hours lecture.

MAN-92C - Introduction to Statistical Process Control for Manufacturing Apprenticeship 2 units*Prerequisite: None.*

A course introducing the basic elements of Statistical Process Control in manufacturing industries. This course will give an introduction to the statistical methods used to measure and improve manufacturing processes. 36 hours lecture.

MAN-93A - Basic Metal Stamping 2 units*Prerequisite: MAN-91C.*

A course introducing the student to a variety of metal stamping applications. Course will cover the use of appropriate presses, dies, feeders, material handling devices, pay-out systems, take-up systems, scrap collection devices, etc. for each application. 36 hours lecture.

MAN-93B - Material Variation 2 units*Prerequisite: MAN-91C.*

This course instructs the student in how to identify and deal with variations and imperfections in flat rolled metals. Common types of imperfections, how to avoid process techniques which will induce problems and how to correct for material variations. 36 hours lecture.

MAN-93C - Survey of Electronic Sensors 2 units*Prerequisite: MAN-91C.*

A course introducing the basic application, use and location of sensors in the metal forming industry. The course explains the types of sensors, when and why they are used. 36 hours lecture.

MAN-200 – Manufacturing Work Experience CSU* 1-2-3-4 units*Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MARKETING**MKT-20 - Principles of Marketing** 3 units
CSU*Prerequisite: None.**Advisory: BUS-10.*

Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. 54 hours lecture.

MKT-30 - Fashion Merchandising 3 units
CSU*Prerequisite: None.*

An in-depth study of the fashion merchandising field; emphasis on development and growth of fashion merchandising. Retail and vendor methods of operation and distribution; the influence of promotion, advertising, and publicity on consumer demand. Examination of current trends. Career opportunities that exist in the fashion field. 54 hours lecture.

MKT-40 - Advertising 3 units
CSU*Prerequisite: None.*

Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research, and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture.

MKT-41 - Techniques of Selling 3 units
CSU*Prerequisite: None.*

Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture.

MKT-42 - Retail Management 3 units
CSU*Prerequisite: None.*

Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture.

MKT-50 Marketing Research 3 units
CSU*Prerequisite: None.*

An introduction to various research methodologies useful in the marketing environment. This course will focus on development, execution and application of marketing research, pulling it all together with completion of a marketing research project. 54 hours lecture.

MKT-200 - Marketing Work Experience 1-2-3-4 units
CSU**Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MATHEMATICS**MAT-1A - Calculus I** 4 units
UC*, CSU MAT 1A+1B= (CAN MATH SEQ B)

(CAN MATH 18) (MAT 1A, 1B, 1C=CAN MATH SEQ C)

Prerequisite: MAT-10 or qualifying placement level.

Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. 72 hours lecture and 18 hours laboratory.

MAT-1B - Calculus II 4 units
UC, CSU MAT 1A+1B= (CAN MATH SEQ B)

(CAN MATH 20) (MAT 1A, 1B, 1C=CAN MATH SEQ C)

Prerequisite: MAT-1A.

Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, polar coordinates and conic sections. 72 hours lecture and 18 hours laboratory.

MAT-1C - Calculus III 4 units
UC, CSU (CAN MATH 22)

(MAT 1A, 1B, 1C=CAN MATH SEQ C)

Prerequisite: MAT-1B.

Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, indeterminate forms, and elementary applications to the physical sciences. 72 hours lecture.

MAT-2 - Differential Equations 4 units
UC, CSU (CAN MATH 24)*Prerequisite: MAT-1B.*

Special types of differential equations, linear first and second order differential equations, series solutions, Laplace transforms, matrix theory, and elementary applications to the physical and biological sciences. 72 hours lecture.

MAT-3 - Linear Algebra 3 units
UC, CSU (CAN MATH 26)*Prerequisite: MAT-1B.*

Introduction to matrix algebra, determinants, systems of linear equations, vector spaces, linear independence, linear transformations, eigenvalues and eigenvectors and applications. 54 hours lecture.

MAT-4 - Finite Mathematics 3 units
UC, CSU (CAN MATH 12)*Prerequisite: MAT-35.*

Mathematics for majors in economics, business management, biological and social sciences. Topics include: system of equations, linear programming, matrices, probabilities, permutations and combinations, statistics and logic. 54 hours lecture.

MAT-5 - Calculus, A Short Course 4 units
UC*, CSU (CAN MATH 34)*Prerequisite: MAT-35 or qualifying placement level.*

Calculus for majors in economics, business management, biological and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, differentiation, integration exponential and logarithmic functions. 72 hours lecture.

MAT-7 - Mathematica 2 units
CSU*Prerequisite: MAT-1A or qualifying placement level.*

Introduction to the computer software package Mathematica for math, science and engineering majors. Mathematica will be used in solving selected problems in algebra, trigonometry, calculus, vector and matrix analysis, data manipulation and presentation, complex analysis, etc., with emphasis on Mathematica's superior 2- and 3-dimensional graphical capability. 18 hours lecture and 54 hours computer laboratory.

MAT-10 - Precalculus 4 units
UC*, CSU (CAN MATH 16)*Prerequisite: MAT-36 or qualifying placement level.*

An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.

MAT-11 - College Algebra 4 units
UC*, CSU (CAN MATH 10)*Prerequisite: MAT-35 or qualifying placement level*

Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, permutations and combinations, binomial theorem, and linear programming. 72 hours lecture.

MAT-12 - Statistics 3 units
UC, CSU (CAN STAT 2)*Prerequisite: MAT-35 or qualifying placement level.*

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. 54 hours lecture.

MAT-25 - A Survey of Mathematics 3 units
UC, CSU (CAN MATH 2)*Prerequisite: MAT-35 or qualifying placement level.*

This is a survey course with selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education or communication. Calculators or computers may be used for selected topics. 54 hours of lecture.

MAT-32 - Introduction to Symbolic Logic 3 units
(Same as PHI-32)
UC, CSU (CAN PHIL 6)*Prerequisite: None.*

Limitation on enrollment: May not be taken if credit for PHI-32 has been granted.

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

MAT-35 - Intermediate Algebra 5 units*Prerequisite: MAT-52 or qualifying placement level.*

The concepts introduced in beginning algebra are presented again, but in greater depth. In addition to the basic considerations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. 90 hours lecture.

MAT-36 - Trigonometry 4 units
CSU (CAN MATH 8)*Prerequisite: MAT-35 and 53 or qualifying placement level.*

The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. 72 hours lecture.

MAT-52 - Elementary Algebra 4 units*Prerequisite: MAT-64 (formerly MAT-50), MAT-65, MAT-90F or qualifying placement level.*

Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. 72 hours lecture.

MAT-53 - College Geometry 3 units*Prerequisite: MAT-52 or qualifying placement level.*

A course covering the study of geometric figures in the Euclidean plane, including angles, triangles, quadrilaterals, circles and solids: formulas for measuring such figures, including perimeter, area and volume; proofs using postulates and theorems associated with congruent triangles, parallel and perpendicular line segments, and angle measures; construction of angles and segment measures. 54 hours lecture.

MAT-62A - Mathematics in the Workplace (Part I) 1 unit*Prerequisite: None.*

This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to number sense, estimating, rounding and decimals. 18 hours lecture and 6 hours laboratory. (Non-degree credit course.)

MAT-62B - Mathematics in the Workplace (Part II) 1 unit*Prerequisite: None.*

This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to fractions. 18 hours lecture and 6 hours laboratory. (Non-degree credit course.)

MAT-62C - Mathematics in the Workplace (Part III) 1 unit*Prerequisite: None.*

This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to percents, ratios and decimals, with a brief introduction to algebra. 18 hours lecture and 6 hours laboratory. (Non-degree credit course.)

MAT-63 - Arithmetic**3 units***Prerequisite: None.*

A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course.)

MAT-64 - Pre-Algebra**3 units***Prerequisite: MAT-63 (formerly MAT-51), MAT-90C, or qualifying placement level.*

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit.)

MAT-65 – Arithmetic and Pre-Algebra**5 units***Prerequisite: None.*

A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit.)

MAT-90A – Special Topics in Arithmetic: Whole Numbers and Introduction to Fractions**1 unit***Prerequisite: None.*

A course covering the four basic mathematical operations as they apply to whole numbers with an introduction to fractions. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90B – Special Topics in Arithmetic: Fractions and Introduction to Decimals**1 unit***Prerequisite: MAT-90A.*

A course covering the four basic mathematical operations as they apply to fractions with an introduction to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90C – Special Topics in Arithmetic: Decimals**1 unit***Prerequisite: MAT-90B.*

A course covering the four basic mathematical operations as they apply to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90D – Special Topics in Pre-Algebra: Integers and an Introduction to Variables**1 unit***Prerequisite: MAT-63, 90C or qualifying placement level.*

A course covering the four basic mathematical operations as they apply to integers with an introduction to variables. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90E – Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra**1 unit***Prerequisite: MAT-90D.*

A course covering the four basic mathematical operations as they apply to real numbers and an introduction to algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90F – Special Topics in Pre-Algebra: Algebraic Expressions and Equations**1 unit***Prerequisite: MAT-90E.*

A course covering the addition, subtraction, multiplication, and factoring of polynomials as well as simplification of basic algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-96 - Math Center Practicum**.5 unit***Prerequisite: None.**Corequisite: Concurrent enrollment in any math course.*

Math Center access for students who feel they will benefit from use of the Math Center's resources. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

MAT-97 - Math Center Practicum**1 unit***Prerequisite: None.**Corequisite: Concurrent enrollment in any math course.*

Math Center access for students who feel they will benefit from use of the Math Center's resources. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

MAT-98 - Academic Excellence Seminar**.5 unit***Prerequisite: None.**Corequisite: Concurrent enrollment in First-Year Experience program.*

Interactive seminar designed to enhance students' learning skills and experience in mathematics. May be taken a total of two times. 27 hours laboratory. (Non-degree credit course. CR-NC only)

MEDICAL ASSISTING

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate in Science Degree in Medical Assisting is awarded upon successful completion of one of the medical assisting certificate programs and general education/graduation requirements.

MDA-1A - Medical Terminology 1A**3 units****CSU***Prerequisite: None.*

Examines the structure and use of medical terms related to the body as a whole and basic anatomy, physiology and pathology of the musculo-skeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. Remainder of body systems are addressed in MDA-1B. 54 hours lecture.

MDA-1B - Medical Terminology 1B**3 units****CSU***Prerequisite: MDA-1A.*

Examines the use of medical terms related to the basic anatomy, physiology and pathology of the urinary, male and female reproductive, integumentary, nervous, sensory and endocrine systems. Also includes the specialty fields of radiology, oncology, pharmacology and psychology. 54 hours lecture.

MDA-54 - Clinical Medical Assisting and Pharmacology 5 units*Prerequisite: MDA-1A.**Corequisite: MDA-1B.*

Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration of medications including intradermal, subcutaneous, and intramuscular. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory.

MDA-58A - Medical Transcription 5 units*Prerequisite: MDA-1A and one of the following: CIS-1A or CIS/CAT-3, 50 or 84.**Corequisite: MDA-1B.**Advisory: A minimum typing speed of 60 WPM is recommended.*

Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. 72 hours lecture and 54 hours laboratory.

MDA-58B - Advanced Medical Transcription 3 units*Prerequisite: MDA-58A.*

Examines transcription of advanced medical reports, formatting, proofreading, punctuation and editing. Examines medical law ethics as it relates to medical transcription. 45 hours lecture and 27 hours laboratory.

MDA-59 - Medical Office Procedures 5 units*Prerequisite: MDA-1A and one of the following: CIS-1A or CIS/CAT-3, 50 or 84.**Corequisite: MDA-1A.*

Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory.

MDA-60 - Survey of Human Disease Processes 2 units*Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10 recommended.*

Examines and discusses the most common disease processes in relation to each of the body systems. Includes etiology, mechanisms of disease, diagnosis and treatment. 36 hours lecture.

MDA-61 - Pharmacology for Medical Office Personnel 2 units*Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10 recommended.*

Addresses the history of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 36 hours lecture.

MDA-62 - CPT/Coding 3 units*Prerequisite: MDA-1A.**Advisory: Completion of or concurrent enrollment in MDA-1B.*

Addresses the principles, terminology and techniques of procedural coding as outlined in the Physician's Current Procedural Terminology. Included coding for the physician's services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. This course also examines current procedural coding and its relationship to the Health Care and Financing Administrator's Common Procedural Coding System. History of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 54 hours lecture.

MDA-63 - ICD-9 Coding/Ambulatory 3 units*Prerequisite: MDA-1A.**Advisory: MDA-1B, 59 and AMY-10.*

Addresses the principles, terminology, interpretation of medical records to ensure support of diagnoses, conditions and problems encountered during coding procedures encountered in ambulatory healthcare environments and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic codes as they related to ambulatory care settings. 54 hours lecture.

MDA-64 - ICD-9 Coding/Hospital 3 units*Prerequisite: MDA-1A and 1B, or completion of MDA-1A and concurrent enrollment in 1B.**Advisory: Recommend completion of MDA-59 and AMY-10.*

Addresses the principles, terminology and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic coding as applied to a non-ambulatory/hospital environment. 54 hours lecture.

MDA-200 - Medical Assisting Work Experience 1-2-3-4 units CSU**Prerequisite: None.**Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MICROBIOLOGY**MIC-1 - Microbiology 4 units UC, CSU***Prerequisite: CHE-2A and one of the following: AMY-2A, 2B, 10, BIO-1, 2A, 2B, 5, 8, 11, 12 or 34.*

General characteristics of microorganisms with emphasis on morphology, growth, reproduction and chemical activities; their control; role in disease; and application of their role to mankind. 54 hours lecture and 54 hours laboratory.

MILITARY SCIENCE

The Army Reserve Officers Training Corps (AROTC) makes available the first two years of its program to qualified Riverside Community College District students through the Claremont Colleges, with classes taught at Claremont, California State University at San Bernardino, and/or at Riverside Community College District. Credit towards an A.A. degree will be granted by RCCD for these courses. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from the Claremont Colleges: (909) 624-7965.

MIL-1 - Military History of the United States to 1900 3 units

(Same as HIS-11)

UC, CSU

Prerequisite: None.

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MIL-2 - Military History of the United States since 1900 3 units

(Same as HIS-12)

UC, CSU

Prerequisite: None.

An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MUSIC

MUS-1 - Teaching Music to Young Children 3 units

CSU

Prerequisite: None.

Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3 - 8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

MUS-3 - Fundamentals of Music 4 units

UC, CSU

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-32 and a music performance class recommended.

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Sight-singing, dictation and music reading using the keyboard. 54 hours lecture and 54 hours laboratory.

MUS-4 - Music Theory I 4 units

UC, CSU MUS 4+5= (CAN SEQ A) (CAN MUS 2)

Prerequisite: MUS-3 and either MUS-32 or 53.

Advisory: Concurrent enrollment in a music performance class recommended.

Through guided composition and analysis this course incorporates the following concepts: rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structure, dominant seventh, figured bass, non-harmonic tones, and voice leading involving 4-part chorale writing. Development of skills in handwritten notation is expected. Lab includes sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory.

MUS-5 - Music Theory II 4 units

UC, CSU MUS 4+5= (CAN SEQ A) (CAN MUS 4)

Prerequisite: MUS-4.

Corequisite: MUS-32 or MUS-53.

Advisory: Concurrent enrollment in a music performance course recommended.

Principles of voice leading in diatonic and chromatic harmony in classical music of the 18th and 19th centuries. Begins with part-writing of diatonic seventh chords and continues with chromatic harmony for voicing secondary function chords. Emphasis on changing keys using diatonic common chords, sequence, common tone, monophonic and direct modulation. Includes study of binary and ternary forms and 12-bar blues. Lab includes advanced sight-singing and ear training. Keyboard requirements include playing chord progressions using secondary triads and two-octave scales in all major and minor keys. 54 hours lecture and 54 hours laboratory.

MUS-6 - Music Theory III 4 units

UC, CSU

Prerequisite: MUS-5 and MUS-32.

Corequisite: MUS-32 or MUS-53.

Advisory: Concurrent enrollment in a music performance course.

Principles of voice leading in chromatic harmony in classical music of the 19th century. Begins with mode mixture and borrowed chords. Study of the Neapolitan chord and augmented sixth chords and their resolutions. Emphasis on analysis, melody harmonization, and expansions of tonal harmony to include enharmonic spellings and enharmonic modulation to include ninth, eleventh, and thirteenth chords. Lab includes sight-singing and ear training involving seventh chords, chromatic and modulating melodies. Keyboard requirements include playing modulating chord progressions using secondary triads and secondary functions and melody harmonization. 54 hours lecture and 54 hours laboratory.

MUS-8A - Introduction to MIDI and Digital Audio 3 units

CSU

Prerequisite: None.

An introduction to the Musical Instrument Digital Interface and its applications. Includes the MIDI interface (Musical Instrument Digital Interface), sequencing and notation, drum machines, samplers, and tape machines used to produce musical projects. 36 hours lecture and 54 hours laboratory.

MUS-8B - Sequencing and Orchestration with Digital Audio and MIDI 3 units
 CSU

Prerequisite: MUS-8A.

Practical experience using Digital Audio, the Musical Instrument Digital Interface (MIDI) and its applications with an emphasis on song writing, graphic notation, sampling, editing and orchestrating. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

MUS-9 - Music Composition and Film Scoring with Digital Audio 3 units
 CSU

Prerequisite: MUS-8B.

Practical experience using the Musical Instrument Digital Interface (MIDI), Digital Audio and its applications. Emphasis will be on recording musically advanced compositions and scoring music for film. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

MUS-11 - Sound Recording and Reinforcement Techniques (Same as TEL-11) 3 units
 CSU

Prerequisite: None.

Introduction to and practical experience in sound recording and reinforcement techniques and their applications through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands-on practice and experience. Students work with others in theater, television and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

The following is a list of the classes that qualify for the "two unit performance class" corequisite requirement for MUS-12, 13, 14, 15, 16, 17, 18, 23, 24, 39 and 40.

- MUS-28 Riverside Community Symphony
- MUS-33 Showcase Singers
- MUS-41 Chamber Singers
- MUS-42 Wind Ensemble
- MUS-44 Jazz Ensemble
- MUS-48 Marching Band
- MUS-68 Community Symphony
- MUS-73 Showcase Ensemble
- MUS-77 Guitar Ensemble
- MUS-81 Consort Singers
- MUS-82 Wind Symphony
- MUS-84 Jazz Orchestra
- MUS-88 Pageantry Ensemble
- THE-37 Musical Theater Techniques
- THE-52 Musical Theater Touring Ensemble

MUS-12 - Advanced Applied Piano 3 units
 UC, CSU

Prerequisite: None.

Corequisite: MUS-P36 or a two-unit performance class.

Advanced individual piano lessons for those students who are preparing for a recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. Enrollment for a second semester ensures uninterrupted study for students who are preparing to transfer as music majors. May be taken a total of four times. 162 hours laboratory.

MUS-19 - Music Appreciation 3 units
 UC, CSU

Prerequisite: None.

A comprehensive study of musical style, form, and materials organized to acquaint the student with representative musical literature through listening, reading and writing. 54 hours lecture.

MUS-20 - Great Composers and Music Masterpieces to 1820 3 units
 UC, CSU

Prerequisite: None.

Advisory: ENG-1A strongly recommended.

A course on biography, history and music masterpieces of classical European music from its inception to 1820. The content focuses on great composers and their music in an historical context from the Medieval, Renaissance, Baroque and Classic periods. 54 hours lecture.

MUS-21 - Great Composers and Music Masterpieces After 1820 3 units
 UC, CSU

Prerequisite: None.

Advisory: ENG-1A strongly recommended.

A course on biography, history and music masterpieces of classical European music from 1820 to the present. The content focuses on great composers and their music in an historical context from the Romantic and Impressionistic periods and in their stylistic groupings in the twentieth century. This course begins with Beethoven's late period and continues with the European traditions. It also includes the music of the United States in the 20th century and highlights composers from around the world who write in classical traditions. 54 hours lecture.

MUS-22 - Survey of Music Literature 3 units
 UC, CSU

Prerequisite: MUS-3.

Course work consists of a survey of the major style periods and composers in the history of Western Music and includes study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation who can follow open score and analyze the motives, themes, harmony and form of a composition. 54 hours lecture.

MUS-25 - Jazz Appreciation 3 units
 UC, CSU

Prerequisite: None.

A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

MUS-26 - Film Music Appreciation 3 units
 UC, CSU

Prerequisite: None.

A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.

MUSICAL PERFORMANCE

Music majors are required to participate in performance classes (Chamber Singers, Showcase Jazz Singers, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band or RCC symphony), and applied music (one-on-one instruction) each semester they are enrolled.

MUS-27 - Amadeus Chamber Ensemble **1 unit** **UC, CSU**

Prerequisite: None.

Limitation on enrollment: Some previous experience on the instrument through private instruction or orchestra performance. Audition on or before the first class meeting.

A course in developing individual skills through ensemble performance. Music selections will contribute to the development of the student's performance skills. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-28 - Riverside Community Symphony **2 units** **UC, CSU**

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Previous experience in the performance of orchestral literature.

A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-29 - Concert Choir **1 unit** **UC, CSU**

Prerequisite: None.

Limitation on enrollment: Audition by instructor.

A large choir dedicated to the study, rehearsal and public performance of larger choral works from Renaissance to 20th Century. Activities include festivals, concerts and clinics. May be taken a total of four times. 54 hours laboratory.

MUS-30 - Class Voice **1 unit** **UC, CSU**

Prerequisite: None.

Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. May be taken a total of four times. 54 hours laboratory.

MUS-31 - College Choir **1 unit** **UC, CSU**

Prerequisite: None. Open to all students interested in a college choral singing experience.

A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-32 - Class Piano **1 unit** **UC, CSU**

Prerequisite: None.

Group work in developing keyboard facility and reading of music notation. Opportunity provided for individual attention and performance. Developing knowledge and facility with primary and secondary chords and their use in song accompaniment patterns. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-33 - Vocal Jazz Ensemble **2 units** **UC, CSU**

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.

Limitation on enrollment: Audition by instructor.

A select vocal ensemble dedicated to the study and performance of jazz music arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. Opportunity for students to arrange and compose. May be taken a total of four times. 108 hours laboratory.

MUS-34 - Vocal Jazz Lab **1 unit** **UC, CSU**

Prerequisite: None.

Corequisite: MUS-33 or 73.

Limitation on enrollment: Audition by instructor.

A course for select vocal students dedicated to the study, rehearsal and public performance of music in vocal jazz in smaller groups. May be taken a total of four times. 54 hours laboratory.

MUS-35 - Vocal Music Ensembles **1 unit** **UC, CSU**

Prerequisite: None.

Limitation on enrollment: Audition by instructor.

A small select vocal group dedicated to the rehearsal and performance of classical and madrigal literature. Public performance in concert or recital situations will take place throughout the semester. May be taken a total of 4 times. 54 hours laboratory.

MUS-36 - Instrumental Chamber Ensembles **1.5 units** **UC, CSU**

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

The ability to sight-read and perform music on a wind, percussion, string or keyboard instrument.

Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 81 hours laboratory.

MUS-37 - Class Guitar **1 unit** **UC, CSU**

Prerequisite: None.

Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-38 - Beginning Applied Music Training 2 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Vocal or instrumental instruction for students who are proficient performers who could benefit from individualized instruction in preparation for a job in the music field or to prepare for performance auditions. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory.

MUS-39 - Intermediate Applied Music 3 units
UC, CSU*Prerequisite: None.**Corequisite: Two-unit performance class.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory.

MUS-41 - Chamber Singers 2 units
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.**Limitation on enrollment: Audition by instructor.*

A select chamber vocal group dedicated to the study, rehearsal, and public performance of smaller vocal repertoire from Renaissance to Contemporary. Activities include festivals, concerts, radio and TV broadcasts and tours. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-42 - Wind Ensemble 2 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*

Performance of standard concert band literature. Appearances at college functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-43 - Jazz Improvisation and Theory 1 unit
UC, CSU*Prerequisite: None.*

Practical experience in the art of jazz improvisation and the theory behind effective improvisation. Jazz combo or similar format provides the basis for improvisation instruction, benefiting both the beginner and the experienced player. May be taken a total of four times. 54 hours laboratory.

MUS-44 - Jazz Ensemble 2 units
UC, CSU*Prerequisite: None.**Advisory: Recommended concurrent enrollment in MUS-42.**Limitation on enrollment: Previous experience in performance of jazz literature and audition by instructor.*

A select instrumental jazz ensemble assembled to study and perform jazz literature in various styles. May be taken a total of four times. 108 hours laboratory.

MUS-45 - Marching Band Woodwind Methods 1 unit
UC, CSU*Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a woodwind instrument.*

Performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-46 - Marching Band Brass Methods 1 unit
UC, CSU*Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a brass instrument.*

Performance on a brass instrument, as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-47 - Marching Band Percussion Methods 1 unit
UC, CSU*Prerequisite: None.**Corequisite: MUS-48.**Limitation on enrollment: Basic instrumental skills on a percussion instrument.*

Performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-48 - Marching Band 2 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Basic instrumental skills on a band instrument.*

Rehearsal and performance of music suitable for marching band. Marching skills emphasized. Participation in public performances required. May be taken a total of four times. 108 hours laboratory.

MUS-49 - Percussion Ensemble 1 unit
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-42 or MUS-48.*

Designed to give students practical experience in performing music written and arranged for percussion ensemble. Opportunity is provided for the student to play snare drum, bass drum, all accessories and mallet keyboard instruments. Emphasis is on group participation and public performances. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-50 - Master Chorale 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition by instructor.*

An opportunity for singers in the community to learn and perform accompanied and unaccompanied secular and sacred choral music with emphasis on the major choral works of the masters. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-51 - Men's Ensemble 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition by instructor.*

A select choir dedicated to the study, rehearsal and public performance of a variety of men's ensemble literature. May be taken a total of four times. 54 hours laboratory.

MUS-52 - Recital Performance 0.5 unit
UC, CSU*Prerequisite: MUS-39 and high competence in a performance medium.**Corequisite: MUS-39.*

Preparation and presentation of a recital performance of 20-25 minutes. May be taken a total of two times. 27 hours laboratory.

MUS-53 – Keyboard Proficiency 1 unit
UC, CSU*Prerequisite: None.*

Group and individual preparation for the keyboard proficiency examinations required of entering music majors at transfer institutions. Opportunity provided for individual attention and performance. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-54 - Community Jazz Ensemble .5 unit
CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.*

Study and performance of standard jazz ensemble literature. Appearances at college and community functions are made each semester. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.

MUS-55 - Community Concert Band 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting. Ability to sightread and perform music on either a wind or percussion instrument.*

Study and performance of standard concert band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory.

MUS-56 - Summer Concert Band 0.5 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.**Ability to sightread and perform music on either a wind or percussion instrument.*

Study and performance of standard concert band literature. Appearances at college and community functions may be made. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.

MUS-57 - Gospel Singers 1 unit
UC, CSU*Prerequisite: None. Open to all students interested in a college choral singing experience.*

A college chorus of mixed voices dedicated to the study, rehearsal and public performance of anthems, spirituals and gospel (traditional/ contemporary) music. This class provides for the learning of the fundamentals of choral singing. Subsequent enrollment in additional semesters will provide additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-58 – Gospel Choir 1 unit
UC, CSU*Prerequisite: None. Open to all students interested in a college choral singing experience.*

A choir of mixed voices dedicated to the further study, rehearsal and public performance of anthems, spirituals and African-American gospel (traditional/contemporary) music. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-59 - Winter Marching Band Clinic 1 unit
CSU*Prerequisite: None.**Limitation on enrollment: Basic instrumental skills on a band instrument.*

Group performance on band instruments as part of a winter session Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-60 - Summer Marching Band Clinic 1 unit
CSU*Prerequisite: None.**Limitation on enrollment: Basic instrumental skills on band instrument.*

Developmental program in fundamental marching band techniques. This course will emphasize the coordination of the physical and mental requirements of field performance. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-61 - Auxiliary Marching Units 2 units
CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-62 - Woodwind Techniques for Marching Band 1 unit
CSU

Prerequisite: None.

Corequisite: MUS-48.

Limitation on enrollment: Basic instrumental skills on a woodwind instrument.

Group performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-63 - Brass Techniques for Marching Band 1 unit
CSU

Prerequisite: None.

Corequisite: MUS-48.

Limitation on enrollment: Basic instrumental skills on a brass instrument.

Group performance on a brass instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-64 - Percussion Techniques for Marching Band 1 unit
CSU

Prerequisite: None.

Corequisite: MUS-48.

Limitation on enrollment: Basic instrumental skills on a percussion instrument.

Group performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-65 - Basic Musicianship 2 units
UC, CSU

Prerequisite: None.

An introduction to the basic knowledge and skills necessary to develop the ability to read standard musical notation. Voice, piano, and rhythm instruments will be used, at a rudimentary level, to aid the development of sight reading skills. Music Learning Center facilities will also develop student skill. The necessary rudiments of music theory will be presented as they apply to music reading. 36 hours lecture.

MUS-66 - Advanced Auxiliary Units 2 units
CSU

Prerequisite: MUS-61.

Limitation on enrollment: Audition on or before the first class meeting.

Further rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory.

MUS-67 – Community Chamber Ensemble 1 unit
CSU

Prerequisite: None.

Limitation on enrollment: Previous experience on the instrument through private instruction and college orchestra performance. Audition on or before the first class meeting.

A course in developing advanced individual skills through ensemble performance. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-68 – Community Symphony 2 units
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

Previous experience in the performance of orchestral literature at the college level.

A course that rehearses and performs advanced symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 108 hours laboratory.

MUS-69 - Festival Choir 1 unit
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

An advanced large vocal group dedicated to the further study, rehearsal and public performance of complex choral repertoire from the middle ages to the 20th century, including major works with orchestra. Activities include concerts, festivals and concert tours. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-71 - College Chorus 1 unit
UC, CSU

Prerequisite: None.

Limitation on enrollment: Audition on or before the first class meeting.

An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-72 – Group Keyboarding Skills 1 unit
UC, CSU

Prerequisite: None.

Keyboard skills for playing duets, trios, quartets and pieces for multiple keyboards in addition to advanced repertoire. Opportunity provided for group and individual performance. Developing skills for advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-73 - Vocal Jazz Singers 2 units
UC, CSU

Prerequisite: None.

Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.

Limitation on enrollment: Audition by instructor.

An advanced vocal jazz ensemble of singers dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. May be taken a total of four times. 108 hours laboratory.

MUS-75 - Advanced Vocal Ensembles 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-76 - Advanced Instrumental Ensembles 1.5 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Performance of music literature at an advanced level for small instrumental ensembles. Public performance in concert or recital situations. May be taken a total of four times. 81 hours laboratory.

MUS-77 – Guitar Ensemble 2 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience with classical guitar and an audition.*

An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-78 – Beginning Applied Music Training II 2 units*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Intermediary vocal or instrumental instruction. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class, or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory.

MUS-79 – Advanced Applied Music 3 units*Prerequisite: None.**Corequisite: Enrollment in a 2-unit performance ensemble.**Limitation on enrollment: Audition on or before the first class meeting.*

Individual advanced instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory.

MUS-80 - Master Singers 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A course for college and community singers to perform advanced choral music with orchestra. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-81 - Consort Singers 2 units
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.**Limitation on enrollment: Audition by instructor.*

An advanced select vocal group dedicated to the study, rehearsal and public performance of complex smaller choral repertoire from the Middle Ages to the 20th century. Activities include concerts, festivals, and radio and TV broadcasts, and concert tours. May be taken a total of 4 times. 108 hours laboratory.

MUS-82 - Wind Symphony 2 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.*

Further study and performance of literature written for the contemporary wind symphony as it pertains to standard performance practice. Public concerts on campus and in the community each semester. May be taken a total of four times. 108 hours laboratory.

MUS-83 - Advanced Chamber Choir 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory.

MUS-84 - Jazz Orchestra 2 units
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-42 or MUS-82.**Limitation on enrollment: Previous experience in performance literature. Audition on or before the first class meeting.*

Study and performance of literature written for the contemporary Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 108 hours laboratory.

MUS-85 - Summer Chamber Ensembles 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*

Performance and rehearsal of standard music literature for the small instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory.

MUS-86 - Summer Instrumental Ensembles 1 unit
UC, CSU*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*

Performance and rehearsal of standard music literature for the large instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory.

MUS-88 - Pageantry Ensemble UC, CSU	2 units	MUS-200 – Music Work Experience CSU*	1-2-3-4 units
<i>Prerequisite: None.</i> <i>Limitation on enrollment: Basic instrumental skills on a band instrument. Audition on or before the first class meeting.</i>		<i>Prerequisite: None.</i> <i>Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.</i>	
Advanced skill development in playing and marching as part of the Marching Band program. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory.		This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.	
MUS-89 - Musics of Multicultural America UC, CSU	3 units	MUS-P12 – Intermediate Applied Piano UC, CSU	3 units
<i>Prerequisite: None.</i> A comparative and integrative study of the multicultural musical styles of the United States. Includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. 54 hours lecture.		<i>Prerequisite: None.</i> <i>Corequisite: MUS-P36 or a two unit performance class.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Individual instruction on the piano, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory	
MUS-92 – Basic Piano UC, CSU	.5 unit	MUS-P28 – Symphony Strings CSU	2 units
<i>Prerequisite: None.</i> Group lessons for beginners on piano. Basic music reading in three keys using simple melodies and three chords. May be taken a total of four times. 8 hours lecture and 16 hours laboratory.		<i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 18 hours lecture and 54 hours laboratory.	
MUS-93 - The Business of Music CSU	3 units	MUS-P36 – Piano Chamber Ensemble UC, CSU	1 unit
<i>Prerequisite: None.</i> Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of songwriting, publishing, recordings and royalties. Basics of touring, merchandising and local arrangements. 54 hours lecture.		<i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition by instructor.</i> Study and performance piano ensemble literature. May be taken a total of four times. 54 hours laboratory.	
MUS-94 - Community Jazz Orchestra UC, CSU	.5 unit	MUS-P44 – Jazz Lab Band UC, CSU	1 unit
<i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition by instructor and previous experience in performance literature.</i> Study and performance of literature written for the contemporary Community Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 27 hours laboratory		<i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> <i>Designed for students who are beginning or intermediate jazz performers.</i> Study and performance of beginning and intermediate literature for jazz ensemble. May be taken a total of four times. 54 hours laboratory.	
MUS-95 - Community Symphony Band UC, CSU	1 unit	MUS-P77 – Advanced Guitar Ensemble UC, CSU	2 units
<i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> <i>The ability to sightread and perform music on either a wind or percussion instrument.</i> Study and performance of symphony band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory.		<i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> <i>Previous experience in performance on the guitar and in reading musical notation.</i> An ensemble dedicated to the study, rehearsal and performance of advanced literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours of laboratory.	

MUS-P84 – Jazz Lab Orchestra **1 unit**
UC, CSU

Prerequisite: Audition by instructor.

Limitation on enrollment: Designed for beginning or intermediate jazz performers.

Study and performance of beginning and intermediate jazz literature for the jazz orchestra. May be taken a total of four times. 54 hours laboratory.

NATIVE AMERICAN STUDIES

In cooperation with representatives of the Native American community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Native American students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Native American heritage and its contributions to American life.

Among these courses are:

- ANT-4 - Native American Cultures
- ENG-18 - Survey of Native American Literature
- HIS-28 - Native American History: Early Contact Period
- HIS-29 - Native American History: Contemporary Society
- PHI-19 - Native American Thought

SCHOOL OF NURSING

Two curricula are offered in nursing: The Associate Degree Nursing Program leading to licensure as an R.N. and the Vocational Nursing Program leading to licensure as an L.V.N. The Associate Degree Nursing Program is accredited by the California Board of Registered Nursing (BRN) and the National League for Nursing Accrediting Commission (NLNAC). The Vocational Nursing Program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Information concerning nursing education can be obtained from these agencies. You may write the BRN at 400 "R" Street Suite 4030 Sacramento, CA 95814, Website: www.rn.ca.gov, or the BVNPT at 2535 Capitol Oaks Dr. Sacramento, CA 95833, Website: www.bvnpt.ca.gov, or the NLNAC at 61 Broadway New York, NY 10006 or call (800) 699-1656 Ext. 153; Website: www.nlnac.org.

HEALTH AND CPR REQUIREMENTS

Students selected for the program will be admitted pending submission of a CPR Certification card (BLS Healthcare Provider Course) valid for 2 years, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American Disabilities Act (1990).

All new and readmitting students are required to demonstrate a clear background check prior to enrollment in clinical courses. The process for obtaining the background check is available in the School of Nursing.

FINGERPRINT REQUIREMENT

One requirement to qualify for the licensing examination is the submission of fingerprints. These are evaluated by the California Department of Justice and the F.B.I.

**ASSOCIATE IN SCIENCE DEGREE IN NURSING PROGRAM (ADN)**

The two-year program fulfills all the requirements for the Associate in Science Degree from Riverside Community College District and qualifies the graduate to take the national examination to become licensed as a registered nurse. Its primary purpose is to produce graduate nurses well qualified to render direct care to patients/clients. The curriculum combines general education and nursing courses in a complete program enabling the student to obtain employment as a registered nurse in a variety of community settings.

RCCD has affiliations with local acute care hospitals, extended care facilities, clinics, doctors' offices, and other community-based agencies.

Classes in the degree program are admitted twice a year in September and February. Information on ADN (RN) Admission/ Selection Policies and Procedures may be obtained by contacting the Counseling office or the School of Nursing.

RN EXPENSES/GENERAL INFORMATION**(All expenses are approximate)**

1. Uniforms: \$250.
2. Books and supplies: \$1,500 for two years.
3. Health examination/immunization: \$200 - \$250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Selected laboratory work and immunizations must be repeated one year later.
4. Health Services fee \$14, Student Services fee \$10 per semester, Parking fee \$40 per semester, and tuition of \$20 per unit. The cost is approximately \$1500 for four semesters.
5. Students must have a current CPR card certification (BLS Healthcare Provider Course) valid for the length of the program. If the CPR card expires prior to program completion, recertification is required.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

APPLICATION TO THE PROGRAM

Students applying for the Nursing Program must have all eligibility and prerequisite courses finished (first priority) or in progress at the time of application (second priority.) Preference is given to students residing within Riverside Community College District and that meet RCC residency requirements. Students who meet eligibility and prerequisite requirements will be ranked according to the number of units completed towards the Associate Degree in Nursing. Students meeting district and RCC residency requirements and who have completed all required courses for ADN and who were not selected for the current semester, will be placed on a wait list for the following semester. The applicant is responsible for ensuring that all official transcripts (high school and college) and other necessary information have been received by the Counseling Department at the time of application. Note: Admission is denied to an applicant who earned a grade of "C-" or less in a nursing program at another college. Students

who have earned a grade of C- or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy. Foreign transcripts must be evaluated (Detailed Evaluation) prior to submission. Further information can be obtained from the Counseling Department. Students with prerequisite courses in progress must turn in a grade verification form to the School of Nursing as soon as the final grade is available. Students must have applied to the college prior to making application to the RN Program. Meeting minimum requirements of the program does not guarantee admission into the program.

Application Filing Period

Application to the RN Program must be completed one semester before a student wishes to enter. Students interested in the Fall Semester must apply during January 2- February 2. Students applying for Spring must apply between September 1-October 1. Students not placed on the waiting list must reapply.

Applications may be obtained from the Transfer and Career Center, Riverside City Campus during the application filing periods. Please verify current application filing period dates and selection procedures with the School of Nursing (951) 222-8407.

MINIMUM REQUIREMENTS FOR ELIGIBILITY:

1. RCCD application on file and eligibility to attend RCCD.
2. High School Verification: Proof of high school graduation or equivalent is only required for 30 unit option students according to Board of Registered Nursing, Rules and Regulations, Section 1412. Official Transcripts required.
3. GPA of at least 2.0 in all work attempted at RCCD and a cumulative GPA of not less than 2.0, which includes all accredited college units attempted.
4. Chemistry: Verification of one year of high school AP chemistry with a lab and a satisfactory score on the RCCD Chemistry Placement Exam, or score of 3, 4 or 5 on the AP Chemistry Exam, or one semester of college chemistry with a grade of "C" or better (RCCD's Chemistry 2A or 3 fulfills this requirement).
Students who have already completed the Microbiology requirement are exempt from taking the RCCD Chemistry Placement Exam.
5. Prerequisite Courses (15 units):
 - a. Minimum combined GPA of 2.65 in the following science prerequisite courses:
Anatomy and Physiology 2A (4 units)
Anatomy and Physiology 2B (4 units)
Microbiology 1 (4 units)
 - b. Minimum combined GPA of 2.3 in the above science prerequisite courses (15 units) for advance placement LVNs transfers/30 unit option.
 - c. Completion of PSY-9 with a grade of "C" or better (Prerequisite for Nursing 2 or 3, effective Spring 2005.)
6. Effective Fall 2007, students must pass a diagnostic assessment test (basic Math, English, reading, science) prior to program enrollment, students who fail to achieve a passing score will be required to complete additional pre-nursing coursework.

See current enrollment requirements available in the School of Nursing.

GENERAL EDUCATION REQUIREMENTS (19 units)

Students are encouraged to complete the following advisory courses prior to enrollment in the program: English 1A, Speech 1 or 9, CIS

1A, an analytical thinking course, humanities, American Institutions, social and behavioral science course, and completion of mathematics, reading, and English competencies.

These general education courses are not required for admission to the RN Program; however, they are required for the completion of the Associate in Science Degree in Nursing. Most students complete these requirements before entering the RN Program due to the rigorous nursing student course load. Students who intend to continue at CSU or UC for their BSN should clarify the general education/graduation requirements list available in the Counseling Department to ensure full credit transfer.

GRADE POINT REQUIREMENTS FOR PROGRESS IN THE NURSING PROGRAM

Nursing students are required to meet minimum requirements to be eligible for the national licensing examination administered by the California Board of Registered Nursing. A minimum grade of "C" in theory and a satisfactory evaluation indicating safe, competent performance in clinical practice in each nursing course are required for the student to advance from one semester to the next. Refer to prerequisites for each nursing course. A grade of "C" or better is required in prerequisite courses, general education graduation requirements and nursing courses.

READMISSION POLICY

A student who at any time has been admitted to the Associate Degree Nursing Program and subsequently withdraws or earns a "D" or "F" grade in the nursing course(s) must file a petition to be readmitted to the program and submit another clear background check. Petitions may be obtained from the Transfer and Career Center or the School of Nursing. A student who withdraws due to unsatisfactory performance or receives a grade of less than "C" in the Nursing Program will be allowed to be readmitted according to Nursing Education Readmission Policy. Refer to RCCD Nursing Student Handbook which is available on-line at www.rcc.edu/academicprograms/nursing.

When a student withdraws from the Nursing program or fails to earn a grade of "C" or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE IS NO PROMISE OR GUARANTEE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READMISSION.

TRANSFER STUDENTS

Students transferring from another nursing program must submit the following with their nursing application:

- a. Official up-to-date (within 90 days) transcript for the nursing program from which transferring.
- b. Course outlines and syllabi from completed nursing courses.
- c. Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment Technician.
- d. Personal letter describing reasons for wanting to transfer to this program.

Transfer students are also required to complete Nursing 17 within one year prior to enrolling in the program.

Admission will be denied to an applicant who earned a grade "C-" or less in a nursing program at another college. However, students who have earned a grade of "C-" or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy.

CHALLENGE POLICIES/30-UNIT OPTION FOR LVN'S

Students with previous nursing education or experience are eligible to petition for advanced placement in the Nursing Program. Additionally, a 30-unit option is offered to the Licensed Vocational Nurse. However, it is important to note that LVNs choosing to take the 30 unit option can never be qualified as graduates of Riverside Community College District or of the Riverside Community College Associate Degree Nursing Program and will permanently be referred to as having attained a Nursing Non-Degree/Non Graduate Status. Information regarding transfer/challenge policies and the 30-unit option for LVNs may be obtained from the School of Nursing (951) 222-8407.

DIPLOMA NURSING EDUCATION CREDIT

Graduates of diploma schools of nursing shall receive 30 units of nursing credit after completing 15 units at Riverside Community College District. Information regarding this policy may be obtained from the School of Nursing.

CONCEPTUAL FRAMEWORK MODEL

The conceptual framework model for the Associate Degree Nursing Program is based on five (5) unifying concepts. They provide the comprehensive organizing framework for the curriculum structure that is used throughout the program for studying the care of clients with common and recurring health-illness problems in community based settings. The five concepts are (1) Life Cycle, (2) Basic Human Needs, (3) Health-Illness Continuum, (4) Nursing Process, and (5) Three Roles of the ADN.

REGISTERED NURSE (RN):**NRN-1 - Introduction to Nursing Concepts and Practice** **8 units**
CSU

Prerequisite: AMY-2A, 2B, and MIC-1.

Corequisite: Concurrent enrollment or prior completion of NRN-15.

Advisory: Completion of the following is highly recommended: ENG-1A, SPE-1 or 9, analytical thinking requirement, word processing skills (CIS-80 or 84), and the mathematics, reading and English competencies.

Limitation on enrollment: Acceptance to the Associate Degree Nursing Program.

An introduction to the Associate Degree Nursing Program and conceptual framework. Discussion of mental and physical health concepts, cultural diversity and ethnicity, caring, therapeutic and socializing roles. Applies concepts to multicultural groups, middle-aged, older and very old adults in acute and other community-based settings. Addresses fundamental nursing skill development. 72 hours lecture and 216 hours laboratory.

NRN-2 - Beginning Nursing Concepts of Health and Illness **8 units**
CSU

Prerequisite: NRN-1, NRN-15 and PSY-9.

Concepts from previous courses are applied to multicultural clients in acute care and other community-based settings who are identified as being newborns, children, young adults, adults and/or members of childbearing families. Examines the beginning nursing concepts of health and illness and uses the concepts to develop individualized plans of care for the maternal-child and orthopedic/ surgical clients. The student learns to identify alternative methods to meet the individual client needs and modifies plans of action as necessary. A continued emphasis is placed on application of the nursing process to meet needs of clients and families using Maslow's hierarchy. 63 hours lecture and 243 hours laboratory.

NRN-3 - Intermediate Nursing Concepts of Health and Illness **9 units**
CSU

Prerequisite: Completion of all core courses, NRN-2 and PSY-9.

Concepts from previous courses are applied to caring for multicultural clients with a variety of health and illness problems requiring intermediate nursing skills, interventions and concepts of health assessment. The health care and comprehensive learning needs of the young and middle-aged adult with medical-surgical health problems and mental health clients throughout the life cycle with a special focus on the psychosocial assessment of the older and very old adult are addressed. Emphasis on health promotion utilizing the nursing process and multidisciplinary treatment plan to care for assigned clients with common, recurring problems in acute care and other community-based settings. Clinical laboratory experience will be directed toward correlation and application of nursing concepts discussed in lecture. 72 hours lecture and 270 hours laboratory.

NRN-4 - Advanced Nursing Concepts of Health and Illness **9 units**
CSU

Prerequisite: NRN-3.

Corequisite: Concurrent enrollment in NRN-16.

Integrates total nursing care concepts in acute and other community-based settings. Emphasizes the health care of multicultural clients and their families throughout the life cycle who are experiencing complex or multiple health/illness problems. Includes advanced concepts of gerontological nursing. Students apply previously learned concepts to clients with critical and complex health and illness problems using the nursing process within the multidisciplinary treatment team. Develops the associate degree nursing role in managing care for groups of clients. 72 hours lecture and 270 hours laboratory.

NRN-6 - Nursing Learning Laboratory **.5 unit**
CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry-level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. CR-NC only.

NRN-7 - Nursing Learning Laboratory **1 unit**
CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. CR-NC only.

NRN-8 - Nursing Learning Laboratory **2 units**
CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory. CR-NC only.

NRN-9 - Nursing Learning Laboratory **3 units**
CSU

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory. CR-NC only.

NRN-15 - Introduction to Nursing Roles and Relationships **2 units**
CSU

Prerequisite: None.

Corequisite: Concurrent enrollment in NRN-1. Concurrent enrollment in PSY-9 or prior completion.

Limitation on enrollment: Acceptance into the Registered Nursing Program.

Assists in the role transition to Registered Nursing student at Riverside Community College. Examines the uniqueness of the conceptual framework and curricular structure of the program at Riverside Community College. Presents the five basic steps of the nursing process and roles of the Associate Degree Nurse. Considers the nature of the teaching-learning process. Overviews the philosophy of registered nursing past, present and future. Introduces the ethical/legal aspects of the student nurse's role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Develops beginning skills in accessing information via on-line selected nursing websites. Introduces students to professional writing style and format. 36 hours lecture.

NRN-16 - Dimensions of AD-Registered Nursing **1.5 units**
CSU

Prerequisite: NRN-3.

Assists in the transition from student role to that of a graduate of a registered nursing program prepared for employment. Correlates with lab experiences in NRN-4 to develop beginning leadership and management skills. Examines the scope of practice of the RN in delegating and prioritizing nursing care, discusses end-of-life issues and organ procurement, and introduces nursing informatics to prepare

new graduates on how to use computer technology in the workplace. Reviews process of licensure for California registered nursing and malpractice issues. Provides opportunity for students to explore various employment opportunities for Registered Nurses in the community and to discuss current issues of relevance to professional nursing practice. Total of 27 hours lecture.

NRN-17 - Transition Course **2 units**
for Advanced Placement/Transfer Students
CSU

Prerequisite: None.

Limitation on enrollment: LVN, immediate graduate of the RCC VN Program or nursing student eligible for transfer into the RCC ADN program.

An introduction to basic concepts of the RCC Associate Degree Nursing Program: philosophy and outcome objectives; conceptual framework; five step nursing process. Focuses on developing critical thinking skills. Addresses transitional issues to associate degree nursing student role. Overviews the philosophy of registered nursing past, present, and future. Introduces the ethical/legal aspects of the student nurse's role as well as professional RN role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Develops beginning skills in accessing information via on-line selected nursing Websites. If Nursing 17 is completed successfully more than one year before entering the ADN Program, Nursing 17 must be audited in the intersession just prior to entering the ADN Program and a nursing care plan created and submitted according to current RCC NCP format. May be taken a total of four times. 27 hours lecture and 27 hours laboratory. (Letter grade/CR-NC option)

NRN-20 - National Council Licensure Examination **.5 unit**
for Registered Nurses (NCLEX-RN)
CSU

Prerequisite: None.

Limitation on enrollment: Eligible for the NCLEXRN.

This twelve-hour workshop is offered to help students in Associate in Science Degree programs study for NCLEX-RN examination for licensure. The course presents a review of topics in medical/surgical, maternal/child and mental health nursing. Topics encompass basic concepts and recent advances that are components of safe and effective nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of theory content. May be taken a total of four times. 12 hours lecture. CR-NC only.

NRN-91 - Nursing Work Study (BRN Approved) **.5 unit**
CSU

Prerequisite: NRN-2.

This nursing work study is designed to correlate instructional theory with related clinical experience. The student will have an opportunity for refinement of previously learned nursing skills and further competency development in clinical practice under the supervision of a registered nurse preceptor at a clinical facility. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of clinical skills. May be taken a total of four times. 27 hours laboratory. CR-NC only.

NRN-93 - Calculations for Healthcare Providers 1 unit

Prerequisite: None.

Review of basic arithmetic required to administer prescribed medications and fluids. Major emphasis on systems of drug measurement and dosage calculation using dimensional analysis. Administration of medications via different routes and to clients in all age groups. Computation of dosage problems encountered in actual nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development with the subject matter. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. May be taken a total of four times. 18 hours lecture.

NRN-94 - Nursing Clinical Development Practicum 2 units

Prerequisite: None.

Limitation on enrollment: Enrollment in the Associate Degree Nursing or Vocational Nursing programs.

This course is designed to maintain and build clinical nursing skills. Emphasis is on using critical thinking skills in the application of theory to clinical practice. Offers opportunities for clinical enhancement and/or remediation through individualized learning contracts. Designed in collaboration with semester/program faculty. Structured to accommodate students from all levels. May be taken a total of four times. 108 laboratory hours. CR-NC only.

NRN-95 - Focused Health Assessment 1.5 units

Prerequisite: None.

Limitation on enrollment: Enrollment in or completion of an Associate Degree or Vocational Nursing program.

A course designed to assist the student to refine basic skills in history taking for health assessment and physical examination. Major emphasis is on data collection resulting in a nursing plan of care supported by evidence-based interventions. A systems approach to physical examination is used. Techniques of inspection, palpation, percussion and auscultation are developed. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. 27 hours lecture. CR-NC only.

**NRN-200 - Nursing Work Experience 1-2-3-4 units
CSU***

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

VOCATIONAL NURSING (VN) PROGRAM

The Vocational Nursing Program is a certificate program that prepares graduates to qualify for the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. The 12 month full-time and 24 month part-time curricula provide student-centered instruction and conform to regulations of the California Board of Vocational Nursing and Psychiatric Technicians. Classroom instruction is offered concurrently with clinical practice to assist the student in the application of nursing theory to actual nursing situations. To receive a certificate, a

minimum grade of "C" must be earned in each nursing course, Anatomy and Physiology 10, and Psychology 9. New classes are admitted every fall. The program is 51 semester units. Information on Vocational Nursing Program admission/selection policies and procedures may be obtained by contacting the School of Nursing, (951) 222-8407.

MINIMUM REQUIREMENTS FOR ELIGIBILITY

1. Eligibility to attend RCCD and RCCD application on file.
2. High school graduation or equivalent (GED, High School Proficiency Examination, Associate Degree or Bachelor's Degree). Official Transcripts required.
3. A cumulative grade point average of at least 2.0 ("C") GPA in all college course work attempted.
4. 100% on Nursing Program Arithmetic Proficiency Exam. Exam will be administered concurrent with Nursing 50.
5. Anatomy and Physiology 10 or equivalent.
6. Nursing 50.
7. Application to the VN program. Applications can be obtained online at: <http://rcc.edu/nursing/apply> and submitted to the Nursing Enrollment Technician, Riverside City College. Students who wish to start the program in the fall must submit an application regardless of whether or not they have completed Nursing 50 and/or Anatomy and Physiology 10. Note: No waiting list is maintained. Therefore, a new application must be submitted each year.
8. Official transcripts (high school and college) and other necessary information on file with the Counseling Department.
9. Be at least 17 years of age (Section 2866a, VN Practice Act).
10. Please note: Meeting minimum criteria to the program does not guarantee admission to the program.
11. Students wishing a decreased study load during the first semester are encouraged to take Psychology 9 before entering the program.

VN PROGRAM EXPENSES (All expenses are approximate)

1. Uniform: \$200.
2. Books and supplies: \$800.
3. Health examination/immunizations \$200-\$250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the Americans with Disabilities Act (1990). Selected laboratory work must be repeated one year later.
4. Per Semester: Health Services fee \$14, Student Services fee \$10, Parking fee \$40, and an Enrollment fee of \$20 per unit.
5. Students must have current CPR certification (BLS Healthcare Provider Course). If the CPR card expires prior to the end of the semester or intersession, recertification is required prior to enrollment.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
- 7.* Background check must be clear prior to participation in clinical courses. Fee: approximately \$100.
- 8.* NCLEX-PN: \$350.
- 9.* License fee: \$105.

* Fees are subject to change.

ATTENDANCE REQUIREMENTS

The attendance policy of the Vocational Nursing Program is in conformity with the attendance policy of Riverside Community College District and the Board of Vocational Nursing and Psychiatric Technicians. In accordance with the attendance policy of Riverside Community College District, "All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence."

"Work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to check with the instructor about the completion of missed assignments."

In accordance with the objectives of the Vocational Nursing Program, the student is expected to develop and practice attendance habits appropriate to the role of the Vocational Nurse as a participating member of the multidisciplinary healthcare team.

PROGRESSION POLICY: VN FULL-TIME PROGRAM:

If a student earns less than a "C" grade in any course required for enrollment in the VN Program (Psychology 9, Nursing 51, 52, 60, 61, 62, 63, 70, and 71), the student will be ineligible to continue in the Full-Time Program and must reapply when the course has been successfully repeated. Readmission will be granted on a space available basis according to the admission point system.

In order to repeat a VN Program course, the student must complete a "Petition for Readmission to the Nursing Program," as well as an application to the program. Applications can be obtained online at: <http://rcc.edu/nursing/apply> and submitted to the Nursing Enrollment Technician, Riverside City College.

PROGRESSION POLICY: VN PART-TIME PROGRAM

Course sequence for the Part-Time Vocational Nursing Program will be as printed on the RCCD Part-Time Vocational Nursing Program Curriculum Pattern. Students will lose their space if they fail to progress according to the sequence and must reapply to the program. Readmission will be granted on a space available basis according to the admission point system.

VN students in the part-time program are required to earn a minimum grade of "C" in Nursing 51, 60, 63, and in Psychology 9 prior to being eligible to enroll in Nursing 52. In order to repeat a VN Program course, the student is required to submit a "Petition for Readmission to the Nursing Program," as well as an application to the Nursing Program. Applications can be obtained online at: <http://rcc.edu/nursing/apply> and submitted to the Nursing Enrollment Technician, Riverside City College.

READMISSION POLICY-VOCATIONAL NURSING PROGRAM

A student who at any time has been admitted to the Vocational Nursing Program and subsequently withdraws or earns a "D or F" grade in the nursing course(s) must file a petition to be readmitted to the program. Petitions are obtained Applications can be obtained online at: <http://rcc.edu/nursing/apply> and submitted to the Nursing Enrollment Technician, Riverside City College. Refer to the RCCD VN Student Handbook for

additional readmission policies. VN Program courses are subject to the State of California limits on course repetition.

When a student withdraws from the Vocational Nursing Program or fails to earn a grade of "C" or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE IS NO PROMISE OR REASSURANCE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READMISSION.

TRANSFER/CHALLENGE POLICIES

Students with previous nursing education or experience may petition for advanced placement credit. Information regarding this policy may be obtained from the School of Nursing.

NURSING (VOCATIONAL) COURSES:**NVN- 50 - Introductory Vocational Nursing Foundations 2 units**

Prerequisite: None.

Examines the definition, functions, responsibilities, and roles of the vocational nurse as a member of the health team. Overviews history of nursing. Introduces the ethical/legal aspects of the student and Licensed Vocational Nurse. Defines the nursing process and introduces the concept of culture as it impacts nursing care. 36 hours lecture.

NVN-51 - Introductory Concepts of Vocational Nursing-Health/Illness 3 units

Prerequisite: NVN-50

Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.

Introductory course on health and its deviations as a foundation for the practice of vocational nursing. Beginning concepts of microbiology are applied. The responses of the body to diseases which affect basic human needs are discussed in terms of common symptoms of illness, respiratory and circulatory disturbances, fluid and electrolytes, congenital, degenerative, allergic, and immune processes. Essentials of nutrition throughout the life cycle and an introduction to diet therapy are studied. 54 hours lecture.

NVN-52 - Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5 units

Prerequisite: NVN-50

Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.

Focus on provider of care role of the vocational nurse in assisting clients in the adult life cycle stages to meet essential activities of daily living. A beginning knowledge of specialized nursing techniques with an understanding of the principles, rationales, and procedures for each. Beginning application of the nursing process to clients who require nursing intervention to meet basic human needs. The course includes selected experience in the observation and care of adults in a variety of settings, applying nursing knowledge from all foundation courses. 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of clinical/laboratory.

NVN-60 - Intermediate Vocational Nursing Foundations-Nursing Process/Communication 1 unit

Prerequisite: NVN-50 .

Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.

Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process to identify clients' basic human needs

that require nursing intervention. Problem solving skills are explored in relation to the nursing process. The therapeutic communication process is studied in relationship to the nursing process, with beginning application to clients in various stages of the life cycle. Review of the Riverside Community College Vocation Nursing Program philosophy and conceptual framework. 18 hours lecture.

NVN-61 - Intermediate Concepts of Vocational Nursing-Care of the Family **6 units**

Prerequisite: NVN-52 and 60.

Application of the nursing process in common health/illness situations experienced by families requiring nursing intervention. Includes care of mothers, infants, children, and adolescents with health problems associated with their age groups. Emphasis is on the role of the vocational nurse in assisting families to meet basic human needs. Laboratory experiences in maternity and pediatric units. 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory.

NVN-62 - Intermediate Concepts of Vocational Nursing-Medical/Surgical **12 units**

Prerequisite: NVN-61.

Application of the nursing process to the care of clients with common health/illness problems and needs according to Maslow. Continued development of understanding and utilization of principles in the determination of nursing actions. Opportunity for development of provider of care role for clients in the adult life cycle stages in a variety of clinical settings, from various ethnic and social backgrounds, and with common medical/surgical conditions. Includes major focus on rehabilitation and adaptation to chronic illness problems. Observational experiences in home health care and in selected ancillary health departments which impact on nursing care. 126 hours lecture (including 18 hours of pharmacology) and 270 hours clinical/laboratory.

NVN-63 - Intermediate Concepts of Vocational Nursing-Mental Health **3 units**

Prerequisite: NVN-60 and PSY-9.

Application of the nursing process and principles of mental health in the care of clients, in all health delivery settings, with conditions which interfere with normal intellectual, social, and/or emotional behavior and result in disturbed interpersonal relationships. Focus on using principles of psychiatric nursing, communication skills, and interpersonal relationship techniques to meet basic human needs. The clinical/laboratory experience will be directed toward roles of the vocational nurse in the application of theoretical knowledge through supervised interaction in the mental health setting with clients throughout the life cycle. Emphasis in the clinical experience will be on understanding and refining communication skills with clients with common health/illness and functional disorders. 36 hours lecture (including 2 hours pharmacology) and 65 hours clinical/laboratory.

NVN-70 - Advanced Vocational Nursing Foundations- Role Transition **1 unit**

Prerequisite: NVN-62 and 63.

Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and member of the discipline of nursing roles of the licensed vocational nurse. The dynamics of group process and its application to the management of ancillary health team members and groups of clients at various stages of the life cycle with common health/illness problems and need for assistance in meeting basic human needs. Leadership and supervision skills for the Licensed Vocational Nurse

in structured health care settings. In-depth review of the Vocational Nurse Practice Act and legal and ethical issues in vocational nursing practice. 18 hours lecture.

NVN-71 - Advanced Concepts of Vocational Nursing-Medical/Surgical **7.5 units**

Prerequisite: NVN-62 and 63.

Advanced application of the nursing process to the care of multiple clients from various ethnic and social backgrounds, in the adult life cycle stages with common health/illness problems/needs. Emphasis on the assisting role of the vocational nurse in caring for a client with an acute illness problem including responsibilities and life saving measures in emergency situations. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs and management techniques to determine and prioritize nursing actions. 72 hours lecture (including 8 hours of pharmacology) and 189 hours clinical/ laboratory.

CONTINUING EDUCATION IN NURSING

The Continuing Education courses offered by Riverside Community College District are approved by the California Board of Registered Nursing for the units/contact hours designated as specified for each course. Provider number 00100.

The Board of Vocational Nursing and Psychiatric Technicians will accept courses for Continuing Education credit that have been approved by the BVNPT and the California Board of Registered Nursing.

NURSING (CONTINUING EDUCATION) COURSES:

NXN-78 - Pharmacology in Clinical Nursing Practice **3 units**

Prerequisite: None.

Limitation on enrollment: Completion of or concurrent enrollment in a Vocational or Registered Nursing Program.

Reviews the major classes of medications used in community-based settings that provide primary, secondary and tertiary levels of healthcare. Focusing on the applications to clinical nursing practice, discusses the pharmacology, dosage administration and adverse effects of these medications. Selected non-drug therapy as it relates to drug therapy is also reviewed. Approved by the California Board of Registered Nursing for continuing education. Provider number 00100. 54 hours lecture.

NXN-81 - Introduction to Critical Care Nursing **5 units**

Prerequisite: None.

Limitation on enrollment: Completion of a Registered Nursing Program.

A critical care course designed to prepare the Registered Nurse to become a specialist in the care of patients requiring intensive and high technical supportive care. It focuses on the introduction to critical care nursing; theory and scientific principles related to the following systems: cardiovascular, pulmonary, renal and genitourinary, neurological, gastrointestinal, endocrine, hematological, and multiple organ dysfunction; specialized procedures and equipment; and clinical skills training. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. 90 hours lecture.

NXN-83 - Preceptor Workshop .5 unit*Prerequisite: None.**Limitation on enrollment: Current licensure as a Registered Nurse*

This course is a highly interactive and comprehensive workshop that will provide the preceptor with the tools and motivation to enhance the process of transitioning new staff members. Emphasis is placed on the preceptor's responsibilities in the areas of role model, socializer, educator, and evaluator. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. Offered Credit/No Credit only. 9 hours lecture.

OCEANOGRAPHY**OCE-1 - Introduction of Oceanography UC, CSU 3 units***Prerequisite: None.**Advisory: A course in geology recommended.*

Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, coriolis forces, oceanic circulation, chemical properties of sea water, and elementary oceanographic techniques. 54 hours lecture.

OCE-1L - Introduction to Oceanography Laboratory UC, CSU 1 unit*Prerequisite: None.**Advisory: Concurrent or previous enrollment in OCE-1 recommended, especially for transfer students.*

An optional laboratory science course. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. The laboratory experiments cover the physical, chemical, biological, and geological processes which are found in the oceans. Such topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; and dynamic topography, waves and tides. 54 hours laboratory.

OFFICE ADMINISTRATION

See Computer Applications and Office Technology

PARALEGAL STUDIES**PAL- 10 - Introduction to Paralegal Studies CSU 3 units***Prerequisite: None.*

An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture.

PAL-14 - Legal Ethics CSU 3 units*Prerequisite: None.*

Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture.

PAL-64 - Legal Research and Computer Applications CSU 3 units*Prerequisite: None.*

Introduction to legal research from the perspective of the paralegal's role in a law office including surveys of the principle law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. 54 hours lecture.

PAL-68 - Civil Litigation and Procedures I CSU 3 units*Prerequisite: None.*

The first of two courses designed to introduce the student to the study of civil litigation. Provides an overview of the litigation process and the function of the paralegal in the process. Rules of procedure will be applied to draft complaints, motions, answers and other legal documents applicable in a given fact situation in the preliminary stages of litigation. 54 hours lecture.

PAL-70 - Law Office Policies, Procedures and Ethics CSU 1.5 units*Prerequisite: None.*

Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. 27 hours lecture.

PAL-71 – Legal Terminology CSU 1.5 units*Prerequisite: None.*

Introduction to legal words, definitions, synonyms, pronunciation and usage. To prepare for the use of legal terms in legal writing, memoranda of law, legal documents and briefs as well as verbal communication with judges, lawyers, paralegals and legal assistants in the legal profession. 27 hours lecture.

PAL-72 - Legal Analysis and Writing CSU 3 units*Prerequisite: PAL-10, PAL-68 or BUS-18A*

The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. 54 hours lecture.

PAL- 78 - Civil Litigation and Procedures II CSU 3 units*Prerequisite: PAL-68.*

Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures and alternative methods of dispute resolution are emphasized. 54 hours lecture.

PAL- 80 - Internship Project CSU 1.5 units*Prerequisite: PAL-64.*

An application course designed to enhance practical research and writing skills including activities in law library and techniques of acquiring permanent employment in law-related environment. A written report will be required to contrast application with theory. 27 hours lecture.

PAL- 81 - Bankruptcy Law and Procedures CSU 3 units*Prerequisite: None.*

Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor's and creditor's rights and obligations are covered. 54 hours lecture.

PAL- 83 - Estate Planning and Probate Procedures CSU 3 units*Prerequisite: None.*

Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person's estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person's estate. 54 hours lecture.

PAL-85 - Family Law and Procedures CSU 3 units*Prerequisite: None.*

Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings and the rights of married and unmarried parties under community and separate property laws and cohabitation cases in California. 54 hours lecture.

PAL- 87 - Trial Practice Preparation and Procedures CSU 3 units*Prerequisite: None.*

Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. 54 hours lecture.

PAL-200 - Paralegal Studies Work Experience CSU* 1-2-3-4 units*Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

PHILOSOPHY**PHI-10 - Introduction to Philosophy UC, CSU (CAN PHIL 2) 3 units***Prerequisite: None.*

A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-10H – Honors Introduction to Philosophy UC, CSU 3 units*Prerequisite: None.*

Limitation on enrollment: Enrollment in the Honors Program.

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-11 - Critical Thinking UC, CSU 3 units*Prerequisite: None.*

This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

PHI-12 - Introduction to Ethics: Contemporary Moral Issues UC, CSU (CAN PHIL 4) 3 units*Prerequisite: None.*

Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

PHI-13 - Philosophy of Art UC, CSU 3 units*Prerequisite: None.*

An introduction to the philosophy of the arts, including the nature and function of the aesthetic experience, aesthetic meaning and value, form, expression and the bases of aesthetic criticism. Class experience in analyzing and evaluating music, painting and literature. 54 hours lecture.

PHI-14 - Survey of Black Thought UC, CSU 3 units*Prerequisite: None.*

A survey of Black thought from the earliest times, including Ethiopian-Egyptian-Coptic sources, medieval Muslim Africa, and modern Western slave and liberation periods. Representative thinkers of the modern periods are discussed. 54 hours lecture.

PHI-15 - Bio-Medical Ethics UC, CSU 3 units*Prerequisite: None.*

An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundation of ethical judgments, the nature of moral reasoning, the ethics of medical practitioner-patient relationships, confidentiality, death and dying, medical experimentation, animal research, abortion and euthanasia, genetic engineering, and the new reproductive technologies. 54 hours lecture.

PHI-16 – Moral Reasoning in Business 3 units*Prerequisite: None.*

This course applies classical and contemporary theories of morality to problems, questions and dilemmas arising in business. Using the major concepts and principles of deontological and consequentialist reasoning, it examines and analyzes cases involving such areas as employer/employee relations, corporate responsibility, the ethics of globalization, development and world financial institutions, and truth-telling in business. Emphasis is on the development of moral reasoning skills that allow for meaningful analysis and evaluation of moral situations. 54 hours lecture.

PHI-19 - Native American Thought 3 units
UC, CSU*Prerequisite: None.*

Philosophical and religious beliefs and practices of Native Americans. Their history, views of man and nature. Emphasis placed on Native American thought as conveyed by Indian people, and its relevance to contemporary problems and conflicts between the two societies. 54 hours lecture.

PHI-20 - History of Western Philosophy I: Greek, Roman, and Medieval 3 units
UC, CSU (CAN PHIL 8)*Prerequisite: None.*

A survey of the beginning and rise of Western science and philosophy; pre-Socratic era, Socrates, Plato, Aristotle; Greek philosophical influence upon the Roman Empire and Medieval Europe. 54 hours lecture.

PHI-21 - History of Western Philosophy II: Modern and Contemporary 3 units
UC, CSU (CAN PHILOS 10)*Prerequisite: None.**Advisory: PHI-10, 12, or 20 recommended.*

A survey of the history of Western philosophy beginning with the transition from the medieval period and ending with contemporary philosophy. Topics covered will include renaissance humanism, the rise of modern science, continental rationalism, British empiricism, the Enlightenment, German romanticism and idealism, and such contemporary movements as Marxism, existentialism, positivism, American pragmatism and analytic philosophy. 54 hours lecture.

PHI-22 – Philosophy of Science 3 units*Prerequisite: None.**Advisory: Qualification for English 1A.*

An examination of philosophical ideas about the nature of scientific knowledge, how it enables us to understand the world, and the role of values in science. Historical and current examples from the various sciences will be used to explore these questions. The dependence of contemporary policy and personal decisions on scientific knowledge will also be explored. 54 hours lecture.

PHI-32 - Introduction to Symbolic Logic 3 units
(Same as MAT-32)
UC, CSU (CAN PHIL 6)*Prerequisite: None.**Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

PHI-33 - Introduction to Social and Political Philosophy 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A strongly recommended.*

An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. 54 hours lecture.

PHI-35 - Philosophy of Religion 3 units
(Same as HUM-35)

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 11 recommended.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

PHOTOGRAPHY**PHO-8 - Introduction to Photography** 3 units
UC, CSU (CAN ART 18)*Prerequisite: None.*

Theory and practice in the basic techniques of producing quality black and white photographs with technical and artistic merit. Acquire competency in the use of cameras, photo materials and processes associated with basic darkroom procedures. Students are expected to supply their own 35 mm cameras with f-stop and shutter controls, film and enlarging paper for printing. Lab materials fee assessed. 27 hours lecture and 81 hours laboratory.

PHO-9 - Intermediate Photography 3 units
CSU*Prerequisite: PHO-8.*

An intermediate course in black and white photography with emphasis on materials, equipment, methods of application and the theory and practice of photographic composition. Introduces professional medium and large format cameras. Students required to provide 35 mm camera with f-stop and shutter controls. Lab materials fee assessed. 27 hours lecture and 81 hours laboratory.

PHO-10 - Advanced Photography 3 units
CSU*Prerequisite: PHO-9.*

Advanced concepts of black and white photography, with emphasis on utilization of 35 mm and medium and large format cameras in the studio and on location. Application of advanced lighting techniques for products and portraiture. Includes an introduction to studio management and the legal and financial considerations of the professional photographer. Students required to provide their own 35 mm camera with f-stop and shutter controls. Lab materials fee assessed. 27 hours lecture and 81 hours laboratory.

PHO-12 - Photojournalism 3 units
(Same as JOU-12)
CSU*Prerequisite: PHO-8.**Corequisite: Concurrent enrollment in or prior completion of PHO-9.*

Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photographs to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with f-stop and shutter controls. Lab materials fee assessed. 27 hours lecture and 81 hours laboratory.

PHO-13 - Advanced Darkroom Techniques 3 units
CSU*Prerequisite: PHO-9.*

Designed to introduce advanced students to manipulation of photosensitive materials for technical and creative enhancement of photographic images. The course presents the principles learned to control contrast and density with the goal of producing images with technical excellence using lighting, exposure, developing and printing techniques. Discuss laboratory processes for ensuring archival permanence of photographic images. 27 hours lecture and 81 hours laboratory.

PHO-14 - Basic Studio Portraiture 3 units
CSU*Prerequisite: PHO-9*

Designed to introduce students to the basic theory and principles of studio photography. This course provides hands on experience in creating studio and environmental portraits with an emphasis on lighting and posing techniques. 27 hours lecture and 81 hours laboratory.

PHO-17 - Introduction to Color Photography 3 units
CSU*Prerequisite: PHO-9.*

An introductory course in color photography covering theory and practice in the use of equipment and materials for producing color prints. Students required to provide their own 35 mm camera with f-stop and shutter controls. Lab fee required. 27 hours lecture and 81 hours laboratory.

PHO-20 - Introduction to Digital Still Photography 3 units
CSU*Prerequisite: None.*

Introduces students to electronic still photography and digital imagery. Students will learn how to create photography quality images without use of the traditional photographic wet lab. Students use state of the art computers, digital cameras, professional grade negative and flat bed scanners and a digital printer to produce photo-grade prints. Software utilized includes Adobe PhotoShop, Photoenhancer Ofoto and others. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

PHO-200 - Photography Work Experience 1-2-3-4 units
CSU**Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see JOURNALISM**PHYSICAL EDUCATION**

It is recommended that students enroll in physical education activity courses or academic physical education courses (that satisfy the Self Development requirement of the Associate in Arts Degree) during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate in Arts Degree requirements in this catalog.

UNIFORMS

Students are requested to wear attire appropriate to the activity as requested by the instructor.

LOCKERS

A lock and locker for which the student is responsible will be issued to each student. A \$5.00 charge will be assessed for a lost lock.

ACADEMIC COURSES**PHP-4 - Nutrition** 3 units
UC, CSU*Prerequisite: None.*

The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

PHP-6 - Introduction to Physical Education for Pre-School and Elementary Children 3 units
CSU*Prerequisite: None.*

This course provides a comprehensive overview of theories and methods relating to the development of a physical education program for children ages 0-11 years including children with special needs and abilities. Emphasis is on the application of specific physical skills. The course curriculum is consistent with the California State Department of Education Physical Education Framework. 45 hours lecture and 27 hours laboratory.

PHP-8 - Triathlon Techniques 2 units
UC, CSU*Prerequisite: None.*

Provides instruction for the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling and running skills and learn how to develop an individual program. Other topics will include injury prevention, nutrition, equipment technology and maintenance. 18 hours lecture and 54 hours laboratory.

PHP-10 - Introduction to Physical Education 3 units
UC, CSU*Prerequisite: None.*

This is an orientation course for students interested in physical education. It studies the history of sport, analyzes scientific research as it pertains to physical fitness and sport, and provides information on education requirements and careers. 54 hours lecture.

PHP-12 - Sport Psychology 3 units
CSU*Prerequisite: None.*

This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

PHP-14 – Athletic and Fitness Organization and Administration 3 units
CSU*Prerequisite: None.*

This course presents a balance of theory and practice in organization and administration of athletic and fitness programs. It includes management functions from facilities planning, finances and risk management to public relations and marketing. 54 hours lecture.

PHP-16 - Introduction to Athletic Training 3 units
UC, CSU*Prerequisite: None.*

This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory.

PHP-17 - Athletic Training, Fall Sports, Beginning 2 units
UC*, CSU*Prerequisite: None.**Corequisite: Completion of or concurrent enrollment in PHP-16 and 30.*

This course involves athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. 18 hours lecture and 54 hours laboratory.

PHP-18 - Athletic Training, Spring Sports, Beginning 2 units
UC*, CSU*Prerequisite: None.**Corequisite: Completion of or concurrent enrollment in PHP-16 and 30.*

This course involves athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. 18 hours lecture and 54 hours laboratory.

PHP-19 - Athletic Training, Fall Sports, Advanced 2 units
UC*, CSU*Prerequisite: PHP-17.*

This course will expose students to advanced field experience in athletic training for fall sports. Students will be able to evaluate, treat and rehabilitate injuries specific to fall sports. The course will reinforce basic principles and methods in Athletic Training and Sports Medicine. 18 hours lecture and 54 hours laboratory.

PHP-20 - Athletic Training, Spring Sports, Advanced 2 units
UC*, CSU*Prerequisite: PHP-18.*

This course will expose students to advanced field experience in athletic training for spring sports. Students will be able to evaluate, treat and rehabilitate injuries specific to spring sports. The course will reinforce basic principles and methods in Athletic Training and Sports Medicine. 18 hours lecture and 54 hours laboratory.

PHP-21 - Athletic Training Applications 2 units
CSU*Prerequisite: None.**Corequisite: Completion of or concurrent enrollment in PHP-17 or 18, 19, or 20.*

The student, under the supervision of the Head Athletic Trainer, will be responsible for all aspects of the athletic training services to be provided to an assigned Riverside Community College athletic team. Students will be responsible for all pre and post practice and competition of athletic training situations. The field experience hours earned in the course may partially fulfill the requisites and requirements of the National Athletic Trainers Association Certification. May be taken a total of four times. 108 hours laboratory.

PHP-24 - Sports Officiating-Fall Sports 3 units
UC*, CSU*Prerequisite: None.*

The mechanics, techniques, and rules of officiating football, basketball, and volleyball are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture plus required field work.

PHP-25 - Sports Officiating-Spring Sports 3 units
UC*, CSU*Prerequisite: None.*

The mechanics, techniques, and rules of officiating baseball, softball and track and field are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture.

PHP-26 – Foundations of Coaching 3 units
CSU*Prerequisite: None.*

This course introduces the student to the professions of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport physiology and sport management. Topics include coaching objectives and style, communication skills, motivation, teaching sport skills, principles for training, team management and self-management. 54 hours lecture.

PHP-27 - Football Theory 3 units
UC*, CSU*Prerequisite: None.*

The course includes the study of various aspects of coaching football. The emphasis of the class will be on the theory of how to organize a football program, individual skills and offensive and defensive play. 54 hours lecture.

PHP-28 - Basketball Theory 3 units
UC, CSU*Prerequisite: None.*

This course includes the study of various aspects of coaching basketball. The emphasis of the class will be on the theory of how to organize a basketball program, individual skills and offensive and defensive play. 54 hours lecture.

PHP-29 - Soccer Theory 3 units
UC*, CSU*Prerequisite: None.*

This course includes the study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.

**PHP-30 - First Aid and CPR
UC, CSU (CAN KINE/PE 8)** **3 units***Prerequisite: None.*

This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all American Red Cross requirements will receive an American Red Cross Responding to Emergency Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. Fees for required certificates will be charged to the student and are not covered by BOGW. 54 hours lecture.

**PHP-33 – Baseball Theory
UC*, CSU** **3 units***Prerequisite: None.*

The course covers various aspects of coaching baseball which include theory, philosophy, organization and structure of a program, individual skills, and offensive and defensive team play. 54 hours lecture.

PHP-34 – Softball Theory **3 units***Prerequisite: None.*

Covers various aspects of coaching softball which include theory, philosophy, organization and structure of a program, individual skills, offensive and defensive team play and digital video analysis. 54 hours lecture.

**PHP-35 - Foundation for Fitness and Wellness
CSU** **3 units***Prerequisite: None.*

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory.

**PHP-36 - Wellness: Lifestyle Choices
CSU** **3 units***Prerequisite: None.*

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

**PHP-38 – Stress Management
CSU** **3 units***Prerequisite: None.*

This course explores the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors to distress. Students are also exposed to a variety of coping mechanisms and techniques for stress management. The lab portion of this class provides students the opportunity to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

**PHP-42 - Lifeguard and Water Safety
Instructor Certification** **3 units****UC, CSU***Prerequisite: None.*

Limitation on enrollment: Retention based on demonstrated proficiency in intermediate swimming skills, surface dive test, and 500 yard swim.

This course is designed to drill the competent swimmer in life saving and water safety techniques and to develop the necessary understanding and knowledge to teach American Red Cross courses in swimming. Students successfully completing the requirements will be awarded the American Red Cross CPR for the Professional, Lifeguard Today, Community First Aid, Instructor Candidate Training and Water Safety Instructor Certificates. 36 hours lecture and 54 hours laboratory. Fees for required certificates will be charged to the student and are not covered by BOGW.

**PHP-43 – Personal Training
CSU** **3 units***Prerequisite: None.*

This course includes experience in applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. This course provides the necessary information to pass the Personal Trainer Certification exams for national certifying organizations (ACE, IFPA, NCSA, etc.) 36 hours lecture and 54 hours laboratory.

PHP-44 – Yoga Instructor Training **3 units***Prerequisite: None.**Advisory: Two units of PHP-A47.*

This course covers yoga philosophy and practice. Topics include teaching postures in a safe manner, breathing techniques and how to observe and assist students. This course may be used as partial fulfillment of the requirements to be a Registered Yoga Teacher through the Yoga Alliance. 36 hours lecture and 54 hours laboratory.

**PHP-45 – Group Fitness Instructor
CSU** **3 units***Prerequisite: None.*

This course covers fitness both in theory and practice. Topics include how to teach exercise, the essentials of exercise, nutrition and weight management, and safety guidelines. This course provides the foundation for becoming a nationally certified (ACE, AFAA, etc.) group fitness instructor. 36 hours lecture and 54 hours laboratory.

**PHP-47 - Hiking and Backpacking
UC*, CSU** **2 units***Prerequisite: None.*

The purpose of this course is to introduce the student to hiking and backpacking. Topics to be covered include selection of equipment, clothing and food. Safety, first aid, survival and map reading will also be discussed. Participation in weekend field trips will be required. 18 hours lecture and 54 hours laboratory.

PHP-59 – Athletic Advisement **1 unit***Prerequisite: None.*

Limitation on enrollment: Recommended for first year RCC athletes.

The course assists student-athletes to transfer successfully to four-year institutions. Emphasis is on COA, NCAA and NAIA rules and regulations; covers financial aid options, recruiting and eligibility rules for athletes; and the development of responsibilities and time management skills unique to student-athletes. 18 hours lecture.

**PHP-200 - Physical Education Work Experience 1-2-3-4 units
CSU***

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ACTIVITY COURSES

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate in Arts Degree and the Associate in Science Degree.

**PHP-A03 – Adaptive Physical Education for Students with a Physical Disability 1 unit
UC*, CSU**

Prerequisite: None.

Limitation on Enrollment: Medical approval and verification of a physical disability.

Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skills and competency development within this activity area. May be taken a total of four times. 54 hours laboratory.

**PHP-A04 – Adaptive Water Exercise 1 unit
UC*, CSU**

Prerequisite: None.

Limitation on Enrollment: Medical approval and verification of a physical disability.

Provides physical education for students with a physical disability to gain increased strength, flexibility, balance, movement memory and coordination in a shallow water pool. Students will use flotation devices, strength and balance equipment in a basic movement and exercise format. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory.

**PHP-A05 – Songleading and Cheerleading 2 units
UC*, CSU**

Prerequisite: None.

Limitation on enrollment: Retention on successful tryout.

This course is designed to promote the advancement of skills in conditioning, jumping, dance and cheer/song techniques demonstrated at college activities and athletic competitions. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 108 hours laboratory.

**PHP-A07 – Badminton 1 unit
UC*, CSU**

Prerequisite: None.

A badminton course designed to introduce the basic footwork, skills and strategy necessary for good badminton. Emphasis is placed on achievement, exercise and enjoyment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the badminton activity area. 54 hours laboratory.

**PHP-A09 – Racquetball 1 unit
UC*, CSU**

Prerequisite: None.

This course is designed to introduce students to the rules and fundamental skills of racquetball. Students will also develop an understanding of basic strategy involved in racquetball and have the opportunity to participate in a class tournament. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the racquetball activity area. 54 hours laboratory.

**PHP-A10 – Table Tennis, Beginning 1 unit
UC*, CSU**

Prerequisite: None.

This course will introduce the student to the sport of table tennis. Topics to be covered include equipment, rules and terminology, strokes, technique and strategy. Students will also compete in class competitions and tournaments. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the table tennis activity area. 54 hours laboratory.

**PHP-A11 – Tennis, Beginning 1 unit
UC*, CSU**

Prerequisite: None.

This beginning course is for the inexperienced or starting player. Emphasis is placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

**PHP-A12 – Tennis, Intermediate 1 unit
UC*, CSU**

Prerequisite: None.

Advisory: Course is designed for students with proficient skills in the basic strokes of forehand, backhand, volley and serve or for those who have completed PHP-A11.

Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

PHP-A13 – Tennis, Advanced 1 unit
UC*, CSU*Prerequisite: None.**Advisory: Course is designed for students with proficient skills in forehand, backhand, volley, serve, lob, overhead, and advanced singles and doubles strategy or for those who have completed PHP-A12.*

This course is designed for the advanced player interested in improving both their knowledge and skill in tennis. Emphasis is placed on advanced skills and competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

PHP-A15 – Bowling, Beginning 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to develop the basic techniques of bowling. Practice drills focus on the development of an appropriate grip, the approach and ball delivery. Students have an opportunity for practicing their skills and for competition during a handicap league. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the bowling activity area. 54 hours laboratory.

PHP-A16 – Bowling, Intermediate 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to give the student the opportunity to continue improving his/her timing, approach and delivery. Individual coaching is given on footwork and ball release. Different systems for spare conversions are presented and the student is given the opportunity to practice them and develop a preference. Lane conditions become a concern for the intermediate bowler. Reading oil patterns and making adjustments of feet, marks, speed of delivery and focus are emphasized. The students will participate in a handicap league. Additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the bowling activity area. 54 hours laboratory.

PHP-A17 – Bowling, Advanced 1 unit
UC*, CSU*Prerequisite: None.*

This course is designed to assist students in perfecting approach and delivery, and mastery of spare conversion. Emphasis is on lane adjustments: marks, feet, focus, speed, lift and equipment. It affords bowlers an opportunity to practice skills with other highly skilled bowlers. Discussions on the psychology and problems involving competition help to prepare bowlers for high-level competition. The bowlers participate in singles and doubles handicap competition in class. Additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the bowling activity area. 54 hours laboratory.

PHP-A20 – Golf, Beginning 1 unit
UC*, CSU*Prerequisite: None.*

Designed to serve as an opportunity for the students to develop fundamental skills such as grip, stance, address and swing. Class competitive play and skill contests are conducted to further develop the students' interest in the game. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

PHP-A21 – Golf, Intermediate 1 unit
UC*, CSU*Prerequisite: None.**Advisory: Course is designed for students with proficient skills in grip, stance, and swing or for those who have completed PHP-A20.*

This course is designed to serve as an opportunity for students to develop golf skills at the intermediate level. The mental approach to golf as well as intermediate drills and practice techniques will be employed to further enhance the students' skill level. Subsequent enrollment in additional semesters will provide the student added skill and competency development within each activity area. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

PHP-A28 – Swimming, Beginning 1 unit
UC*, CSU*Prerequisite: None.*

The beginning course introduces the skills and techniques of safety in and around a body of water. Emphasis is placed on acquiring the skills necessary to swim efficiently, safely and proficiently enough to use swimming as a means of physical exercise; i.e. flexibility, endurance and strength. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the swimming activity area. 54 hours laboratory.

PHP-A29 – Swimming, Intermediate 1 unit
UC*, CSU*Prerequisite: None.**Advisory: It is recommended that the student demonstrate a proficiency in swimming 50 yards and being able to float on the front and back or have successfully completed PHP-A28.*

The intermediate course is designed to provide the student with a review of the skills learned in beginning swimming classes, in addition to teaching new skills and strokes. Emphasis is placed on intermediate techniques and on diving. Endurance swimming is encouraged and the swimmer is given time to do distance swims. Recreational activities on an individual and team oriented level are encouraged. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the swimming area. 54 hours laboratory.

PHP-A30 – Swimming, Advanced Skills and Conditioning 1 unit

UC*, CSU

*Prerequisite: None.**Advisory: It is recommended that the student demonstrate a proficiency in swimming 100 yards and performing two or more swimming strokes or have successfully completed PHP-A29.*

Advanced swimming is designed to develop strength, endurance and skill in all swimming strokes. Emphasis is placed on a swimmer acquiring the knowledge, skill and strength to use swimming for physical conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the swimming activity area. 54 hours laboratory.

PHP-A31 – Water Aerobics and Deep Water Exercise 1 unit

UC*, CSU

Prerequisite: None.

Students will develop strength, flexibility, movement memory, balance, coordination, and cardiovascular fitness within a shallow water aerobic format. The student will then graduate to an interval aerobic workout in a combination of shallow and deep water with the use of a flotation belt. This course is designed to introduce basic fitness concepts as well as basic movement and exercise. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four units within the water aerobics activity area. 54 hours laboratory.

PHP-A33 – Track and Field Techniques: Running Event Techniques 1 unit

UC*, CSU

Prerequisite: None.

Beginning and advanced techniques and current methods of training for sprints, middle distance, distance and hurdle events are taught. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the track and field techniques activity area. 54 hours laboratory.

PHP-A34 – Track and Field Techniques: Field Event Techniques 1 unit

UC*, CSU

Prerequisite: None.

Beginning and advanced techniques and current methods of training for decathlon, pole vault, long jump, triple jump, shot put, discus, javelin, and hammer throw. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the track and field techniques activity area. 54 hours laboratory.

PHP-A35 – Ski Conditioning 1 unit

UC*, CSU

Prerequisite: None.

This course will introduce the student to sport specific fitness as it relates to Alpine and Nordic skiing. Activities will include identification of ski-specific movements. Cardiovascular endurance, muscular strength and endurance, flexibility, power and balance will be improved through aerobic training, weight training, stretching, plyometrics and circuit training. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the ski conditioning activity area. 54 hours laboratory.

PHP-A36 – Cross Country Skiing 1 unit

UC*, CSU

Prerequisite: None.

This course is designed to allow the student to develop skills and interest in cross country skiing. Topics will include equipment and clothing selection, waxing, instruction in classical technique, skating technique and Nordic downhill. Practical application of skiing skills will take place in the field trips. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the cross country skiing activity area. 54 hours laboratory.

PHP-A40 – Karate, Beginning 1 unit

UC*, CSU

Prerequisite: None.

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the karate activity area. 54 hours laboratory.

PHP-A41 – Karate, Intermediate 1 unit

UC*, CSU

*Prerequisite: None.**Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed PHP A40.*

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the karate activity area. 54 hours laboratory.

PHP-A43 – T'ai-chi Ch'uan, Beginning 1 unit*Prerequisite: None.*

Teaches the student the first Yang Style T'ai-chi ch'uan (taijiquan) routine, section one. The first t'ai-chi form is a 28 movement symmetrical choreographed routine. The students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, coordination and stress reduction. Supplemental exercises will include stretching methods, ch'i kung (qigong) and Chinese therapeutic exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Enrollment is limited to four times within the T'ai-chi Ch'uan activity area. 54 hours laboratory.

PHP-A44 – T'ai-chi Ch'uan, Intermediate 1 unit*Prerequisite: PHP-A43.*

A continuation of Yang Style T'ai-chi Ch'uan. It will teach the student more advanced forms and training methods. Students will learn the Yang Style T'ai-chi Ch'uan (taijiquan) Long Form. Students will also learn the partner T'ai-chi San Shou application form, advanced pushing hands training methods and supplemental exercises. This class will prepare the student to test for the NWTCCA T'ai-chi

Ch'uan certification. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Enrollment is limited to four times within the T'ai-chi Ch'uan activity area. 54 hours laboratory.

PHP-A46 – Hatha Yoga, Beginning **1 unit**
UC*, CSU

Prerequisite: None.

This course offers beginning hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the hatha yoga activity area. 54 hours laboratory.

PHP-A47 – Hatha Yoga, Intermediate **1 unit**
UC*, CSU

Prerequisite: None.

Advisory: PHP-A46 is recommended.

This course offers intermediate hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the hatha yoga activity area. 54 hours laboratory.

PHP-A50 – Baseball Fundamentals, Defensive **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to give any interested student the opportunity to review or learn the basic defensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and interschool games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the defensive baseball fundamentals activity area. 54 hours laboratory.

PHP-A51 – Baseball Fundamentals, Offensive **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to give any interested student the opportunity to review or learn the basic offensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the offensive baseball fundamentals activity area. 54 hours laboratory.

PHP-A52 – Fastpitch Fundamentals, Offensive **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to give any interested student the opportunity to review or learn the basic offensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the offensive fastpitch fundamentals activity area. 54 hours laboratory.

PHP-A53 – Fastpitch Fundamentals, Defensive **1 unit**
UC*, CSU

Prerequisite: None.

This course is designed to give any interested student the opportunity to review or learn the basic defensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the defensive fastpitch fundamentals activity area. 54 hours laboratory.

PHP-A54 – Fastpitch Softball Fundamentals **1 unit**
UC*, CSU

Prerequisite: None.

This course emphasizes core softball skills and techniques as the basis for advanced level competitive play. The student will be provided the opportunity to develop individual skills, defensive and offensive capabilities, and knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the fastpitch softball activity area. 54 hours laboratory.

PHP-A55 – Slow Pitch Softball **1 unit**

Prerequisite: None.

Designed to give students the basic skills, rules and strategies for team play in the sport of slow pitch softball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A57 – Basketball **1 unit**
UC*, CSU

Prerequisite: None.

The basketball course is designed to introduce the basic skill and leisure time potential of basketball. Emphasis is placed on learning the techniques and strategy of the game of basketball. Improvement in fundamentals, and two and three man situations, as well as five man situations, are stressed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A60 – Football Fundamentals, Defensive UC*, CSU 1 unit*Prerequisite: None.*

This course provides the student an opportunity to learn general and specific individual defensive football fundamentals, techniques and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A61 – Football Fundamentals, Offensive UC*, CSU 1 unit*Prerequisite: None.*

This course provides the student an opportunity to learn general and specific individual offensive football fundamentals, techniques, and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A62 – Flag Football UC*, CSU 1 unit*Prerequisite: None.*

The activities in this course provide for instruction in the skills, techniques, strategy, and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. This course is designed to contribute to the physical well being of all participating students. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A62A – Flag Football UC*, CSU .5 unit*Prerequisite: None*

The activities in this course provide for the introductory instruction in the skills, techniques, strategy and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 27 hours laboratory.

PHP-A63 – Ultimate Frisbee 1 unit*Prerequisite: None.*

Provides instruction in the skills, techniques, strategy, and rules of Ultimate Frisbee. The class emphasizes throwing techniques, skill improvement, and strategic team play. Students will also be exposed to a variety of Ultimate Frisbee techniques, other freestyle techniques, and distance throwing techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A64 – Soccer UC*, CSU 1 unit*Prerequisite: None.*

This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A67 – Volleyball, Beginning UC*, CSU 1 unit*Prerequisite: None.*

This volleyball course is designed to introduce the skills and leisure time potentials of volleyball. Emphasis is placed on learning the techniques, rules, and strategy of volleyball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the volleyball activity area. 54 hours laboratory.

PHP-A68 – Volleyball, Intermediate UC*, CSU 1 unit*Prerequisite: None. Course is designed for students with proficient skills in passing, setting, hitting, serving, and the knowledge of basic volleyball rules or for those who have completed PHP A67.*

Reviews basic volleyball skills and begins work on more advanced skills and playing strategies. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the volleyball activity area. 54 hours laboratory.

PHP-A69 – Volleyball, Advanced UC*, CSU 1 unit*Prerequisite: None. Course is designed for students with proficient skills in 6-2 rotations, setter positioning, quick attacks, middle back defense, passing, setting, and serving or for those who have completed PHP A68.*

This course is designed to introduce advanced techniques of volleyball skills. Various team offensive systems and team defensive patterns will be taught and analyzed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the volleyball activity area. 54 hours laboratory.

PHP-A70 – Water Polo Techniques UC*, CSU 1 unit*Prerequisite: None.**Advisory: It is recommended that the student demonstrate a proficiency in swimming 200 yards without stopping.*

This course is designed to serve as an opportunity for students to develop fundamental skills in the sport of water polo. Drills and various practice techniques will be used to develop all aspects of the game. The student will participate in an extensive physical conditioning program, which will include stretching, swimming, strength building and kicking exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the activity area. May be taken a total of 4 times. 54 hours laboratory.

PHP-A74 – Hiking and Backpacking Activities UC*, CSU 1 unit*Prerequisite: None.**Advisory: PHP-47.*

This course will provide additional experience for students to study hiking and backpacking in a pleasurable and safe environment. Proper procedures, respect for the mountain environment, and enjoyment of the sport will be emphasized. Participation in weekend field trips will be required. Subsequent enrollment in additional semesters will provide the student as opportunity for added skill and competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A75 – Walking for Fitness 1 unit

UC*, CSU

Prerequisite: None.

This course will assist students in improving physical health and general well being. It is designed for men and women of all ages and is concerned with cardiovascular health, fitness, weight control. Emphasis will be in building cardiovascular efficiency and promoting weight loss through walking. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A77 – Jogging for Fitness 1 unit

UC*, CSU

Prerequisite: None.

This course is designed to introduce basic fitness concepts to improve each individual's physical health and general well being. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength through stretching, muscle strengthening and jogging for conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A78 – Long Distance Running 1 unit

UC*, CSU

*Prerequisite: None.**Advisory: PHP A77.*

This course will provide general and specific long distance running principles, conditioning methods, and race tactics involved in competitive long distance running. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A79 – In-Line Skating 1 unit

UC*, CSU

Prerequisite: None.

This course is designed to teach the students the basic skills of in-line skating. Emphasis is placed on cardiovascular endurance for this lifetime fitness activity. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency as well as improvement in cardiovascular endurance. May be taken a total of four times. 54 hours laboratory.

PHP-A80 – Triathlon Techniques 1 unit

UC*, CSU

*Prerequisite: None.**Advisory: PHP 8.*

Provides additional participation in the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling, and running skills and develop an individual training program. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of three times. 54 hours laboratory.

PHP-A81 – Physical Fitness 1 unit

UC*, CSU

Prerequisite: None.

This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular strength endurance and flexibility will be developed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A82 – Speed, Agility, and Quickness Training 1 unit

UC*, CSU

Prerequisite: None.

This course brings together traditional resistance training and speed-specific movements. Students will participate in drills and activities that will improve muscular power in all movements, fundamentals of athleticism, running technique and body control, and first step explosiveness and balance. 54 hours laboratory.

PHP-A83 – Kickboxing Aerobics 1 unit

UC*, CSU

Prerequisite: None.

Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the kickboxing unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Subsequent enrollment in additional semesters will provide the student with further development in skill competency within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A85 – Bicycling 1 unit

UC*, CSU

Prerequisite: None.

This course will acquaint the student with bicycling safety and traffic laws, bicycles and accessories, bicycle maintenance and repair, and cycling techniques. Students will develop an appreciation of cycling as a lifetime activity and as a means of developing and maintaining muscular and aerobic fitness. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the bicycling activity area. 54 hours laboratory.

PHP-A86 – Step Aerobics 1 unit

UC*, CSU

Prerequisite: None.

Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the step unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercise. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four units within the step aerobics activity area. 54 hours laboratory.

PHP-A87 – Step Aerobics, Intermediate 1 unit
UC*, CSU

Prerequisite: None. PHP-A86 or proficient skills in step aerobics recommended.

This course will broaden students' aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. The students will be exposed to choreography that will improve their balance, coordination and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four units within the step aerobics activity area. 54 hours laboratory.

PHP-A88 – Step Aerobics, Advanced 1 unit
UC*, CSU

Prerequisite: None. PHP-A87 or proficient skills in step aerobics recommended.

For students who have already taken Physical Education A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The students will be exposed to challenging choreography, which will improve their balance, coordination, and memory skills. Using the FIT principle of Frequency, Intensity, and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and the length of the aerobic segment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the step aerobics activity area. Enrollment is limited to four units within the step aerobics activity area. 54 hours laboratory.

PHP-A89 – Body Sculpting 1 unit
UC*, CSU

Prerequisite: None.

Students will develop muscular strength and endurance, aerobic endurance, core strength, and flexibility using a variety of hand weights, body bars, elastic bands, and exercise balls. Emphasis will be placed on safety and proper technique while training major and minor muscle groups. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. The course may be taken four times. 54 hours laboratory.

PHP-A90 – Weight Training 1 unit
UC*, CSU

Prerequisite: None.

The weight training course is designed to teach the student the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the weight training activity area. 54 hours laboratory.

PHP-A92 – Weight Training, Advanced 1 unit
UC*, CSU

Prerequisite: None.

Advisory: PHP-A90.

This weight training course is designed for those students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the weight training area. 54 hours laboratory.

PHP-A94 – In- Season Varsity Sport Conditioning 1 unit
UC*, CSU

Prerequisite: None

This course is designed to teach advanced conditioning principles for the design and implementation of an in-season training program during varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A95 – Out-of-Season Varsity Sport Conditioning 1 unit
UC*, CSU

Prerequisite: None.

This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

VARSITY SPORTS

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. The varsity sports are:

PHP-V01A – Cross Country, Varsity, Men 2 units
UC, CSU

Prerequisite: None.

Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for first year cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. 180 hours laboratory.

PHP-V01B – Cross Country, Varsity, Men 2 units
UC, CSU

Prerequisite: PHP-V01A.

Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for second year cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V02A – Football, Varsity, Men UC, CSU **2 units***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for first year football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions and video evaluation to prepare students for intercollegiate competition in football. 180 hours laboratory.

PHP-V02B – Football, Varsity, Men UC, CSU **2 units***Prerequisite: PHP-V02A.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for second year football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video evaluation to prepare students for intercollegiate competition in football. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity to prepare him for transfer to a four year intercollegiate football program. 180 hours laboratory.

PHP-V04A – Basketball, Varsity, Men UC, CSU **2 units***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. 180 hours laboratory.

PHP-V04B – Basketball, Varsity, Men UC, CSU **2 units***Prerequisite: PHP-VO4A.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. Enrollment in course B provides the student an opportunity for additional skill and competency development within the team activity. 180 hours laboratory.

PHP-V05A – Baseball, Varsity, Men UC, CSU **2 units***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to assist advanced baseball players to improve their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. 180 hours laboratory.

PHP-V05B – Baseball, Varsity, Men UC, CSU **2 units***Prerequisite: PHP-V05A.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to assist advanced baseball players to improve their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V06A – Track and Field, Varsity, Men UC, CSU **2 units***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for first year track & field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. 180 hours laboratory.

PHP-V06B – Track and Field, Varsity, Men UC, CSU **2 units***Prerequisite: PHP-V06A.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for second year track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V07A – Golf, Varsity, Men UC, CSU **2 units***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course will provide an opportunity for experienced golfers to improve skills, knowledge and strategy of the game in a highly organized, intense program of practice and lecture-demonstration leading to intercollegiate competition. 180 hours laboratory.

PHP-V07B – Golf, Varsity, Men UC, CSU **2 units***Prerequisite: PHP-V07A.**Limitation on enrollment: Retention based on successful tryout.*

This course will provide an opportunity for experienced golfers to improve skills, knowledge, and strategy of the game in a highly organized, intense program of practice and lecture-demonstration leading to intercollegiate competition. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V08A – Tennis, Varsity, Men UC, CSU **2 units***Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

The class is designed for collegiate athletic competition including dual match and tournament play. Emphasis is placed on advanced drills, strokes and strategy. 180 hours laboratory.

PHP-V08B – Tennis, Varsity, Men UC, CSU **2 units***Prerequisite: PHP-V08 A.**Limitation on enrollment: Retention based on successful tryout.*

The class is designed for collegiate athletic competition including dual match and tournament play. Emphasis is placed on advanced drills, strokes and strategy. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.

PHP-VO9A – Swimming and Diving, Varsity, Men UC, CSU 2 units

Prerequisite: None.

Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills necessary for the sport of competitive swimming and diving. The student- athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. 180 hours laboratory.

PHP-VO9B – Swimming and Diving, Varsity, Men UC, CSU 2 units

Prerequisite: PHP-V09A.

Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for second year collegiate athletes to develop the skills necessary for a second season of community college competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. Enrollment in course B provides the student an opportunity for additional skill and competency development within the varsity sport. 180 hours laboratory.

PHP-V10A – Soccer, Varsity, Men UC, CSU 2 units

Prerequisite: None.

Limitation on enrollment: Retention based on successful tryout.

Designed for first year collegiate athletes, this course provides students the opportunity to practice and compete at the intercollegiate level. Athletes will be introduced to basic offensive and defensive team strategies. Drills and practice techniques will be used to develop all aspects of the game. The student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate soccer competition. 180 hours laboratory.

PHP-V10B – Soccer, Varsity, Men UC, CSU 2 units

Prerequisite: PHP-V10A.

Limitation on enrollment: Retention based on successful tryout.

Designed for second year collegiate athletes, this course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for a second season of intercollegiate varsity soccer competition. 180 hours laboratory.

PHP-V11A – Pep Squad, Varsity, Men and Women UC, CSU 2 units

Prerequisite: None.

Limitation on enrollment: Retention based on successful tryout.

This course is designed to promote the advancement of skills in conditioning, tumbling, jumping, dance, partner stunts and pyramids, which are demonstrated at college activities and athletic competitions. 180 hours laboratory.

PHP-V11B – Pep Squad, Varsity, Men and Women UC, CSU 2 units

Prerequisite: PHP-V11A.

Limitation on enrollment: Retention based on successful tryout.

This course is designed for second year pep squad students to promote the advancement of skills in conditioning, tumbling, jumping, dance, partner stunts and pyramids, which are demonstrated at college activities and athletic competitions. Enrollment in section B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.

PHP-V12A – Cross Country, Varsity, Women UC, CSU 2 units

Prerequisite: None.

Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for first year cross country runners to improve skills, knowledge, and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. 180 hours laboratory.

PHP-V12B – Cross Country, Varsity, Women UC, CSU 2 units

Prerequisite: PHP-V12A.

Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for second year cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V14A – Track and Field, Varsity, Women UC, CSU 2 units

Prerequisite: None.

Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for first year track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. 180 hours laboratory.

PHP-V14B – Track and Field, Varsity, Women UC, CSU 2 units

Prerequisite: PHP-V14A.

Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for second year track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V18A – Tennis, Varsity, Women **2 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention is based on successful tryout.*

The class is designed for collegiate athletic competition including both dual matches and tournament play. Emphasis is placed on advanced drills, conditioning, strokes and strategy. 180 hours laboratory.

PHP-V18B – Tennis, Varsity, Women **2 units**
UC, CSU*Prerequisite: PHP-V18A.**Limitation on enrollment: Retention based on successful tryout.*

The class is designed for collegiate athletic competition including dual match and tournament play. Emphasis is placed on advanced drills, strokes and strategy. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.

PHP-V19A – Swimming and Diving, Varsity, Women **2 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills necessary for the sport of competitive swimming and diving. The student- athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. 180 hours laboratory.

PHP-V19B – Swimming and Diving, Varsity, Women **2 units**
UC, CSU*Prerequisite: PHP-V19A.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for second year collegiate athletes to develop the skills necessary for a second season of community college competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. Enrollment in course B provides the student an opportunity for additional skill and competency development within the varsity sport. 180 hours laboratory.

PHP-V20A – Basketball, Varsity, Women **2 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. 180 hours laboratory.

PHP-V20B – Basketball, Varsity, Women **2 units**
UC, CSU*Prerequisite: PHP-V20A.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. Enrollment in course B provides the student an opportunity for additional skill and competency development within the team activity. 180 hours laboratory.

PHP-V21A – Volleyball, Varsity, Women **2 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for first year volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions and video evaluation to prepare students for intercollegiate competition in volleyball. 180 hours laboratory.

PHP-V21B – PHP-Volleyball, Varsity, Women **2 units**
UC, CSU*Prerequisite: PHP-V21A.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for second year volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of highly organized lectures, and individual and team practice sessions to prepare students for intercollegiate competition in volleyball. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V22A – Fastpitch, Varsity, Women **2 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based upon successful tryout.*

This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game in a highly organized, intense program of lecture, drills and inter-squad practice leading to intercollegiate competition. 180 hours laboratory.

PHP-V22B – Fastpitch, Varsity, Women **2 units**
UC, CSU*Prerequisite: PHP-V22A.**Limitation on enrollment: Retention based upon successful tryout.*

This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game in a highly organized, intense program of lecture, drills and inter-squad practice leading to intercollegiate competition. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.

PHP-V23A – Water Polo, Varsity, Men **2 units**
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout and demonstrated proficiency in swimming a minimum of 400 yards without stopping.*

This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills in the sport of water polo. Athletes will be introduced to basic offensive and defensive team strategies. Introductory drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for community college water polo. 180 hours laboratory.

PHP-V23B – Water Polo, Varsity, Men 2 units
UC, CSU*Prerequisite: PHP-V23A.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for second year collegiate athletes to develop advanced skills in the sport of water polo. Athletes will be introduced to advanced offensive and defensive team strategies. Advanced drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for a second year in intercollegiate competition in water polo. 180 hours laboratory.

PHP-V24A – Water Polo, Varsity, Women 2 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout and demonstrated proficiency in swimming a minimum of 400 yards without stopping.*

This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills in the sport of water polo. Athletes will be introduced to basic offensive and defensive team strategies. Introductory drills and practice techniques will be used to develop all aspects of the game. The student athletes will participate in a physical conditioning program designed to prepare them for community college water polo. 180 hours laboratory.

PHP-V24B – Water Polo, Varsity, Women 2 units
UC, CSU*Prerequisite: PHP-V24A.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to serve as an opportunity for second year collegiate athletes to develop advanced skills in the sport of water polo. Athletes will be introduced to advanced offensive and defensive team strategies. Advanced drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for a second year in intercollegiate competition in water polo. 180 hours laboratory.

PHP-V25A – Soccer, Varsity, Women 2 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Designed for first year collegiate athletes, this course provides students with advanced ball skills in soccer the opportunity to practice and compete at the intercollegiate level. Athletes will be introduced to basic offensive and defensive team strategies. Drills and practice techniques will be used to develop all aspects of the game. The student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate soccer competition. 180 hours laboratory.

PHP-V25B – Soccer, Varsity, Women 2 units
UC, CSU*Prerequisite: PHP-V25A.**Limitation on enrollment: Retention based on successful tryout.*

Designed for second year collegiate athletes, this course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for a second season of intercollegiate varsity soccer competition. 180 hours laboratory.

PHYSICAL SCIENCE**PHS-1 - Introduction to Physical Science** 3 units
UC*, CSU*Prerequisite: None.*

Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

PHS-5 - Weather and Climate 3 units
(Same as GEG-5)
UC, CSU*Prerequisite: None.*

Provides an introduction to Earth's atmosphere. Topics include: atmosphere structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds, air masses and fronts, cycles, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

PHS-17 - Introduction to the Development of 3 units
Modern Science
(Same as CHE-17)
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A recommended.*

A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture.

PHYSICIAN ASSISTANT**PHT-1 - Applied Clinical Skills** 2 units
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant Program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student will learn basic clinical skills applicable to the clinical environment including interpretation and theory of body fluids and tissue and their implications in arriving at preliminary diagnosis. Topics include clinical biochemistry, hematology and urinalysis. 27 hours lecture and 27 hours laboratory.

PHT-2 - Medical Science I 6 units
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant Program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. 108 hours lecture.

PHT-3 - History and Physical Assessment I 4 units
CSU

Prerequisite: None.

Corequisite: PHT-2

Limitation on enrollment: Acceptance into the Physician Assistant Program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history, physical and neurological exam and progressive case presentations which correlate with the pathophysiology of disease systems covered in the PHT- 2 Medical Science I course. 54 hours lecture and 54 hours laboratory.

PHT-4 - Applied Clinical Skills II 3 units
CSU

Prerequisite: None.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the basic skills and concepts electrocardiography radiology. Total of 54 hours lecture and 18 hours laboratory.

PHT-5 - Medical Science II 6 units
CSU

Prerequisite: PHT-2.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the continuation of systemic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. 108 hours lecture.

PHT-6 - History and Physical Assessment II 4 units
CSU

Prerequisite: Completion of all first semester courses.

Corequisite: Concurrent enrollment in PHT- 5.

Limitation on enrollment: Acceptance into the Physician Assistant Program

This course is designed to meet the state and national accreditation requirements of an approved Physician Assistant program. The student is exposed to the continuation of clinical data gathering skills related to history and physical assessment. Emphasis will be on a normal history, physical and neurological exam and progressive case studies will correlate with the clinical symptoms covered in PHT-5. The student will also learn how to perform an obstetric and gynecological exam and examination of the male genitalia and prostate using patient simulations and patient models. Includes practical experiences of history taking and physical assessment supervised by individual preceptors. 54 hours lecture and 54 hours laboratory.

PHT-7 - Medical Pharmacology 4 units
CSU

Prerequisite: Completion of all first semester courses.

Corequisite: Concurrent enrollment in PHT-4, 5, and 6.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

This course is designed to meet the state and national accreditation

requirements for an approved Physician Assistant program. The student is introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorptions, distribution, metabolism, excretions and therapeutic use of drugs. 72 hours lecture.

PHT-8 - Applied Clinical Skills III 3 units
CSU

Prerequisite: Completion of all first and second semester courses including PHT-1 and 4.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. A continuation of the basic clinical skills applicable to the clinical environment to include the techniques involved in venipuncture, injections, intravenous procedures, CPR, laryngoscopy and intubation, casting and suturing skills. 50 hours lecture and 20 hours laboratory.

PHT-9 - Medical Science III 6 units
CSU

Prerequisite: PHT-5

Limitation on enrollment: Acceptance into the Physician Assistant Program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to a continuation of the systemic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury in pediatrics, surgery and obstetrics/gynecology. 120 hours lecture.

PHT-10 - Clinical Nutrition 3 units
CSU

Prerequisite: None.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the science of nutrition as it relates to good health, health promotion, disease prevention, the diagnosis, assessment and treatment of the nutritional aspects of acute and chronic illnesses. 54 hours lecture.

PHT-11 - Internal Medicine I 6 units
CSU

Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Medicine where, under supervision, they participate in a wide variety of patient care activities including rotation through Intensive and Coronary Care Units and the Emergency Room. Students are assigned patients for medical history, physical examination, diagnostic testing and patient management. They attend daily grand rounds and special conference with participation in the elucidation of diagnosis and the formulation of therapeutic plans. 336 hours laboratory.

PHT-12 - Internal Medicine II **6 units**
CSU

Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are exposed to continuation of Internal Medicine Internship with the Department of Medicine. 336 hours laboratory.

PHT-13 - Surgery I **4 units**
CSU

Prerequisite: None.

Limitation on enrollment: Advanced standing in the Physician Assistant Program including completion of all first year courses.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Surgery where, under supervision, they participate in a wide variety of patient care activities including medical histories, physical examination, diagnostic testing and, within limitations imposed by education and previous experience, patient management and supportive involvement in major and minor surgical procedures. Daily grand rounds and special conference with participation, when possible, in the pre-operative assessment and post-surgical care of patients and performance of surgical procedures. Includes rotations through the Burn and Trauma Units and Emergency Room. May be taken a total of two times. 224 hours laboratory.

PHT-14 - Surgery II **6 units**
CSU

Prerequisite: None.

Limitation on enrollment: Advanced standing in the Physician Assistant Program including completion of all first year courses.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are exposed to a continuation of Surgery Internship with the Department of Orthopedic Surgery. 336 hours laboratory.

PHT-15 - Pediatrics **6 units**
CSU

Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Pediatrics where they, under supervision, participate in a wide variety of patient care activities in the outpatient clinics, the Emergency Room and pediatric inpatient services. They are assigned patients for medical history review, physical examination and diagnostic testing in preparation for a supportive role in the patient's therapeutic management. They also attend daily grand rounds and special conferences with participation on discussion of diagnostic problems and formulation of patient management plans. 336 hours laboratory.

PHT-16 - Obstetrics/Gynecology **6 units**
CSU

Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Obstetrics and Gynecology where, under supervision, they participate in a variety of patient care activities emphasizing patients with reproductive tract abnormalities and normal or complicated pregnancies. Students are assigned to patients for

medical history review, physical examination and diagnostic testing in preparation for a supportive role during labor and delivery or gynecologic surgery. They also attend daily grand rounds and special conferences with participation in the discussion of diagnostic problems and patient management plans. 336 hours laboratory.

PHT-17 - Family Practice **6 units**
CSU

Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Family Practice where, under supervision, they participate in a variety of patient care activities. Students are assigned to patients for medical history review, physical examination, diagnostic testing and within limitation imposed by education and experience, patient management. They attend daily grand rounds and special conferences with participating, where possible, in the elucidation of diagnosis and formulation of therapeutic plans. 336 hours laboratory.

PHT-18 - Psychiatry/Mental Health **4 units**
CSU

Prerequisite: None.

Limitation on enrollment: Advanced standing in the Physician Assistant Program including completion of all first year courses.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Psychiatry and Mental Health where under supervision, they participate in a variety of patient care activities. Students perform psychiatric history and mental status examinations and participate and understand the basics for therapeutics. They attend daily grand rounds, and special conferences participating where possible, in the discussion of diagnostic problems and formulation of therapeutic plans. 224 hours laboratory.

PHT-19 - Emergency Medicine **4 units**
CSU

Prerequisite: None.

Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Emergency Medicine where under supervision they participate in a variety of patient care activities related to emergency medicine. May be taken a total of two times. 224 hours laboratory.

PHYSICS**PHY-2A - General Physics, I** **4 units**
UC*, CSU (CAN PHYS 2)
(PHY 2A + 2B = CAN PHYS SEQ A)

Prerequisite: Completion of or concurrent enrollment in MAT-1A.

Meets the requirements for students majoring in biological science, including pre-medical or pre-dental students. This course examines: properties of matter; study of mechanics, including Newton's laws, energy, momentum and rotational motion; study of fluid mechanics; study of thermodynamics, including heat, temperature, kinetic theory of gases, and the laws of thermodynamics; study of oscillatory motion. 54 hours lecture and 54 hours laboratory.

PHY-2B - General Physics, II 4 units
UC*, CSU (CAN PHYS 4)
(PHY 2A + 2B = CAN PHYS SEQ A)*Prerequisite: PHY-2A.*

Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: study of wave motion, including Doppler effect for sound waves, intensity of sound waves; study of electricity and magnetism, including electric field and potential, Gauss' Law, current and DC circuits, capacitance and inductance, Faraday's Law; study of light including electromagnetic waves, reflection, refraction and diffraction; study of modern physics, including special relativity, quantum, atomic and nuclear physics. 54 hours lecture and 54 hours laboratory.

Credit for this course can also be earned by achieving a score of 3 or better on Category B of the Advanced Placement Test.

PHY-4A - Mechanics 4 units
UC*, CSU (CAN PHYS 8)
(PHY 4A+4B+4C+4D = CAN PHYS SEQ C)*Prerequisite: None.**Corequisite: MAT-1A .*

Examines elementary mechanics, vectors, motion, particle dynamics, work and energy, conservation of energy and momentum, rotation, oscillations, gravitation, and fluid dynamics. 54 hours lecture and 54 hours laboratory.

PHY-4B - Electricity and Magnetism 4 units
UC*, CSU (CAN PHYS 12)
(PHY 4A+4B+4C+4D = CAN PHYS SEQ C)*Prerequisite: PHY-4A .**Corequisite: MAT-1B.*

Electrostatics, conductors and currents, electric and magnetic fields, electromagnetic induction, Maxwell's equations, and waves and oscillations. 54 hours lecture and 54 hours laboratory.

PHY-4C - Heat, Light and Waves 4 units
UC*, CSU; PHY 4A+4B+4C+4D = (CAN PHYS SEQ C)
(CAN PHYS 14)*Prerequisite: PHY-4A .**Corequisite: MAT-1B.*

Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, wave motion and acoustical phenomena, reflection, refraction, lenses, interference and diffraction. 54 hours lecture and 54 hours laboratory.

PHY-4D - Modern Physics 4 units
UC, CSU (4A+4B+4C+4D = (CAN PHYS SEQ C)
(CAN PHYS 16)*Prerequisite: None.**Corequisite: PHY-4C.*

Relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to examples including the one-electron atom. 72 hours lecture.

PHY-10 - Introductory General Physics 3 units
UC*, CSU*Prerequisite: MAT-52.*

A liberal arts physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism and nuclear physics. 54 hours lecture.

PHY-11 - Physics Lab 1 unit
UC, CSU*Prerequisite: None.**Corequisite: PHY-10.*

An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory.

PHYSIOLOGY and ANATOMY

See ANATOMY AND PHYSIOLOGY

POLITICAL SCIENCE**POL-1 - American Politics** 3 units
UC, CSU (CAN GOVT 2)*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The principles and critical issues of American politics, with emphasis on the national government. Course topics include: political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government are included. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

POL-1H – Honors American Politics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

The principles, and critical issues of American politics, with emphasis on the national government. Course topics include: philosophic and ideological sources of political system and culture, political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

POL-2 - Comparative Politics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A comparative study of selected European, Asian, African, Latin American and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

POL-2H – Honors Comparative Politics 3 units
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

A comparative study of selected European, Asian, African, Latin American, Middle Eastern and Political Systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

**POL-3 - Introduction to Politics
UC, CSU****3 units***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the major concepts, theories, and issues common to the study of Political Science. The course will include introductions to the sub-fields of American Government, Comparative Politics, International Relations, Political Economy, and Political Theory. 54 hours lecture.

**POL-4 - Introduction to World Politics
UC, CSU****3 units***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

**POL-4H – Honors Introduction to World Politics
UC, CSU****3 units***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and –led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

**POL-5 - The Law and Politics
UC, CSU****3 units***Prerequisite: None.**Advisory: Qualification for English 1A.*

The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

**POL-6 - Introduction to Political Economy
(Same as ECO-6)
UC, CSU****3 units***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

**POL-7ABCD - Current Political Issues
CSU****3 units***Prerequisite: None. Sections may be taken in any sequence.**Advisory: Qualification for ENG-1A.*

Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture.

**POL-8 - Introduction to Public Administration and
Policy Development
UC, CSU****3 units***Prerequisite: None.**Advisory: Qualification for English 1A.*

This course is designed as an introduction to the processes of policy formation and implementation. Public administration, decision making in the public bureaucracy, and administrative tasks are discussed. In addition to the politics of administrative organizations, personnel management, budget administration, public relations, and Government service as a career are discussed. Practicing public administrators will be featured as guest speakers. 54 hours lecture.

**POL-10ABCD - International Organizations
CSU****3 units***Prerequisite: None.**Advisory: Qualification for English 1A.*

The course will examine the development and impact of International Organizations. Particular emphasis will be placed upon understanding of the United Nations. Students will prepare for participation in Model United Nations Conferences, which are voluntary. Subsequent enrollment in sections BCD will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours lecture.

**POL-11 - Political Theory
UC, CSU****3 units***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

**POL-12 - State and Local Politics
CSU****3 units***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The goal of this course is to acquaint students with the history and theories of American state and local politics. This course will examine the history of state and local politics in the U.S., with emphasis on California politics. Current political issues such as urban development, fiscal policies, race, gender and class politics, state and local political leaders, civil rights and civil liberties will be discussed. 54 hours lecture.

POL-13 - Introduction to American Foreign Policy UC, CSU 3 units*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since World War II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, global economic and political interdependence. 54 hours lecture.

POL-14 - Internship in Political Science CSU 3 units*Prerequisite: None.**Qualification for ENG-1A.*

This course will examine the process of decision making in the public arena of local, state, and national politics. Policy development, public administration and the bureaucratic implementation of policy will be analyzed. The student will be assigned to work 90 hours in a political or public administrative state or local office as the internship component of this course. 27 hours lecture and 90 hours volunteer internship required.

PORTUGUESE**POR-1 – Portuguese 1 UC, CSU** 5 units*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Portuguese at the beginning level. This course includes discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory.

POR-2 – Portuguese 2 UC, CSU 5 units*Prerequisite: POR-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Portuguese at the beginning level. This course includes an expanded discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory.

PSYCHOLOGY**PSY-1 - General Psychology UC, CSU (CAN PSY 2)** 3 units*Prerequisite: None.*

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture.

PSY-2 - Physiological Psychology UC, CSU (CAN PSY 10) 3 units*Prerequisite: None.*

The scientific study of the physiological determinants of behavior. Issues addressed include: basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming and neurological and mental disorders. 54 hours lecture.

PSY-9 - Developmental Psychology UC, CSU 3 units*Prerequisite: None.*

Genetic and environmental determinants of life-span human development in the biosocial, cognitive and psychosocial domains. 54 hours lecture.

PSY-33 - Theories of Personality UC, CSU 3 units*Prerequisite: None.*

This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific merits of their assumptions and propositions. This course includes discussion of the application of theory to real-life situations and the significance of the theorist's biographical data to the development of the theory. 54 hours lecture.

PSY-35 - Abnormal Psychology UC, CSU 3 units*Prerequisite: None.*

Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

READING**REA-2 - Rapid Reading CSU** 2 units*Prerequisite: None.*

Designed for readers with good vocabulary skills who are interested in increasing reading speed. A qualifying preparation score is recommended. Students practice utilizing a variety of rapid reading methods and comprehension-building techniques, including computer assisted instruction. May be taken a total of two times. 36 hours lecture. (Letter grade/CR-NC option)

REA-3 - Reading for Academic Success CSU 3 units*Prerequisite: None.**Advisory: Qualification for ENG-1A recommended.*

Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. Total of 54 hours lecture. (Letter grade/CR-NC option.)

REA-66 - Reading 2 units*Prerequisite: None.*

Emphasis is on literacy and special interest remedial and developmental reading. Explains approaches to tutoring reading. Examines the attitudes and frames of reference necessary for effective tutoring. Participants learn from specific techniques to tutor persons in the Reading discipline. Students will spend one hour per week in class and three hours per week in the Writing and Reading Center tutoring remedial and developmental reading students. May be taken a total of two times. 18 hours lecture and 54 hours laboratory. (Non-Degree Credit Course. Letter grade/CR-NC option)

REA-81 - Reading, Level I 3.5 units*Prerequisite: None.*

Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course.)

REA-82 - Reading, Level II 3.5 units*Prerequisite: REA-81 or qualifying preparation score.*

Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course.)

REA-83 - Reading, Level III 3 units*Prerequisite: REA-82 or ESL-73 or qualifying preparation score.*

Intended for students who experience moderate difficulty in reading college-level materials. Instruction in reading skills at a more advanced level than those covered in REA-82. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 54 hours lecture. (Non-degree credit course. Letter grade/CR-NC option.)

REA-86 – Reading Strategies for Textbooks 1 unit*Prerequisite: None.*

This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Credit/No Credit)

REA-87 - Reading Tutorial .5 unit*Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (Non-degree credit course. CR-NC only.)

REA-95 - Special Topics in Reading .5 unit*Prerequisite: None.*

Designed to introduce students to a variety of basic activities that expand strategies and techniques for developing reading comprehension. Students improve comprehension skills by questioning, surveying, establishing a purpose for reading and changing speeds in relation to difficulty and content. Subsequent enrollment in the course will provide the student with additional practice and further opportunities for skill and competency development within the subject matter. May be taken a total of four times. 9 hours lecture. (Non-degree credit course. CR-NC only.)

REA-96 – Reading and Writing Center Practicum .5 unit*Prerequisite: None.*

Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.

Reading and Writing Center access for students who feel they will benefit from use of the Reading and Writing Center's resources. May be taken a total of eight times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

REA-97 – Reading and Writing Center Practicum 1 unit*Prerequisite: None.*

Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.

Reading and Writing Center access for students who feel they will benefit from use of the Reading and Writing Center's resources. May be taken a total of four times. 54 hours laboratory required for credit. (Non-Degree Credit Course. CR-NC only)

REAL ESTATE**RLE-80 - Real Estate Principles 3 units****CSU***Prerequisite: None.*

The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent license examination. 54 hours lecture.

RLE-81 - Real Estate Practices 3 units**CSU***Prerequisite: None.*

Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

RLE-82 - Legal Aspects of Real Estate 3 units**CSU***Prerequisite: None.*

California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

RLE-83 - Real Estate Finance 3 units**CSU***Prerequisite: None.*

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

RLE-84 - Real Estate Appraisal 3 units**CSU***Prerequisite: None.*

Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

RLE-85 - Real Estate Economics CSU 3 units*Prerequisite: None.*

Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

RLE-86 - Escrow Procedures I CSU 3 units*Prerequisite: None.*

Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

RLE-200 - Real Estate Work Experience CSU* 1-2-3-4 units*Prerequisite: None.*

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

RUSSIAN**RUS-1 - Russian 1 UC*, CSU (CAN RUSS-2) (RUS 1 + 2 = CAN RUSS SEQ A) 5 units***Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. This course includes discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.

RUS-2 - Russian 2 UC, CSU (CAN RUSS-4) (RUS 1 + 2 = CAN RUSS SEQ A) 5 units*Prerequisite: RUS-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the beginning level. This course includes expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.

RUS-3 - Russian 3 UC, CSU 5 units*Prerequisite: RUS- 2.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the intermediate level. This course includes an expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.

RUS-11 - Culture and Civilization UC, CSU 3 units*Prerequisite: None.*

Introductory survey of Russian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

SOCIOLOGY**SOC-1 - Introduction to Sociology UC, CSU (CAN SOC 2) 3 units***Prerequisite: None.*

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. 54 hours lecture.

SOC-2 - American Social Problems UC, CSU (CAN SOC 4) 3 units*Prerequisite: None.*

Identification and analysis of major social problems confronting 20th century America; emphasizing, among other topics, urban and rural transformations; family life; minorities; criminal and delinquent behavior. 54 hours lecture.

SOC-3 - Social Inequality in American Society UC, CSU 3 units*Prerequisite: None.*

This course introduces students to the extent of inequality in its various forms in American Society, the consequences of inequality for individual life chances and society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture.

SOC-4 - Introduction to Human Services (Same as HMS-4) CSU 3 units*Prerequisite: None.*

This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

SOC-5 - Introduction to Evaluation and Counseling (Same as HMS-5) CSU 3 units*Prerequisite: None.*

This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. 54 hours lecture.

SOC-6 - Introduction to Case Management 3 units
(Same as HMS-6)

CSU

Prerequisite: None.

This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills than can be applied to a variety of Human Service settings. 54 hours lecture.

SOC-7 - Introduction to Psychosocial Rehabilitation 3 units
(Same as HMS-7)

CSU

Prerequisite: None.

An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

SOC-8 - Introduction to Group Process 3 units
(Same as HMS-8)

CSU

Prerequisite: None.

An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

SOC-10 - Race and Ethnic Relations 3 units
UC, CSU*Prerequisite: None.*

An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

SOC-11 - Introduction to the Sociology of Health and Medicine 3 units
UC, CSU*Prerequisite: None.*

An introduction to the basic sociological concepts and ideas related to the study of health and medicine in the United States. Special emphasis is placed on comprehensive understanding of the relationship between social factors and health and the development of medical sociology, and in-depth understanding of the identification and interrelatedness of the practitioners and other principles involved in the health care delivery system. 54 hours lecture.

SOC-12 - Marriage and Family Relations 3 units
UC, CSU (CAN FCS 12)*Prerequisite: None.*

Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. 54 hours lecture.

SOC-13 - Employment Support Strategies 3 units
(Same as HMS-13)

CSU

Prerequisite: None.

An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

SOC-14 - Job Development 3 units
(Same as HMS-14)

CSU

Prerequisite: None.

An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

SOC-15 - Women in American Society 3 units
UC, CSU*Prerequisite: None.*

The role of American women emphasizing the social implications of the women's movement and including the historical, political and economic roots of women's problems. 54 hours lecture.

SOC-16 - Public Assistance and Benefits 1 unit
(Same as HMS-16)

CSU

Prerequisite: None.

A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

SOC-17 - Introduction to Social Gerontology 3 units
UC, CSU*Prerequisite: None.*

An introduction to the basic sociological concepts and ideas related to the study of aging and the aged in the United States. Special emphasis is placed on comprehensive understanding of the relationship between social factors and aging, the historical development of the major trends in the field of social gerontology, aging and the aged in cross-cultural comparison, in-depth understanding of the critical life issues and transitions facing the aged and those who live and work with the older segment of the population. 54 hours lecture.

SOC-20 - Introduction to Criminology 3 units
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

SOC-22 - American Deaf Culture 3 units
(Same as AML-22)
CSU*Prerequisite: None.*

An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

SOC-30 - Introduction to Formal Organizations 3 units
CSU*Prerequisite: None.*

An introduction to the study of formal organizations. A review of the theoretical explanations of social organization, the structural features of social organization, and the relationship between social organization and the larger society including organizational pathology and effectiveness. 54 hours lecture.

SOC-35 - Sociology of the Black Community 3 units
UC, CSU*Prerequisite: None.*

Identification and analysis of the sociology of Black people in today's society. 54 hours lecture.

SOC-42 – Introduction to Urban Sociology 3 units
UC, CSU*Prerequisite: None.*

The influence of urban life in our society has to be recognized as a focus for understanding our current society. The emphasis of this course content is to focus on the characteristics of the modern urban communities within the United States. The areas addressed: recurrent ecological and social patterns, dynamic relationships, examination of institutions, urban problems, problems which give rise to new problems, actual and proposed methods of urban planning and control, and the ever changing racial, ethnic, economic relationships. 54 hours lecture.

SOC-45 - Childhood and Culture 3 units
CSU*Prerequisite: None.*

The cultural impact of child rearing on the development, personality and behavior of a child. How this culture effects motivation, goals and probability of success in society. 54 hours lecture.

SOC-49 – Introduction to Research Methodology 5 units
UC, CSU*Prerequisite: None.*

This introductory course to research methodology is organized around three principles: understanding the theoretical principles of scientific research, seeing how those principles were reflected in the established techniques of doing research, and being prepared to make appropriate compromises whenever field conditions do not permit the routine application of established techniques. Discussion of the types of methodology, computer technology, ethics and constraints of entering data into computer programs are emphasized. The structure of the course is designed to underscore the understanding of the appropriateness and the range of research methodology within the social sciences. 72 hours lecture and 54 hours laboratory.

SPANISH**SPA-1 - Spanish 1** 5 units
UC*, CSU (CAN SPAN 2)
(SPA 1 + 2 = CAN SPAN SEQ A)*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory.

SPA-1A - Spanish 1A 2.5 units
UC*, CSU*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1A is equivalent to the first half of SPA-1. 54 hours lecture and 9 hours laboratory.

SPA-1B - Spanish 1B 2.5 units
UC*, CSU*Prerequisite: SPA-1A.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1B is equivalent to the second half of SPA-1. 54 hours lecture and 9 hours laboratory.

SPA-1H – Honors Spanish I 5 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted

Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory.

SPA-2 - Spanish 2 **5 units**
UC*, CSU (CAN SPAN 4)
(SPA 1 + 2 = CAN SPAN SEQ A)

Prerequisite: SPA-1 or 1B.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory.

SPA-2H – Honors Spanish 2 **5 units**
UC, CSU

Prerequisite: SPA-1 or SPA-1B.

Limitation on enrollment: Enrollment in the Honors Program.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory.

SPA-3 - Spanish 3 **5 units**
UC*, CSU (CAN SPAN 8)
SPA 3+4 = (CAN SPAN SEQ B)

Prerequisite: SPA-2 or 2B.

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory.

SPA-3N - Spanish for Spanish Speakers **5 units**
UC*, CSU

Prerequisite: None.

Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory.

SPA-4 - Spanish 4 **5 units**
UC, CSU (CAN SPAN 10)
SPA 3+4 = (CAN SPAN SEQ B)

Prerequisite: SPA-3 or 3N.

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Spanish as a means of enhancing basic Spanish language skills. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory.

SPA-8 - Intermediate Conversation **3 units**
UC, CSU

Prerequisite: SPA-2.

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life and topics of current interest. May be taken a total of four times. 54 hours lecture.

SPA-11 - Spanish Culture and Civilization **3 units**
UC, CSU

Prerequisite: None.

Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture.

SPA-12 - Latin American Culture and Civilization **3 units**
UC, CSU

Prerequisite: None.

Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture.

SPA-51 - Introductory Listening Comprehension I **2 units**
Prerequisite: None.

This telecourse concentrates on developing basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture.

SPA-52 - Introductory Listening Comprehension II **2 units**
Prerequisite: SPA-51 or 1.

This telecourse continues the development of basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture.

SPA-53 - Intermediate Listening Comprehension I 2 units*Prerequisite: SPA-52 or 2.*

This telecourse begins the development of intermediate skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on the acquisition of strategies for coping with imperfect comprehension. This course includes an expanded introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture.

SPA-85 – Writing Clinic .5 unit*Prerequisite: None.*

Intended for students of Spanish who want or need additional or supplemental instruction in various areas of grammar, punctuation, vocabulary, orthography and composition. This course is a 27 hour lab that is self-paced, open-entry/open-exit, and has no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Students will meet with their instructor in the language lab for the pre-test and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the module. Credit/No credit only. 27 hours laboratory.

SPA-96 - Practicum in Spanish .5 unit*Prerequisite: None.*

Self-paced, competency based skills development in Spanish. Computer instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 27 hours laboratory is required for credit. (Non-degree credit course. CR-NC only.)

SPA-97 – Practicum in Spanish 1 unit*Prerequisite: None.*

Self-paced, competency based skills development in Spanish. Computer instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 54 hours laboratory is required for credit. (Non-degree credit course. CR-NC only.)

SPEECH COMMUNICATION**SPE-1 - Public Speaking 3 units**
UC, CSU (CAN SPCH 4)*Prerequisite: None.**Advisory: SPE-51 or SPE-52 or qualification for ENG-1A.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture.

SPE-1H - Honors Public Speaking 3 units
UC, CSU*Prerequisite: None.**Advisory: SPE-51 or SPE-52 or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honor's Program.*

Prepares students to compose (develop outlines and research) and present a minimum of six speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 30 total semester minutes. Students may not receive credit for both SPE-1 and SPE-1H. 54 hours lecture.

SPE-2 - Persuasion in Rhetorical Perspective 3 units
UC, CSU*Prerequisite: SPE-1.*

Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture.

SPE-3A - Argumentation and Debate 3 units
UC*, CSU (CAN SPCH 6)*Prerequisite: None.**Advisory: SPE-51 or 52 or qualification for ENG-1A.*

Fundamentals of argumentation and debate: research, logical analysis, case construction, refutation/rebuttal basics and persuasive presentations, including cross examination debate. Emphasis is placed on the application of logic to problems in contemporary society and will also include focus on rhetorical principles, types of persuasive speeches and organizational patterns, development and support of sound reasoning and argument, theories of persuasion and debate, application of ethics in public speaking, listening skills, research methods, theory and principles of effective delivery. 54 hours lecture.

SPE-5 - The Deliberative Process 3 units
CSU*Prerequisite: None.*

The nature and function of deliberative speaking in public meetings and parliamentary bodies. Rules of parliamentary speaking. Critical analysis of speaking and parliamentary discussion on contemporary public issues. 54 hours lecture.

SPE-6 - Dynamics of Small Group Communication 3 units
UC, CSU (CAN SPCH 10)*Prerequisite: None.**Advisory: SPE-51 or 52 or qualification for ENG-1A.*

Provides an introduction to the dynamics of communication in task-oriented small groups. Develops student competence and confidence as a group member and leader. Practical experience and theoretical knowledge of group development, problem-solving, decision-making, discussion, interaction and presentation. Oral group presentations required. 54 hours lecture. (C/NC, letter grade option)

SPE-7 - Oral Interpretation in Literature 3 units
UC, CSU*Prerequisite: None.*

A course in the oral reading of prose, poetry and drama. Principles and techniques of interpreting the printed page are related to effective audience communication. This course provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression, and improved speaking ability. 54 hours lecture.

SPE-9 - Interpersonal Communication 3 units
CSU (CAN SPCH 8)*Prerequisite: None.**Advisory: SPE-52 or qualification for ENG-1A.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture.

SPE-9H – Honors Interpersonal Communication 3 units*Prerequisite: None.**Advisory: SPE-52 or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both SPE-9 and SPE-9H. 54 hours lecture.

SPE-10A - Forensic Activity: Competition and Event Preparation 1 unit
CSU*Prerequisite: None.**Advisory: SPE-51, SPE-52, or qualification for ENG-1A.*

Lecture/Lab focusing on preparation for and participation in intercollegiate speech tournaments and public community programs. Develops student competence and confidence in effective oral communication across a variety limited preparation and debate events. Emphasis placed on events selected from the following: extemporaneous, impromptu, and competitive debate formats (Parliamentary, Lincoln Douglas, and Policy), persuasion, informative, communication analysis, cultural artifact, and speech to entertain/after dinner speaking, reader's theater, duo interpretation, dramatic interpretation, programmed oral interpretation, poetry interpretation, and prose interpretation. Guiding/coaching students in researching, writing, editing, and practicing delivery of student prepared speeches. Competition in limited preparation and debate speech events in an intercollegiate atmosphere. May be taken a total of four times. 9 hours lecture and 27 hours laboratory.

SPE-10B - Forensic Activity: Expanded Competition and Event Preparation 2 units
CSU*Prerequisite: None.**Advisory: SPE-51, SPE-52, or qualification for ENG-1A.*

Lecture/Lab focusing on preparation for and participation in intercollegiate speech tournaments and public community programs. Develops student competence and confidence in effective oral communication across a variety limited preparation and debate events.

Emphasis placed on events selected from the following: extemporaneous, impromptu, and competitive debate formats (Parliamentary, Lincoln Douglas, and Policy), persuasion, informative, communication analysis, cultural artifact, and speech to entertain/after dinner speaking, reader's theater, duo interpretation, dramatic interpretation, programmed oral interpretation, poetry interpretation, and prose interpretation. Guiding/coaching students in researching, writing, editing, and practicing delivery of student prepared speeches. Competition in limited preparation and debate speech events in an intercollegiate atmosphere. Enrollment in 10B indicates an increased level of commitment to the Forensics program and intercollegiate competition. May be taken a total of four times. 18 hours lecture and 54 hours laboratory.

SPE-11 - Storytelling 3 units
CSU*Prerequisite: None.**Advisory: SPE-51 or 52 or qualification for ENG-1A.*

A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (C/NC, letter grade option)

SPE-12 - Intercultural Communication 3 units
UC, CSU*Prerequisite: None.*

Traces the reciprocal relationship between culture and communication. As people from different culture groups interact, the markings of culture, personality and interpersonal perception have an impact on their interaction. The course reveals the relationship between those interaction patterns. This influence ranges widely, and includes definitions of culture, an understanding of intercultural theories, creation of a culture, cultural adaptation, intercultural effectiveness in relationships and ethno linguistic identities. 54 hours lecture.

SPE-13 - Gender and Communication 3 units
UC, CSU*Prerequisite: None.*

This course will examine communication patterns and differences existing between males and females. Gender and communication will integrate theory and practice and heighten student's awareness of the importance of gender as a communication variable. Communication problems relating to gender are addressed with emphasis on listening, perception, verbal and nonverbal communication in interpersonal, small group and public settings. Assertiveness and conflict management styles will also be addressed as they are reflected in male and female communication. 54 hours lecture.

SPE-19 - Reader's Theater 3 units
UC, CSU*Prerequisite: None.**Advisory: SPE-51 or 52 or qualification for ENG-1A.*

Study of literary genres and their applicability to various Readers' Theatre methods of presentation. Application of literary research and selection of material. Preparation of scripts and oral presentation while adhering to the particular Readers' Theatre style, including Interpreters' Theatre and the various approaches and techniques of each. 54 hours lecture. (C/NC, letter grade option)

SPE-51 - Introduction to Public Speaking 3 units*Prerequisite: None.**Advisory: ESL-55 or qualification for ENG-50.*

A pre-collegiate introduction to basic public speaking in preparation for Speech Communication 1. Attention to development and organization of ideas within various speech genres/types, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 54 hours lecture.

SPE-52 - Introductory Survey of Speech Communication 3 units*Prerequisite: None.**Advisory: ESL-55 or qualification for ENG-50.*

A pre-collegiate introduction to interpersonal, small group and public communication. Attention is given to basic skills of two-person communication, group dynamics, and public speaking with emphasis on listening, conflict resolution, and reducing speech anxiety. 54 hours lecture.

SUPERVISION

See MANAGEMENT

TELECOMMUNICATIONS**TEL-11 - Sound Recording and Reinforcement Techniques 3 units****(Same as MUS-11)****CSU***Prerequisite: None.*

Introduction to and practical experience in sound recording and reinforcement techniques and their applications through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands-on practice and experience. Students work with others in theater, television and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-12 - History of American Film 3 units
UC, CSU*Prerequisite: None.*

This course examines the historical development of film from the perspective of technology, and the arts and sciences of filmmaking. Filmmaking is explored in the context of history and the reciprocal and reflective influences of history on films, and films on history. Lectures, readings, threaded and open-ended discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture.

TEL-38 – Telecommunications Production Project 3 units
CSU*Prerequisite: TEL-42, 43, 44, 45, 48, 64, 66 or 71.*

Supervised production of a designated telecommunications project in television, film or audio recording. All aspects of pre-production planning, production, and post production will be required to arrive at a finished product that adheres to project intent and schedule. Specific agreement identifying intent, ideas, goals, responsibilities and outcomes will be arranged between instructor and student. May be taken a total of four times. 18 hours lecture and 108 hours laboratory.

TEL-41 - Introduction to Telecommunication 3 units
UC*, CSU*Prerequisite: None.*

A survey of electronic media including the history and development of mass media from its beginning in early radio and television to the current period of dynamic change in the telecommunications industry. The course also explores current developments and anticipated trends in telecommunications, including the sociological, technological and economic implications on society. 54 hours lecture.

TEL-42 - Writing for Broadcast Television and Radio 3 units
CSU*Prerequisite: None.*

The theory and practice of short-form writing for broadcast television and radio. Introduces techniques of narrative and documentary copy writing, characteristics of media writing, elements of style, tone and content, forms of scripts for news, commercials and public service announcements. May be taken a total of 3 times. 45 hours lecture and 27 hours laboratory.

TEL-43 - Television Studio and Equipment 3 units
CSU*Prerequisite: None.*

Introduction to use of cameras, recorders, editors and control room and related areas. Work will include theories and practices, terminology and operation of all television production job categories. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-44 - Television Production 3.5 units
CSU*Prerequisite: None.*

Basic principles of television production including operation of equipment, program development and live-to-tape production. Students will produce, direct, and crew a variety of projects, including interviews, commercials, entertainment and instructional programs. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

TEL-45 – Television News Production 3.5 units
(Same as JOU-45)
CSU*Prerequisite: None.**Corequisite: TEL-51.**Advisory: JOU-1 or ENG-1A.*

An entry-level course in television news gathering and television news production for cablecast. Includes principles of journalism and journalistic ethics as well as the practice of television news gathering and in-studio live-to-tape production. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. Enrollment in subsequent sections will allow students to develop additional skill and competency with the subject matter. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

TEL-46 - Editing for Television 3 units
CSU*Prerequisite: None.*

A course in post-production practices and procedures for television with emphasis on off-line and on-line editing including sound and music, insert editing and assembly editing. Video and/or sound procedures of mixing techniques. May be taken a total of three times. 35 hours lecture and 85 hours laboratory.

**TEL-48 - Short Film Production
CSU****3 units***Prerequisite: None.*

Introduction to the filmmaking process; includes practical experience in production planning, filming and post-production. Emphasis on the techniques of motion picture photography and the operation of 16mm film cameras, the use of lenses and filters, film exposure, composition and the film processing and film-to-digital tape transfer. May be taken a total of 4 times. 36 hours lecture and 54 hours laboratory.

**TEL-51 - Telecommunications Laboratory
CSU****1 unit***Prerequisite: None.*

Advisory: Completion of or concurrent enrollment in TEL/MUS-11, TEL-42, 43, 44 or TEL/JOU-45 recommended.

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. 54 hours laboratory.

**TEL-52 - Telecommunications Laboratory
CSU****2 units***Prerequisite: None.*

Advisory: Completion of or concurrent enrollment in TEL/MUS-11, TEL-42, 43, 44 or TEL/JOU-45 recommended.

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. 108 hours laboratory.

**TEL-53 - Telecommunications Laboratory
CSU****3 units***Prerequisite: TEL-42, 43, 44, TEL/JOU-45, TEL-11 or 64.*

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. May be taken a total of four times. 162 hours laboratory.

**TEL-60 - Overview of Digital Media
CSU****3 units***Prerequisite: None.*

Introduction to the digital media/multimedia industry including history, professions and application of interactive multimedia in business, education and entertainment. Students will benefit from extensive demonstration of effective interactive design products in a variety of digital formats including, but not limited to, CD-ROM, Web pages, computer based training and interactive games. Emphasis on the development of critical analysis of design elements and practical application of design principles. 54 hours lecture.

**TEL-63 – Multimedia Sound Design Techniques
CSU****3 units***Prerequisite: None.*

An introduction to the techniques and equipment used to record sound tracks for multimedia applications. Students will use virtual workstations to select the appropriate method for engineering and recording a broad range of sound, including music and special effects. Emphasis on small group lecture and demonstration with hands-on practice and experience. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

**TEL-64 – Digital Editing Principles and Techniques
CSU****3 units***Prerequisite: None.*

A course in post-production video editing concepts and techniques in a non-linear computer-based editing environment. Course is designed to teach the aesthetics as well as techniques of the edit utilizing industry-recognized software. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

**TEL-65 – The Director’s Art in Filmmaking
UC, CSU****3 units***Prerequisite: None.*

Analysis and exploration of the principles of film aesthetics with emphasis on the director’s role in influencing and creating a film. The course covers the basic steps of film directing and explores the classic opposition between expressionist and realistic film styles. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic films and the styles of five great directors: Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. May be taken a total of three times. 54 hours lecture.

**TEL-66 - Advanced Digital Editing Concepts
CSU****3 units***Prerequisite: TEL-64.*

Advanced concepts in digital video editing using Final Cut Pro and various multimedia production software programs. Emphasis will be placed on importing multimedia files, special effects, titling, graphics and chroma key. May be taken a total of four times. 36 hours lecture and 54 hours laboratory

**TEL-67 – Introduction to Video Production
CSU****2 units***Prerequisite: None.*

An introduction to video production procedures, practices and production equipment. Students will learn the basic components, proper care and use of a video camera and editing equipment, the three stages of the production process and electronic storytelling. Intended for career exploration and for non-majors. May be taken a total of two times. 27 hours lecture and 27 hours laboratory.

**TEL-68 – Story Development Process in the
Entertainment Industry
CSU****3 units***Prerequisite: None.*

An overview of the process involved in developing and pitching story ideas and scripts to studios, production companies and networks for production consideration. Includes an introduction to key individuals involved in the process, from agents to producers to creative executives, and the process involved in generating and developing story ideas appropriate for commercial development. 54 hours lecture.

**TEL-69 – Script Supervising for Film and Television
CSU****3 units***Prerequisite: None.*

Introduction to the theory and practice of script supervising for film and television production. Includes techniques of continuity, timing, script breakdown, edit logs and editing notes for feature films, television shows, commercials, shorts, infomercials and documentaries. May be taken a total of 3 times. 45 hours lecture and 27 hours of laboratory.

TEL-70 – Scriptwriting Software Using Final Draft CSU 1 unit*Prerequisite: None.*

Skill development in the use of scriptwriting software, Final Draft and Final Draft AV for television, film, audiovisual, and stage production. Includes introduction to the structure and key elements of script formats used in television, film, stage, documentary and audiovisual production. May be taken a total of 2 times. 18 hours lecture.

TEL-71 – Sound Engineering for Audio in Media CSU 3 units*Prerequisite: None.*

Introduction to sound engineering techniques used to record and reinforce audio in television, radio, theatre, multimedia and music; emphasis on small-group lecture and demonstration with hands-on practice and experience in the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Students work with others in theater, television, digital media and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-200 – Telecommunications Work Experience CSU* 1-2-3-4 units*Prerequisite: None.*

Limitation on Enrollment: Students must be enrolled in at least 7 units of instruction including the Work Experience class units.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

THEATER ARTS**THE-2 - Play Practicum-Special Projects Laboratory I UC*, CSU 1 unit***Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

THE-3 - Introduction to the Theater UC, CSU (CAN DRAM 18) 3 units*Prerequisite: None.*

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. 54 hours lecture.

THE-4 - Play Practicum-Special Projects Laboratory II UC*, CSU 2 units*Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

THE-5 - Theater Practicum UC, CSU 3 units*Prerequisite: None.**Advisory: Acting and production skills desirable.*

A course in play production from casting to performance, including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-6 - Advanced Theater Practicum UC*, CSU 3 units*Prerequisite: THE-5.*

Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-25 – Makeup for the Stage UC, CSU 2 units*Prerequisite: None.*

This course is an exploration of the creative and practical aspects of theatrical makeup design, where students will experience techniques of makeup application, painterly techniques and three-dimensional techniques in relation to production and performance. 18 hours lecture and 54 hours laboratory.

THE-30 – Voice and Movement for the Stage UC, CSU 2 units*Prerequisite: None.*

Theory, principles and techniques of voice and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. 18 hours lecture and 54 hours laboratory.

THE-32 - Acting Fundamentals-Theater Games and Exercises UC, CSU 3 units*Prerequisite: None.*

Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory.

THE-33 - Scene Acting: Creating a Role 3 units
UC, CSU*Prerequisite: THE-32.*

Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actor's body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory.

THE-34 - Scene Study in Various Theatrical Styles 3 units
UC, CSU*Prerequisite: THE-32.*

Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actor's artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-35 - Classical Acting with Emphasis in Shakespearean Verse 3 units
UC, CSU*Prerequisite: THE-32.*

Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor's physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

THE-36 - Improvisational Acting 3 units
UC, CSU*Prerequisite: THE-32.*

Advanced principles and techniques of improvisational acting designed to increase creativity, problem solving and performance skills. Students will develop the ability to work in short and long and form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization and endowments. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-37 - Musical Theater Techniques 3 units
UC, CSU*Prerequisite: THE-32.**Advisory: MUS-38 or 39**Limitation on enrollment: Audition on or before the first class meeting.*

Principles and techniques of the various performance methods and styles involved in performing for the musical theater, including solo and choral singing, dancing and acting. Culminates in public performance. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

THE-38 – Auditioning for the Stage 1 unit
CSU*Prerequisite: None.*

Principles and techniques of the various performance methods and styles involved in auditioning for the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory.

THE-41 - Elementary Stagecraft 3 units
UC, CSU*Prerequisite: None.**Advisory: Concurrent enrollment in THE-2, 4, 5 or 6.*

Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory.

THE-42A - Theatre Tours: Special Studies in Theatre 1 unit
CSU*Prerequisite: None.*

The study of genres in theatre organized around works available through at least two live performances of professional theatre and musical theatre. This course may also include tours of theatres, museums, and of university programs in conjunction with performances of live theatre and musical theatre. 54 hours laboratory.

THE-42B - Theatre Tours: Special Studies in Theatre 2 units
CSU*Prerequisite: None.*

The study of genres in theatre organized around works available through at least four live performances of professional theatre and musical theatre. This course may also include tours of theatres, museums, and of university programs in conjunction with performances of live theatre and musical theatre. 108 hours laboratory.

THE-50 – Acting Techniques for Musical Theater .5 units
CSU*Prerequisite: None.*

Principles and techniques of the various acting methods and styles involved in performing in musical theater. Culminates in public performance. May be taken a total of four times. 27 hours laboratory.

THE-51 – Production Techniques for Musical Theater 3 units
CSU*Prerequisite: None.*

A course in musical theater production from casting to performance including units in acting, voice and dance. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

THE-52 – Musical Theater Touring Ensemble 2 units
CSU*Prerequisite: None.**Advisory: MUS-38 or 39**Limitation on enrollment: Audition on or before the first class meeting.*

This course is designed to be a touring ensemble that will provide students with an opportunity for intensive preparation, performance and appraisal of musical theater for public performance. May be taken a total of four times. 108 hours laboratory.

THE-200 – Theatre Work Experience 1-2-3-4 units
CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

WELDING**WEL-15 - Introduction to Basic Shielded Metal Arc Welding** 3 units
CSU

Prerequisite: None.

An introductory course in basic shielded metal arc welding, shop and industrial safety, and common metal and materials used in welding. 27 hours lecture and 81 hours laboratory.

WEL-16 - Advanced Shielded Metal Arc Welding 3 units
CSU

Prerequisite: WEL-15.

An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. 27 hours lecture and 81 hours laboratory.

WEL-25 - Introduction to Oxyacetylene Welding 3 units
CSU

Prerequisite: None.

An introductory course in basic oxyacetylene welding, industrial safety, and common metals and materials used in welding. 27 hours lecture and 81 hours laboratory.

WEL-34 - Metal Joining Processes 2 units
(Same as ENE/MAN-34)
CSU

Prerequisite: None.

An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 18 hours lecture and 54 hours laboratory.

WEL-35 - Semi-Automatic Welding 3 units
CSU

Prerequisite: None.

A course in semi-automatic welding processes, with emphasis on Gas-metal-arc-welding, Flux-cored-arc-welding, and Submerged-arc-welding. The course covers the responsibilities of integrating computers and automated manufacturing with high-tech joining processes. 27 hours lecture and 81 hours laboratory.

WEL-55A - Gas Tungsten Arc Welding-Plate Material 3 units

Prerequisite: None.

Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

WEL-55B - Gas Tungsten Arc Welding-Exotic Metals 3 units

Prerequisite: None.

Advisory: Completion of or concurrent enrollment in WEL-55A recommended.

Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

WEL-60 - Advanced Pipe and Plate Laboratory 2 units

Prerequisite: None.

Limitation on enrollment: Six units of welding or one year of professional welding experience required.

A course designed to advance the competent welder's knowledge of welding pipe and plate. Research is performed with respect to destructive and nondestructive testing, effects of variable factors on weldments, the weldability of ferrous and nonferrous alloys. May be taken a total of two times. 108 hours laboratory.

WEL-61 - Certification for Licensing of Welders 3 units

Prerequisite: WEL-16.

This course is designed to enhance the competency of advanced students in the various welding processes and techniques. Subsequent enrollment in additional semesters will provide an opportunity for additional manipulative skills and competency development in the subject matter. Each student will be required to successfully complete a series of weld coupons in preparation for the Los Angeles City welding certification. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

WEL-200 - Welding Work Experience 1-2-3-4 units
CSU*

Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

WORK EXPERIENCE**WKX-200 - Work Experience** 1-2-3-4 units
CSU*

Prerequisite: None.

Limitation on enrollment: Limited to students who are enrolled in at least 7 credit units of instruction including the Work Experience class units.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX 200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX 200 are administratively moved to the appropriate general or occupational

work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. May be taken a total of four times. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

WKX-201-202 - General Work Experience **3 units**
CSU*

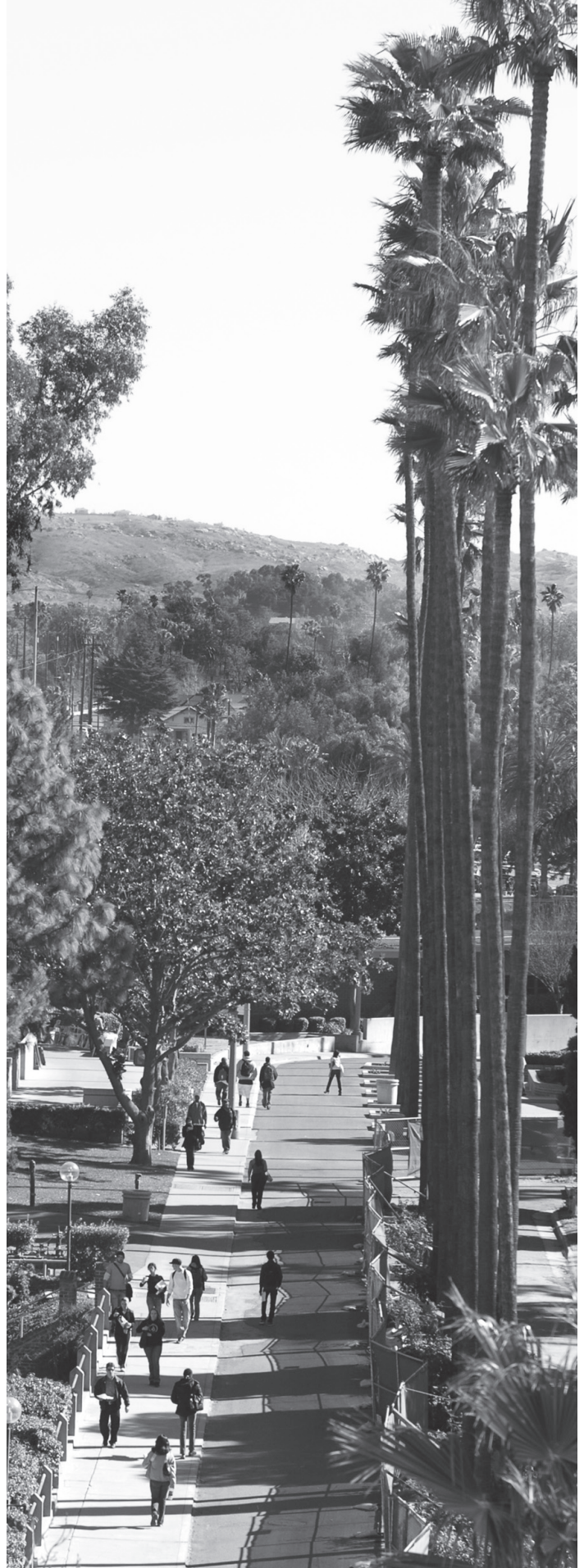
Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in general work experience must be employed in an area unrelated to the specific occupational work experience subject areas offered by the College. Students may take General Work Experience up to two (2) times, for a maximum of six (6) units of general work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ZOOLOGY

See BIOLOGY 2A, 2B





Section VII
FACULTY



Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors the faculty at RCCD can bestow on a colleague to recognize an individual's outstanding teaching skills and contributions to the District and its students. The 47th Distinguished Faculty Lecturer is

CORDELL BRIGGS, PH.D.
ASSOCIATE PROFESSOR, ENGLISH

Cordell A. Briggs, the son of William Briggs and Dorothy Briggs Wiley, was born in Augusta, Georgia. He and his sister, Valda B. Mills, instructor and department head of Early Childhood Education at Augusta Technical College, were jointly raised by their mother, and maternal aunt and her husband. Dr. Briggs's aunt, his second grade teacher, recognized as a distinguished educator in Augusta, cultivated in him the love of teaching and taught him that the "noblest act is to teach."

Briggs is married to Stephanie, a mathematics instructor at San Bernardino Valley College. He has two children, Cordell A. Briggs II and Medell Briggs-Malonson, M.D., along with her husband, John, and one grandson, Ymani Briggs.

A product of historically black colleges and universities and Seventh-day Adventist higher education, he earned a B.A. degree in English from Oakwood College, a historically black college and a SDA institution, in Huntsville, Alabama. He earned a M.A. degree in English from Andrews University, a SDA institution, where he acquired an interest in linguistics and African American speech from his History of the English Language professor, Edith Stone. From Howard University, a historically black institution in Washington, DC, he earned a Ph.D. degree in English, with a dual focus: one in literature with a concentration in African American literature, the other in theoretical linguistics with a concentration in sociolinguistics. In the UC system, Briggs completed post-doctoral study in linguistic anthropology.

Briggs has served in both the classroom and administration. He has taught at Howard University and Loma Linda University (La Sierra), served as dean of the former Communications Division, and provost of the Moreno Valley Campus at RCC, and as vice president of instruction at Mt. San Jacinto College. At RCC, he also served on the Academic Standards Committee for the Academic Senate; chair of the Communications Department, Moreno Valley; and chair of the subcommittee for Leadership and Governance of the current Accreditation Self-Study.

Briggs's lecture emanates from an evolving linguistic interest beginning with a presentation on the ethnography of communication in literature at Loma Linda University; presenting a paper on American linguistic attitudes and "the color line" in Bordeaux, France; and presenting recently a paper on the Ebonics tradition and myth at the National Association of African American Studies.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

MORENO VALLEY CAMPUS FACULTY

AMEZQUITA, ANNA MARIE Associate Professor, English
BA., St. Edward's University; M.A., New Mexico State University. At Riverside Community College since 2000.

BALENT, AMY E. Assistant Professor, Art
BA., Georgetown University; M.F.A., George Washington University. At Riverside Community College since 2001.

BANKS, JAMES Assistant Professor, Human Services
B.S., University of Wisconsin, Whitewater; M.S.W., University of Wisconsin, Madison. At Riverside Community College since 2002.

BARBOZA, MATTHEW M. Assistant Professor,
Computer Information Systems
B.A., California State Polytechnic University, Pomona; M.A., California State University, Fullerton. At Riverside Community College since 2001.

BECKSTROM, DOUGLAS A. Associate Professor,
Dental Technology
AS., Community College of the Air Force; B.S., Southern Illinois University; M.A., Chapman University. At Riverside Community College since 1992.

BHATTACHARYA, DEBADARSHI (Dipen) Assistant
Professor, Physics
MS., Moscow State University, Moscow, Russia; Ph.D., University of New Hampshire, Durham. At Riverside Community College since 2001.

BIANCARDI, FABIAN A. Assistant Professor, Political Science
B.A., Richmond College, London; MS., Ph.D., London School of Economics. At Riverside Community College since 2001.

BRIGGS, CORDELLA. Associate Professor, English
B.A., Oakwood College; M.A., Andrews University; Ph.D., Howard University. At Riverside Community College from 1988-1998, and since 2001.

BROSE, FRIEDRICH K. Associate Professor, Library Services
BA., Australian National University; Dip., Lib., University of New South Wales; M.L.S., McGill University, Montreal; MA., California State University, San Diego. At Riverside Community College since 1970.

BROYLES, LARISA Instructor, Anthropology
B.A., University of California, Irvine; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 2005.

BUFALINO, PATRICIA Interim Dean of Instruction
Associate Professor,
Healthcare Technician B.S.N., St. Joseph College, Maryland; M.N., F.N.P., University of California, Los Angeles; M.A., California State University, Northridge. At Riverside Community College since 1980.

BURNETT, DARIA Dean of Student Services,
Moreno Valley Campus
BA., M.A., Kean College of New Jersey; Ed.D., University of Southern California. At Riverside Community College since 1990.

CLARK, DANIEL H. Associate Professor, English
B.A., Colorado State University; MA., Indiana University; Ph.D., University of California, Davis. At Riverside Community College since 1999.

CONRAD, DIANE M. Associate Professor,
Speech Communication
A.A., Palomar College; BA., Wheaton College; M.A., California State University, Long Beach. At Riverside Community College since 1990.

CONYERS, LISA A. Vice President, Educational Services
A.A., Mt. San Antonio College; B.A., University of California, Riverside; M.A., New York University; Ph.D., University of California, Riverside. At Riverside Community College from 1992-1996, and since 1997.

DRAKE, SEAN D. Associate Professor, Mathematics
B.S., M.S., University of California, Riverside. At Riverside Community College since 2000.

DUMER, OLGA Associate Professor, English as a
Second Language
B.A., M.A., Moscow State Pedagogical Institute; Ph.D., Institute of Linguistics of the USSR Academy of Sciences. At Riverside Community College since 2000.

DURAN, JOSE Associate Professor, Business Administration
B.A., M.B.A., California State University, San Bernardino. At Riverside Community College since 1986.

ELDER, GREGORY P. Associate Professor, History
A.B., Indiana University; Certificate in Theology, Oxford University, UK; Master of Divinity, Nashotah House Theological Seminary; M.A., Ph.D., University of California, San Diego. At Riverside Community College since 1991.

FAST, MATTHEW Instructor, Computer
Information Systems B.S., M.S., University of California, Riverside. At Riverside Community College since 2006.

FONTAINE, ROBERT Instructor, Emergency Medical Services
B.A., University of La Verne. At Riverside Community College since 2004.

FOSTER, DONALD Instructor, Music
B.M., M.M., University of Southern California. At Riverside Community College since 2005.

GAGE, GEORGE Associate Professor,
Community Interpretation in Spanish
BA., University of Vermont; M.A., University of Texas at El Paso. At Riverside Community College since 2000.

GALICIA, FELIPE Instructor, Biology
B.S., M.S., California State University, San Bernardino. At Riverside Community College since 2005.

GIBBS, TRAVIS Associate Professor, Psychology
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino; Ph.D., The Union Institute Graduate School. At Riverside Community College since 1996.

HAUSLADEN, LISA Instructor, Medical Assisting
B.S., Southern Illinois University; M.B.A., University of Phoenix. At Riverside Community College since 2005.

HENDRICK, IRVING, G. Interim President, Moreno Valley
B.A., M.A., Whittier College; Ed.D. University of California, Los Angeles. At Riverside Community College since 2001.

HEYDE, MARILYNN Instructor, Dental Hygiene
B.S., M.P.H., Loma Linda University. At Riverside Community College since 2005.

HONORE, CHERYL Associate Professor, Accounting
B.S., Loyola Marymount University, Los Angeles; M.B.A., California State Polytechnic University, Pomona. At Riverside Community College since 1990.

HUANG, SHUFEN Assistant Professor Mathematics
B.A., Fu Jen Catholic University, Taipei, Taiwan; M.S., University of Illinois, Urbana-Champaign, Illinois. At Riverside Community College since 2002.

HULSHOF, LIDIA Instructor, Dental Assisting
B.S., Biola University; D.D.S., Loma Linda University. At Riverside Community College since 2006

INGHAM, SUSAN L. Associate Professor, English
B.A., Weber State University; M.A., M.F.A., University of Utah. At Riverside Community College since 1999.

ISAAC, WOLDE-AB Instructor/Dean, Health Sciences Programs
B.S., Adis Abeba University; M.A., Ph.D. University of Michigan. At Riverside Community College since 2006.

JOHNSON, FEN Instructor, Mathematics
B.A., M.A., California State University, San Bernardino.
At Riverside Community College since 2004.

LESSER, DONNA Assistant Professor Dental Hygiene
B.S., California State University, Northridge. At Riverside Community College since 2002.

LIPKIN, ELLEN Associate Professor, Microbiology
M.A., University of California, San Francisco. At Riverside Community College since 1999.

LOOMIS, REBECCA Associate Professor, Anatomy & Physiology
B.S., University of Nebraska; M.S.; Loma Linda University. At Riverside Community College since 1996.

MARSH, DIANE M. Associate Professor, Chemistry
B.A., California State University, San Bernardino; M.S., Ph. D., University of California, Riverside. At Riverside Community College since 1992.

McQUEAD, MICHAEL W. Associate Professor,
Computer Information Systems
B.M., M.M., University of Southern California. At Riverside Community College since 1999.

MERCADO, ROSARIO Associate Professor, Spanish
B.A., California State University, San Bernardino; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 1997.

METCALFE, KIM Assistant Professor,
Early Childhood Education
B.A., M.A., California State University, San Bernardino. At Riverside Community College since 2002.

MIDDLETON, DELORES Director/Associate Professor,
Physician Assistant
B.S., California State University, Los Angeles; M.A., University of Southern California. At Riverside Community College since 1998.

MOORE, FRANKIE Instructor Coordinator, Student Activities
B.A., M.A., California State University, Fresno. At Riverside Community College since 2005.

NAMEKATA, JAMES S. Associate Professor, Mathematics
B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College since 1999.

NOLLETTE, CHRISTOPHER Instructor, EMS/
Paramedic Program Director
A.A., Oklahoma Community College; B.A., M.Ed., Ed.D., University of Houston. At Riverside Community College since 2003.

NYROP, SONYA Instructor, Reading
B.A., Columbia Union College; M.A., University of London; M.S., California State University, San Bernardino. At Riverside Community College since 2006.

OGATA, LORRAINE Associate Professor, Reading
B.A., M.A., California State University, San Bernardino; Ed.D., University of Southern California. At Riverside Community College since 1999.

PACHECO, MARIA DEL ROCIO Assistant Professor,
Counseling
A.A., Rio Hondo Community College; B.A., University of California, Irvine; M.S., California State University, Long Beach. At Riverside Community College since 2001.

PENA, LARRY A. Associate Professor, Counseling
B.A., University of California, Riverside. MS., California State University, San Bernardino. At Riverside Community College since 2000.

PFEIFLE, ANN L. Assistant Professor, History
B.A., University of Minnesota; B.S., Moorehead State University; M.A., University of California, Riverside. At Riverside Community College since 2001.

PISA, SHEILA Associate Professor, Mathematics
A.A.S., Agricultural and Technical College, New York; B.S., MS., California Polytechnic, San Luis Obispo. At Riverside Community College since 1991.

QUINTO-MacCALLUM, BONAVITA Instructor, Spanish
B.A., M.A., University of New Mexico; Ph.D., New Mexico State University. At Riverside Community College since 2000.

REYNOLDS, JOSEPH E. Assistant Professor,
DSPS Counseling/LD Specialist
B.S., Florida State University; M.H.S., Ed.D., University of Florida. At Riverside Community College since 2001.

RHYNE, JEFFREY Instructor, English
B.A., Pomona College; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 2006.

ROCCO, CHRISTOPHER Assistant Professor, Humanities
B.A., University of Hawaii; M.A., Ph.D., University of California. At Riverside Community College since 2001.

SAXON, KATHLEEN L. Associate Professor, Mathematics
A.S., Mt. San Jacinto College; B.S., University of California, Riverside; M.S., California Polytechnic State University, Pomona. At Riverside Community College since 1998.

SINIGAGLIA, NICHOLAS Instructor, Philosophy
B.A., University of California, Berkeley; M.A., Ph.D.; University of California, Irvine. At Riverside Community College since 2007.

SOTO, SALVADOR**Instructor/Counseling**

A.A., Riverside Community College; B.A., University of California, Santa Barbara; M.S., P.P.S., University of La Verne. At Riverside Community College since 2005.

STAFFORD, PAULA **Assistant Professor, Physician Assistant**

A.A., West Los Angeles College; B.S., California State University, San Bernardino. At RCC since 2002.

TENPAS, CYNTHIA **Assistant Dean, Library and Learning Resources, Assistant Professor, Library Services**

B.A., University of California, Riverside; M.L.S., California State University, San Jose. At Riverside Community College since 1995 to 2004 and since 2006.

THETFORD, TERESA**Assistant Professor
Physician Assistant Program**

A.A., Riverside Community College; B.S., University of Southern California. At Riverside Community College since 2002.

THOMPSON, ERIC**Instructor, Sociology**

B.A., California State University, Chico; M.A., California State University, Sacramento. At Riverside Community College since 2005.

TOLUNAY, ADVIYE**Instructor, Psychology**

B.A., M.A., Bogazici University (Turkey); Oh.d., University of Rhode Island. At Riverside Community College since 2006.

TOVARES, CHARLES**Instructor, Geography**

B.A., University of Florida; M.A., Ph.D., University of Washington, Seattle. At Riverside Community College since 2005.

VINCENT, WILLIAM **Dean, Public Safety Education & Training
Associate Professor, Health Science**

B.S., University of Oregon, M.S., Long Beach State University; Ed.D., University of Southern University. At Riverside Community College since 1988.

WAGNER, STEPHEN D.**Instructor, Biology**

B.S., M.S., California State University, San Bernardino. At Riverside Community College since 2005.

WEBSTER, DIANA **Associate Professor, Business Administration**

B.A., University of California, Riverside; M.A., University of Redlands. At Riverside Community College since 1983.

WERNER-FRACZEK, JOANNA**Instructor, Biology**

B.S., M.S., University of Gdansk; M.S., Ph.D., University of Wisconsin. At Riverside Community College since 2006.

WICKEN, INGRID P. **Associate Professor, Physical Education**

A.A., Riverside Community College; B.S., M.S., California State Polytechnic University, Pomona. At Riverside Community College since 1989.

WILLIAMS, EDWARD ALLEN **Associate Professor, English**

M.A., M.F.A., San Diego State University. B.B.A., National University at San Diego. At Riverside Community College since 1997.

ZAPATA, VALARIE**Instructor, English**

B.A., M.A., Ph.D., University of California. At Riverside Community College since 2005.

NORCO CAMPUS FACULTY**ALJORD, HUDA****Instructor, Arabic**

B.A., M.A., Damascus University. At Riverside Community College since 2005.

ANDACHEH, KHALIL**Assistant Professor, Sociology**

B.A., University of Tehran (Iran); M.A., Roosevelt University; M.A., University of California, Irvine; Ph.D., University of California, Irvine. At Riverside Community College since 2002.

BADER, MELISSA**Instructor, English**

B.A., University of Washington; M.A., California State Polytechnic University, Pomona. At Riverside Community College since 2004.

BECK, REX**Assistant Professor Business Administration**

B.S., United States Military Academy at West Point; M.B.A., California State University at San Bernardino. At Riverside Community College since 2002.

BOELMAN, PETER**Associate Professor, Economics**

BA., Connecticut College, New London; MA., University of Massachusetts at Amherst. At Riverside Community College since 1994.

BROCKENBROUGH, CELIA**Associate Professor,
Library Services**

BA., Howard University, Washington D.C.; M.L.S., University of Maryland. At Riverside Community College since 1991.

BROTHERTON, CATHERINE**Associate Professor,
Computer Information Systems**

B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College since 1986.

BURNETT, SARAH**Instructor, Early Childhood Education**

B.S., University of Swansea, Wales; M.S., John Hopkins University. At Riverside Community College since 2005.

BUSH, EDWARD**Dean, Student Services****Associate Professor, Student Activities**

B.A., University of California Riverside; M.P.A., California State University San Bernardino, Ph.D., Claremont Graduate University. At Riverside Community College since 1998.

CHACON, ROSINA (Zina)**Assistant Professor, Counseling**

A.A., San Bernardino Valley College; B.A., California State University, San Bernardino; M.A., University of Redlands. At Riverside Community College since 2003.

CHAKS, LESLIE**Instructor, Counseling/
Learning Disabilities Specialist**

A.A., Riverside Community College; B.A., University of California, Riverside; M.S., University of La Verne. At Riverside Community College since 2005.

CHUNG, ELISA**Associate Professor, Mathematics**

A.A., Fullerton; B.S., M.A., California State University, Fullerton. At Riverside Community College since 1991.

CLUFF, MICHAEL**Associate Professor, English**

B.A., MA., University of California, Riverside. At Riverside Community College since 1990.

CORDIER, GERALD Assistant Professor, Drafting
Course work completed at California State University, Fullerton, and California State University, San Bernardino. At Riverside Community College since 1988.

COVERDALE, JOHN Associate Professor,
Computer Information Systems
B.A., Occidental College; B.S., MS., Azusa Pacific University. At Riverside Community College since 1997.

CRASNOW, SHARON L. Associate Professor, Philosophy
BA., Barnard College; M.A., Ph.D., University of Southern California. At Riverside Community College since 1992.

DAVIS, BRENDA President, Norco
Associate Professor, Nursing
Diploma, Harlem Hospital Center School of Nursing, New York; B.S., M.Ed. and Ed.D., Teachers College, Columbia University, N.Y. At Riverside Community College from 1975-77, and since 1980.

DEGUZMAN, JOSEPH S. Assistant Professor, Mathematics
B.S., Mapua Institute of Technology, M.S., M.L.Q. University, Manila, Philippines. At Riverside Community College since 2001.

DIECKMEYER, DIANE Dean of Instruction
Associate Professor, Reading
B.A., M.A., University of California, Riverside. Ed.D., University of Southern California. At Riverside Community College since 1999.

ECKSTEIN, JOSEPH G. Associate Professor, Geography
BA., B.Ed., (Honors), University of Western Ontario, Canada; M.S., London School of Economics, London, England. At Riverside Community College since 1992.

ELIZALDE, ANDRES Instructor, English
B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College since 2005.

FARRAR, CAROLACOSTA Associate Professor, Psychology
BA., B.S., University of California, Irvine; Ph.D., University of California, Riverside. At Riverside Community College since 1997.

FLICK, AREND Associate Professor, English
A.B., University of Chicago; Ph.D., University of California, Berkeley. At Riverside Community College since 1991.

FREITAS, SIOBHAN Associate Professor, Chemistry
B.S., University of Massachusetts; MS., Ph.D., University of California, Los Angeles. At Riverside Community College since 2000.

FREWING, JANET Assistant Professor, Mathematics
B.A., California State University, Fullerton; M.A., University of California, Santa Barbara. At Riverside Community College since 2001.

FRIEDRICH FINNERN, TERESA Instructor, Biology
B.S., Hope College; M.A., Ph.D., University of Michigan. At Riverside Community College since 2006.

GARCIA, CARLOS Associate Professor, Drafting
B.S., California State University, Fresno; B.S., University of Southern California; M.S., California State University, Northridge. At Riverside Community College since 1992.

GONZALEZ, HEATHER Instructor, English
A.A., Riverside Community College; B.A., University of California, Santa Barbara; M.A., University of California, Riverside. At Riverside Community College since 2005.

GRAY, ALEXIS Instructor, Anthropology
B.A., California State University, Los Angeles. M.A., California State University, Fullerton. At Riverside Community College since 2006.

GUTIERREZ, MONICA Instructor, Biology
B.S., University of California, Irvine; Ph.D., University of California, Los Angeles. At Riverside Community College since 2004.

HILL, JIMMIE L. Associate Professor, Counseling
A.A., San Bernardino Valley College; B.A., California State University, Fullerton; M.A., California State University, San Bernardino. At Riverside Community College since 1999.

HITCHCOCK, DOMINIQUE Associate Professor, Spanish
A.A., B.A., M.A., Ph.D., Université de Paris Sorbonne. At Riverside Community College since 1996.

HUMBLE, DINA Associate Professor, Music
B.M., University of Minnesota; M.M., University of Northern Colorado. At Riverside Community College since 1999.

JOHNSON, BRIAN D. Assistant Professor, Mathematics
B.A., M.A., California State University, Fullerton. At Riverside Community College since 2001.

KYRIAKOS, STEPHANY Associate Professor, History
B.A. (summa cum laude), University of Colorado; M.P., Ph.D., Yale University. At Riverside Community College since 1999.

LEWIS, MARK E. Assistant Professor, Speech Communication
BA., M.A., California State University, Fullerton. At Riverside Community College since 2001.

LOEWENSTEIN, GAITHER Vice President,
Educational Services
B.S., University of the Pacific; M.U.A., Wichita State University; Ph.D., University of Delaware. At Riverside Community College since 2006.

MAKIN, DEBORAH J. Associate Professor, Political Science
B.A., University of Pittsburgh; M.A., Old Dominion University; Ph.D., University of California, Riverside. At Riverside Community College since 2000.

MILLS, DAVID Assistant Professor, English
A.A., Riverside Community College; BA. UCLA; M.A. Indiana University. At Riverside Community College since 2001.

MITER, CAROL Associate Professor, English
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino. At Riverside Community College since 1991.

MOORE, BARBARA Instructor, Biology
B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College since 2006.

MORRISON, JAMES Associate Professor, Biology
B.S. (cum laude); M.S., Kansas State University; M.P.H., Loma Linda University. At Riverside Community College since 1971.

NANCE, DAMON Assistant Dean, Library/Learning Resources
B.A., California State University, San Bernardino; M.L.I.S., San Jose State University. At Riverside Community College since 2007.

NELSON, LISA Instructor, English
B.A.; B.F.A.; University of South Maine; M.A., University of California, Riverside; Ph.D., Columbia University. At Riverside Community College since 2005.

OLAERTS, ANA-MARIE Instructor, Speech Communication
B.A., M.A., California State University, Fullerton. At Riverside Community College since 2006.

PARKS, JASON Instructor, Mathematics
B.A., M.A., University of California, Riverside. At Riverside Community College since 2004.

PAVLIS, BONNIE Associate Professor, Humanities
BA., (summa cum laude), University of California, Los Angeles; M.A., Ph.D., University of California, Berkeley; Certificate in TESL, University of California, Riverside. At Riverside Community College since 1990.

PAYAN, DAVID Associate Professor, Counseling
A.A., East Los Angeles College; B.A., University of California, Riverside; MA., San Diego State University. At Riverside Community College since 1991.

PERHAMUS, JUDITH Associate Professor,
Computer Information Systems
B.S., Oklahoma State University, MS., University of Southern California. At Riverside Community College since 1994.

PRIOR, ROBERT Associate Professor, Mathematics
B.A., University of California, San Diego; M.A., California State University, Fullerton. At Riverside Community College since 1990.

RIES, RICHARD Instructor, Mathematics
B.A., B.S., M.S., University of California. At Riverside Community College since 2005.

ROBLES, ANDY Associate Professor, Mathematics
B.S., MS., California Polytechnic State University, Pomona. At Riverside Community College since 1999.

SALCEDO, FERNANDO Associate Professor, Spanish
B.S., M.A., Pacific Union College; Ph.D., University of California, Riverside. At Riverside Community College since 1990.

SHIRINIAN, MARGARITA Instructor, English
as a Second Language
B.A., Moscow State Pedagogical University; M.,A., California State University, Northridge. At Riverside Community College. At Riverside Community College since 2005.

SKIBA, KARIN Associate Professor, Art
BA., Pitzer College; M.F.A., Claremont, Graduate School. At Riverside Community College since 1990.

SLONIGER, MITZI A. Associate Professor, Reading
B.A., University of California, Irvine; M.A., California State University, Fullerton. At Riverside Community College since 2000.

SMITH, DEBORAH Associate Professor, Mathematics
BA., California State University, San Bernardino; M.S., University of California, Riverside. At Riverside Community College since 1998.

STERNBURG, CHARLES Associate Professor,
Anatomy and Physiology
B.S., M.S., California State University, Northridge; Ph.D., University of California, Irvine. At Riverside Community College since 1992.

STEVENS, WALTER Associate Professor, Theater Arts
BA., M.F.A., University of California, Irvine. At Riverside Community College since 1996.

SYNODINOS, DIMITRIOS Instructor,
Coordinator, Student Activities
A.A., Glendale Community College; B.A., M.A., California State University, Northridge. At Riverside Community College since 2005.

THOMAS, JAMES W. Associate Professor,
Construction Technology
A.A., AS., Chaffey College; A.A., San Bernardino Valley College; B.A., Prescott College; M.P.A., California State University, San Bernardino; D.P.A., University of La Verne. At Riverside Community College since 2000.

TILLQUIST, JOHN Dean, Technology and
Economic Development
B.A., University of Colorado, Boulder; MS., Ph.D., University of California, Irvine. At Riverside Community College since 2005.

TRAN, PHU Instructor, Physics
B.S., California Polytechnic University, Pomona; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 2005.

TSCHETTER, SHERYL L. Associate Professor, English
BA., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College since 2000.

VAN HULLE, PAUL Instructor, Manufacturing Technology
A.S., Riverside Community College; B.A., California State University, Los Angeles; M.A., California State University, San Bernardino. At Riverside Community College since 2005.

VEGA, DANIEL Instructor, Counseling
B.A., California State University, San Marcos; M.A., San Diego State University. At Riverside Community College since 2006.

WAGNER, THOMAS Associate Professor,
Real Estate/Business Administration
B.A., B.S., Bucknell University; J.D. Temple University Law School; LL.M., University of Virginia School of Law; At Riverside Community College since 1992.

WALES, EDWARD Associate Professor, Drafting
BA., California State University, Long Beach. At Riverside Community College since 1985.

WALLSTROM, TIMOTHY Instructor, Physical Education
B.S., M.S., California State University, Fullerton. Ph.D., the Ohio State University. At Riverside Community College since 2006.

WIMER, BEVERLY Associate Professor, Physical Education
B.S., Northwest Missouri State University; M.S., University of Arizona. At Riverside Community College since 1989.

WORSHAM, PATRICIA A. Assistant Professor,
Business Administration
B.A., University of California, Santa Barbara; M.B.A., California Polytechnic University, Pomona. At Riverside Community College since 2001.

ZWART, GAIL A. **Instructor, Business Administration**
B.S., California Polytechnic University, Pomona; M.P.A., California State University, San Bernardino; M.B.A., Baker College; D.P.A., University of La Verne. At Riverside Community College District since 2003.

RIVERSIDE CITY CAMPUS FACULTY

ACHARYA, SUREKHA **Associate Professor, English**
B.A., M.A.; Osmania University, India; M.A., California State University at Fullerton. Ph.D., University of California, Riverside. At Riverside Community since 1991.

ALEXANDER, DOUGLAS **Associate Professor, Counseling/DSPS**
B.A., Gallaudet College, Washington, D.C.; M.A., Special Education, California State University, Northridge. At Riverside Community College since 1975.

ALLEN, THOMAS **Associate Professor, English**
A.A., Los Angeles City College; B.A., California State University, Northridge; M.A., California State University, San Bernardino. At Riverside Community College since 1986.

ALMQUIST, DAVID **Associate Professor, Physical Education**
A.A., Riverside Community College; B.A., California State University of Long Beach; M.A., University of La Verne. At Riverside Community College since 1996.

AMIDON, TUCKER **Instructor, English**
B.A., University of California, Irvine; M.A., California State University, Fullerton. At Riverside Community College since 2005.

AMRICH, MICHAEL, JR. **Associate Professor, Chemistry**
BA., University of California, Riverside; M.A., University of Texas, Austin; Ph.D., University of California, Riverside. At Riverside Community College since 1970.

ANDERSON, KIMBERLY **Instructor, Nursing**
B.S.N., Baylor University; M.S.N. and F.N.P., University of California at Los Angeles. At Riverside Community College since 2006.

ANDERSON, KRISTINE R. **Associate Professor, English**
B.A. (summa cum laude), M.A., San Diego State University. M.F.A., New England College. At Riverside Community College since 1989-95, and since 1997.

ANDERSON, LORRAINE **District Dean, Admissions and Records**
B.A.; University of California, Los Angeles; M.A., Azusa Pacific University. At Riverside Community College since 2000.

ANGUIANO, JOE W. **Associate Professor, English**
B.A., California State University, Los Angeles; M.A., California State University, Fullerton. At Riverside Community College since 1999.

ARGUELLES, RUDOLPH **Instructor, Physical Education**
A.A., Riverside Community College; B.A., Arizona State University; M.Ed., Azusa Pacific University. At Riverside Community College since 2005.

ARMSTRONG, SALLY **Associate Professor, Art**
BA., California State University, Fullerton; M.A., California State University, Long Beach. At Riverside Community College since 1980.

AVILA, PATRICIA **Associate Professor, Counseling**
B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside Community College since 1997.

BAJAJ, PANKAJ **District Dean/Director, Institutional Reporting and Academic Services**
BE., MIT; M.I.S., University of Missouri, St. Louis. At Riverside Community College since 2001.

BAKER, DAVID V. **Associate Professor, Sociology**
B.A., California State University, Northridge; M.A., and Ph.D., University of California, Riverside. At Riverside Community College since 1987.

BAKER, SANDRA L. **District Dean, School of Nursing Associate Professor, Nursing**
A.A., Maryville College, Missouri; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills. At Riverside Community College since 1989.

BARNES, MICHEAL E. **Associate Professor, Counseling**
A.A., Riverside Community College; B.A., University of California, Irvine; M.A., California State College, San Bernardino. At Riverside Community College since 1981.

BARRON, RICHARD DAVID **Associate Dean, Academic Innovative Programs/Occupational Education**
A.A., East Los Angeles College; B.A., University of California, Los Angeles; M.A., University of Phoenix. At Riverside Community College since 2006.

BERNIER, DANIEL **Instructor, Chemistry**
A.S., Long Beach City College; B.A., California State University, Long Beach; M.S., University of California, Irvine; Ph.D., University of California, Riverside. At Riverside Community College since 2004.

BHATIA, SHAILESH D. **Associate Professor, Computer Information Systems**
B.S., M.B.A., M.S., University of Toledo. At Riverside Community College since 1990.

BINAM, JANIS **Associate Professor, Anthropology**
B.A., California State University, Long Beach; M.A., University of California, Riverside; Ph.D., University of California, Riverside. At Riverside Community College since 1991.

BLAIR, SCOTT **Associate Professor, Astronomy**
A.S., Riverside Community College; B.S., M.S., University of California, Riverside. At Riverside Community College since 1994.

BONZOMET, NIKKI P. **Assistant Professor, Physical Education**
A.S., Riverside Community College; B.G.S., Northern Arizona University; M.S., California State University, San Bernardino. At Riverside Community College since 2001.

BOWEN, DOUGLAS G. **Assistant Professor, English As a Second Language**
B.A., University of Nebraska, Lincoln; M.A. University of Hawaii, Manoa. At Riverside Community College since 2001.

BRADY, GLEN **Director, Distance Education**
B.S., University of Utah; M.S., San Diego State University. At Riverside Community College since 2000.

BRAMUCCI, ROBERT S. **District Dean, Open Campus**
B.S., Arkansas State University; M.A.P., University of Arkansas at Little Rock; Ph.D., Washington State University. At Riverside Community College since 2001.

BREWSTER, STEVEN Assistant Professor, Library Services
B.A., Pomona College; M.Div., American Baptist Seminary of the West (Berkeley); M.S.L.S., University of Southern California. At Riverside Community College since 2003.

BROOKS, KATHRYN S. Associate Professor
Biology and Health Science
B.S. (with highest honors), M.A., University of California, Riverside. At Riverside Community College since 1991.

BROWN, AMANDA Instructor, Mathematics
B.A., M.A., Utah State University. At Riverside Community College since 2005.

BROWN, ELLEN Assistant Professor, Counseling
B.A., Saint Mary's College, Notre Dame, Indiana; M.A., California State University, San Bernardino. At Riverside Community College since 2002.

BROWN, JAMI Instructor, Sociology
B.A., M.A., California State University, Dominguez Hills; Ph.D., University of California, Riverside. At Riverside Community College since 2005.

BROWN, SCOTT A. Assistant Professor,
Counseling/Learning Disabilities
B.A., University of California, Riverside; M.A., California State University, Fullerton. At Riverside Community College since 2001.

BROWN, TIMOTHY Associate Professor, Reading
B.A., Arizona State University; M.Ed., Pan American University; M.S., California State University, Fullerton, Ed.D., Pepperdine. At Riverside Community College since 1984.

BROWN, WILLIAM Associate Professor,
Physical Education/Counseling
B.S., California State Polytechnic University; M.A., Azusa Pacific University. At Riverside Community College since 1985.

BURCHETT, GREGORY E. Associate Professor, Biology
B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College since 2000.

BURRIS, ROBERT Assistant Professor, Air Conditioning
A.A., Riverside Community College. Community College Credential. At Riverside Community College since 1991.

BUYSSE, JAMES Vice Chancellor,
Administration and Finance
BA.; M.A.S.; Ph.D., University of Illinois. At Riverside Community College since 1992.

BYUN, JOHN Instructor, Music
B.M., University of California, Irvine; M.M., California State University, Long Beach. At Riverside Community College since 2005.

CAMAK, SHELAGH Associate Vice Chancellor,
Workforce Development
A.A., San Bernardino Valley College; B.A., M.A., California State University, San Bernardino. At Riverside Community College since 1998.

CAMPBELL, DOROTHY A. G.H. de Assistant Professor, Spanish
B.A., M.A., San Diego State University; Ph.D., University of California. At Riverside Community College since 2001.

CARRERAS, SOFIA Assistant Professor, Dance
B.A., California State University, Sacramento; M.F.A., University of California, Irvine. At Riverside Community College since 2002.

CARRILLO, MICHAEL EOPS Director
A.A., Fullerton College; B.A., California State University, Fullerton; M.A., National University. At Riverside Community College since 2000.

CARTER, THATCHER Instructor, English
B.A., Occidental College; M.A., Claremont Graduate University; Ph.D., University of California, Riverside. At Riverside Community College since 2004.

CASOLARI, AMBER Assistant Professor, Economics
B.A., University of Redlands; M.A., Ph.D., University of California. At Riverside Community College since 2005.

CAZARES, DEBORAH A. Associate Professor,
Early Childhood Education
BA., University of California, Los Angeles; M.A., Teachers College! Columbia University. At Riverside Community College since 1999.

CERWIN-BATES, STACEY Assistant Professor, Reading
B.A., St. Mary's College of California; M.A., San Francisco State University. At Riverside Community College since 2002.

CHAKS, MICHAEL Associate Professor, Accounting
B.A., California State University, Fullerton; M.B.A., Pepperdine University. At Riverside Community College since 1983.

CHATTERJEE, ACHINTA Associate Professor, English
B.A. and M.A., Patna University, India; Ph.D., Purdue University. At Riverside Community College since 1992.

CHENEY, JAMES R. Assistant Professor, Physics
B.S., California State University, San Bernardino; M.S., University of California, Riverside. At Riverside Community College since 2001.

CHENOWETH, RITA P. Associate Professor, Dance
B.A., University of California at Los Angeles; M.F.A., University of California at Irvine. At Riverside Community College since 1992.

CHRISTIANSEN, JILL M. Assistant Professor, Nursing
A.S., Riverside Community College; B.S.N. University of Phoenix; M.S.N., California State University, Dominguez Hills. At Riverside Community College since 2001.

CLARK, ROSS Associate Professor, Graphics Technology
B.A., California State University, Los Angeles; M.F.A., University of Southern California, Los Angeles. At Riverside Community College since 2000.

COLAPINTO, EILEEN Associate Professor, Counseling
B.S., Central Connecticut State University; M.A., California State University, San Bernardino. At Riverside Community College since 1991.

COLUCCI, MARIE Associate Professor, Nursing
B.S. (magna cum laude), Boston College; M.N., University of California, Los Angeles; Ed.D, Nova University. At Riverside Community College since 1983.

CRAMM, KENNETH P. Assistant Professor, Mathematics
A.A., Community College Air Force; B.S. and M.A., California State University, San Bernardino; Ed.D., Argosy University. At Riverside Community College since 2001.

- CREGG, JAMES** Associate Professor,
Computer Information Systems
A.A.S., Community College Air Force; B.S., Southern Illinois University;
M.S., California State University, San Bernardino. At Riverside Community
College since 2000.
- CRYDER, MICHAEL** Assistant Professor, **Biology**
B.S., La Sierra University; M.S., Loma Linda University. At Riverside
Community College since 2002.
- CURTIS, PETER** Associate Professor, **Music**
B.M., Berklee College of Music; M.M., Yale University; D.M., Indiana
University. At Riverside Community College since 2001.
- DADDONA-MOYA, MICHELLE** Assistant Professor
Professor, Physical Education
BA.; MS., California Polytechnic State University, San Luis Obispo. At
Riverside Community College since 2001.
- DASSOW, ARTURO** Associate Professor, **Counseling**
A.A., San Diego Evening College; B.A., San Diego State University; MA.,
California State University, San Bernardino. At Riverside Community
College since 1997.
- DAVIN, RICHARD** Associate Professor, **Sociology**
B.S., University of Wyoming; M.A., University of North Colorado; Ph.D.,
University of California, Riverside. At Riverside Community College
since 1999.
- DEAN, LESLIE** Associate Professor, **Geography**
B.S. and M.A., University of Utah. At Riverside Community College
since 1979.
- DELGADILLO-FLORES, MONICA** Dean, **Student Services**
A.A., Chaffey College; B.A., M.A., California State University, San Diego;
At Riverside Community College since 1991.
- DeSANTIS, JOSEPH** Instructor, **Speech Communication**
Director of Forensics
B.A., M.A., California State University, Long Beach. At Riverside
Community College since 2006.
- DIBENEDETTO, TAMARA** Associate Professor, **English**
A.A., Chaffey College; B.A., M.A., California State University, San
Bernardino. At Riverside Community College since 1994.
- DIERDORFF, JOANNE G.** Associate Professor, **Dance**
B.A., University of Redlands; M.A., University of Southern California.
At Riverside Community College since 1986.
- DI THOMAS, DEBORAH S.** Interim Vice Chancellor,
Student Services/Operations
B.S., California Polytechnic University; M.A., Azusa Pacific University;
Ed.D., Pepperdine. At Riverside Community College since 1992.
- DOUGLASS, KELLY** Assistant Professor, **English**
B.A., University of California, Santa Barbara; M.A., Ph.D., Claremont
Graduate University. At Riverside Community College since 2001.
- DYOGI, DAMIANITA** Assistant Professor, **Nursing**
B.S. N., M.S.N.; California State University, Dominguez Hills. At
Riverside Community College since 2006.
- ELTON, WILLIAM** Instructor, **Physical Education**
B.S., The Ohio State University; M.S., University of Nevada, Las Vegas.
At Riverside Community College since 2005.
- FARRIS, KATHERYN M.** Associate Professor,
Physical Education/Dance
B.S., University of Oregon; M.A., University of California, Los Angeles.
At Riverside Community College since 1971.
- FAWSON, EVANGELINE** Associate Professor, **Nursing**
B.S., University of California, Los Angeles; B.S.N., Boston University.
At Riverside Community College since 1992.
- FINNER, RICHARD** Associate Professor, **Graphics Technology**
B.A., California State University, Fullerton. M.A., California State
University, San Bernardino. At Riverside Community College since 1995.
- FLYR, MARY** Instructor, **Early Childhood Education**
B.S., University of Nebraska; M.S., University of North Dakota; Ph.D.,
University of California, Riverside. At Riverside Community since 2004.
- FONTANA, SANDRA** Associate Professor,
American Sign Language
B.S., Rochester Institute of Technology; M.A., Gallaudet University. At
Riverside Community College since 2002.
- FORLENZA, GERARD A. JR.** Assistant Professor, **History**
B.A., Columbia University; M.A., Ph.D., Claremont Graduate University.
At Riverside Community College since 2001.
- FRY, MAUREEN** Associate Professor, **Reading**
A.A., Ventura College; B.A., University of California, Riverside; M.S.,
California State University, Fullerton. At Riverside Community College
since 1993.
- GALL, NANCY** Instructor, **Photography**
B.S., California State Polytechnic University, Pomona. At Riverside
Community College since 2004.
- GARCIA, HAYLEY** Associate Professor, **Library Services**
Network/Multimedia Specialist
B.A., University of California, Riverside. M.L.I.S., San Jose State
University. At Riverside Community College since 2001.
- GARCIA, STEVEN** Associate Professor, **English**
BA., M.A., California State University, Fullerton. At Riverside Community
College since 1992.
- GEORGAKAKOS, JOHN** Associate Professor, **Chemistry**
B.A., California State University, Sacramento; M.S., University of
Washington; Ph.D., University of California, Riverside. At Riverside
Community College since 1971.
- GIBBONS-ANDERSON, JOAN** Associate Professor,
Speech Communication
B.S., Willamette University, Salem; M.A., California State University,
Fullerton. At Riverside Community College since 2000.
- GILLINS, SHARON B.** Associate Professor, **Telecommunications**
B.S., Howard University, M 5, University of the District of Columbia. At
Riverside Community College since 1992.
- GOBATIE, CYNTHIA** Associate Professor, **Philosophy**
B.A., California State Polytechnic University, Pomona; M.A., University
of Tennessee, Knoxville. At Riverside Community College since 1990.
- GRAHAM, DOUGLAS E.** Associate Professor,
Coordinator, Student Activities
B.A., San Diego State University; M.A., Azusa Pacific University. At
Riverside Community College since 1992.

- GRECO, PRISCILLA** **Instructor, Nursing**
B.S.N., University of St. Thomas; M.N., University of California at Los Angeles. At Riverside Community College since 2006.
- GREENE, RAVELLE LYN** **Associate Dean, Grants and Contracts**
B.A.; M.A.; California State University, Northridge; Ph.D., University of California, Irvine. At Riverside Community College since 2002.
- GREY, BOBBIE** **Instructor, Chemistry**
B.S., M.S., University of California, Riverside. At Riverside Community College since 2006.
- GUTIERREZ, EDGAR IVAN** **Instructor, History**
B.A., University of Puerto Rico; M.A., Ph.D., California State University, Los Angeles. At RCC since 2005.
- HAGHIGHAT, DARIUSH** **Associate Professor, Political Science**
BA., M.S., and Ph.D., University of California, Riverside. At Riverside Community College since 1988.
- HAINES, MARK A.** **Associate Professor, Dance**
B.F.A., Cornish College of the Arts; M.F.A. University of California, Irvine. At Riverside Community College since 2000.
- HALL, BARBARA** **Associate Professor, Anthropology**
B.A., University of California, Santa Cruz; M.A., University of Arizona; Ph.D. University of Arizona. At Riverside Community College since 1991.
- HALL, DEBORAH** **Associate Professor, Coordinator, Student Activities**
B.A., California State University, San Bernardino; M.A., California Polytechnic State University, San Luis Obispo; Ed.D., University of Southern California. At Riverside Community College since 1997.
- HALL, LEWIS** **Associate Professor, Computer Information Systems**
B.A., M.S., California State University, Fullerton. At Riverside Community College since 1989.
- HAUGH, JUDY L.** **Articulation Officer Associate Professor, Counseling**
A.A., Citrus College; A.B., M.S., University of Southern California. At Riverside Community College since 1971.
- HAVENER, KATHY R.** **Associate Professor, Nursing**
B.S.N., M.S.N., University of Phoenix. At Riverside Community College since 1999.
- HERRICK, SCOTT** **Instructor, Biology**
B.S., Ph.D., University of California, Riverside. At Riverside Community College since 2005.
- HERZIG, PAUL** **Assistant Professor, Computer Information Systems**
BSEE, University of New Mexico; M.S., Naval Post Graduate School. At Riverside Community College since 2002.
- HOPKINS, JOHN W.** **Associate Professor, Art**
A.A., Santa Ana College; B.A., M.A., M.F.A., California State University, Fullerton. At Riverside Community College since 1980.
- HORN, STEPHEN** **Associate Professor, Art**
A.A., Rio Hondo College; B.A., M.A., M.F.A., California State University, Fullerton. At Riverside Community College since 1991.
- HOWARD, LIN DUAN** **Associate Professor, English**
B.A., M.A., University of California, Riverside. At Riverside Community College since 1994.
- HOWARD, LISA** **Interim District Associate Dean, School of Nursing, Assistant Professor, Nursing**
A.S., Riverside Community College; B.S.N., Loma Linda University; M.S.N., California State University, Dominguez Hills. At Riverside Community College since 2000.
- HUNT, GLENN E.** **Associate Professor, Mathematics**
B.S., MS., Texas Tech University. At Riverside Community College since 1958.
- INDERMUEHLE, DENISE** **Instructor, Nursing**
A.D.N., Riverside Community College. B.S., M.A., University of Phoenix. At Riverside Community College since 2006.
- ISHIHARA, CHIE** **Instructor, Business Administration**
B.A., Pomona College; M.B.A., California Polytechnic University, Pomona. At Riverside Community College since 2005.
- ISSA, ALI Y.** **Associate Professor, Health Sciences**
B.S., Somali National University; MS., California Polytechnic University, San Luis Obispo; Ph.D., Utah State University. At Riverside Community College since 1992.
- JACKSON, HENRY LEE** **Associate Professor, Welding Technology**
A.A., Los Angeles Harbor College; B.A., M.A., California State University, Long Beach. At Riverside Community College since 1982.
- JACKSON, OLA M.** **Associate Dean, Teacher Preparation & Education Programs**
B.S., M.A., University of Redlands. At Riverside Community College since 2000.
- JETER, CHARLENE D.** **Associate Professor, Counseling**
A.A., San Bernardino Valley College; B.A., M.A., California State University, San Bernardino. At Riverside Community College since 1998.
- JEW, ROBERT K.** **Assistant Professor, Art**
B.F.A. with Distinction, Art Center College of Design, Pasadena. At Riverside Community College since 2001.
- JIANG, GEORGE A.** **Associate Professor, English as a Second Language**
M.A., Shanghai Teacher's University, China; M.A., University of Southern California. At Riverside Community College since 1992.
- JIMENEZ, GARY M.** **Assistant Professor, Counseling**
A.A. Citrus College; B.S.W., California State Polytechnic University, Pomona; M.S., California State University, Los Angeles. At Riverside Community College since 2001.
- JUDON, LANESHIA R.** **Associate Professor, Business Administration**
A.A., University of Maryland, European Division; B.A. (cum laude), Southern Illinois University; J.D. (American Jurisprudence, Trust and Wills), Loyola Law School. At Riverside Community College since 1997.
- JULIAN, JODI** **Assistant Professor, Theater Arts**
M.F.A., California State University, Fullerton. At Riverside Community College since 2000.

- KANE, MELISSA** Vice Chancellor,
Diversity and Human Resources
B.A., University of Missouri; M.A.A., University of Memphis at Riverside
Community College since 2005.
- KAUFFMAN, KRISTINA** Associate Vice Chancellor,
Institutional Effectiveness, Associate Professor, Political Science
B.A., Whittier College; M.A., Claremont Graduate School. At Riverside
Community College since 1979.
- KEELER, RICHARD** Director, Grant and Contract Services
B.A., University of La Verne; B.A., M.A., University of California,
Berkeley. At Riverside Community College since 2000.
- KEISER, TERRY** Associate Professor, Graphics Technology
A.A., Fullerton College; B.V.E. and M.A., California State University, San
Bernardino. At Riverside Community College since 1988.
- KELLY, KATHRYN E.** Associate Professor, Spanish
B.A., M.A., San Diego State University; Ph.D., University of California,
Irvine. At Riverside Community College since 1989.
- KENNEDY, STEPHEN M.** Assistant Professor,
Automotive Technology
AS., Riverside Community College; ASE Automotive Master Technician,
LI Certified, Certified Chevrolet master Technician. At Riverside
Community College since 2001.
- KIMBERLING, RENEE** District Director, Health Services
B.S.N., Loma Linda University; B.S.M., Pepperdine University; M.S.N.
California State University, Dominguez Hills. At Riverside Community
College since 2005.
- KIME-HUNT, ELLEN** Associate Professor, Chemistry
B.A., California State University, Fresno; Ph.D., University of Vermont.
At Riverside Community College since 1992.
- KINSER, ANITA G.** Associate Professor, Nursing
B.S.H.C.M., University of La Verne; M.S.N., California State University,
Dominguez Hills; Ed.D., Pepperdine University. At Riverside Community
College since 1996.
- KNECHT, JASMINKA** Instructor, Music
B.M., Zagreb Music Conservatory, Croatia; M.M., Andrews University.
At Riverside Community College since 2004.
- KNIPE, THEODORE** Associate Professor, Psychology
B.A., University of Arizona; M.A., Ph.D., University of California,
Riverside. At Riverside Community College since 1987.
- KOBZEVA-HERZOG, ELENA V.** Associate Professor,
Spanish/Russian
M.A., Teacher's University of Moscow. At Riverside Community College
since 1992.
- KREITNER, LANI K.** Associate Professor, English
B.A., Southern College; M.A., La Sierra University. At Riverside
Community College since 2000.
- KROSS, C. SUE** Associate Professor, Nursing
A.A., East Los Angeles College; B.S.N., California State College, San
Bernardino; M.S.N., California State University, Los Angeles; Ed. D., Nova
Southeastern University. At Riverside Community College since 1980.
- LA CAVA, WILMA** Associate Professor, Nursing
A.A., Riverside Community College; B.S.N., California State College,
San Bernardino; M.S.N., California State University, Dominguez Hills.
At Riverside Community College since 1996.
- LACY, LINDA L.** Interim President, Riverside City College
Associate Professor, Physical Education
B.S., Oklahoma State University; M.S., Central State University; Ed.D.,
Oklahoma State University. At Riverside Community College since 1986.
- LEGNER, MARY** Associate Professor, Mathematics
B.S., MS., Ph.D., University of California, Riverside. At Riverside
Community College since 1996.
- LEHR, JANET** Associate Professor,
Computer Applications and Office Technology
BA., M.A., University of California, Riverside. At Riverside Community
College since 2000.
- LEHR, MARK** Associate Professor,
Computer Information Systems
B.S.A.E.; M.B.A., Northrop University; M.S.E., California Polytechnic
University, Pomona; MS.; Ph.D., University of California, Riverside. At
Riverside Community College since 1998.
- LEIFER HARTSTON, GLORIA** Associate Professor, Nursing
B.S., Hunter College of City University of New York; M.A., Columbia
University, New York. At Riverside Community College since 1990.
- LESCH, JACQUELINE** Instructor, Library Services
B.A., University of California, Riverside; M.L.I.S., San Jose State
University. At Riverside Community College since 2005.
- LEUNG, JULIANA B.Y.** Associate Professor, Art
B.A., Scripps College, Claremont; M.A., University of California,
Riverside. At Riverside Community College since 1998.
- LOCKE, GARY** Associate Professor, Music
B.M., University of Redlands. At Riverside Community College since 1984.
- LOMAYESVA, DWIGHT** Associate Professor, History
B.S., University of Arizona; B.S., California State Polytechnic University,
Pomona; M.A., California State University, Fullerton. At Riverside
Community College since 1974.
- LONGWAY, MARK** Instructor, Counseling (EOPS)
B.A., California State University, Fullerton; M.A., National University.
At Riverside Community College since 2006.
- LOVELACE, ALLAN** Associate Professor, Journalism
BA., Clinch Valley College of the University of Virginia; M.A., Ball State
University. At Riverside Community College since 1996.
- LOVERIDGE, KELLY** Associate Professor, Counseling
B.A., University of California, Riverside; M.A., California State University,
San Bernardino. At Riverside Community College since 1999.
- LOWDEN, CLARA** Associate Professor, Physical Education
B.S., California State Polytechnic University, Pomona; M.A., California State
University, Long Beach. At Riverside Community College since 1991.
- LOWRY, STEPHANIE** Assistant Professor, Nursing
B.S.N. Loma Linda University; M.S.N., California State University, Long
Beach. At Riverside Community College since 2001.
- LYONS, ANN MARIE** Associate Professor, Mathematics
A.S., Citrus Community College; B.S., MS., University of California,
Riverside. At Riverside Community College since 1988.

- MacDOUGALL, DIANA E.** Associate Professor,
American Sign Language
CI, CT, National Registry of Interpreters for the Deaf. M.A., University of California, Riverside. At Riverside Community College since 1997.
- MAGHROORI, RAY** Vice Chancellor, Academic Affairs
B.A., San Jose State College; M.A., San Jose State University; Ph.D., University of California, Riverside. At Riverside Community College since 2001.
- MAHON, RICHARD** Associate Professor, Humanities
AS., West Valley College, B.A., Ph.D., University of California, Santa Cruz. At Riverside Community College since 1998.
- MARISCAL, BARBARA** Assistant Professor, Cosmetology
Cosmetology License, Cerritos College. Instructor's License and AS., Riverside Community College. At Riverside Community College since 1996.
- MARTINEZ, DANIEL** Associate Director, Institutional Research
B.S., Loma Linda University; M.A., California State University, San Bernardino; Ph.D., Claremont Graduate University. At Riverside Community College since 2000.
- MARTINEZ-FLORES, MARILYN** Dean of Academic Support
B.A., University of California, Riverside; M.A., University of California, Los Angeles; Ph.D., University of California, Riverside. At Riverside Community College since 2005.
- MASON, DAYNA PETERSON** Associate Professor, Art
B.A., M.A., Purdue University. At Riverside Community College since 1989.
- MASTERSON, ROMULUS** Associate Professor, Philosophy
B.A., University of Chicago; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 2000.
- MATSOS, PETER** Assistant Professor, Psychology
B.A., M.A., San Diego State University. At Riverside Community College since 2002.
- MAYSE, KEVIN A.** Associate Professor, Music
B.A., California State University, San Bernardino; M.A., University of California, Riverside. At Riverside Community College since 1996.
- McCARRON, JAMES** Instructor, Physical Education
B.A., University of California, Los Angeles; M.A., Azusa Pacific University. At Riverside Community College since 2006.
- McCROSKEY, PAULA** District Dean,
Disabled Student Programs and Services
Associate Professor, Counseling
B.S., M.Ed., University of Georgia. At Riverside Community College since 1985.
- McKEE-LEONE, VIRGINIA** Dean of Instruction
Academic Affairs, Associate Professor, Biology/Health Science
B.S., M.A., Loma Linda University. At Riverside Community College since 1989.
- McLEOD, SCOTT W.** Associate Professor
Computer Information Systems
B.S., Loyola Marymount University; M.A., University of California, Los Angeles. At Riverside Community College since 1992.
- MEIER, BARRY** District Dean,
Physical Education and Athletics
Associate Professor, Physical Education
B.S., California State Polytechnic University, Pomona; M.A., Chapman College. At Riverside Community College since 1980.
- MEYER, MICHAEL** Associate Professor, English
B.A., M.A., California State University, Sonoma. At Riverside Community College since 1986.
- MILLS, SUSAN** Associate Professor, Mathematics
B.S., University of North Carolina, Chapel Hill; MS., University of Community College since 1991.
- MOGHADDAM, MOHAMMAD** Director,
Hospitality and Culinary Arts Programs
B.S., New York Institute of Technology; M.S., Florida International University. At Riverside Community College since 2003.
- MONCREIFF, MELVIN** Instructor, Nursing
B.S.N., California State University, San Bernardino; Nurse Practitioner Certification Gerontology and Neuropsychiatry, M.S.N., University of California, Los Angeles. At Riverside Community College since 2006.
- MOODY, DAVID S.** Associate Professor, Mathematics
B.S., Loma Linda University; MS., University of California, Riverside. At Riverside Community College since 1988.
- MOORES, PAUL** Assistant Professor, Library Services
B.A., University of California, Riverside; M.L.I.S., San Jose State University. At Riverside Community College since 2003.
- MORALES, GERBER .** Associate Professor, Mathematics
B.S., Sonoma State University; M.S., California State University, Hayward. At Riverside Community College since 1998.
- MORRILL, CYNTHIA** Assistant Professor, English
B.A., M.L.I.S., University of California; Ph.D. University of California, Riverside. At Riverside Community College since 2001.
- MOWREY, JODI L.** Assistant Professor, American Sign Language
B.A., California State University, Northridge; M.A., University of California, San Diego. At Riverside Community College since 2001.
- NABOURS, KATHY** Instructor, Mathematics
B.S., M.S., University of California, Riverside. At Riverside Community College since 2004.
- NELSON, DAVID** Associate Professor, Theater Arts
M.F.A., Yale School of Drama, New Haven. At Riverside Community College since 1991.
- NELSON, LEE** Assistant Professor, Nursing
A.S.N., San Bernardino Valley College; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills. At Riverside Community College since 2001.
- NG, REBECCA** Associate Professor, Library Sciences
B.A., Tamkang University, Taipei, Taiwan; M.L.S., University of Hawaii. At Riverside Community College since 1995.
- O'CONNELL, PAUL** Assistant Professor,
Automotive Technology
Toyota T10 Instructor Credential. At Riverside Community College since 1998.
- O'NEILL, TERENCE J.** Associate Professor, Physics
B.S., MS., Ph.D., University of California, Riverside. At Riverside Community College since 1987.
- OKAMURA, CINDY M.** Assistant Professor, English
B.A., Scripps College; M.A., University of Pennsylvania. At Riverside Community College since 2001.

OSGOOD-TRESTON, BRIT Associate Professor, English
B.A., M.A., Chapman University; Ed.D., University of Southern California.
At Riverside Community College since 1998.

PARDEE, RONALD Professor, Management
A.A., Riverside Community College; B.S., California Polytechnic
University, Pomona; M.A., California State College, San Bernardino; Ed.D.,
University of La Verne. At Riverside Community College since 1978.

PARKER, AL Associate Professor, History
B.A., M.A., University of California, Los Angeles. At Riverside
Community College since 1969.

PEREZ, RICARDO Vice President, Student Services
B.A., University of California, Los Angeles; M.A., California State
University, Dominguez Hills; Ed.D., University of California, Los Angeles.
At Riverside Community College since 2006.

PESSAH, SAMUEL Instructor, Italian
B.A., M.A., University of California, Los Angeles. At Riverside
Community College since 2005.

PFENNINGER, MICHELE Associate Professor, English
B.A., M.A., Loma Linda University. At Riverside Community College
since 1990.

PHELPS, WILLIAM Instructor, Geology
B.S.; M.S.; University of Utah; Ph.D., University of California, Riverside.
At Riverside Community College since 2005.

PIETRO, JOHN Associate Professor, Mathematics
B.S., MS., California State University, Fresno. At Riverside Community
College since 1991.

PLEASANTS, JOAN C. Professor, Chemistry
B.S., University of California, Los Angeles; M.S., University of California,
Riverside. At Riverside Community College since 1966.

QUIN, CAROLYN Dean,
Riverside School for the Arts, Associate Professor, Music
B.A., Millsaps College; M.M., University of Arkansas; Ph.D., University
of Kentucky. At Riverside Community College since 1996.

RAMOS, ROSA Assistant Professor, Counseling
B.A., M.A., California State University, San Bernardino. At Riverside
Community College since 2000.

REID, MIGUEL Instructor, English as a Second Language
B.A., M.A., California State University, San Bernardino. At Riverside
Community College since 2004.

REYES, ERNESTO Instructor, Mathematics
B.S., University of California, Riverside; M.A., California State University,
San Bernardino. At Riverside Community College since 2007.

RICHARD, CHARLES Associate Professor, Music
A.A., Riverside Community College; B.M., MA., California State
University, Los Angeles. At Riverside Community College since 1990.

RODMAN, RICHARD A. Assistant Professor,
Automotive Technology
Ford ASSET Instructor Credential. At Riverside Community College
since 1998.

RODRIQUEZ, NICHOLAS Assistant Professor, Cosmetology
A.S., Citrus College. At Riverside Community College since 2002.

ROGERS, DENNIS A. Associate Professor, Physical Education
B.A., California State Polytechnic University, Pomona; M.S., Azusa Pacific
College. At Riverside Community College since 1989.

ROMERO, CLARENCE Associate Professor, Psychology
A.A., San Bernardino Valley Community College; B.A., M.A., Ph.D.,
University of California, Riverside. At Riverside Community College
since 1987.

ROSARIO, JOHN A. Associate Professor, Anatomy/Physiology
B.A., Columbia Union College; M.A., Ph.D., Loma Linda University. At
Riverside Community College since 1989.

ROTELLA, SALVATORE G. Chancellor
B.A., Hunter College; M.A., Ph.D., University of Chicago. At Riverside
community College since 1992.

ROWE, PHYLLIS L. Associate Professor, Nursing
B.S.N., University of Illinois; ANP, M.S.N., California State University,
Long Beach. At Riverside Community College since 1968.

RUIZ, ROGELIO Associate Professor, Mathematics
B.S., MS., California State Polytechnic University, Pomona. At Riverside
Community College since 1986.

RUIZ, RONALD Associate Professor, Psychology
A.A., Imperial Valley College; B.A., MS., University of California, San
Diego. At Riverside Community College since 1996.

SANCHEZ, MARC Instructor, Mathematics
B.S., University of Puerto Rico, Mayaguez; M. Phil. State University of
New York, Stony Brook. At Riverside Community College since 2005.

SANDOVAL, CHRISTINE Associate Professor, English
B.A., M.A., University of California, Riverside. At Riverside Community
College since 1998.

SANDOVAL, VICTOR Instructor, Reading
A.A., Riverside Community College; B.A., University of California,
Santa Barbara; M.S., California State University, Fullerton. At Riverside
community College since 2006.

SARKIS, ROSEMARIE Associate Professor, French
BA., St. Joseph University; M.A., California State University, Fullerton.
At Riverside Community College since 1996.

SCHALL, JANICE Coordinator,
International Education Associate Professor, Sociology
B.A., MA., University of California, Riverside. At Riverside Community
College since 1971.

SCHINKE, WARD Associate Professor, Political Science
B.S., University of Wisconsin, Green Bay; M.A., University of Texas,
Austin; Ph.D., University of California, Riverside. At Riverside
Community College since 1998.

SCHWERDTFEGER, PATRICK Vice President,
Academic Affairs
B.A., Loyola; M.A., California State University, Northridge; M.A., Ed.D.,
University of San Diego. At Riverside Community College since 2007.

SCHUTTE, DONNA K. Associate Professor, Nursing
B.S.N., Pennsylvania State University; M.S.N., Saint Louis University;
D.N.Sc., University of San Diego. At Riverside Community College
since 1987.

- SELL, KATHLEEN** **Associate Professor, English**
B.A., University of California, Riverside; M.A., Ph.D., Claremont Graduate University. At Riverside Community College since 1996.
- SELLICK, MARK** **Instructor, Physical Education**
A.A., Glendale Community College; B.A., University of California, Berkeley; M.A., Ph.D., University of California, Irvine. At Riverside Community College since 2006.
- SEMONELLA, JOAN** **Associate Professor, Speech Communication**
BA., Holly Names College; M.A., University of California, Santa Barbara; Ph.D., University of California, Los Angeles. At Riverside Community College since 1992.
- SENIGUAR, JOHN** **Assistant Professor, Cosmetology**
Bachelor of Theology, Sacramento Theological Seminary and Bible College. At Riverside Community College since 2001.
- SHAW, TERRENCE** **Associate Professor, Anatomy/Physiology**
A.A., Orange Coast College; B.A., M.A., Loma Linda University. At Riverside Community College since 1990.
- SIGLOCH, STEVEN M.** **Associate Professor, Physical Education**
B.S., University of Utah; M.A., Azusa Pacific University. At Riverside Community College since 1998.
- SLOCUM, DAVID R.** **Assistant Professor, Automotive Technology**
Certificate Automotive Technology, Riverside Community College. Teaching Credential, Cal State San Bernardino. ASE Master Technician. BAR Certified Instructor. At Riverside Community College since 2001.
- SMITH, HEATHER** **Assistant Professor, Biology**
B.S., University of Utah, M.S., University of California, Davis; Ph.D., University of California, Riverside. At Riverside Community College since 2002.
- SMITH, JOHN** **Instructor, Physical Education**
B.S., Dominican University; M.A., Azusa Pacific University. At Riverside Community College since 2004.
- SMITH, KATIE M.** **Associate Professor, Reading**
B.A., Western Michigan University; M.A., Michigan State University. At Riverside Community College since 1988.
- SOLORZANO, DIANE** **Associate Professor, English**
A.A., Rio Hondo College; B.A., California State University, San Bernardino; M.A., California State University, Fullerton; Ph.D., Capella University. At Riverside Community College since 1996.
- SOMASUNDARAM, SIVAJAH** **Instructor, Mathematics**
B.C.M.S.; Ph.D., Univeristy of Waikato, New Zealand. At Riverside Community College since 2006.
- SPANGLER, JASON** **Instructor, English**
B.A., California State University, Chico; M.A., University of California, Riverside; Ph.D., University of California, Riverside; TESOL Certificate University of California, Riverside. At Riverside Community College since 2005.
- ST. PETERS, SUSAN A.** **Assistant Professor, English**
B.A., M.A., California Polytechnic University, San Luis Obispo. At Riverside Community College since 2001.
- STEARNS, FRANK** **Associate Professor, Accounting**
A.A., Riverside Community College; B.S., California State Polytechnic University, Pomona. At Riverside Community College since 1992.
- STOABS, CARLA** **Associate Professor, English/English as a Second Language**
B.A., M.A., California State University, Long Beach. TESOL Certificate, University of California, Irvine. At Riverside Community College since 1995.
- STONE, RACHEL** **Associate Professor, American Sign Language**
B.A., Gallaudet University; M.Ed., Western Maryland College; Ph.D., Gallaudet University. At Riverside Community College since 2001.
- STONEBREAKER, LINDA A.** **Associate Professor, Reading**
B.A., San Diego State University; M.A., University of California, Riverside. At Riverside Community College since 1998.
- SUZUKI, TAKASHI** **Associate Professor, Japanese**
B.A., Sophia University; M.Ed., Arkansas Tech University; Ph.D., The University of Texas at Austin. At Riverside Community College since 1996.
- TAUBE, RHONDA** **Instructor, Art**
B.A., M.A., Northern Illinois University; M.A., University of California, San Diego. At Riverside Community College since 2005.
- TEDESCO, AUGUST** **Assistant Professor, Telecommunications**
Community College Credential. At Riverside Community College since 1991.
- THOMAS, SYLVIA A.** **Associate Vice Chancellor, Instruction Associate Professor, Reading**
B.A., University of California, Los Angeles; M.A., Pepperdine University. At Riverside Community College since 1988.
- THOMPSON, OLIVER** **Associate Professor, Administration of Justice**
A.A., Riverside Community College; B.S., California State University, Los Angeles; M.A., D.P.A., University of Southern California. At Riverside Community College since 1999.
- TITUS, PATRICK** **Associate Professor, Counseling**
A.A., Riverside Community College; B.A., San Jose State University; M.A., University of Redlands. At Riverside Community College since 1986.
- TJANDRA, MARGARET** **Associate Professor, English/English as a Second Language**
BA., M.A., Southern Illinois University. At Riverside Community College since 1989.
- TORRE, SANDRA** **Instructor, Computer Applications and Office Technology**
B.S., Wichita State University; M.B.A., California State University, San Bernardino. At Riverside Community College since 2005.
- TORRES, DAVID** **District Dean, Institutional Research**
B.A., M.A., California State University, Fullerton. At Riverside Community College since 1993.
- TRUTTMAN, LEO** **Instructor, Chemistry**
University of Fribourg, Switzerland At Riverside Community College since 2005.
- TSAI, I-CHING** **Instructor, Music**
B.A., National Conservatory of Music "Carlos Lopez. Buchardo"; Buenos Aires, Argentina; M.A., University of Redlands; D.M.A., Claremont Graduate University. At Riverside Community College since 2004.

TUTOR, PATRICIA T. Associate Professor, Nursing
A.D.N., Riverside Community College; B.A., University of California,
Riverside; M.S.N., California State University, Dominguez Hills; Ed.D.,
University of Southern California. At Riverside Community College
since 2000.

ULLOA, YURI Assistant Professor, Automotive Technology
AS., Chaffey College. At Riverside Community College since 2001.

URQUIZU, LINDA Associate Professor, Library Services
B.S., University of California at Riverside; M.L.S., University of California
at Los Angeles. At Riverside Community College since 1990.

VANT HUL, TAMMY Assistant Professor, Nursing
A.D.N., Riverside Community College; B.S.N., Loma Linda University;
M.S.N., University of California, Los Angeles. At Riverside Community
College since 2002.

VINCENT, EUGENIA E. District Dean, Student Financial Services
B.S., Clark-Atlanta University; M.A., University of Southern California.
At Riverside Community College since 1988.

VITO, RON A. Associate Vice Chancellor, Occupational Education
B.S., Rowan University; M.A., California State University, San Bernardino.
At Riverside Community College since 2001.

WARREN, ROGER Assistant Professor, Cosmetology
Community College Credential. At Riverside Community College since 1995.

WAXMAN, DAVID Associate Professor, Physical Education
B.S., MS., University of California, Los Angeles; Ed.D, University of
Southern California. At Riverside Community College since 1975.

WESTBROOK, PETER Assistant Professor, Cosmetology
A.A., Instructor Credentials Riverside Community College. At Riverside
Community College since 2000.

WHELCHER, PAMELA Assistant Professor, Mathematics
B.A., University of California, Riverside; M.A., California State University,
San Bernardino. At Riverside Community College since 2002.

WHITAKER, DEBBIE Associate Dean,
Early Childhood Education
Associate Professor, Early Childhood Education
B.A., M.A., University of California at Riverside. At Riverside Community
College since 1990.

WHITE, AUSTON E. Associate Professor,
Administration of Justice
A.A., El Camino College; B.A., California State University, Long Beach;
M.A., California State University, Fullerton. At Riverside Community
College since 1981.

WHITE, VIRGINIA Instructor, Biology
B.S., Wake Forest University; Ph.D., University of California, Riverside.
At Riverside Community College since 2005.

WIGGS, MICHERRI Instructor, Speech Communication
A.S., Riverside Community College, Riverside; B.A., California State
University, San Bernardino. M.A., California State University, Los
Angeles. At Riverside Community College since 2005.

WILCOXSON, DON L. Associate Professor,
Business Administration
A.A., Riverside Community College; B.A., California State University,
San Bernardino; M.B.A., California Baptist University. At Riverside
Community College since 1998.

WILLIE, CHERYL Instructor, Cosmetology
Community College Credential. At Riverside Community College since 2005.

WONG, CECILIA Executive Dean,
Technology and Learning Resources
BA., Soochow University, China; M.A., University of California, Berkeley;
M.L.S., University of Southern California. At Riverside Community
College since 1993.

WOODS, KRISTI JOY Associate Professor, History
BA., MA., Ph.D., University of Southern California. At Riverside
Community College since 1997.

WYCKOFF, CHARLES Instructor, Business Administration
B.A., Baruch College, City University of New York; M.B.A., New York
University. At Riverside Community College since 2005.

YATES, SHARON Associate Professor,
Early Childhood Education
B.S., Brigham Young University; M.A., California State Long Beach. At
Riverside Community College since 2000.

YGLECIAS, ELIZABETH N. Associate Professor, Counseling
BA., University of California, Santa Barbara; M.S., California State
University, Los Angeles. At Riverside Community College since 1991.

YOSHINO, RONALD W. Associate Professor, History
B.A., M.A., California State University, Fresno; Ph.D., Claremont Graduate
School. At Riverside Community College since 1986.

YOUNG, JOHN Associate Professor, Economics
B.A., M.A., University of California, Santa Barbara. At Riverside
Community College since 1979.

YOUNT, GWENDOLYN Associate Professor, Spanish
A.A., Los Angeles Community College; B.A., M.A., University of
California, at Los Angeles. At Riverside Community College since 1990.

FACULTY EMERITI

Sharon Angrimson, Professor Emerita, Nursing
 Hilda Attride, Professor Emerita, English
 Jo Ann Bailey, Professor Emerita, Library Services
 Theodore Banks, Professor Emeritus, Physical Education
 James Baylor, Professor Emeritus, Business Administration
 Henry Z. Benedict, Professor Emeritus, Counseling
 Joe Bennett, Professor Emeritus, Automotive Technology
 Richard Bevan, Professor Emeritus, Dental Technology
 John S. Biehl, Professor Emeritus, Biology and Health Services
 Elizabeth Bigbee, Dean Emerita, Learning Resources
 Donald Birren, Professor Emeritus, Physical Education
 William Blaker, Professor Emeritus, History
 Douglas Bond, Professor Emeritus, Chemistry
 Ray Boyko, Professor Emeritus, Art
 C. Kenneth Brown, Professor Emeritus, Instructional Media
 Vern Brown, Professor Emeritus, Computer Information Systems
 Ronald Burton, Professor Emeritus, English
 Francis X. Bushman, Professor Emeritus, Counseling
 Dean Chambers, Professor Emeritus, Business Administration
 Linda Chang, Professor Emerita, Library Services
 JoAnn Chasteen, Professor Emerita, Nursing
 Mike Churchill, Professor Emeritus, Physical Education
 Marmion Complin, Professor Emerita,
 Computer Information Systems
 George Conrad, Professor Emeritus, Machine Shop Technology
 Frank Corona, Professor Emeritus, Spanish
 Lois O. Cresgy, Professor Emerita, Physical Education
 Betty Day, Professor Emerita, English
 Foster Davidoff, Superintendent/President, Emeritus
 Nate DeFrancisco, Dean Emeritus
 Philip Denham, Professor Emeritus, English/Mathematics
 Arthur B. Dietrich, Professor Emeritus, Automotive Technology
 Robert Dixon, Professor Emeritus, Astronomy
 JoEllen Dooley, Professor Emerita, Library Services
 Sonia Doshna, Professor Emerita, Physical Education
 Roger Duffer, Professor Emeritus, Music
 James K. Duncan, Dean Emeritus, Academic Services
 John Elliott, Professor Emeritus, Physics
 Stanley Everett, Professor Emeritus, Administration of Justice
 Al Fages, Professor Emeritus, Physical Education
 Brenda Farrington, Professor Emerita, Counseling
 Royal Fraser, Professor Emeritus, Business
 Annette Gaines, Professor Emerita, Nursing
 Robert L. Garvin, Professor Emeritus, Automotive Technology
 Garnett Lee Gladden, Professor Emeritus, Psychology
 Jesus Gonzales, Professor Emeritus, Photography
 Grace Goodrich, Professor Emerita, Accounting/Business/CIS
 Pauline Goss, Professor Emerita, Nursing

Cecil Green, Professor Emeritus, Business Administration
 Helen Hadden, Professor Emerita, Business
 Michael Hain, Professor Emeritus, Biology
 Allen E. Hansen, Professor Emeritus, Mathematics
 Kenneth Harper, Professor Emeritus, Anthropology
 Wihelmina Hathaway, Professor Emerita, Chemistry
 Raphael C. Hawley, Professor Emeritus,
 Physics and Astronomy
 Lauris Hazlett, Professor Emeritus, Mathematics
 Carol Hensel, Professor Emerita, Home Economics
 Tony Hernandez, Professor Emeritus, Counseling/Spanish
 Alta Hester, Professor Emerita, Counseling
 James Hill, Professor Emeritus, History
 Patricia Hora, Professor Emerita, Nursing
 Rudolph Horstman, Professor Emeritus, Engineering/Physics
 Betty Hosking, Professor Emerita, Home Economics
 Sam Huang, Professor Emeritus, Biology & Health Science
 Charles Inacker, Dean Emeritus, Instruction
 Bruce Jackson, Professor Emeritus, Counseling
 Charles Jackson, Professor Emeritus,
 Anthropology and Sociology
 Gilbert Jimenez, Professor Emeritus, History
 Cecil Johnson, Professor Emeritus, Biology
 Hilda (Bixler) Johnson, Professor Emerita, Nursing
 Tom Mark Johnson, Director Emeritus, Athletics
 Allan Kirkpatrick, Professor Emeritus,
 Sociology and Psychology
 LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities
 Lee Kraus, Professor Emeritus, English
 Kenneth Krivanek, Professor Emeritus, German and English
 Robert S. Kroger, Professor Emeritus, Physics
 James Kross, Professor Emeritus, Physical Education
 Taiko Lacey, Professor Emerita, Office Administration
 Louis Larson, Professor Emeritus, Geography
 Susan Lawrence, Professor Emerita, Counseling
 Jim Leatherwood, Dean Emeritus, Occupational Education
 Edward Ledford, Professor Emeritus, English
 Eva Leech, Professor Emerita, Nursing
 Ruby (Strahan) Lockard, Professor Emerita, Cosmetology
 John Locker, Professor Emeritus, Criminal Justice
 George Londos, Professor Emeritus, Biology
 Cynthia Marquez, Professor Emerita, Philosophy and Religion
 Jean Marsh, Professor Emerita, Cosmetology
 Hannah Matthews, Professor Emerita, Nursing
 W. Paul Matthews, Professor Emeritus, Engineering
 John M. Matulich, Deputy Superintendent and
 Vice President Emeritus, Administrative Services
 Doris Mawn, Professor Emerita, Medical Assisting
 Doris McElroy, Professor Emerita, Nursing
 Leighton McLaughlin, Professor Emeritus, Journalism

Ron McPherson, Professor Emeritus,
Computer Information Systems

Leonard Metcalf, Associate Dean Emeritus,
Student Personnel Services

Joseph B. Miller, Professor Emeritus, Health Science

V. Eva Molnar, Professor Emerita, Business Administration

Gloria Jean Morgan, Professor Emerita, Cosmetology

Donald Myers, Professor Emeritus, Biology

Caesar Nava, Professor Emeritus, Automotive Technology

Harold Nemer, Professor Emeritus, Mathematics/Astronomy

Louis N. Papac, Professor Emeritus, Cosmetology

May R. Paquette, Professor Emerita, Office Administration

John Partida, Professor Emeritus, Cosmetology

Pamela Patey, Professor Emerita, Office Administration

Patricia Peters, Professor Emerita, Physical Education

Louise Peterson, Professor Emerita, Home Economics

Gail Piestrup, Professor Emerita, English

Richard Ramirez, Vice President Emeritus, Student Services

Natalie Ringlund, Professor Emerita, Physical Education

Cheryl Roberts, Professor Emerita, Early Childhood Studies

Nancy Rose, Professor Emerita, Library Science

John Ross, Professor Emeritus, Music

Joan Royce, Professor Emerita, Psychology

Carol Salgado, Professor Emerita, Early Childhood Studies

June Saunders, Professor Emerita, Nursing

Darrell Sausser, Professor Emeritus, Music

Robert Schermerhorn, Professor Emeritus,
Physical Education and Athletics

Richard Schneider, Professor Emeritus, Psychology

Gary Schultz, Director Emeritus, Performing Arts

Gary Semonella, Professor Emeritus, Speech Communication

Kenneth Shabell, Professor Emeritus, Mathematics

Margaret Sharp, Professor Emerita, Counseling

Selby Sharp, Professor Emeritus, Chemistry,
Engineering and Mathematics

S. Garrett Short, Professor Emeritus, Humanities

Roger Sliva, Professor Emeritus, Automotive Body Technology

Robert Southwick, Professor Emeritus, Geology

Dina Stallings, Professor Emerita, English and Speech

Dorothy Steck, Professor Emerita, Nursing

Richard Stover, Assistant Supt. and Vice President Emeritus,
Academic Services

Letha Strain, Professor Emerita, Office Administration

Margaret Thompson, Professor Emerita, Home Economics

John Thornton, Professor Emeritus, Reading

Irmy Tilton, Director Emerita, Cosmetology

Melchior Tomaselli, Professor Emeritus, Cosmetology Department

Tony Turner, Professor Emeritus, Physical Education

Richard K. Tworek, President Emeritus

Evan Vail, Provost Emeritus

Donald Van Dyke, Professor Emeritus, Biology/Botany

Barney W. Van Noy, Professor Emeritus, Dental Technology

Joseph von Helf, Professor Emeritus, Anthropology

Dorothy (Chari) Wallace, Professor Emerita, Business Administration

Charles Walker, Professor Emeritus, English/Speech Communication

Doris (Spivey) Washington, Professor Emerita, Cosmetology

LeRoy Watters, Professor Emeritus, Psychology

Gerald Williams, Professor Emeritus, Electronics

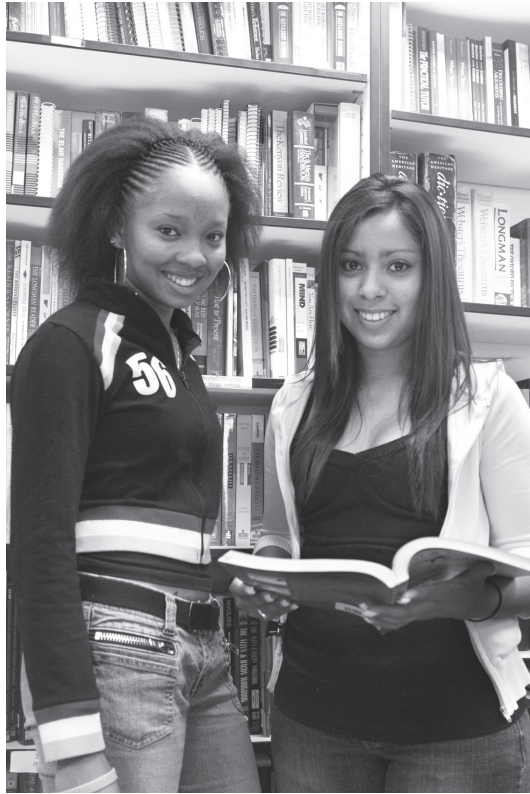
Bruce Wilson, Professor Emeritus, Physical Education

Pearl Wolfesen, Professor Emerita, College Nurse

Geraldine Woods, Professor Emerita, Anthropology

Gordon R. Woolley, Jr., Assistant Superintendent Emeritus and
Business Manager

Cornelia Wylldestar, Professor Emerita, Reading



FACULTY



Section VIII

INDEX

INDEX

A	
Academic Appeals by Students	36
Academic Calendar	x
Academic Freedom	4
Academic Honesty	18
Academic Renewal	41
Accounting	
Courses	87
Curricular Pattern (see Business Administration)	63
Transfer Pattern	50
Accreditation	4
Add Procedures	6
Additional Degree Requirements	35
Administration of Justice	
Courses	88
Curricular Pattern	60
Transfer Pattern	50
Administration	vi
Admission and Registration of Students	5
Advanced Placement	38
Advisory	7
Air Conditioning and Refrigeration	
Courses	103
Curricular Pattern	60
Alumni House	26
American Sign Language	103
Anatomy and Physiology	104
Anthropology	
Courses	105
Transfer Pattern	50
Appeals, Academic	36, 87
Application for Admission	5
Arabic	105
Architecture	
Courses	106
Curricular Pattern	61
Art	
Courses	107
Curricular Pattern	61
Transfer Pattern	50
Arts, The	
Art, Dance, Film, Music, Theater	18
Assessment	7
Associate Degree in Arts	34
Associate Degree in Science	34, 56
Associate Degree, Graduation Requirements	34
Associate Degree, Philosophy for	34
Associate in Science Degree Programs	56
Astronomy	111
Athletics	18
Attend, Who May	5
Attendance	6
Auditing Classes	37
Automotive Body Technology	111
Automotive Technology	
Courses	112
Curricular Pattern	61
B	
Banking and Finance	
Course	116
Curricular Pattern	63
Basic Peace Officer Training Academy	89
Basic Skills Competency Requirement	34
Biology	
Courses	116
Transfer Pattern	50
Biotechnology	
Courses	118
Curricular Pattern	63
Transfer Pattern	51
C	
Calendars	x
California Articulation Number (CAN)	48, 86
California State University (CSU) Admission Requirements	45
CalWORKS Program	30
Career Center	19
Catalog Rights	36
Certificate Programs	33, 57, 58
Change of Address	12
Chemistry	
Courses	122
Transfer Pattern	51
Chicano Studies	123
Chinese	124
Clubs and Organizations	27
College Hour	27
College Level Examination Program (CLEP)	39
College Transfer Requirements	45
Community Education	3
Community Interpretation	
Courses	124
Curricular Pattern	65
Computer Applications and Office Technology	
Courses	125
Curricular Patterns	65
Computer Information Systems	
Courses	130
Curricular Pattern	66
Transfer Pattern	51
Computer Science, Transfer Pattern	51
Concurrent Enrollment	5
Conduct, Standards	36
Construction Technology	
Courses	139
Curricular Pattern	68
Cooperative Agencies Resources for Education (CARE)	20
Corequisites	6, 41, 86
Cosmetology	
Courses	141
Curricular Pattern	68
Counseling Center	7, 19
Course Descriptions	85
Course Repetition	40
Credit by Examination	38
Credit/No Credit	38
Culinary Arts	
Courses	143
Curricular Pattern	69
Curricular Patterns	49
D	
Dance (academic)	144
Dance (The Arts)	18
Dean's List	36
Dental Assistant	
Courses	148
Curricular Pattern	70
Dental Hygiene	
Courses	150

Curricular Pattern70
 Transfer Pattern51
 Dental Technology
 Courses154
 Curricular Pattern71
 Disabled Student Services11, 19
 Discipline20
 Discrimination Policy13
 Dismissal36
 Drafting Technology (also see Engineering),
 Curricular Pattern71
 Drop Procedures6

E
 Early and Middle College Programs20, 31
 Early Childhood Education
 Courses156
 Curricular Pattern71
 Economics
 Courses158
 Transfer Pattern51
 Education
 Courses159
 Transfer Pattern51
 Education Paraprofessional
 Curricular Pattern72
 Educational Plan, Student8
 Educational Services27
 Electronics Technology
 Courses160
 Curricular Pattern72
 Emergency Medical Services
 Courses161
 Curricular Pattern74
 Emergency Medical Technician (EMT)75
 Engineering
 Courses163
 Curricular Pattern75
 Transfer Pattern52
 English
 Courses166
 Transfer Pattern52
 English as a Second Language170
 Enrollment, Limitations on6, 86
 Enrollment, Open5
 Environmental Science, Transfer Pattern52
 Evaluation of Credit7
 Expenses (see Fees)
 Extended Opportunity Program and Services (EOPS)20
 Extenuating Circumstances Petition37

F
 Faculty257
 Moreno Valley Campus259
 Norco Campus261
 Riverside City Campus264
 Faculty, Emeriti273
 Family Educational Rights & Privacy Act (FERPA)11, 27
 Fees8
 Film Series (The Arts)18
 Final Examinations, Final Grades38
 Financial Services, Student21
 Federal Aid (FAFSA)21
 Student Employment22
 State Aid21
 Student Loans22
 Scholarships23
 Fire Technology
 Courses173
 Curricular Pattern75

Food Services24
 Foreign Students (see International Student Center)
 Foster / Kinship Care Education Program31
 Foster Youth Emancipation Program31
 Foundation26
 French182
 Full-time Status6
 Functions of the College3

G
 Gateway to College32
 General Business (see Business Administration)
 General Education Requirements for Transfer45
 General Education Requirements34
 General Education Student Learning Outcomes3
 General Information1
 Geographic Information Systems
 Courses182
 Curricular Pattern76
 Geography
 Courses183
 Transfer Pattern52
 Geology
 Courses184
 Transfer Pattern52
 German185
 Goals, Institutional2
 Government, Student28
 Grade Point Requirement34
 Grading System37
 Graduation, Petition for35
 Graphics Technology
 Courses185
 Curricular Pattern76
 Greek187
 Grievance Procedure14
 Guidance187

H
 Health Fee9
 Health Requirements7
 Health Science
 Courses188
 Transfer Pattern52
 Health Services25
 Healthcare Technician
 Courses188
 High School Articulated Courses55
 High School Students at RCC5, 55
 History
 Courses189
 Transfer Pattern52
 History and Development of the District4
 Holds10
 Honor Society27
 Honors at Graduation, Scholastic36
 Honors Program25
 Human Services
 Courses192
 Curricular Pattern77
 Humanities193

I
 Independent Colleges and Universities
 Admission Requirements47
 Information Center25
 International Education (Study Abroad Program)25
 International Student Center10, 25
 Intersegmental General Education Transfer Curriculum
 (IGETC)47, 86

Italian	195		
J		O	
Japanese	195	Occupational Programs	55
Job Placement Services	25	Oceanography	221
Journalism		Office Administration	
Courses	195	(see Computer Applications and Office Technology)	
Transfer Pattern	52	Open Campus	54
K		Organizations and Clubs	27
Kinesiology	52	Orientation	7
Korean	196	P	
L		Paralegal	
Landscape Architecture, Transfer Pattern	53	Courses	221
Latin	196	Curricular Pattern	80
Learning Skills Courses (see Reading)		Parking	9
Library (academic courses)	197	Petition for Graduation	35
Library/Learning Resource Center	9, 26	Pharmacy, Transfer Pattern	53
Logistics Management Curricular Pattern	77	Philosophy	
Lower-Division Transfer Pattern (LDTP)	50	Courses	222
M		Transfer Pattern	53
Machine Shop Technology	197	Phone Listing	ii
Management (also see Business Administration)	197	Photography	
Manual Communications (see American Sign Language)		Courses	223
Manufacturing Technology		Curricular Pattern	81
Courses	198	Physical Education	
Curricular Pattern	78	Courses	224
Map of Campuses	iv	Curricular Pattern	81
Marketing (also see Business Administration)	202	Physical Science	237
Mathematics		Physical Therapy, Transfer Pattern	53
Courses	202	Physician Assistant	
Transfer Pattern	53	Courses	237
Matriculation	7	Curricular Pattern	82
Medical Assisting		Physics	
Courses	204	Courses	239
Curricular Pattern	79	Transfer Pattern	53
Medical Transcription, Curricular Pattern	79	Physiology and Anatomy (see Anatomy and Physiology)	
Memberships, District	4	Police Science (see Administration of Justice)	
Microbiology		Political Science	
Courses	205	Courses	240
Transfer Pattern	53	Transfer Pattern	53
Military Credit	40	Portuguese	242
Military Personnel/Family Members	10	Pre-Law, Transfer Pattern	53
Military Science	206	Prerequisites	6, 8, 41, 86
Mission Statements	2	Printing (see Graphics Technology)	
Music (The Arts)	18	Privacy Act	11
Music		Probation and Dismissal	36
Courses	206	Professional Interest Groups	27
Curricular Pattern	79	Program Length	5
Transfer Pattern	53	Psychology	
Musical Performance	208	Courses	242
N		Transfer Pattern	53
Native American Studies	214	Public Affairs	5
Noncredit Courses	54	Publications, College	inside back cover
Non-Degree Credit	86	Publications, Student	26
Non-Discrimination and Sexual Harassment	13	R	
Non-Resident Tuition and Fees	8	Reading	242
Nursing Education		Real Estate (also see Business Administration)	243
Associate Degree (ADN) Program Requirements	214	Refunds	10
Continuing Education Courses	220	Registration	6
Curricular Patterns	79	Remedial Limitations	6
Registered (RN) Courses	216	Repeat Policy	40
Transfer Pattern	53	Repetition, Course	40, 86
Vocational (VN) Courses	219	Requirements for College Transfer	45
Vocational (VN) Program Requirements	218	Reserve Officer Training Corps (ROTC)	11
		Residence Requirement for Degree	34
		Residency Requirements	8
		Retail Management (WAFC) Curricular Pattern	82

Rights and Responsibilities, Student 8
 Russian 244

S

Scholarship, Standards of 36
 Scholarships, Student 23
 Second Degrees 36
 Secret of Success Workshops 31
 Sexual Harassment Policy 13
 Sign Language Interpreting, Curricular Pattern 82
 Smoking Policy 28
 Social Events 27
 Social Sciences, Transfer Pattern 54
 Social Work, Transfer Pattern 54
 Sociology
 Courses 244
 Transfer Pattern 54
 Spanish 246
 Special Supportive Services 11
 Specialized Training 55
 Speech Communication 248
 Standards of Conduct 36
 STAR Program 30
 Stenographer Courses
 (see Computer Applications and Office Technology)
 Student Educational Plan 8
 Student Employment Program 22
 Student Financial Services 21
 Student Government 28
 Student Services 27
 Study Abroad Program (see International Education) 25
 Subject Examinations 39
 Supervision (see Management)

T

Table of Contents i
 TANF - Child Development Careers Program 31
 Teacher Preparation and Education Programs 28
 Telecommunications
 Courses 250
 Curricular Pattern 83
 Theater (The Arts) 18
 Theater Arts
 Courses 252
 Transfer Pattern 54
 Transcripts 10
 Transfer Programs 50
 Transfer Requirements 45
 Transfer Center 29
 Transferability of Courses 46
 TRIO Programs 29
 Tutorial Services 30

U

University of California (UC) Admission Requirements 45

V

Veterans Assistance 10
 Veterans Fees – Personnel/Family 10
 Veterans Military Credit 40
 Vision and Values 2

W

Welding Technology
 Courses 254
 Curricular Pattern 83
 Withdraw Procedures 6
 Work Experience 54, 254
 Workforce Preparation Department 30
 Workshop Courses 54

Z

Zoology (see Biology) 54
 Transfer Pattern 54



RIVERSIDE COMMUNITY COLLEGE DISTRICT
4800 Magnolia Avenue
Riverside, CA 92506
(951) 222-8000



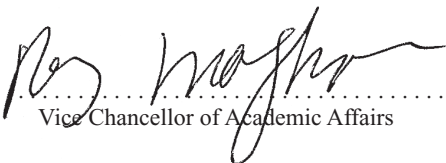
The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Riverside Community College
Name of School

4800 Magnolia Avenue, Riverside, CA 92506-1299
Address

June 2007
Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.


.....
Vice Chancellor of Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS

College Catalog	June
Fall Semester Schedule	July
Winter Intersession Schedule	November
Spring Semester Schedule	December
Summer Semester Schedule	April
RCC Reports	Published quarterly
The Arts @ RCC	Published quarterly
Faculty Lecture	Published annually
Faculty Survival Guide	Published annually
Student Handbook	Published annually
Convocation Speeches	Published annually

For information about college publications, please contact:

Public Affairs
Riverside Community College District
4800 Magnolia Avenue
Riverside, California 92506-1299
951/222-8857

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Catalog, 2007-2008

Riverside Community College District

Moreno Valley Campus

16130 Lasselle Street • Moreno Valley, California 92551-2045
(951) 571-6100

Norco Campus

2001 Third Street • Norco, California 92860-2600
(951) 372-7000

Riverside City College

4800 Magnolia Avenue • Riverside, California 92506-1299
(951) 222-8000



RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-D

Date: June 19, 2007

Subject: Agreement with The Ferguson Group, LLC

Background: The Ferguson Group, LLC has been representing the District since October 2003. \$650,000.00 has come to the District in support of the School of Nursing and curriculum development to support the Middle College initiative during that time. Additionally, The Ferguson Group provides a service offered by eCivis Grants Locator, which is an online source for federal, state and foundation grant information, an invaluable resource as we look for agency grants.

The contract has increased from \$7,500.00 a month, to \$7,750.00 a month, from July 1, 2007 through June 30, 2008, for a total cost of \$93,000.00, but still remains below their standard fee of \$10,000.00 per month. Funding source: the general fund.

Recommended Action: It is recommended that the Board of Trustees approve the contract with The Ferguson Group, LLC, from July 2007 through June 30, 2008, in an amount not to exceed \$93,000.00, with approved additional actual expenses not to exceed \$4,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Chris Carlson
Chief of Staff/Executive Assistant to the Chancellor

AGREEMENT
RIVERSIDE COMMUNITY COLLEGE AND
THE FERGUSON GROUP, L.L.C.

Pursuant to this Agreement, Riverside Community College District (hereinafter referred to as "the District") and The Ferguson Group, L.L.C. (hereinafter referred to as "the Washington Representative"), agree to assume the following obligations:

1. OBLIGATIONS OF THE FERGUSON GROUP

- A. The Ferguson Group will act as the Washington Representative to the District in Washington, D.C.
- B. The Washington Representative will confer with the District Chancellor, and such other personnel as the District Chancellor may designate, at the times and places mutually agreed to by the District Chancellor and the Washington Representative. This will be done on all organizational planning and program activity that has a bearing on the ability of the District to make the best use of federal programs and develop strategies consistent with federal agendas for accomplishing the District's goals and objectives.
- C. The Washington Representative will review federal executive proposals, legislation under consideration, proposed and adopted administrative rules and regulation and other Washington developments for the purpose of advising the District, on the Representative's own initiative, of those items that may have a bearing on the District's policies or programs. And, the Washington Representative will notify the District in advance of opportunities for federal funding prior to formal publication and obtain applications upon request.
- D. The Washington Representative will secure and furnish such detailed information as may be available on federal issues in which the District indicates an interest.
- E. The Washington Representative will review and comment on proposals of the District, which are being prepared for submission to federal agencies, when requested to do so by the District Chancellor.
- F. The Washington Representative will maintain liaison with the District's congressional delegation and assist the delegation in any matter that is in the best interest of the District and in the same manner as any other member of the District's staff might render assistance.
- G. The Washington Representative will counsel with the District and prepare briefing materials and/or conduct briefings for District representatives who are preparing to meet with Members of Congress and/or testifying before congressional committees and administrative agencies.
- H. The Washington Representative will arrange appointments (and accommodations when

requested) for District officials to facilitate the efficient and effective performance of District business while in Washington, D.C.

- I. The Washington Representative will contact federal agencies on the District's behalf when applications are under consideration by such agencies and otherwise take whatever steps necessary to obtain the most favorable consideration of such applications.
- J. The Washington Representative will provide grants identification and information services through *Grants Locator*, a comprehensive online database of federal competitive grant opportunities. The District will be provided IDs and passwords for an unlimited number of users.
- K. The Washington Representative will submit periodic reports providing the latest information on issues of interest to the District and provide an annual report giving an overview of The Ferguson Group's work over the past year and a forecast of issues to be faced in the upcoming year.
- L. In fulfilling the responsibilities under this Agreement, the Washington Representative will act in the name of the District and with the title Washington Representative to Riverside Community College District.

2. OBLIGATIONS OF RIVERSIDE COMMUNITY COLLEGE

- A. The District will contract with the Washington Representative for a period of twelve months.
- B. The contract will be for \$93,000.00 payable in advance in equal monthly installments of \$7,750.00.
- C. The District, through the District Chancellor, will advise the Washington Representative of the name or names of persons other than the District Chancellor authorized to request service by the Washington Representative and the person or persons to be kept advised by the Representative.
- D. The District will supply the Washington Representative with a summary of all federal issues in which the District has interests and advise the Washington Representative of any new developments, together with the pertinent details as to the substance of such developments.
- E. The District will supply the Washington Representative with copies of budgets, planning documents, and regular reports from the District Chancellor's Office, and other materials to assist the Washington Representative in keeping current on the District's policies and programs.
- F. The monthly retainer does not cover: (1) travel expenses incurred pursuant to paragraph 1; (2) travel expenses for attendance at any other conferences attended by the Washington

Representative outside of Washington D.C. at the request of the District; (3) incidental Washington expenses incurred in the course of conducting District business; (4) all long distance telephone expenses; (5) document production.

G. Expenses pursuant to paragraph F will not exceed \$4,000 for the life of this contract.

3. RIVERSIDE COMMUNITY COLLEGE DISTRICT AND THE FERGUSON GROUP CONCUR THAT THE FOLLOWING EXCLUSIONS SHALL APPLY TO THIS AGREEMENT.

The Washington Representative assigned to the District:

- A. will not represent the District before formal congressional committee hearings or in any judicial or quasi-judicial hearing conducted by boards or examiners of federal agencies or commissions;
 - B. will not perform any legal, engineering, accounting or other similar professional services;
4. Either party may terminate this Agreement at any time by giving the other at least sixty (60) days notice in writing of such termination.

This Agreement shall take effect the 1st day of July 2007 and terminate the 30th day of June 2008.

THE FERGUSON GROUP, L.L.C.

RIVERSIDE COMMUNITY COLLEGE

W. ROGER GWINN
President

JAMES BUYSSE
Vice Chancellor, Administration and Finance

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-E

Date: June 19, 2007

Subject: Board of Trustees Meeting Calendar

CALENDAR OF BOARD OF TRUSTEES MEETINGS
August - December 2007

<u>Date(s)</u>	<u>Type of Meeting</u>	<u>Campus/Location</u>
August 14, 2007	Board Committee Meeting(s)	Board Room AD122 Riverside Campus
August 21, 2007	Regular Board Meeting	Board Room AD122 Riverside Campus
September 4, 2007	Board Committee Meeting(s)*	Board Room AD122 Riverside Campus
September 11, 2007	Regular Board Meeting*	Board Room AD122 Riverside Campus
October 9, 2007	Board Committee Meeting(s)	Board Room AD122 Riverside Campus
October 16, 2007	Regular Board Meeting	Student Services 101 Moreno Valley Campus
November 13, 2007	Board Committee Meeting(s)	Board Room AD122 Riverside Campus
November 20, 2007	Regular Board Meeting	Student Services Lobby Norco Campus
December 4, 2007	Board Committee Meeting(s)*	Board Room AD122 Riverside Campus
December 11, 2007	Special (Annual Organizational) Meeting*	Board Room AD122 Riverside Campus

Recommended Action: Transmitted for information only.

Salvatore G. Rotella
Chancellor

Prepared by: Kristen Van Hala
Administrative Assistant, Chancellor's Office

* Early dates to meet County or State guidelines for bids or meeting(s).

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: June 19, 2007

Subject: Academic Personnel

1. Appointments

Board Policy 1040 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

It is recommended the following appointments be approved:

a. Management

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
DISTRICT			
James Buysse	Interim Chancellor	07/01/07	Contract
MORENO VALLEY CAMPUS			
*Cordell Briggs	Interim Dean, Public Safety Education and Training	07/01/07	19.4

b. Contract Faculty
(none)

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
Anne Pattison	Workforce Prep Counselor/ Case Manager	2007-08 Academic Year	C-6

d. Special Assignments

Payment as indicated to the individuals specified on the attached list.

e. Overload Assignments

Summer Intersession 2007

The individuals specified on the attached list.

Report No.: V-A-1-a

Date: June 19, 2007

Subject: Academic Personnel

1. Appointments – cont.

f. Part-Time Faculty, Hourly Assignments

Spring Semester 2007

The individuals specified on the attached list.

Summer Intersession 2007

The individuals specified on the attached list.

g. Child Development Center Hourly Employees

Spring Semester 2007

Name

De' Amber Barnes

Position

Preschool Associate Teacher, Hourly

h. Department Chair Assignments, Academic Year 2007-08

The individuals specified on the attached list.

i. Coordinator Assignments, Academic Year 2007-08

The individuals specified on the attached list.

j. Extra-Curricular Assignments, Academic Year 2007-08

The individuals specified on the attached list.

2. Notice of Employment – Categorically-Funded Faculty, Academic Year 2007-08

It is recommended the Board of Trustees approve the notice of employment for the academic year 2007-08 for the faculty specified below:

Name

Daniel Ortega

Subject: Academic Personnel

3. Nursing Grant Compensation Stipends

Riverside Community College District is the recipient of the Nursing Faculty Recruitment and Retention Grant. The intent of this grant is to assist colleges in responding to a nursing shortage by increasing the number of qualified nursing faculty at California Community Colleges and recruit and retain qualified nursing faculty. Part of the funds of this grant are to be used as longevity or shift differential stipends paid to qualified faculty.

It is recommended the Board of Trustees approve payment as indicated to the nursing faculty specified on the attached list, in accordance with the Nursing Faculty Recruitment and Retention Grant.

4. Separation

Board Policy 1042 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignation.

It is recommended the Board of Trustees receive, for information only, the resignation of the individual listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Ricardo Perez	Vice President, Student Services (RCC)	07/06/07	Personal
William Vincent	Dean, Public Safety Education & Training	06/30/07	Personal

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

AMENDED

Report No.: V-A-1-b

Date: June 19, 2007

Subject: Classified Personnel

1. Appointments

In accordance with Board Policy 1040, the Chancellor recommends approval for the following appointments:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
a. Management/Supervisory				
DISTRICT				
*Aaron Brown	Interim Vice Chancellor, Administration and Finance	07/01/07	Contract	Promotion
MORENO VALLEY CAMPUS				
*David Kroh	Interim Director, Law Enforcement Training Programs	06/20/07	15.0	Appointment
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE (None)				
b. Management/Supervisory – Categorically Funded				
Julianne Pehkonen	Director, Career and Technical Education Projects	06/20/07	14.5	Promotion
c. Management/Supervisory – Professional Services Contract Section 50321 (c) (7) of the California Code of Regulations Title 5 allows the District to engage an administrator through a professional services contract.				
*Patricia Braymer	Associate Vice Chancellor, Finance	07/01/07	Contract	Appointment
*Henry Rosenfeld	Director, Chief of College Safety and Police	06/27/07	Contract	Appointment

Subject: Classified Personnel

1. Appointments – Continued

<u>Effective Name</u>	<u>Position</u>	<u>Date</u>	<u>Salary</u>	<u>Action</u>
d. Classified/Confidential				
DISTRICT (None)				
MORENO VALLEY CAMPUS				
*Akiyoshi Palomo Lemus	Counseling Clerk II	07/02/07	15-1	Appointment
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE				
*Michele Mirande	Secretary II – Early Childhood Education (Part-time, Permanent @ 50%)	06/25/07	15-1	Appointment
Vanessa Silversmith	Foundation Specialist	06/20/07	19-1	Promotion
e. Classified/Confidential – Categorically Funded				
DISTRICT (None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE (None)				
f. Professional Experts (None)				
g. Short Term Short-term appointments of individuals to serve on an hourly, as needed basis, as indicated on the attached list.				

Subject: Classified Personnel

1. Appointments – Continued

- h. Temporary as Needed Student Workers
Short-term appointments to serve on an hourly, as needed basis, as indicated on the attached list.
- i. Community Education Program
(None)
- j. Special Assignments
Payment to be approved for the following individual in the amount indicated for their participation in a special assignment:
 - Website Development – Title V (06/13/07 – 08/23/07)
Julio Cuz – Total amount not to exceed \$2,500
 - Scheduled Maintenance Minor Capital District Wide – Facilities (07/01/07 – 06/30/08)
Ysidro Gurrola – Total amount not to exceed \$23,750
 - *Outcome & Evaluations – Title V (07/01/07 – 08/31/07)
Dominique Moise-Swanson – Total amount not to exceed \$1,500

2. Requests for Temporary Reduced Workload During the 4/10 Work Schedule

The following classified employees have requested temporary reduced workload during the 4/10 work schedule of June 11, 2007 through August 17, 2007. There will be no impact to employees’ medical benefits during this period;

It is recommended the Board of Trustees approve temporary reduced workloads for the following classified employees:

<u>Name:</u>	<u>Title:</u>	<u>From:</u>	<u>To:</u>
Deborah Endeman	Library Technical Assistant	100%	90%
Stefanie Stackhouse	Instructional Department Specialist	100%	80%

3. Placement of Classified Management Employee on Reemployment List

It is recommended the Board of Trustees approve/ratify the placement of Grace Plascencia, Assistant Director, Financial Services, on the District’s reemployment list for the period of 39 months. Ms. Plascencia’s 39-month leave to be retroactive to June 5, 2007;

Ms. Plascencia has been on extended medical leave and has exhausted all leaves of absences as of the end of the workday June 4, 2007. The District’s 30-month reemployment period is in accordance with Education Code Section 88196.

Subject: Classified Personnel

4. Request for Unpaid Leave of Absence

David Keers, Officer, Safety and Police, has requested an unpaid leave of absence for one year beginning July 1, 2007. The District, at its discretion, may grant such leaves, and the Chancellor supports this request;

It is recommended the Board of Trustees approve the request of David Keers, Officer, Safety and Police, for an unpaid leave of absence for one year beginning July 1, 2007.

5. Separations

Board policy 1042 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignations;

It is recommended the Board of Trustees receive, for information only, the resignations of the individuals listed below, effective at the end of the workday:

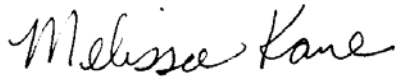
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
*Trinette Briggs	Talent Search Director	August 31, 2007	Non-Continuance of Categorical Funds
Kathy Chennault	Campaign Manager	May 29, 2007	Personal
Jevon Hatcher	Educational Advisor	June 22, 2007	Personal
Jason Siegel	Director, Middle College High School	June 30, 2007	Retirement
*Alejandro Torres	Director, Gear Up	September 14, 2007	Non-Continuance of Categorical Funds

Report No.: V-A-1-b

Date: June 19, 2007

Subject: Classified Personnel

Submitted by:



Melissa Kane
Vice Chancellor, Diversity and Human
Resources

Transmitted to the Board by:



Salvatore G. Rotella
Chancellor

Concurred by:



Chris Carlson
Chief of Staff/Executive Assistant to
the Chancellor

Concurred by:



Linda Lacy
Interim President, Riverside City College



Ray Maghroori
Vice Chancellor, Academic Affairs

Brenda Davis
President, Norco Campus



James L. Buisse
Vice Chancellor, Administration and Finance



Irv Hendrick
Interim President, Moreno Valley Campus

Debbie DiThomas
Interim Vice Chancellor, Student Services/Operations

Dept Chair Duties (Summer 2007)

Delores Middleton – Paid as lump sum upon completion in the amount of \$700.00
Dorothy Campbell – Paid as lump sum upon completion in the amount of \$350.00
Dariush Haghghat– Paid as lump sum upon completion in the amount of \$350.00
Steve Sigloch – Paid as lump sum upon completion in the amount of \$700.00
Ron Pardee – Paid as lump sum upon completion in the amount of \$350.00
Sharon Yates – Paid as lump sum upon completion in the amount of \$350.00
Scott Blair – Paid as lump sum upon completion in the amount of \$350.00
Greg Burchett – Paid as lump sum upon completion in the amount of \$350.00
Barbara Hall – Paid as lump sum upon completion in the amount of \$350.00
Judy Haugh – Paid as lump sum upon completion in the amount of \$350.00
Paul Herzig– Paid as lump sum upon completion in the amount of \$350.00
Steve Horn – Paid as lump sum upon completion in the amount of \$350.00
Ellen Kime-Hunt – Paid as lump sum upon completion in the amount of \$350.00
Mary Legner – Paid as lump sum upon completion in the amount of \$350.00
Rogelio Ruiz – Paid as lump sum upon completion in the amount of \$350.00
Kristi Woods – Paid as lump sum upon completion in the amount of \$350.00
Peter Westbrook – Paid as lump sum upon completion in the amount of \$350.00
Yuri Ulloa – Paid as lump sum upon completion in the amount of \$350.00
Carla Stoabs – Paid as lump sum upon completion in the amount of \$233.33
Paul O’Connell – Paid as lump sum upon completion in the amount of \$350.00
Joanie Gibbons Anderson– Paid as lump sum upon completion in the amount of \$233.33
Daniel Clark – Paid as lump sum upon completion in the amount of \$700.00
Jodi Julian – Paid as lump sum upon completion in the amount of \$233.33
Rita Chenoweth– Paid as lump sum upon completion in the amount of \$233.34
Charles Richard – Paid as lump sum upon completion in the amount of \$233.33
Michael Cluff– Paid as lump sum upon completion in the amount of \$350.00
Dominique Hitchcock – Paid as lump sum upon completion in the amount of \$700.00
Bob Prior – Paid as lump sum upon completion in the amount of \$700.00
Melissa Bader– Paid as lump sum upon completion in the amount of \$350.00
Diane Solorzano – Paid as lump sum upon completion in the amount of \$233.33

Stipend for use of online materials (Summer 2007)

Patricia Smith – Paid as lump sum upon completion in the amount of \$200.00
Charlie Richard – Paid as lump sum upon completion in the amount of \$100.00
Carolyn Quin – Paid as lump sum upon completion in the amount of \$700.00
Kristina Kauffman – Paid as lump sum upon completion in the amount of \$300.00
Richard Mahon – Paid as lump sum upon completion in the amount of \$300.00

Online Class Supervision (Fall 2007)

Provide online tutoring/guidance for PT faculty for new Open Campus Blackboard software.

David Nelson – Paid as lump sum upon completion in the amount of \$2000.00

CurricuNET Implementation (Summer 2007)

To assist with implementation of CurricuNET and to serve as lead faculty for course online of record conversion to CurricuNET format.

Paul Herzig – Paid as lump sum upon completion in the amount of \$500.00

Greg Burchett – Paid as lump sum upon completion in the amount of \$500.00

Les Dean – Paid as lump sum upon completion in the amount of \$500.00

Bonnie Pavlis – Paid as lump sum upon completion in the amount of \$500.00

Viewpoints Coaching (Summer 2007)

Coach Viewpoints for the annual fall semester back-to-school newspaper, which we have done every year dating back to the 1980s.

Dan Evans – Paid as lump sum upon completion in the amount of \$485.73

Allan Lovelace – Paid as lump sum upon completion in the amount of \$1079.40

Adjunct Training on Accreditation Standards and SLO's (Spring 2007)

Facilitator in Workshop

David Mann – Paid as lump sum upon completion in the amount of \$50.00

Debra Manross – Paid as lump sum upon completion in the amount of \$50.00

Sandra Lansing – Paid as lump sum upon completion in the amount of \$50.00

Susan Loh Myers – Paid as lump sum upon completion in the amount of \$50.00

Marcus Mauldin – Paid as lump sum upon completion in the amount of \$50.00

Jeremy Sell – Paid as lump sum upon completion in the amount of \$50.00

Dana Siciliano – Paid as lump sum upon completion in the amount of \$50.00

Jenelle Herman – Paid as lump sum upon completion in the amount of \$50.00

DeAnna Jensen – Paid as lump sum upon completion in the amount of \$50.00

Tim Brown – Paid as lump sum upon completion in the amount of \$250.00

Joanie Gibbons-Anderson – Paid as lump sum upon completion in the amount of \$250.00

Diane Solozano – Paid as lump sum upon completion in the amount of \$250.00

Carla Stoabs – Paid as lump sum upon completion in the amount of \$250.00

Linda Abidin – Paid as lump sum upon completion in the amount of \$50.00

Christie Firtha – Paid as lump sum upon completion in the amount of \$50.00

Carl Christman – Paid as lump sum upon completion in the amount of \$50.00

Alma Millar – Paid as lump sum upon completion in the amount of \$50.00

Title V Norco Campus Grant Facilitator with ESL Articulation Agreement with CSNUSD and ESL Tutor Training Program (Summer 2007)

Title V Norco Grant Facilitator with work with an assigned CNSUSD to create articulation agreements for ESL courses and also assist to develop an ESL tutor training program.

Lynette Tougas – Paid as lump sum upon completion in the amount of \$3885.84

Assistant to the Riverside City Campus President (Summer 2007)

Enroll Management and Accreditation Report

Thomas Allen – Paid as lump sum upon completion in the amount of \$4317.60

Completion of Program Review (Sprint 2007)

Judy Haugh – Paid as lump sum upon completion in the amount of \$300.00
Ellen Brown-Drinkwater – Paid as lump sum upon completion in the amount of \$300.00
Patricia Avila – Paid as lump sum upon completion in the amount of \$300.00
Kelly Loveridge – Paid as lump sum upon completion in the amount of \$300.00
Rosa Ramos – Paid as lump sum upon completion in the amount of \$300.00
Allan Lovelace – Paid as lump sum upon completion in the amount of \$1500.00

Learning Community Summer Institute (Summer 2007)

To work in collaboration with faculty within the same learning community and develop curriculum, class projects, align syllabi and develop meeting calendar for the fall 2007 semester.
Phyllis Rowe – Paid as lump sum upon completion in the amount of \$250.00
Debra Manross – Paid as lump sum upon completion in the amount of \$250.00
Sinar Lomeli – Paid as lump sum upon completion in the amount of \$250.00

Mathematics Supplemental Instruction Course Innovation Stipend (Summer 2007)

Curriculum development for tutor training program that will facilitate a supplemental instruction mode of instruction across disciplines.
Diana Dominguez – Paid as lump sum upon completion in the amount of \$2590.56

Hope Grant (Summer 2007)

Prepare grant proposal; work with Grants and services to develop the budget
Donna Lesser – Paid as lump sum upon completion in the amount of \$2000.00

Critical Thinking Protocol (Summer 2007)

Assessing a feasible and effective thinking protocol for community colleges.
Kim Metcalfe – Paid as lump sum upon completion in the amount of \$4500.00

Summer Supervision of the Printing & Graphics Center (Summer 2007)

Part-time supervision of the Printing & Graphics Center staff during summer 2007.
Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.
Richard Finner – Total amount to be paid not to exceed \$3000.00

Discipline Specific Need Mini-Grant (Spring 2007)

The faculty member will create a handbook for the part-time speech communication faculty and publish in hard copy as well as to the web. She will also present her process and methodology to others who would like to do the same at faculty development workshops.
Micherri Wiggs – Paid as lump sum upon completion in the amount of \$1500.00

Teaching Innovation Mini-Grant (Spring 2007)

The faculty member will engage in an experimental assessment technique during the spring semester, write up the findings and publish to all faculty as well as present faculty development workshops regarding findings.
Diane Solorzano – Paid as lump sum upon completion in the amount of \$1500.00

The Copernicus Project High School Summer Science Camp (Summer 2007)

Science faculty will teach one day of science labs to high school students and take them on a field trip on the fifty day. The purpose of the project is to encourage students to be science majors and become science teachers.

Terry Shaw – Paid as lump sum upon completion in the amount of \$1100.00

Heather Smith – Paid as lump sum upon completion in the amount of \$1250.00

Building Bridges Across Riverside Through Water Quality Research (Summer 2007)

Mentoring/Training 2 students in lab at US-Riverside. 40 hrs / Week for 8 weeks. Project report for program director in Washington DC (USDA).

Heather Smith – Paid as lump sum upon completion in the amount of \$15208.00

VTEA Reader (Summer 2007)

Assist in scoring VTEA Plans for 2007-08.

Barbara Mariscal – Paid as lump sum upon completion in the amount of \$250.00

COR Update Project (Summer 2007)

Bonnie Pavlis – Paid as lump sum upon completion in the amount of \$1266.00

Mary Flyr – Paid as lump sum upon completion in the amount of \$1266.00

Sharon Gillins – Paid as lump sum upon completion in the amount of \$1266.00

Articulation Committee Title V (Spring 2007)

Involvement with the project includes but is not limited to serving on the Moreno Valley P-16 council, assisting with the development of basic skills and college level course development, working with local high school faculty, increasing academic resources, and focusing on articulation efforts with local school districts and universities.

Maria Pacheco – Paid as lump sum upon completion in the amount of \$500.00

Summer Conservatory (Summer 2007)

Production Assistant

Patrick Pearson – Paid as lump sum upon completion in the amount of \$2000.00

Internship Workgroup Title V (Summer 2007)

Involvement with the project includes but is not limited to serving on the Title V Cooperative Internship Workgroup committee, assisting with the development of the internship project under the Moreno Valley Center for Faculty Development (CFD), assisting with the development of basic skills projects, and participating in the Title V Cooperative Advisory Committee as agreed by the Internship Workgroup committee.

Donna Lesser – Paid as lump sum upon completion in the amount of \$1000.00

Jeff Rhyne – Paid as lump sum upon completion in the amount of \$1000.00

ESL/English Workgroup Title V (Summer 2007)

Involvement with the project includes but is not limited to serving on the Title V Cooperative ESL/English Workgroup committee, assisting with the development of the ESL/English projects under the Title V Cooperative grant, assisting with the development of ESL basic skills projects, and participating in the Title V Cooperative Advisory Committee as agreed by the ESL/English Workgroup committee.

Olga Dumer – Paid as lump sum upon completion in the amount of \$1000.00

Lynette Tougas – Paid as lump sum upon completion in the amount of \$1500.00

David Tougas – Paid as lump sum upon completion in the amount of \$1500.00

Math 63 Hybrid Development Title V (Summer 2007)

Involvement with the project includes but is not limited to serving on the Title V Cooperative Math/Science Workgroup committee, assisting with class development and related Math projects under the Title V Cooperative grant, assisting with the development of Math basic skills projects, and participating in the Title V Cooperative Advisory Committee as agreed by the Math/Science Workgroup committee.

Kathy Saxon – Paid as lump sum upon completion in the amount of \$1000.00

Sheila Pisa – Paid as lump sum upon completion in the amount of \$1000.00

Learning Community Summer Institute (Summer 2007)

To work in collaboration with faculty within the same learning community and develop curriculum, class projects, align syllabi and develop meeting calendar for the fall 2007 semester.

Linda Abidin – Paid as lump sum upon completion in the amount of \$250.00

JuSung Lee – Paid as lump sum upon completion in the amount of \$250.00

Frank Ives – Paid as lump sum upon completion in the amount of \$250.00

Michele Pfenninger – Paid as lump sum upon completion in the amount of \$250.00

Jacqueline Lesch – Paid as lump sum upon completion in the amount of \$250.00

Hong Choi – Paid as lump sum upon completion in the amount of \$250.00

Basic Skill Counseling (Summer 2007)

Continue to program counseling services to students enrolled in basic skill courses during Summer 2007. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Silvia Trejo – Total amount to be paid not to exceed \$4425.54

Susanna Galvez – Total amount to be paid not to exceed \$6260.52

Career and Transfer Center Counselor Norco (Summer 2007)

Continue to work closely with the career and transfer center at Norco Campus to develop workshops and supplemental information for students regarding career/transfer opportunities.

Daniel Vega – Paid as lump sum upon completion in the amount of \$1942.92

Across the Curriculum Workshop Series (Summer 2007)

Develop “across the curriculum” materials for fall semester faculty development training; meet with colleagues and other related disciplines to discuss co-related issues and skills for learning.

Tucker Amidon – Paid as lump sum upon completion in the amount of \$700.00

Steve Brewster – Paid as lump sum upon completion in the amount of \$500.00

Amanda Brown – Paid as lump sum upon completion in the amount of \$700.00

Joanie Gibbons-Anderson – Paid as lump sum upon completion in the amount of \$700.00

Hayley Garcia – Paid as lump sum upon completion in the amount of \$500.00

Jacqueline Lesch – Paid as lump sum upon completion in the amount of \$500.00

Victor Sandoval – Paid as lump sum upon completion in the amount of \$700.00

Micherri Wiggs – Paid as lump sum upon completion in the amount of \$700.00

Fostering Student Success through Human Patient Simulation (Summer 2007)

Develop and present workshops and consultation sessions with full and part time nursing faculty to integrate simulation into curriculum.

Anita Kinser – Paid as lump sum upon completion in the amount of \$4320.00

Preparing for Success in Nursing School (Summer 2007)

Develop course outline for a course that pre-nursing students could take to prepare for success.

Tammy Vanthul – Paid as lump sum upon completion in the amount of \$175.00

Evangeline Fawson – Paid as lump sum upon completion in the amount of \$175.00

Patricia Tutor – Paid as lump sum upon completion in the amount of \$175.00

Anita Kinser – Paid as lump sum upon completion in the amount of \$175.00

Serving on screening/interviewing Committee (Summer 2007)

Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Deborah Cazares – Total of 3 hours

Shari Yates – Total of 3 hours

NAME	SUBJECT
Alexander, Douglas	Counseling (DSPS)
Aljord, Huda	Arabic
Almquist, David	Physical Education
Andacheh, Khalil	Sociology
Anderson, Kimberly	Nursing
Anguiano, Joe	English
Arguelles, Rudolph	Physical Education
Avila, Patricia	Counseling
Aycock, Gregory	Counseling
Bader, Melissa	Writing Center
Baker, David	Sociology
Banks, James	Human Services
Barboza, Matthew	Computer Information Systems/CAT
Barnes, Micheal	Counseling
Beck, Rex	Business Administration
Bernier, Daniel	Chemistry
Bhatia, Shailesh	Computer Information Systems
Biancardi, Fabian	Political Science
Blair, Scott	Astronomy
Boelman, Peter	Economics
Brewster, Steven	Library Services
Briggs, Cordell	English
Brockenbrough, Celia	Library Services
Brotherton, Catherine	Computer Information Systems
Brown, Jami	Sociology
Brown, Scott	Counseling
Brown, Timothy	Reading
Brown, William	Physical Education
Broyles, Larisa	Anthropology
Burnett, Sarah	Early Childhood Education
Campbell, Dorothy	Spanish
Casolari, Amber	Economics/Faculty Development
Cazares, Deborah	Early Childhood Education
Chacon, Rosina	Counseling
Chaks, Leslie	Counseling
Chaks, Michael	Accounting
Chapman, Dee	Counseling
Chenoweth, Rita	Dance
Christiansen, Jill	Nursing
Chung, Elisa	Mathematics
Cluff, Michael	English
Colapinto, Eileen	Counseling

<u>NAME</u>	<u>SUBJECT</u>
Colucci, Marie	Nursing
Cordery, J. Leigh	Counseling
Cordier, Gerald	Engineering
Coverdale, John	Computer Information Systems
Cregg, James	Computer Information Systems
Cryder, Michael	Anatomy and Physiology
Curtis, Peter	Music
Daddona-Moya, Michelle	Physical Education
Davin, Richard	Sociology
Dassow, Arturo	Counseling
Dean, Leslie	Geography
DeGuzman, Joseph	Mathematics
DeSantis, Joseph	Speech Communication
Dierdorff, Joanne	Dance
Douglass, Kelly	English
Drake, Sean	Mathematics
Duran, Jose	Business Administration/Marketing
Dyogi, Damianita	Nursing
Elton, William	Physical Education
Farris, Katheryn	Physical Education
Fawson, Evangeline	Nursing
Finner, Richard	Graphics Technology
Fontaine, Robert	Emergency Medical Services
Forlenza, Gerard	History
Foster, Donald	Music
Friedrich Finner, Teresa	Biology
Galicia, Felipe	Biology
Garcia, Hayley	Library Services
Gibbs, Travis	Psychology
Gobatie, Cynthia	Philosophy
Graham, Douglas	Student Activities
Gray, Alexis	Anthropology
Grey, Bobbie	Chemistry
Haghighat, Dariush	Political Science
Haines, Mark	Dance
Hall, Deborah	Student Activities
Haugh, Judy	Counseling
Hausladen, Lisa	Medical Assisting
Havener, Kathy	Nursing
Herzig, Paul	Computer Information Systems
Heyde, Marilynn	Dental Hygiene

<u>NAME</u>	<u>SUBJECT</u>
Hill, Jimmie	Counseling
Hitchcock, Dominique	Spanish
Hopkins, John	Art
Howard, Lin	English
Hulshof, Lidia	Dental Assisting
Humble, Dina	Music
Hunt, Glenn	Mathematics
Indermuehle, Denise	Nursing
Ingham, Susan	English
Ishihara, Chie	Business Administration
Issa, Ali	Health Science
Jeter, Charlene	Counseling
Jimenez, Gary	Counseling
Johnson, Brian	Mathematics
Johnson, Fen	Mathematics
Judon, LaNeshia	Business Administration/Paralegal Studies
Julian, Jodi	Theater Arts
Kelly, Kathryn	Spanish
Kennedy, Stephen	Automotive Technology
Kinser, Anita	Nursing
Kobzeva-Herzog, Elena	Spanish
Kreitner, Lani	English
LaCava, Wilma	Nursing
Lange, Mary	Nursing
Legner, Mary	Mathematics
Lehr, Janet	Computer Applications Technologies/CIS
Lehr, Mark	Computer Information Systems
Lesch, Jacqueline	Library Services
Lesser, Donna	Dental Assisting/Dental Hygiene
Locke, Gary	Music
Lomayesva, Dwight	History
Longway, Mark	Counseling
Lovelace, Allan	Journalism
Loveridge, Kelly	Counseling
Lowden, Clara	Physical Education
Lowry, Stephanie	Nursing
Magno, Karyn	Counseling
Mahon, Richard	Humanities
Makin, Deborah	Political Science
Matsos, Peter	Psychology
Mayse, Kevin	Music

<u>NAME</u>	<u>SUBJECT</u>
McCarron, James	Physical Education
McLeod, Scott	Computer Information Systems
Middleton, Delores	Physician Assistant
Miter, Carol	English
Moncrieff, Melvin	Nursing
Moores, Paul	Library Services
Morales, Gerber	Mathematics
Morrison, James	Health Science
Nabours, Kathy	Mathematics
Namekata, James	Mathematics/Physical Education
Nelson, David	Theater Arts
Nollette, Christopher	Emergency Medical Services
Nyrop, Sonya	Reading
O'Connell, Paul	Automotive Technology
O'Neill, Terrence	Mathematics/Physics
Ortega, Daniel	Counseling
Pacheco, Maria	Counseling
Pardee, Ronald	Business Administration/Management
Parker, Alfred	History
Parks, Jason	Mathematics
Payan, David	Counseling
Pena, Larry	Counseling
Pfeifle, Ann	History
Pisa, Sheila	Accreditation
Prior, Robert	Mathematics
Quinto-MacCallum, Bonavita	Spanish
Ramos, Rosa	Counseling
Reid, Miguel	English as a Second Language
Reimer, Kimberly	Nursing
Reyes, Ernesto	Mathematics
Richard, Charles	Music
Ries, Richard	Mathematics
Rocco, Christopher	Humanities
Rodriguez, Nicholas	Cosmetology
Rogers, Dennis	Physical Education
Romero, Clarence	Psychology
Rowe, Phyllis	Nursing
Ruiz, Rogelio	Mathematics
Ruiz, Ronald	Psychology
Ryder, Mary	Counseling
Sanchez, Marc	Mathematics

<u>NAME</u>	<u>SUBJECT</u>
Sarkis, Rosemarie	French
Saxon, Kathleen	Mathematics
Schall, Janice	Sociology
Schutte, Donna	Nursing
Sell, Kathleen	Honors Program
Sellick, Mark	Political Science
Seniguar, John	Cosmetology
Shaw, Terrance	Anatomy and Physiology
Shirinian, Margarita	English as a Second Language
Sigloch, Steven	Physical Education
Sinigaglia, Nicholas	Philosophy
Skiba, Karin	Art
Smith, John	Physical Education
Smith, Katie	Reading
Somasundaram, Sivajah	Mathematics
Soto, Salvador	Counseling
Spangler, Jason	English
Stearns, Frank	Accounting
Stoabs, Carla	English as a Second Language
Suzuki, Takashi	Japanese
Synodinos, Dimitrios	Student Activities
Thetford, Teresa	Physician Assistant
Thompson, Eric	Sociology
Thompson, Oliver	Administration of Justice
Tjandra, Margaret	English as a Second Language
Tolunay Ryan, Adviyeh	Psychology
Torre, Sandra	Computer Applications Technologies
Tovares, Charles	Geography
Townsell, Jeffie	Counseling
Tutor, Patricia	Nursing
Ulloa, Yuri	Automotive Technology
Urquizu, Linda	Library Services
Valadez, Annemarie	Nursing
VantHul, Tammy	Nursing
Vega, Daniel	Counseling
Vermillion, Amy	Nursing
Wagner, Stephen	Anatomy and Physiology
Wagner, Thomas	Real Estate
Wales, Edward	Engineering
Wallstrom, Timothy	Physical Education
Webster, Diana	Management

<u>NAME</u>	<u>SUBJECT</u>
Westbrook, Peter	Cosmetology
Wilcoxson, Don	Business Administration
Williams, Edward	English
Willie, Cheryl	Cosmetology
Woods, Kristi	History
Worsham, Patricia	Accounting
Wyckoff, Charles	Business Administration
Yates, Sharon	Early Childhood Education
Yglecias, Elizabeth	Counseling
Yoshino, Ron	History
Young, John	Economics
Yount, Gwendolyn	Spanish

<u>NAME</u>	<u>SUBJECT</u>
Ballard, Rubye	Library
Bozorgchami, Parizad	Senior Citizen Education
Burney, Charles	Fire Technology
Donley, Marianne	Senior Citizen Education
Ferguson, Deborah	Graphics Technology
Glaze, Randy	Welding
Harris, Vivian	Library
Ivey, James	Biology
Llerena, Marcelo	Administration of Justice
Pearson, Patrick	Theatre
Singh, Peggy	Physical Education
Williamson, Donald	Real Estate
Zank, Lorraine	Senior Citizen Education

NAME	SUBJECT
Abidin, Indahwati	English As A Second Language
Accomando, John	Italian
Adame, James	Dental Hygiene
Aguilar, Jairo	Mathematics
Ahmed, Shariq	Computer Information Systems
Alexander, Sharon	Registered Nurse
Allahyari, Reza	Chemistry
Allen, Ericka	English
Allen, Judith	Registered Nurse
Almeida, Frank	Physical Education
Alvarez, Hansel	English
Alvarez, Vicente	Mathematics
Alverson, David	Telecommunications
Andersen, Charles	Computer Information Systems
Anderson, John	Senior Citizen Education
Anderson, Julie	Dental Hygiene
Anderson, Robert	English
Anderson-Culton, Rhonda	Early Childhood Studies
Armstrong, Sally	Art
Arnold, Homer	Art
Austin, Sara	Philosophy
Aycock, Rhonda	Counseling
Bailey, Lynn	Vocational Nursing
Bainum, Pamela	Computer Information Systems
Baird, Curtis	Anatomy & Physiology
Baker, Lance	Physical Education
Balderrama, Sandra	Computer Applications & Office Tech
Ballard, Mark	Mathematics
Ballard, Rubye	Library Services
Ballard, Timothy	English
Bandyopadhyay, Bharati	Economics
Barbee, Michael	Physical Education
Barger, Lisa	Nursing
Barris, Mary	Computer Information Systems
Barton, Ann	Medical Assisting
Baxter, Judith	Vocational Nursing
Bayen, Gebreas	Chemistry
Beaman, Kent	Health Science
Beckham, Jack	English
Benito, Jeffrey	Physical Education
Benoit, John	Computer Information Systems
Berber, Alicia	Physical Education

NAME	SUBJECT
Bergreen, Gary	Computer Information Systems
Bernstein, Matthew	English
Berry, Thomas	Speech Communication
Bettencourt, Madeline	Cosmetology
Beyene, Yordanos	Computer Information Systems
Bittenbender, Neil	English
Blackmore, Lois	Senior Citizen Education
Blake, Ted	English
Boboye, Jackie	Guidance
Boehm, Robert	English
Bowyer, Kenneth	History
Boyer, Diana	Geology
Bringhurst, Frederick	Early Childhood Studies
Britt, Vivian	Library Services
Broersma, Heather	Mathematics
Brophy, Gene	Reading
Brown, Alicia	Physical Education
Brown, Amelia	English
Brown, Dennis	Physical Education
Brown, Marsha	Cosmetology
Brown, Michelle	Physical Education
Browne, Vern	Computer Information Systems
Brown-Lowry, Tanya	Physical Education
Buchmann, Peter	Mathematics
Buenrostro, Sandra	Counseling
Buenviaje, Dino	History
Burns, Martha	Physical Education
Bushman, Fran	Counseling
Bushman, Linda	Dental Assistant
Campbell, Dorman	Reading
Cardenas, Yolanda	Spanish
Cardona, Gloria	English
Carlton, Robert	English
Carmello, Alice	Real Estate
Carpenter, Jason	Physical Education
Carrigan, Ryan	Business Administration
Carrillo, Carmen	English
Casella, Daniel	Counseling
Casolaro, Rochelle	Computer Information Systems
Cescolini, Diana	Business Administration
Chairez, Octavio	Mathematics
Chambers, Dean	Accounting

NAME	SUBJECT
Chance, Patricia	English
Chavez, Anna	Dance
Chavez, Cynthia	Early Childhood Studies
Chiu, Kuei	Library Services
Cho, Yoon-Sung	Humanities
Christensen, William	Computer Information Systems
Christman, Carl	Speech Communication
Chu, Li	Mathematics
Clegg Haerich, Amy	Psychology
Clingempeel, Harry	Computer Information Systems
Clothier, Patricia	Administration of Justice
Cochran, Curtis	Mathematics
Cole, Edgar	Physical Science
Collier, Steven	Computer Applications & Office Tech
Conley, Gerald	Political Science
Coronado, Rita	English
Cortez, Shaylene	Computer Applications & Office Tech
Cotton, Sarah	Anatomy & Physiology
Covert, Slavica	Health Science
Crockett, Catherine	Mathematics
Cabbage-Vega, April	Sociology
Curtis, Antonio	Mathematics
Cuz, Julio	Computer Information Systems
Danley, Hope	Political Science
Dant, David	Computer Applications & Office Tech
Daraei, Kaykhosrow	Computer Information Systems
Darling, Linda	Cosmetology
Davalos, Elizabeth	Management
Davar, Mehrdad	Computer Information Systems
Davidson, Charlotte	English
Davis, Joyce	Library Services
De La O, Bonney	American Sign Language
Deal McWilliams, Elizabeth	Early Childhood Studies
Decarmo-Baker, Shirley	Cosmetology
Deets, Kristin	Speech Communication
Deleon-Callju, Roseanne	Senior Citizen Education
Demont, Renee	Cosmetology
Deus, Thomas	English
Devitt, Margot	Mathematics
Dewitt, Kathleen	Guidance
Dillon, Kathryn	Senior Citizen Education
Dobson, Nancy	Vocational Nursing

<u>NAME</u>	<u>SUBJECT</u>
Dohr, Michael	History
Dominguez, Diana	Mathematics
Donovan, Denise	Dance
Dorado, David	Anatomy & Physiology
Dougherty, John	Mathematics
Driver, Janet	Mathematics
Dufour, Leon	Construction Technology
Duller, Sarla	Registered Nurse
Dunn, Paul	Computer Information Systems
Eastridge, Monica	Art
Eaton, Kimberly	Telecommunications
Edwards Bloom, Rona	Telecommunications
Edwards, Benjamin	Mathematics
Eldredge, Dee	Spanish
Engles, Rakel	English As A Second Language
Erdle, Harvey	Senior Citizen Education
Estes, Nancy	Music
Ewell, Jennifer	Registered Nurse
Farrand, Catherine	Art
Farrell, Kathleen	English
Farris, Matthew	Photography
Fawcett, Rachelle	Physical Education
Feller, Kimberly	Computer Information Systems
Fenton, Joshua	English
Finfrock, Douglas	Physical Education
Fleming, Michael	Speech Communication
Foy, Jennifer	Real Estate
Freim, Nicole	English
Friedman, Diana	Computer Information Systems
Fultz, Michael	English
Gaboury, Tammy	Cosmetology
Galusky, Preston	Biology
Galvez, Susanna	Counseling
Gartley, William	English
Gayle, Dave	Anatomy & Physiology
Gelenchi, Fantahun	Mathematics
Gerger, Debra	Dental Assistant
Gibbons, Rosaleen	Chemistry
Gingerella, Tamera	Senior Citizen Education
Glass, Shirley	Vocational Nursing
Glaze, Randy	Welding
Glazewski, Virginia	Healthcare Technician

NAME	SUBJECT
Glenore, Denise	Vocational Nursing
Godwin, Scott	English
Golder, Patricia	English
Gordon, Cynthia	Philosophy
Gourley, Matthew	Theater Arts
Grant, Kalunda (Rae)	English
Gressier, Pamela	Senior Citizen Education
Grossman, Walter	Geography
Guldhammer, Bente	Counseling
Guter, Gerhard	Music
Guthrey, Delparde	Mathematics
Hacker, Kelly	Psychology
Hagopian, Verge	English
Hall, Christie	Physical Education
Hall, Sandra	History
Hamilton, Teresa	Vocational Nursing
Harter, Douglas	Humanities
Hashemi, Seyed	Mathematics
Hass, Richard	Physical Education
Hathaway, Wilhelmina	Chemistry
Hausfeld, Gretchen	Music
Head, Daniel	Physical Education
Hedges, Mark	Manufacturing Technology
Herman, Jenelle	English As A Second Language
Herr, Kerry	English
Herrera, Veronica	Spanish
Herzog, Barbara	Mathematics
Hewitt, Edwin	Graphics Technology
Hickerson, Mark	History
Hill, Janet	Sociology
Hill, Leonard	English As A Second Language
Hinckley, David	English
Holley, John	Mathematics
Holmes, Laurie	Computer Applications & Office Tech
Hoover, Jerry	Dental Technology
Horowitz-Flournoy, Jan	Vocational Nursing
Houseman, Steve	Mathematics
Hunt, Marjorie	Psychology
Huyssoon, Sara	Computer Applications & Office Tech
Hwang, Chi-Chih	Computer Information Systems
Ives, Frank	Mathematics
Jackson, Louis	Marketing

NAME	SUBJECT
Jalayer, Lynsey	Physical Education
James, Edna	English
John, Christine	Cosmetology
Johnson, David	Physical Science
Johnston, Jennifer	Early Childhood Studies
Johnston, Leticia	Spanish
Jones, Paula	Registered Nurse
Jorgensen, Judy	Architecture
Juma, Leo	Microbiology
Junker, Joshua	Chemistry
Kahn, Dennis	Physical Education
Kahns, Roger	Health Science
Kaiser-Powell, Olga	Registered Nurse
Kammel-Dodgen, Lisa	Cosmetology
Kats, Jacobus	Computer Information Systems
Kazsuk, Elizabeth	Sociology
Kelley, Michael	Physical Education
Kessler, Rebecca	Cosmetology
Kim, Edward	Mathematics
Kim, Myong-Sook	Mathematics
Kirby, Barbara	Early Childhood Studies
Knight, Wayne	Humanities
Kobernik, Lynnette	Music
Koh, Soong-Hee	English As A Second Language
Kollitz, Janice	English
Kolodzik, Natalie	Registered Nurse
Korson, Thomas	English
Kraus, Lee	English
Krinke, Gary	Theater Arts
Krivanek, Kenneth	English
Kurland, Harvey	Senior Citizen Education
Kurs, Mitchell	American Sign Language
Lam, Wayne	Mathematics
Lamoureux, Kelly	Dance
Lane, Vita	Cosmetology
Lansing, Sandra	English
Lape, Eric	Philosophy
Lape, Stephanie	Humanities
Laski, Lisa	Computer Information Systems
LeBlanc, Michael	English
Lee, Stephen	Mathematics
Leivas, Michael	Real Estate

NAME	SUBJECT
Lewis, James	Real Estate
Limbacher, Rhonda	Cosmetology
Lindner, Harold	Construction Technology
Lio, Shoon	Sociology
Lippire, Kristine	Art
Lively, Christine	American Sign Language
Livingston, Penny	Human Services
Loftus, Bruce	Administration of Justice
Lomeli, Sinar	Counseling
Longanbach, Anne	History
Lopez, Gertrude	Guidance
Lorenzi, Christine	English
Lorenzi, Richard	Paralegal Studies
Loverde, Andrew	English
MacKenzie, Carolyn	Real Estate
Maheshwari, Subodh	Senior Citizen Education
Maldonado, Teddi	Speech Communication
Mann, David	Speech Communication
Manross, Debra	Speech Communication
Margo, Jaqueline	Mathematics
Mariano, Merry	English
Marlo, Susan	Computer Information Systems
Marquez, Gilbert	Computer Information Systems
Marsh, Rebecca	English
Marshall, Shara	Biology
Marshall, Z Blossom	Physical Education
Martin, Gregory	Marketing
Martinez, David	Physical Education
Mason, Robert	Business Administration
Matanane, Margaret	Reading
Mauldin, Marcus	English
Mawn, Doris	Medical Assisting
Maxson, Rhonda	Senior Citizen Education
Mazur-Stommen, Susan	Anthropology
McCarthy, Louis	Computer Information Systems
McEuen, Wendy	Registered Nurse
McFarlin, Dorothy	Computer Applications & Office Tech
McGhee-Baxa, Stacy	Healthcare Technician
McMains, Jason	Physical Education
Megas, Alexander	Music
Meier, Susan	History
Melgarejo, Francisco	Physical Education

NAME	SUBJECT
Merrill, Valerie	Mathematics
Metaxas, Christopher	Political Science
Mettrick, Jon	Psychology
Micham, Wendy	Psychology
Millar, Alma	Speech Communication
Miller, Lori	English
Mitchell, James	English
Mittler, William	Theater Arts
Modzelewski, Ann	English
Montano, Michael	Mathematics
Montemayor, Juan	Computer Applications & Office Tech
Moores, Janet	Library Services
Moreno, Oscar	Cosmetology
Morgan, Douglas	Humanities
Moussaoui, Ali	Physics
Mulari, Jeffrey	Mathematics
Munroe, Carol	Cosmetology
Murillo, Charles	English
Mushik, Martin	English
Myers Hyatt, Diana	Library Services
Nadelson, Matthew	English
Namekata, Douglas	Physical Education
Nelson, Kristina	English
Nguyen, Benny	Mathematics
Nguyen, Tung	Mathematics
Nordbeck, Dana	Registered Nurse
Norton, Kristen	Psychology
Ogbuchiekwe, Edmund	Geography
Oliver, Jesus	Mathematics
Olsen, Lyndsay	Senior Citizen Education
Orton, Renee	Speech Communication
Papas, Constantine	English
Paquette, May	Computer Information Systems
Paredes, Mark	Physical Education
Park, Steve	Mathematics
Parker, La Tonya	Counseling
Parker, Richard	Mathematics
Parkinson, Robert	Computer Information Systems
Parsley, Martie	Speech Communication
Partridge, Jeffrey	Cosmetology
Pattison, Anne	Counseling
Patton, Gary	Computer Applications & Office Tech

NAME	SUBJECT
Pearson, Patrick	Theater Arts
Pedroja, Joy	English
Pehkonen, Laura	Computer Applications & Office Tech
Pendleton, Gary	English As A Second Language
Perches, Carmen	Counseling
Perez, David	English
Perez, Eduardo	Sociology
Poblet-Moreno, Ines	English As A Second Language
Pope, Laura	Cosmetology
Prince, Gary	Computer Information Systems
Racataian, Cristian	Computer Information Systems
Rader, Robert	English As A Second Language
Radford, Tracie	Cosmetology
Rahman, Mustafizur	Mathematics
Rainey, Arthur	Computer Information Systems
Ramalingam, Leah	Computer Applications & Office Tech
Ramirez, Candace	English
Rangel, Francisco	Accounting
Rangel, Gladden	Reading
Rangel, Makeba	Reading
Rawley, James	English
Raymond Harris, Patricia	Mathematics
Reed, Lawrence	English
Reina, Dorothy	History
Rende, Mehrnoush	Cosmetology
Ricard, Ronald	Computer Information Systems
Richardson, David	Counseling
Riddell, Jeannette	English
Ridley, Roger	History
Riker, Arnold	Marketing
Rini, Connie	Senior Citizen Education
Roberts, Johnny	Air Conditioning and Refrigeration
Robinson, Jack	English
Rojo, Andy	Physical Education
Roman, Santos	Humanities
Rooney, Kristin	Dance
Rosenberg, Donald	Speech Communication
Ross, Al	Real Estate
Rosspencer, Emelly	French
Rubino, Joseph	Counseling
Russo, Rachele	Physical Education
Saadat, Ali	Mathematics

NAME	SUBJECT
Sage, Joy	Library Services
Salyer, Kimberly	Speech Communication
Sandiford, Anderson	English
Sargent, Marilyn	English
Sarmiento Hildreth, Janet	Registered Nurse
Sausser, Darrell	Music
Schuh, Steven	Astronomy
Schwankle, David	English
Scott Coe, Justin	English
Scott, Ming-Yin	Accounting
Scott, Norman	Fire Technology
Scott-Coe, Jo	English
Sell, Jeremy	English
Sferrazza, Mary	Senior Citizen Education
Shafer, Kenneth	History
Sharpe, Karen	Physical Education
Short, Christina	English
Singh, Padam	Mathematics
Skaggs, Ronald	Construction Technology
Skerbelis, Monika	Telecommunications
Skinner, Beth	Humanities
Sliva, Roger	Automotive Body Technology
Slott, Kazumi	Computer Information Systems
Smith, Lisa	Cosmetology
Smith, Mercedes	Cosmetology
Smith, Valerie	Guidance
Smyth, Pamela	English
Snitker, Nicole	Dental Hygiene
Snow, Margaret	Business Administration
Snyder, Matthew	English
Soltz, James	Administration of Justice
Song, Mary	English
Sosa, Lisa	Registered Nurse
Spies, Elizabeth	English
Stadick, Karen	Cosmetology
Starwalker, Marilyn	American Sign Language
Steele, Loretta	Computer Information Systems
Stephens, Heather	Theater Arts
Stevenson, Kathryn	English
Stoddard, Gwendolyn	English As A Second Language
Stokes, Danielle	English
Sugars, John	Latin

NAME	SUBJECT
Sullivan, John	English
Summers, Sue	Cosmetology
Sung, Mi Kyung	Speech Communication
Swafford, William	Library Services
Swartout, Jacquelynne	Anthropology
Sweeney, Caren	Art
Talbert, Carmen	Computer Information Systems
Tattoo, Madeleine	Early Childhood Studies
Taylor, Robert	Dental Technology
Tetley, Judith	Guidance
Tilton, Dennis	English
Tisdorn, Edvige	Physical Education
Tombs, Terry	Anthropology
Tondro, Jason	English
Torres, Marco	Biology
Torrez, Michael	Chemistry
Tougas, David	English As A Second Language
Tougas, Lynette	English As A Second Language
Townsend, Norma	Music
Townsend, Toby	Philosophy
Trejo, Silvia	Guidance
Trejo, Trejo	Counseling
Tuckerman, Daniel	Speech Communication
Turner, Kimberly	English
Valdezalvarez, Jorge	Mathematics
Van Winkle, Dennis	Administration of Justice
Vandermeiden, Sharon	Art
Vaughan, John	Theater Arts
Vega Sanchez, Mario	Spanish
Vennemann, Darlene	Paralegal Studies
Wagner, Eric	English
Wagstaff, Jerrin	Art
Wahba, Renee	Physical Science
Walag, Stephen	Photography
Walls, Laura	Spanish
Walsh, Sarah	Senior Citizen Education
Warden, Marine	Psychology
Watson, Harry	Mathematics
Webber, Diana	Senior Citizen Education
Weber, Michele	Speech Communication
White, Audrey	Cosmetology
White, Jerry	Physical Education

<u>NAME</u>	<u>SUBJECT</u>
Wickers, Rodney	Business Administration
Wiley, Duverick	Physical Education
Williams, Maria	Culinary Arts
Williams, Richard	Computer Information Systems
Williamson, Jarrod	Chemistry
Wilson, Gladys	Computer Applications & Office Tech
Wilson, Martena	Physical Education
Wrkich, James	Mathematics
Yang, May	English
Yankee, Alan	Music
Yao, Chui	Mathematics
Zambrano, Charlotte	Computer Information Systems
Zank, Lorraine	Senior Citizen Education
Zeeb, John	Psychology
Zmudka, Cathy	Healthcare Technician
Zmudka, Susan	Healthcare Technician
Zoumbos, Nickolas	Real Estate
Zurita, Marcial	Mathematics

**DEPARTMENT CHAIRS AND STIPENDS
 2007-08 ACADEMIC YEAR**

MORENO VALLEY CAMPUS

Stipend

Business and CIS	Matthew Barboza	100%
Assistant Chair	Jose Duran	0%
Communications	Daniel Clark	100%
Assistant Chair	Lori Ogata	0%
Assistant Chair	Edd Williams	0%
Assistant Chair	Olga Dumer	0%
Health, Human & Public Services	Delores Middleton	100%
Assistant Chair	James Banks	0%
Assistant Chair	Doug Beckstrom	0%
Assistant Chair	Donna Lesser	0%
Humanities and Social Sciences	Gregory Elder	100%
Assistant Chair	Fabian Biancardi	0%
Assistant Chair	Rosario Mercado	0%
Assistant Chair	Maria Pacheco	0%
Mathematics, Sciences and Physical Education	Diane Marsh	100%
Assistant Chair	Rebecca Loomis	0%
Assistant Chair	James Namekata	0%

NORCO CAMPUS

Arts, Humanities and World Languages	Dominique Hitchcock	100%
Assistant Chair	Walter Stevens	0%
Business, Engineering and Informational Technology	Todd Wales	50%
Co-Chair	Gail Zwart	50%
Assistant Chair	Tom Wagner	0%
Communications	Mark Lewis	100%
Assistant Chair	Melissa Bader	0%
Assistant Chair	Lisa Nelson	0%
Assistant Chair	Mike Cluff	0%
Mathematics and Sciences	Robert Prior	100%
Assistant Chair	Joe Eckstein	0%
Assistant Chair	Tim Wallstrom	0%
Social and Behavioral Sciences	Carol Farrar	100%
Assistant Chair	Deborah Makin	0%
Assistant Chair	Jimmie Hill	0%

**DEPARTMENT CHAIRS AND STIPENDS
2007-08 ACADEMIC YEAR**

RIVERSIDE CITY COLLEGE

Applied Technology	Paul O'Connell	100%
Assistant Chair	Yuri Ulloa	0%
Art	Steve Horn	100%
Behavioral Sciences	Jan Schall	100%
Assistant Chair	Barbara Hall	0%
Business, Information Systems & Technology	James Cregg	100%
Co-Chair	Ron Pardee	0%
Assistant Chair	Chip Herzig	0%
Chemistry	Ellen Kime-Hunt	100%
Cosmetology	Peter Westbrook	100%
Counseling	Judy Haugh	100%
Early Childhood Education	Shari Yates	100%
Economics, Geography, Political Science	Darius Haghghat	100%
English	Tim Brown	100%
Assistant Chair	Joan Gibbons-Anderson	0%
Assistant Chair	Carla Stoabs	0%
History, Humanities, Philosophy	Kristi Woods	100%
Life Sciences	Greg Burchett	100%
Mathematics	Rogelio Ruiz	50%
Assistant Chair	Mary Legner	50%
Nursing	Sandra Baker (Admin)	0%
Assistant Chair	Anita Kinser	50%
Assistant Chair	Phyllis Rowe	50%
Performing Arts	Rita Chenoweth	33 1/3%
Assistant Chair	Jodi Julian	33 1/3%
Assistant Chair	Charles Richard	33 1/3%
Physical Education	Steve Sigloch	100%
Assistant Chair	Kathy Farris	0%
Physical Science	Scott Blair	100%
World Languages	Diana MacDougall	100%
Assistant Chair	Dorothy Campbell	0%

Activity	Name
Student Activities	Doug Graham
Student Activities	Deborah Hall
Student Activities	Frankie Moore
Student Activities	Dimitrious Synodinos
Writing/Reading Center (50%)	Tucker Amidon
Writing/Reading Center (50%)	Lani Kreitner
Writing/Reading Center	Melisa Bader
Writing/Reading Center	Anna Marie Amezquita
Assessment (Fall – 25%)	Arend Flick
Assessment (Fall – 25%; Spring 75%)	Sheryl Tschetter
Vocational Outreach	Delores Middleton
International Education	Jan Schall
Performing and Fine Arts	Jasminka Knecht
Mathematics Lab	Jason Parks
Mathematics Lab	Pamela Whelchel
Mathematics Lab	James Namekata
Honors Program	Kathleen Sell

Activity	Name
Head Baseball Coach	Dennis Rogers
Head Basketball Coach	John Smith
Head Basketball Coach	Alicia Berber
Head Cross Country Coach	James McCarron
Head Cross Country Coach	Michael Barbee
Head Football Coach	William Brown
Head Golf Coach	Dennis Kahn
Head Soccer Coach	Francisco Melgarejo
Head Soccer Coach	Lynsey Jalayer
Head Softball Coach	Michelle Daddona-Moya
Head Swimming Coach	Tom Borden
Head Swimming Coach	David Almquist
Head Tennis Coach	William Elton
Head Tennis Coach	Nikki Bonzoumet
Head Track Coach	James McCarron
Head Track Coach	Michael Barbee
Head Volleyball Coach	Gigi Tisdom
Head Water Polo Coach	David Almquist
Head Water Polo Coach	Nate Hass
Advisory to College Newspaper	Allan Lovelace
Auxiliary Unit	Gary Locke
Director of Marching Band	Gary Locke
Director of Pep Squad	Rochelle Fawcett
Director of Jazz Band	Charlie Richard
Director of Choir (Vocal Jazz and Chamber)	John Byun
Director of Choir	Dina Humble
Director of Dance	Rita Chenoweth
Director of Dance	Jo Dierdorff
Director of Dance	Mark Haines
Director of Performing Arts (Winds & Orchestra)	Kevin Mayse
Director of Performing Arts (Guitar)	Peter Curtis
Director, Art Gallery	Leslie Brown
Director of Automotive Programs (General Auto)	Paul O'Connell
Director of Automotive Programs (Toyota T-Ten)	David Slocum
Director of Automotive Programs (Ford ASSET)	Yuri Ulloa
Director of Automotive Programs (GM)	Stephen Kennedy
Director of Production Printing	Richard Finner
Director, Physical Science Stock Room	Terry O'Neill
Planetarium Director	Scott Blair
Forensics	Joseph DeSantis
Director, Physician Assistant	Delores Middleton
Director, Emergency Medical Services	Chris Nollette
Director, Dental Hygiene	Donna Lesser
Director, Cosmetology	Peter Westbrook
Director, Puente Program	Patricia Avila
Model United Nations	Ward Schinke

Nursing Grant Compensation Stipends

<u>Name</u>	<u>Compensation Amount</u>
LONGEVITY	
Anderson, Kimberly	5402.00
Greco, Priscilla	5402.00
Indermuehle, Denise	5402.00
Vermillion, Amy	5402.00
SHIFT DIFFERENTIAL	
Amajoyi, Barbara	670.00
Barandiaran, Julissa	1089.00
Barger, Lisa	2081.00
Castagnola, Carol	1012.00
Clement, Cherry	2711.00
Fawson, Evangeline	387.00
Jordon, Susan	1818.00
Lange, Mary	1562.00
Schmidt, Jasmine	2593.00

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES
EMPLOYED AS NEEDED

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Darlene Ramirez	Clerical, Substitute	05/14/07-06/30/07	15-1
Mason Bratton	Custodial, Substitute	04/10/07-06/30/07	13-1
Francisco Tellez	Custodial, Substitute	07/01/07-06/30/08	13-1
Angel Tinoco Garabay	Custodial, Substitute	07/01/07-06/30/08	13-1

EMPLOYED AS NEEDED

SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Brooke Barger	Assistant Pool Manager	06/25/07-06/30/07	\$10.50/hour
Douglas Finfrock	Assistant Pool Manager	06/25/07-06/30/07	\$10.50/hour
Sandra Henes	Community Service Officer	06/01/07-06/30/07	\$14.00/hour
Eleanor-Mae Johnson	Community Service Officer	05/01/07-06/30/07	\$14.00/hour
Raymond Magana	Community Service Officer	06/01/07-06/30/07	\$14.00/hour
Chad Stokes	Community Service Officer	06/01/07-06/30/07	\$14.00/hour
Adam Bendix	Custodial, Assistant	07/01/07-06/30/08	\$12.50/hour
Mason Bratton	Custodial, Assistant	04/10/07-06/30/07	\$12.50/hour
Francisco Tellez	Custodial, Assistant	07/01/07-06/30/08	\$12.50/hour
Angel Tinoco Garabay	Custodial, Assistant	07/01/07-06/30/08	\$12.50/hour
Marian Chichioco	Grant Facilitator	05/01/07-06/30/07	\$40.00/hour
Susana Hernandez	Grant Facilitator	05/01/07-06/30/07	\$40.00/hour
Efrain Mercado	Grant Facilitator	02/10/07-06/30/07	\$40.00/hour
Dominique Sandoval	Instructional Aide I	07/01/07-06/30/08	\$7.50/hour
Daniel Hetzel	Interpreter III	05/04/07-06/30/07	\$27.00/hour
Casey Finfrock	Lifeguard (Advanced)	06/25/07-06/30/07	\$9.00/hour
Kelsie Arnold	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Aaron DesCombes	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Melanie Kent	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Jennifer Laumea	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Jessica McLaughlin	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Melissa Payne	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Emma Pidgeon	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Jasmine Schnakenberg	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035, CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Sabrina Schnakenberg	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Kelly Smith	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Traci Smith	Lifeguard (Instructor)	06/25/07-06/30/07	\$8.00/hour
Brian Kaminskas	Matriculation Assistant I	05/07/07-06/30/07	\$9.00/hour
Glecy Lua	Matriculation Assistant I	06/01/07-06/30/07	\$9.00/hour
Mariesa Acosta	Office Assistant I	05/01/07-06/30/07	\$9.00/hour
Adam Calderon	Office Assistant I	07/01/07-06/30/08	\$9.00/hour
Christopher Chavez	Office Assistant I	07/01/07-06/30/08	\$9.00/hour
Candida Perez	Office Assistant I	05/01/07-06/30/07	\$9.00/hour
Sabrina Simmon	Office Assistant I	07/01/07-06/30/08	\$9.00/hour
Maria Vergara	Office Assistant I	05/09/07-06/30/07	\$9.00/hour
Kristin Clark	Office Assistant II	05/24/07-06/30/07	\$10.50/hour
Raquel Delgado	Office Assistant II	05/23/07-06/30/07	\$10.50/hour
Adrian Guzman	Office Assistant II	05/23/07-06/30/07	\$10.50/hour
Maha Ibrahim	Office Assistant II	05/09/07-06/30/07	\$10.50/hour
Daniel Landin	Office Assistant II	07/01/07-06/30/08	\$10.50/hour
April Painter	Office Assistant II	05/09/07-06/30/07	\$10.50/hour
Salvador Topete	Office Assistant III	07/01/07-06/30/08	\$12.50/hour
Jeremy Curteman	Office Clerk	05/10/07-06/30/07	\$7.50/hour
Marshel Helsper	Office Clerk	05/10/07-06/30/07	\$7.50/hour
Jennifer Iloilo	Office Clerk	05/10/07-06/30/07	\$7.50/hour
Nathaniel Manzano	Office Clerk	05/10/07-06/30/07	\$7.50/hour
Michael Segura	Office Clerk	07/01/07-06/30/08	\$7.50/hour
Morgan Parent	Operations Clerk	04/16/07-06/30/07	\$7.50/hour
Armando Villanueva, Jr.	Operations Clerk	04/16/07-06/30/07	\$7.50/hour
Fabiola Sianturi	RN IV/Nurse Practitioner	05/04/07-06/30/07	\$45.00/hour
Joshua Hardina	Research Intern	06/08/07-06/30/07	\$14.22/hour
Alma Lopez	Research Intern	06/08/07-06/30/07	\$14.22/hour
Colleen Aldrete	Role Player	05/01/07-06/30/07	\$7.50/hour
Jeston Aldrete	Role Player	05/01/07-06/30/07	\$7.50/hour
Cheri Kelley	Role Player	04/23/07-06/30/07	\$7.50/hour
Kenneth Kelley	Role Player	05/01/07-06/30/07	\$7.50/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035, CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u> <u>Policy 4035</u>
Carrie Rollins	SI Leader	04/02/07-06/30/07	\$12.00/hour
Jason Rupe	Theater Production Technician	04/25/07-06/30/07	\$9.25/hour

VOLUNTEERS
BOARD RESOLUTION 10-96/97

<u>Name</u>	<u>Department</u>	<u>Effective Date</u>
Erin Bennett	Applied Technology	04/30/07-08/10/07
Timothy Chin	Applied Technology	04/30/07-08/10/07
Nicole Cortinas	Applied Technology	04/30/07-08/10/07
Brittany Crowder	Applied Technology	04/30/07-08/10/07
Julie Dean	Applied Technology	04/30/07-08/10/07
Lionel DeLeon	Applied Technology	04/30/07-08/10/07
Joni Fadely	Applied Technology	04/30/07-08/10/07
Tabitha French	Applied Technology	04/30/07-08/10/07
Alyssa Geitn	Applied Technology	04/30/07-08/10/07
Norma Gonzalez	Applied Technology	04/30/07-08/10/07
Timothy Hacker	Applied Technology	04/30/07-08/10/07
Seth Hade	Applied Technology	04/30/07-08/10/07
Emily Hartop	Applied Technology	04/30/07-08/10/07
Kody Havener	Applied Technology	04/30/07-08/10/07
Autumn Hodges	Applied Technology	04/30/07-08/10/07
Sandra Hoover	Applied Technology	04/30/07-08/10/07
Kevin Hudec	Applied Technology	04/30/07-08/10/07
David Jolley	Applied Technology	04/30/07-08/10/07
Geoff Jones	Applied Technology	04/30/07-08/10/07
Megan Lawhorn	Applied Technology	04/30/07-08/10/07
Ava Love	Applied Technology	04/30/07-08/10/07
Jasoro Madray	Applied Technology	04/30/07-08/10/07
Chelsey McClellan	Applied Technology	04/30/07-08/10/07
Loretta McDaniel	Applied Technology	04/30/07-08/10/07
Caroline Monroe	Applied Technology	04/30/07-08/10/07
Victoria Montez	Applied Technology	04/30/07-08/10/07
Sonya Munoz	Applied Technology	04/30/07-08/10/07
John Nery	Applied Technology	04/30/07-08/10/07
Dustin O'Leary	Applied Technology	04/30/07-08/10/07
Jim Parrish	Applied Technology	04/30/07-08/10/07
Rhoda Ponder	Applied Technology	04/30/07-08/10/07
Christian Quiroz	Applied Technology	04/30/07-08/10/07
Mike Ratliff	Applied Technology	04/30/07-08/10/07
Angel Rivera	Applied Technology	04/30/07-08/10/07
Monica Rudd	Applied Technology	04/30/07-08/10/07
Martin Sferrazza	Applied Technology	04/30/07-08/10/07
Sarah Smith	Applied Technology	04/30/07-08/10/07
Lauren Starnes	Applied Technology	04/30/07-08/10/07
Gabriel Vasquez	Applied Technology	04/30/07-08/10/07
Christine Velazco	Applied Technology	04/30/07-08/10/07
Allison Walker	Applied Technology	04/30/07-08/10/07
Quorie Wesley	Applied Technology	04/30/07-08/10/07

VOLUNTEERS
BOARD RESOLUTION 10-96/97, CONT.

<u>Name</u>	<u>Department</u>	<u>Effective Date</u>
Connie Westervoorde	Applied Technology	04/30/07-08/10/07
Jared Wiedrich	Applied Technology	04/30/07-08/10/07
Ashley Witham	Applied Technology	04/30/07-08/10/07
Arcelva Munoz	Educational Talent Search (MV)	05/11/07-05/11/07

DISTRICT FUNDS

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Date</u>	<u>Range</u>
Cheon, Won Kyeong	Student Worker	Tutorial Services - RIV	05/08/07	19-4
Cosio-Caro, Raquel	Student Worker	Early Childhood Studies - MV	05/03/07	19-4
Hussein, Mohamed	Student Worker	Student Services - MV	05/21/07	19-4
Marshall, Daniel	Student Worker	Business, Engineering and Info Tech - NOR	05/17/07	19-4
Ventura Aguirre, Joaquin	Student Worker	Tutorial Services - RIV	05/17/07	19-4

CATEGORICAL FUNDS

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Date</u>	<u>Range</u>
Anguiano, Sara	Student Worker	Early Childhood Studies - NOR	05/03/07	19-4
Brambila, Nancy	Student Worker	Production Printing - RIV	05/29/07	19-4
Davidson, Mister	Student Worker	Library - MV	05/03/07	19-4
De La Torre, Korina	Student Worker	Title V - MV	05/21/07	19-4
Edwards, Emily	Student Worker	Early Childhood Studies - RIV	05/03/07	19-4
Espinoza, Yannick	Student Worker	CNUSD / Sierra Vista Elementary - AMR	05/03/07	19-4
Gibson, Michelle	Student Worker	Dental Hygiene - MEC	05/17/07	19-4
Guajardo, Raymond	Student Worker	Tutorial Services - MV	05/21/07	19-4
Kieu, Diem Thay	Student Worker	Diversity / Human Resources - RCCSO	05/16/07	19-4
Kyker, Kristen	Student Worker	Outreach - RIV	05/29/07	19-4
Morris, Tuesda	Student Worker	Applied Tech / Welding - RIV	05/03/07	19-4
Pucci, Melissa	Student Worker	Library - NOR	05/03/07	19-4
Reid, Aisha	Student Worker	Early Childhood Studies - MV	05/14/07	19-4
Vaifale, Lene	Student Worker	Library - NOR	05/03/07	19-4

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-2

Date: June 19, 2007

Subject: Purchase Order and Warrant Report -- All District Funds

Background: The attached Purchase Order and Warrant Report –All District Funds is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$9,599,259 requested by District staff and issued by the Business Office, have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 98672-100392) totaling \$5,642,262 have been reviewed by the Business Office to verify that monies are available in the appropriate Funds for payment of these warrants. The Riverside County Office of Education’s audit program also has reviewed these claims.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$9,599,259 and District Warrant Claims totaling \$5,642,262.

Salvatore G. Rotella
Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Purchase Order and Warrant Report - All District Funds
 Purchase Orders \$1000 and over
 5/01/07 thru 5/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
B0001580	11	DEB	Performing Arts	Japan Travel Bureau	Other Travel Expenses	10,000
B0001583	32	AZM	Food Services	US Food Service	Food	94,200
B0001586	11	AJC	Occupational Education	Valley Printers	Purchase/Cost of Goods Sold	40,000
B0001587	11	DSA	Applied Technology	Ages	Instructional Supplies	2,500
B0001588	11	DSA	Applied Technology	Ages	Repairs - Parts	5,000
B0001589	11	DSA	Applied Technology	Office Depot	Instructional Supplies	1,000
B0001590	11	DSA	Applied Technology	Singh Chevrolet	Instructional Supplies	1,000
B0001593	12	FHE	Health, Human & Public Services	Henry Schein Inc.	Instructional Supplies	9,797
B0001596	11	AAJ	Human Resources	Riverside Personnel Services, Inc.	Temporary Services	5,800
B0001601	11	DSA	Applied Technology	Powell Pipe & Supply Company	Repairs - Parts	1,500
B0001602	11	FMA	President - Moreno Valley	A Little Taste of the South	Other Supplies	1,999
B0001604	11	EMA	President - Norco	Norco's 6th St. Famous Deli	Other Supplies	1,900
B0001605	11	DSA	Applied Technology	Ages	Repairs - Parts	4,500
B0001607	12	AZP	Disabled Student Services	Island Advertising Specialties	Other Supplies	2,000
B0001608	12	AZP	Disabled Student Services	National Pen Company	Other Supplies	2,000
C0001387	11	APR	Performance Riverside	Krinke, Gary	Director Man of La Mancha	4,000
C0001388	12	FDD	Facilities - Norco	AMS Paving, Inc.	Demolition - Grading	5,251
C0001389	11	AXB	Customized Solutions	Gereau, Servando	Training for Pacific Coach Works	4,200
C0001390	11	APR	Performance Riverside	Alexander, Orlando	Choreographing Services-Man of La Mancha	4,000
C0001391	11	AXB	Customized Solutions	Delafuente, Maria	Training for Pacific Coach Works	3,000
C0001392	41	ADD	Facilities Planning	MDA Johnson Favaro, LLP	Norco Long Range Master Plan	362,867
C0001393	41	ADD	Facilities Planning	Maas Companies, Inc.	MV Long Range Master Plan	289,985
C0001398	12	DZP	Disabled Student Services	Lifesigns, Inc.	Interpreting Services	7,000
C0001399	12	EZG	Campus Student Services	Eagle Glen	Food	4,500
C0001401	11	AJO	Open Campus	Voices for All, LLC	Community Education Presenter	2,000
C0001402	11	ACE	School of the Arts	Performance Loft	Audio Recording Workshop	2,000
C0001403	41	FDD	Facilities - Moreno Valley	Hinkley and Associates, Inc	Modular Redistribution Project	897,000
C0001404	41	EDD	Facilities - Norco	Hinkley and Associates, Inc	Modular Redistribution Project	1,053,000
C0001405	12	EZG	Campus Student Services	University of Southern California	Housing Reservation	9,087
C0001406	41	FDD	Facilities - Moreno Valley	Modular Structures International, Inc	Purchase of Modularity-Ben Clark	93,012
C0001407	41	EDD	Facilities - Norco	Modular Structures International, Inc	Purchase of Modularity	586,937
C0001409	41	FDD	Facilities - Moreno Valley	Modular Structures International, Inc	Modular Redistribution Project	93,012
C0001411	11	AXB	Customized Solutions	Global Learning Partners, Inc.	Training Services	1,000
C0001412	11	DEB	Performing Arts	Fox Entertainment	Sound Recording for Wind Ensemble	7,500
C0001413	12	AJV	VTEA	Qiedu Associates	Professional Services	3,000

Purchase Order and Warrant Report - All District Funds
Purchase Orders \$1000 and over
5/01/07 thru 5/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
C0001414	11	ACE	School of the Arts	Inland Empire Economic Partnership	Career Path Workshops	2,500
C0001414	12	ACE	School of the Arts	Inland Empire Economic Partnership	Career Path Workshops	17,500
C0001415	41	DDD	Facilities - Riverside	Higginson+Cartozian Architects, Inc	MV Riv Food Service, PBX Network	32,375
C0001416	41	DDD	Facilities - Riverside	Harley Ellis Devereaux	FPP Student Services Center	32,500
C0001418	11	EOC	Arts, Humanities & World Languages	Advanced Electrical Contracting Inc	Electrical-Taming of the Shrew	7,500
C0001425	11	AXB	Customized Solutions	U Manage It	Coachworks Training	3,600
P0008340	12	AJV	VTEA	Apple Computer, Inc.	Comp Equip Additional \$200-\$4999	2,808
P0008395	12	DZD	Health Services	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	1,687
P0008395	12	FZD	Health Services	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	1,687
P0008398	12	AJF	Dean of Education - Riverside	Advanced Copy Systems	Repairs - Parts	2,565
P0008408	11	AMC	Information Services	Sans Institute	Conferences	3,595
P0008410	11	AMC	Information Services	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	1,236
P0008413	11	DDD	Facilities - Riverside	Quality Tool & Equipment, Inc	Equip Replacement \$5000 >	2,507
P0008414	11	DDD	Facilities - Riverside	Clark Security Products	Equip Replacement \$5000 >	1,751
P0008415	12	DZD	Health Services	Wetzel Productions	Professional Services	2,000
P0008415	12	EZD	Health Services	Wetzel Productions	Professional Services	2,000
P0008415	12	FZD	Health Services	Wetzel Productions	Professional Services	2,000
P0008417	11	FZC	Counseling	Holiday Inn	Other Travel Expenses	1,000
P0008418	11	EMA	President - Norco	Gunlocke Company I.I.C	Equip Replacement \$200-\$4999	15,828
P0008419	11	EMA	President - Norco	Arcadia Chair Co.	Equip Replacement \$200-\$4999	8,486
P0008420	11	ACB	Grants & Contract Services	CDW-G	Comp Equip Replacement \$200-\$4999	1,464
P0008421	11	DOC	Foreign Languages	Rosetta Stone Lid	Computer Software Maint/License	1,746
P0008423	11	AMC	Information Services	Disney's Paradise Pier Hotel	Conferences	1,087
P0008426	11	EMA	President - Norco	Oceguera, Gustavo	Conferences	1,183
P0008430	12	AZR	Campus Police	T3 Motion, Inc	Equip Additional \$5000 >	8,807
P0008440	12	EJA	V P Educational Services - Norco	Tschetter, Sheryl	Conferences	1,965
P0008441	12	AZT	Matriculation	Dithomas, Deborah	Conferences	1,518
P0008442	11	AZN	International Students	Jacobsen, Marylin	Conferences	2,495
P0008446	11	DDD	Facilities - Riverside	Integrated Consultants, Inc	Remodel Projects	11,450
P0008455	11	AMC	Information Services	FIA Card Services	Conferences	1,275
P0008457	12	AXD	Community & Economic Dev	CDW-G	Comp Equip Additional \$5000 >	16,180
P0008462	41	DDD	Facilities - Riverside	SK Telecon, Inc.	Fixtures & Fixed Equipment	2,680
P0008466	11	FMA	President - Moreno Valley	Western Farm Service, Inc.	Grounds/Garden Supplies	1,200
P0008467	12	DQD	Physical Science	Pasternack Enterprises, Inc	Instructional Supplies	1,046
P0008472	11	DSA	Applied Technology	Mitchell I	Reference Books	1,051
P0008473	11	DSA	Applied Technology	Electromechanical Services	Repairs - Parts	2,145
P0008474	11	DSA	Applied Technology	Phase II Pasta Machines, Inc.	Equip Additional \$200-\$4999	2,042
P0008477	12	AJF	Dean of Education	Channing Bete Company, Inc.	Other Supplies	1,898
P0008478	12	EQE	Physical and Life Sciences	Fisher Scientific	Equip Additional \$5000 >	25,209

Purchase Order and Warrant Report - All District Funds
 Purchase Orders \$1000 and over
 5/01/07 thru 5/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
P0008479	12	FHE	Health, Human & Public Services	Spectrum Industries	Equip Additional \$200-\$4999	5,924
P0008483	12	FHE	Health, Human & Public Services	Nasco Healthcare Ed Materials	Equip Additional \$200-\$4999	4,962
P0008484	12	FHE	Health, Human & Public Services	Moore Medical Corporation	Instructional Supplies	5,597
P0008485	12	FMA	President - Moreno Valley	CDW-G	Comp Equip Additional \$200-\$4999	1,277
P0008492	11	EMB	Dean of Instruction - Norco	Quality Imaging Supplies	Instructional Supplies	1,654
P0008495	11	AJA	Academic Affairs	Maghroori, Reza	Conferences	2,056
P0008497	12	FHE	Health, Human & Public Services	Films for the Humanities & Sciences	Instr Media Material	1,614
P0008498	11	DVA	Cosmetology	Officemax	Comp Equip Additional \$200-\$4999	1,487
P0008500	12	FHE	Health, Human & Public Services	CDW-G	Equip Additional \$200-\$4999	1,282
P0008503	12	FHE	Health, Human & Public Services	Henry Schein Inc.	Equip Additional \$200-\$4999	4,326
P0008504	12	FMB	Dean of Instruction - Moreno Valley	Theiford, Teresa	Conferences	2,780
P0008505	11	ACD	Assessment / Accountability	Flick, Arend	Conferences	1,415
P0008506	11	FDD	Facilities - Moreno Valley	Cabral Roofing And Waterproofing	Remodel Projects	7,000
P0008507	11	EOA	Social & Behavioral Sciences	Films for the Humanities & Sciences	Instructional Supplies	1,066
P0008509	12	FMD	Learning Resource Center	Marketek Video Supply	Equip Additional \$200-\$4999	3,049
P0008511	12	ACW	Workforce Preparation	Noodle Soup of Weingart Design	Other Supplies	1,567
P0008514	12	ACW	Workforce Preparation	Jones & Bartlett	Reference Books	1,055
P0008515	12	DJA	Academic Affairs	Harris, Muriel	Lecturers	3,200
P0008519	11	DSA	Applied Technology	Journey Education	Computer Software Maint/License	2,667
P0008529	11	DZH	Athletics	Rogers, Dennis	Other Travel Expenses	1,230
P0008533	11	DZH	Athletics	Holiday Inn	Other Travel Expenses	1,025
P0008539	12	DZD	Health Services	Hospital Associates	Equip Replacement \$5000 >	11,053
P0008539	12	FZD	Health Services	Hospital Associates	Equip Replacement \$5000 >	5,526
P0008546	11	EQE	Physical and Life Sciences	Ramin Instrument LLC	Instructional Supplies	2,114
P0008547	12	DZP	Disabled Student Services	Ray & Associates, Inc.	Equip Additional \$200-\$4999	4,955
P0008550	11	DZH	Athletics	Marriott	Other Travel Expenses	1,694
P0008553	11	FHE	Health, Human & Public Services	Physician Assistant Education Assoc.	Memberships	2,975
P0008554	11	EQE	Physical and Life Sciences	Bio-Rad Laboratories	Instructional Supplies	3,350
P0008564	11	FHE	Health, Human & Public Services	Pulley, Ruby Regina	Professional Services	5,244
P0008565	12	ACW	Workforce Preparation	CDW-G	Other Supplies	1,244
P0008566	11	AAE	Communications & Web Dev	Dong, Darren	Conferences	1,892
P0008567	12	FHE	Health, Human & Public Services	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	23,390
P0008568	11	AAJ	Human Resources	Rechenberg, Dawn	Conferences	1,317
P0008569	41	FDD	Facilities - Moreno Valley	CDW-G	Equip Additional \$200-\$4999	1,624
P0008572	11	DYA	Library	CDW-G	Comp Equip Additional \$5000 >	18,479
P0008576	12	AJV	VTFA	Gateway Companies, Inc.	Equip Additional \$200-\$4999	1,900
P0008577	12	FMB	Dean of Instruction - Moreno Valley	Hyatt Regency	Conferences	1,129
P0008578	12	EMD	Learning Resource Center	Marketek Video Supply	Equip Additional \$200-\$4999	2,539
P0008579	12	DJA	Academic Affairs	Cramm, Kenneth	Conferences	1,385

Purchase Order and Warrant Report - All District Funds
Purchase Orders \$1000 and over
5/01/07 thru 5/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
P0008583	11	EDD	Facilities - Norco	LGP Engineering & Construction Inc.	Repairs - Parts	1,800
P0008586	11	APR	Performance Riverside	Southland Publishing, Inc.	Advertising	1,220
P0008588	12	EZG	Campus Student Services	FIA Card Services	Other Travel Expenses	1,290
P0008589	12	ACW	Workforce Preparation	Target	Other Services -FYEP Youth Incentive	1,250
P0008590	12	ACW	Workforce Preparation	Wal-Mart	Other Services -FYEP Youth Incentive	3,000
P0008591	12	ACW	Workforce Preparation	Regal Cinemedia Corporation	Other Supplies	2,420
P0008595	12	AZP	Disabled Student Services	CDW-G	Comp Equip Replacement \$200-\$4999	2,944
P0008600	11	EDD	Facilities - Norco	Advanced Electrical Contracting Inc	Repairs - Parts	2,560
P0008601	11	EDD	Facilities - Norco	Fineline Interiors Inc.	Equip Replacement \$200-\$4999	2,700
P0008603	11	ADB	Finance	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	3,405
P0008605	11	DZH	Athletics	McCarron, James	Other Travel Expenses	1,350
P0008606	11	DZH	Athletics	Rogers, Dennis	Other Travel Expenses	1,845
P0008611	11	DZH	Athletics	Crowne Plaza Resort Hotel	Other Travel Expenses	2,553
P0008613	11	DZH	Athletics	Embassy Suites	Other Travel Expenses	4,720
P0008616	12	AZT	Matriculation	The College Board	Tests	47,891
P0008625	12	AZP	Disabled Student Services	CDW-G	Comp Equip Replacement \$5000 >	7,328
P0008630	11	FDD	Facilities - Moreno Valley	Fast Signs	Remodel Projects	6,670
P0008631	61	ADF	Risk Management	Riverside County Regional Med Ctr	Claims Expense	2,520
P0008642	11	AAF	Diversity, Equity & Compliance	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	1,934
P0008644	12	FZT	Matriculation	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	3,391
P0008646	12	FSB	Business & Computer Info Systems	Reliable Office Solutions	Instructional Supplies	9,387
P0008647	11	FDD	Facilities - Moreno Valley	Yamas Controls So. Cal., Inc.	Repairs - Parts	1,300
P0008649	12	FZP	Disabled Student Services	Accessible Designs Adjustable System	Equip Additional \$200-\$4999	1,650
P0008650	12	FZP	Disabled Student Services	Ray & Associates, Inc.	Equip Additional \$200-\$4999	3,336
P0008652	11	AJO	Open Campus	Harland Technology Services	Repairs - Parts	1,198
P0008655	11	EDD	Facilities - Norco	Mariposa Horticultural Enterprises	Other Services - Norco Landscape Maint.	8,600
P0008656	12	ACE	School of the Arts	Apple Computer, Inc.	Comp Equip Additional \$200-\$4999	4,484
P0008658	41	ADD	Facilities Planning	Saiful/Bouquet, Inc	Engineering	8,800
P0008660	41	ADD	Facilities Planning	Kanda and Tso Associates	Engineering	8,500
P0008662	11	AZA	Student Services	Card Integrators	Comp Equip Additional \$200-\$4999	4,633
P0008663	11	AZA	Student Services	Card Integrators	Repairs - Parts	2,685
P0008664	11	AZA	Student Services	Card Integrators	Computer Software Maint/License	2,135
P0008665	11	AZA	Student Services	Card Integrators	Repairs - Parts	1,875
P0008666	11	AZA	Student Services	Card Integrators	Professional Services	18,942
P0008667	41	DVA	Library	Dell Computers	Comp Equip Additional \$200-\$4999	3,585
P0008668	12	EQE	Physical and Life Sciences	CB Sciences, Inc.	Equip Additional \$200-\$4999	1,545
P0008674	12	DZD	Health Services	Hospital Associates	Equip Additional \$200-\$4999	1,545
P0008674	12	FZD	Health Services	Hospital Associates	Equip Additional \$200-\$4999	1,545

Purchase Order and Warrant Report - All District Funds
Purchase Orders \$1000 and over
5/01/07 thru 5/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
P0008677	12	EZG	Campus Student Services	Office Depot	Other Supplies	1,088
P0008678	11	DSA	Applied Technology	Video Symphony Entertaining, Inc.	Conferences	3,597
P0008679	11	DDD	Facilities - Riverside	Scott Equipment, Inc	Other Services - Tractor services	10,291
P0008690	11	DSA	Applied Technology	Troxell Communications, Inc.	Equip Additional \$200-\$4999	2,294
P0008691	11	DSA	Applied Technology	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	2,263
P0008692	11	DSA	Applied Technology	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	1,929
P0008694	11	AMC	Information Services	Muehlebach, Eric	Conferences	2,469
P0008697	12	FMA	President - Moreno Valley	Apple Computer, Inc.	Comp Equip Additional \$200-\$4999	4,868
P0008701	12	EZP	Disabled Student Services	Temecula Valley Office Interiors	Equip Additional \$200-\$4999	2,841
P0008702	41	FUA	Early Childhood Studies - MV	Elison Educational Equipment	Equip Additional \$200-\$4999	3,112
P0008703	12	FHE	Health, Human & Public Services	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	20,148
P0008704	12	FHE	Health, Human & Public Services	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	2,819
P0008706	12	FHE	Health, Human & Public Services	Officemax	Other Supplies	2,740
P0008707	12	FHE	Health, Human & Public Services	CDW-G	Comp Equip Additional \$200-\$4999	3,359
P0008708	12	FHE	Health, Human & Public Services	Intelecom Intelligent	Fixtures & Fixed Equipment	1,800
P0008717	12	FHE	Health, Human & Public Services	Practice Management Information Corp.	Software <\$200	2,154
P0008720	11	FOA	Humanities & Social Sciences	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	1,249
P0008722	12	AZT	Matriculation	ADCO Marketing	Other Supplies	8,396
P0008725	11	AZA	Student Services	Card Integrators	Computer Software Maint/License	2,500
P0008727	12	ESB	Business, Engineering & Info Tech	Lifetime Memory Products Inc.	Other Supplies	6,824
P0008728	11	AZB	Admissions & Records	Golden Pacific Systems	Copying and Printing	3,052
P0008731	11	AMC	Information Services	MTM Technologies, Inc.	Comp Equip Additional \$200-\$4999	8,068
P0008737	11	EMA	President - Norco	Corporate Business Interiors, Inc	Other Services - Furniture Delivery & Setup	1,611
P0008739	11	ESB	Business, Engineering & Info Tech	Crosstec Corporation	Computer Software Maint/License	4,450
P0008743	11	DVA	Cosmetology	Officemax	Equip Additional \$200-\$4999	1,449
P0008745	12	EZP	Disabled Student Services	Marilyn Electronics	Equip Additional \$200-\$4999	3,426
P0008746	12	AZP	Disabled Student Services	AT Kratter & Company, Inc.	Equip Additional \$200-\$4999	9,568
P0008748	11	AAJ	Human Resources	CDW-G	Comp Equip Additional \$200-\$4999	1,653
P0008749	11	EYA	Library	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	75,117
P0008751	11	FZG	Student Services	Burnett, Daria	Conferences	1,109
P0008752	12	ACE	School of the Arts	CDW-G	Comp Equip Additional \$200-\$4999	2,141
P0008753	11	AAP	Public Affairs & Institutional Advance	United States Postal Service	Postage	20,000
P0008758	12	FZP	Disabled Student Services	Dick Blick Company, Inc.	Equip Additional \$200-\$4999	1,123
P0008759	11	ACD	Assessment / Accountability	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	1,506
P0008760	12	AZE	Student Financial Services	Up In Stitches	Other Supplies	1,124
P0008772	12	AZP	Disabled Student Services	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	9,035
P0008775	32	AZM	Food Services	State Board of Equalization	Sales Tax	1,255
P0008776	12	AZE	Student Financial Services	Aztec Technology Corp	Equip Additional \$200-\$4999	3,367
P0008777	11	EDD	Facilities - Norco	LGP Engineering & Construction Inc.	Repairs - Parts	4,200

Purchase Order and Warrant Report - All District Funds
Purchase Orders \$1000 and over
5/01/07 thru 5/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
P0008779	11	EDD	Facilities - Norco	Virco, Inc.	Equip Replacement \$200-\$4999	18,231
P0008788	11	DZH	Athletics	Portablepartitions.Com	Equip Additional \$200-\$4999	1,077
P0008789	12	DRA	Physical Education	Armstrong Medical Industries, Inc	Equip Additional \$200-\$4999	1,094
P0008798	11	ENC	Communications	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	29,054
P0008805	12	DNA	English/Speech/Communications	Office Depot	Equip Additional \$200-\$4999	3,556
P0008806	11	AAA	Chancellor's Office	McGrath's Catering	Other Supplies - Classified Kick-Off Lunch	3,165
P0008809	12	ACW	Workforce Preparation	CDW-G	Comp Equip Replacement \$200-\$4999	1,594
P0008810	12	FOA	Humanities & Social Sciences	Ballet Barres West	Equip Additional \$200-\$4999	1,527
P0008813	12	EZG	Campus Student Services	Moore, John	Food	1,447
P0008815	11	DDD	Facilities - Riverside	Contract Carpet	Remodel Projects	2,688
P0008819	11	DZH	Athletics	Holiday Inn	Other Travel Expenses	6,290
P0008820	11	DZH	Athletics	Rogers, Dennis	Other Travel Expenses	2,508
P0008823	11	FMA	President - Norco	Hidden Valley Golf Club	Other Services - Classified Luncheon	1,376
P0008824	11	AZR	Campus Police	Woodcrest Vehicle Center	Repairs - Parts	2,070
P0008825	11	ENC	Communications	Culver - Newlin	Equip Additional \$200-\$4999	3,073
P0008825	11	EYA	Library	Culver - Newlin	Equip Additional \$200-\$4999	1,024
P0008827	12	AXD	Community & Economic Dev	Computerland of Silicon Valley	Computer Software Maint/License	1,135
P0008828	12	DZLD	Health Services	Reasonable Cabinets	Fixtures & Fixed Equipment	1,480
P0008831	12	AXD	Community & Economic Dev	G/M Business Interiors	Equip Replacement \$200-\$4999	3,373
P0008840	12	DNA	English/Speech/Communications	Dod Marketing Inc	Equip Additional \$200-\$4999	1,237
P0008842	12	AZP	Disabled Student Services	Renaissance Learning, Inc.	Other Supplies	6,552
P0008843	11	AJK	Associate VC, Instruction	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	1,708
P0008852	41	DYA	Library	Markertek Video Supply	Equip Additional \$200-\$4999	2,437
P0008853	11	FTA	Academy / Criminal Services	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	2,598
P0008855	11	ADB	Finance	Office Depot	Comp Equip Replacement \$200-\$4999	1,212
P0008859	11	AXD	Community & Economic Dev	Greater Riverside Chambers of Comm	Advertising	1,000
P0008860	12	ACW	Workforce Preparation	Crosstec Corporation	Computer Software Maint/License	2,407
P0008865	12	ACW	Workforce Preparation	Reliable Office Solutions	Equip Additional \$5000 >	19,652
P0008866	12	ACW	Workforce Preparation	Target	Other Supplies	1,379
P0008867	12	ACW	Workforce Preparation	Officemax	Other Supplies	16,793
P0008869	12	ACW	Workforce Preparation	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	1,153
P0008870	61	ADF	Risk Management	Law Office of Michael Millen	Bodily Injury Expense	26,325
P0008873	12	DNA	English/Speech/Communications	Ricoh Business Systems Inc	Equip Additional \$200-\$4999	4,913
P0008874	11	ACB	Grants & Contract Services	Hilton Hotel	Conferences	4,448
P0008878	12	FMA	President - Moreno Valley	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	10,871
P0008880	12	AJF	Dean of Education - Riverside	Inland Empire Stages, Ltd.	Transportation Contracts	1,274
P0008883	12	FZP	Disabled Student Services	Adas, LLC	Equip Additional \$200-\$4999	3,151
P0008886	12	AJV	VTEA	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	1,678
P0008887	12	EZD	Health Services	Reasonable Cabinets	Fixtures & Fixed Equipment	9,870

Purchase Order and Warrant Report - All District Funds
 Purchase Orders \$1000 and over
 5/01/07 thru 5/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
P0008890	12	EZG	Campus Student Services	Sehi Computer Products, Inc.	Other Supplies	1,916
P0008893	12	DJA	Academic Affairs	Card Integrators	Comp Equip Additional \$5000 >	40,063
P0008894	11	FSB	Business & Computer Info Systems	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	1,250
P0008896	11	DJA	Academic Affairs	Gateway Companies, Inc.	Comp Equip Additional \$200-\$4999	20,066
P0008898	11	AMC	Information Services	Muehlebach, Eric	Conferences	1,857
P0008899	11	AAB	Board of Trustees	Medina, Jose	Other Travel Expenses	2,025
P0008900	12	DJA	Academic Affairs	Fry, Maureen	Conferences	1,893
P0008901	11	AAB	Board of Trustees	Figueroa, Mary	Other Travel Expenses	1,731
P0008902	12	DJA	Academic Affairs	Cramm, Kenneth	Conferences	1,890
P0008903	12	AXD	Community & Economic Dev	Van Hulle, Paul	Conferences	1,017
P0008906	12	AZP	Disabled Student Services	Modern Office	Other Supplies	4,488
P0008908	11	DQB	Life Sciences	Triarch Incorporated	Instructional Supplies	2,197
P0008909	11	DPB	Information Systems & Technology	Oce North America, Inc.	Equip Replacement \$200-\$4999	4,329
P0008910	11	AAA	Chancellor's Office	Viari, David	Consultants	1,500
P0008911	12	DPB	Information Systems & Technology	Fluke Network	Computer Software Maint/License	16,815
P0008912	41	DYA	Library	Ergonomichome.Com	Other Supplies	4,795
P0008913	11	DQB	Life Sciences	Ward's Natural Science Estab	Instructional Supplies	1,531
P0008914	11	DMB	Dean of Instruction - Riverside	Apple Computer, Inc.	Comp Equip Additional \$200-\$4999	4,160
P0008916	12	AZP	Disabled Student Services	Office Depot	Other Supplies	2,327
P0008918	11	added	Facilities - Moreno Valley	Angela's Glass	Repairs - Parts	1,012
P0008922	12	DNA	English/Speech/Communications	Office Depot	Equip Additional \$200-\$4999	2,370
P0008923	12	AZF	EOP&S	Island Advertising Specialties	Other Supplies	11,816
P0008929	11	AAA	Chancellor's Office	Community College Facility Coalition	Memberships	1,000
P0008932	11	AAAP	Public Affairs & Institutional Advance	Clear Channel Broadcasting, Inc.	Advertising	5,700
P0008939	12	ACW	Workforce Preparation	Target	Other Supplies	10,000

Purchase Order and Warrant Report - All District Funds
Purchase Orders \$1000 and over
5/01/07 thru 5/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
B0000160	11	EDD	Facilities - Norco	Chevron and Texaco Card Services	Other Transportation Supplies	5,500
B0000528	11	FDD	Facilities - Moreno Valley	Waxie Sanitary Supply	Custodial Supplies	20,865
B0000690	11	FTA	Academy / Criminal Services	I.N Curtis	Equip Additional \$200-\$4999	1,655
C0001002	41	DDD	Facilities	ASR Constructors, Inc.	Periphery Improvements for Parking Structure	32,046
C0001002	41	DDD	Facilities	ASR Constructors, Inc.	Periphery Improvements For Parking Structure	18,943
C0001006	11	ADB	Finance	Total Compensation Systems, Inc	Acturial Services Gasb 45	8,700
C0001011	41	FDD	Facilities - Moreno Valley	WWCOT	Architecture Services	1,137,348
C0001029	41	DDD	Facilities	KCT Consultants, Inc.	Engineering Services	30,540
C0001030	41	DYA	Library	Vantage Technology Consulting Group	Technology Consulting Services	158,837
C0001033	12	AJF	Dean of Education - Riverside	Nicholls, Kristine D.	Consultant Services	13,155
C0001043	41	DDD	Facilities	Keith Francis & Company, Inc.	Quad	182,500
C0001050	11	ADD	Facilities	Higginson+Cartozian Architects, Inc	MV ECS Improvemnets	7,890
C0001055	41	ADD	Facilities	John R. Byerly, Inc.	RSA	7,600
C0001058	41	DDD	Facilities	John R. Byerly, Inc.	Parking	341,277
C0001075	11	ACE	School of the Arts	Freeway Business Park Investors, LLC	Lease Agreement	16,690
C0001075	11	APR	Performance Riverside	Freeway Business Park Investors, LLC	Lease Agreement	5,487
C0001087	11	APR	Performance Riverside	Jones, Kerry	Scenic Painter	4,500
C0001096	11	AJO	Open Campus	Hollywood Film Institute	Community Education Presenter	2,000
C0001189	11	AXB	Customized Solutions	March Joint Powers Authority	Lease/Rent MEC	2,283
C0001189	11	AXD	Community & Economic Dev	March Joint Powers Authority	Lease/Rent MEC	4,617
C0001189	12	AXD	Community & Economic Dev	March Joint Powers Authority	Lease/Rent MEC	4,567
C0001189	11	DWA	Allied Health	March Joint Powers Authority	Lease/Rent MEC	23,034
C0001200	12	ACW	Workforce Preparation	Crain, Dan	Workshop Presenter - Foster Care Ed	1,650
C0001201	12	ACW	Workforce Preparation	Stephan, Victoria	Workshop Presenter - Foster Care Ed	1,950
C0001256	11	EOC	Arts, Humanities & World Languages	Fender Center	Facilities Use Fee Music Classes	43,177
C0001291	11	ENC	Communications	Corona - Norco Unified School Dist.	Classroom Use JFK High School	4,549
C0001291	11	EOA	Social & Behavioral Sciences	Corona - Norco Unified School Dist.	Classroom Use JFK High School	2,843
C0001291	11	EOC	Arts, Humanities & World Languages	Corona - Norco Unified School Dist.	Classroom Use JFK High School	1,170
C0001291	11	EQE	Physical and Life Sciences	Corona - Norco Unified School Dist.	Classroom Use JFK High School	2,767
C0001291	11	ESB	Business, Engineering & Information	Tech Corona - Norco Unified School Dist.	Classroom Use JFK High School	2,446
C0001293	11	EOC	Arts, Humanities & World Languages	Tams-Witmark Music Library, Inc.	Licensing/Rental My Fair Lady	1,504
C0001294	41	EDD	Facilities - Norco	Prowest Constructors	Phase III -Norco	100,000
C0001365	11	EQE	Physical and Life Sciences	City of Norco	Facilities Use Fee	3,210
C0001377	12	DSA	Applied Technology	Thermoair	Spray Booth- Purchase & Install	65,000
C0001381	11	DEB	Performing Arts	Kye Palmer, Inc.	Guest Artist	1,500
P0004336	11	AXB	Customized Solutions	Global Learning Partners, Inc.	Other Services - Training City of Corona	1,824
P0005996	12	AJF	VTEA	Best Buy Banner Co.	Other Supplies	2,502

Additions to Approved/Ratified Purchase Orders of \$1,000 and over

Purchase Order and Warrant Report - All District Funds
 Purchase Orders \$1000 and over
 5/01/07 thru 5/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
P0006833	12	DSA	Applied Technology	Full Compass Systems	Equip Additional \$200-\$4999	11,806
P0007545	12	DSA	Applied Technology	Murray's Hotel & Restaurant	Equip Additional \$200-\$4999	1,131
P0007693	11	FYA	Library	Gateway Companies, Inc.	Comp Equip Replacement \$200-\$4999	4,873
P0007848	11	DSA	Applied Technology	Joseph Webb Foods	Instructional Supplies	3,259
P0008041	11	DYA	Library	A A Equipment Rental Co., Inc.	Other Services - Training City of Corona	1,052
P0008049	12	FDD	Facilities - Moreno Valley	Hazmat Chemical Storage, Inc	Equip Additional \$200-\$4999	4,914
P0008154	41	FDD	Facilities - Moreno Valley	CBE Office Solutions	Equip Additional \$200-\$4999	10,970
					Purchase Orders - Pages 1 - 7	4,780,542
					PO Additions - Pages 8 - 9	2,304,129
					Purchase Orders \$1,000 and Over	7,084,671
					Purchase Orders under \$1,000	140,755
					Grand Total	7,225,426

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3

Date: June 19, 2007

Subject: Annuities

Background: The staff listed on the attached report have requested that their employment contracts be changed to reflect adjustment to their annuities.

Recommended Action: It is recommended that the Board of Trustees approve Amendment to Employment Contracts and terminations as per attached list.

Salvatore G. Rotella
Chancellor

Prepared by: Art Alcaraz
Director, Diversity & Human Resources

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments

Background: The 2006-07 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are underbudgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve transfers between major expenditure classifications to allow for needed purchases. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). Additionally, at the close of each fiscal year, it is necessary for the Board to grant authority to make necessary balancing transfers among the various accounts and funds of the district. The following budget transfers have been requested:

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
1.	Transfer to provide for membership in the Community College Facility Coalition.		
	From: Chancellor's Office	Supplies	\$ 200
	To: Chancellor's Office	Memberships	\$ 200
2.	Transfer to provide for mileage.		
	From: Compliance, Contracts & Legal	Supplies	\$ 150
	To: Compliance, Contracts & Legal	Mileage	\$ 150
3.	Transfer to provide for theatrical storage.		
	From: School for the Arts	Classified Overtime Supplies	\$ 2,550 978
	To: School for the Arts	Rents and Leases	\$ 3,528

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
4. Transfer to reallocate the Riverside School for the Arts budget. (Fund 12, Resource 1190)		
From: Riverside School for the Arts	Academic Special Project	\$ 742
	Reference Books	61
	Periodicals/Magazines	494
	Copying and Printing	41
	Supplies	1,376
To: Riverside School for the Arts	Classified FT	\$ 381
	Employee Benefits	361
	Cellular Telephone	69
	Conferences	400
	Transportation	127
	Other services	1,376
5. Transfer to reallocate the Career Ladder Nursing Education grant. (Fund 12, Resource 1190)		
From: Workforce Prep	Classified Hourly	\$ 2,267
	Other Services	1,100
To: Workforce Prep	Reference Books	\$ 1,050
	Supplies	1,100
	Equipment	1,217
6. Transfer to provide for printing and copying for the Foster and Kinship Care Education Grant. (Fund 12, Resource 1190)		
From: Workforce Prep	Classified Perm. PT	\$ 629
To: Workforce Prep	Copying and Printing	\$ 629

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
7. Transfer to reallocate the Foster Youth Emancipation Program budget. (Fund 12, Resource 1190)		
From: Workforce Prep	Employee Benefits	\$ 31,000
	Conferences	15,000
	Other Services	14,000
	Transportation/Bus Passes	1,016
To: Workforce Prep	Supplies	\$ 45,000
	Food	6,016
	Equipment	10,000
8. Transfer to reallocate the CalWORKs budget. (Fund 12, Resource 1190)		
From: Workforce Prep	Classified FT Admin	\$ 3,400
	Other Services	24,724
To: Workforce Prep	Supplies	\$ 8,258
	Conferences	231
	Comp Software Main/Lic	2,625
	Equipment Replacement	16,010
	Book Grants	1,000
9. Transfer to provide for Spruce Street building repairs, abbreviated schedule printing and off-site facility rental.		
From: Salary Savings	Instr Salaries, Reg FT	\$ 23,850
	Classified FT	60,000
To: Finance, District Office	Repairs	\$ 4,000
Public Affairs	Catalogue Printing	56,000
Education Svc - Norco	Rents and Leases	23,850

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
10. Transfer to purchase replacement equipment.		
From: Administration and Finance	Supplies	\$ 4,393
To: Administration and Finance	Equipment Replacement	\$ 4,393
11. Transfer to purchase equipment.		
From: Academic Affairs	Classified Overtime	\$ 3,000
	Memberships	70
To: Academic Affairs	Equipment	\$ 3,070
12. Transfer to reallocate the Basic Skills Reappropriation Program budget. (Fund 12, Resource 1190)		
From: Occupational Ed/Contracts	Supplies	\$ 251
Academic Affairs, Riverside	Other Services	20,000
To: Occupational Ed/Contracts	Classified FT	\$ 125
	Employee Benefits	126
Academic Affairs, Riverside	Equipment	20,000
13. Transfer to reallocate the VTEA Title I-C budget. (Fund 12, Resource 1190)		
From: VTEA	Academic PT Non-Instr	\$ 1,693
	Academic Special Project	23,365
	Student Help – Non Instr	550
	Instructional Supplies	1,117
	Instr Media Material	96
	Supplies	559
	Conferences	1,327
To: VTEA	Equipment	\$ 28,707

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
14. Transfer to purchase new and replacement equipment.		
From: Information Services	Comp Software Maint/Lic	\$ 8,068
To: Information Services	Equipment	\$ 4,479
	Equipment Replacement	3,589
15. Transfer to purchase equipment.		
From: Comm and Econ Development	Postage	\$ 500
To: Comm and Econ Development	Equipment	\$ 500
16. Transfer to reallocate the Small Business Development Center grant budget. (Fund 12, Resource 1190)		
From: Comm and Econ Development	Advertising	\$ 1,474
To: Comm and Econ Development	Classified Hourly	1,400
	Employee Benefits	74
17. Transfer to reallocate the Center for Applied Competitive Technology Grant budget. (Fund 12, Resource 1190)		
From: CACT	Equipment Replacement	\$ 1,000
To: CACT	Conferences	\$ 1,000
18. Transfer to purchase replacement equipment. (Fund 12, Resource 1190)		
From: Center for Int'l Trade	Classified FT Admin	\$ 4,800
To: Center for Int'l Trade	Equipment Replacement	\$ 4,800

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
19. Transfer to provide support staff for playoff games.		
From: Student Services, District	Classified Hourly	\$ 70
To: Student Services, District	Other Services	\$ 70
20. Transfer to purchase supplies.		
From: RCCD ID Cards	Equipment	\$ 257
To: RCCD ID Cards	Supplies	\$ 257
21. Transfer to provide for conversion of microfilm and microfiche.		
From: Admissions and Records	Copying and Printing	\$ 20,000
To: Admissions and Records	Other Services	\$ 20,000
22. Transfer to provide for EOPS book grants. (Fund 12, Resource 1190).		
From: EOPS/CARE, District	Classified Hourly	\$ 9,509
	Employee Benefits	1,874
	Supplies	13,694
EOPS/CARE, Riverside	Academic PT Non-Instr	3,059
	Employee Benefits	1,428
To: EOPS/CARE, Riverside	Book Grants	\$ 29,564

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
23. Transfer to purchase instructional supplies.		
From: Art	Professional Services	\$ 1,832
	Instructional Aides, Hourly	1,500
To: Art	Instructional Supplies	\$ 3,332
24. Transfer to purchase instructional supplies.		
From: Ceramics	Student Help - Instructional	\$ 3,400
To: Ceramics	Instructional Supplies	\$ 3,400
25. Transfer to purchase theater and instructional supplies.		
From: Dramatic Arts	Postage	\$ 1,500
	Lecturers	600
	Rents and Leases	2,500
Off Broadway Play Series	Rents and Leases	2,500
	Costume Rentals	1,500
To: Dramatic Arts	Instructional Supplies	\$ 600
	Theater Supplies	4,000
Off Broadway Play Series	Theater Supplies	4,000
26. Transfer to purchase instructional supplies.		
From: Academic Affairs, Riverside	Equipment	\$ 800
To: Forensics, Riverside	Instructional Supplies	\$ 800

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
27. Transfer to provide for conferences and supplies.		
From: President, Riverside	Academic Special Project	\$ 4,318
	Classified Overtime	1,500
To: President, Riverside	Supplies	\$ 1,500
	Conferences	3,418
Student Services, Riverside	Supplies	900
28. Transfer to purchase reference books and to provide for brochure and newsletter printing.		
From: Honors Program, Riverside	Equipment	\$ 400
To: Honors Program, Riverside	Reference Books	\$ 120
	Copying and Printing	280
29. Transfer to purchase instructional supplies.		
From: Chemistry, Riverside	Conferences	\$ 1,200
To: Chemistry, Riverside	Instructional Supplies	\$ 1,200
30. Transfer to purchase equipment.		
From: Cosmetology	Instructional Supplies	\$ 4,635
To: Cosmetology	Equipment	\$ 4,635

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
31. Transfer to purchase equipment.		
From: Allied Health, Riverside	Instructional Supplies	\$ 1,215
	Other Services	400
To: Allied Health, Riverside	Equipment Replacement	\$ 1,615
32. Transfer to purchase instructional supplies and assessment tests. (Fund 12, Resource 1190)		
From: Nursing Capacity Building	Equipment	\$ 28,801
To: Nursing Capacity Building	Tests	\$ 7,801
	Instructional Supplies	21,000
33. Transfer to purchase equipment.		
From: Library, Riverside	Comp Software Maint/Lic	\$ 18,480
To: Library, Riverside	Equipment	\$ 18,480
34. Transfer to reallocate the Quad Modernization Equipment budget. (Fund 41, Resource 4160)		
From: Quad Modernization Equip	Equipment	\$ 5,182
To: Quad Modernization Equip	Supplies	\$ 5,182
35. Transfer to provide for travel expenses for playoffs.		
From: Athletics, Riverside	Instr Aides - Substitute	\$ 28,000
To: Athletics, Riverside	Travel Expenses	\$ 28,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
36. Transfer to reallocate the Norco Facilities budget.		
From: Building Maintenance	Classified Substitutes	\$ 8,000
	Repairs	674
Grounds	Classified Hourly	2,026
To: Building Maintenance	Repair Parts	\$ 6,000
	Equipment Replacement	2,700
Grounds	Grounds/Garden Supplies	2,000
37. Transfer to purchase equipment.		
From: President, Norco	Rents and Leases	\$ 2,500
	Repairs	3,779
To: Library, Norco	Equipment Replacement	\$ 6,279
38. Transfer to provide for travel expenses. (Fund 12, Resource 1190)		
From: Talent Search, TRIO, Norco	Academic PT Teaching	\$ 5,893
	Employee Benefits	651
To: Talent Search, TRIO, Norco	Travel Expenses	\$ 6,544
39. Transfer to purchase replacement equipment.		
From: Computer Info Systems, Norco	Instructional Supplies	\$ 5,000
To: Computer Info Systems, Norco	Equipment Replacement	\$ 5,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
40. Transfer to purchase instructional supplies.		
From: Mfg. and Industrial Tech., Norco	Postage	\$ 600
	Mileage	200
	Memberships	20
	Towel Service	300
To: Mfg. and Industrial Tech, Norco	Instructional Supplies	\$ 1,120
41. Transfer to purchase equipment.		
From: Student Services, Norco	Supplies	\$ 432
To: Student Services, Norco	Equipment	\$ 432
42. Transfer to reallocate the Student Support Services Grant budget. (Fund 12, Resource 1190)		
From: TRIO, Norco	Travel Expenses	\$ 3,050
To: TRIO, Norco	Reference Books	\$ 550
	Copying and Printing	600
	Supplies	800
	Food	1,100
43. Transfer to provide for mileage.		
From: Student Act. Intramurals, Norco	Food	\$ 200
To: Student Act. Intramurals, Norco	Mileage	\$ 200

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
44. Transfer to purchase supplies.		
From: Educ Svc – One Time, MV	Equipment	\$ 500
To: Educ Svc – One Time, MV	Supplies	\$ 500
45. Transfer to reallocate the Title V Program budget. (Fund 12, Resource 1190).		
From: Title V – Moreno Valley	Academic FT Administrator	\$ 3,103
	Classified Special Project	3,668
	Student Help – Non Instr	3,564
To: Title V – Moreno Valley	Reference Books	\$ 300
	Instructional Supplies	3,130
	Periodicals/Magazines	105
	Software	170
	Supplies	5,000
	Food	130
	Cellular Telephone	500
	Equipment	1,000
46. Transfer to reallocate the Title V – Moreno Valley Campus UCR/COOP Program budget. (Fund 12, Resource 1190)		
From: Title V – UCR/COOP	Academic FT Admin	\$ 5,000
	Academic PT Non-Instr	15,000
	Academic Special Project	35,000
	Classified FT	30,000
	Student Help – Non Instr	10,000
	Employee Benefits	3,000
To: Title V – UCR/COOP	Transportation	\$ 400
	Other Services	38,600
	Equipment	59,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
47. Transfer to purchase supplies.		
From: Honors Program, Moreno Valley	Other Services	\$ 700
To: Honors Program, Moreno Valley	Supplies	\$ 700
48. Transfer to provide additional funding for microscope slide cabinet.		
From: Microbiology, Moreno Valley	Instructional Supplies	\$ 20
To: Microbiology, Moreno Valley	Equipment	\$ 20
49. Transfer to purchase equipment.		
From: Fire Technology	Other Services	\$ 1,655
To: Fire Technology	Equipment	\$ 1,655
50. Transfer to reallocate the Student Health Fund budget. (Fund 12, Resource 1070)		
From: Health Services, District	Professional Services	\$ 135
Health Services, Norco	Student Help – Non Instr	4,667
	Comp Software Maint/Lic	1,054
Health Services, Moreno Valley	Student Help – Non Instr	961
To: Health Services, District	Instructional Supplies	\$ 135
Health Services, Norco	Employee Benefits	610
	Periodicals/Magazines	211
	Fixtures and Fixed Equipment	4,900
Health Services, Moreno Valley	Periodicals/Magazines	211
	Waste Disposal	750

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
51. Transfer to reallocate the Instructional Equipment and Materials budget. (Fund 12, Resource 1190).		
From: Phys. & Life Sciences, Norco	Equipment	\$ 2,927
Dean of Instruction, MV	Equipment	150
Bus., Comp. Info. Sys., MV	Equipment	815
Counseling, Riverside	Equipment	136
To: Phys. & Life Sciences, Norco	Instructional Supplies	\$ 2,927
Health, Hum., Public Svs, MV	Instructional Media	150
Bus., Comp. Info. Sys., MV	Supplies	815
Counseling, Riverside	Supplies	136
52. Transfer to reallocate the Matriculation program budget. (Fund 12, Resource 1190)		
From: Matriculation, District	Copying and Printing	\$ 2,027
Matriculation, Norco	Classified FT	1,694
	Supplies	649
To: Matriculation, District	Telephone	\$ 2,325
	Equipment	920
	Conferences	476
Matriculation, Norco	Equipment	649
53. Transfer to reallocate the Career/Technology program budget. (Fund 12, Resource 1190).		
From: Academic Affairs, District	Supplies	\$ 7,700
Health, Hum., Public Svc., MV	Equipment	3,966
	Software	518
To: Bus., Eng. & Info. Svc., Norco	Equipment	\$ 3,875
	Reference Books	3,825
Health, Hum., Public Svc., MV	Comp. Software Maint/Lic	4,484

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
54. Transfer to provide for luncheon for Classified School Employees' Week at Norco.		
From: CL Staff Development	Supplies	\$ 400
To: CL Staff Development	Other Services	\$ 400
55. Transfer to provide for Academic Special Projects.		
From: Dean of Instruction, Riverside	Supplies	\$ 3,000
Dean of Instruction, Moreno Valley	Conferences	4,500
To: Dean of Instruction, Riverside	Academic Special Projects	\$ 3,000
Dean of Instruction, Moreno Valley	Academic Special Projects	4,500
56. Transfer to purchase replacement equipment for the Norco Humanities 111 classroom.		
From: Dean of Instruction, Norco	Classified Hourly	\$ 2,549
	Classified Substitutes	11,718
	Instructional Supplies	2,000
	Copying and Printing	183
	Supplies	1,300
	Mileage	332
	Equipment	150
To: Building Maintenance, Norco	Equipment Replacement	\$ 18,232

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
57. Transfer to purchase computers for the Norco Library.		
From: Multiple Norco Departments	Classified Hourly	\$ 6,750
	Instructional Aides, Hourly	5,476
	Reference Books	1,155
	Instructional Supplies	7,064
	Periodicals/Magazines	381
	Instructional Media	165
	Tests	5,550
	Copying and Printing	4,583
	Software	3,150
	Supplies	4,864
	Food	540
	Postage	500
	Professional Services	1,600
	Conferences	600
	Memberships	2,330
	Fidelity Bond Premiums	350
	Cellular Telephone	2,000
	Repairs	3,400
	Comp. Software Maint/Lic	7,100
	Transportation	1,000
	Other Services	9,080
To: Library, Norco	Equipment Replacement	\$ 67,638

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
58. Transfer to purchase computers and a cart for the Norco Reading Room.		
From: Multiple Norco Departments	Classified Hourly	\$ 3,951
	Instructional Aides, Hourly	3,900
	Reference Books	756
	Instructional Supplies	4,662
	Periodicals/Magazines	1,219
	Copying and Printing	2,885
	Computer Service Supplies	100
	Software	1,850
	Supplies	441
	Temporary Services	3,579
	Memberships	994
	Cellular Telephone	1,000
	Comp Software Maint/Lic	3,717
To: Reading Skills	Equipment	\$ 29,054

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 19, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
59. Transfer to purchase equipment for the Moreno Valley Campus.		
From: Multiple Moreno Valley Depts.	Postage	\$ 452
	Consultants	1,968
	Lecturers	4,307
	Professional Services	3,000
	Mileage	5,657
	Conferences	10,872
	Memberships	2,389
	Cellular Telephone	322
	Laundry and Cleaning	212
	Repairs	7,939
	Comp Software Maint/Lic	5,822
	License Fees	68
	Other Services	6,588
To: Facilities, Moreno Valley	Supplies	\$ 17,763
	Equipment	27,917
Business Operations	Equipment	3,916

Recommended Action: It is recommended that the Board of Trustees approve the budget transfers as presented. It is further recommended that the Board of Trustees authorize making the necessary balancing transfers among the various accounts and funds of the district.

Salvatore G. Rotella
Chancellor

Prepared by: Aaron S. Brown
Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b-1

Date: June 19, 2007

Subject: Resolution to Amend Budget – Resolution No. 49-06/07
2006-2007 Nursing Faculty Recruitment and Retention Program

Background: Riverside Community College District has received funding for the 2006-2007 Nursing Faculty Recruitment and Retention Program in the amount of \$307,340 from the California Community Colleges Chancellor's Office. The funds will be used to recruit and retain nursing faculty in their first through fifth years of teaching and to offer incentives in the form of stipends to full-time and part-time nursing instructors for instruction in clinical settings during evening and/or weekend hours.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$307,340 to the budget and authorize the Vice Chancellor Administration and Finance to sign the resolution.

Salvatore G. Rotella
Chancellor

Prepared by: Sandra Baker
District Dean, School of Nursing

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 49-06/07

2006-2007 Nursing Faculty Recruitment and Retention Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$307,340 is assured to said district, which exceeds amounts previously budgeted; and

WHEREAS the governing board of the Riverside Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED such additional funds be appropriated according to the schedule on the attached page.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 19, 2007.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 49-06/07
 2006-2007 Nursing Faculty Recruitment and Retention Program

Year County District Date Fund
 07 33 07 6/19/2007 12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0250	8659	307,340 00	REVENUE

								EXPENDITURES
12	DWA	1190	0	1230	1250	1330	129,228 00	Acad PT Teaching
12	DWA	1190	0	6012	6250	1479	136,863 00	Acad Xtra Duty Non Teach
12	DWA	1190	0	1230	1250	3110	10,660 00	Employee Benefits
12	DWA	1190	0	6012	6250	3130	11,291 00	
12	DWA	1190	0	1230	1250	3315	1,874 00	
12	DWA	1190	0	6012	6250	3335	1,985 00	
12	DWA	1190	0	1230	1250	3510	65 00	
12	DWA	1190	0	6012	6250	3530	68 00	
12	DWA	1190	0	1230	1250	3610	1,693 00	
12	DWA	1190	0	6012	6250	3630	1,793 00	
12	DWA	1190	0	6012	6250	5910	11,820 00	Indirect Cost Recovery

307,340 00	TOTAL INCOME
307,340 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b-2

Date: June 19, 2007

Subject: Resolution to Amend Budget – Resolution No. 50-06/07
2006-2007 Independent Living Program

Background: The Riverside Community College District has received additional funding for the 2006-2007 Independent Living Program in the amount of \$4,100 from The Community College Foundation. The funds will be used to provide supplies and materials in support of “Baby City,” an event at the Riverside Convention Center. The event provides workshops to give foster youth who are parents of infants and toddlers the opportunity to learn positive discipline methods, proper nutrition, and proper safety measures to insure a healthy and positive environment for their children.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$4,100 to the budget and authorize the Vice Chancellor Administration and Finance to sign the resolution.

Salvatore G. Rotella
Chancellor

Prepared by: Shelagh Camak,
Associate Vice Chancellor, Workforce Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 50-06/07

2006-2007 Independent Living Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$4,100 is assured to said district, which exceeds amounts previously budgeted; and

WHEREAS the governing board of the Riverside Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED such additional funds be appropriated according to the schedule on the attached page.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 19, 2007.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b-3

Date: June 19, 2007

Subject: Resolution to Amend Budget – Resolution No. 51-06/07
2006-2007 Career Technical Education Teacher Preparation Pipeline Program

Background: The Riverside Community College District has received funding for the 2006-2007 Career Technical Education Teacher Preparation Pipeline Program in the amount of \$296,116 from the California Community Colleges Chancellor's Office. The funds will be used to address the anticipated shortage of secondary and community college Career Technical Education Teachers. The funds will be allocated for salaries, benefits, instructional and office supplies, conferences, computer software and hardware, and to provide training stipends for program participants.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$296,116 to the budget and authorize the Vice Chancellor Administration and Finance to sign the resolution.

Salvatore G. Rotella
Chancellor

Prepared by: Ola M. Jackson
Associate Dean, Teacher Preparation & Education Programs

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 51-06/07

2006-2007 Career Technical Education Teacher Preparation Pipeline Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$296,116 is assured to said district, which exceeds amounts previously budgeted; and

WHEREAS the governing board of the Riverside Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED such additional funds be appropriated according to the schedule on the attached page.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 19, 2007.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 51-06/07

2006-2007 Career Technical Education Teacher Preparation Pipeline Program

Year County District Date Fund
 07 33 07 6/19/2007 12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0035	8659	296,116 00	REVENUE
EXPENDITURES								
12	AJF	1190	0	6017	9035	1218	51,136 00	Acad Reg FT Administrator
12	AJF	1190	0	6017	9035	1219	22,960 00	Acad Reg FT Non-Instructional
12	AJF	1190	0	6017	9035	1490	15,652 00	Acad Non-Instructional Other
12	AJF	1190	0	6017	9035	2119	39,120 00	Classified Salary FT
12	AJF	1190	0	6017	9035	2139	37,800 00	Classified PT Hourly As Needed
12	AJF	1190	0	6017	9035	3130	7,404 00	Employee Benefits
12	AJF	1190	0	6017	9035	3220	3,569 00	
12	AJF	1190	0	6017	9035	3320	2,425 00	
12	AJF	1190	0	6017	9035	3325	1,115 00	
12	AJF	1190	0	6017	9035	3335	1,301 00	
12	AJF	1190	0	6017	9035	3420	14,914 00	
12	AJF	1190	0	6017	9035	3430	16,019 00	
12	AJF	1190	0	6017	9035	3520	38 00	
12	AJF	1190	0	6017	9035	3530	45 00	
12	AJF	1190	0	6017	9035	3620	1,008 00	
12	AJF	1190	0	6017	9035	3630	1,176 00	
12	AJF	1190	0	6017	9035	4320	700 00	Instructional Supplies
12	AJF	1190	0	6017	9035	4330	150 00	Periodicals/Magazines
12	AJF	1190	0	6017	9035	4555	600 00	Copying/Printing
12	AJF	1190	0	6017	9035	4590	4,150 00	Office and Other Supplies
12	AJF	1190	0	6017	9035	5045	300 00	Postage
12	AJF	1190	0	6017	9035	5110	3,705 00	Consultants
12	AJF	1190	0	6017	9035	5210	1,940 00	Mileage
12	AJF	1190	0	6017	9035	5220	2,000 00	Conferences
12	AJF	1190	0	6017	9035	5649	1,500 00	Comp Software Maint/Lic
12	AJF	1190	0	6017	9035	5890	24,000 00	Training stipends for 60 program participants @ \$400 each
12	AJF	1190	0	6017	9035	5910	11,389 00	Indirect Cost Recovery
12	AJF	1190	0	6017	9035	6485	30,000 00	Computer Equip < \$5,000
							296,116 00	TOTAL INCOME
							296,116 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b-4

Date: June 19, 2007

Subject: Resolution to Amend Budget – Resolution No. 52-06/07
2006-2007 Strengthening Career and Technical Education Programs
Riverside Community College Moreno Valley Campus Allied Health Partnership

Background: The Riverside Community College District has received funding for the 2006-2007 Strengthening Career and Technical Education Programs Riverside Community College Moreno Valley Campus Allied Health Partnership in the amount of \$250,000 from the California Community Colleges Chancellor's Office. The funds will be used to provide expanded vocational and career technical education opportunities for high school students and improve linkages between the career and technical curricula of the high schools in Moreno Valley Unified School District, the Riverside County Regional Occupational Program, and RCCD. This will be accomplished through the implementation of coordinated recruitment efforts, including an intensive summer academy, articulating course work, aligning curriculum, and developing an advisory committee to link education with business, industry and labor.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$250,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Salvatore G. Rotella
Chancellor

Prepared by: Ron Vito
Associate Vice Chancellor, Occupational Education

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 52-06/07

2006-2007 Strengthening Career and Technical Education Programs
Riverside Community College Moreno Valley Campus Allied Health Partnership

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$250,000 is assured to said district, which exceeds amounts previously budgeted; and

WHEREAS the governing board of the Riverside Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED such additional funds be appropriated according to the schedule on the attached page.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 19, 2007.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 52-06/07
 2006-2007 Strengthening Career Technical Education Programs
 Riverside Community College Moreno Valley Campus Allied Health Partnership

Year	County	District	Date	Fund					
07	33	07	6/19/2007	12					
Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description	
12	000	1190	0	0000	0033	8659	250,000 00	REVENUE	
EXPENDITURES									
12	FJA	1190	0	6010	2033	1490	15,657 00	Non-Instructional Other	
12	FJA	1190	0	6010	2033	2118	8,001 00	Classified Salary FT Admin	
12	FJA	1190	0	6010	2033	2119	3,912 00	Classified Salary FT	
12	FJA	1190	0	6010	2033	2139	16,400 00	Classified Salary Hrly	
12	FJA	1190	0	6010	2033	2190	3,000 00	Classified Special Proj	
12	FJA	1190	0	6010	2033	3130	1,292 00	Employee Benefits	
12	FJA	1190	0	6010	2033	3220	1,361 00		
12	FJA	1190	0	6010	2033	3320	925 00		
12	FJA	1190	0	6010	2033	3325	454 00		
12	FJA	1190	0	6010	2033	3335	227 00		
12	FJA	1190	0	6010	2033	3420	9,534 00		
12	FJA	1190	0	6010	2033	3520	16 00		
12	FJA	1190	0	6010	2033	3530	8 00		
12	FJA	1190	0	6010	2033	3620	410 00		
12	FJA	1190	0	6010	2033	3630	205 00		
12	FJA	1190	0	6010	2033	4555	1,541 00	Copying and Printing	
12	FJA	1190	0	6010	2033	4590	16,703 00	Office and Other Supplies	
12	FJA	1190	0	6010	2033	5045	4,920 00	Postage	
12	FJA	1190	0	6010	2033	5210	485 00	Mileage	
12	FJA	1190	0	6010	2033	5220	4,400 00	Conferences	
12	FJA	1190	0	6010	2033	5630	8,600 00	Facility Rental/Catering	
							250,000 00	PAGE SUBTOTAL INCOME	
							98,051 00	PAGE SUBTOTAL EXPENDITURES	

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 52-06/07
 2006-2007 Strengthening Career Technical Education Programs
 Riverside Community College Moreno Valley Campus Allied Health Partnership

Year	County	District	Date	Fund					
07	33	07	6/19/2007	12					
Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code	Description
12	000	1190	0	0000	0033	8659	0 00		REVENUE
									EXPENDITURES
12	FJA	1190	0	6010	2033	5890	69,704 00		Reimburse Riverside Co ROP for Project Coordinator
12	FJA	1190	0	6010	2033	5890	8,000 00		Reimburse Riverside Co ROP or Mo Val USD for teacher release time
12	FJA	1190	0	6010	2033	5890	3,750 00		Reimburse Riverside Co ROP or Mo Val USD for substitutes for faculty participating in prof. staff develop activities
12	FJA	1190	0	6010	2033	5890	12,000 00		Reimburse Mo Val USD for teacher stipends or faculty/counselor to lead Career Club
12	FJA	1190	0	6010	2033	5890	24,130 00		Reimburse Mo Val USD for Career Development Facilitator
12	FJA	1190	0	6010	2033	5890	1,500 00		Reimburse Mo Val USD for transporting students to two health career events
12	FJA	1190	0	6010	2033	5890	20,000 00		Reimburse Mo Val USD for stipends paid to 20 students in Summer Academy
12	FJA	1190	0	6010	2033	5890	1,250 00		Reimburse Mo Val USD for transporting Summer Academy students on 5 field trips
12	FJA	1190	0	6010	2033	5890	2,000 00		Honorariums for guest lecturers at 20 lectures
12	FJA	1190	0	6010	2033	5910	9,615 00		Indirect Cost Recovery
							0 00		PAGE SUBTOTAL INCOME
							151,949 00		PAGE SUBTOTAL EXPENDITURES
							250,000 00		TOTAL INCOME
							250,000 00		TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-5-a

Date: June 19, 2007

Subject: Award of Bid – PBX Building Expansion Project

Background: The Riverside Community College District solicited an Invitation for Bid for the PBX Building Expansion Project. On June 1, 2007, bids were received from three vendors. The results were as follows:

<u>Contractor</u>	<u>Total</u>	<u>Location</u>
ASR Constructors	203,000	Riverside
JM Builders	298,000	Redlands
Hinkley & Associates	307,000	Highland

Based upon review, District staff recommends awarding the total bid, in the amount of \$203,000 to ASR Constructors from Riverside. References for ASR Constructors were checked and found to be satisfactory. Funding will come from Fund 41, budgeted in Resource 4160.

Recommended Action: It is recommended that the Board of Trustees award a bid for the PBX Building Expansion Project in the amount of \$203,000 to ASR Constructors and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No: V-A-5-b

Date: June 19, 2007

Subject: Award of Bid - Datatel Colleague Release 18 Hardware

Background: The District is seeking a hardware solution for its Datatel Colleague enterprise software environment suitable for Release 18 of the software. On April 16th, 2007, a presentation was made to the Districts' Resources Committee detailing the requirements of the new system with a not to exceed cost estimation of \$800,000. The Board of Trustees formally approved the release of a Request for Proposal (RFP) for the system on April 17th, 2007. Bidders were requested to submit bid proposals for new Hewlett Packard hardware, five years of Hewlett Packard hardware warranty and software maintenance, and the complete staging and configuration of the system. Subsequently, on May 23rd, 2007, three bid proposals were received in response to the RFP for the hardware.

The results were:

Forsythe Solutions Group of Irvine, California	\$710,819
Systems Technology Associates of Tustin, California	\$724,682
Sysix Consulting of Downers Grove, Illinois	\$780,596

Please note that the above prices do not include sales tax of 7.75% or shipping costs. Based upon our review, District staff recommends awarding the total bid amount of \$760,000 (includes estimated sales tax and shipping costs) to Forsythe Solutions Group. References for the low bidder were checked and found to be satisfactory. Funding will come from Measure C.

Recommended Action: It is recommended that the Board of Trustees award the bid for the Datatel Release 18 hardware, including five years of 24/7 Hewlett Packard hardware warranty and software maintenance to Forsythe Solutions Group, in the amount of \$760,000 and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Steve Gilson
Associate Vice Chancellor
Information Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: June 19, 2007

Subject: Out-of-State Travel

Board Policy 7011 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles; It is recommended that out-of-state travel be granted to:

Retroactive:

- 1) Dr. Shelagh Camak, associate vice chancellor, workforce preparation, to travel to Washington, D.C., June 3-8, 2007, to attend grant development meetings with various funding agencies. Estimated cost: \$2,550.99. Funding source: the general fund.
- 2) Ms. Chris Carlson, chief of staff/executive assistant to the Chancellor, to travel to Washington, D.C., June 3-8, 2007, to attend grant development meetings with various funding agencies. Estimated cost: \$2,507.11. Funding source: the general fund.
- 3) Mr. Steve Diaz, fire academy coordinator, fire technology, to travel to Emitsburg, Maryland, June 1-5, 2007, to attend the Fire and Emergency Services Higher Education Conference. Estimated cost: \$1,308.20. Funding source: Vocational Technology Education Act – Title I-C grant funds.
- 4) Dr. Lyn Greene, associate dean, grant and contract services, to travel to Washington, D.C., June 3-8, 2007, to attend grant development meetings with various funding agencies. Estimated cost: \$2,625.21. Funding source: the general fund.
- 5) Ms. Chie Ishihara, instructor, business administration, to travel to East Lansing, Michigan, May 28-June 3, 2007, to attend the Centers for International Business Education and Research 7th Biennial International Business Conference. Estimated cost: \$1,636.95. Funding source: Center for International Trade Development funds.
- 6) Ms. Donna Lesser, assistant professor, dental hygiene, Moreno Valley Campus, to travel to Santa Ana Pueblo, New Mexico, June 8-12, 2007, to attend the American Dental Educators' Association's Allied Dental Program Directors' Conference. Estimated cost: \$2,069.20. Funding source, the general fund.
- 7) Mr. Hank Rogers, director, Center for Applied Competitive Technology, to travel to Washington, D.C., June 3-6, 2007, to attend grant development meetings with various funding agencies. Estimated cost: \$1,207.39. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: June 19, 2007

Subject: Out-of-State Travel (continued)

- 8) Dr. Clarence Romero, associate professor, psychology, to travel to Grand Canyon National Park, Arizona, June 8-10, 2007, accompanying 25 students participating in a leadership field training exercise. There is no cost to the District.
- 9) Mr. Jeffrey Williamson, statewide director, Center for International Trade Development, to travel to Washington, D.C., June 4-6, 2007, to attend grant development meetings with various funding agencies. Estimated cost: \$1,103.00. Funding source: the general fund.

Revisions:

- 1) At the meeting of May 15, 2007, the Board approved out-of-state travel for Board President Mary Figueroa, Board Vice President Virginia Blumenthal, Chancellor Salvatore Rotella and Vice Chancellor James Buysse, to travel to New York City, New York, May 19-23, 2007, to participate in meetings with bond underwriters and to visit the Culinary Institute of America. The estimated total cost was \$1,200.00. The funding source was to be the general fund, with costs to be either reimbursed from or paid directly from bond issuance costs. All costs were incurred by the individuals, and the District will hence be reimbursed for their travel costs. The actual expenses being presently paid from the general fund are: Mary Figueroa: \$2,027.68, Virginia Blumenthal: \$2,084.13, Salvatore Rotella: \$597.31, and James Buysse: \$2,372.66.
- 2) At the meeting of March 20, 2007, the Board approved out-of-state travel for Mr. Richard Keeler, director, grant and contract services, to travel to Cranberry Township, Pennsylvania, April 23-26, 2007, to attend The Compression Planning Advantage Workshop for Grant Developers. Estimated cost: \$3,132.50. Funding source: the general fund. The cost of travel increased to \$3,711.58.

Current:

Moreno Valley Campus:

- 1) Ms. Angela Boland, secretary IV, economic and community development, to travel to Denver, Colorado, September 16-19, 2007, to attend the Association of Small Business Development Centers 27th Annual Conference. Estimated cost: \$1,470.00. Funding source: the Small Business Development TriTECH grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: June 19, 2007

Subject: Out-of-State Travel

- 2) Mr. Brook Cross, technology business advisor, economic and community development, to travel to Denver, Colorado, September 16-19, 2007, to attend the Association of Small Business Development Centers 27th Annual Conference. Estimated cost: \$969.25. Funding source: the Small Business Development TriTECH grant funds.
- 3) Mr. Felipe Galicia, instructor, biology, to travel to Austin, Texas, August 8-12, 2007, to attend the Sex and Gender in Cardiovascular-Renal Physiology and Pathophysiology Conference. Estimated cost: \$1,790.00. Funding source: faculty development funds.
- 4) Mr. Mark Mitchell, director, TriTECH Small Business Development Center, economic and community development, to travel to Denver, Colorado, September 16-19, 2007, to attend the Association of Small Business Development Centers 27th Annual Conference. Estimated cost: \$1,519.25. Funding source: the Small Business Development TriTECH grant funds.
- 5) Mr. Mark Monaghan, technology business advisor, economic and community development, to travel to Denver, Colorado, September 16-19, 2007, to attend the Association of Small Business Development Centers 27th Annual Conference. Estimated cost: \$1,519.25. Funding source: the Small Business Development TriTECH grant funds.

Norco Campus:

- 1) Mr. Greg Aycock, outcomes assessment specialist, Title V Program, to travel to Austin, Texas, July 30-August 3, 2007, to attend the National Community College Benchmarking Conference. Estimated cost: \$2,521.53. Funding source: Title V grant funds.
- 2) Mr. Joseph DeGuzman, assistant professor, mathematics, to travel to Kilauea Military Center, Hawaii National Park, Hawaii, August 5-10, 2007, to attend the National Great Teachers Seminar. Estimated cost: \$1,971.78. Funding source: Title V grant funds.
- 3) Mr. Gustavo Ocegüera, director, TRIO, Upward Bound/TRIO, to travel to Chicago, Illinois, September 5-7, 2007, to attend the 2007 Council for Opportunity in Education Annual Conference. Estimated cost: \$1,788.95. Funding sources: \$894.47 from Student Support Services grant funds, and \$894.48 from Upward Bound Program grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: June 19, 2007

Subject: Out-of-State Travel (continued)

Riverside City College:

- 1) Dr. Tim Brown, associate professor, reading, English and speech communications, to travel to London, England, July 8-13, 2007, to attend the Oxford Round Table forum. Estimated cost: \$2,740.00. Funding sources: \$500.00 from the general fund, \$500.00 from faculty development funds, and \$1,740.00 to be paid by the employee.
- 2) Mr. Patrick Feeney, assistant director, operations, information services, to travel to Orlando, Florida, October 6-10-2007, to attend the Numara FootPrints User Conference. Estimated cost: \$2,663.20. Funding source: the general fund.
- 3) Mr. Rick Herman, director, software development, information services, to travel to Portland, Oregon, July 8-11, 2007, to attend the 2007 Collegenet User Conference. Estimated cost: \$1,603.50. Funding source: the general fund.
- 4) Dr. Mary Legner, associate professor, mathematics, to travel to Atlanta, Georgia, July 16-21, 2007, to attend the Gateway to College Peer Learning Conference. There is no cost to the District.
- 5) Mr. Gary Locke, associate professor, music, and Mrs. Sheila Locke, music specialist, performing arts, to travel to Rome, Italy, to attend the New Year's Day Parade and "Street Show." There is no cost to the District.
- 6) Dr. Marilyn Martinez-Flores, dean, academic support, to travel to Kansas City, Missouri, August 5-7, 2007, to attend the How to Train Supplemental Instructional Leaders Effectively. Estimated cost: \$907.58. Funding source: Basic Skills funds.
- 7) Ms. Tara McCarthy, outreach and recruitment services specialist, academic support, to travel to Kansas City, Missouri, August 5-7, 2007, to attend the How to Train Supplemental Instructional Leaders Effectively. Estimated cost: \$1,355.21. Funding source: Basic Skills funds.
- 8) Mr. Eric Muehlebach, user support coordinator, information services, to travel to Orangeburg, South Carolina, August 28-30, 2007, to attend Datatel's Rule Writing for Colleague. Estimated cost: \$2,890.28. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: June 19, 2007

Subject: Out-of-State Travel

- 9) Chancellor Salvatore Rotella to travel to Charleston, South Carolina, June 27-29, 2007, to present "The Future of Community Colleges in Higher Education" and to receive the Eileen Tosney Award for Outstanding Service as an Administrator at the American Association of University Administrators Annual Assembly. Estimated cost: \$430.00 (airfare). All other costs to be paid by the American Association of University Administrators. Funding source: the general fund.
- 10) Ms. Jan Schall, associate professor, sociology, to travel to Athens, Delphi, Meteora, Crete, Hania, Agios Nikolaos, Santorini, and Mykonos, Greece, July 24-August 10, 2007, to lead the Study Abroad Program in Greece. Estimated cost: \$850.00. Funding source: the general fund.
- 11) Dr. Ward Schinke, associate professor, political science, to travel to Montreal, Canada, September 4-9, 2007, to attend the Latin American Studies Association 27th International Conference. Estimated cost: \$2,273.30. Funding sources: \$200.00 from the general fund, \$500.00 from professional development funds, and \$1,573.30 to be paid by the employee.

Salvatore G. Rotella
Chancellor

Prepared by: Michelle Haeckel
Administrative Secretary III

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CONTRACTS, COMPLIANCE AND LEGAL SERVICES

Report No.: V-A-8-a

DATE: June 19, 2007

Subject: Agreement Between Lifesigns, Inc. and The Riverside Community College District for Sign Language Interpreter Services

Background: For several years, various departments throughout the District have contracted with Lifesigns, Inc. for interpreting services, which could not be provided by the District's interpreters from our Disabled Students Programs and Services Department. Some of the District departments that have had contracts with Lifesigns are Diversity and Human Resources, Foreign Languages, Institutional Effectiveness, and Disabled Students Programs and Services. In order to provide a more uniform approach to contracting with Lifesigns, Inc., it is felt that one contract, covering the entire District, would be a more logical approach. This Agreement is for the term of July 1, 2007 through June 30, 2008, for an amount not to exceed \$20,000.00.

Funding Source: The General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the Agreement with Lifesigns, Inc., in an amount not to exceed \$20,000.00, for the period July 1, 2007 to June 30, 2008, and authorize the Vice Chancellor, Administration and Finance to sign the Agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Ruth W. Adams, Esq.
Director, Contracts, Compliance and Legal Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-8-b

Date: June 19, 2007

Subject: Agreement with The Liquidation Company

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and The Liquidation Company to provide consignment services related to the sale of surplus property. The term of this agreement is July 1, 2007 through June 30, 2008. The agreement provides that the District will be charged 35 percent of the gross sales of consigned surplus property. The District has previously consigned surplus property to The Liquidation Company for disposal. The terms and conditions for this new agreement are the same as the agreement for prior year.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with The Liquidation Company to provide consignment services from July 1, 2007 through June 30, 2008 and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Bill J. Bogle, Jr.
District Controller



The Liquidation Company
Est. 1994

AGREEMENT

This agreement dated 1st day of July, 2007 in the County of Riverside, State of California, by and between **RIVERSIDE COMMUNITY COLLEGE DISTRICT** hereinafter referred to as SELLER, and **THE LIQUIDATION COMPANY** hereinafter referred to as AUCTIONEER.

This Agreement is to conduct an unreserved auction for the sale of all surplus property to the SELLER'S needs.

1. For all the services, which AUCTIONEER is obligated to perform under the terms of this Agreement, the SELLER shall pay to the AUCTIONEER a standard Seller's Fee of **35** percent of the gross sales. AUCTIONEER shall provide a check made payable **RIVERSIDE COMMUNITY COLLEGE DISTRICT** of net proceeds of auction. The check shall be delivered to SELLER no later than thirty (30) working days after the sale and removal of sold items.
2. The duty of the AUCTIONEER shall be to serve as AUCTIONEER and to provide the necessary additional team members to solicit and receive bids on property offered for sale and to award said property to the highest qualified bidder. AUCTIONEER has a security bond on file with the State of California and shall provide proof of such bonding upon SELLERS request. AUCTIONEER is also licensed by the State of California has a collector of electronic waste. AUCTIONEER shall perform all other duties in regards to such sales, including but not limited to advertising, telemarketing, cashiering, pick up surplus items, DMV paperwork, bookkeeping, clerking, set-up, tagging, inventorying, and other related functions.
3. AUCTIONEER shall be an independent contractor retained by the SELLER for the aforementioned purpose. Employees of the AUCTIONEER will not be considered for any reason to be employees of the SELLER.
4. It shall be the responsibility of the AUCTIONEER to obtain, at the AUCTIONEER'S expense, all required licenses and permits necessary to perform under this Agreement. SELLER warrants that they are the owner of and has merchantable title to the items of surplus property offered for sale as set forth in this agreement, and grants to the AUCTIONEER the right to convey a merchantable title to that property to the successful buyer at the auction. SELLER shall offer all board approved surplus property to AUCTIONEER, a listing of which shall be made an integral part of this Agreement as Exhibit "A". No items shall be removed from Exhibit "A" less than four days prior to the scheduled auction date.

5. The AUCTIONEER shall comply with all Federal, State, and County safety, environmental, and sanitation laws and regulations.
6. In the case of dispute, the laws of the State of California and the County of Riverside shall apply.
7. Non-discrimination in the performance of the terms of this Agreement: AUCTIONEER agrees that he will not engage in or permit subcontractors where applicable, as he may employ, from engaging in discrimination in employment of persons because of race, color, sex, religion, ancestry, or national origin.
8. AUCTIONEER shall have the right but not the obligation to charge buyers a "BUYERS PREMIUM" or surcharge not to exceed thirteen percent (13%), the full amount of which AUCTIONEER will be entitled.
9. AUCTIONEER shall provide SELLER the selling price for each lot consigned and sold.
10. The term of this agreement shall be for a period of one year. The SELLER or AUCTIONEER has the right to terminate this agreement at any time in its sole discretion upon thirty (30) days prior written notice specifying the desired date of termination.

The parties hereto have executed this Agreement on 1st day of July, 2007.

BY: _____

DATE: _____
The Liquidation Company

BY: _____

DATE: _____
Riverside Community College District

ADDRESS:

4800 Magnolia Ave.

Riverside, CA 92506

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-8-c

Date: June 19, 2007

Subject: Agreement with Liebert Cassidy Whitmore

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Liebert Cassidy Whitmore for employment law training services to be provided to all members of the District management association. Liebert Cassidy Whitmore has had a long standing relationship with the District providing employment and management training.

The vendor in this contract is a consultant that does not make or participate in the making of decisions that may foreseeably have a material effect on financial interests of the District. As such the vendor is not subject to Section II, 8 of the Regulations for Board Policy 1080, Conflict of Interest Code. The agreement includes the presentation of six training sessions throughout the academic year and a monthly newsletter covering employment relations developments. Each session is video-conferenced with a location at each of our campuses receiving the transmission. The term of the agreement is from July 1, 2007 to June 30, 2008 at a cost of \$2,500.00, with a \$100.00 late fee if paid after August 1, 2007. Funding source: General fund.

This agreement has been reviewed by Melissa Kane, Vice Chancellor, Diversity and Human Resources, Art Alcaraz, Director, Diversity and Human Resources and Ruth Adams, Director, Compliance, Contracts, and Legal Services.

Recommended Action: It is recommended the Board of Trustees approve the agreement and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Melissa Kane
Vice Chancellor, Diversity and Human Resources

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "Community College District," and the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation, hereinafter referred to as "Attorney."

WHEREAS Community College District has the need to secure expert training and consulting services to assist Community College District in its relations and negotiations with its employee organizations; and

WHEREAS Community College District has determined that no less than twenty-five (25) Community College Districts in the Southern California area have the same need and have agreed to enter into identical agreements with Attorney; and

WHEREAS Attorney is specially experienced and qualified to perform the special services desired by the Community College District and is willing to perform such services;

NOW, THEREFORE, Community College District and Attorney agree as follows:

Attorney's Services:

During the year beginning July 1, 2007, Attorney will provide the following services to Community College District (and the other aforesaid public agencies):

1. Six (6) days of group training workshops covering such employment relations subjects as management rights and obligations, negotiation strategies, employment discrimination and affirmative action, employment relations from the perspective of elected officials, performance evaluation (administering evaluations), grievance and discipline administration for supervisors and managers, planning for and responding to concerted job actions, current court, administrative and legislative developments in personnel administration and employment relations, etc., with the specific subjects covered and lengths of individual workshop presentations to be determined by Community College District and the other said local agencies.
2. A monthly newsletter covering employment relations developments.

Fee:

Attorney will provide these special services to Community College District for a fee of Two Thousand Five Hundred Dollars (\$2,500.00), payable in one payment prior to August 1, 2007. The fee, if paid after August 1, 2007 will be \$2,600.00. Said fee will cover Attorney's time in providing said training and consultative services and the development and printing of written materials provided to attendees at the training programs.

Additional Services:

Attorney shall, as and when requested by Community College District, make itself available to Community College District to provide representational, litigation, and other employment relations services. The Community College District will be billed for the actual time such representation services are rendered, including reasonable travel time, plus any necessary costs and expenses authorized by the Community College District.

The range of hourly rates for Attorney time is from One Hundred Sixty to Two Hundred Ninety Dollars (\$160.00 - \$290.00) per hour for attorney staff and from One Hundred Dollars to One Hundred Thirty Dollars (\$100.00 - \$130.00) per hour for services provided by paraprofessional staff. Attorneys and paraprofessional staff bill their time in minimum units of one-tenth of an hour. Communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of three-tenths (.30) of an hour.

Independent Contractor:

It is understood and agreed that Attorney is and shall remain an independent contractor under this Agreement.

Term:

The term of this Agreement is twelve (12) months commencing July 1, 2007. The term may be extended for additional periods of time by the written consent of the parties.

Condition Precedent:

It is understood and agreed that the parties' aforesaid rights and obligations are contingent on no less than twenty-five (25) local agency employers entering into a substantially identical Agreement with Attorney on or about July 1, 2007.

Dated: _____

LIEBERT CASSIDY WHITMORE
A Professional Corporation

By _____

Dated: _____

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-8-d

Date: June 19, 2007

Subject: Amendment to Agreement for Facility and Business Planning Services

Background: On August 23, 2005, the Board approved a consulting services agreement with Dr. C. Michael Webster relative to facility and business planning services. On August 29, 2006, the Board approved an Addendum to the Agreement where by said Agreement was extended through June 30, 2007. Staff is now requesting an extension to the agreement through June 30, 2008 and a \$5.00, or 6.67% increase in the hourly rate. An Addendum to the Agreement for this purpose is attached for the Board's review and consideration. Proposed funding Sources: Resources 1000 and 4160.

Recommended Action:

It is recommended that the Board of Trustees approve the attached Addendum to the Agreement with Dr. C. Michael Webster for facility and business planning services and authorize the Vice Chancellor, Administration and Finance, to sign the Addendum to the Agreement.

Salvatore G. Rotella
Chancellor

Prepared by: James L. Buysse
Vice Chancellor
Administration and Finance

ADDENDUM TO CONSULTANT AGREEMENT

DR. C. MICHAEL WEBSTER

AND

RIVERSIDE COMMUNITY COLLEGE DISTRICT

This Addendum is made and entered into by and between Dr. C. Michael Webster, hereinafter referred to as "Consultant" and the Riverside Community College District, hereinafter referred to as the "District."

1. This Addendum is subsequent to the Agreement dated August 1, 2005, for the period August 1, 2005 through June 30, 2006 and the Addendum dated August 29, 2006, for the period July 1, 2006 through June 30, 2007.
2. The Consultant agrees to provide services as specified in the Agreement for up to an additional twelve (12) months, from July 1, 2007 through June 30, 2008.
3. The District shall pay the Consultant at the rate of \$80.00 per hour, subject to review and approval of District representative.
4. All other provisions of the Agreement dated August 1, 2005, shall apply equally to this Addendum.

C. Michael Webster
Consultant

Riverside Community College
District

By: _____
Consultant

By: _____
James L. Buysse, Vice Chancellor
Administration and Finance

Date: _____

Date: _____

AGREEMENT FOR FACILITY AND BUSINESS PLANNING SERVICES

THIS AGREEMENT is made this 1st day of August, 2005, by and between RIVERSIDE COMMUNITY COLLEGE DISTRICT, herein after called RCCD, and Dr. C. Michael Webster, herein after called Consultant.

1. Recitals.

(a) Consultant represents that he has the background and experience to provide facility and business planning consulting services to RCCD and is familiar with the purpose and powers of RCCD.

(b) RCCD desires that certain facility and business planning services be provided and to retain Consultant in that connection, and Consultant is desirous of rendering such services.

2. Scope of Services. Consultant shall provide such consulting services as may be necessary to fully and professionally complete projects and perform the services set forth in Exhibit "A" (Scope of Services), attached hereto and by this reference made a part of this Agreement. Consultant shall be under the control of the District as to the results to be accomplished and not as to the means or manner by which such result is to be accomplished. It is the intent of all parties to this Agreement that the consultant shall comply with the required and necessary criteria to maintain independent contractor status of the consultant.

3. Term. Consultant shall commence the performance of the services contemplated hereunder upon the date first above written and shall complete such projects and services on (or before) June 30, 2006, unless terminated earlier as provided hereinafter.

4. Cooperation/Inspection.

(a) RCCD shall give timely cooperation to consultant to include reasonable access to RCCD records as may be deemed necessary to perform the services contemplated hereunder. Consultant shall cooperate, and otherwise work, with RCCD's personnel and make himself available to RCCD's personnel and other consultants, if applicable, during the term of this Agreement.

(b) All of the services contemplated hereunder shall be subject to RCCD's review, monitoring, inspection, and/or approval; provided, however, that any such inspections shall be conducted at reasonable times.

5. Standard of Care/Licenses. Consultant shall perform the services contemplated hereunder in a skillful and competent manner, and shall secure and maintain in force any and all licenses, permits or other documents that it may be required to have by any federal, state or local laws in order to perform such services.

6. Reimbursement of Expenses. Consultant shall be reimbursed for any costs and expenses incurred on RCCD's behalf, including without limitation, travel, telephone toll charges, messenger service, and copies of documents, but only upon written approval from RCCD's representative.

7. Compensation/Billing/Payment.

(a) As compensation for the services to be rendered hereunder, RCCD shall pay to Consultant such sums and amounts in accordance with the Compensation Schedule set forth in Exhibit "B", attached hereto and by this reference made a part of this Agreement.

(b) Consultant shall submit a separate billing and accounting on a monthly basis to RCCD. Each billing and accounting shall include a description of the services performed, reimbursable expenses incurred and time worked.

8. Additional Services. Upon request in writing to do so by RCCD during the term of this Agreement, Consultant shall perform services in addition to those services contemplated hereunder and such additional services shall be designated as "Extra Work." Extra Work shall be construed as services which are determined by RCCD to be necessary and appropriate but which were not reasonably anticipated by the parties hereto. Compensation for such Extra Work shall be on the same basis as set forth in Exhibit "B".

9. Termination. This Agreement may be terminated in whole or in part by RCCD or its authorized representative upon written notice thereof to Consultant. In the event of such termination, Consultant shall deliver to RCCD forthwith all documents, data, graphs, summaries and other related materials, finished or unfinished, which were prepared or accumulated by Consultant in connection with the services contemplated hereunder and any Extra Work performed prior to the date of such termination. Upon delivery thereof, Consultant shall be paid for all approved compensation and expenses not previously paid by RCCD prior to the date of such termination.

10. Representatives.

(a) RCCD's Vice Chancellor, Administration and Finance, or his or her designee, shall serve as RCCD's representative and shall have the authority to act on behalf of RCCD for all purposes hereunder. RCCD's representative, or his or her designee, shall be available to Consultant at all reasonable times.

(b) Consultant shall be available to RCCD at all reasonable times. Any substitution or replacement of Consultant shall require prior approval, in writing, by RCCD's representative.

11. Rights to Engage or Employ Other Consultants. Unless otherwise prescribed herein, RCCD reserves the right to engage or employ other consultants to provide services similar to those contemplated herein.

12. Property of RCCD. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of RCCD upon the completion of the services contemplated hereunder, except that the Consultant shall have the right to retain copies of all such data for his records. RCCD shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at RCCD's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following termination of this Agreement, desires to use any such data, he shall first obtain approval of RCCD's representative in writing.

13. Confidentiality. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of RCCD, be used by Consultant for any purpose other than the performance of the Services hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the services hereunder.

14. Independent Contractor. Consultant shall act in an independent capacity during the term of this Agreement and not as an employee or agent of RCCD. Consultant shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances including worker's compensation.

15. Assignability. Consultant cannot assign any of his rights, duties or obligations under this Agreement to any person or entity without the written consent of RCCD being first obtained. This includes the ability to subcontract all or a portion of his rights, duties and obligations hereunder.

16. Procurement of Similar Services. In the event this Agreement is terminated in whole or in part, RCCD may procure, and otherwise contract for services similar to those terminated upon such terms and in such manner as RCCD may deem appropriate in its sole discretion.

17. Hold Harmless.

Consultant and RCCD shall indemnify and hold each other, their officers, agents, employees and independent contractors free and harmless from any liability whatsoever, based or asserted upon any act or omission of the other party relating to or in anywise connected with or arising from the accomplishments of the services to be rendered hereunder.

18. Force Majeure.

(a) In the event Consultant is unable to comply with any provision of this Agreement due to causes beyond its control relating to acts of God, acts of war, civil disorders, or other similar acts, Consultant shall not be held liable to RCCD for such failure to comply.

(b) In the event RCCD is unable to comply with any provision of this Agreement due to causes beyond its control relating to acts of God, acts of war, civil disorders, or other similar acts, RCCD shall not be held liable to Consultant for such failure to comply.

19. Notices. Any notices and reports required or desired to be served by either party upon the other shall be addressed to the respective parties as set forth below:

RCCD:

Dr. James L. Buysse, Vice Chancellor
Administration and Finance
Riverside Community College District
4800 Magnolia Avenue
Riverside, California 92506

Consultant:

Dr. C. Michael Webster
6939 Cypress Grove
Riverside, CA 92506

or to such other addresses as from time-to-time shall be designated by the respective parties.

20. Waiver of Performance. No waiver by RCCD at any time of any of the provisions of this Agreement shall be deemed or construed as a waiver at any time thereafter of the same or any other provisions contained herein or of the strict and timely performance of such provisions.

21. Venue. Any action at law or inequity brought by any of the parties hereto for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceeding to any other county.

22. Attorney's Fees. In the event of any litigation or arbitration between RCCD and Consultant to enforce any of the provisions of this Agreement or any rights of any party hereto, the unsuccessful party to such litigation or arbitration agrees to pay to the successful party or parties, all costs and expenses including reasonable attorney's fees incurred therein by the successful party or parties, all of which shall be included in and as a part of the judgment rendered in such litigation or arbitration.

23. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

24. Paragraph Headings. The paragraph headings herein are for the convenience of the parties only, and shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions or language of this Agreement.

25. Entire Agreement. This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the provisions thereof and supersedes any and all prior and contemporaneous Agreements and understandings, oral or written, in connection thereon. This Agreement may be changed or modified only upon the written consent of the parties hereto.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____
James L. Buysse, Vice Chancellor
Administration and Finance

Date: _____

CONSULTANT

By: _____
C. Michael Webster

Date: _____

EXHIBIT A

SCOPE OF SERVICES

Consultant will develop recommendations concerning:

1. The District's facility planning and approval process;
2. The District's construction management process;
3. An organizational structure and staffing pattern relative to Measure C/State capital outlay projects;
4. An evaluation methodology regarding construction projects; and
5. The functioning of campus business offices.

Payment to consultant will be based upon the services delineated above.

EXHIBIT B

CONSULTING SERVICES

FEE SCHEDULE

The District shall pay the consultant at a rate of \$75.00 per hour, subject to the review and approval of the District Representative.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-e

Date: June 19, 2007

Subject: Agreements with Ivascu Consulting, LLC

Background: Presented for the Board's review and consideration are agreements between Riverside Community College District and Ivascu Consulting, LLC to provide a renewal of technology systems maintenance services as well as web application maintenance and Java software development services. The Office of Institutional Effectiveness is responsible for the maintenance, security and management of technology systems for the District's academic program, department and faculty websites, 4Faculty.org Project, and online FLEX tracking systems. Ivascu Consulting has been selected to provide twenty-four hour systems monitoring, preventive maintenance, security audits, and "network health" management. The cost for the maintenance and updating of these systems is \$1,494.00 per month, for a total cost not exceed \$18,150.00. Ivascu Consulting has also been selected to provide application updates and enhancements, Java software programming and maintenance services. The total cost for these consulting services will not exceed \$6,000.00. The terms of these agreements are for July 1, 2007 through June 30, 2008. Funding source: General Fund and 4Faculty.org.

Recommended Action: It is recommended that the Board of Trustees approve these agreements, for July 1, 2007 through June 30, 2008, for amounts not to exceed \$18,150.00 and \$6,000.00, respectively, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements.

Salvatore G. Rotella
Chancellor

Prepared by: Kristina Kauffman
Associate Vice Chancellor, Institutional Effectiveness

Managed Service Agreement

1. PARTIES

Ivascu Consulting, LLC, LLC dba IT Vizion for good and valid consideration agrees with Riverside Community College District, (hereinafter called "Customer") to furnish certain computer-related services as provided in this Agreement.

2. INTRODUCTION

WHEREAS, Ivascu Consulting, LLC is in the business of managing computer and software systems;

WHEREAS, Customer desires that Ivascu Consulting, LLC manage and support, for the particular use of the Customer, certain hardware and software programs to be used by the Customer and supplied to Customer from sources other than Ivascu Consulting, LLC

NOW, THEREFORE, in view of the covenants herein contained and the agreements hereunder taken, the parties hereto agree to as follows:

3. DEFINITIONS

- a. The term "Technology System" as used in this Agreement refers to the hardware and supported software owned by Customer specified in Exhibit A of this Agreement or any addendum hereto which is used to operate the business.
- b. The term "Supported Software" as used in this Agreement refers to software owned by Customer specified in Exhibit A of this Agreement or any addendum hereto.
- c. The term "computing device" refers to any computer system that connects to the Technology System on a regular basis and performs a duty.
- d. The term "supported employee/system" refers to a computing device that is used on a regular basis by one or more employees.
- e. The term "Service Agreement" is defined as Total Information Technology Solution. Total, in this instance, is defined as managing from a remote location with on-site scheduled support and emergency support available on demand based on a flat monthly rate.
- f. The term "rate factor" is defined as a multiplier in US dollars used in Exhibit D to calculate the flat rate of the monthly payment for Service Agreement services.
- g. Telephony System is defined as the customer's telephone switch (PBX), telephone sets, and other telephony devices which allow for analog and digital voice communication.
- h. ERP is defined as Enterprise Resource Planning. An ERP solution is a technology tool which can maintain inventory, track assets, manage human resource functions etc. It is basically a high end accounting system with modular functionality that can be added depending on the type of business it is serving.
- i. CRM is defined as Customer Relationship Management. A CRM solution is a technology tool which helps organizations manage their customers and provide better service and response time.
- j. CBT is defined as Computer Based Training. - This allows Customer's personnel to be trained at their own pace through programs installed on the Customer's computers on location.
- k. VPN is defined as Virtual Private Network - This allows a user to connect to the main Technology System via a remote PC and temporarily join this Technology System as a member thus giving this remote PC access to services in the Technology System.
- l. The term "3rd Party Support Providers" is defined as companies or entities that customer is currently in Agreement with or will Agreement with to provide other various support such as ERP, CRM, Telephony Systems, and/or ISP/Telephony Connection support. The list of

- customers support choices shall be listed in Exhibit B.
- m. The term “other monthly support items” is defined as items that are normally supported by other third party vendors such as ERP, CRM, and Telephony systems. If customer desires, Ivascu Consulting, LLC will additionally support these items in the same manner that it supports the Technology System. Fees are determined on a case by case basis.
 - n. The term “Uptime” is defined as the amount of time the Technology System is functioning properly.
 - o. The term “Field Medic Level Training” is defined as basic training on standard office software in order to get the employee to a relatively proficient state of productivity.
 - p. Liaison - contact person between Ivascu Consulting, LLC and Customer. Responsibilities include:
 - Responsible for changing back-up tapes, etc.
 - Trained by Ivascu Consulting, LLC to discern basic user or computer problems or to call Ivascu Consulting, LLC for technical support.
 - Other miscellaneous functions related to helping the Customer improve its’ efficiency concerning computer systems. (Should not be over a couple of hours/month)

4. PAYMENT

- a. Set Monthly Fee. Payments shall be made based on a set monthly fee as described in Exhibit D. Invoices shall be processed and mailed before the 15th of each month by Ivascu Consulting, LLC. Payment for services rendered shall be paid and delivered upon receiving said invoices by Customer.
- b. Optional services along with related fees are described in Exhibit C. These services may be purchased at the reduced rates shown in Exhibit C and will be billed upon service completion.
- c. Hard Goods. Hard goods may be purchased by Customer from Ivascu Consulting, LLC or directly by customer. Payment on all hard goods is due before the goods are ordered if purchased by Ivascu Consulting, LLC.
- d. Mileage. There is NO CHARGE for mileage to and from Ivascu Consulting, LLC and Customer. This is built into the set monthly fee.
- e. Travel Time. There is NO CHARGE for travel time to customer’s datacenter in Los Angeles from Ivascu Consulting, LLC’s headquarters.
- f. Interest. All payments are due within 30 (Ivascu Consulting, LLC) days of the date of invoice. Any payment not made in a timely manner shall bear interest at the rate of one and one-half (1.5%) percent per month or fraction thereof, from the date of delinquency until the date of payment.

5. TECHNOLOGY SYSTEM MANAGEMENT

Ivascu Consulting, LLC agrees to provide at least an engineer to manage the Technology System. This engineer will manage this system in such a way that he will be proactively visiting Customer on a regular basis. In addition, customer will have regularly scheduled technology planning meetings with the IT Specialist.

6. RESPONSE TIMES AND SERVICE LEVEL AGREEMENT

Ivascu Consulting, LLC wishes to keep Customer’s Technology System in peak performance. Therefore Ivascu Consulting, LLC will guarantee that at least 90% of the time it will be able to respond to customer problem tickets in the following manner:

- a. Low Priority Ticket: Respond within 4 business hours; Resolve within 3 business days
- b. Medium Priority Ticket: Respond within 3 business hours; Resolve within 24 business hours
- c. High Priority Ticket: Respond within 90 business minutes; Resolve the problem within 4

hours

Note: These resolution times assume that replacement equipment is either on hand at customer's site or can be ordered and received such that labor can be performed to meet the SLA.

7. CUSTOMER COOPERATION

Customer shall provide reasonable access to its premises and hardware installations to enable Ivascu Consulting, LLC the opportunity to maintain the Technology System. Customer also agrees to assign one employee to be Liaison or contact person to Ivascu Consulting, LLC in order to make communications between both parties effective.

The assigned Liaison will be Mark Knight phone 951-222-8360, and email mark.knight@rcc.edu

8. CONFIDENTIALITY

- a. Ivascu Consulting, LLC agrees to keep in confidence and not disclose to others the internal structure of Customer or its' marketing strategies.
- b. Customer agrees to limit access to the Technology System to those employees or consultants who require such access in order to use the Technology System in furtherance of the Customer's business.
- c. Customer shall take all reasonable precautions to maintain the confidentiality of the Technology System, but not less than that employed to protect its' own proprietary information.

9. SERVICES PROVIDED

Ivascu Consulting, LLC prides itself on being able to offer the absolute highest standards of service available in the industry. Following is a list of services provided - all included in the monthly, per desktop, per server flat-rate fee:

a) IT Specialist

- a. You as the Customer may e-mail our IT Specialist to ask their advice regarding your "Technology System". Periodic on-site meeting with the IT Specialist are included in the Service Agreement Plan.
- b. At your request, our IT SPECIALIST can physically meet with, or have a teleconference-meeting with your management or outside vendors to determine the best way to handle technical decisions (i.e. Corporate Usage Policy, Employee Training, Accounting Systems, CRM Applications, Bar-coding systems, Telephone Service Providers, Telephone Systems, etc)

b) Needs Assessment and Inventory Services

- a. The first order of business is to make a thorough inventory of all computer and computer-related equipment and all software owned by Customer, whether it is currently being used or not.
- b. After that, Ivascu Consulting, LLC will get a good understanding of exactly what Customer does and who within Customer is responsible for each function. Ivascu Consulting, LLC is adept at learning internal business processes and determining what needs to be done to improve efficiency and reduce costs.
- c. Finally, Ivascu Consulting, LLC will assess what Customer has, intends to procure, and what they are trying to accomplish. From this assessment Ivascu Consulting, LLC will make recommendations to Customer to improve, enhance, and/or better utilize the Technology System in order to benefit Customer overall.

c) Research and Screening Services

- a. Ivascu Consulting, LLC is constantly researching new and better ways for businesses to do business. Ivascu Consulting, LLC will share its research with Customer so that Customer may make informed decisions to improve its success.
- b. In addition to Ivascu Consulting, LLC's continual research, Customer may request that Ivascu

Consulting, LLC research a particular facet of a technology solution such as a new device, or software application. Ivascu Consulting, LLC will research this new technology and report by to Customer with its findings.

- c. Generally after making such findings, Customer will wish to interact with providers and resellers of such technology. Ivascu Consulting, LLC will help Customer by being available to perform screening of such providers and resellers. If the provider/reseller proves the importance of a meeting with Customer then Ivascu Consulting, LLC can arrange such a meeting and attend as well. After the meeting Ivascu Consulting, LLC is available to debrief with Customer and to give its opinion of the technology and service to be provided. From here Customer can make more informed decisions.
- d) **Design and Planning Services**
 - a. If Customer does not have a Technology System or is planning a major upgrade to the existing Technology System, Ivascu Consulting, LLC will plan and design the Technology System or changes to it for Customer. This Technology System may include LANs, WANs, VPNs, and even off site resources in addition to standard hardware and software on site. Advance planning is a major key to being able to end up with a Technology System that is most effective and most efficient. There are several options that may be available, depending on the types of equipment, location(s), and Internet connections.
 - b. If Customer already has an existing Technology System, Ivascu Consulting, LLC will determine the best use of the Technology System and make recommendations. Recommendations will pertain to creating the best layout of the Technology System and to incorporate the most efficient use of resources.
 - c. Planning also includes Server Room layout if available, directory service design, backup procedures, disaster recovery measures, security measures, anti virus measures and passwords to different levels of information, Internet and Intranet concerns, and remote access and VPN capabilities.
 - d. Ivascu Consulting, LLC will help Customer through management meetings and the like, plan major upgrades to the Technology System including ERP, CRM solutions billed at Ivascu Consulting, LLC's discounted hourly rate (see [Exhibit C](#)).
- e) **Installation and Upgrade Services**
 - a. If there is an installation or major upgrade to the Technology System and the design and layout has been planned and approved by Customer, Ivascu Consulting, LLC will at the Customer's convenience perform the installations and upgrades at the discounted rate (see [Exhibit C](#)). In most cases, Ivascu Consulting, LLC will try to schedule this work during normal business hours however, after-business-hours and weekends are also available at NO EXTRA CHARGE to Customer.
 - b. In some cases it may be better judgment by Customer to have a third party install or upgrade a piece of the Technology System. However, Ivascu Consulting, LLC will be available to oversee and literally watch the third party install or upgrade its piece. After which time Ivascu Consulting, LLC will generate a report to the Customer on behalf of the Customer to explain the success and/or failure of the operation. Ivascu Consulting, LLC can help the third party from making mistakes and damaging the Technology System and thus encourages this practice heavily.
- f) **Remote Help Desk Services**
 - a. Ivascu Consulting, LLC provides system engineers who have visited the Customer's site(s) and know their Technology System well. These engineers are available by telephone, facsimile, and electronic messaging during normal business hours to answer questions from Customer's employee base.
 - b. In addition to traditional support, Ivascu Consulting, LLC will setup the ability to connect to the employee's Windows™ based system and remotely help/train the employee with their current task.
- g) **On-site Support Services**

- a. Ivascu Consulting, LLC will assume the responsibilities of making the Technology System as efficient as fiscally possible by the Customer. Ivascu Consulting, LLC strives to achieve the highest percent of Uptime possible by providing **twenty-four hour a day seven days a week monitoring of your Technology System**. Customer receives a mobile number as well as a technical support electronic address to use to send requests for support to Ivascu Consulting, LLC. Ivascu Consulting, LLC will respond as fast as possible to support Customer.
- b. If unplanned, on-site service is required, the Customer will incur a minimum of one hour charge which will be charged towards your allotted monthly hours, at Ivascu Consulting, LLC's discounted hourly rate detailed in Exhibit C.
- c. An Ivascu Consulting, LLC engineer will visit Customer's main site on a scheduled basis. The engineer will be engaged in planning sessions, and will perform routine maintenance.
- d. Disaster Recovery measures will also be performed by the engineer. The engineer will train the computer liaison to rotate backup media everyday so that critical data will get backed up.
- h) Technology System Monitoring Services**
 - a. Ivascu Consulting, LLC will monitor the Technology System for such problems as virus infection, internal and external security breaches, low system resources, system failures etc.
 - b. If the Technology System fails, is breached or is infected Ivascu Consulting, LLC will dispatch support elements to try to repair, clean, or shutdown the problem.
 - c. Ivascu Consulting, LLC monitors the usage of the Technology System's capabilities. If the capabilities are getting close to being used at full capacity, Ivascu Consulting, LLC will make recommendations to Customer.
- i) Training Services**
 - a. Ivascu Consulting, LLC will provide "Field Medic Level" training to Customer's employees on the industry standard software and hardware that Customer employs in its Technology System.
 - b. Ivascu Consulting, LLC will train the computer liaison for Customer how to perform their basic duties such changing and rotating backup media, changing printer toner etc.
 - c. Ivascu Consulting, LLC will train the employee staff of Customer to have a better understanding of Customer's Technology System acceptable usage policy.
 - d. Ivascu Consulting, LLC will train Customer's employee staff how to better cope with newer technologies that are being inserted into the Technology System such as Internet access, electronic messaging, etc.

10. MAINTENANCE

Ivascu Consulting, LLC agrees to provide labor for maintenance services to attempt to correct any error reported by Customer and determined by Ivascu Consulting, LLC, in its' sole discretion, to be in the Technology System for the term of this Agreement. Such services shall be provided in the most expeditious manner possible and at no additional cost to the Customer.

11. WARRANTIES AND DISCLAIMERS

Ivascu Consulting, LLC MAKES NO WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED ON ITS' OWN REGARDING THE FUNCTIONALITY OF HARDWARE OR SOFTWARE, BUT INSTEAD RELIES ON THE WARRANTIES PROVIDED BY THE MANUFACTURER OF EACH PRODUCT.

12. LIMITATION OF LIABILITY AND REMEDIES

UNDER NO CIRCUMSTANCES SHALL Ivascu Consulting, LLC BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF ANTICIPATED PROFITS OR LOSS RESULTING FROM BUSINESS DISRUPTION DUE TO FAULTY EQUIPMENT, EVEN IF Ivascu Consulting, LLC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

THE STATED WARRANTIES AND THE COMMITMENTS SET FORTH HEREIN ARE IN LIEU OF ALL OTHER OBLIGATIONS OR LIABILITIES ON THE PART OF Ivascu Consulting, LLC FOR DAMAGES OR OTHER

RELIEF, INCLUDING, BUT NOT LIMITED TO, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES THAT IN ANY WAY ARISE OUT OF OR IN CONNECTION WITH THE USE AND/OR THE PERFORMANCE OF ANY SOFTWARE.

13. DEFAULTS AND TERMINATION

a. Capital Events of Default

i. Ivascu Consulting, LLC shall be in default under this Agreement if any of the following occur:

1. Ivascu Consulting, LLC becomes insolvent or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects the affairs or property of Ivascu Consulting, LLC;
2. Ivascu Consulting, LLC is the subject of a petition or involuntary bankruptcy and such petition is not removed within ninety (90) days;
3. Ivascu Consulting, LLC fails to materially perform or comply with the terms and conditions of this Agreement.

ii. Customer shall be in default under this Agreement if any of the following occurs:

1. Customer fails to make payment of any undisputed invoice within thirty (30) calendar days after it is rendered;
2. Customer fails to materially perform or comply with the terms and conditions of the Agreement.

b. The term of this Agreement will be until June 30th, 2008.

c. Termination of Notice. The party not in default may terminate this Agreement by written notice to the other party if the other party has failed to cure a material default under this Agreement within thirty (30) days after receiving written notice specifically stating forth such default. Upon termination, the terminating party shall have all rights under the Uniform Commercial Code or otherwise, whether at law or in equity, that may be available to it. The election of one remedy shall not exclude the election of another.

14. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

15. ASSIGNMENTS

Neither this Agreement nor any rights hereunder may be assigned or otherwise transferred by either party, except to any corporation controlled by or under common control with the assigning party, or in connection with the acquisition of, or the sale of substantially all of, the assets of the business to which this Agreement pertains.

16. SEVERABILITY

If any provision or provisions of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and unenforceability of the remaining provisions shall not in any way be affected or impaired thereby.

17. FORCE MAJEURE

Ivascu Consulting, LLC shall not be in default under this Agreement because of any failure to perform in accordance with its' terms and conditions if such failure arises from causes beyond its' control, including, but not restricted to, acts of God, acts of government, fires, floods, epidemics,



quarantine, restrictions, strikes, embargoes, inability to secure raw materials or transportation facilities, acts or omissions of carriers, or any and all causes beyond control of Ivascu Consulting, LLC.

18. MODIFICATIONS

This Agreement can only be modified by a written Agreement duly signed by authorized representatives of Ivascu Consulting, LLC and Customer, and variances from or in addition to the terms and conditions of this Agreement in any order or other writing from the Customer will be of no effect. Moreover, in order to avoid uncertainty, ambiguity and misunderstandings in their relationships, Ivascu Consulting, LLC and Customer covenanted and agreed not to enter into any oral agreement or understanding inconsistent or in conflict with this Agreement; and Ivascu Consulting, LLC and Customer further covenant and agree that any oral communication allegedly or purportedly constituting such an agreement or understanding shall be absolutely null, void and without effect.

19. NOTICES

Any notice given by either party hereto to the other party shall be in writing and shall be signed by the party giving notice. Any notice or other document to be delivered to either party hereto by the other party shall be deemed delivered if mailed postage prepaid to the party to who directed at the address of such party stated below:

Ivascu Consulting, LLC
Alex Ivascu
495 E. Rincon Street, #203
Corona, CA 92879

Customer
Mark Knight
4800 Magnolia Avenue
Riverside, CA 92506

20. VENUES AND JURISDICTION

Customer hereby (i) agrees that any litigation, action or proceeding arising out of or relating to this Agreement be instituted in a state or federal court in the County and State of Riverside, California, (ii) waives any objection which it might have now or hereafter to venue of any such litigation, action or proceeding, (iii) irrevocably submits' to the jurisdiction of any court in such litigation, action or proceeding, and (iv) hereby waives any claim or defense to inconvenient form.

21. COUNTERPARTS

This Agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original but which together shall constitute one and the same original.

22. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior contemporaneous written or oral agreements and representations between the parties with respect thereto. This Agreement shall not be deemed to extinguish or mitigate any payments, which are owed to Ivascu Consulting, LLC by Customer pursuant to the terms of any previous or other existing agreements between Ivascu Consulting, LLC and Customer. Customer acknowledges that it has read this Agreement, understands it and agrees to be bound by its' terms and conditions.

23. COLLECTION

If it is necessary for Ivascu Consulting, LLC to employ attorneys for the collection of amounts payable hereunder, all costs and expenses incident to such collection, including without limitation, reasonable fees of such attorneys, shall be added to the amount payable hereunder and be collected as a part thereof.



24. CAPTIONS AND HEADINGS

The captions and headings are inserted in this Agreement for convenience only, and in no event be deemed to define, limit or describe the scope or intent of this Agreement, or of any provision hereof, nor in any way affect the interpretation of this Agreement.

25. EXECUTION

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal this 19th day of December, 2006.

CUSTOMER:

Ivascu Consulting, LLC

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____



EXHIBIT A

The “Technology System” as described in this Agreement consists of the following hardware count:

Desktop Computers

Quantity	Location	Description
N/A	HQ	End-user workstations

Servers

Quantity	Location	Description
8	HQ, Riverside, Ca	Linux/Unix Servers



EXHIBIT B

Customer 3rd Party Support Providers

Telephony Systems Support Provider: (i.e.: PBX Switch reseller)

Company Name: N/A

Contact Name:

Contact Number:

Internet Service Provider Support Provider: (i.e. Sprint Internet T1)

Company Name: N/A

Contact Name:

Contact Number:



EXHIBIT C

Optional Services Include:

Onsite presence, for any computer or network related issues which cannot be resolved remotely (i.e., new computer setup, cabling, etc.).

OPTIONAL SERVICE RATES:

Normal Ivascu Consulting, LLC hourly labor performed beyond the normal duties of the Service Agreement Plan as stated above have a rate of over \$125/hr. Furthermore, there is a one hour minimum per visit.

As a Service Agreement partner, you will enjoy Ivascu Consulting, LLC's discount rate of \$75.00/hr during normal business hours (8:00 am - 5:00 pm PST) and \$120 for emergency after-hours or Saturday support. Onsite services performed on Sunday or Holidays are billed at \$150/hr.



EXHIBIT D

SERVICE AGREEMENT Monthly fee calculation

Plan Name	Monthly Fee	Systems Managed	Total Fee p/mo
ICpro ServerCare Basic	\$186.75	8	\$1,494
		Total Monthly Fee:	\$1,494

Total due upon signing: \$1,494

Customer agrees to pay the Monthly Total amount of this exhibit on a monthly basis. This exhibit can be amended on a month by month basis as the Customer grows or shrinks in size.

Customer Signature

Date

CONSULTING AGREEMENT

This agreement is made and entered into by and between Riverside Community College District, whose address is 4800 Magnolia Ave., Riverside, CA 92506, referred to as "RCCD", and Ivascu Consulting, LLC, whose business address is 495 E. Rincon St. #203, Corona, CA 92879, referred to as "Consultant."

WHEREAS, the services of the consultant are necessary to assist RCCD in the maintenance and development of web applications.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, RCCD and Consultant agree as follows:

1. SCOPE OF SERVICES.

- a. The services to be performed by Consultant are described as follows:
Web Application Maintenance and Java Software Development
- b. Consultant agrees to perform the service with that standard of professional care, skill, and diligence normally performed in the performance of similar services.

2. TERMS OF AGREEMENT. The period of this Agreement shall be from July 1, 2007 through June 30, 2008, unless amended by mutual written agreement.

3. COMPENSATION AND PAYMENT.

- a. For the satisfactory performance of the services described herein, RCCD shall pay Consultant at the rate of \$125.00 per hour, plus expenses, up to a maximum amount of \$6,000.00.
- b. The compensation stated herein includes all applicable taxes and will not be changed hereafter as the result of Consultant's failure to include any applicable tax, or as the result of any change in the Consultant's tax liabilities.
- c. Payment of the amounts due the Consultant will be provided by RCCD within (15) days of receipt of an invoice. Consultant will submit a written description of work performed, including an itemized statement setting forth the time spent and services rendered, plus supporting documentation for reimbursable expenses, if any.

4. INDEPENDENT CONTRACTOR. Consultant shall be an independent contractor, and neither Consultant nor any employee of Consultant shall be deemed to be an agent or an employee of RCCD.

5. ASSIGNMENT PROHIBITED. Consultant shall neither assign its rights nor delegate its duties under this agreement without the prior written consent of RCCD. Any such purported assignment shall be void and have no effect.

6. TERMINATION. Either party may terminate this Agreement at any time by giving the other party thirty (30) days written notice of such action. In such event, RCCD shall be liable only for payment in accordance with the compensation provisions of this agreement for satisfactory work done and services performed prior to the effective date of the termination.

7. DELAYS. Consultant shall notify RCCD promptly of any expected delay in performance of services. However, Consultant shall not be liable for delays in performance beyond its reasonable control.

8. CONFIDENTIAL INFORMATION. Consultant agrees that any information received by the consultant during any furtherance of the consultant's obligations in accordance with this contract will be treated by the consultant in full confidence and will not be revealed to any other persons, firms or organizations.

9. INDEMNIFICATION. Consultant shall indemnify and hold RCCD, its Trustees, officers, agents, employees and independent consultants, free and harmless from any liability whatsoever, based or asserted upon any acts or omission of consultant, its agents, employees, subconsultants and independent consultants, for property damage, bodily injury, or death (consultant's employees included) or any other element of damage of any kind or nature, relating to or in anywise connected with or arising from the performance of the services contemplated hereunder, and consultant shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by RCCD), RCCD, its officers, agents, employees and independent consultants, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold RCCD free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.

10. INTELLECTUAL PROPERTY. All intellectual property, including but not limited to, any material subject to copyright or patent, or any other intellectual product developed by the

consultant pursuant to or under this Agreement, shall be the property of RCCD upon payment for work performed.

11. GOVERNING LAW. This Agreement shall be construed and interpreted in accordance with, and governed in all respects by, the laws of the State of California. Any litigation filed regarding this contract must be filed in Riverside, California.

12. NON-DISCRIMINATION. Consultant agrees that it will comply with all state and federal non-discrimination and equal opportunity regulations for all persons with regard to race, color, religion, national origin, ancestry, sex, physical/mental disability, medical condition, marital status, age, or sexual orientation.

13. SIGNATURES

Riverside Community College District

Ivascu Consulting, LLC

James Buysse
Vice Chancellor, Administration & Finance

Alex Ivascu
President

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-f

Date: June 19, 2007

Subject: Agreement UManageIt & Associates

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and UManageIt & Associates, for curriculum development by creating course materials for Manufacturing 46 (Manufacturing Processes I). Course materials shall consist of a course outline, a course syllabus, a course schedule, lesson plans, development of lab activities, and tests and quizzes. The term of the agreement is June 20, 2007 through June 30, 2007. Total expenses will not exceed \$1,755.00. Funding source: National Science Foundation Grant.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for June 20, 2007 through June 30, 2007, for an amount not to exceed \$1,755.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: John Tillquist
Dean, Technology and Economic Development
Henry Rogers
Director, Center for Applied Competitive Technologies

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
UManageIt & Associates

This Agreement, entered into June 20, 2007 between UManageIt & Associates, hereinafter referred to as the "Service Provider," and Riverside Community College District, whose address is 4800 Magnolia Avenue, Riverside, California 92506, hereinafter referred to as the "District."

ARTICLE I. TERM OF CONTRACT

- 1.01 This Agreement is effective to cover activities beginning June 20, 2007, and will continue in effect until June 30, 2007.

ARTICLE II. SERVICES TO BE PERFORMED

- 2.01 Service Provider agrees to perform the services specified in the "Scope of Services" attached to this Agreement as "Exhibit A" and incorporated by reference herein.

ARTICLE III. COMPENSATION

- 3.01 In consideration for the services to be performed by the Service Provider, District shall pay a total not to exceed \$1,755.00. Payable upon receipt of an invoice.

ARTICLE IV. OBLIGATIONS OF SERVICE PROVIDER

- 4.01 Minimum Amount of Service. Service Provider agrees to devote its best efforts to performance of the services outlined in "Exhibit A" on behalf of District.
- 4.02 Indemnification. Service Provider and District mutually agree to indemnify and hold each other free and harmless from any obligations, costs claims, judgments, attorneys' fees and attachments arising from, growing out of, or in any way connected with the services rendered to each other pursuant to the terms of the Agreement. District also agrees to hold Service Provider harmless for claims of liable and slander for information contained in the formal report to District.
- 4.03 Assignment. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
- 4.04 Treatment of District Information. Service Provider shall regard all District data and information used in the work performed under this agreement as confidential.

- 4.05 Independent Contractor. It is understood that Service Provider is an independent contractor and that no employer-employee relation exists between the parties hereto.
- 4.06 Non-Discrimination. Service Provider agrees that he will comply with all state and federal non-discrimination and equal opportunity regulations for all persons with regard to race, color, religion, national origin, ancestry, sex, physical/mental disability, medical condition, marital status, age, or sexual orientation.

ARTICLE V. OBLIGATIONS OF THE COLLEGE

- 5.01 Cooperation of the District. District agrees to comply with all reasonable requests of the Service Provider and provide access to all documents and/or information reasonably necessary to the performance of Service Provider's duties under this Agreement.

ARTICLE VI. TERMINATION OF AGREEMENT

- 6.01 Termination Upon Notice. Either party hereto may terminate this Agreement at any time upon 30 days written notice to the other.

ARTICLE VII. GENERAL PROVISIONS

- 7.01 Entire Agreement of the Parties. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing, signed by the party to be charged.
- 7.02 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California.

Riverside Community College District

Service Provider

James Buysse
Vice Chancellor
Administration and Finance

UManageIt & Associates
Mark Hedges
17130 Van Buren Blvd., PMB#83
Riverside, CA 92504

Date

Date

EXHIBIT A

Service Provider Agreement with
Riverside Community College District and UManageIt & Associates

Scope of Work

1. Develop/refine materials for the Manufacturing 46 (Manufacturing Processes I) course.
2. Course materials shall consist of:
 - a. A course outline
 - b. A course syllabus
 - c. A course schedule
 - d. A set of lesson plans
 - e. Development of lab projects
 - f. Development of tests and quizzes
 - g. Development of student learning outcomes
 - h. Development of assessment measures
3. Upon completion of course development, the Riverside Community College Center for Applied Competitive Technologies will pay UManageIt & Associates \$1,755.00. The total amount of this effort will not exceed \$1,755.00.
4. The final materials will be delivered on or before June 30, 2007.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-g

Date: June 19, 2007

Subject: Agreement with Long Beach City College Center for International Trade
Development

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Long Beach City College Center for International Trade Development, for the creation of four educational modules to be uploaded to the RCCD Global Logistics Website. The module will consist of academic course material sufficient to fill three to four hours of classroom time and power point slides, a set of instructor notes and a learning exercise that is applicable to the module in which it is contained. Modules will be used for classes and customized training. The term of the agreement is June 20, 2007 through June 30, 2007. Total expenses will not exceed \$4,000.00. Funding source: Title VIB Global Logistics Grant.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for June 20, 2007 through June 30, 2007, for an amount not to exceed \$4,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: John Tillquist
Dean, Technology and Economic Development
Henry Rogers
Director, Center for Applied Competitive Technologies

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
Long Beach City College Center of International Trade Development

This Agreement, entered into June 20, 2007 between Long Beach City College Center for International Trade Development, hereinafter referred to as the "Service Provider," and Riverside Community College District, whose address is 4800 Magnolia Avenue, Riverside, California 92506, hereinafter referred to as "District."

ARTICLE I. TERM OF CONTRACT

1.01 This Agreement is effective to cover activities beginning June 20, 2007, and will continue in effect until June 30, 2007.

ARTICLE II. SERVICES TO BE PERFORMED

2.01 Service Provider agrees to perform the services specified in the "Scope of Services" attached to this Agreement as "Exhibit A" and incorporated by reference herein.

ARTICLE III. COMPENSATION

3.01 In consideration for the services to be performed by the Service Provider, District shall pay a total not to exceed \$4,000.00 payable monthly upon receipt of an invoice.

ARTICLE IV. OBLIGATIONS OF SERVICE PROVIDER

4.01 Minimum Amount of Service. Service Provider agrees to devote its best efforts to performance of the services outlined in "Exhibit A" on behalf of District.

4.02 Indemnification. Service Provider and District mutually agree to indemnify and hold each other free and harmless from any obligations, costs claims, judgments, attorneys' fees and attachments arising from, growing out of, or in any way connected with the services rendered to each other pursuant to the terms of the Agreement. District also agrees to hold Service Provider harmless for claims of liable and slander for information contained in the formal report to District.

4.03 Assignment. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.

4.04 Treatment of District Information. Service Provider shall regard all District data and information used in the work performed under this agreement as confidential.

- 4.05 Independent Contractor. It is understood that Service Provider is an independent contractor and that no employer-employee relation exists between the parties hereto.
- 4.06 Non-Discrimination. Service Provider agrees that he will comply with all state and federal non-discrimination and equal opportunity regulations for all persons with regard to race, color, religion, national origin, ancestry, sex, physical/mental disability, medical condition, marital status, age, or sexual orientation.

ARTICLE V. OBLIGATIONS OF THE COLLEGE

- 5.01 Cooperation of District. The District agrees to comply with all reasonable requests of the Service Provider and provide access to all documents and/or information reasonably necessary to the performance of Service Provider's duties under this Agreement.

ARTICLE VI. TERMINATION OF AGREEMENT

- 6.01 Termination Upon Notice. Either party hereto may terminate this Agreement at any time upon 30 days written notice to the other.

ARTICLE VII. GENERAL PROVISIONS

- 7.01 Entire Agreement of the Parties. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing, signed by the party to be charged.
- 7.02 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California.

Riverside Community College District

Service Provider

James Buysse
Vice Chancellor
Administration and Finance

Long Beach City College CITD
James Mucci
3950 Paramount Blvd., Ste. 101
Lakewood, CA 90712
(562) 598-8887

Date

Date

Riverside Community College District
Center for Applied Competitive Technologies

EXHIBIT A

Scope of Work

1. Develop/refine four learning modules for upload to the RCCD Global Logistics Website.
2. A module is defined as academic course material sufficient to fill three to four hours of classroom time.
3. Each module shall consist of:
 - a. A set of Power Point slides
 - b. A set of instructor notes
 - c. A learning exercise that is applicable to the module in which it is contained.
4. The proposed module topics are:
 - a. Session One: Introduction to California Logistics – Learn the critical relationship of California's unique transportation and logistics infrastructure and an overview of how foreign sourced manufacturing effects the movement of goods. Learn how to recognize the "most cost effective, highly reliable" logistics alternatives. Examine the elements of California Logistics. Learn the effects of foreign sourced manufacturing on California Goods Movement.
 - b. Session Two: The Evolution of Public Policy & Technology on California Logistics - Learn the impact of legislation, new technologies and public policy on the evolution of logistic operations dependent on California's transportation & logistics infrastructure. Learn about the hidden costs and service delays that effect reliable operations. "Follow the Freight" through the system of 34 unique elements in California Logistics. Process for developing the "Most Cost Effective, Highly Reliable" Logistics Alternatives.
 - c. Session Three: International Goods Movement and California Logistics - Learn the critical relationship between International Goods Movement and California's unique transportation & logistics infrastructure. Learn the advantages of California as a choice for Importing & Exporting. Learn how to evaluate each of the critical elements and how they go together in the most effective system. Air Transportation. Ocean Transportation, Marine & Rail Terminal Operations, Harbor & Rail Drayage, Domestic Transportation, Warehousing & Trans-loading.

- d. **Session Four: Designing Cost Effective and Highly Reliable California Logistics**
Working with the attendees, the instructor will help assess the critical business and logistics requirements of each enterprise. The instructor will help develop a list of critical requirements and assist with the evaluation and selection of the most appropriate logistics alternatives to create an individual logistics plan.
Assessment of Business/Logistics Requirements. Objectively Review the available Logistics Alternatives for Service & Cost, Evaluate & Select the Best Logistics Value, Develop a "Cost Effective, Highly Reliable" Logistics Plan.
5. Upon completion of each module, the Riverside Community College Center for Applied Competitive Technologies will pay the Long Beach City College Center for International Trade Development \$1,000.00 per module. The total amount of this effort will not exceed \$4,000.00.
6. The final module will be delivered on or before June 30, 2007.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-h

Date: June 19, 2007

Subject: Agreement with City of Corona

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and the City of Corona for training services. The District shall provide "Leadership Academy," "Supervisor Competencies," "Managers Moving Up," "For the Team," and other educational training projects (each course to be 4 hours in length). The term of the agreement is from July 1, 2007 through June 30, 2008. The District will be paid \$1,000.00 flat rate per course, and \$75.00 for each DISC profile per employee, at an amount not to exceed \$25,000.00. Funding source: No cost to the District.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for the term of July 1, 2007 through June 30, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: John Tillquist
Dean, Technology and Economic Development
Robert Grajeda
Director, Corporate and Business Development

CITY OF CORONA
PROFESSIONAL SERVICES AGREEMENT

1. PARTIES AND DATE.

This Agreement is made and entered into this 20th day of June, 2007 by and between the City of Corona, a municipal corporation organized under the laws of the State of California with its principal place of business at 400 South Vicentia Avenue, Corona, California 92882 (“City”) and Riverside Community College District, with its principal place of business at 4800 Magnolia Avenue, Riverside, California (“District”). City and District are sometimes individually referred to as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 District.

District desires to perform and assume responsibility for the provision of certain professional services required by the City on the terms and conditions set forth in this Agreement. District represents that it is experienced in providing Educational Training services to public clients, is accredited licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage District to render such services for “Leadership Academy”, “Supervisor Competencies”, “Managers Moving Up”, “For the Team” and other Educational Training projects (“Project”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. District promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional educational training consulting services necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules, and regulations.

3.1.2 Term. The term of this Agreement shall be from July 1, 2007 to June 30, 2008 unless earlier terminated as provided herein. District shall complete the Services within the

term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Responsibilities of District.

3.2.1 Control and Payment of Subordinates; Independent District. The Services shall be performed by District or under its supervision. District will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains District on an independent District basis and not as an employee. District retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of District shall also not be employees of City and shall at all times be under District's exclusive direction and control. District shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. District shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. District shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. District represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate District's conformance with the Schedule, City shall respond to District's submittals in a timely manner. Upon request of City, District shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by District shall be subject to the approval of City.

3.2.4 Substitution of Key Personnel. District has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, District may substitute other personnel of at least equal competence upon written approval of City. In the event that City and District cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the District at the request of the City. The key personnel for performance of this Agreement is ~~are~~ as follows: Robert Grajeda, Director of Corporate and Business Development.

3.2.5 City's Representative. The City hereby designates Karen Parker-Hausner, or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. District shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.6 District's Representative. District hereby designates Robert Grajeda, Director of Corporate and Business Development, or his designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have full authority to represent and act on behalf of the District for all purposes under this Agreement. The District's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. District agrees to work closely with City staff in the performance of Services and shall be available to City's staff, Districts and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. District shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. District represents and maintains that it is skilled in the professional calling necessary to perform the Services. District warrants that all employees and sub-Contractors shall have sufficient skill and experience to perform the Services assigned to them. ~~Finally, District represents that it, its employees and sub-contractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement.~~ As provided for in the indemnification provisions of this Agreement, District shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the District's failure to comply with the standard of care provided for herein. Any employee of the District or its sub-Contractor who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the District and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. District shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. District shall be liable for all violations of such laws and regulations in connection with Services. If the District performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, District shall be solely responsible for all costs arising therefrom. District shall defend, indemnify and hold City, its officials, directors, officers, employees, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. District shall not commence Work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. ~~In addition, District shall not allow any subContractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subContractor has secured all insurance required under this section.~~

3.2.10.2 Minimum Requirements. District shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the District, its agents, representatives, employees or sub-Contractors. ~~District shall also require all of its subContractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage :~~

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) Automobile Liability: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) Workers' Compensation and Employer's Liability: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

(B) Minimum Limits of Insurance. District shall maintain limits no less than: (1) General Liability: \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) Automobile Liability: \$1,000,000.00 per accident for bodily injury and property damage; and (3) Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the Labor Code of the State of

California. Employer's Liability limits of \$1,000,000.00 per accident for bodily injury or disease.

3.2.10.4 Insurance Endorsements. The insurance policies shall contain the following provisions, or District shall provide endorsements on forms supplied or approved by the City to add the following provisions to the insurance policies:

(A) General Liability. The general liability policy shall be endorsed to state that: (1) the City, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Work or operations performed by or on behalf of the District, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the District's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents, and volunteers shall be excess of the District's insurance and shall not be called upon to contribute with it in any way.

(B) Automobile Liability. The automobile liability policy shall be endorsed to state that: (1) the City, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the District or for which the District is responsible; and (2) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the District's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents, and volunteers shall be excess of the District's insurance and shall not be called upon to contribute with it in any way.

(C) Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the District.

(D) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its directors, officials, officers, employees, agents, and volunteers.

3.2.10.5 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents, and volunteers.

3.2.10.6 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. District shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents, and volunteers; or (2) the District shall procure a bond guaranteeing payment of losses and related investigation costs, claims, and administrative and defense expenses.

3.2.10.7 ~~Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the City.~~ Type of Coverage. District's insurance coverage may be secured by self-insurance, through a Joint Powers Authority, or a combination thereof.

3.2.10.8 Verification of Coverage. District shall furnish City with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the City if requested. All certificates and endorsements must be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.2.10.9 Reporting of Claims. District shall report to the City, in addition to District's insurer, any and all insurance claims submitted by District in connection with the Services under this Agreement.

3.2.11 Safety. District shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the District shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and sub-Contractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. District shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed \$25,000.00 without written approval of City's Representative. Extra Work may be

authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. District shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by District. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. District shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that District perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. District shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. District shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. District shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. District shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

3.5.1.1 Grounds for Termination. City or District may, by written notice ~~to District~~, terminate the whole or any part of this Agreement at any time and without cause by giving written notice ~~to District~~ of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, District shall be compensated only for those services which have been adequately rendered to City, and District shall be entitled to no further compensation. ~~District may not terminate this Agreement except for cause.~~

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require District to provide all finished or unfinished Documents and Data and other information of any kind prepared by District in connection with the performance of

Services under this Agreement. District shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

District:

Riverside Community College District, 4800 Magnolia Avenue, Riverside, CA 92506-1299, Attn: Robert Grajeda, Director, Corporate & Business Development

City:

City of Corona, 400 South Vicentia Avenue, Corona, CA 92882 Attn: Karen Parker-Hausner, Risk Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents and Data; Licensing of Intellectual Property. ~~This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by District under this Agreement ("Documents & Data"). District shall require all subContractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subContractor prepares under this Agreement. District represents~~

~~and warrants that District has the legal right to license any and all Documents & Data. District makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than District or provided to District by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.~~

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by City or provided to District by City in connection with the performance of this Agreement shall be held confidential by District. Such materials shall not, without the prior written consent of City, be used by District for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to District which is otherwise known to District or is generally known, or has become known, to the related industry shall be deemed confidential. District shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.6 Indemnification.

DISTRICT shall defend, indemnify and hold the City, its officials, officers, employees, agents, and volunteers free and harmless from any and all liability from loss, damage, or injury to property or persons, including wrongful death, in any manner arising out of or incident to any negligent acts, omissions or willful misconduct of the DISTRICT, its Trustees, officials, officers, employees, agents, and volunteers arising out of or in connection with the DISTRICT's performance of this contract, including without limitation the payment of attorneys' fees.

CITY shall defend, indemnify and hold the District, its Trustees, officials, offices, employees, agents, and volunteers free and harmless from any and all liability from loss, damage, or injury to property or persons, including wrongful death, in any manner arising out of or incident to any negligent acts, omissions or willful misconduct of the CITY, its officials, officers, employees, agents, and volunteers arising out of our in connection with the CITY's performance of this contract, including without limitation the payment of attorneys' fees.

~~District shall defend, indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions or willful misconduct of District, its officials, officers, employees, agents, Districts, and Districts arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorneys fees and other related costs and expenses. District shall defend, at District's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents, or volunteers. District shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents, or volunteers, in any such aforesaid suit, action or other legal proceeding. District shall reimburse City and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. District's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials officers, employees, agents, or volunteers kind that may be brought or instituted against City, its directors, officials, officers, employees, agents, or volunteers. District shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents, or volunteers, in any such suit, action or other legal proceeding arising out of or in connection with the performance of the Services, the Project or this Agreement. District shall reimburse City and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. District's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials officers, employees, agents, or volunteers.~~

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Riverside County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.10 City's Right to Employ Other Parties. City reserves right to employ other Parties in connection with this Project.

3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.12 Assignment or Transfer. District shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to District include all personnel, employees, agents, and sub-Contractors of District, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

3.5.14 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. District maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for District, to solicit or secure this Agreement. Further, District warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for District, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. District further agrees to file, or shall cause its employees or sub-Contractors to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. District represents that it is an equal opportunity employer and it shall not discriminate against any sub-Contractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. District shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.20 Labor Certification. By its signature hereunder, District certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Agreement. District has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.6 Subcontracting.

3.6.1 Prior Approval Required. District shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. ~~Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.~~

CITY OF CORONA

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Laurie LoFranco,
Human Resources Director

By: _____
James Buysse
Vice Chancellor, Administration & Finance

EXHIBIT "A"

Scope of Services

The "District" shall provide the course(s) and services at the times, dates and locations as agreed. The course(s) and services, course document(s), if any and used course schedule(s) will hereinafter be referred to as the "Course".

The "District" will conduct the course.

The "District" will report attendance (if applicable) and provide performance records to the "City" within five working days of course completion.

Students/Trainees will not receive units of credit.

EXHIBIT "B"

SCHEDULE OF SERVICES

Training modules for The RCC/City of Corona Leadership Academy, July 2007 through June 2008.

Number of courses to be determined, each four hours in length

Courses:

To be determined as scheduled through June 30, 2008

EXHIBIT "C"

COMPENSATION

\$1,000.00 flat rate per course, DISC profiles billed separately per employee @ \$75.00 each

Total

Not to exceed \$25,000.00.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-i

Date: June 19, 2007

Subject: Agreement with Calvary Presbyterian Church

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Calvary Presbyterian Church for the use of their facility as a rehearsal/performance location for RCC Music Department Master Chorale Spring Concert. The term of the agreement is for May 31, 2007 and June 2, 2007, for a fee of \$800.00. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement, for May 31, 2007 and June 2, 2007, for an amount not to exceed \$800.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Virginia McKee-Leone
Dean of Instruction
Charles Richard
Associate Professor, Music

AGREEMENT BETWEEN CALVARY PRESBYTERIAN CHURCH
AND RIVERSIDE COMMUNITY COLLEGE DISTRICT

This agreement between the Riverside Community College District (RCCD) and Calvary Presbyterian Church, 4495 Magnolia Avenue, Riverside, CA 92501, is for use of Church's facilities as a rehearsal and performance location for the RCC Music Department Master Chorale.

The parties agree as follows:

1. For the use of Church's premises, the RCCD will contribute the sum of \$ 800.00 for the May 31, 2007 rehearsal and June 2, 2007 performance. Fees will be paid upon receipt of an invoice from Church.
2. RCCD will be responsible for any damages sustained to the rooms and/or equipment used on Church's premises, as a direct result of RCCD's use of said rooms and/or equipment.
3. RCCD will defend, indemnify and hold harmless Church for any claims, lawsuits, or liabilities of any type suffered by Church arising from RCCD's acts or omissions in the performance of this contract.

Church will defend, indemnify and hold harmless RCCD for any claims, lawsuits, or liabilities of any type suffered by RCCD arising from Church's acts or omissions in the performance of this contract.

4. District shall maintain general commercial liability insurance in amounts not less than \$1,000,000 per occurrence, or \$3,000,000 aggregate and shall provide Church with a Certificate of Insurance, naming Church as an additional insured.

Church shall maintain general liability insurance in amounts not less than \$1,000,000 per occurrence, or \$3,000,000 aggregate and shall provide RCCD proof of said insurance, upon request.

5. District shall not make, or permit other persons to make, any alterations to Church's premises without first obtaining the written consent of Church.
6. Church shall bear all costs of utilities for water, natural gas and electricity and shall provide all utilities necessary for said use by RCCD, such as water, lighting, heating and air conditioning.
7. This agreement may be terminated by either party by giving thirty (30) days written notice of intention to terminate.

This agreement has been read and agreed upon by the following officers or representatives of both organizations.

RIVERSIDE COMMUNITY
COLLEGE DISTRICT

CALVARY PRESBYTERIAN CHURCH

By: _____
James L. Buysse
Vice Chancellor, Administration
And Finance

By: _____
Bradley Sackett
President, Calvary Presbyterian Church

Date: _____

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-j

Date: June 19, 2007

Subject: Agreement with OD Music, Inc.

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and OD Music, Inc. for the delivery of paymaster services. As compensation for making the required payroll and related payments to the crew and talent associated with the Performance Riverside productions, OD Music, Inc. will receive a service fee of 3 percent of gross wages. The term of the agreement is August 1, 2007 through June 30, 2008. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from August 1, 2007 through June 30, 2008, for the fee of three percent of gross wages, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

O D Music, Inc.
Bob O'Donnell, Proprietor
4920 Natoma Avenue
Woodland Hills, CA 91364

April 23, 2007

Performance Riverside
Riverside Community College District
4800 Magnolia Ave
Riverside, CA 92506-1299

Dear Rey:

This letter agreement, when executed on behalf of your company, and OD Music, Inc., constitutes our entire agreement relating to the services we provide in connection with certain of your company's and/or talent personnel. We cannot commence any service on your behalf until you have signed below and returned a copy of this letter to us.

- 1 During the term of this agreement, you hereby acknowledge that the payments to crew and/or talent we provide in connection with all live theatre and any other types of production produced by you are subject to social security, withholding, and unemployment insurance and disability insurance payments. In connection with the services we provide to your company during the term of this agreement:
 - i. We will make all required wage and benefit payments for services provided by such crew members and/or talent as you designate in connection with your live theatre and any other type of production, and we will issue individual checks to each of these crew members and talent.
 - ii. We will file all applicable reports for said payments with the appropriate government agency, and we will pay all required employer payroll taxes, and disability and unemployment insurance contributions.
 - iii. We will furnish you with itemized invoices for all fees and payments made by us, and all expenses incurred by us, in connection with the crew members and/or talent for whom your company has requested the services covered by this agreement.
 - iv. We will handle routine crew and/or talent inquiries relating to their wages and benefits related to work for your company. No commitments on your behalf will be made by us to such crew and/or talent without your prior approval.

- v. You agree to supply us with completed time cards and/or talent contracts, if any, and any other required documents including W-4's, W9's and I-9 forms, and in the event you fail to provide verified, accurate, complete and timely information, we will not be responsible for the timeliness or accuracy of any payments to crew members and/or talent, and to other persons or organizations that may be required as a result of the work performed by the crew members and/or talent for your company.
 - vi. For purposes of immigration laws only, we shall be regarded as the employer of record for income tax and FICA withholding purposes only. You shall be responsible for completion of such forms as are required by the immigration laws of the United States, including I-9's, and will indemnify and hold us harmless in connection therewith. We will provide you with reasonable assistance in connection with any such form requirements, but cannot assume responsibility since you or your agents are actually auditioning and casting talent and hiring production crews.
 - vii. OD Music, Inc. will meet the employer obligations required by Actor's Equity Association, i.e., workman's compensation insurance, and the withholding duties and payment of welfare benefits.
 - viii. OD Music, Inc. will serve as the employer of record of all contracted performance employees (Union and non-union affiliated) and thereby meet state and federal requirements as prescribed by law. This would include, but not be limited to, the withholding of personal income taxes, the maintenance of all required immigration forms, and other responsibilities that an employer must meet (e.g. responsible for W-2 forms).
- 2 We will assume all responsibility for the payments made by us in accordance with reports or other information your company provides, and will indemnify and hold you harmless with respect to any claims or actions, relating to the failure by us to make payments required hereunder, provided that you submit to us accurate and timely information. Notwithstanding the foregoing, you agree to reimburse us for payments made to correct underpayments or overpayments to crew and/or talent resulting from inaccurate information you give to us, provided that in the case of an underpayment, your total cost will not exceed the amount that should have been paid plus any related penalties or costs. You also agree to indemnify and hold us harmless with respect to any claims asserted, or actions instituted, against OD Music, Inc. by or on behalf of any crew and/or talent, or by any labor organization representing such crew and/or talent, based on your company's alleged failure to comply with any applicable collective bargaining agreement or employment laws, or wrongful treatment of the crew member or talent.

- 3 As compensation for our services making the required payroll and related payments, we will be entitled to a service fee of 3% percent of the total package.
- 4 Your company will pay our invoices so that we receive payment in full upon receipt of the invoice. We reserve the right to discontinue our services if we do not receive timely payment of our invoices in full from your company.
- 5 This agreement shall continue until terminated either by your company or by OD Music, Inc. upon no more than 90 days or less than 30 days advance written notice of termination.
- 6 This agreement comprises the entire agreement between your company and OD Music, Inc. relating to the subject matter contained herein. Any amendment or modification to this agreement must be made in writing and signed by both parties.
- 7 This agreement shall be construed in accordance with the laws of the State of California for contracts wholly performed therein, without regard to conflict of law principals.
- 8 You hereby agree to submit to the personal jurisdiction of the Courts of the County of Riverside, State of California as the exclusive venue for the enforcement of any right or obligation under this Agreement, and waive any defense based on venue or inconvenient forum.
- 9 The parties agree that prior to instituting any legal proceedings concerning any dispute arising out of or in connection with this Agreement, excepting your obligation to pay payroll and benefits, the parties will participate in a non-binding mediation proceeding, utilizing a third party mediator from AAA, JAMS, or other similar alternative dispute resolution service. The costs of the mediator shall be borne equally by the parties.
- 10 Insurance. Prior to commencing performance hereunder, OD Music, Inc. shall accomplish the following:
 - a. Workers' Compensation Insurance. Contractor shall have in effect, during the entire life of this agreement, workers' compensation and employer liability insurance providing full statutory coverage. In signing this agreement, OD Music, Inc. makes the following certification, required by section 1861 of the California Labor Code:
 - i. I am aware of the provisions of section 700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provision of the Code, and I will comply with such provisions before commencing the performance of this work of the Agreement.

- b. OD Music, Inc. shall procure and maintain comprehensive general liability insurance coverage that shall protect RCCD from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from OD Music, Inc. activities as well as RCCD's activities under this contract. Such insurance shall name RCCD as an additional insured with respect to this agreement and the obligations of RCCD hereunder. Such insurance shall provide for limits of not less than \$1,000,000.00.
11. Hold Harmless. OD Music, Inc. agrees to and shall indemnify and hold harmless the District, its officers, employees and agents from and against any lawsuit, demand or liability claim arising out of the matters described herein, where such lawsuit, demand is based in whole or in part upon the contention, whether or not true, that the Contractor acted or failed to act in a negligent fashion, or failed to perform according to the terms of this Agreement, thereby causing injury to person or property, or death, or economic loss of any kind. Contractor's obligations hereunder shall include the obligation to defend, at its own expense, any lawsuit brought against the District, which is within the scope of this indemnity obligation, and such obligations shall be triggered by the service, upon District, of any such lawsuit or claim related thereto, provided written notice therefore is give by District to Contractor.

If the above accords with your understanding and agreement, kindly indicate your consent hereto by signing in the place provided below.

Riverside Community College District

OD Music, Inc.
4920 Natoma Avenue
Woodland Hills, CA 91364

James L. Buysse
Vice Chancellor, Administration and Finance

Bob O'Donnell

Date

Date

Attachment A

2007 Employer Burden Rates

Payroll Fringes 2007

Union & Non-Union Actors
Stage Manager, Other Participants

FICA	6.2%
Medicare	1.45%
FUTA	.8%
SUI	3.6%
Employers training Tax	.1%
Workers Comp Insurance	12.85%
Payroll Handling	3%

Total Liability 28%

Musicians

FICA	6.2%
Medicare	1.45%
FUTA	.8%
SUI	3.6%
Employers Training Tax	.1%
Workers Comp Ins.	6.85%
Payroll Handling	3%

Total Liability 22%

General Information:

- No charge to enter W4's
- No charge to print W2's
- We require that you make payment before checks are issued.
- We agree to mail checks in a timely fashion so that they arrive on time for scheduled pay dates.

EXHIBIT A

O.D. Music, Inc., Bob O'Donnell, Proprietor, shall bill the district on a quarterly or as requested basis by Performance Riverside as follows:

___ ___ 1. Total payroll cost for employees contracted to Performance Riverside by the O.D. Music, Inc., Bob O'Donnell, Proprietor, for services rendered as of the billing date or for services to be up to eight weeks after the billing date; and

___ ___ 2. An administrative fee of 3% of total payroll cost.

___ ___ 3. Total payroll costs for union and off-contract actors shall include gross salaries, employer taxes and workers comp coverage @ 25%, pension & health benefits and a 3% fee for payroll handling on the entire package. This would include the wages, employer tax liability, & pension & health benefits. Union fees are as follows: up to \$142.00 tier one, \$157.00 tier two, and \$169.00 tier three, for health/welfare payment, \$20.00 per day (\$140.00 per week) for Out-of-Town Actors weekly per diem and all said requirements outlined in Exhibit B for professional actor/stage manager members of Actors' Equity Association rendering services to the District.

___ ___ 4. Total Payroll cost for Musicians shall include Gross Salaries, Employer Tax Liability of 19% & a payroll handling fee of 3% on the entire package. This would include the Wages and Employer Tax Liability fees.

___ ___ 5. All billings by O.D. Music, Inc. shall include a section entitled "Reconciliation of advance payments and services rendered." In this section O.D. Music, Inc. will report any advance payments made by the District prior billing cycle and the associated services actually rendered since the date of the last billing.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-k

Date: June 19, 2007

Subject: Agreement with Onstage Musicals, Richard Stover

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Onstage Musicals, Richard Stover, to provide the services of the twelve member Onstage Cabaret Orchestra with singers and dancers as well as conductor services for the Performance Riverside production of "Monster Hits from Animated Blockbusters!" The term of this agreement is March 2, 2008. The total fee for this agreement is \$7,000.00. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for March 2, 2008, for \$7,000.00 and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
ONSTAGE MUSICALS, RICHARD STOVER, OWNER

THIS AGREEMENT is made and entered on this June 20, 2007, by and between OnStage Musicals, Richard Stover, Owner, hereinafter referred to as “Contractor” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “District”.

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide The Onstage Cabaret Orchestra a 12-piece orchestra with singers and/or dancers for “Monster Hits from Animated Blockbusters!”.
2. The services rendered by the Contractor are subject to review and supervision by the District’s Chancellor and other designated representatives of the District.
3. The term of this agreement shall be for March 2, 2008.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$7,000.00 payable after receipt of invoice on the following date:

Monster Hits from Animated Blockbusters! \$7,000.00 payable on 03/02/08

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
8. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
9. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Richard Stover
2470 Sunset Drive
Riverside, CA 92506

James L. Buysse
Vice Chancellor, Administration and Finance

Contractor

Date

Date

EXHIBIT A

Riverside Community College District
Independent Contractor Agreement with
OnStage Musicals, Richard Stover, Owner

COMPENSATION

Conducting, Performance, and Salaries

1. As compensation for the services to be rendered, Client shall pay to the Contractor an amount equal to \$7,000.00 for delivery of one performance of a 15 piece orchestra with singers and/or dancers as needed.
2. The fee will include conductor's fees and salaries for all performers. Each show will last approximately 2 hours with a 15 minute intermission.

One payment of \$7,000.00 will be made on March 3, 2008.

1. If the Contractor does not deliver the aforementioned services for the production of "Monster Hits From Animated Blockbusters!" no funds will be deemed due the Contractor by the Client.
2. Contractor shall submit invoices to Client for services rendered as indicated in the agreement.
3. Client reserves the right to determine stage set up, lighting needs, best sound design arrangements, and other considerations for the use of Landis Performing Arts Center.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-1

Date: June 19, 2007

Subject: Agreement with Roger Castellano

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Roger Castellano to provide directing and choreographing services for the Performance Riverside production of "Seussical." The term of this agreement is August 18, 2007 through November 19, 2007. The total fee for this agreement is \$8,000.00. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from August 18, 2007 through November 19, 2007, for \$8,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
ROGER CASTELLANO

THIS AGREEMENT is made and entered into on this June 20, 2007, by and between Roger Castellano, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide directing and choreographing services during "Seussical".
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from August 18, 2007 through November 18, 2007.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$8,000.00 payable after receipt of invoice on the following date:

Seussical

\$8,000.00 payable on 11/09/07

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
9. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Roger Castellano
P. O. Box 55
La Verne, CA 91750-0055

James L. Buysse
Vice Chancellor, Administration and Finance

Contractor

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-m

Date: June 19, 2007

Subject: Agreement with Gary Krinke

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Gary Krinke to provide stage directing services for the Performance Riverside production of "Sensational ShowTunes." The term of this agreement is for January 4, 2008 through April 4, 2008. The total fee for this agreement is \$2,850.00.

Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from January 4, 2008 through April 4, 2008, for \$2,850.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
GARY KRINKE

THIS AGREEMENT is made and entered into on this June 20, 2007, by and between Gary Krinke, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide stage directing services for "Sensational ShowTunes".
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from January 4, 2008 through April 4, 2008.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$2,850.00 payable after receipt of invoice on the following dates:

Sensational ShowTunes	\$2,850.00 payable on 04/04/08
-----------------------	--------------------------------

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
9. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Gary Krinke
167 Saratoga Avenue
Placentia, CA 92870

James L. Buysse
Vice Chancellor, Administration and Finance

Contractor

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-n

Date: June 19, 2007

Subject: Agreement with Scott T. Smith

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Scott T. Smith to provide musical directing and conducting services for the Performance Riverside productions of "Hollydazzle," "The King and I," "Sensational ShowTunes," and "Thoroughly Modern Millie." The term of this agreement is for September 14, 2007 through June 16, 2008. The total fee for this agreement is \$17,000.00. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from September 14, 2007 through June 16, 2008, for \$17,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
SCOTT T. SMITH

THIS AGREEMENT is made and entered into on this June 20, 2007, by and between Scott T. Smith, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to musical directing and conducting services for "Hollydazzle," "The King and I," "Sensational ShowTunes," and "Thoroughly Modern Millie."
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from September 14, 2007 through June 16, 2008.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$17,000.00 payable after receipt of invoice on the following dates:

Hollydazzle	\$3,500.00 payable on 12/14/07
The King & I	\$5,000.00 payable on 02/01/08
Sensational ShowTunes	\$3,500.00 payable on 04/04/08
Thoroughly Modern Millie	\$5,000.00 payable on 06/06/08

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and

expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
9. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Scott T. Smith
53665 Avenida Juarez
La Quinta, CA 92253

James L. Buisse
Vice Chancellor, Administration and Finance

Contractor

Date

Date

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
JEAN-YVES TESSIER

THIS AGREEMENT is made and entered into on this June 20, 2007, by and between Jean-Yves Tessier, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide lighting designer services for Performance Riverside's production of "West Side Story," "Seussical", "Hollydazzle," "The King and I," and "Thoroughly Modern Millie."
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from July 21, 2007 through June 15, 2008.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$11,000.00 payable after receipt of invoice on the following date:

West Side Story	\$2,200.00 payable on 09/21/07
Seussical	\$2,200.00 payable on 11/16/07
Hollydazzle	\$2,200.00 payable on 12/14/07
The King & I	\$2,200.00 payable on 04/11/08
Thoroughly Modern Millie	\$2,200.00 payable on 06/13/08

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees

and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
9. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Jean-Yves Tessier
216 Valencia Street
Brea, CA 92821

James L. Buysse
Vice Chancellor, Administration and Finance

Contractor

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-p

Date: June 19, 2007

Subject: Agreement with Douglas Shrope

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Douglas Shrope to provide musical arranging and talk spot writing services for the Performance Riverside productions of "Hollydazzle," and "Sensational ShowTunes." The term of this agreement is from October 3, 2007 through April 13, 2008. The total fee for this agreement is \$2,000.00. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from October 3, 2007 through April 13, 2008, for \$2,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
DOUGLAS SHROPE

THIS AGREEMENT is made and entered into on this June 20, 2007, by and between Douglas Shrope, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide musical arranging and talk spot writing services for "Hollydazzle," and "Sensational ShowTunes."
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from October 3, 2007 through April 13, 2008.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$2,000.00 payable after receipt of invoice on the following dates:

Hollydazzle	\$1,000.00 payable on 12/14/07
Sensational ShowTunes	\$1,000.00 payable on 04/04/08

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or

omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
9. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Douglas Shrope
565 Wayland Court
Claremont, CA 91711

James L. Buysse
Vice Chancellor, Administration and Finance

Contractor

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-q

Date: June 19, 2007

Subject: Agreement with Ashley Green

Background: Presented for the Board's review and ratification is an agreement between Riverside Community College District and Ashley Green to provide wardrobe mistress services for the Performance Riverside production of "Man of La Mancha." The term of the agreement is for May 14, 2007 through June 17, 2007. The fee for this agreement is \$600.00. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement, from May 14, 2007 through June 17, 2007, for \$600.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
ASHLEY GREEN

THIS AGREEMENT is made and entered into on this June 20, 2007, by and between Ashley Green, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide costume mistress services during "Man of La Mancha".
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from May 14, 2007 through June 17, 2007.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$550.00 payable after receipt of invoice on the following dates:

"Man of La Mancha"	\$600.00 payable on 6/17/07
--------------------	-----------------------------

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
9. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Ashley Green
2146 Monterey Peninsula Dr.
Corona, CA 92882

James L. Buysse
Vice Chancellor, Administration and Finance

Contractor

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-r

Date: June 19, 2007

Subject: Agreement with Orlando Alexander

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Orlando Alexander to provide choreography services for the Performance Riverside production of "West Side Story." The term of this agreement is from July 21, 2007 through September 23, 2007. The fee for this agreement is \$4,000.00.

Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from July 21, 2007 through September 23, 2007, for \$4,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
ORLANDO ALEXANDER

THIS AGREEMENT is made and entered into on this June 20, 2007, by and between Orlando Alexander, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide choreographing services during "West Side Story".
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from July 21, 2007 through September 23, 2007.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$4,000.00 payable after receipt of invoice on the following date:

West Side Story

\$4,000.00 payable on 09/14/07

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
9. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Orlando Alexander
504 North Sunnyslope Avenue
Pasadena, CA 91107

James L. Buysse
Vice Chancellor, Administration and Finance

Contractor

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-s

Date: June 19, 2007

Subject: Revised Agreement with Duy Dan Nguyen and Mailan Pham

Background: Presented for the Board's review and consideration is a revised agreement between Riverside Community College District and Duy Dan Nguyen and Mailan Pham to provide a mural on the former Holyrood Hotel on the corner of Market Street and University Avenue. The term of this agreement is April 18, 2007 and through the extended date of December 30, 2007. The total fee for this agreement is \$10,000.00. This agreement was previously approved by the Board on April 17, 2007. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees ratify the revised agreement from April 18, 2007 through December 30, 2007, for \$10,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

REVISED AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
DUY DAN NGUYEN AND MAILAN PHAM

THIS AGREEMENT is made and entered into on this April 18, 2007, by and between DUY DAN NGUYEN AND MAILAN PHAM, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide a mural on the former Holyrood Hotel on the corner of Market Street and University Avenue.
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be extended from April 18, 2007 through December 30, 2007.
4. Payment in consideration of this agreement includes a service and materials fee that shall not exceed \$10,000.00 payable after commencement of painting and upon receipt of invoice.

Payment 1 in the amount of \$3,000.00
Payment 2 in the amount of \$3,000.00
Payment 3 in the amount of \$4,000.00

Payable on October 15, 2007
Payable on November 15, 2007
Payable on December 15, 2007

5. The Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.
6. Contractor shall provide RCCD with copies of permits for the project issued by the City of Riverside, prior to the start of the project.

7. Contractor shall maintain in full force and effect for the duration of the contract, a policy of general liability insurance, naming RCCD as an additional insured. Said policy shall be in the amount of \$1,000,000.
8. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
9. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD. It is further understood that contractor, nor any of their employees, is not covered under RCCD's Workers' Compensation insurance.
10. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
11. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement. Contractor shall be paid for any work already commenced/performed should the contract be terminated before the end of the term.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College
District

Duy Dan Nguyen
16315 Aubarian Way
Riverside, CA 92504

Mailan Pham
16315 Aubarian Way
Riverside, CA 92504

James L. Buysse
Vice Chancellor,
Administration and Finance

Contractor

Contractor

Date

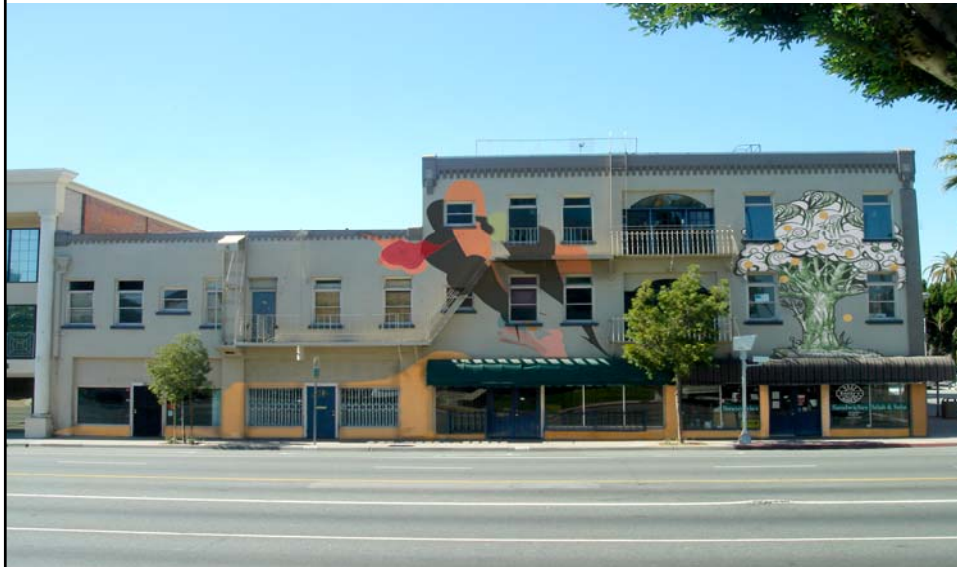
Date

Date

“New Arts Movement”

Contemporary Mural, Public Art
in Downtown Riverside
by Dan Nguyen and Mailan Thi Pham

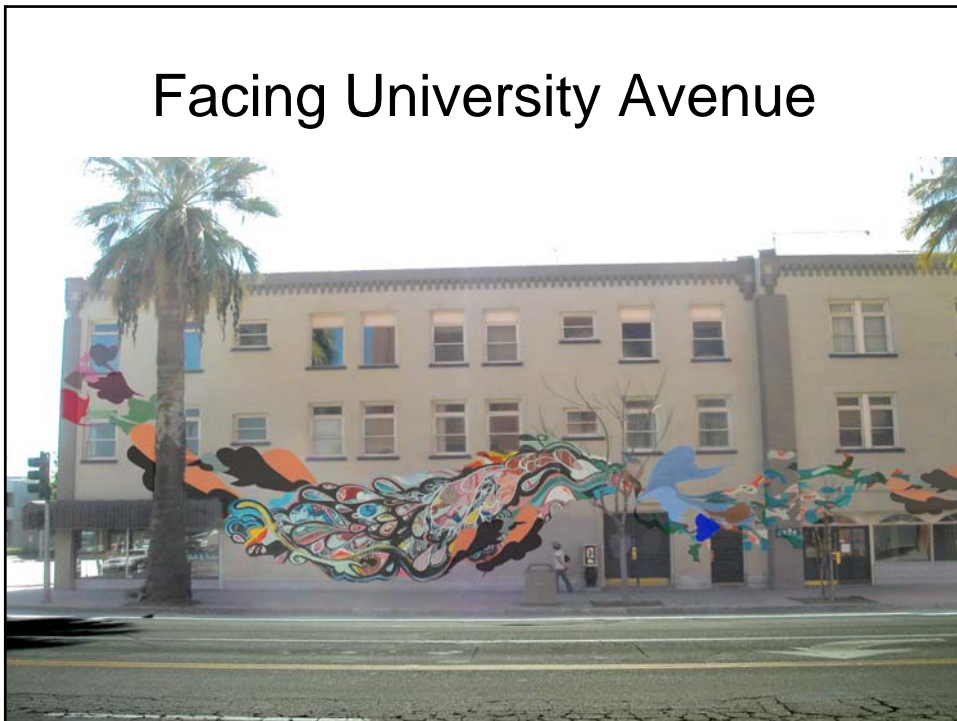
Facing Market Street



RCC/RSA Announcements in windows



Facing University Avenue



Facing University, Continued



Wall facing parking lot



RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-t

Date: June 19, 2007

Subject: Agreement with Spitz, Inc.

Background: Presented for the Board's review and consideration is an agreement between the Riverside Community College District and Spitz, Inc. This is a renewal of an existing agreement for the preventive maintenance services for the star projector system in the Planetarium. The term of the agreement is August 1, 2007 through July 31, 2008. Under the terms of this agreement, the District will pay \$7,420.00 for the cost of one maintenance call, including parts. If the call exceeds three working man days, the price for such additional service shall be \$850.00 per working man day or any part thereof. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from August 1, 2007 through July 31, 2008, for an amount of \$7,420.00 (plus \$850.00 for additional services after three days, as necessary), and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Virginia McKee-Leone
Dean of Instruction
Scott Blair
Director, Planetarium

**PLEASE SIGN AND RETURN
WITH PURCHASE ORDER**

**PREVENTATIVE MAINTENANCE
AGREEMENT NO. : 236**

This AGREEMENT made this 1st day of August 2007 by and between SPITZ, INC., a Delaware corporation ("Spitz") and Riverside Community College ("Customer"), Riverside, CA 92506

WHEREAS, Customer owns a **Model A5ATM4** planetarium instrument and desires to enter into a Preventative Maintenance Agreement with Spitz upon the terms and conditions hereinafter provided.

WHEREAS, Spitz is in the business of servicing planetariums and desires to enter into a Preventative Maintenance Agreement with Customer upon the terms and conditions hereinafter provided.

NOW, THEREFORE, in consideration of the premises and intending to be legally bound hereby, the parties hereto mutually agree as follows:

1. Services.

(A) Spitz will make one (1) preventative maintenance call at the customer's location between

August 1, 2007 – July 31, 2008

to service at the price stated in Subparagraph 2(a), the A5ATM4 Model planetarium instrument, its related controls and the following standard auxiliaries and their controls: Spitz projection orrery, geocentric earth, pole, latitude, zenith, cardinal points, satellite, instrument-mounted twilight, hand sextant, astro triangle and pointer, (the instrument, its controls, the standard auxiliaries and their controls being hereinafter referred to collectively as the "Planetarium").

(B) During this call, Spitz will inspect, clean, lubricate and furnish and install all parts which Spitz deems necessary, except that Spitz shall not be required to supply the mercury xenon arc source nor any other parts of the Planetarium if any such parts should be required because of accident, fire or abuse. The determination of whether parts are required because of accident, fire or abuse shall be made by Spitz, in its sole discretion.

(C) Spitz shall spend as much time on the preventative maintenance call as it deems necessary to perform the above services except that Spitz shall not spend more than three (3) working man days performing the above services unless Spitz agrees and Customer pays Spitz additional compensation as provided in Subparagraph 2(b).

(D) If customer requests Spitz to make an additional service call during the term of this Agreement, then Customer agrees to pay Spitz additional compensation as provided in Subparagraph 2(c).

For the purpose of this Agreement, a "working day" shall not exceed eight (8) hours during any twenty-four (24) hour period.

(E) If during the term of this Agreement, any parts of the Planetarium, (excluding the mercury xenon arc source or any other lamps), become defective, Spitz agrees to repair or replace such defective parts at no additional cost if defective part(s) are sent to Spitz, postage prepaid, and if Customer has already made its required payment under Subparagraph 2(a). The determination of whether parts are defective will be made by Spitz. It is further understood that Spitz will not repair or replace any parts that have become defective because of accident, fire or abuse and that such determination will be made by Spitz in its sole discretion.

2. Price

(A) **Preventative Maintenance Call.** The price for the one (1) maintenance call, including parts, as set forth in paragraph 1 of this Agreement, shall be

Seven thousand four hundred twenty dollars (\$ 7,420.00), payable by Customer prior to the date Spitz is scheduled to commence its service of the Planetarium.

(B) **Additional Working Days.** If customer requests Spitz to spend more than three (3) working man days during its preventative maintenance call and Spitz so agrees, then the price for such additional service shall be **eight hundred fifty dollars (\$850.00)** per working man day or any part thereof. The Customer agrees to provide Spitz with written authorization signed by an authorized representative of Customer, stating the additional price covering such additional service prior to the time that Spitz performs any service during additional working days. The Customer agrees to pay Spitz in full within ten (10) days from receipt of invoice for such additional service.

(C) **Additional Service Calls.** If customer requests Spitz to make an additional service call during the term of this Agreement, then customer agrees to pay Spitz **\$850.00** for each working man day that is required, plus transportation expenses to and from Spitz plant and Customer's location. Customer agrees to provide Spitz with written authorization signed by an authorized representative of Customer, stating the additional price covering such additional service prior to the time that Spitz performs any additional service. The Customer agrees to pay Spitz in full within ten (10) days from receipt of invoice for such additional service and transportation.

3. Time of Performance. Upon signing this Agreement, Customer shall submit to Spitz a written list of five (5) suggested three (3) day periods during which Customer desires Spitz to make its preventative maintenance call. Within 30 days of the anticipated service call dates, Spitz will attempt to notify the Customer. Consistent with Spitz scheduling requirements and the most efficient routing of its qualified personnel, Spitz shall attempt to select dates which have been suggested by Customer in its list. Customer realizes, however, that this may not be possible and Customer agrees to set aside the three (3) consecutive days which have been selected by Spitz to perform its service. During this period of time, Customer agrees that the planetarium will be continuously available to Spitz without any interference whatsoever from Customer, its employees, or third parties. Customer agrees that during the preventative maintenance period, Customer will not operate the Planetarium nor will the Planetarium be opened to use by any person other than Spitz. Customer further agrees to make available to Spitz a reasonable number of employees to assist Spitz in operating the Planetarium and the facility, in which it's located, and to cooperate with Spitz in its efforts to conduct preventive maintenance activities.

If customer requests any additional service calls during the term of this Agreement, Spitz, consistent with its scheduling requirements and the most efficient routing of its qualified personnel, shall use its best-efforts to make this call as soon as reasonably possible.

4. **TERM.** The term of the Agreement shall be for a period of one (1) year beginning on the date hereof.

5. **No Warranties.** THERE IS NO WARRANTY, REPRESENTATION OR CONDITION OF ANY KIND, EXPRESS OR IMPLIED, (INCLUDING NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE), WITH RESPECT TO THE PLANETARIUM, ANY PARTS SUPPLIED BY SPITZ, OR THE QUALITY OR EXTENT OF ANY SERVICES PROVIDED BY SPITZ UNDER THIS AGREEMENT. SPITZ DOES NOT ASSUME OR AUTHORIZE ANY PERSON TO ASSUME, ON ITS BEHALF, ANY OTHER OBLIGATION OR LIABILITY. THE SOLE LIABILITY OF SPITZ HEREUNDER SHALL BE THE REPLACEMENT OF DEFECTIVE PARTS AS SET FORTH IN PARAGRAPH 1 OF THIS AGREEMENT.

6. **Liability of Spitz.** Spitz shall not be liable to Customer for any delay in furnishing parts or performing its service hereunder.

7. **No Waivers.** The failure of either party at any time to require performance by the other party of any provision hereof shall in no way effect the full right to require such performance at any time thereafter. Nor shall the waiver by either party of a breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

8. **Governing Law.** This Agreement, and all questions of its interpretation, performance, enforcement and the rights and remedies of the parties hereto shall be determined in accordance with the laws of the Commonwealth of Pennsylvania.

9. **Binding Effect.** This Agreement shall be binding upon and shall inure to the benefit of the parties, their respective heirs, successors and assigns.

10. **Severability of Provisions.** In the event that any provision hereof is adjudicated unlawful or unenforceable, the remaining provision hereof shall remain in full force and effect the provisions adjudicated unlawful or unenforceable shall be deemed null and void, and this Agreement shall continue in effect as though the said provision had never been included herein.

11. **Notices.** All notices which are required or permitted or may be given in connection with this Agreement shall be in writing and shall be sufficient in all respects if delivered personally or by registered or certified mail, return receipt requested, postage prepaid as follows:

If to Spitz;

700 Brandywine Drive
PO Box 198
Chadds Ford, Pennsylvania 19317-0198
Attention: President

If to Customer:

The destination herein provided may be changed by notice given in accordance with this Paragraph.

12. **Captions.** The captions of the paragraphs of this Agreement are for convenience only; they form no part of this Agreement and shall not effect its interpretation.

13. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to preventative maintenance of the Model A5ATM4 Planetarium owned by Customer. It supersedes all prior agreements and understandings between parties and may not be changed or terminated orally, and no change, termination or attempted waiver of any of the provisions hereof shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

IN WITNESS WHEREOF, The parties have executed this Agreement on the day and year first above written.

SPITZ, INC.

By: _____
Corporate Office

CUSTOMER NAME

By: _____
Signator's Name and Title

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-u

Date: June 19, 2007

Subject: Agreements with Appel Company

Background: Presented for the Board's review and consideration are agreements between Riverside Community College District and Appel Company for maintenance and software services for the Culinary Academy. An annual fee of \$1,061.50 is being charged for maintenance of the Aloha P.O.S. (point of sale) Hardware System for services to include Appel service representatives, who will furnish tools, test equipment, and parts necessary for the maintenance of equipment. An annual fee of \$1,000.00 is being charged for software support service that applies to the Aloha Table Service and Aloha Credit Card software package(s) including unlimited telephone support. These are renewals of existing contracts for the terms of July 1, 2007 through June 30, 2008, respectively. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreements, for July 1, 2007 through June 30, 2008, for the amounts of \$1,061.50 and \$1,000.00, respectively and authorize the Vice Chancellor, Administration and Finance, to sign the agreements.

Salvatore G. Rotella
Chancellor

Prepared by: Virginia McKee-Leone
Dean of Instruction
Bobby Moghaddam
Director, Culinary Academy



FIELD SERVICE MAINTENANCE AGREEMENT (FSMA)
APPEL COMPANY DOCUMENT #8006

Buyer: Riverside Community College District
4800 Magnolia Ave site: 1155 Spruce St
& Riverside Ca 92506

Appel: Appel Company
7039 Valjean Avenue
Van Nuys, CA 91406

Annual Rate: \$1,061.50
Contract Term: Annual
Beginning: 07/01/07
Ending: 06/30/08
Hours: Monday thru Friday 9am- 5pm (Excluding Appel Company Holidays)
Customer #: 14889
Software Key #: 0
Agreement #: FD051102-05 (inv# 47590)

TERMS AND CONDITIONS: In consideration of the payment, yearly advance of the rates prescribed, Appel agrees to maintain each of the Buyer's equipment listed below in Section A of this agreement in good operating condition subject to the terms and conditions herein provided.

- 1) If service calls or shop work are required during the contract period, it will be furnished to the Buyer at no cost during the hours of coverage specified in contract.
- 2) Appel Service Representatives will furnish tools, test equipment, and parts necessary for the maintenance of the Covered Products. Parts removed as part of a "repair by replacement" process become property of Appel. The following consumable items (key-tops, keys, springs, tills, light bulbs, batteries, overlays, etc.) are not included and will be sold at the prevailing rates of Appel.
- 3) Appel's regular business hours are from 8:30am-5:00pm Monday thru Friday Pacific Time (holidays excluded). Services required by the Buyer not during Appel's regular business hours are available at an additional charge.
- 4) A current Appel Help Desk Agreement (HDA) is required with this FSMA.
- 5) It is understood that the equipment is in good operating condition on the date this agreement becomes effective. If it has been over one (1) year since the equipment has been under warranty or under contract with Appel, an on-site inspection will be required and chargeable at the prevailing rates of Appel prior to this agreement being activated. Buyer will not make any alterations or attachments to the Covered

Products. Buyer will maintain at least three inches of unrestricted space around Covered Products to provide for proper air circulation, and keep all Covered Products free from harmful materials.

6) Buyer will provide environmental, installation, and operational conditions in accordance with manufacturer's requirements. In particular, the AC power lines for the covered products must be dedicated, isolated, and insulated.

7) The maintenance services to be provided hereunder do not include labor or parts for repairs made necessary by damage from any cause beyond the control of Appel, including, but not limited to, damage due to fire, wind, water, storm, riot, vandalism, war, natural disaster, virus(s), burglary, power line fluctuations outside specified norms, accident, negligence, or abuse not attributable to Appel. Appel specifically excludes repair or damage as a result of servicing by personnel other than Appel, repair or damage resulting from the failure of Buyer to render routine attention to Covered Products, and damage to print heads or motors resulting from A) the presence of foreign objects or B) any other cause other than normal wear and tear. Appel shall not be responsible for Buyer's failure to adhere to recommended back-up procedures, Buyer's failure to keep the software up to date with current version(s), Buyer's caused damage and/or destruction of software programs and/or data files, software not purchased from Appel, or software programs and/or data files not specifically named in this Agreement. Appel shall not be responsible for work performed by others, single user software used by Buyer in a local area network (LAN) or multi-user system, Buyer's LAN, WAN, Internet connection, and/or VPN. The list of exclusions from coverage in this section is not exclusive; there may be other exclusions from coverage contained elsewhere in this agreement.

8) This contract does not cover the replacement of the printer assembly when it becomes worn to the extent that it is not longer repairable.

Appel's sole obligation under this Agreement is to provide hardware maintenance support as herein provided and the Buyer hereby agrees that there are no warranties, expressed or implied, which would impose upon Appel. Appel neither assumes, nor authorizes any person to assume for it, and any other obligation or liability. In no event shall Appel be liable to end users for any damages, including, but not limited to lost savings or profits or other incidental or consequential damages arising out of the use or inability to use the hardware.

PAYMENT: Buyer shall pay the specified annual amount prior to the beginning of the Field Service Maintenance Agreement (FSMA) period or extended period. If any payment thereafter is not received from Buyer by Appel on or before due date, Appel may unilaterally cancel the FSMA.

LIMITS OF LIABILITY: Liabilities and warranties are limited to those described in this Agreement. Appel shall not be responsible for any consequential, incidental, indirect, or special damages, including lost profits, business interruption, or other incidental, punitive, or economic damages (including those associated with improper, under-calculated, or under-accrued taxes or governmental levies), whether arising from the customer's use (or inability to use) of the products, services provided in connection herewith, or otherwise, even if advised of the possibility of such damage. Appel shall not, by reason of the discontinuation or modification of any support services or the termination or non-renewal of a maintenance services agreement or this agreement, be liable to the customer for compensation, reimbursement or damages on account of the loss of prospective profits, or on account or expenditures, investments, or commitments made in connection with the establishment, development or maintenance of the Buyer's business.

CONFIDENTIALITY: Buyer expressly undertakes to retain in confidence all information and know-how received hereunder or that Appel has identified as being proprietary and/or confidential or that, by the nature of the circumstances surrounding the disclosure, should in good faith be treated as proprietary and/or confidential, and will make no use of such information and know-how except under the terms and during the existence of the Agreement. This provision shall survive termination of the Agreement.

ASSIGNMENT: These Terms and Conditions shall be binding upon and inure to the benefit of Appel and Buyer. Except as provided above, the Agreement is not otherwise assignable without the written consent by an Officer of the other party, which shall not be unreasonably withheld, but which, in the case of assignment by the Buyer, may be conditioned upon payment by Buyer of all past due amounts and the standard Appel transfer fee.

MISC.: These Terms and Conditions constitute the entire Agreement between Buyer and Appel with respect to the subject matter hereof, and may not be added to or modified except by written agreement between Buyer and Appel. Buyer and Appel acknowledge that the Agreement represents the final understanding between them regarding the Field Service Maintenance Agreement and shall merge all prior and contemporaneous communications. The Agreement is the final statement of the rights and responsibilities of each with respect to the subject matter hereof, and Buyer has not relied on any statements of Appel, either written or oral, that are not expressly included above. If an arbitrator or court of competent jurisdiction holds any provision of the Agreement to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect. No waiver of any breach of any provision of the Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions of the Agreement, and no waiver shall be effective unless made in writing and signed by an Officer of the waiving party.

ACCEPTANCE: The hardware support and services to be provided by Appel Company are set forth on this Agreement together with the limitations thereon, and by his/her signature Buyer acknowledges that he/she has read this Agreement, understands it, and agrees to all the terms and conditions contained herein.

Buyer Signature: _____

Appel Signature: _____

Name & Title: Vice Chancellor,
Administration and Finance

Name & Title: _____

Date: _____

Date: _____

FIELD SERVICE MAINTENANCE AGREEMENT (PFSMA)
SECTION A

Equipment Type: _____ Equipment ID#: _____ Serial #

- (2) POS Workstation
- (2) Mag Card Readers
- (2) TM-T88 Printers
- (2) U200B Printer
- (1) Cash Drawers

Buyer Initial _____



HELP DESK AGREEMENT (HDA)
APPEL COMPANY DOCUMENT #8007

Buyer: Riverside Community College District site: 1155 Spruce St
& 4800 Magnolia Ave
Riverside Ca 92506

Appel: Appel Company
7039 Valjean Avenue
Van Nuys, CA 91406

Annual Rate: \$1,000.00
Contract Term: Annual
Beginning: 07/01/07
Ending: 06/30/08
Hours: Monday thru Sunday 7am – Midnight (Excluding Appel Company Holidays)
Customer #: 14889
Software Key #:
Agreement #: HD081603-05 (inv # 47578)

The following software packages to which the HDA applies:
Aloha

HELP DESK SUPPORT: The software support service that shall be provided to the above software package(s) are as follows:

- 1) Appel shall provide Buyer unlimited telephone support *providing* caller has completed the initial training for the software package(s), which he/she is calling in regards to.
- 2) Appel shall provide Buyer with phone assistance with operational questions, management reports, and general troubleshooting for software purchased from Appel Company.

HELP DESK AGREEMENT LIMITATIONS: Appel shall not be responsible for any excluded services. The services that shall be excluded include, but are not limited to the following:

- 1) Appel shall not be responsible for software failures due to the Buyer's acts of negligence, Buyer's failure to adhere to recommended back-up procedures, Buyer's failure to maintain hardware in proper repair, Buyer's failure to keep the software up to date with current version(s), Buyer caused damage and/or destruction of software programs and/or data files, software not purchased from Appel, or software programs and/or data files not specifically named in this Agreement.
- 2) Appel shall not provide database changes (e.g., restaurant menu changes and price changes).
- 3) Appel shall not be responsible for any modifications to software or operating system.
- 4) Appel shall not be responsible for work or programs created by Buyer using data management systems, model or graph software systems, word processing software systems, or any other similar software system.

- 5) Appel shall not be responsible for service required by causes other than normal use or for service necessitated by installation or malfunction of hardware and/or software, attachment or devices other than those provided by and under maintenance with Appel.
- 6) Appel shall not be responsible for work performed by others, single user software used by Buyer in a local area network (LAN) or multi-user system, Buyer's LAN, WAN, internet connection and/or VPN.
- 7) Appel shall not be responsible for damage caused by accident, misuse, neglect, sabotage, virus(s), or failure to follow Appel's or Manufacturer's instructions as to use and maintenance of hardware and/or software.
- 8) This Agreement does not include hardware (equipment) maintenance, installation, and/or repairs.

Appel's sole obligation under this Agreement is to provide telephone support as herein provided and the Buyer hereby agrees that there are no warranties, expressed or implied, which would impose upon Appel. Appel neither assumes, nor authorizes any person to assume for it, and any other obligation or liability. Appel makes no warranty or representation, either expressed or implied, with respect to the software (programming), its quality or performance and disclaims any warranty or fitness for a particular purpose. Appel does not warrant that the functions contained in the software programs meet the end user's requirements or that the operation of the software programs will be uninterrupted or error free. In no event shall Appel be liable to end users for any damages, including, but not limited to lost savings or profits or other incidental or consequential damages arising out of the use or inability to use the software.

PAYMENT: Buyer shall pay the specified annual amount prior to the beginning of the Help Desk Agreement (HDA) period or extended period. If any payment thereafter is not received from Buyer by Appel on or before due date, Appel may unilaterally cancel the HDA. This agreement shall be automatically extended at prices then in effect for each subsequent HDA period unless Buyer or Appel gives notice in writing at least (30) days prior to the date of the expiration of the original or extended agreement.

LIMITS OF LIABILITY: Liabilities and warranties are limited to those described in this Agreement. Appel shall not be responsible for any consequential, incidental, indirect, or special damages, including lost profits, business interruption, or other incidental, punitive, or economic damages (including those associated with improper, under-calculated, or under-accrued taxes or governmental levies), whether arising from the customer's use (or inability to use) of the products, services provided in connection herewith, or otherwise, even if advised of the possibility of such damage. Appel shall not, by reason of the discontinuation or modification of any support services or the termination of non-renewal of a maintenance services agreement or this agreement, be liable to the customer for compensation, reimbursement or damages on account of the loss of prospective profits, or on account of expenditures, investments, or commitments made in connection with the establishment, development or maintenance of the Buyer's business.

CONFIDENTIALITY: Buyer expressly undertakes to retain in confidence all information and know-how received hereunder or that Appel has identified as being proprietary and/or confidential or that, by the nature of the circumstances surrounding the disclosure, should in good faith be treated as proprietary and/or confidential, and will make no use of such information and know-how except under the terms and during the existence of the Agreement. This provision shall survive termination of the Agreement.

ASSIGNMENT: These Terms and Conditions shall be binding upon and inure to the benefit of Appel and Buyer. Except as provided above, the Agreement is not otherwise assignable without the written consent by an Officer of

the other party, which shall not be unreasonably withheld, but which, in the case of assignment by the Buyer, may be conditioned upon payment by Buyer of all past due amounts and the standard Appel transfer fee.

MISC.: These Terms and Conditions constitute the entire Agreement between Buyer and Appel with respect to the subject matter hereof, and may not be added to or modified except by written agreement between Officers of Buyer and Appel. Buyer and Appel acknowledge that the Agreement represents the final understanding between them regarding the Help Desk Agreement and shall merge all prior and contemporaneous communications. The Agreement is the final statement of the rights and responsibilities of each with respect to the subject matter hereof, and Buyer has not relied on any statements of Appel, either written or oral, that are not expressly included above. If an arbitrator or court of competent jurisdiction holds any provision of the Agreement to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect. No waiver of any breach of any provision of the Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions of the Agreement, and no waiver shall be effective unless made in writing and signed by an Officer of the waiving party.

ACCEPTANCE: The software, support, and services to be provided by Appel Company are set forth on this Agreement together with the limitations thereon, and by his/her signature Buyer acknowledges that he/she has read this Agreement, understands it, and agrees to all the terms and conditions contained herein.

Buyer Signature: _____

Appel Signature: _____

Name & Title: Vice Chancellor,
Administration and Finance

Name & Title: _____

Check VISA MasterCard

Approval Number: _____

(Internal use only)

Credit Card #: _____ EXP: _____ Security Code #
(Last 3 numbers on back)

Print name: _____ Card billing address: _____
(As it appears on card) (Number and street)

(City) (State) (Zip Code)
Charge Amount: \$0 Signature: _____ Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-v

Date: June 19, 2007

Subject: Agreement with the Regents of the University of California

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Regents of the University of California to provide housing for two RCC students who will be doing research at the University of California, Riverside in the Environmental Engineering Department under a United States Department of Agriculture grant. The term of the lodging agreement is for June 24, 2007, through August 17, 2007, for 54 nights for 2 guests at the single room rate of \$56.00/night including three meals per day in the university dining room, for a total cost of \$6,048.00. Funding source: USDA Grant.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from June 24, 2007 through August 17, 2007, for an amount not to exceed \$6,048.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Virginia McKee-Leone
Dean of Instruction

University of California, Riverside: Guest Contract (Non UC Affiliated)

This is a contract between the Regents of the University of California, hereinafter called "University," and Riverside Community College hereafter called "Sponsoring Organization" for rental of accommodations at the University of California, Riverside campus. We have agreed to the following details and guarantee numbers:

- Guest Names: TBD
- Contacts: Heather Smith
- Contact Address: 4800 Magnolia Ave.
Riverside Ca 92506
- Phone Number: 951-222-8359

This agreement provides that the Sponsoring Organization pay for the facility use as follows (The University reserves the right to change facility, meeting and living space):

LODGING

- Room and Board: For up to 2 Participants, 0 Staff
- Guest Room Types: 0 in Double Rooms; 2 in Single Rooms.
- Rates (**Rates include 3 meals a day & 1 linen set):
\$50.00 Double Room (per person per night)***
\$56.00 Single Room (per person per night)***
- Check-in: Sunday June24, 2007 from 2pm
Date Time
- Check-out: August 17, 2007 from 5pm
Date Time

Note: Check-in and checkout dates and times are strictly enforced. Late check-ins and early checkouts will be billed at full price. Late checkouts will be charged an additional day's rate. The University reserves the right to change facilities (meeting & living space),

The above rates include:

1. Double/Single occupancy in a Residence Hall.
2. Housekeeping Service provided in public areas on weekdays only.
3. Front Desk Service from:
Monday- Friday: (8:00 am - 12:00 pm, 1:00 pm - 5:00 pm, 6:00 pm - 11:00 pm)
Saturday and Sunday: (12:30 pm - 5:00 pm, 6:00 pm - 11:00 pm)
4. Linen (unless arrangements made for no linen)
5. Restaurant/Buffer style "all you can eat" meals with menus developed by University DiningService staff. All conference groups will be permitted to dine in the Restaurant during the scheduled meal hours. The hours and guest meal rates are as follows (rates and hours are subject to change):

Restaurant Hours & Meal Prices

Breakfast:	7:15 - 8:30 am	\$5.75
Lunch:	11:45 - 1:00 pm	\$7.25
Dinner:	4:45 - 6:00 pm	\$8.25

DINING SERVICE

Overnight Guests:

The University agrees to provide meals for 2 conference participants, beginning with Dinner on June 24, 2007, and ending with Lunch on August 17, 2007.

MEAL CARDS/WRISTBANDS

Each conference participant will be issued a meal card or wristband. It must be presented to the Restaurant Cashier when entering the Restaurant at meal times. Meal cards must be returned to the Front Desk at checkout time. The charge for a lost meal card or wristband is \$20.00 each, which will be billed to the Sponsoring Organization. This \$20.00 charge is non-refundable. If a wristband breaks, it may be brought to the Conference Office for a replacement at no charge. --Initial:

CHECK-IN

Room reservations, meal card and key distribution will be handled by the Conference Services office on Check-In day.

CHECK-OUT

Rooms used by Conference Participants (Residence Halls, conference rooms, Restaurant, etc.), must be left clean and orderly. If out of the ordinary cleaning is deemed necessary (i.e., carpets shampooed, trash collected, excessive cleaning), there will be a charge based on the amount of work needed.

All keys and meal cards should be returned to the front desk at the time of check-out, or the appropriate fees will be billed to the Sponsoring Organization. Additional charges will apply to lost master keys. It is the group's responsibility to return all keys and meal cards to the conference services office or staff member upon departure.

The conference day terminates at the end of the 24-hour period from check-in time. An additional day will be billed to the Sponsoring Organization for each individual checking out after this hour. Any person alone in a room, whether single or double room, will be charged the single rate.

KEYS

The control of keys is necessary to maintain building security. A group representative will be issued keys to participant's rooms and building entrances upon request. A key check-out list (detailing all keys which were issued to the group) will be completed and signed by the group representative. At check-out time, the list will be used to determine any missing keys. The group representative will again sign the key check-out list. The charge for a key not returned will be \$50.00 each, which will be billed to the Sponsoring Organization. Additional fees apply for any master keys lost. Staff and participants should be informed that they are responsible for the security of their rooms' and residence hall. Keep all doors locked. The University assumes no responsibility for participant's and/or staff's personal property. Expensive items such as stereos, tape decks, cameras, and computers should be left at home. Participants should be advised to bring only a small amount of personal expense money with them. The University has no facilities to care for money. --Initial:

CARE OF UNIVERSITY PROPERTY

The University reserves the right to refuse service to any Organization whose actions is deemed inappropriate for the University. Reimbursement is required from any group for destruction or defacing of property, including but not exclusive of keys or meal cards not returned, missing linen, equipment, damage to the building, etc.

The following rules and regulations regarding conduct and use of facilities are established to comply with state and federal laws, and the University of California policies. Registration is predicated upon your understanding of these rules and regulations. Program participants, regardless of age, are to be informed

of and abide by them. Program Staff are subject to these same rules and regulations. The cooperation of everyone is necessary if your program is to be successful, rewarding, and fun for all participants.

~-Initial:

PERSONAL PROPERTY

The University assumes no responsibility for participants and/or staff's personal property. Expensive items such as stereos, tape decks, cameras, and computers should be left at home. Participants should be advised to bring only a small amount of personal expense money with them. The university has no facilities to care for money.

LINEN

Linen is provided in each room. The linen is rented from an outside vendor for a normal charge. An accurate head count of participants is needed from the Sponsoring Organization 30 days in advance of check-in. The nightly room rate includes 1 set of linen (i.e. pillow, pillowcase, two flat sheets, blanket, a towel, hand towel, and wash cloth) per person. Linen is not exchanged unless arrangements are agreed upon 30 days in advance of check-in. (There is an extra charge for a linen exchange). Linen must be left in rooms upon check-out. Any linen, which is lost or destroyed, will be replaced and billed \$7 per set to the Sponsoring Organization.

~-Initial:

LAUNDRY FACILITIES

Card operated laundry facilities are available in the Residence Halls. Connection Cards to operate laundry and vending machines can be purchased from the Connection vending machine in residence hall lobbies.

STUDY ENVIRONMENT

The University is committed to the concept that the residence halls should complement and foster the academic and intellectual development of its students. Students are expected to maintain an atmosphere conducive to studying, especially in the evenings. All students must abide by the established study and sleep hours of the residence halls. Study hours are times when noise should be kept at a minimum to allow residents to study in their rooms. Sleep hours are when no noise will be tolerated at all to allow residences to sleep in their rooms. During times other than the designated hours, common courtesy should dictate your actions. Violations of this policy will result in disciplinary action.

Study Hours are: Sunday- Thursday (7pro ~ 11 pro); Friday- Saturday (10pm - 1am).

Sleep Hours are: Sunday - Thursday (11pro - 8am); Friday - Saturday (12am - 10am).

PETS

No pets or animals are permitted in the Residence Halls or surrounding areas. They are subject to immediate removal.

SMOKING

UCR is committed to providing a healthy, smoke-free environment for students, faculty, and staff. Accordingly, NO smoking is permitted in residence hall common areas, dining rooms or in individual dorm rooms. Smoking is only allowed in designated smoking areas. Fines will be imposed if anyone is caught smoking outside of the designated areas.

RESIDENCE HALL FURNITURE

Conference participants should not move Residence Hall Furniture. Fines will be imposed if furniture has to be returned to original position by Residence Hall Custodians.

ALCOHOL/SUBSTANCE ABUSE

Alcohol and illegal drugs are forbidden, even if guests are over 21. Use of these substances will result in disciplinary action and immediate dismissal from the Residence Halls. UCR is a completely dry campus.

NIGHT ASSISTANCE

After office hours each evening, a Conference Assistant is on call for emergency or urgent needs. His/her name and phone number will be posted on the Directory Board outside of the Front Office of the Residence Hall. He/She may be reached by calling the number listed on the Directory or by pushing the red RA-On-Duty button at the Front Desk. For serious emergencies (fire, police, ambulance), dial 9-911 from a University phone, 8-911 from a Residence Hall room phone, or 911 from a public or personal phone.

EMERGENCY AND SAFETY

The University has moved towards and increase in awareness of disaster preparedness. It is the responsibility of the director/staff to inform visitors and program participants of applicable guidelines and emergency procedures. It is a misdemeanor to tamper with smoke detectors, fire alarm pull stations, fire extinguishers, fire hoses, and "Exit" signs and lights. Violators are subject to legal prosecution, fines, charges, and possible eviction. Smoke/fire detectors are present in bathrooms, hallways, and all rooms. Should an alarm sound, the building must be evacuated. Your program staff should assume responsibility for evacuating your halls and accounting for all participants, instructors, and visitors. Every alarm should be treated as a genuine emergency,

SECURITY

Staff and participants should be informed that they are responsible for the security of their rooms and residence hall. Keep all doors locked. Do not keep outside doors propped open. Report anything that an individual feels jeopardizes their personal safety, the safety of the community or is suspicious to the University Police and/or Conference office. If security is deemed necessary by the Conference Department they will hire CSO's and bill all costs to the program.

STAFF DIRECTIONS

Conference participants must follow the directions of Residence Hall staff members at all times. Providing false information, interfering with staff while they are performing their duties, or being uncooperative or verbally abusive to staff may result in eviction and or fines.

* Conference Orientation: Students must attend their first hall meeting after check-in. Students MUST attend this orientation. Orientation lasts about 15minutes.

--Initial:

SUPERVISION

Youth Programs for participants under 18 years of age must provide staff over 18 years of age. We strongly advise that your staff be trained in emergency procedures, CPR and First Aid, and that they be familiar with these guidelines. It is the expectation that the staff be representative of the gender make-up of the program (e.g. programs which include both male and female participants will be accompanied by both male and female staff members). Based on these guidelines, staff will be responsible for the supervision of the participants during all times that participants are in the residence halls and dining halls; to and from practice and/or class area; during practice and/or class sessions; and any scheduled free time. Room assignment must identify the members of the staff. The door of each staff person must be labeled with "Name: Staff Member." The adult per participant ratio will be maintained at 1 adult to 15 participants. If the Conference Services department does not feel that adequate supervision is being maintained they will hire staff and bill the cost to the conference program. UCR is a multi-diverse community and will not tolerate the denigration of another human being on the basis of race, gender, sexual orientation, national origin, disability or other characteristic. Ignorance is not an acceptable excuse for such behavior.

"-initial:

VISITORS

We request that all visitors register the Conference Services Office where your program had been assigned. Only participants, program staff, and university staffs are allowed in the living areas and/or

lounges designated in their building. Participants and/or staff are not allowed in any living areas not assigned to them. At no time are members of the opposite sex permitted in living areas to which they are not assigned. Exceptions are made for Conference staff and program staff if instructed.

PRIVACY NOTIFICATION

The state of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about themselves: The Principal purpose for requesting the information on this form is to register conference participants for campus residence hall facilities. University policy authorized maintenance of this information. Furnishing all information requested on this form is mandatory; failure to provide such information will delay or may prevent completion of registration. Information furnished on this form may be used by various University departments for accounting, billing, and scheduling purposes and will be transmitted to the state and federal governments if required by law. Individuals have the right of access to this record as it pertains to themselves.

WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

The Sponsoring Organization identified herein shall conduct its activities upon the University premises so as not to harm or endanger any person thereon and agrees not to sue and releases and discharges the University, its officers, agents, and employees, from all liability to its conference participants arising out of or as a result of use and occupancy of University facilities. This agreement, release and discharge, shall not apply to any negligent acts or omissions of the University. The "Sponsoring Organization" agrees to indemnify and hold harmless the University from any loss, liability, damage or costs that may be incurred due to the acts or omissions of its officers, agents, employees, and conference participants.

SIGNED AGREEMENT

(DUE: 30 days after agreement sent).

The signed agreement should be returned to the Conference Office by the due date in order to guarantee your reservations. The Conference Office is not obligated to hold space for any *conference* that does not return the signed contract (and holding deposit, as previously stated in contract) within thirty (30) days of the date of this agreement.

--Initial:

PROGRAM DETAILS/AGENDA

The Conference Group shall submit to the Conference Office a tentative agenda sixty (60) days prior to the commencement of the program. A final written agenda shall be submitted thirty (30) days prior to the program. (Due Date is noted on "Signature" page at the end of the contract).

~'initial:

CAMPUS FACILITIES AND EQUIPMENT

Fees apply for special residence hall services or auxiliary services (Police, parking, rooms on campus, recreation facilities, audio visual equipment, and transportation). Services must be agreed upon in writing no later than thirty (30) days in advance or services cannot be guaranteed. Please indicate needs, dates, and times on a separate sheet.

--Initial:

EARLY DEPARTURE

The University reserves the right to fine and/or terminate housing of participants and/or staff should they violate any of the outlined rules and regulations in the contract. Should a participant or a staff person need to leave early due to illness or disciplinary action, please notify the Conference Office immediately. Return the participant's room key, meal card/wristband, and provide the office with the participant's name. NO REFUNDS will be made for early departure or missed meals.

--Initial

FINANCIAL ARRANGEMENTS

BILLING AND COLLECTION: The conference expenses, including auxiliary services, housing and food service charges, will be billed as one account to the "Sponsoring Organization" which will be responsible for collection from individual conferees. Checks should be made payable to: "Regents,UC." The signed Contract & Payments should be sent to: UCR Conference Services

One Pentland Way
Riverside, CA 92507
Attn: Teresa Villereal

I. GUARANTEE & PAYMENT (Both DUE: 30 days prior to conference arrival).

A Final Attendance Guarantee must be received in writing 30 days prior to the conference arrival date, along with payment for conference participants. This amount is due in the conference office 30 days before conference, and will be applied to your account:

[54nights x 2 guests x \$56.00 Single room rate = \$ 6,048.00]

Total Due: = \$6,048.00

The number of participants cannot drop more than 25% from the initial attendance guarantee without incurring penalties. If the final guarantee is not received at 30 days, the initial attendance guarantee from this contract will become your final attendance guarantee. If payment is not received by the due date, the conference is subject to cancellation, if the number of registered participants is higher than the guarantee, your conference group will be charged for the actual number of participants registered on the Final Bill. Any participants not canceled by the director at least 30 days prior to check-in (including "no shows") will be charged FULL conference rate.

~'initial

CANCELLATIONS/REFUNDS

If a written notice of cancellation is received by the University at least thirty (30) days prior to scheduled conference date, 50% of the deposit is refundable, minus any out-of-pocket expenditure. The University will not refund deposits to a conference that cancels without the proper thirty days notice.

In the event that a University building, property or facility is destroyed or substantially damaged by fire or other casualty, or in the event that other circumstances render the fulfillment of this agreement impractical or impossible, the Sponsoring Organization will be obligated to pay the fee hereinabove stipulated only for those services, activities, and events which occurred prior to said casualty or circumstances. The Sponsoring Organization hereby waives any claim for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this agreement.

~'initial:

SIGNATURES

We, the undersigned, have read and fully understand this contract and agree to comply with all the terms and conditions set forth in this contract. I, the "Sponsoring Organization", have initialed appropriate areas of the contract, documenting my understanding that fines will be imposed if deadlines or terms are not met.

Noha Sadek
UCR Conference Coordinator

Date

Heather Smith
Assistant Professor

Date

DUE DATES FOR CONFERENCE ITEMS:

May 25, 2007

"Signed Agreement"

(Due after contract sent)

May 2, 2007

"Guarantee & Payment"

(\$6,048.00: Due by/prior to move-in)

LEGAL IDENTIFICATION

Tax ID Number

Personal Social Security Number

Driver's License Number

For Office Use Only

Date Mailed: _____

Date Returned: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-w

Date: June 19, 2007

Subject: Learning Agreements for the School of Nursing

Background: Presented for the Board's review and consideration are learning agreements between Riverside Community College District and Kim Strelbel and Barbara Spalding, two (2) Master's Degree students from California State University Dominguez Hills. These agreements provide for the required 144 hours of practical experience in teaching methods and strategies for these students in preparation for their future roles as nurse educators. The RCCD School of Nursing benefits through the agreements by assisting in the training of future nursing faculty. The terms of these learning agreements begin August 29, 2007 through June 12, 2008. Funding source: No cost to the District.

Recommended Action: It is recommended that the Board of Trustees approve the learning agreements, for August 29, 2007 through June 12, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements.

Salvatore G. Rotella
Chancellor

Prepared by: Virginia McKee-Leone
Dean of Instruction
Sandra Baker
District Dean, School of Nursing

LEARNING AGREEMENTS

-RECOMMENDED NEW AGREEMENT-
SCHOOL OF NURSING

LEARNER	TERMS OF AGREEMENT	COST
Kim Strebel	August 29, 2007 – June 12, 2008	No cost to the District
Barbara Spalding	August 29, 2007 – June 12, 2008	No cost to the District

LEARNING AGREEMENT

This agreement is entered into by and between Kim Strebel, (Learner) and Riverside Community College District, (District) for nursing education experience in the District's School of Nursing.

The parties mutually agree as follows:

Learner is in a Masters of Science, Nursing, program at California State University, Dominguez Hills and is required to obtain 144 hours of practical experience in nursing education as part of her class titled MSN 559. The District desires to serve as a preceptor for Learner and provide the necessary experience for Learner.

Clinical lab hours in a healthcare facility will NOT be part of Learner's education with the District.

The term of this agreement is August 29, 2007 through June 12, 2008. Hours are to be worked out between Learner and District School of Nursing instructor(s).

Location of the practical experience will be at the District's Riverside City College campus and the March Education Center.

Learner's preceptor and contact throughout the term of this agreement will be Evangeline Fawson, MSN, a nursing instructor for the District. Learner may reach the instructor by calling (951) 222-8239 or by e-mail at angie.fawson@rcc.edu.

Learner Agrees To:

Be an observer of District's School of Nursing faculty teaching methods and strategies, meetings, labs and workshops and at no time will Learner be doing any actual instructing of District's students enrolled in District's nursing programs;

Maintain a policy of professional liability insurance in the amount of One-Million Dollars (\$1,000,000.00) during the entire time that she is participating in this program, and provide proof of said insurance to the District;

Serve as a volunteer of the District without compensation.

Defend, indemnify and hold District, its Trustees, officers, employees, students, faculty and agents harmless from and against any and all liability, loss expense (including reasonable attorneys fees and court costs), or claims of injury or damages arising out of Learners performance of this Agreement, but only in proportion to and to the extent such liability, loss,

expense, attorneys fees, or claims for injury or damages are caused by actions outside the course and scope of Learner's volunteer duties.

District Agrees To:

Provide practical experience in nursing education, faculty teaching methods and strategies, meetings, labs and workshops in accordance with Exhibit A, Objectives and Learning Activities.

Cover Learner, as a volunteer, under the District's general liability insurance and workers' compensation insurance coverage during the term of this Agreement.

General Terms:

Termination - Either party may terminate this agreement with 45 days written notice to the other.

Harassment/Discrimination - Learner shall not discriminate against any person on the basis of race, religion, medical condition, disability, marital status, gender, age or sexual orientation and understands that harassment of any District student or employee with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

Non-Assignment - Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.

The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

LEARNER

By: _____

James L. Buysse, Vice Chancellor
Administration and Finance
4800 Magnolia Ave.
Riverside, CA 92506

By: _____

Kim Strebel, RN
199 Cape Elizabeth Way
Riverside, CA 92506
951-712-9076

By: _____

Evangeline Fawson, MSN
District Preceptor for Learner

By: _____

Dr. Sandra Baker
District Dean, School of Nursing

Approved as to District as Preceptor and Exhibit A

By: _____

Dr. Sandra Milton, Instructor for Learner in MSN 559
California State University, Dominguez Hills

EXHIBIT A

Objectives	Learning Activities	Evaluation Measures
<p>Initiate nurse educator role in the community college setting, with nursing students</p> <p>Apply theoretical/clinical advanced practice knowledge to patient care as an educator</p> <p>Examine legal, ethical, and professional issues that arise from external accrediting and regulatory bodies that impact nursing education.</p> <p>Recognize learning needs of students and intervene as appropriate</p>	<p>Attend orientation for new faculty, and view clinical educator orientation CD.</p> <p>Interview new educators about experience and observe teaching strategies implemented by new educator.</p> <p>Attend faculty, curriculum committee, and academic planning meetings. Meet with Dean of Nursing to explore role.</p> <p>Shadow nursing instructor in classroom setting.</p> <p>Attend BRN accreditation meeting.</p> <p>Review BRN accreditation standards.</p> <p>Attend student success workshop.</p> <p>Observe student evaluation process and student screening process for Disabled Student Services.</p> <p>Visit March Education Center (Satellite campus) and meet with Associate Dean of Nursing. Visit library and computer lab to explore resources available to nursing Students.</p>	

EXHIBIT A (Cont'd)

Objectives	Learning Activities	Evaluation Measures
Devise teaching-learning activities to promote learning development in individual students Develop and implement planned learning experiences for nursing students.	Observe case study discussion and develop case study for Students. Attend study skills workshop. Observe SIM lab and develop SIM lab scenario. Observe in skills and block labs with students.	

LEARNING AGREEMENT

This agreement is entered into by and between Bara Spalding, (Learner) and Riverside Community College District, (District) for nursing education experience in the District's School of Nursing.

The parties mutually agree as follows:

Learner is in a Masters of Science, Nursing, program at California State University, Dominguez Hills and is required to obtain 144 hours of practical experience in nursing education as part of her class titled MSN 559. The District desires to serve as a preceptor for Learner and provide the necessary experience for Learner.

Clinical lab hours in a healthcare facility will NOT be part of Learner's education with the District.

The term of this agreement is August 29, 2007 through June 12, 2008. Hours are to be worked out between Learner and District School of Nursing instructor(s).

Location of the practical experience will be at the District's Riverside City College campus and the March Education Center.

Learner's preceptor and contact throughout the term of this agreement will be Evangeline Fawson, MSN, a nursing instructor for the District. Learner may reach the instructor by calling (951) 222-8239 or by e-mail at angie.fawson@rcc.edu.

Learner Agrees To:

Be an observer of District's School of Nursing faculty teaching methods and strategies, meetings, labs and workshops and at no time will Learner be doing any actual instructing of District's students enrolled in District's nursing programs;

Maintain a policy of professional liability insurance in the amount of One-Million Dollars (\$1,000,000.00) during the entire time that she is participating in this program, and provide proof of said insurance to the District;

Serve as a volunteer of the District without compensation.

Defend, indemnify and hold District, its Trustees, officers, employees, students, faculty and agents harmless from and against any and all liability, loss expense (including reasonable attorneys fees and court costs), or claims of injury or damages arising out of Learners performance of this Agreement, but only in proportion to and to the extent such liability, loss,

expense, attorneys fees, or claims for injury or damages are caused by actions outside the course and scope of Learner's volunteer duties.

District Agrees To:

Provide practical experience in nursing education, faculty teaching methods and strategies, meetings, labs and workshops in accordance with Exhibit A, Objectives and Learning Activities.

Cover Learner, as a volunteer, under the District's general liability insurance and workers' compensation insurance coverage during the term of this Agreement.

General Terms:

Termination - Either party may terminate this agreement with 45 days written notice to the other.

Harassment/Discrimination - Learner shall not discriminate against any person on the basis of race, religion, medical condition, disability, marital status, gender, age or sexual orientation and understands that harassment of any District student or employee with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

Non-Assignment - Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.

The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

LEARNER

By: _____

James L. Buysse, Vice Chancellor
Administration and Finance
4800 Magnolia Ave.
Riverside, CA 92506

By: _____

Barbara Spalding, RN
24222 Old Country Road
Moreno Valley, CA 92557
951-505-4893

By: _____

Evangeline Fawson, MSN
District Preceptor for Learner

By: _____

Dr. Sandra Baker
District Dean, School of Nursing

Approved as to District as Preceptor and Exhibit A

By: _____

Dr. Sandra Milton, Instructor for Learner in MSN 559
California State University, Dominguez Hills

EXHIBIT A

Objectives	Learning Activities	Evaluation Measures
Initiate nurse educator role in the community college setting, with nursing students	<p>Attend orientation for new faculty, and view clinical educator orientation CD.</p> <p>Interview new educators about experience and observe teaching strategies implemented by new educator.</p>	
Apply theoretical/clinical advanced practice knowledge to patient care as an educator	<p>Attend faculty, curriculum committee, and academic planning meetings. Meet with Dean of Nursing to explore role.</p> <p>Shadow nursing instructor in classroom setting.</p>	
Examine legal, ethical, and professional issues that arise from external accrediting and regulatory bodies that impact nursing education.	<p>Attend BRN accreditation meeting.</p> <p>Review BRN accreditation standards.</p>	
Recognize learning needs of students and intervene as appropriate	<p>Attend student success workshop.</p> <p>Observe student evaluation process and student screening process for Disabled Student Services.</p> <p>Visit March Education Center (Satellite campus) and meet with Associate Dean of Nursing. Visit library and computer lab to explore resources available to nursing Students.</p>	

EXHIBIT A (Cont'd)

Objectives	Learning Activities	Evaluation Measures
Devise teaching-learning activities to promote learning development in individual students Develop and implement planned learning experiences for nursing students.	Observe case study discussion and develop case study for Students. Attend study skills workshop. Observe SIM lab and develop SIM lab scenario. Observe in skills and block labs with students.	

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-x

Date: June 19, 2007

Subject: Agreement with L. Dee Fink

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and L. Dee Fink to provide a seminar and workshops to faculty, staff and administrators on the Riverside City College campus. The term of this agreement is from August 29, 2007 through August 30, 2007, for a fee of \$4,500.00, plus additional travel expenses not to exceed \$1,500.00. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for the period of August 29, 2007 through August 30, 2007, in the amount of \$6,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Patrick Schwerdtfeger
Vice President, Academic Affairs
Amber Casolari
Faculty Development Coordinator

AGREEMENT BETWEEN L. DEE FINK
AND RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made and entered into on this 20th day of June, 2007, by and between, L. Dee Fink, hereinafter referred to as "Consultant" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The consultant agrees to provide the following services:
 - a. One (1) – full day seminar for faculty on “Course Design” on August 29, 2007.
 - b. One (1) – 2 hour presentation for faculty, staff, and administrators entitled “The Joys and Responsibilities of Teaching Well” on August 30, 2007.
 - c. One (1) – 3 hour workshop for faculty and administrators to discuss ways to institutionalize the ideas from the earlier presentation on August 30, 2007.
2. The services outlined in Paragraph 1, section a, will be provided at Riverside Community College District. The District shall provide the Consultant adequate working conditions and support as appropriate to conduct the services outlined in Paragraph 1 section a and b.
3. The services rendered by the Consultant are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
4. Payment in consideration of this agreement shall be \$4,500.00 honorarium plus additional costs not to exceed \$1500 including: travel (airfare and shuttle to and from the airport), accommodations at the Mission Inn for 3 nights, and meal expenses from Tuesday night to Friday morning, payable within one week of receipt of an invoice for honorarium and travel expenses.
5. It is mutually agreed and understood that, during the term of this Agreement, Consultant shall indemnify and hold the District and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the negligent acts or omissions or willful misconduct of the Consultant, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.
6. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

7. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
8. It is understood and agreed that Consultant is an independent contractor and that no employer-employee relationship exists between Consultant and District.
9. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

L. Dee Fink

Riverside Community College District

Consultant
234 Foreman Avenue
Norman, OK 73069

James L. Buysse, Vice Chancellor
Administration and Finance

Date

Date

Dr. L. Dee Fink, Director

Instructional Development Program
University of Oklahoma

Background Information

Contact Information

Dr. L. Dee Fink, Director
Instructional Development Program
Hester Hall, Room 203
University of Oklahoma
Norman, Oklahoma 73019-0385
Phone: (405) 325-2323
Fax: (405) 325-7402
E-mail: dfink@ou.edu
Higher Education
Ph.D. December, 1976, Department of Geography, University of Chicago

Dissertation: "Listening to the Learner: An Exploratory Study of Personal Meaning in College Geography Courses"

Current Professional Roles

University of Oklahoma - (1979 to present)
(a) Director, Instructional Development Program
(b) Adjunct Assistant Professor, Department of Geography

POD (Professional & Organizational Development) Network in Higher Education - The POD Network is the premier organization in North America that promotes faculty development in colleges and Universities.

(a) President (This is a three year position 2003-2005)
- 2003 President Elect
- 2004 President
- 2005 Past President

Main Areas of Current Scholarly Work

Designing learning experiences
(esp. higher level learning and integrated course design)
Evaluating college teaching
Instructional consulting and faculty development programs
Honors and Awards

- The University of Oklahoma recipient of the national teaching award presented by the American Association of Higher Education, the Jaime Escalante "Stand and Deliver" Award,

April, 1989.

- Outstanding Faculty Award, College of Liberal Studies, University of Oklahoma, 1992.

List of Recent Workshops/Consulting Services

The following is a list of workshops and consulting conducted over the past year or so.

Recent Campus Workshops and Presentations

- **A. Presentations for Faculty: "The Joy and Responsibility of Teaching Well"**
Washington State Board for Community & Technical Colleges. May 3-4, 2007. Annual Conference: "Pacific Northwest Higher Education Teaching & Learning Conference." Contact Person: Bill Moore, Policy Associate for Assessment, Teaching & Learning. Phone: 360-704-2495 Email: bmoore@sbctc.ctc.edu
Western Illinois University. April 13, 2007. Presentation at WIU's Innovations in Teaching Forum. Contact Person: Peggy West, Center for Innovation in Teaching and Research. Phone: 309-298-2438 Email: ML-West@wiu.edu
Bowling Green State University. March 23, 2007. Presentation at BGSU's Teaching and Learning Fair. Contact Person: Bonnie Fink, Interim Director, Center for Teaching, Learning, and Technology. Phone: 419-372-5563 Email: bfink@bgnnet.bgsu.edu
- **B. Faculty Workshops on "Integrated Course Design": HALF-DAY Version**
York College, in Pennsylvania. December 13, 2006. Contact Person: Brenda Adams, Teaching and Learning Committee. Phone: 717-815-1749 Email: badams@ycp.edu
Arkansas State University. Sept. 14, 2006. Led two half-day workshops for separate groups of faculty members. Contact Person: Don Maness, Special Assistant to the VCRAA. Phone: 870-972-2707 Email: dmaness@astate.edu
University of Louisville. Oct. 20, 2006. Led a half-day workshop for approximately 125 faculty members. Returned on Feb. 15, 2007 to do follow-up consulting with individuals who had been in the earlier workshop. Contact Person: Gail Rhodes, Assistant Provost and Director of the Delphi Center for Teaching and Learning. Phone: 502-852-6959 Email: gale.rhodes@louisville.edu
University of Kentucky. Oct. 18-19, 2006. Led three half-day workshops for different groups of faculty members. Contact Person: Bill Burke, Program Manager in the Center for Educational Development, Teaching, & Academic Support. Phone: 859-257-8272 Email: burke@uky.edu
North Georgia College & State University. Sept. 23, 2006. Led a half-day workshop for the faculty and led a one-hour discussion with administrators. Contact Person: Irene Kokkala, Director of the Center for Teaching and Learning. Phone: 706-864-1862 Email: ikokkala@ngcsu.edu
Parkland College, in Champaign, IL. Sept. 15, 2006. Led a half-day workshop for approximately 50 faculty members and led a one-hour discussion on what the institution could do to promote better teaching and learning. Contact Person: Kay Rouseff-Baker, Director of the Center for Excellence in Teaching and Learning. Phone: 217-351-2524 Email: frouseff-baker@parkland.edu
- "Designing Significant Learning Experiences" a workshop on course design and significant learning has been offered on several campuses during the last few years. These workshops have varied in length, usually from 1/2 day to 2 days:
 - Eastern Illinois University. September 30, 2004. Half-day workshop. Contact person: Bud Fischer, phone: 217-581-2817, email: cfruf@ux1.cts.eiu.edu

- University of Wisconsin at Eau Claire. August 26, 2004. Whole day workshop. Contact person: Kathleen Finder, phone: 715-836-2654, email: finderks@uwec.edu
- Columbia College (South Carolina). August 19, 2004. Half-day workshop. Contact person: John Zubizarreta, phone: 803-786-3014, email: jzubizarreta@colacoll.edu
- University of Arkansas, Faculty Retreat. July 25-26, 2004. Whole day workshop. Contact person: Dave Levine, phone: 479-575-3222, email: dlevine@uark.edu
- University of Wisconsin System, Faculty College. Two sections, each having 6.5 hours of workshop over three days. Contact person: Donna Silver, phone: 608-262-4337, email: dsilver@uswa.edu
- Keynote Presentations at Conferences (International and United States)
 - 4th International Forum on Education Reform: Learner-Centered Approach towards Education for Sustainable Development, Bangkok, Thailand. September 6-10, 2004. I was asked by the US State Department to be the US representative at this conference, mainly attended by university representatives from SE Asia. I made two presentations: "Learner-Centered Teaching in the United States," and "Faculty Development: The Key to Meaningful Educational Reform." I also led faculty workshops at several universities in Bangkok and held a meeting on faculty development with the Thailand Ministry of Education. Contact Persons: Carmen Aponte, US State Department, Washington, DC, phone: 202-205-3868, email: apontecg@state.gov and Tejal Shah, US Embassy in Bangkok, email: ShahTN@state.gov
 - Great Plains Regional Faculty Development Consortium, St. Louis, Missouri. June 5, 2004. "What's New in Higher Education and Faculty Development?" Contact person: Peggy Cohen, phone: 324-516-5308, email: Peggy_Cohen@umsl.edu
 - American University of Technology, Beirut, Lebanon. May 24-26, 2004. Made a presentation for representatives from multiple universities and the Ministry of Education on: "So, What is Good Teaching? And How Do We Promote More of It?" Contact person: Michael Gholam, phone: 961-9-478-143, email: Michael.gholam@aut.edu. I also led a one-day workshop on course design for the faculty at AUT.
 - Massachusetts Community College Conference on Teaching, Learning and Student Development, Haverhill, MA. March 31, 2004. Made a keynote address on: "So, What is Good Teaching and Learning Anyway and What Can We Do to Promote More of It?" Contact person: Judith Kamber, phone: 978-556-3955, email: jkamber@necc.mass.edu.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-y

Date: June 20, 2007

Subject: Affiliations Agreements for the Dental Assistant Program

Background: Presented for the Board's review and consideration are agreements between Riverside Community College District and Stephen Taylor, DDS, Byron E. Diel, DDS, Hank Kim, DDS, James K. Lai, DDS, James P. Sellas, DDS, Loma Linda University, School of Dentistry, Lourdes Alvarez, DDS, Michael Boyko, DDS, Michael Erickson, DDS, Randall W. Halliday, DDS, and Ronald R. Simus, DDS. These are affiliation agreements that provide venues for dental externships for the Dental Assistant Program, Moreno Valley Campus. The terms of the agreements are June 20, 2007, through June 18, 2008. Funding source: No cost to the District.

Recommended Action: It is recommended that the Board of Trustees approve the agreements, from June 20, 2007 through June 18, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements.

Salvatore G. Rotella
Chancellor

Prepared by: Wolde-Ab Isaac
Dean, Health Science Programs
Donna Lesser
Director, Dental Hygiene and Dental Assistant Programs

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and Stephen Taylor, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
1. Name, address and telephone number;
 2. Health care providers and/or health insurance; and
 3. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

Stephen Taylor, DDS

By:

Printed: ____

Title:

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and Byron E. Diel, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
1. Name, address and telephone number;
 2. Health care providers and/or health insurance; and
 3. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

Byron E. Diel, DDS

By:

Printed: ____

Title:

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and Hank Kim, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
- 4. Name, address and telephone number;
 - 5. Health care providers and/or health insurance; and
 - 6. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

Hank Kim, DDS

By:

Printed: ____

Title:

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and James K. Lai, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
- 7. Name, address and telephone number;
 - 8. Health care providers and/or health insurance; and
 - 9. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

James K. Lai, DDS

By:

Printed: ____

Title:

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and James P. Sellas, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
- 10. Name, address and telephone number;
 - 11. Health care providers and/or health insurance; and
 - 12. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

James P. Sellas, DDS

By:

Printed: ____

Title:

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and Loma Linda University, School of Dentistry (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
- 13. Name, address and telephone number;
 - 14. Health care providers and/or health insurance; and
 - 15. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

Loma Linda University, School of Dentistry

By:

Printed: Verlon Strauss

Title: Vice President of Financial Affairs

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and Lourdes Alvarez, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
- 16. Name, address and telephone number;
 - 17. Health care providers and/or health insurance; and
 - 18. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

Lourdes Alvarez, DDS

By:

Printed: ____

Title:

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and Michael Boyko, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
- 19. Name, address and telephone number;
 - 20. Health care providers and/or health insurance; and
 - 21. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

Michael Boyko, DDS

By:

Printed: ____

Title:

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and Michael Erickson, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
- 22. Name, address and telephone number;
 - 23. Health care providers and/or health insurance; and
 - 24. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

Michael Erickson, DDS

By:

Printed: ____

Title:

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and Randall W. Halliday, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
- 25. Name, address and telephone number;
 - 26. Health care providers and/or health insurance; and
 - 27. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

FACILITY

Riverside Community College District

Randall W. Halliday, DDS

By: _____

By:

Printed: James Buysse
Vice Chancellor

Printed: ____

Title: Administration and Finance

Title:

Date:

Date:

RIVERSIDE COMMUNITY COLLEGE
AFFILIATION AGREEMENT FOR CLINICAL TRAINING

This AGREEMENT for Dental Assistant clinical training (“Agreement”) dated as of June 20, 2007, entered into by and among the Riverside Community College District (“RCCD”) and Ronald R. Simus, DDS (“Facility”).

WHEREAS, Riverside Community College District has established curriculum for students in Dental Assistant Education and such curriculum includes clinical training; and

WHEREAS, the said curriculum complies with all applicable laws and regulations;

WHEREAS, the Facility operates clinical facilities which are suitable for the clinical training programs; and

WHEREAS, all parties will benefit if students of RCCD use the facilities of Dental Clinics and/or Groups which are located throughout the Inland Empire,

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement, and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

- A. This Agreement governs the establishment and operation of dental assistant clinical training at the Facility. RCCD and the Facility may make arrangements for dental assistant clinical training on the terms and conditions set forth herein. This agreement will remain in full force until terminated by either party, pursuant to Paragraph XIII.

II. OBLIGATIONS OF RCCD

RCCD SHALL:

- A. Develop the curriculum for the Dental Assistant Program.
- B. Designate the students who are enrolled and in good standing in the said curriculum to be assigned for clinical training at the Facility in such numbers as are acceptable to Facility.
- C. Certify to the Facility at the time each student, employee, or instructor first reports to the Facility that the student or instructor complies with the Facility’s requirements for immunizations and tests determined appropriate by the Facility.
- D. Require every student, employee, or instructor, to conform to all applicable policies, procedures, and regulations of the Facility, and to all additional requirements and restrictions agreed upon by representatives of RCCD, and the Facility.

- E. Require the RCCD administrators and/or Clinical Coordinator to reach mutual agreement with the Facility's designated representatives prior to commencement of each clinical rotation on the following matters:
- Student schedules;
 - Placement of students in clinical assignments;
 - Attendance at any conference, course, or program, which might be conducted or sponsored by the Facility.

All information obtained from patient records is to be held in confidence. No copies of patient records shall be made, and no records or copies thereof are to be removed from the clinical facility (or hospital). RCCD shall require its students and instructors placed at facility to maintain confidentiality of each patient's records pursuant to State and Federal laws regarding confidentiality of patient records. Patients shall not be identified in any manner in reports or case studies undertaken by students. In the event of an accident or incident, the client may be identified in RCCD's confidential internal records only. Students and instructors of the RCCD may inform the Dental Assistant Program Director and the Risk Management of college regarding incidents or issues related to students and instructor performance under this agreement, but college shall maintain all such information in confidence. The RCCD and its employees, agents or students having any access to records of clinical facility's patients shall observe all Federal, State and County regulations concerning the security and confidentiality of records including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Clinical facility may require that a confidentiality agreement be executed by any individual accessing clinical facility resources under the terms and intent of this agreement. In the event of lack of compliance with such request by clinical facility, access under this agreement will be denied.

- F. Report to the Facility at least two (2) weeks before commencement of each Program session the following information about each student:
- 28. Name, address and telephone number;
 - 29. Health care providers and/or health insurance; and
 - 30. All other reasonable information about the RCCD and students as requested by the Facility.
- G. Require RCCD administrators and instructors to attend any orientation program presented for them by the Facility.
- H. Provide RCCD students with orientation information about the Facility in accordance with any orientation presented by the Facility to RCCD instructors.
- I. Certify to Facilities that each student and instructor reporting to the Facility has received the training required by the OSHA blood borne pathogens standard [29 CFR 1910.1030].

III. OBLIGATIONS OF FACILITY

FACILITY SHALL:

- A. Permit access for the RCCD instructors and those students designated by RCCD pursuant to Section II B above to the Facility as necessary to participate in the clinical training so long as such access does not interfere with the regular activities of the Facility.
- B. Maintain the Facility so that they at all times shall conform to the requirements of the California Department of Health Services.
- C. Designate a member of the Facility staff to participate with the Programs' administrators or designees to plan, implement and coordinate the clinical training. The name of the designated person(s) shall be given to RCCD prior to commencement of each clinical rotation.
- D. Permit designated personnel at the Facility to participate in the clinical training to enhance the students' education so long as such participation does not interfere with the personnel's regular service commitments.
- E. Have the right to demand that RCCD withdraw from the Facility any student or instructor who the Facility determines is not performing satisfactorily or is not complying with the Facility's policies, procedures, and regulations. Such demand must be in writing and include a statement why the Facility demands that the student or instructor be withdrawn. RCCD shall comply with such a demand that the student or instructor be withdrawn. RCCD shall comply with such a demand within five (5) days of receiving it. In the event of substance abuse by a student or instructor, a meeting will take place attended by representative(s) from the Facility and RCCD. A record will be kept on the final decision reached at said meeting and copies will be distributed to the Facility and the RCCD. Facility reserves the right to demand that RCCD withdraw from the Facility said student or instructor.
- F. Provide necessary emergency health care or first aid required by an accident occurring at the Facility for a student participating in the training at the Facility. Except as herein provided, the Facility shall have no obligation to furnish medical or surgical care to any student or instructor.
- G. Arrange an orientation to the Facility for the RCCD administrators and instructors, upon request.
- H. Retain ultimate professional and administrative accountability for all patient care.
- I. Not decrease their customary number of staff as a result of the assignment of RCCD students to the Facility.

- J. Supervise all students in their clinical training at the Facility and provide the necessary instructors for the clinical training.
- K. Maintain and submit to the RCCD, all attendance and student performance evaluations of students participating in the clinical training.
- L. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the clinical training.

IV. INSURANCE

- A. Each party shall maintain in full force and effect, at its sole expense and written by outside carriers acceptable to the other parties, comprehensive general liability insurance, covering its employees, instructors and students while at the facility, at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- B. Facility shall maintain professional liability insurance at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- C. RCCD shall maintain workers' compensation insurance, in accordance with the laws of the State of California, to cover all employees and students who are participating in the clinical training at the Facility. The parties hereto agree that RCCD students are fulfilling specific requirements for clinical experiences as part of a curriculum/certification requirement.
- D. Facility shall maintain workers' compensation insurance, in accordance with the laws of the State of California.
- E. Each party shall present the other parties with satisfactory evidence of compliance with the insurance requirements specified in this Section IV immediately after execution of this Agreement. Failure to provide such satisfactory evidence of compliance or failure to ensure maintenance of the insurance specified in this Section IV shall bar participation of RCCD at the Facilities.
- F. The insurance requirements specified in this Section may be satisfied by self-insurance or a combination of self-insurance and insurance written by outside carriers acceptable to the other parties.
- G. It is expressly understood that the coverage required under this Section IV shall not in any way limit the liability of any party.

V. INDEMNIFICATION

- A. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which person and organization are referred to

collectively herein as “Indemnitees” or individually as “Indemnitee”) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of RCCD, its officers, partners, employees, or agents arising out of or in any way connected with the performance of its obligations under this Agreement.

- B. RCCD shall indemnify and hold harmless, defend the Facility, and each of their officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as ‘Indemnitees’ or individually as ‘Indemnitee’) from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments or obligations, actions or causes of action (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent any of the foregoing result from the negligent acts or omissions, or willful misconduct of RCCD students in the conduct of patient care.
- C. Facility shall indemnify and hold harmless, defend RCCD and its Trustees, officers, partners, students, third parties, employees or agents from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys’ fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property resulting from the negligent acts or omissions, or willful misconduct of the Facility, their officer, partners, employees or agents, arising out of or in any way connected with the performance of their obligations under this Agreement.
- D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VI. AFFIRMATIVE ACTION AND NONDISCRIMINATION

RCCD recognizes that the Facility is subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action which may also be applicable to subcontractors. RCCD, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, which include, but is not limited to, the following:

- A. The nondiscrimination and affirmative action clauses contained in: Executive Order I 1246, as amended, relative to equal opportunity for all persons without regard to race,

color, religion, sex or national origin; the Vocational Rehabilitation Act of 1973, as amended, relative to the employment of qualified handicapped individuals without discrimination based upon their physical or mental handicaps, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, relative to the employment of disabled veterans and veterans of the Vietnam Era, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations (CFR).

- B. The utilization of small and minority business concerns clauses contained in: the Small Business Act, as amended; Executive Order 11625; and the Federal Acquisition Regulation (FAR) at 48 CFR Chapter 1, Part 19, Subchapter D, and Part 52, Subchapter H, relative to the utilization of minority business enterprises, small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals, in the performance of contracts awarded by federal agencies.
- C. The utilization of labor surplus area concerns clauses contained in: the Small Business Act, as amended; Executive Order 12073; 20 CFR Part 654, Subpart A; and the FAR at 48 CFR Chapter 1, Part 20 of Subchapter D and Part 52 of Subchapter H, relative to the utilization of labor surplus area concerns in the performance of government contractors. RCCD agrees to comply with and be bound by each of the applicable clauses referred to in this Section VI. and recognized that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

VII. STATUS OF RCCD, ITS PERSONNEL, FACILITY

The parties expressly understand and agree that:

- 1. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between RCCD and the Facility or their employees, students, partners, or agents, but rather is an agreement by and among independent agencies.
- 2. RCCD's instructors and students are present at the Facility only for educational purposes, and such instructors and students are not to be considered employees or agents of the Facility for any purpose including, but not limited to, compensation for services, employee welfare and pension benefits, or any other fringe benefits of employment. None of the RCCD's students, instructors, employees, or agents shall receive any compensation from the Facility.
- 3. The Facility will assess no fees to the RCCD for the use of Facility's clinical resources; likewise, the students will receive no remunerations from the Facility for services incidental to their clinical experience.

VIII. PUBLICITY

Neither Facility shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identify RCCD without the prior

written consent of the RCCD. RCCD, without the prior written consent of the Facility, shall not publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of the Facility is mentioned or otherwise reasonably identified, or use language from which a relationship between the Facility and RCCD may, in reasonable judgment of the Facility, be inferred.

IX. MODIFICATION

No modification, amendment, supplement to or waiver of this Agreement shall be binding upon the parties unless made in writing and duly signed by both parties.

X. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XI. ASSIGNMENT

This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other parties, and any attempt to make such assignment shall be void.

XII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either RCCD or the Facility. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

XIII. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party, or any representative of any party other than those expressly contained herein. Each party has carefully read this Agreement and signs the same of its own free will.

XIV. JURISDICTION

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State.

XV. EXECUTION

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

XVI. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XVII. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

XVIII. TERMINATION

This agreement may be terminated by either party upon 30 days written notification to the other.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

RCCD

Riverside Community College District

By: _____

Printed: James Buysse
Vice Chancellor

Title: Administration and Finance

Date:

FACILITY

Ronald R. Simus, DDS

By:

Printed: ____

Title:

Date:

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-z

Date: June 19, 2007

Subject: Agreements with Lawrence Loo, M.D. and Reza Vaezazizi, M.D.

Background: Presented for the Board's review and consideration are agreements between Riverside Community College District and Lawrence Loo, M.D., and Reza Vaezazizi, M.D., to provide advisory services to the Moreno Valley Campus Physician Assistant Program and Emergency Medical Services Program for the time period of July 1, 2007, through June 30, 2008, as a requirement of each program. Both consultants will perform a range of services that includes a review of the educational content of the program, the quality of medical instruction and supervision, and the evaluation of students and their progress, and when necessary assist with development of appropriate corrective measures. The cost to the District is \$17,000.00 for each agreement. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreements, for the period of July 1, 2007, through June 30, 2008, at a cost of \$17,000.00 for each consultant, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements.

Salvatore G. Rotella
Chancellor

Prepared by: Wolde-Ab Isaac
Dean, Health Sciences Programs
Delores Middleton
Program Director, Physician Assistant Program
Chris Nollette
Director, Emergency Medical Services Program

CONSULTANT AGREEMENT BETWEEN
Lawrence Loo, M.D.
and
RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made this first day of July, 2007, by and between RIVERSIDE COMMUNITY COLLEGE DISTRICT, herein called "RCCD" and Lawrence Loo, M.D., herein called "Consultant."

1. Recitals:

- a. Consultant represents that he has the background and experience to provide medical education consultation to RCCD and is familiar with the purpose and powers of RCCD.
- b. RCCD desires that medical education consultation be provided and to retain the Consultant in that connection and the Consultant is desirous of rendering such services.

2. Purpose: It shall be the purpose of this agreement for the Consultant to render medical education consultation to the RCRMC/RCCD Physician Assistant Program, for which the Consultant shall receive compensation as provided in Paragraph 9 herein.

3. Scope of Services: The Consultant shall provide medical education consultation to the RCRMC/RCCD Physician Assistant Program, its curriculum, and the quality of medical instruction and evaluation of said program's students. In conjunction with the RCRMC/RCCD Physician Assistant Program Director, the Consultant shall:

- a. Review and approve the educational content of the program curriculum to certify its ongoing appropriateness and medical accuracy.
- b. Review and approve the quality of medical instruction, supervision, and evaluation of the students in all areas of the program.
- c. Review and approve the progress of each student throughout the program and assist in the development of appropriate corrective measures when a student does not show adequate progress.
- d. Assure and attest to the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.
- e. Advocate for the program within the medical and academic community
- f. Be responsible for supporting the program director to ensure that both didactic and supervised instruction meet current practice standards.

4. Consultant's Qualifications or Equivalent:

The Consultant must be:

- a. a currently licensed allopathic or osteopathic physician.

- b. certified by an ABMS or AOA approved specialty board.
 - c. knowledgeable in current-practice standards and the PA role
5. Term: The term of this Agreement shall be from July 1, 2007, to June 30, 2008, with the option to extend in one year increments by written consent of both parties.
6. Cooperation/Inspection: RCCD shall give timely cooperation to consultant to include reasonable access to RCCD's records and files as may be deemed necessary to perform the services contemplated hereunder. The Consultant shall cooperate, and otherwise work, with RCCD's personnel and make himself available to RCCD's personnel and other consultants, if applicable, during the term of this agreement.
7. Standard of Care/Licenses: The Consultant shall perform the services contemplated hereunder in a skillful and competent manner, and shall secure and maintain in force any and all licenses, permits or other documents that may be required by any federal, state or local laws in order to perform such services.
8. Insurance: The Consultant shall provide proof of insurance coverage for professional liability in the amount of at least \$1,000,000, which shall remain in full force and effect for the duration of this Agreement. Should the Consultant's coverage change from one insurance carrier to another during the term of this Agreement, the Consultant shall immediately notify the RCCD/RCC PA Program Director and provide proof of the new coverage.
9. Compensation/Billing/Payment:
- a. As a compensation for the services to be rendered hereunder, RCCD shall pay to the Consultant \$17,000 per year (paid monthly at \$1416.67/mo.) for all medical consulting services provided, unless written approval has first been obtained from RCCD's Representative, as designated hereinafter.
 - b. The Consultant shall submit a separate billing and accounting on a monthly basis to RCCD. Each billing and accounting shall include a description of the services performed, and shall include a certification that reads, as follows:

"I hereby certify that all the data set forth in this billing and accounting is true and correct.

Dated: _____

(Signature)

(Title)

(Statement Number)''

- c. RCCD shall review each billing and accounting within thirty (30) days after receipt thereof, and, thereafter, promptly pay the Consultant all approved amounts.
10. Reimbursement of Expenses: The Consultant shall not be reimbursed for any costs and expenses incurred on RCCD's behalf, including without limitation, travel, telephone toll charges, messenger service, and copies of documents, unless written approval has been obtained from RCCD's representative.
11. Records: The Consultant shall maintain complete and accurate accounting records, and supporting documentation in connection therewith, with respect to the services contemplated hereunder and any costs and expenses incurred in connection therewith. All such records and documentation shall be clearly identified and readily accessible. RCCD, or its designated representative, shall have the right to examine, inspect, audit and make transcripts or copies of such records and documents during the term of this agreement and for a period of three (3) years after final payment has been made, subject to reasonable notice.
12. Termination: This agreement may be terminated in whole or in part by either party upon thirty (30) days written notice to the other party. In the event of such termination by RCCD, the Consultant shall deliver to RCCD forthwith all documents, data, graphs, summaries, and other related materials, finished or unfinished, which were prepared or accumulated by the Consultant in connection with the services contemplated hereunder and any Extra Work performed prior to the date of such termination. Upon delivery thereof, the Consultant shall be paid for all approved compensation and expenses not previously paid by RCCD prior to the date of such termination.
13. Representatives: RCCD's Vice Chancellor of Administration and Finance, or the Dean of Health Sciences, Moreno Valley Campus, shall serve as RCCD's representative and shall have the authority to act on behalf of RCCD for all purposes hereunder. RCCD's representative, or his or her designee, shall be available to the Consultant at all reasonable times.
14. Right to Engage or Employ Other Consultants: Unless otherwise proscribed herein, RCCD reserves the right to engage or employ other consultants to provide services similar to those contemplated herein.

15. Property of Consultant: All data prepared by the Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketched, magnetic media, computer software of other programming, diagrams, and calculations shall remain the property of the Consultant upon the completion of the services contemplated hereunder, except that RCCD shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this agreement shall be at RCCD's sole risk, and provided further, that the Consultant shall be indemnified against any damages resulting from such use.
16. Confidentiality: All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to the Consultant in connection with this agreement shall be held in a strictly confidential manner by the Consultant. Such materials shall not, without the written consent of RCCD, be used by the Consultant for any purpose other than the performance of the services hereunder, or be disclosed to any person or entity not connected with the performance of the services hereunder. Nothing submitted to the Consultant which is otherwise openly known to the medical industry shall be deemed confidential. The Consultant shall not use RCCD's name, logo, insignia, or photographs, or pictures that relate to the services hereunder, or any publicity pertaining thereto in any magazine, trade paper, newspaper, television, or radio production, or other similar medium without the prior written consent of RCCD.
17. Publication: Except as may be necessary for the performance of the services hereunder, no copies, sketches, or graphs of materials, including graphic art work, which are prepared pursuant to this agreement shall be released by the Consultant to any other person or agency without the prior written approval of RCCD. All press releases, including graphic display information to be published in newspapers or magazines, shall be approved and distributed exclusively by RCCD, unless otherwise approved, in writing, by RCCD.
18. Independent Contractor: The Consultant shall act in an independent capacity during the term of this agreement and not as an employee or agent of RCCD. The Consultant will not be covered under RCCD's Workers' Compensation Insurance.
19. Assignability: The Consultant cannot assign any of his rights, duties or obligations under this agreement to any person or entity without the written consent of RCCD being first obtained. This includes the ability to subcontract all or a portion of his rights, duties and obligations hereunder.
20. Procurement of Similar Services: In the event this agreement is terminated in whole or in part, RCCD may procure, and otherwise contract for services similar to those terminated

upon such terms and in such manner as RCCD may deem appropriate in its sole discretion.

21. Hold Harmless: The Consultant shall defend, indemnify and hold RCCD, its Trustees, agents, employees, or students harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligence or intentional acts or omissions of the Consultant, his officers, agents, or employees.
22. Force Majeure:
- a. In the event the Consultant is unable to comply with any provisions of this agreement due to causes beyond his control relating to acts of God, acts of war, civil disorders, or other similar acts, the Consultant shall not be held liable to RCCD for such failure to comply.
 - b. In the event RCCD is unable to comply with any provision of this agreement due to causes beyond its control relating to acts of God, acts of war, civil disorders, or other similar acts, RCCD shall not be held liable to the Consultant for such failure to comply.
23. Notices: Any notices and reports required or desired to be served by either party upon the other shall be addressed to the respective parties as set forth below:

RCCD:

Wolde-Ab Isaac, PhD.
Dean of Health Sciences
Moreno Valley Campus
Riverside Community College District
16130 Lasselle St.
Moreno Valley, CA 92551

Consultant:

Lawrence Loo, M.D.
Riverside County Regional Medical Center
26520 Cactus Avenue
Moreno Valley, CA 92555

Or to such other addresses as from time-to-time shall be designated by the respective parties.

24. Waiver of Performance: No waiver by RCCD at any time of any of the provisions of this agreement shall be deemed or construed as a waiver at any time thereafter of the same or other provisions contained herein or of the strict and timely performance of such provisions.
25. Venue/Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any action at law or in equity brought by any of the parties hereto for the purpose of enforcing a right or rights provided for by this agreement shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county.
26. Attorneys' Fees: In the event of any litigation or arbitration between RCCD and the Consultant to enforce any of the provisions of this agreement or any rights of any party hereto, the unsuccessful party to such litigation or arbitration agrees to pay to the successful party or parties, all costs and expenses including reasonable attorneys' fees incurred therein by the successful party or parties, all of which shall be included in and as a part of the judgment rendered in such litigation or arbitration.
27. Nondiscrimination: The Consultant shall not discriminate in its recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this agreement, and to the extent they may be applicable hereto, the Consultant shall comply with the provisions of the California Fair Employment and Housing Act (commencing with Section 12900 of the Government Code), and the Federal Civil Rights Act of 1964 (P.L. 88-352), as amended, and all rules and regulations issued pursuant to said Acts.
28. Time of Essence: Time is of the essence for each and every provision of this agreement.
29. Paragraph Headings: The paragraph headings herein are for the convenience of the parties only, and shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions or language of this agreement.
30. Binding on Successors: The Consultant, his assigns and successors in interest, shall be bound by all the provisions contained in this agreement, and all of the parties thereof shall be jointly and severally liable.

31. Entire Agreement: This agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the provisions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection thereon. This agreement may be changed or modified only upon the written consent of the parties hereto.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

Lawrence Loo, M.D.

BY: James Buysse, Vice Chancellor
Administration and Finance

BY: Lawrence Loo, M.D.

Dated

Dated

CONSULTANT AGREEMENT BETWEEN
REZA VAEZAZI, M.D.
and
RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made this first day of July, 2007, by and between RIVERSIDE COMMUNITY COLLEGE DISTRICT, herein called "RCCD" and Reza Vaezazizi, M.D., herein called "Consultant."

1. Recitals.
 - a. Consultant represents that he has the background and experience to provide medical education consultation to RCCD and is familiar with the purpose and powers of RCCD.
 - b. RCCD desires that medical education consultation be provided and to retain the Consultant in that connection and the Consultant is desirous of rendering such services.
2. Purpose. It shall be the purpose of this agreement for the Consultant to render medical education consultation to the RCCD Emergency Medical Services Program, for which the Consultant shall receive compensation as provided in Paragraph 8 herein.
3. Scope of Services. The Consultant shall provide medical education consultation to the Emergency Medical Services Program, its curriculum, quality of medical instruction, and evaluation of said program's students. In conjunction with the Emergency Medical Services Program Director, the consultant shall:
 - a. Review and approve the educational content of the program curriculum to certify its ongoing appropriateness and medical accuracy.
 - b. Review and approve the quality of medical instruction, supervision, and evaluation of the students in all areas of the program.
 - c. Review and approve the progress of each student throughout the program and assist in the development of appropriate corrective measures when a student does not show adequate progress.
 - d. Assure and attest to the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.
4. Consultant's Qualifications or Equivalent:
 - a. The Consultant shall be a physician currently licensed in the State of California and Board Certified in Emergency Medicine.
 - b. Have two (2) years experience in pre-hospital care in the last five (5) years.
 - c. Is qualified by education or experience in methods of instruction

5. Term. The term of this Agreement shall be from July 1, 2007, to June 30, 2008, with the option to extend in one year increments by written consent of both parties. The Agreement may be terminated upon 30 days prior written notice given by either party. Either party may terminate without cause.
6. Cooperation/Inspection. RCCD shall give timely cooperation to consultant to include reasonable access to RCCD's records and files as may be deemed necessary to perform the services contemplated hereunder. The Consultant shall cooperate, and otherwise work, with RCCD's personnel and make himself available to RCCD's personnel and other consultants, if applicable, during the term of this agreement.
7. Standard of Care/Licenses. The Consultant shall perform the services contemplated hereunder in a skillful and competent manner, and shall secure and maintain in force any and all licenses, permits or other documents that may be required by any federal, state or local laws in order to perform such services.
8. Compensation/Billing/Payment.
 - a. As compensation for the services to be rendered hereunder, RCCD shall pay to the Consultant \$17,000 per year (paid monthly at \$1416.67/mo.) for all medical consulting services provided, unless written approval has first been obtained from RCCD's Representative, as designated hereinafter.
 - b. The Consultant shall submit a separate billing and accounting on a monthly basis to RCCD. Each billing and accounting shall include a description of the services performed, and shall include a certification that reads, as follows:

"I hereby certify that all the data set forth in this billing and accounting is true and correct.

Dated: _____

(Signature)

(Title)

(Statement Number)"

- d. RCCD shall review each billing and accounting within thirty (30) days after receipt thereof, and, thereafter, promptly pay the Consultant all approved amounts.
9. Reimbursement of Expenses. The Consultant shall not be reimbursed for any costs and expenses incurred on RCCD's behalf, including without limitation, travel, telephone toll charges, messenger service, and copies of documents, unless written approval has been obtained from RCCD's representative.
10. Records. The Consultant shall maintain complete and accurate accounting records, and supporting documentation in connection therewith, with respect to the services contemplated hereunder and any costs and expenses incurred in connection therewith. All such records and documentation shall be clearly identified and readily accessible. RCCD, or its designated representative, shall have the right to examine, inspect, audit and make transcripts or copies of such records and documents during the term of this agreement and for a period of three (3) years after final payment has been made, subject to reasonable notice.
11. Termination. This agreement may be terminated in whole or in part by RCCD or its authorized representative upon written notice thereof to the Consultant. In the event of such termination by RCCD, the Consultant shall deliver to RCCD forthwith all documents, data, graphs, summaries, and other related materials, finished or unfinished, which were prepared or accumulated by the Consultant in connection with the services contemplated hereunder and any Extra Work performed prior to the date of such termination. Upon delivery thereof, the Consultant shall be paid for all approved compensation and expenses not previously paid by RCCD prior to the date of such termination.
12. Representatives. RCCD's Vice Chancellor of Administration and Finance, or Dean of Health Science Programs, Moreno Valley Campus, shall serve as RCCD's representative and shall have the authority to act on behalf of RCCD for all purposes hereunder. RCCD's representative, or his or her designee, shall be available to the Consultant at all reasonable times.
13. Right to Engage or Employ Other Consultants. Unless otherwise proscribed herein, RCCD reserves the right to engage or employ other consultants to provide services similar to those contemplated herein.
14. Property of Consultant. All data prepared by the Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketched, magnetic media, computer software or other programming, diagrams, and calculations shall remain the property of the Consultant upon the completion of the services contemplated hereunder,

except that RCCD shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this agreement shall be at RCCD's sole risk, and provided further, that the Consultant shall be indemnified against any damages resulting from such use.

15. Confidentiality. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to the Consultant in connection with this agreement shall be held in a strictly confidential manner by the Consultant. Such materials shall not, without the written consent of RCCD, be used by the Consultant for any purpose other than the performance of the services hereunder, or be disclosed to any person or entity not connected with the performance of the services hereunder. Nothing submitted to the Consultant which is otherwise openly known to the medical industry shall be deemed confidential. The Consultant shall not use RCCD's name, logo, insignia, or photographs, or pictures that relate to the services hereunder, or any publicity pertaining thereto in any magazine, trade paper, newspaper, television, or radio production, or other similar medium without the prior written consent of RCCD.
16. Publication. Except as may be necessary for the performance of the services hereunder, no copies, sketches, or graphs of materials, including graphic art work, which are prepared pursuant to this agreement shall be released by the Consultant to any other person or agency without the prior written approval of RCCD. All press releases, including graphic display information to be published in newspapers or magazines, shall be approved and distributed exclusively by RCCD, unless otherwise approved, in writing, by RCCD.
17. Independent Contractor. The Consultant shall act in an independent capacity during the term of this agreement and not as an employee or agent of RCCD.
18. Assignability. The Consultant cannot assign any of his rights, duties or obligations under this agreement to any person or entity without the written consent of RCCD being first obtained. This includes the ability to subcontract all or a portion of his rights, duties and obligations hereunder.
19. Procurement of Similar Services. In the event this agreement is terminated in whole or in part, RCCD may procure, and otherwise contract for services similar to those termination upon such terms and in such manner as RCCD may deem appropriate in its sole discretion.
20. Hold Harmless.

- a. RCCD shall defend, indemnify and hold the Consultant harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligence or intentional acts or omissions of RCCD, its officers, agents, or employees.
- b. RCCD shall defend, indemnify and hold Consultant harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of any claims filed against the Consultant directly related to the proper performance of the responsibilities under the terms of this contract.

21. Force Majeure.

- a. In the event the Consultant is unable to comply with any provisions of this agreement due to causes beyond his control relating to acts of God, acts of war, civil disorders, or other similar acts, the Consultant shall not be held liable to RCCD for such failure to comply.
- b. In the event RCCD is unable to comply with any provision of this agreement due to causes beyond its control relating to acts of God, acts of war, civil disorders, or other similar acts, RCCD shall not be held liable to the Consultant for such failure to comply.

22. Notices. Any notices and reports required or desired to be served by either party upon the other shall be addressed to the respective parties as set forth below:

RCCD:

Wolde-Ab Isaac, PhD.
Moreno Valley Campus
Dean of Health Sciences
Riverside Community College District
16130 Lasselle St.
Moreno Valley, CA 92551

Consultant:

Reza Vaezazizi, M.D.
43980 Mahlon Vail Circle #1902
Temecula, CA 92592

Or to such other addresses as from time-to-time shall be designated by the respective parties.

23. Waiver of Performance. No waiver by RCCD at any time of any of the provisions of this agreement shall be deemed or construed as a waiver at any time thereafter of the same or other provisions contained herein or of the strict and timely performance of such provisions.
24. Venue/Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any action at law or in equity brought by any of the parties hereto for the purpose of enforcing a right or rights provided for by this agreement shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county.
25. Attorneys' Fees. In the event of any litigation or arbitration between RCCD and the consultant to enforce any of the provisions of this agreement or any rights of any party hereto, the unsuccessful party to such litigation or arbitration agrees to pay to the successful party or parties, all costs and expenses including reasonable attorneys' fees incurred therein by the successful party or parties, all of which shall be included in and as a part of the judgment rendered in such litigation or arbitration.
26. Nondiscrimination. The Consultant shall not discriminate in its recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this agreement, and to the extent they may be applicable hereto, the Consultant shall comply with the provisions of the California Fair Employment and Housing Act (commencing with Section 12900 of the Government Code), and the Federal Civil Rights Act of 1964 (P.L. 88-352), as amended, and all rules and regulations issued pursuant to said Acts.
27. Time of Essence. Time is of the essence for each and every provision of this agreement.
28. Paragraph Headings. The paragraph headings herein are for the convenience of the parties only, and shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions or language of this agreement.
29. Binding on Successors. The Consultant, his assigns and successors in interest, shall be bound by all the provisions contained in this agreement, and all of the parties thereof shall be jointly and severally liable.

30. Entire Agreement. This agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the provisions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection thereon. This agreement may be changed or modified only upon the written consent of the parties hereto.

DISTRICT

BY: James Buysse, Vice Chancellor
Administration and Finance

BY: Reza Vaezazizi, M.D.

Dated

Dated

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-aa

Date: June 19, 2007

Subject: Agreement with Halfoffwebdesign.com

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Halfoffwebdesign.com. Halfoffwebdesign will provide website design services and monthly updates for the Public Safety Education and Training programs. The term of the agreement will be from June 20, 2007 through June 30, 2008, and includes a service fee not to exceed \$2,500.00. Funding source: VTEA.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from June 20, 2007 through June 30, 2008, for an amount not to exceed \$2,500.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Bill Vincent
Dean, Public Safety Education and Training

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HALFOFFWEBDESIGN.COM

THIS AGREEMENT is made and entered into on this 20th day of June, 2007, by and between Halfoffwebdesign.com, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide the following services: Website design and monthly updates for 12 months for Public Safety Education and Training websites for Fire Technology and Administration of Justice-Law Enforcement.
 - a. The services will be provided for: Moreno Valley Campus- Ben Clark Training Center.
 - b. The District shall provide the Contractor adequate working conditions and support as appropriate to conduct the services outlined above.
2. The term of this agreement shall be from June 20, 2007 through June 30, 2008.
3. Payment in consideration of this agreement includes a service fee not to exceed \$2,500 payable after receipt of invoice.
4. During the term of this Agreement, CONTRACTOR shall defend, indemnify and hold the RCCD and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.
5. Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Contractor understands that harassment of any student or employee with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
6. Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District.
7. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.

8. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement.
9. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
10. This Agreement will be governed by and construed in accordance with the laws of the State of California.

This Agreement has been read and agreed upon by the following representatives of both parties.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

Halfoffwebdesign.com

By: _____
James L. Buysse, Vice Chancellor
Administration and Finance

By: _____
Halfoffwebdesign
Tiffany Soto
11145 Gardenhurst Court
Riverside, CA 92505

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-bb

Date: June 19, 2007

Subject: Agreement with Brunswick Moreno Valley Bowl

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Brunswick Moreno Valley Bowl. This is a facility use agreement to provide a venue for physical education classes for the Moreno Valley Campus. The term of the agreement is September 1, 2007, through August 31, 2008. Funding source: No cost to the District.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from September 1, 2007, through August 31, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Patricia M. Bufalino
Dean of Instruction

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT AND
BRUNSWICK MORENO VALLEY BOWL

WHEREAS, Riverside Community College District, a governmental body hereinafter designated "District" desires to use the facilities and premises of Brunswick Moreno Valley Bowl, 24666 Sunnymead Blvd., Moreno Valley, California, for the purpose of holding college level educational classes; and

WHEREAS, Brunswick Moreno Valley Bowl, desires to cooperate with the District in the use of its facilities;

NOW, THEREFORE, the parties agree as follows:

1. For the use of Brunswick Moreno Valley Bowl, during the period from September 1, 2007 through August 31, 2008.
2. The District shall not make or permit other persons to make any alterations to premises without first obtaining the written consent of Brunswick Moreno Valley Bowl.
3. Brunswick Moreno Valley Bowl shall bear all costs of utilities for heat, light and power. Brunswick shall provide all comforts conducive to a physical education class such as lighting, air conditioning, heat and water.
4. Brunswick Moreno Valley Bowl shall indemnify and hold RCCD, its Trustees, officers, agents, employees and independent contractors, free and harmless from any liability whatsoever, based or asserted upon any acts or omissions of Brunswick Moreno Valley Bowl, its agents, employees, subcontractors and independent contractors, for property damage, bodily injury, or death (Brunswick Moreno Valley Bowl employees included) or any other element of damage of any kind or nature, relating to or in anywise connected with or arising from the performance of the services contemplated hereunder, Brunswick Moreno Valley Bowl shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by RCCD), RCCD, its officers, agents, employees and independent contractors, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold RCCD free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.

5. Brunswick Moreno Valley Bowl shall procure and maintain comprehensive general liability insurance coverage that shall protect RCCD from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Brunswick Moreno Valley Bowl's activities as well as RCCD's activities under this contract. Such insurance shall name RCCD as an additional insured with respect to this agreement and the obligations of RCCD hereunder. Such insurance shall provide for limits of not less than \$1,000,000.00.
6. The use of said facilities will be shared by Brunswick and the District on days when classes are in session.
7. A use fee per student per semester will be charged by Brunswick Moreno Valley Bowl as follows: \$80.00 for Fall 2007 and Spring 2008 semesters, and \$60.00 for the Winter 2008 and Summer 2008 semesters. Classes will not be in session on the following dates:

September 3, 2007	January 21, 2008
November 12, 2007	February 15-18, 2008
November 22-24, 2007	April 13-19, 2008
December 24-31, 2007	May 26, 2008
January 1-6, 2008	July 4, 2008

This agreement has been read and agreed upon by the following officers or representatives of both organizations.

Riverside Community College District

Brunswick Moreno Valley Bowl

By: _____
James Buysse

By: _____

Title: Vice Chancellor,
Administration and Finance

Title: Manager

Dated: _____

Dated: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-cc

Date: June 19, 2007

Subject: Memorandum of Understanding with Corona-Norco Unified School District

Background: Presented for the Board's review and consideration is a Memorandum of Understanding between Riverside Community College District and Corona-Norco Unified School District, Special Education Department. This is a renewal of an existing agreement, begun in October 2000, in which severely handicapped special education adult students participate in an educational setting with their peers by spending a portion of the instructional day at the Norco Campus as concurrently enrolled students in selected activity courses. The term of the Memorandum of Understanding will be from July 1, 2007 through June 30, 2008. Funding source: No cost to the District.

Recommended Action: It is recommended that the Board of Trustees approve the Memorandum of Understanding, for July 1, 2007 through June 30, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the memorandum.

Salvatore G. Rotella
Chancellor

Prepared by: Diane Dieckmeyer
Dean of Instruction

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into as of the 1st day of July 2007, by and between the Corona-Norco Unified School District (“District” or “CNUSD”) and Riverside Community College District, Norco Campus (“College”)

The parties listed above hereby agree as follows:

1. Program Description. Certain CNUSD students identified by CNUSD as severely handicapped (“SH”) and ranging in age between 18 to 22 years of age will audit selected activity classes at the College, where such attendance is provided for in an Individualized Education Program (“IEP”). The maximum class size will be 12 students, unless modified by an agreement of both agencies.
2. Qualifications of Staff. Credentialed and certificated special education teachers employed by the District will be present in the college classroom at all times, for the purposes of collaborative instruction and supervision of the SH students.
3. Facilities Charge. The College will not charge the District for the use of any facilities, including, but not limited to, the classroom.
4. Fees. The College requires payment of registration, health and student services fees for students auditing classes. The College will invoice the District for these costs for the students attending the College according to their IEP. Such invoices will be payable within 30 days. The District will fund all other charges referenced in the IEP or required for staff, such as parking.
5. Transportation. Transportation arrangements for the students between the College campus and the district will be the responsibility of the District.
6. Identification of Participating Students. Students who will participate in the program will be identified by the Individualized Education Program (“IEP”) team, which will consider the skill level, social and adaptive behaviors, and transition needs of the individual students prior to their enrollment in the program. Representatives of the college’s Disabled Students Programs and Services Department (DSPS) will be invited to all IEP meetings for students auditing College classes.
7. Joint Meeting of Personnel. The District and College staff involved in the program will participate in an informal meeting on a quarterly basis to discuss and review student participation in the program.

8. Hold Harmless and Indemnity. The District shall indemnify and hold harmless the College, its Trustees, officers, agents and employees, from and against any and all claims, demands, losses or liabilities of any kind or nature which College, its officers, agents, employees, or students may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, or arising out of the negligence of the District, its officers, agents, employees or students in connection with participation in this program.

The College shall indemnify and hold harmless the District, its officers, agents and employees, from and against any and all claims, demands, losses or liabilities of any kind or nature which the District, its officers, agents, employees or students may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, or arising out of, the negligence of the College, its officers, agents, employees or students in connection with participation in this program.

9. Term of MOU. This MOU shall be effective July 1, 2007, through June 30, 2008.
10. Ability to Terminate MOU. Either party may terminate the MOU upon written notice to the other party sixty (60) days prior to the termination date.

The parties hereto have executed this MOU as of the day, month and year first written above.

Corona-Norco Unified School District

By: _____
Lee V. Pollard, Superintendent

Date of Board Approval

Riverside Community College District

James L. Buisse, Vice Chancellor
Administration and Finance

Date of Board Approval

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-dd

Date: June 19, 2007

Subject: Agreement with Brunswick Classic Lanes

Background: Presented for the Board's review and consideration is the renewal of an agreement between Riverside Community College District and Brunswick Classic Lanes to provide a venue for Norco Campus physical education classes. The term of the agreement is for July 1, 2007 through June 30, 2008. Funding source: No cost to the District.

Recommended Action: It is recommended the Board of Trustees approve the agreement, for July 1, 2007 through June 30, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Diane Dieckmeyer
Dean of Instruction



AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
BRUNSWICK CLASSIC LANES

WHEREAS, Riverside Community College District, a governmental body hereinafter designated "the District" desires to use the facilities and premises of Brunswick Classic Lanes, 1800 Hamner Avenue, Norco, CA 92860, for the purpose of holding college level educational classes; and

WHEREAS, Brunswick Classic Lanes, hereinafter designated "Brunswick" desires to renew their agreement to cooperate with the District in the use of its facilities.

NOW, THEREFORE, the parties agree as follows:

1. Brunswick shall bear all costs of utilities for heat, light and power. Brunswick shall provide all comforts conducive to a Physical Education class such as lighting, air conditioning, heat and water.
2. The District will be liable for any damages up to \$10,000 sustained to the building or equipment through occupancy of the building.
3. The District shall not make or permit other persons to make any alterations to premises without first obtaining the written consent of Brunswick.
4. The use of said facilities will be shared by Brunswick and the District on days when classes are in session, July 1, 2007 to June 30, 2008 (Summer, Fall, Winter and Spring Sessions). The lanes provided by Brunswick shall be determined in consultation with the District. There shall be no cost to the district for the use of the lanes. Classes will not be in session on the following dates:

July 4, 2007	January 1, 2008
September 3, 2007	January 21, 2008
November 12, 2007	February 15-18, 2008
November 22-25, 2007	April 13-19, 2008
December 25, 2007	May 26, 2008

5. Brunswick Classic Lanes shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors, free and harmless from any liability whatsoever, based or asserted upon any acts or omission of Brunswick, its agents, employees, subcontractors and independent contractors, for property damage, bodily injury, or death, (Brunswick employees included) or any other element of damage of any kind or nature,

relating to or in anywise connected with or arising from the performance of the services contemplated hereunder, and Brunswick shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by RCCD), RCCD, its officers, agents, employees and independent contractors, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold the District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.

6. Brunswick shall procure and maintain comprehensive general liability insurance coverage that shall protect the District from claims for damages for personal injury, including, but not limited to, accidental wrongful death, as well as from claims for property damage, which may arise from Contractor's activities as well as the District's activities under this contract. Such insurance shall name the District as an additional insured with respect to this agreement and the obligations of RCCD hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

7. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement.

This agreement has been read and agreed upon by the following officers or representatives of both parties.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

BRUNSWICK CLASSIC LANES

By: _____
James L. Buysse

By: _____

Title: Vice Chancellor, Administration & Finance

Title: _____

Dated: _____

Dated: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-ee

Date: June 19, 2007

Subject: Agreement with Clover Enterprises, Inc.

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Clover Enterprises, Inc. to provide athletic trainers to assist in the necessary physical screenings for students participating in the District's athletic program and provide training services under the direction of a RCCD certified athletic trainer. The term of this agreement is July 1, 2007, through June 30, 2008, or as extended by mutual written agreement by the parties or until such time it is terminated pursuant to provisions as listed in the final paragraph of the contract. The cost is \$15.00 per hour for an amount not to exceed \$7,000.00 for screenings, and \$25.00 per hour at an amount not to exceed \$7,250.00 for trainer services. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from July 1, 2007, through June 30, 2008, at a cost not to exceed \$14,250.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Barry Meier
District Dean, Physical Education and Athletics

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made and entered into on this first day of July, 2007, by and between RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "R.C.C.D.," and CLOVER Enterprises, Inc., (33-0797117), hereinafter referred to as "Clover."

RECITALS

R.C.C.D. desires Clover to provide qualified athletic trainers to assist in performing athletic training duties and assist in conducting physical screening of District athletes during the 2007 – 2008 academic school year as scheduled.

The athletic trainer(s) will oversee the injury care, education, and prevention of accidents for athletes at Riverside Community College, as needed.

These services would be performed commencing on July 1, 2007 and ending on June 30, 2008, or as extended by mutual written agreements by the parties or until such time it is terminated pursuant to provisions as listed in the final paragraph of the contract. The cost to the District will be twenty-five (\$25.00) Dollars per hour not to exceed \$7,250.00 under the direction of R.C.C.D.'s Certified Athletic Trainer and to compensate Clover at fifteen (\$15.00) dollars per athlete for an amount not exceed \$7000.00 for physical screenings.

NOW THEREFORE, the parties to this Agreement mutually agree as follows:

Duties of Clover's athletic trainer(s) and physical examiner(s) will consist of the following:

1. Recognize and advise on the proper care of those injuries incurred from athletic participation.
2. Perform all athletic training duties as assigned by R.C.C.D.'s Certified Athletic Trainer.

Clover will maintain malpractice and liability insurance covering services provide for R.C.C.D. with limits of not less than \$1,000,000.00 per occurrence. R.C.C.D. will be named as an additional insured under Clover's policy. Clover will maintain workers compensation insurance for all Clover employees providing services for R.C.C.D. under this Agreement. Clover will waive all subrogation rights against R.C.C.D. for injuries to Clover or Clover employees arising out of the performance of this Agreement. Clover will provide a certificate of insurance showing the above listed insurance with the required limits and verifying R.C.C.D. as

an additional insured on the malpractice and liability insurance. R.C.C.D. reserves the right to approve the insurance companies Clover uses to meet the above listed insurance requirements.

Clover agrees to hold R.C.C.D. harmless for any claims, lawsuits or judgments arising out of the services provided by Clover under this Agreement and to indemnify R.C.C.D. for any claim, lawsuits, judgments or legal expenses arising out of the services provided by Clover under this Agreement.

Travel to away games or contests are not anticipated, but in the event it becomes necessary, reimbursement for transportation and travel arrangements would be at the discretion of the District.

All facilities, equipment, and supplies are to be provided by R.C.C.D. and are not covered by this contract.

If Clover is unable to recruit a qualified athletic trainer acceptable to R.C.C.D., then this contract will be void.

Either Clover or R.C.C.D. may terminate this Agreement, at any time, without cause, upon sixty (60) days advance written notice to the other party pursuant to provisions as listed. In the event of termination, payment for the aforementioned professional service will be made for the actual hours of service performed to the actual date of termination of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

JIM CLOVER, A.T.C.
Sports Clinic
4444 Magnolia Avenue
Riverside, CA 92501

RIVERSIDE COMMUNITY COLLEGE
DISTRICT
4800 Magnolia Avenue
Riverside, CA 92506

By: _____
Jim Clover, A.T.C.
Clover Enterprise Inc.

By: _____
Vice Chancellor, Administration
and Finance

Date: _____

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-ff

Date: June 19, 2007

Subject: Agreement with Coachella Valley Economic Partnership

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Coachella Valley Economic Partnership (CVEP) to develop and implement a faculty externship program for allied health faculty from regional high schools, regional occupational programs, and community colleges. Funded through a California Department of Education Tech Prep grant awarded to Riverside Community College District, as fiscal agents for the Desert Regional Tech Prep Collaborative, the Collaborative is partnering with the CVEP and College of the Desert to develop a model program to provide industry externship opportunities for faculty. The term of the agreement will be from July 1, 2007 through June 30, 2008, for an amount not to exceed \$10,000.00. Funding source: Desert Tech Prep Regional Collaborative Grant.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from July 1, 2007 through June 30, 2008, for an amount not to exceed \$10,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Ron Vito
Associate Vice Chancellor, Occupational Education

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
COACHELLA VALLEY ECONOMIC PARTNERSHIP

THIS AGREEMENT is made and entered into on this 1st day of July, 2007, by and between COACHELLA VALLEY ECONOMIC PARTNERSHIP (CVEP), hereinafter referred to as "Contractor," and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide the following services: develop, document, and implement a model faculty internship program and collaborate with the Desert Region Tech Prep Collaborative to implement other workplan activities as appropriate.
 - a. The services will be provided at various locations throughout the Coachella Valley.
 - b. The District shall provide the Contractor adequate support as appropriate to conduct the services outlined above.
2. The term of this agreement shall be from July 1, 2007 through June 30, 2008.
3. Payment in consideration of this agreement includes a service fee that shall not exceed \$10,000.00, payable after receipt of invoice.
4. During the term of this Agreement, CONTRACTOR shall defend, indemnify and hold the RCCD and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.

During the term of this Agreement, RCCD shall defend, indemnify and hold the CONTRACTOR and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of the RCCD, its trustees, agents, students and employees, arising out of the performance of this Agreement.

5. Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, color, national origin, ancestry, religion, physical/mental disability, marital status, sex, age or sexual orientation.
6. Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District.
7. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
8. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement.
9. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
10. This Agreement will be governed by and construed in accordance with the laws of the State of California.

This Agreement has been read and agreed upon by the following representatives of both parties.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

CONTRACTOR

By: _____

By: _____

Vice Chancellor
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-gg

Date: June 19, 2007

Subject: Agreement with Full Capacity Marketing, Inc.

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Full Capacity Marketing, Inc., to develop and produce eleven commercials for the Desert Regional Consortium to inform the business and industry communities of the opportunities that community colleges offer to meet their employment and training needs. These eleven individual college commercials will compliment the regional video that has already been developed. The Desert Regional Consortium (DRC), comprised of eleven community colleges within the Inland Empire/Desert region, is funded through a grant from the California Community Colleges Chancellors Office awarded to Riverside Community College District, as fiscal agents, to collaborate on a variety of career and technical education and workforce and economic development initiatives. The term of the agreement will be from July 1, 2007 through October 31, 2007, for an amount not to exceed \$10,000.00. Funding source: VTEA State Leadership Grant.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from July 1, 2007 through October 31, 2007, for an amount not to exceed \$10,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Ron Vito
Associate Vice Chancellor, Occupational Education

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
FULL CAPACITY MARKETING, INC.

THIS AGREEMENT is made and entered into on this 1st day of July 2007, by and between FULL CAPACITY MARKETING, INC., hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide the following services: develop and produce 11 marketing commercials for the members of the Desert Regional Consortium to educate business and industry that community colleges are in tuned with their employment and training needs and offer flexible, innovative solutions. The full scope of services are outlined on Attachment A.
 - a. The services will be provided at various locations at all the community colleges in San Bernardino and Riverside counties.
 - b. The District shall provide the Contractor adequate working conditions and support as appropriate to conduct the services outlined above.
2. The term of this agreement shall be from July 1, 2007 through October 31, 2007.
3. Payment in consideration of this agreement includes a service fee that shall not exceed \$10,000.00, payable after receipt of invoice.
4. During the term of this Agreement, CONTRACTOR shall defend, indemnify and hold the RCCD and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.

During the term of this Agreement, RCCD shall defend, indemnify and hold the CONTRACTOR and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of the RCCD, its trustees, agents, students and employees, arising out of the performance of this Agreement.

5. Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, color, national origin, ancestry, religion, physical/mental disability, marital status, sex, age or sexual orientation.
6. Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District.
7. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
8. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement.
9. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
10. This Agreement will be governed by and construed in accordance with the laws of the State of California.

This Agreement has been read and agreed upon by the following representatives of both parties.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

CONTRACTOR

By: _____

Vice Chancellor
Administration and Finance

By: _____

Celina Shands, President/CEO
Full Capacity Marketing, Inc.
3525 Del Mar Heights Rd. #296
San Diego, CA 92130

Attachment A

Desert Regional Consortium Promoting Economic and Workforce Development Videos

Business and Industry Video and Individual Member Video
FCM Scope of Work & Timeline: July – August 2007 RIVERSIDE COMMUNITY COLLEGE

Background

Comprised of 11 community colleges within the Inland Empire/Desert region, the Desert Regional Consortium (DRC) collaborates on a variety of career and technical education and workforce and economic development initiatives. Members include Barstow Community College; Cerro Coso Community College; Chaffey College; College of the Desert; Copper Mountain College; Crafton Hills College; Mt. San Jacinto College; Palo Verde College; Riverside Community College; San Bernardino Valley College; and Victor Valley Community College.

One of the key objectives of the video would be to educate business and industry that community colleges are in tuned with their employment and training needs, and offer flexible, innovative solutions. In addition, the colleges have a network of industry-specific training and consulting experts, serving the Inland Empire. They are part of the California Community College's Economic and Workforce Development (EWD) Program, and are tasked with the mission to advance California's economy and competitiveness through high quality customized training and services to business focusing on workforce improvement, technology deployment and business development. The video will provide an opportunity to educate these important customers about the many innovative strategies and services of the DRC members.

The regionally-focused video will be available for download online at member Web sites, and/or used as a promotional DVD targeting potential business and industry customers. Additionally, each a commercial will be produced for each college. FCM will manage all aspects of the project from conception to production, with the regionally-focused video completed by June 30, 2007, and the 11 individual college commercials completed by October 31, 2007.

FCM Scope of Work & Timeline

FCM will facilitate the DRC members in a process to uncover each college's unique value proposition for serving business and industry, and to highlight their most creative innovation to date. Riverside Community College will support the project by contracting with FCM for post production of the 11 individual member commercials. Tasks and timelines associated with this effort are detailed in the next section.

Phase 3: Post Production: August 30, 2007 – October 31, 2007

Post-production Edit 11 Commercials

- Off-line Editing
 - examine tape with notes from video
 - Select required shots
 - Select order of shots
 - FCM reviews
 - Approval from DRC members
- On-line editing
 - Dub required shots in order
 - Introduce transitions, background music and video effects
 - FCM reviews
 - Approval from DRC members

Final Product Launch

- DRC members to review final
- Delivery of master copy

Summary of Tasks and Budget

Post-production Edit for 11 different member videos

- Off-line Editing Review
- On-line Editing Review
- Approval meetings with DCR members
- DVD cover and label design
- Delivery of master copy

Total Contract Amount - \$10,000.00

Contact Information

Celina Shands - President/CEO
Full Capacity Marketing, Inc.
3525 Del Mar Heights Rd. #296
San Diego, CA 92130
Phone: (858) 793-6694 – direct line
Fax: (858) 793-1728
Cell: (858) 735-2883
Email: Celina@fullcapacitymarketing.com
Web: www.fullcapacitymarketing.com
EIN # - 56-2354034

- end -

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: V-A-8-hh

Date: June 19, 2007

Subject: Agreement with Michele L. Deck

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Michele L. Deck to conduct workshops for allied health and nursing faculty from regional high schools, regional occupational programs, and community colleges, titled "Effective Teaching and Learning Strategies." Funded through a California Department of Education Tech Prep grant awarded to Riverside Community College District, as fiscal agents for the Desert Regional Tech Prep Collaborative, the Collaborative is partnering with the Regional Health Occupations Resources Center at Golden West College to provide this training. The term of the agreement will be from July 1, 2007 through February 1, 2008, for an amount not to exceed \$8,800.00. Funding source: Desert Tech Prep Regional Collaborative Grant.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from July 1, 2007 through February 1, 2008, for an amount not to exceed \$8,800.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Ron Vito
Associate Vice Chancellor, Occupational Education

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
MICHELE L. DECK

THIS AGREEMENT is made and entered into on this 1st day of July, 2007, by and between MICHELE L. DECK, hereinafter referred to as "Presenter" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Presenter agrees to provide the following services: present two one-day workshops on Interactive Teaching and Learning Strategies.
 - a. The services will be provided at an appropriate venue to be determined in San Bernardino or Riverside County.
 - b. The District shall provide the Contractor adequate working conditions and support as appropriate to conduct the services outlined above.
2. The term of this agreement shall be from July 1, 2007 through February 1, 2008.
3. Payment in consideration of this agreement includes a service fee that shall not exceed \$ 8,800.00 payable within one week of presentation of invoice.
4. During the term of this Agreement, CONTRACTOR shall defend, indemnify and hold the RCCD and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.

During the term of this Agreement, RCCD shall defend, indemnify and hold the CONTRACTOR and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of the RCCD, its trustees, agents, students and employees, arising out of the performance of this Agreement.
5. Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, color, national origin, ancestry, religion, physical/mental disability, marital status, sex, age or sexual orientation.

6. Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District.
7. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
8. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement.
9. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
10. This Agreement will be governed by and construed in accordance with the laws of the State of California.

This Agreement has been read and agreed upon by the following representatives of both parties.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

CONTRACTOR

By: _____

Vice Chancellor
Administration and Finance

By: _____

Michele Deck

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-9-a

Date: June 19, 2007

Subject: Surplus Property

Background: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. Education Code section 81452 permits surplus property to be sold at private sale, without advertising, if the total value of the property does not exceed \$5,000. The District has determined that the property on the attached list does not exceed the total value of \$5,000. To help defray disposal costs and to generate a nominal amount of revenue, the staff proposes that we consign the surplus property identified in the attachment to The Liquidation Company for disposal.

Recommended Action: It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

Salvatore G. Rotella
Chancellor

Prepared by: Bill J. Bogle, Jr.
District Controller

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	BAUSCH & LO	MICROSCOPE	M2-14	D1	004646
1	BAUSCH & LO	MICROSCOPE	M2-14	D2	004647
1	BAUSCH & LO	MICROSCOPE	M2-14	D3	004648
1	BAUSCH & LO	MICROSCOPE	M2-14	D4	004649
1	BAUSCH & LO	MICROSCOPE	M2-14	D5	004650
1	BAUSCH & LO	MICROSCOPE	M2-14	D6	004651
1	BAUSCH & LO	MICROSCOPE	M2-14	D7	004652
1	BAUSCH & LO	MICROSCOPE	M2-14	D8	004653
1	BAUSCH & LO	MICROSCOPE	M2-14	D14	004654
1	BAUSCH & LO	MICROSCOPE	M2-14	D9	004654
1	BAUSCH & LO	MICROSCOPE	M2-14	D10	004655
1	BAUSCH & LO	MICROSCOPE	M2-14	D11	004656
1	BAUSCH & LO	MICROSCOPE	M2-14	D12	004657
1	BAUSCH & LO	MICROSCOPE	M2-14	D13	004658
1	BAUSCH & LO	MICROSCOPE	M2-14	D15	004660
1	BAUSCH & LO	MICROSCOPE	M2-14	D16	004661
1	BAUSCH & LO	MICROSCOPE	M2-14	D17	004662
1	BAUSCH & LO	MICROSCOPE	M2-14	D18	004663
1	BAUSCH & LO	MICROSCOPE	M2-14	D19	004664
1	BAUSCH & LO	MICROSCOPE	M2-14	D24	004664
1	BAUSCH & LO	MICROSCOPE	M2-14	D20	004665
1	BAUSCH & LO	MICROSCOPE	M2-14	D21	004666
1	BAUSCH & LO	MICROSCOPE	M2-14	D22	004667
1	BAUSCH & LO	MICROSCOPE	M2-14	D23	004668
1	BAUSCH & LO	MICROSCOPE	M2-14	D25	004670
1	BAUSCH & LO	MICROSCOPE	M2-14	D26	004671
1	BAUSCH & LO	MICROSCOPE	M2-14	D27	004672
1	BAUSCH & LO	MICROSCOPE	M2-14	D28	004673
1	BAUSCH & LO	MICROSCOPE	M2-14	D29	004674
1	MINOLTA	READER MICROFILM	RP605Z	36647	006002
1	GATEWAY	CPU W/MONITOR	4dX266	000454565	007433
1	HP	PRINTER	C2001A	JPBH052345	007556
1	HP	PRINTER	C2001A	JPBH052345	007556
1	HP	PRINTER - LASERJET	LASERJET 4	JPGH008673	007626
1	BROTHER	FAX MACHINE	UF755	1940600330	008624
1	GATEWAY	CPU W/MONITOR	G6-200	00045465456	009084
1	GATEWAY	MONITOR	CPD GF200	7215364	009180
1	GATEWAY	CPU W/MONITOR	E3100	000763942	009644
1	GATEWAY	CPU W/MONITOR	E3100	00763694	009651
1	GATEWAY	CPU W/MONITOR	E3100	0007636941	009653
1	GATEWAY	CPU W/MONITOR	E3100	0007636943	009657
1	GATEWAY	CPU W/MONITOR	E3100	00054754	009731
1	GATEWAY	CPU W/MONITOR	E3100	00054576	009733
1	GATEWAY	CPU W/MONITOR	E3100	0007636949	009749
1	GATEWAY	CPU W/MONITOR	E3100	0007636994	009750
1	GATEWAY	CPU W/MONITOR	E3100	00763700	009752
1	GATEWAY	CPU W/MONITOR	E3100	0007636981	009754
1	GATEWAY	CPU W/MONITOR	E3000	00054654	010059
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A070404	010244
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A069603	010245
1	GATEWAY	CPU W/MONITOR	E3100	0009931574	010501
1	GATEWAY	MONITOR	EV 700	M15411254142	010531
1	GATEWAY	CPU W/MONITOR	P2	0010111735	010810

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	CPU W/MONITOR	G6-333	00046487987	010816
1	GATEWAY	CPU W/MONITOR	E4200	14005401	011154
1	GATEWAY	CPU W/MONITOR	E4200	14005403	011156
1	GATEWAY	CPU W/MONITOR	E4200	14006390	011158
1	GATEWAY	CPU W/MONITOR	E4200	14005391	011160
1	GATEWAY	CPU W/MONITOR	E4200	14005383	011164
1	GATEWAY	CPU W/MONITOR	E4200	14005388	011166
1	GATEWAY	CPU W/MONITOR	E4200	14006384	011168
1	GATEWAY	CPU W/MONITOR	E4200	14005394	011172
1	GATEWAY	CPU W/MONITOR	E4200	14005386	011178
1	GATEWAY	CPU W/MONITOR	E4200	14005395	011180
1	GATEWAY	CPU W/MONITOR	E4200	14005392	011182
1	GATEWAY	CPU W/MONITOR	E4200	14005399	011190
1	GATEWAY	CPU W/MONITOR	E4200	001737263	011217
1	COMPAQ	CPU W/MONITOR	DESKPRO	hj254d564d	011255
1	GATEWAY	CPU W/MONITOR	E3100	0008135036	011406
1	GATEWAY	CPU W/MONITOR	SOLO	0011463781	011657
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A160487	011744
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A162620	011746
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A160508	011748
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A162670	011750
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A160488	011755
1	GATEWAY	MONITOR - 17 INCH	VX720	P010173139	011822
1	GATEWAY	MONITOR - 17 INCH	VIVITRON	8070369	011836
1	GATEWAY	CPU W/MONITOR	e3110	00054813	012098
1	GATEWAY	CPU W/MONITOR	E4200	0011137943	012210
1	APPLE	CPU W/MONITOR	G3	df45465456	012385
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A409088	012572
1	GATEWAY	CPU W/MONITOR	E3110	00054927	012684
1	IYAMA	MONITOR - 21 INCH	A102GT	10005590	012749
1	MACINTOSH	MONITOR - 17 INCH	STUDIO DISF	CY0050TBGZC	012791
1	CLONE	CPU W/MONITOR	PII	0004565	012866
1	HP	PRINTER - LASERJET	LASER 5	JPHK018453	012928
1	HP	PRINTER - DESKJET	870CXI	US730120TF	012941
1	COMPAQ	MONITOR - 15 INCH	V500	906BF239A970	013140
1	GATEWAY	MONITOR - 19 INCH	VX900	G8K163956	013296
1	GATEWAY	CPU W/MONITOR	E4200	13997556	013318
1	GATEWAY	CPU W/MONITOR	E4200	13997552	013342
1	GATEWAY	CPU W/MONITOR	E4200	14005402	013346
1	GATEWAY	CPU W/MONITOR	E4200	14005387	013348
1	GATEWAY	CPU W/MONITOR	E4200	14005396	013350
1	GATEWAY	CPU W/MONITOR	E4200	0013997550	013360
1	CLONE	CPU W/MONITOR	PII	0004546	013375
1	GATEWAY	MONITOR - 19 INCH	VX900	T8K012802	013500
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007708	013512
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007549	013513
1	GATEWAY	COMPUTER - LAPTOP	SOLO 2500	0014413697	013524
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007755	013534
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007174	013558
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007593	013563
1	GATEWAY	MONITOR - 17 INCH	EV700	MIA8J4173249	013583
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007585	013590
1	GATEWAY	MONITOR - 19 INCH	VX900	U9E009206	013696

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	KDS	MONITOR	VS-195	1182083889	013768
1	KDS	MONITOR	VS-195	0592032654	013770
1	KDS	MONITOR	VS-195	0592032812	013772
1	KDS	MONITOR	VS-195	1182086656	013774
1	KDS	MONITOR	VS-195	1182083629	013778
1	KDS	MONITOR	VS-195	0592032822	013780
1	KDS	MONITOR	VS-195	0592032751	013794
1	KDS	MONITOR	VS-195	1182084468	013795
1	KDS	MONITOR	VS-195	1182083583	013797
1	KDS	MONITOR	VS-195	1182084467	013798
1	KDS	MONITOR	VS-195	0592032814	013800
1	KDS	MONITOR	VS-195	1182086906	013809
1	KDS	mONITOR	VS-195	1182084396	013810
1	KDS	MONITOR	VS-195	1182083528	013812
1	KDS	MONITOR	VS-195	1182083657	013813
1	KDS	MONITOR	VS-195	0592036740	013814
1	KDS	MONITOR	VS-195	0592032630	013815
1	KDS	MONITOR	VS-195	1182083647	013823
1	KDS	MONITOR	VS-195	1182084395	013825
1	KDS	MONITOR	VS-195	1182083653	013828
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007583	013871
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007599	013877
1	GATEWAY	CPU W/MONITOR	E3200	0013087899	013900
1	GATEWAY	COMPUTER - CPU PC	E4200-600	0016636242	013978
1	GATEWAY	MONITOR - 19 INCH	VX900	V9G031087	014008
1	GATEWAY	MONITOR - 19 INCH	VX900	V9G031080	014009
1	GATEWAY	MONITOR - 19 INCH	VX900	V9G031090	014010
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A493235	014027
1	3COM	SUPERSTACK II SWITCH	3300	72NV2B33258	014095
1	GATEWAY	MONITOR - 17 INCH	EV700	MIA8J9481977	014104
1	CANON	FAX MACHINE	CFX-L4500IF	ULR53177	014195
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144276	014201
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144277	014203
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144286	014205
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144357	014207
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144343	014209
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144279	014211
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144287	014213
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144238	014215
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144350	014217
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144284	014219
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144283	014221
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144288	014223
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144346	014225
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144351	014227
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144356	014229
1	GATEWAY	MONITOR - 17 INCH	VX700	P91014295	014231
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144193	014233
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144342	014235
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144358	014237
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144236	014243
1	GATEWAY	MONITOR - 17 INCH	EV700	MIABJ3125259	014303
1	GATEWAY	COMPUTER - CPU PC	E4200-450	0016247352	014356

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A907418	014416
1	GATEWAY	COMPUTER - CPU PC	E4200-600	0016429315	014456
1	MACINTOSH	COMPUTER - CPU MAC	G4	XB0023Y1HNZ	014496
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B069901	014501
1	GATEWAY	MONITOR - 19 INCH	EV910	19016b069903	014503
1	GATEWAY	MONITOR - 19 INCH	VX900	VOEO85636	014547
1	GATEWAY	MONITOR - 19 INCH	VX900	VOEO85543	014548
1	GATEWAY	MONITOR	VX900	v0c082167	014550
1	GATEWAY	MONITOR - 19 INCH	VX900	VODO84175	014551
1	GATEWAY	MONITOR - 19 INCH	VX900	BU0D082872	014552
1	GATEWAY	CPU W/MONITOR	E4200	0019751182	014553
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018972073	014571
1	GATEWAY	MONITOR - 17 INCH	EV700	HDE2K4014581	014577
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018952495	014582
1	GATEWAY	MONITOR - 17 INCH	VX700	P911145632	014607
1	GATEWAY	COMPUTER - CPU PC	E4200-600	0016568507	014663
1	GATEWAY	MONITOR - 17 INCH	EV700	MIE2JB116773	014675
1	GATEWAY	MONITOR - 17 INCH	VX700	p001208833	014777
1	GATEWAY	COMPUTER - CPU PC	E4200-500	0017572916	014778
1	GATEWAY	COMPUTER - CPU PC	e4200-550	0017680370	014784
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875952	014821
1	GATEWAY	MONITOR - 19 INCH	VX900	T0a089765	014822
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875967	014823
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089024	014824
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A088949	014826
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875971	014827
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089019	014828
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875953	014829
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A088805	014830
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875964	014831
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089038	014832
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875972	014833
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089032	014834
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875973	014835
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089299	014836
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875951	014837
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089030	014838
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875961	014839
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089781	014840
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875966	014841
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089761	014842
1	GATEWAY	COMPUTER - CPU PC	e4200-700	0017875950	014843
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089296	014844
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875960	014845
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089778	014846
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875970	014847
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089035	014848
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875969	014849
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089757	014850
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875962	014851
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089775	014852
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875958	014853
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089759	014854

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875954	014855
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089770	014856
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875957	014857
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089758	014858
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875959	014859
1	GATEWAY	MONITOR - 19 INCH	VX900	U0A067080	014860
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017776414	014861
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089292	014862
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875968	014863
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089016	014864
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875955	014865
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089768	014866
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875965	014867
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089779	014868
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875956	014869
1	GATEWAY	MONITOR - 19 INCH	VX900	V0B070870	014870
1	GATEWAY	MONITOR - 17 INCH	EV700	MIABJA486932	014902
1	GATEWAY	MONITOR - 17 INCH	EV700	MIABJA088242	014942
1	GATEWAY	MONITOR - 17 INCH	EV700	17014d428476	014958
1	GATEWAY	COMPUTER - CPU PC	E4200-550	0018113428	014966
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018275722	014995
1	GATEWAY	COMPUTER - CPU PC	SELECT 700	0017798185	015050
1	GATEWAY	MONITOR - 19 INCH	EV910	190168078422	015051
1	GATEWAY	COMPUTER - CPU PC	SELECT 700	0017798192	015052
1	GATEWAY	MONITOR - 19 INCH	EV910	190168078414	015089
1	GATEWAY	MONITOR - 17 INCH	EV700	17014D481013	015101
1	GATEWAY	MONITOR - 21 INCH	VX1110	T0B013298	015114
1	GATEWAY	MONITOR - 19 INCH	EV910	190168139828	015124
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B171153	015166
1	GATEWAY	CPU W/MONITOR	E4200	00498421	015171
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024833	015335
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024827	015342
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024950	015345
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024947	015347
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024972	015349
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024954	015353
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024971	015354
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024925	015355
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024936	015359
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024966	015361
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024961	015365
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024965	015371
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025258	015374
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025001	015376
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024800	015377
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025054	015379
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025254	015386
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025295	015390
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024806	015407
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024826	015414
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024675	015415
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024808	015420
1	MACINTOSH	COMPUTER - CPU MAC	G4-500	XA020055HSG	015434

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	MACINTOSH	MONITOR - 17 INCH	STUDIO DISF	CY0169SSGZC	015436
1	HP	MONITOR - 19 INCH	A4575A	JP90732197	015442
1	DELL	MONITOR	V1528UBP	76873AE3AC84	015474
1	HP	SCANNER	6200	SG973171R3	015630
1	GATEWAY	MONITOR - 21 INCH	VX1110	TOB025552	015633
1	3COM	SUPERSTACK II SWITCH	1000	7WKR012884	015658
1	DELL	MONITOR - 17 INCH	P780	MX06271R4774102S4BYK	015796
1	GATEWAY	MONITOR - 17 INCH	EV910	19016B202743	015821
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018393103	015824
1	GATEWAY	MONITOR - 19 INCH	VX900	VODO83588	015825
1	GATEWAY	MONITOR - 19 INCH	VX900	TOCO94639	015827
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018393101	015828
1	GATEWAY	MONITOR - 19 INCH	VX900	TOCO94393	015829
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018393104	015830
1	GATEWAY	MONITOR - 19 INCH	VX900	TOCO94379	015831
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018393105	015832
1	GATEWAY	MONITOR - 19 INCH	VX900	VODO83589	015833
1	DELL	MONITOR - 19 INCH	M991	TW049VYR47800009JG262	016007
1	DELL	MONITOR - 19 INCH	M991	TW049VYR47800009JG262	016009
1	DELL	COMPUTER - CPU PC	DIMENSION	4NL0701	016022
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1R5	016031
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1R3	016033
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2PN	016037
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1RG	016039
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1RA	016041
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2QQ	016043
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1AN	016045
1	DELL	COMPUTER - CPU PC	DIMENSION	4912701	016046
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH179	016047
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0CG	016049
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH177	016051
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH152	016053
1	DELL	COMPUTER - CPU PC	DIMENSION	G121701	016054
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH158	016055
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH075	016057
1	DELL	COMPUTER - CPU PC	DIMENSION	FV11701	016058
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1S7	016059
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1S9	016061
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SG	016063
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SH	016065
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SF	016067
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LK	016069
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KR	016071
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LR	016073
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KT	016075
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KV	016077
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LC	016079
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KL	016081
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LN	016083
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH175	016085
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH06V	016087
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH24X	016089
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH253	016091

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2R6	016093
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2R7	016095
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2R3	016097
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2QE	016099
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG23D	016109
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1RB	016111
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1RO	016117
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1R4	016119
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2P1	016121
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2NQ	016123
1	DELL	COMPUTER - CPU PC	DIMENSION	5PXZ601	016124
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG25D	016125
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SE	016127
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SC	016129
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SJ	016131
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SB	016133
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH171	016135
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH24Z	016137
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH25B	016139
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KV	016153
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LO	016155
1	DELL	COMPUTER - CPU PC	DIMENSION	J6Z1701	016156
1	DELL	COMPUTER - CPU PC	DIMENSION	DZ11701	016160
1	DELL	COMPUTER - CPU PC	DIMENSION	ZZ11701	016162
1	DELL	COMPUTER - CPU PC	DIMENSION	F4Z1701	016164
1	DELL	COMPUTER - CPU PC	DIMENSION	B121701	016166
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0K5	016167
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG22T	016189
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG381	016191
1	DELL	COMPUTER - CPU PC	DIMENSION	9KL0701	016192
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2N3	016193
1	DELL	COMPUTER - CPU PC	DIMENSION	2FY1701	016200
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH084	016205
1	DELL	COMPUTER - CPU PC	DIMENSION	6W41701	016206
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH099	016207
1	DELL	COMPUTER - CPU PC	DIMENSION	4X41701	016208
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0P9	016209
1	DELL	COMPUTER - CPU PC	DIMENSION	BV41701	016210
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PB	016211
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH09E	016213
1	DELL	COMPUTER - CPU PC	DIMENSION	9Y41701	016214
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0P5	016215
1	DELL	COMPUTER - CPU PC	DIMENSION	D2Z1701	016216
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NZ	016217
1	DELL	COMPUTER - CPU PC	DIMENSION	7JY1701	016218
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PA	016219
1	DELL	COMPUTER - CPU PC	DIMENSION	7LL0701	016220
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PD	016221
1	DELL	COMPUTER - CPU PC	DIMENSION	HW41701	016222
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0P7	016223
1	DELL	COMPUTER - CPU PC	DIMENSION	B702701	016224
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DB	016225
1	DELL	COMPUTER - CPU PC	DIMENSION	FHY1701	016226

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PJ	016227
1	DELL	COMPUTER - CPU PC	DIMENSION	9TXZ601	016228
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DK	016229
1	DELL	COMPUTER - CPU PC	DIMENSION	JHY1701	016230
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DC	016231
1	DELL	COMPUTER - CPU PC	DIMENSION	2HY1701	016232
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1G7	016233
1	DELL	COMPUTER - CPU PC	DIMENSION	G702701	016234
1	DELL	COMPUTER - CPU PC	DIMENSION	9Z41701	016236
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1G2	016237
1	DELL	COMPUTER - CPU PC	DIMENSION	J051701	016238
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1FR	016239
1	DELL	COMPUTER - CPU PC	DIMENSION	1K1G701	016240
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DF	016241
1	DELL	COMPUTER - CPU PC	DIMENSION	G2Z1701	016242
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DP	016243
1	DELL	COMPUTER - CPU PC	DIMENSION	4FL0701	016244
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH17X	016245
1	DELL	COMPUTER - CPU PC	DIMENSION	82Z1701	016246
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1FY	016247
1	DELL	COMPUTER - CPU PC	DIMENSION	CW41701	016248
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH083	016249
1	DELL	COMPUTER - CPU PC	DIMENSION	BHV1701	016250
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH06X	016251
1	DELL	COMPUTER - CPU PC	DIMENSION	8HY1701	016252
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH089	016253
1	DELL	COMPUTER - CPU PC	DIMENSION	JZ21701	016254
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH08F	016255
1	DELL	COMPUTER - CPU PC	DIMENSION	8V41701	016256
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH07P	016257
1	DELL	COMPUTER - CPU PC	DIMENSION	DD02701	016258
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0E0	016259
1	DELL	COMPUTER - CPU PC	DIMENSION	JX41701	016260
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH07V	016261
1	DELL	COMPUTER - CPU PC	DIMENSION	JHY41701	016262
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH088	016263
1	DELL	COMPUTER - CPU PC	DIMENSION	72Z1701	016264
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1G9	016265
1	DELL	COMPUTER - CPU PC	DIMENSION	JHHY1701	016266
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0P8	016267
1	DELL	COMPUTER - CPU PC	DIMENSION	JH2Z1701	016268
1	DELL	COMPUTER - CPU PC	DIMENSION	3W41701	016270
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PC	016271
1	DELL	COMPUTER - CPU PC	DIMENSION	7X41701	016272
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1G1	016273
1	DELL	COMPUTER - CPU PC	DIMENSION	1812701	016368
1	DELL	COMPUTER - CPU PC	DIMENSION	97Z1701	016370
1	DELL	COMPUTER - CPU PC	DIMENSION	2ML0701	016378
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGG188	016379
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0SX	016381
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NS	016383
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NL	016387
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NC	016391

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH25F	016393
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGG186	016395
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0XN	016397
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0SZ	016401
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0M4	016405
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NN	016407
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGG18A	016409
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH02C	016411
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH02G	016413
1	DELL	COMPUTER - CPU PC	DIMENSION	7GL0701	016414
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0T1	016415
1	DELL	COMPUTER - CPU PC	DIMENSION	G6Z1701	016418
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NE	016423
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH255	016425
1	DELL	COMPUTER - CPU PC	DIMENSION	CGL0701	016426
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH11A	016429
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NJ	016431
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGG183	016433
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0WS	016435
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0XP	016437
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NU	016441
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH2HN	016443
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NK	016445
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0XJ	016447
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NH	016449
1	GATEWAY	MONITOR - 17 INCH	EV700	17014D718803	016473
1	GATEWAY	MONITOR - 17 INCH	EV700	17014D718801	016475
1	GATEWAY	COMPUTER - CPU PC	E4200-850	0020155475	016493
1	HP	PRINTER - LASERJET	2100TN	USGW069808	016582
1	DELL	COMPUTER - CPU PC	DIMENSION	DBMKB01	016585
1	DELL	COMPUTER - CPU PC	DIMENSION	C5QKB01	016594
1	DELL	COMPUTER - CPU PC	DIMENSION	3XPKB01	016596
1	DELL	COMPUTER - CPU PC	DIMENSION	4R6TB01	016600
1	DELL	COMPUTER - CPU PC	DIMENSION	1RPKB01	016614
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010CDH18S	016615
1	DELL	COMPUTER - CPU PC	DIMENSION	6BMKB01	016619
1	DELL	COMPUTER - CPU PC	DIMENSION	3W5LB01	016626
1	GATEWAY	CPU W/MONITOR	K7-700	00054566541	016632
1	DELL	COMPUTER - CPU PC	DIMENSION	F0QKB01	016636
1	EPSON	PRINTER	STYLUS 880	CMR1041471	016645
1	DELL	COMPUTER - CPU PC	DIMENSION	4YLKB01	016655
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010CDH18V	016659
1	DELL	COMPUTER - CPU PC	DIMENSION	67GKB01	016660
1	DELL	COMPUTER - CPU PC	DIMENSION	GJPKB0	016664
1	DELL	COMPUTER - CPU PC	DIMENSION	H7MKB01	016672
1	DELL	COMPUTER - CPU PC	DIMENSION	8XPKB01	016674
1	DELL	COMPUTER - CPU PC	DIMENSION	1W5LB01	016676
1	DELL	COMPUTER - CPU PC	DIMENSION	GP6TB01	016680
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010CDH2MS	016681
1	DELL	COMPUTER - CPU PC	DIMENSION	6ML0701	016704
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010CDH476	016752
1	EPSON	PRINTER	STYLUS 880	CMR1041481	016757
1	GATEWAY	COMPUTER - CPU PC	E4400-933	0022460684	016758

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR - 22 INCH	VX1120	12050385	016759
1	GATEWAY	COMPUTER - CPU PC	E4400-933	0022460686	016760
1	GATEWAY	MONITOR - 22 INCH	VX1120	12050393	016763
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452483	017121
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452486	017122
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452469	017123
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452465	017124
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452415	017125
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452411	017126
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452450	017127
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452488	017128
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452472	017129
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452434	017130
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452482	017131
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452471	017132
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452474	017133
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452467	017134
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452479	017135
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452438	017136
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452470	017137
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452441	017138
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452455	017139
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452436	017140
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452463	017141
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452464	017142
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452487	017143
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452466	017144
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452413	017145
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452485	017146
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452457	017147
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452409	017148
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452477	017149
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452480	017151
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452410	017152
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452408	017153
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452473	017154
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9382	017155
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9396	017156
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9366	017157
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9363	017159
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9361	017160
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9402	017162
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9355	017163
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9384	017164
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9365	017165
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9397	017166
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9395	017167
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9385	017168
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9364	017169
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9356	017170
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9357	017171
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9398	017172
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9380	017173

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9379	017174
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9381	017175
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9383	017176
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9390	017177
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9399	017178
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9394	017179
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9370	017180
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9222	017181
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9359	017182
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9392	017183
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9362	017184
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9387	017185
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9391	017186
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9393	017187
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9400	017188
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9360	017191
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9386	017195
1	GATEWAY	COMPUTER - CPU PC	SELECT 1000	0020135654	017249
1	GATEWAY	MONITOR - 19 INCH	VX920	P008023323	017250
1	GATEWAY	COMPUTER - CPU PC	SELECT 1000	0020135651	017251
1	GATEWAY	MONITOR - 19 INCH	VX920	P008022520	017252
1	GATEWAY	COMPUTER - CPU PC	E3400-800	0021968095	017287
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B286749	017290
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B396701	017337
1	SHARP	FAX MACHINE	FO2950M	OG122865	017389
1	GATEWAY	MONITOR - 17 INCH	EV700	LIC04506531	017406
1	GATEWAY	COMPUTER - LAPTOP	SOLO 5300	0023465646	017445
1	GATEWAY	MONITOR - 22 INCH	VX1120	011048439	017502
1	DELL	COMPUTER - CPU PC	DIMENSION	DTVVK01	017597
1	DELL	COMPUTER - CPU PC	DIMENSION	7WVVK01	017600
1	DELL	COMPUTER - CPU PC	DIMENSION	HTVVK01	017608
1	DELL	COMPUTER - CPU PC	DIMENSION	4YVVK01	017615
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17E	017618
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17G	017619
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G19C	017623
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G19G	017624
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G19D	017625
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G199	017626
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17K	017627
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17B	017628
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G19B	017634
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17H	017635
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17F	017636
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17A	017638
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17L	017639
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G179	017640
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MQ	017641
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MH	017642
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MK	017643
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MM	017644
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17D	017645
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17C	017646
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MN	017647

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MZ	017649
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MS	017650
1	DELL	COMPUTER - CPU PC	DIMENSION	DWVLK01	017658
1	EPSON	PRINTER - INKJET	900N	BNJ1003376	017809
1	GATEWAY	MONITOR - 15 INCH - FLA	FPD-1570	KUL5033D08241	017850
1	GATEWAY	COMPUTER - CPU PC	E3400-XL	0023739414	017873
1	HP	SCANNER	6300	SSG05H230HO	017972
1	GATEWAY	MONITOR - 19 INCH	EV910	KU19030B39301	018021
1	GATEWAY	MONITOR - 19 INCH	VX920	M105046743	018025
1	GATEWAY	MONITOR - 19 INCH	VX920	M105046742	018027
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B385215	018116
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452481	018175
1	GATEWAY	MONITOR - 17 INCH	EV700	DU17046A0006497	018311
1	GATEWAY	CPU W/MONITOR	P4	0024874160	018429
1	MACINTOSH	COMPUTER - CPU MAC	G4	XB13802TLF6	019025
1	GATEWAY	MONITOR - 18 INCH FLAT	FPD1810	KUL8015B0073135	019057
1	GATEWAY	COMPUTER - CPU PC	E3600	0026141393	019145
1	GATEWAY	COMPUTER - CPU PC	E3600	0026141410	019148
1	GATEWAY	MONITOR - 15 INCH	EV500	DU15038A72557	019202
1	GATEWAY	MONITOR - 15 INCH	EV500	DU15038A72562	019206
1	GATEWAY	MONITOR - 19 INCH	EV910	MU19003A0135256	019219
1	GATEWAY	MONITOR - 19 INCH	VX920	M201025000	019324
1	GATEWAY	MONITOR - 19 INCH	VX920	M201024939	019327
1	GATEWAY	COMPUTER - CPU PC	E3400	0023389669	019331
1	GATEWAY	MONITOR - 17 INCH	VX720	P0102047295	019344
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B410871	019346
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B410872	019350
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17046C0215299	019440
1	CANON	COPIER	PC940	TVD88895	019775
1	VIEWSONIC	MONITOR - 17 INCH FLAT	VE175	A1A023001220	019985
1	HP	PRINTER - LASERJET	LJ6P	usbb249664	020322
1	GATEWAY	CPU W/MONITOR	E4200	15732335	020446
1	MINOLTA	COPIER	CSPRO	004545465ki	020690
1	FELLOWES	SHREDDER	320	01279	020740
1	AGFA	DEVELOPER FILM	RAP17	36697	020968
1	HP	PRINTER - LASERJET	1300TN	CN211011	022682
1	VSS	TERMINAL SERVER	MNJ129	01df54i57	023634
1	GATEWAY	CPU W/MONITOR	E3400	0020074184	023663
1	GATEWAY	CPU W/MONITOR	P4	0024874156	023665
1	GATEWAY	CPU W/MONITOR	E3400	00054846	024111
1	SHARP	PHOTOCOPIER	AR5132	8YC10435	024158

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1
2007

Date: June 19,

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for the period July 1, 2006 through May 31, 2007. The report presents the current year adopted budget, revised budget and year-to-date actual financial activity along with prior year actual financial information for comparison purposes.

<u>General Funds</u>	<u>Page</u>
Resource 1000 – General Operating	1
Resource 1050 – Parking	2
Resource 1070 – Student Health Services	3
Resource 1080 – Community Education	4
Resource 1090 – Performance Riverside	5
Resource 1110 – Contractor-Operated Bookstore	6
Resource 1170 – Customized Solutions	7
Resource 1180 – Redevelopment Pass-Through	8
Resource 1190 – Grants and Categorical Programs	9
<u>Special Revenue Funds</u>	
Resource 3200 – Food Services	10
Resource 3300 – Child Care	11
<u>Capital Projects Funds</u>	
Resource 4100 – State Construction & Scheduled Maintenance	12
Resource 4110 – Child Development Center Capital	13
Resource 4120 – Non-State Funded Capital Outlay Projects	14
Resource 4130 – La Sierra Capital	15
Resource 4150 – Self-Funded Equipment and Facility Projects	16
Resource 4160 – General Obligation Bond Funded Capital Outlay Projects	17
<u>Internal Service Funds</u>	
Resource 6100 – Health and Liability Self-Insurance	18
Resource 6110 – Workers Compensation Self-Insurance	19
<u>Expendable Trust and Agency Funds</u>	
Associated Students of RCC	20
Student Financial Aid	21
RCCD Development Corporation	22

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	BAUSCH & LO	MICROSCOPE	M2-14	D1	004646
1	BAUSCH & LO	MICROSCOPE	M2-14	D2	004647
1	BAUSCH & LO	MICROSCOPE	M2-14	D3	004648
1	BAUSCH & LO	MICROSCOPE	M2-14	D4	004649
1	BAUSCH & LO	MICROSCOPE	M2-14	D5	004650
1	BAUSCH & LO	MICROSCOPE	M2-14	D6	004651
1	BAUSCH & LO	MICROSCOPE	M2-14	D7	004652
1	BAUSCH & LO	MICROSCOPE	M2-14	D8	004653
1	BAUSCH & LO	MICROSCOPE	M2-14	D14	004654
1	BAUSCH & LO	MICROSCOPE	M2-14	D9	004654
1	BAUSCH & LO	MICROSCOPE	M2-14	D10	004655
1	BAUSCH & LO	MICROSCOPE	M2-14	D11	004656
1	BAUSCH & LO	MICROSCOPE	M2-14	D12	004657
1	BAUSCH & LO	MICROSCOPE	M2-14	D13	004658
1	BAUSCH & LO	MICROSCOPE	M2-14	D15	004660
1	BAUSCH & LO	MICROSCOPE	M2-14	D16	004661
1	BAUSCH & LO	MICROSCOPE	M2-14	D17	004662
1	BAUSCH & LO	MICROSCOPE	M2-14	D18	004663
1	BAUSCH & LO	MICROSCOPE	M2-14	D19	004664
1	BAUSCH & LO	MICROSCOPE	M2-14	D24	004664
1	BAUSCH & LO	MICROSCOPE	M2-14	D20	004665
1	BAUSCH & LO	MICROSCOPE	M2-14	D21	004666
1	BAUSCH & LO	MICROSCOPE	M2-14	D22	004667
1	BAUSCH & LO	MICROSCOPE	M2-14	D23	004668
1	BAUSCH & LO	MICROSCOPE	M2-14	D25	004670
1	BAUSCH & LO	MICROSCOPE	M2-14	D26	004671
1	BAUSCH & LO	MICROSCOPE	M2-14	D27	004672
1	BAUSCH & LO	MICROSCOPE	M2-14	D28	004673
1	BAUSCH & LO	MICROSCOPE	M2-14	D29	004674
1	MINOLTA	READER MICROFILM	RP605Z	36647	006002
1	GATEWAY	CPU W/MONITOR	4dX266	000454565	007433
1	HP	PRINTER	C2001A	JPBH052345	007556
1	HP	PRINTER	C2001A	JPBH052345	007556
1	HP	PRINTER - LASERJET	LASERJET 4	JPGH008673	007626
1	BROTHER	FAX MACHINE	UF755	1940600330	008624
1	GATEWAY	CPU W/MONITOR	G6-200	00045465456	009084
1	GATEWAY	MONITOR	CPD GF200	7215364	009180
1	GATEWAY	CPU W/MONITOR	E3100	000763942	009644
1	GATEWAY	CPU W/MONITOR	E3100	00763694	009651
1	GATEWAY	CPU W/MONITOR	E3100	0007636941	009653
1	GATEWAY	CPU W/MONITOR	E3100	0007636943	009657
1	GATEWAY	CPU W/MONITOR	E3100	00054754	009731
1	GATEWAY	CPU W/MONITOR	E3100	00054576	009733
1	GATEWAY	CPU W/MONITOR	E3100	0007636949	009749
1	GATEWAY	CPU W/MONITOR	E3100	0007636994	009750
1	GATEWAY	CPU W/MONITOR	E3100	00763700	009752
1	GATEWAY	CPU W/MONITOR	E3100	0007636981	009754
1	GATEWAY	CPU W/MONITOR	E3000	00054654	010059
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A070404	010244
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A069603	010245
1	GATEWAY	CPU W/MONITOR	E3100	0009931574	010501
1	GATEWAY	MONITOR	EV 700	M15411254142	010531
1	GATEWAY	CPU W/MONITOR	P2	0010111735	010810

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	CPU W/MONITOR	G6-333	00046487987	010816
1	GATEWAY	CPU W/MONITOR	E4200	14005401	011154
1	GATEWAY	CPU W/MONITOR	E4200	14005403	011156
1	GATEWAY	CPU W/MONITOR	E4200	14006390	011158
1	GATEWAY	CPU W/MONITOR	E4200	14005391	011160
1	GATEWAY	CPU W/MONITOR	E4200	14005383	011164
1	GATEWAY	CPU W/MONITOR	E4200	14005388	011166
1	GATEWAY	CPU W/MONITOR	E4200	14006384	011168
1	GATEWAY	CPU W/MONITOR	E4200	14005394	011172
1	GATEWAY	CPU W/MONITOR	E4200	14005386	011178
1	GATEWAY	CPU W/MONITOR	E4200	14005395	011180
1	GATEWAY	CPU W/MONITOR	E4200	14005392	011182
1	GATEWAY	CPU W/MONITOR	E4200	14005399	011190
1	GATEWAY	CPU W/MONITOR	E4200	001737263	011217
1	COMPAQ	CPU W/MONITOR	DESKPRO	hj254d564d	011255
1	GATEWAY	CPU W/MONITOR	E3100	0008135036	011406
1	GATEWAY	CPU W/MONITOR	SOLO	0011463781	011657
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A160487	011744
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A162620	011746
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A160508	011748
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A162670	011750
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A160488	011755
1	GATEWAY	MONITOR - 17 INCH	VX720	P010173139	011822
1	GATEWAY	MONITOR - 17 INCH	VIVITRON	8070369	011836
1	GATEWAY	CPU W/MONITOR	e3110	00054813	012098
1	GATEWAY	CPU W/MONITOR	E4200	0011137943	012210
1	APPLE	CPU W/MONITOR	G3	df45465456	012385
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A409088	012572
1	GATEWAY	CPU W/MONITOR	E3110	00054927	012684
1	IYAMA	MONITOR - 21 INCH	A102GT	10005590	012749
1	MACINTOSH	MONITOR - 17 INCH	STUDIO DISF	CY0050TBGZC	012791
1	CLONE	CPU W/MONITOR	PII	0004565	012866
1	HP	PRINTER - LASERJET	LASER 5	JPHK018453	012928
1	HP	PRINTER - DESKJET	870CXI	US730120TF	012941
1	COMPAQ	MONITOR - 15 INCH	V500	906BF239A970	013140
1	GATEWAY	MONITOR - 19 INCH	VX900	G8K163956	013296
1	GATEWAY	CPU W/MONITOR	E4200	13997556	013318
1	GATEWAY	CPU W/MONITOR	E4200	13997552	013342
1	GATEWAY	CPU W/MONITOR	E4200	14005402	013346
1	GATEWAY	CPU W/MONITOR	E4200	14005387	013348
1	GATEWAY	CPU W/MONITOR	E4200	14005396	013350
1	GATEWAY	CPU W/MONITOR	E4200	0013997550	013360
1	CLONE	CPU W/MONITOR	PII	0004546	013375
1	GATEWAY	MONITOR - 19 INCH	VX900	T8K012802	013500
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007708	013512
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007549	013513
1	GATEWAY	COMPUTER - LAPTOP	SOLO 2500	0014413697	013524
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007755	013534
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007174	013558
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007593	013563
1	GATEWAY	MONITOR - 17 INCH	EV700	MIA8J4173249	013583
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007585	013590
1	GATEWAY	MONITOR - 19 INCH	VX900	U9E009206	013696

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	KDS	MONITOR	VS-195	1182083889	013768
1	KDS	MONITOR	VS-195	0592032654	013770
1	KDS	MONITOR	VS-195	0592032812	013772
1	KDS	MONITOR	VS-195	1182086656	013774
1	KDS	MONITOR	VS-195	1182083629	013778
1	KDS	MONITOR	VS-195	0592032822	013780
1	KDS	MONITOR	VS-195	0592032751	013794
1	KDS	MONITOR	VS-195	1182084468	013795
1	KDS	MONITOR	VS-195	1182083583	013797
1	KDS	MONITOR	VS-195	1182084467	013798
1	KDS	MONITOR	VS-195	0592032814	013800
1	KDS	MONITOR	VS-195	1182086906	013809
1	KDS	mONITOR	VS-195	1182084396	013810
1	KDS	MONITOR	VS-195	1182083528	013812
1	KDS	MONITOR	VS-195	1182083657	013813
1	KDS	MONITOR	VS-195	0592036740	013814
1	KDS	MONITOR	VS-195	0592032630	013815
1	KDS	MONITOR	VS-195	1182083647	013823
1	KDS	MONITOR	VS-195	1182084395	013825
1	KDS	MONITOR	VS-195	1182083653	013828
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007583	013871
1	GATEWAY	MONITOR - 17 INCH	VX700	P905007599	013877
1	GATEWAY	CPU W/MONITOR	E3200	0013087899	013900
1	GATEWAY	COMPUTER - CPU PC	E4200-600	0016636242	013978
1	GATEWAY	MONITOR - 19 INCH	VX900	V9G031087	014008
1	GATEWAY	MONITOR - 19 INCH	VX900	V9G031080	014009
1	GATEWAY	MONITOR - 19 INCH	VX900	V9G031090	014010
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A493235	014027
1	3COM	SUPERSTACK II SWITCH	3300	72NV2B33258	014095
1	GATEWAY	MONITOR - 17 INCH	EV700	MIA8J9481977	014104
1	CANON	FAX MACHINE	CFX-L4500IF	ULR53177	014195
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144276	014201
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144277	014203
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144286	014205
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144357	014207
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144343	014209
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144279	014211
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144287	014213
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144238	014215
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144350	014217
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144284	014219
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144283	014221
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144288	014223
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144346	014225
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144351	014227
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144356	014229
1	GATEWAY	MONITOR - 17 INCH	VX700	P91014295	014231
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144193	014233
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144342	014235
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144358	014237
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144236	014243
1	GATEWAY	MONITOR - 17 INCH	EV700	MIABJ3125259	014303
1	GATEWAY	COMPUTER - CPU PC	E4200-450	0016247352	014356

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR - 17 INCH	EV700	17004A907418	014416
1	GATEWAY	COMPUTER - CPU PC	E4200-600	0016429315	014456
1	MACINTOSH	COMPUTER - CPU MAC	G4	XB0023Y1HNZ	014496
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B069901	014501
1	GATEWAY	MONITOR - 19 INCH	EV910	19016b069903	014503
1	GATEWAY	MONITOR - 19 INCH	VX900	VOEO85636	014547
1	GATEWAY	MONITOR - 19 INCH	VX900	VOEO85543	014548
1	GATEWAY	MONITOR	VX900	v0c082167	014550
1	GATEWAY	MONITOR - 19 INCH	VX900	VODO84175	014551
1	GATEWAY	MONITOR - 19 INCH	VX900	BU0D082872	014552
1	GATEWAY	CPU W/MONITOR	E4200	0019751182	014553
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018972073	014571
1	GATEWAY	MONITOR - 17 INCH	EV700	HDE2K4014581	014577
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018952495	014582
1	GATEWAY	MONITOR - 17 INCH	VX700	P911145632	014607
1	GATEWAY	COMPUTER - CPU PC	E4200-600	0016568507	014663
1	GATEWAY	MONITOR - 17 INCH	EV700	MIE2JB116773	014675
1	GATEWAY	MONITOR - 17 INCH	VX700	p001208833	014777
1	GATEWAY	COMPUTER - CPU PC	E4200-500	0017572916	014778
1	GATEWAY	COMPUTER - CPU PC	e4200-550	0017680370	014784
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875952	014821
1	GATEWAY	MONITOR - 19 INCH	VX900	T0a089765	014822
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875967	014823
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089024	014824
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A088949	014826
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875971	014827
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089019	014828
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875953	014829
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A088805	014830
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875964	014831
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089038	014832
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875972	014833
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089032	014834
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875973	014835
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089299	014836
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875951	014837
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089030	014838
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875961	014839
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089781	014840
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875966	014841
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089761	014842
1	GATEWAY	COMPUTER - CPU PC	e4200-700	0017875950	014843
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089296	014844
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875960	014845
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089778	014846
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875970	014847
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089035	014848
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875969	014849
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089757	014850
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875962	014851
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089775	014852
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875958	014853
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089759	014854

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875954	014855
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089770	014856
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875957	014857
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089758	014858
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875959	014859
1	GATEWAY	MONITOR - 19 INCH	VX900	U0A067080	014860
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017776414	014861
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089292	014862
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875968	014863
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089016	014864
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875955	014865
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089768	014866
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875965	014867
1	GATEWAY	MONITOR - 19 INCH	VX900	T0A089779	014868
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0017875956	014869
1	GATEWAY	MONITOR - 19 INCH	VX900	V0B070870	014870
1	GATEWAY	MONITOR - 17 INCH	EV700	MIABJA486932	014902
1	GATEWAY	MONITOR - 17 INCH	EV700	MIABJA088242	014942
1	GATEWAY	MONITOR - 17 INCH	EV700	17014d428476	014958
1	GATEWAY	COMPUTER - CPU PC	E4200-550	0018113428	014966
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018275722	014995
1	GATEWAY	COMPUTER - CPU PC	SELECT 700	0017798185	015050
1	GATEWAY	MONITOR - 19 INCH	EV910	190168078422	015051
1	GATEWAY	COMPUTER - CPU PC	SELECT 700	0017798192	015052
1	GATEWAY	MONITOR - 19 INCH	EV910	190168078414	015089
1	GATEWAY	MONITOR - 17 INCH	EV700	17014D481013	015101
1	GATEWAY	MONITOR - 21 INCH	VX1110	T0B013298	015114
1	GATEWAY	MONITOR - 19 INCH	EV910	190168139828	015124
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B171153	015166
1	GATEWAY	CPU W/MONITOR	E4200	00498421	015171
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024833	015335
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024827	015342
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024950	015345
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024947	015347
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024972	015349
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024954	015353
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024971	015354
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024925	015355
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024936	015359
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024966	015361
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024961	015365
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024965	015371
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025258	015374
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025001	015376
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024800	015377
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025054	015379
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025254	015386
1	GATEWAY	MONITOR - 17 INCH	VX720	P005025295	015390
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024806	015407
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024826	015414
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024675	015415
1	GATEWAY	MONITOR - 17 INCH	VX720	P005024808	015420
1	MACINTOSH	COMPUTER - CPU MAC	G4-500	XA020055HSG	015434

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	MACINTOSH	MONITOR - 17 INCH	STUDIO DISF	CY0169SSGZC	015436
1	HP	MONITOR - 19 INCH	A4575A	JP90732197	015442
1	DELL	MONITOR	V1528UBP	76873AE3AC84	015474
1	HP	SCANNER	6200	SG973171R3	015630
1	GATEWAY	MONITOR - 21 INCH	VX1110	TOB025552	015633
1	3COM	SUPERSTACK II SWITCH	1000	7WKR012884	015658
1	DELL	MONITOR - 17 INCH	P780	MX06271R4774102S4BYK	015796
1	GATEWAY	MONITOR - 17 INCH	EV910	19016B202743	015821
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018393103	015824
1	GATEWAY	MONITOR - 19 INCH	VX900	VODO83588	015825
1	GATEWAY	MONITOR - 19 INCH	VX900	TOCO94639	015827
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018393101	015828
1	GATEWAY	MONITOR - 19 INCH	VX900	TOCO94393	015829
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018393104	015830
1	GATEWAY	MONITOR - 19 INCH	VX900	TOCO94379	015831
1	GATEWAY	COMPUTER - CPU PC	E4200-700	0018393105	015832
1	GATEWAY	MONITOR - 19 INCH	VX900	VODO83589	015833
1	DELL	MONITOR - 19 INCH	M991	TW049VYR47800009JG262	016007
1	DELL	MONITOR - 19 INCH	M991	TW049VYR47800009JG262	016009
1	DELL	COMPUTER - CPU PC	DIMENSION	4NL0701	016022
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1R5	016031
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1R3	016033
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2PN	016037
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1RG	016039
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1RA	016041
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2QQ	016043
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1AN	016045
1	DELL	COMPUTER - CPU PC	DIMENSION	4912701	016046
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH179	016047
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0CG	016049
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH177	016051
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH152	016053
1	DELL	COMPUTER - CPU PC	DIMENSION	G121701	016054
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH158	016055
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH075	016057
1	DELL	COMPUTER - CPU PC	DIMENSION	FV11701	016058
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1S7	016059
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1S9	016061
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SG	016063
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SH	016065
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SF	016067
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LK	016069
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KR	016071
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LR	016073
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KT	016075
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KV	016077
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LC	016079
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KL	016081
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LN	016083
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH175	016085
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH06V	016087
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH24X	016089
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH253	016091

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2R6	016093
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2R7	016095
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2R3	016097
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2QE	016099
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG23D	016109
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1RB	016111
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1RO	016117
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1R4	016119
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2P1	016121
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2NQ	016123
1	DELL	COMPUTER - CPU PC	DIMENSION	5PXZ601	016124
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG25D	016125
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SE	016127
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SC	016129
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SJ	016131
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1SB	016133
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH171	016135
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH24Z	016137
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH25B	016139
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0KV	016153
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0LO	016155
1	DELL	COMPUTER - CPU PC	DIMENSION	J6Z1701	016156
1	DELL	COMPUTER - CPU PC	DIMENSION	DZ11701	016160
1	DELL	COMPUTER - CPU PC	DIMENSION	ZZ11701	016162
1	DELL	COMPUTER - CPU PC	DIMENSION	F4Z1701	016164
1	DELL	COMPUTER - CPU PC	DIMENSION	B121701	016166
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0K5	016167
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG22T	016189
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG381	016191
1	DELL	COMPUTER - CPU PC	DIMENSION	9KL0701	016192
1	DELL	MONITOR - 19 INCH	M991	TW049VYR4780009JG2N3	016193
1	DELL	COMPUTER - CPU PC	DIMENSION	2FY1701	016200
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH084	016205
1	DELL	COMPUTER - CPU PC	DIMENSION	6W41701	016206
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH099	016207
1	DELL	COMPUTER - CPU PC	DIMENSION	4X41701	016208
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0P9	016209
1	DELL	COMPUTER - CPU PC	DIMENSION	BV41701	016210
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PB	016211
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH09E	016213
1	DELL	COMPUTER - CPU PC	DIMENSION	9Y41701	016214
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0P5	016215
1	DELL	COMPUTER - CPU PC	DIMENSION	DZ21701	016216
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NZ	016217
1	DELL	COMPUTER - CPU PC	DIMENSION	7JY1701	016218
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PA	016219
1	DELL	COMPUTER - CPU PC	DIMENSION	7LL0701	016220
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PD	016221
1	DELL	COMPUTER - CPU PC	DIMENSION	HW41701	016222
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0P7	016223
1	DELL	COMPUTER - CPU PC	DIMENSION	B702701	016224
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DB	016225
1	DELL	COMPUTER - CPU PC	DIMENSION	FHY1701	016226

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PJ	016227
1	DELL	COMPUTER - CPU PC	DIMENSION	9TXZ601	016228
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DK	016229
1	DELL	COMPUTER - CPU PC	DIMENSION	JHY1701	016230
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DC	016231
1	DELL	COMPUTER - CPU PC	DIMENSION	2HY1701	016232
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1G7	016233
1	DELL	COMPUTER - CPU PC	DIMENSION	G702701	016234
1	DELL	COMPUTER - CPU PC	DIMENSION	9Z41701	016236
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1G2	016237
1	DELL	COMPUTER - CPU PC	DIMENSION	J051701	016238
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1FR	016239
1	DELL	COMPUTER - CPU PC	DIMENSION	1K1G701	016240
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DF	016241
1	DELL	COMPUTER - CPU PC	DIMENSION	G2Z1701	016242
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1DP	016243
1	DELL	COMPUTER - CPU PC	DIMENSION	4FL0701	016244
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH17X	016245
1	DELL	COMPUTER - CPU PC	DIMENSION	82Z1701	016246
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1FY	016247
1	DELL	COMPUTER - CPU PC	DIMENSION	CW41701	016248
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH083	016249
1	DELL	COMPUTER - CPU PC	DIMENSION	BHV1701	016250
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH06X	016251
1	DELL	COMPUTER - CPU PC	DIMENSION	8HY1701	016252
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH089	016253
1	DELL	COMPUTER - CPU PC	DIMENSION	JZ21701	016254
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH08F	016255
1	DELL	COMPUTER - CPU PC	DIMENSION	8V41701	016256
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH07P	016257
1	DELL	COMPUTER - CPU PC	DIMENSION	DD02701	016258
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0E0	016259
1	DELL	COMPUTER - CPU PC	DIMENSION	JX41701	016260
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH07V	016261
1	DELL	COMPUTER - CPU PC	DIMENSION	JHY41701	016262
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH088	016263
1	DELL	COMPUTER - CPU PC	DIMENSION	72Z1701	016264
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1G9	016265
1	DELL	COMPUTER - CPU PC	DIMENSION	JHHY1701	016266
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0P8	016267
1	DELL	COMPUTER - CPU PC	DIMENSION	JH2Z1701	016268
1	DELL	COMPUTER - CPU PC	DIMENSION	3W41701	016270
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0PC	016271
1	DELL	COMPUTER - CPU PC	DIMENSION	7X41701	016272
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH1G1	016273
1	DELL	COMPUTER - CPU PC	DIMENSION	1812701	016368
1	DELL	COMPUTER - CPU PC	DIMENSION	97Z1701	016370
1	DELL	COMPUTER - CPU PC	DIMENSION	2ML0701	016378
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGG188	016379
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0SX	016381
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NS	016383
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NL	016387
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NC	016391

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH25F	016393
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGG186	016395
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0XN	016397
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0SZ	016401
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0M4	016405
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NN	016407
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGG18A	016409
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH02C	016411
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH02G	016413
1	DELL	COMPUTER - CPU PC	DIMENSION	7GL0701	016414
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0T1	016415
1	DELL	COMPUTER - CPU PC	DIMENSION	G6Z1701	016418
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NE	016423
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH255	016425
1	DELL	COMPUTER - CPU PC	DIMENSION	CGL0701	016426
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH11A	016429
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NJ	016431
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGG183	016433
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0WS	016435
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0XP	016437
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NU	016441
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH2HN	016443
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NK	016445
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0XJ	016447
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010BGH0NH	016449
1	GATEWAY	MONITOR - 17 INCH	EV700	17014D718803	016473
1	GATEWAY	MONITOR - 17 INCH	EV700	17014D718801	016475
1	GATEWAY	COMPUTER - CPU PC	E4200-850	0020155475	016493
1	HP	PRINTER - LASERJET	2100TN	USGW069808	016582
1	DELL	COMPUTER - CPU PC	DIMENSION	DBMKB01	016585
1	DELL	COMPUTER - CPU PC	DIMENSION	C5QKB01	016594
1	DELL	COMPUTER - CPU PC	DIMENSION	3XPKB01	016596
1	DELL	COMPUTER - CPU PC	DIMENSION	4R6TB01	016600
1	DELL	COMPUTER - CPU PC	DIMENSION	1RPKB01	016614
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010CDH18S	016615
1	DELL	COMPUTER - CPU PC	DIMENSION	6BMKB01	016619
1	DELL	COMPUTER - CPU PC	DIMENSION	3W5LB01	016626
1	GATEWAY	CPU W/MONITOR	K7-700	00054566541	016632
1	DELL	COMPUTER - CPU PC	DIMENSION	F0QKB01	016636
1	EPSON	PRINTER	STYLUS 880	CMR1041471	016645
1	DELL	COMPUTER - CPU PC	DIMENSION	4YLKB01	016655
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010CDH18V	016659
1	DELL	COMPUTER - CPU PC	DIMENSION	67GKB01	016660
1	DELL	COMPUTER - CPU PC	DIMENSION	GJPKB0	016664
1	DELL	COMPUTER - CPU PC	DIMENSION	H7MKB01	016672
1	DELL	COMPUTER - CPU PC	DIMENSION	8XPKB01	016674
1	DELL	COMPUTER - CPU PC	DIMENSION	1W5LB01	016676
1	DELL	COMPUTER - CPU PC	DIMENSION	GP6TB01	016680
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010CDH2MS	016681
1	DELL	COMPUTER - CPU PC	DIMENSION	6ML0701	016704
1	DELL	MONITOR - 19 INCH	M991	MX049VYR478010CDH476	016752
1	EPSON	PRINTER	STYLUS 880	CMR1041481	016757
1	GATEWAY	COMPUTER - CPU PC	E4400-933	0022460684	016758

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR - 22 INCH	VX1120	12050385	016759
1	GATEWAY	COMPUTER - CPU PC	E4400-933	0022460686	016760
1	GATEWAY	MONITOR - 22 INCH	VX1120	12050393	016763
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452483	017121
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452486	017122
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452469	017123
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452465	017124
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452415	017125
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452411	017126
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452450	017127
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452488	017128
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452472	017129
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452434	017130
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452482	017131
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452471	017132
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452474	017133
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452467	017134
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452479	017135
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452438	017136
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452470	017137
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452441	017138
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452455	017139
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452436	017140
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452463	017141
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452464	017142
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452487	017143
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452466	017144
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452413	017145
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452485	017146
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452457	017147
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452409	017148
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452477	017149
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452480	017151
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452410	017152
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452408	017153
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452473	017154
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9382	017155
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9396	017156
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9366	017157
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9363	017159
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9361	017160
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9402	017162
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9355	017163
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9384	017164
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9365	017165
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9397	017166
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9395	017167
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9385	017168
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9364	017169
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9356	017170
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9357	017171
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9398	017172
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9380	017173

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9379	017174
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9381	017175
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9383	017176
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9390	017177
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9399	017178
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9394	017179
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9370	017180
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9222	017181
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9359	017182
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9392	017183
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9362	017184
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9387	017185
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9391	017186
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9393	017187
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9400	017188
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9360	017191
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9386	017195
1	GATEWAY	COMPUTER - CPU PC	SELECT 1000	0020135654	017249
1	GATEWAY	MONITOR - 19 INCH	VX920	P008023323	017250
1	GATEWAY	COMPUTER - CPU PC	SELECT 1000	0020135651	017251
1	GATEWAY	MONITOR - 19 INCH	VX920	P008022520	017252
1	GATEWAY	COMPUTER - CPU PC	E3400-800	0021968095	017287
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B286749	017290
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B396701	017337
1	SHARP	FAX MACHINE	FO2950M	OG122865	017389
1	GATEWAY	MONITOR - 17 INCH	EV700	LIC04506531	017406
1	GATEWAY	COMPUTER - LAPTOP	SOLO 5300	0023465646	017445
1	GATEWAY	MONITOR - 22 INCH	VX1120	011048439	017502
1	DELL	COMPUTER - CPU PC	DIMENSION	DTVVK01	017597
1	DELL	COMPUTER - CPU PC	DIMENSION	7WVVK01	017600
1	DELL	COMPUTER - CPU PC	DIMENSION	HTVVK01	017608
1	DELL	COMPUTER - CPU PC	DIMENSION	4YVVK01	017615
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17E	017618
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17G	017619
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G19C	017623
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G19G	017624
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G19D	017625
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G199	017626
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17K	017627
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17B	017628
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G19B	017634
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17H	017635
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17F	017636
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17A	017638
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17L	017639
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G179	017640
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MQ	017641
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MH	017642
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MK	017643
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MM	017644
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17D	017645
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G17C	017646
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MN	017647

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MZ	017649
1	DELL	MONITOR - 19 INCH	M991	MX049VYR47801132G2MS	017650
1	DELL	COMPUTER - CPU PC	DIMENSION	DWVLK01	017658
1	EPSON	PRINTER - INKJET	900N	BNJ1003376	017809
1	GATEWAY	MONITOR - 15 INCH - FLA	FPD-1570	KUL5033D08241	017850
1	GATEWAY	COMPUTER - CPU PC	E3400-XL	0023739414	017873
1	HP	SCANNER	6300	SSG05H230HO	017972
1	GATEWAY	MONITOR - 19 INCH	EV910	KU19030B39301	018021
1	GATEWAY	MONITOR - 19 INCH	VX920	M105046743	018025
1	GATEWAY	MONITOR - 19 INCH	VX920	M105046742	018027
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B385215	018116
1	GATEWAY	COMPUTER - CPU PC	E3400-SE	0022452481	018175
1	GATEWAY	MONITOR - 17 INCH	EV700	DU17046A0006497	018311
1	GATEWAY	CPU W/MONITOR	P4	0024874160	018429
1	MACINTOSH	COMPUTER - CPU MAC	G4	XB13802TLF6	019025
1	GATEWAY	MONITOR - 18 INCH FLAT	FPD1810	KUL8015B0073135	019057
1	GATEWAY	COMPUTER - CPU PC	E3600	0026141393	019145
1	GATEWAY	COMPUTER - CPU PC	E3600	0026141410	019148
1	GATEWAY	MONITOR - 15 INCH	EV500	DU15038A72557	019202
1	GATEWAY	MONITOR - 15 INCH	EV500	DU15038A72562	019206
1	GATEWAY	MONITOR - 19 INCH	EV910	MU19003A0135256	019219
1	GATEWAY	MONITOR - 19 INCH	VX920	M201025000	019324
1	GATEWAY	MONITOR - 19 INCH	VX920	M201024939	019327
1	GATEWAY	COMPUTER - CPU PC	E3400	0023389669	019331
1	GATEWAY	MONITOR - 17 INCH	VX720	P0102047295	019344
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B410871	019346
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B410872	019350
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17046C0215299	019440
1	CANON	COPIER	PC940	TVD88895	019775
1	VIEWSONIC	MONITOR - 17 INCH FLAT	VE175	A1A023001220	019985
1	HP	PRINTER - LASERJET	LJ6P	usbb249664	020322
1	GATEWAY	CPU W/MONITOR	E4200	15732335	020446
1	MINOLTA	COPIER	CSPRO	004545465ki	020690
1	FELLOWES	SHREDDER	320	01279	020740
1	AGFA	DEVELOPER FILM	RAP17	36697	020968
1	HP	PRINTER - LASERJET	1300TN	CN211011	022682
1	VSS	TERMINAL SERVER	MNJ129	01df54i57	023634
1	GATEWAY	CPU W/MONITOR	E3400	0020074184	023663
1	GATEWAY	CPU W/MONITOR	P4	0024874156	023665
1	GATEWAY	CPU W/MONITOR	E3400	00054846	024111
1	SHARP	PHOTOCOPIER	AR5132	8YC10435	024158

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1
2007

Date: June 19,

Subject: Monthly Financial Report (continued)

Information Only: Attached for the Board's information is the Monthly Financial Report for the period ended May 31, 2007.

Salvatore G. Rotella
Chancellor

Prepared by: Bill J. Bogle, Jr.
District Controller

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Fund 11, Resource 1000 is the primary operating fund of the District. It is used to account for those transactions that, in general, cover the full scope of operations of the entire District. All transactions, expenditures and revenue are accounted for in the general operating resource unless there is a compelling reason to report them elsewhere. Revenues received by the district from state apportionments, county or local taxes are deposited in this resource.

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 116,767,770	\$ 132,273,411	\$ 132,293,411	\$ 119,069,219
Intrafund Transfer from				
District Bookstore (Resource 1110)	450,000	380,000	380,000	285,000
Interfund Transfer from				
Self-Funded Equipment and				
Facility Projects (Resource 4150)	1,123,870	15,985	15,985	15,985
Total Revenues	<u>\$ 118,341,640</u>	<u>\$ 132,669,396</u>	<u>\$ 132,689,396</u>	<u>\$ 119,370,204</u>
Expenditures				
Academic Salaries	\$ 55,368,699	\$ 62,143,916	\$ 61,785,255	\$ 56,505,825
Classified Salaries	22,386,027	28,371,516	27,791,993	23,374,376
Employee Benefits	20,015,422	22,682,549	22,693,375	18,990,245
Materials & Supplies	1,767,370	2,855,693	2,796,323	2,021,859
Services	10,615,968	13,781,025	14,278,135	10,518,871
Capital Outlay	5,728,668	1,992,172	2,501,790	1,349,652
Intrafund Transfers to:				
DSP&S Program (Resource 1190)	612,109	665,157	665,157	498,867
Customized Solutions (Resource 1170)	173,470	173,470	173,470	0
Federal Work Study (Resource 1190)	135,760	140,155	140,155	145,032
Matriculation (Resource 1190)	272,645	0	0	0
Instr. Equipment Match (Resource 1190)	539,047	222,028	222,028	222,028
Performance Riverside (Resource 1090)	193,257	193,257	193,257	144,942
Interfund Transfer to:				
Resource 3300	220,000	220,000	220,000	165,000
Resource 6100	500,000	250,000	250,000	187,500
Total Expenditures	<u>\$ 118,528,442</u>	<u>\$ 133,690,938</u>	<u>\$ 133,710,938</u>	<u>\$ 114,124,197</u>
Revenues Over (Under) Expenditures	\$ (186,802)	\$ (1,021,542)	\$ (1,021,542)	\$ 5,246,007
Beginning Fund Balance	13,022,273	12,835,471	12,835,471	12,835,471
Ending Fund Balance	<u>\$ 12,835,471</u>	<u>\$ 11,813,929</u>	<u>\$ 11,813,929</u>	<u>\$ 18,081,478</u>
Ending Cash Balance				<u>\$ 20,556,930</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Parking was created to capture the financial activities of the parking operations at each campus. The primary revenue source is parking permit fees. Parking also receives revenue from parking meters and parking citations. Expenditures are for 75% of the operational costs of College Safety and Police and 100% of capital outlay costs, such as parking lot lighting, that directly benefit parking operations.

Fund 12, Resource 1050 - Parking

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 1,842,227</u>	<u>\$ 1,915,330</u>	<u>\$ 1,915,330</u>	<u>\$ 1,566,322</u>
Expenditures				
Classified Salaries	\$ 1,151,221	\$ 1,379,010	\$ 1,330,837	\$ 1,196,101
Employee Benefits	340,352	418,476	405,987	325,123
Materials & Supplies	88,789	49,163	94,659	64,265
Services	282,884	266,199	278,965	226,620
Capital Outlay	<u>326,947</u>	<u>197,385</u>	<u>199,785</u>	<u>187,501</u>
Total Expenditures	<u>\$ 2,190,193</u>	<u>\$ 2,310,233</u>	<u>\$ 2,310,233</u>	<u>\$ 1,999,610</u>
Revenues Over (Under) Expenditures	\$ (347,966)	\$ (394,903)	\$ (394,903)	\$ (433,288)
Beginning Fund Balance	<u>952,591</u>	<u>604,625</u>	<u>604,625</u>	<u>604,625</u>
Ending Fund Balance	<u>\$ 604,625</u>	<u>\$ 209,722</u>	<u>\$ 209,722</u>	<u>\$ 171,337</u>
Ending Cash Balance				<u>\$ 190,203</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Student Health Services was established to account for the financial activities of the student health programs at each of the District's three campuses.

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 898,884	\$ 954,806	\$ 954,806	\$ 871,288
Expenditures				
Academic Salaries	\$ 109,693	\$ 140,413	\$ 140,413	\$ 119,728
Classified Salaries	243,834	427,458	412,569	298,753
Employee Benefits	59,155	104,149	104,759	77,143
Materials & Supplies	34,077	61,180	61,737	35,782
Services	163,685	191,991	183,031	122,814
Capital Outlay	37,567	40,863	63,545	21,269
Total Expenditures	\$ 648,011	\$ 966,054	\$ 966,054	\$ 675,489
Revenues Over (Under) Expenditures	\$ 250,873	\$ (11,248)	\$ (11,248)	\$ 195,799
Beginning Fund Balance	417,843	668,716	668,716	668,716
Ending Fund Balance	\$ 668,716	\$ 657,468	\$ 657,468	\$ 864,516
Ending Cash Balance				\$ 866,194

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Community Education was established to account for the financial activities of the Community Education Program which serves the community at large by providing not-for-credit classes for personal growth and enrichment.

Fund 11, Resource 1080 - Community Education

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 988,791	\$ 1,002,906	\$ 1,002,906	\$ 780,831
Expenditures				
Academic Salaries	\$ 15,865	\$ 3,842	\$ 3,842	\$ 3,564
Classified Salaries	348,233	373,957	355,957	283,587
Employee Benefits	70,343	69,157	69,157	57,224
Materials & Supplies	15,570	16,000	16,000	8,611
Services	524,165	544,955	562,955	430,120
Capital Outlay	10,105	5,000	5,000	2,171
Total Expenditures	\$ 984,281	\$ 1,012,911	\$ 1,012,911	\$ 785,277
Revenues Over (Under) Expenditures	\$ 4,510	\$ (10,005)	\$ (10,005)	\$ (4,446)
Beginning Fund Balance	81,877	86,387	86,387	86,387
Ending Fund Balance	\$ 86,387	\$ 76,382	\$ 76,382	\$ 81,941
Ending Cash Balance				\$ 83,396

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

Performance Riverside is used to record the revenues and expenditures associated with Performance Riverside activities.

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals <u>7-1-05 to 6-30-06</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 673,954	\$ 710,675	\$ 710,675	\$ 715,937
Intrafund Transfer from General Operating (Resource 1000)	<u>193,257</u>	<u>193,257</u>	<u>193,257</u>	<u>144,942</u>
Total Revenues	<u>\$ 867,211</u>	<u>\$ 903,932</u>	<u>\$ 903,932</u>	<u>\$ 860,879</u>
Expenditures				
Classified Salaries	\$ 250,120	\$ 290,481	\$ 290,367	\$ 251,528
Employee Benefits	77,549	87,718	95,032	81,646
Materials & Supplies	35,642	33,488	33,488	25,592
Services	629,517	487,829	480,629	457,186
Capital Outlay	<u>1,408</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>
Total Expenditures	<u>\$ 994,236</u>	<u>\$ 902,516</u>	<u>\$ 902,516</u>	<u>\$ 815,951</u>
Revenues Over (Under) Expenditures	\$ (127,025)	\$ 1,416	\$ 1,416	\$ 44,927
Beginning Fund Balance	<u>(531,168)</u>	<u>(658,193)</u>	<u>(658,193)</u>	<u>(658,193)</u>
Ending Fund Balance	<u>\$ (658,193)</u>	<u>\$ (656,777)</u>	<u>\$ (656,777)</u>	<u>\$ (613,266)</u>
Ending Cash Balance				<u>\$ (610,326)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Contractor-Operated Bookstore is used to record the revenues and expenditures associated with the District's contract with Barnes and Noble, Inc. to manage the District's bookstore operations.

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals <u>7-1-05 to 6-30-06</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 863,446	\$ 863,441	\$ 863,441	\$ 718,325
Expenditures				
Services	\$ 35,685	\$ 36,150	\$ 36,150	\$ 28,084
Interfund Transfer to				
Food Services (Resource 3200)	356,930	506,930	506,930	380,197
Intrafund Transfer to				
General Operating (Resource 1000)	<u>450,000</u>	<u>380,000</u>	<u>380,000</u>	<u>285,000</u>
Total Expenditures	<u>\$ 842,615</u>	<u>\$ 923,080</u>	<u>\$ 923,080</u>	<u>\$ 693,281</u>
Revenues Over (Under) Expenditures	\$ 20,831	\$ (59,639)	\$ (59,639)	\$ 25,044
Beginning Fund Balance	<u>87,633</u>	<u>108,464</u>	<u>108,464</u>	<u>108,464</u>
Ending Fund Balance	<u>\$ 108,464</u>	<u>\$ 48,825</u>	<u>\$ 48,825</u>	<u>\$ 133,509</u>
Ending Cash Balance				<u>\$ 133,509</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

Customized Solutions is used to record the revenues and expenditures associated with customized training programs offered to local businesses and their employees.

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals <u>7-1-05 to 6-30-06</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 273,316	\$ 452,513	\$ 452,513	\$ 129,601
Intrafund Transfer from General Operating (Resource 1000)	<u>173,470</u>	<u>173,470</u>	<u>173,470</u>	<u>0</u>
Total Revenue	<u>\$ 446,786</u>	<u>\$ 625,983</u>	<u>\$ 625,983</u>	<u>\$ 129,601</u>
Expenditures				
Academic Salaries	\$ 400	\$ 5,700	\$ 5,700	\$ 400
Classified Salaries	95,874	144,239	138,151	117,784
Employee Benefits	27,627	42,250	46,838	36,189
Materials & Supplies	9,270	31,000	31,000	11,366
Services	<u>133,601</u>	<u>254,923</u>	<u>256,423</u>	<u>117,893</u>
Total Expenditures	<u>\$ 266,772</u>	<u>\$ 478,112</u>	<u>\$ 478,112</u>	<u>\$ 283,631</u>
Revenues Over (Under) Expenditures	\$ 180,014	\$ 147,871	\$ 147,871	\$ (154,030)
Beginning Fund Balance	<u>86,701</u>	<u>266,715</u>	<u>266,715</u>	<u>266,715</u>
Ending Fund Balance	<u>\$ 266,715</u>	<u>\$ 414,586</u>	<u>\$ 414,586</u>	<u>\$ 112,686</u>
Ending Cash Balance				<u>\$ 95,991</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

Redevelopment Pass-Through receives a portion of tax increment revenues from various redevelopment projects within the boundaries of the District. Currently, expenditures are restricted to capital projects located in the redevelopment project areas generating the tax increment revenues.

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 972,143	\$ 1,000,989	\$ 1,000,989	\$ 442,194
Expenditures				
Services	\$ 142,829	\$ 156,100	\$ 156,100	\$ 141,930
Total Expenditures	\$ 142,829	\$ 156,100	\$ 156,100	\$ 141,930
Revenues Over (Under) Expenditures	\$ 829,314	\$ 844,889	\$ 844,889	\$ 300,264
Beginning Fund Balance	2,172,196	3,001,510	3,001,510	3,001,510
Ending Fund Balance	\$ 3,001,510	\$ 3,846,399	\$ 3,846,399	\$ 3,301,774
Ending Cash Balance				\$ 2,232,120

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

Grants and Categorical Programs is used to account for financial activity for each of the District's grant and categorical programs.

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 15,597,910	\$ 22,155,203	\$ 25,452,971	\$ 15,493,125
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	612,109	665,157	665,157	498,867
For Federal Work Study	135,760	140,155	140,155	145,032
For Matriculation	272,645	0	0	0
For Instructional Equipment	539,047	222,028	222,028	222,028
Total Revenues	<u>\$ 17,157,471</u>	<u>\$ 23,182,543</u>	<u>\$ 26,480,311</u>	<u>\$ 16,359,052</u>
Expenditures				
Academic Salaries	\$ 2,884,240	\$ 4,072,998	\$ 4,394,477	\$ 2,969,054
Classified Salaries	4,692,454	6,571,377	7,232,150	5,396,558
Employee Benefits	2,174,675	2,849,356	3,123,091	2,191,450
Materials & Supplies	1,439,600	2,128,838	2,390,624	610,947
Services	2,959,657	4,029,694	4,967,607	1,850,551
Capital Outlay	2,670,122	3,082,028	3,859,535	2,374,083
Scholarships	65,231	213,765	188,203	20,700
Student Grants (Financial, Book, Meal, Transportation)	271,492	234,487	324,624	311,714
Total Expenditures	<u>\$ 17,157,471</u>	<u>\$ 23,182,543</u>	<u>\$ 26,480,311</u>	<u>\$ 15,725,056</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 633,996
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 633,996</u>
Ending Cash Balance				<u>\$ 414,975</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

Food Services is used to account for the financial activities for all food service operations in District facilities, except for the Culinary Academy on Spruce Street. It is intended to be self-sustaining.

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,221,257	\$ 1,221,231	\$ 1,221,231	\$ 1,110,799
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	356,930	506,930	506,930	380,197
Total Revenues	<u>\$ 1,578,187</u>	<u>\$ 1,728,161</u>	<u>\$ 1,728,161</u>	<u>\$ 1,490,996</u>
Expenditures				
Classified Salaries	\$ 624,505	\$ 632,710	\$ 617,710	\$ 595,210
Employee Benefits	229,286	266,147	266,147	209,835
Materials & Supplies	689,248	689,993	713,493	647,460
Services	103,355	251,225	238,186	192,292
Capital Outlay	468	0	4,539	3,858
Total Expenditures	<u>\$ 1,646,862</u>	<u>\$ 1,840,075</u>	<u>\$ 1,840,075</u>	<u>\$ 1,648,655</u>
Revenues Over (Under) Expenditures	\$ (68,675)	\$ (111,914)	\$ (111,914)	\$ (157,659)
Beginning Fund Balance	295,949	227,274	227,274	227,274
Ending Fund Balance	<u>\$ 227,274</u>	<u>\$ 115,360</u>	<u>\$ 115,360</u>	<u>\$ 69,614</u>
Ending Cash Balance				<u>\$ 50,061</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

Child Care was established to manage the finances of the District's Child Care Centers at all three campuses.

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals <u>7-1-05 to 6-30-06</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,144,168	\$ 1,230,457	\$ 1,230,457	\$ 1,051,542
Interfund Transfer from General Operating (Resource 1000)	<u>220,000</u>	<u>220,000</u>	<u>220,000</u>	<u>165,000</u>
Total Revenues	<u>\$ 1,364,168</u>	<u>\$ 1,450,457</u>	<u>\$ 1,450,457</u>	<u>\$ 1,216,542</u>
Expenditures				
Academic Salaries	\$ 837,349	\$ 914,833	\$ 914,833	\$ 856,901
Classified Salaries	165,242	189,371	186,871	131,926
Employee Benefits	199,107	213,504	213,504	170,327
Materials & Supplies	41,684	65,340	63,440	41,372
Services	49,943	58,670	65,570	55,336
Capital Outlay	<u>2,014</u>	<u>8,000</u>	<u>5,500</u>	<u>851</u>
Total Expenditures	<u>\$ 1,295,339</u>	<u>\$ 1,449,718</u>	<u>\$ 1,449,718</u>	<u>\$ 1,256,714</u>
Revenues Over (Under) Expenditures	\$ 68,829	\$ 739	\$ 739	\$ (40,173)
Beginning Fund Balance	<u>30,549</u>	<u>99,379</u>	<u>99,379</u>	<u>99,379</u>
Ending Fund Balance	<u>\$ 99,379</u>	<u>\$ 100,118</u>	<u>\$ 100,118</u>	<u>\$ 59,207</u>
Ending Cash Balance				<u>\$ 72,788</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

State Construction & Scheduled Maintenance was established to account for the financial activities of State-approved construction and maintenance projects. The funding sources are state funds and matching funds for Scheduled Maintenance from the District's General Obligation Bond Funded Capital Outlay Projects (Resource 4160).

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,346,375	\$ 9,632,003	\$ 10,385,003	\$ 4,969,841
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4160)	<u>0</u>	<u>293,742</u>	<u>293,742</u>	<u>292,528</u>
Total Revenues	<u>\$ 4,346,375</u>	<u>\$ 9,925,745</u>	<u>\$ 10,678,745</u>	<u>\$ 5,262,369</u>
Expenditures				
Materials & Supplies	\$ 11,654	\$ 5,209	\$ 18,909	\$ 14,662
Services	82	6,531	6,231	0
Capital Outlay	<u>4,435,325</u>	<u>10,556,791</u>	<u>11,296,391</u>	<u>6,573,627</u>
Total Expenditures	<u>\$ 4,447,061</u>	<u>\$ 10,568,531</u>	<u>\$ 11,321,531</u>	<u>\$ 6,588,289</u>
Revenues Over (Under) Expenditures	\$ (100,686)	\$ (642,786)	\$ (642,786)	\$ (1,325,919)
Beginning Fund Balance	<u>743,472</u>	<u>642,786</u>	<u>642,786</u>	<u>642,786</u>
Ending Fund Balance	<u>\$ 642,786</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (683,133)</u>
Ending Cash Balance				<u>\$ (683,133)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Child Development Center Capital was established to account for the construction and expansion of the District's childcare facilities.

Fund 41, Resource 4110 - Child Development Center Capital

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 3,226	\$ 500	\$ 500	\$ 1,344
Expenditures				
Materials & Supplies	\$ 522	\$ 0	\$ 0	\$ 0
Capital Outlay	860	49,055	49,055	0
Total Expenditures	\$ 1,382	\$ 49,055	\$ 49,055	\$ 0
Revenues Over (Under) Expenditures	\$ 1,844	\$ (48,555)	\$ (48,555)	\$ 1,344
Beginning Fund Balance	46,711	48,555	48,555	48,555
Ending Fund Balance	<u>\$ 48,555</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 49,899</u>
Ending Cash Balance				<u>\$ 49,899</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

Non-State Funded Capital Outlay Projects was established to account for financial activities related to the acquisition or construction of major capital projects that are funded from non-state revenue sources.

Fund 41, Resource 4120 - Non-State Funded Capital Outlay Projects

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 20	\$ 20	\$ 20	\$ 14
Expenditures				
Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 20	\$ 20	\$ 20	\$ 14
Beginning Fund Balance	485	505	505	505
Ending Fund Balance	<u>\$ 505</u>	<u>\$ 525</u>	<u>\$ 525</u>	<u>\$ 519</u>
Ending Cash Balance				<u>\$ 519</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

La Sierra Capital is used to account for the revenues and expenses associated with the District's La Sierra Property.

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 400,095	\$ 489,501	\$ 489,501	\$ 280,036
Proceeds from the sale of the La Sierra Property	<u>9,035,971</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 9,436,066</u>	<u>\$ 489,501</u>	<u>\$ 489,501</u>	<u>\$ 280,036</u>
Expenditures				
Services	\$ 19,445	\$ 18,893	\$ 18,893	\$ 741
Capital Outlay	<u>4,347,965</u>	<u>2,278,214</u>	<u>2,278,214</u>	<u>104,974</u>
Total Expenditures	<u>\$ 4,367,410</u>	<u>\$ 2,297,107</u>	<u>\$ 2,297,107</u>	<u>\$ 105,715</u>
Revenues Over (Under) Expenditures	\$ 5,068,656	\$ (1,807,606)	\$ (1,807,606)	\$ 174,321
Beginning Fund Balance	<u>6,113,030</u>	<u>11,181,686</u>	<u>11,181,686</u>	<u>11,181,686</u>
Ending Fund Balance	<u>\$ 11,181,686</u>	<u>\$ 9,374,080</u>	<u>\$ 9,374,080</u>	<u>\$ 11,356,007</u>
Ending Cash Balance				<u>\$ 10,286,352</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Self-Funded Equipment and Facility Projects was established to provide for Board approved capital projects. The funding source for this resource was one-time, overcap growth money.

Fund 41, Resource 4150 - Self-Funded Equipment and Facility Projects

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 23,985	\$ 0	\$ 0	\$ 0
Expenditures				
Interfund Transfers to:				
General Operating (Resource 1000)	\$ 1,123,870	\$ 15,985	\$ 15,985	\$ 15,985
Total Expenditures	\$ 1,123,870	\$ 15,985	\$ 15,985	\$ 15,985
Revenues Over (Under) Expenditures	\$ (1,099,885)	\$ (15,985)	\$ (15,985)	\$ (15,985)
Beginning Fund Balance	1,115,870	15,985	15,985	15,985
Ending Fund Balance	<u>\$ 15,985</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Ending Cash Balance				<u>\$ 0</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

General Obligation Bond Funded Capital Outlay Projects was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4160 - General Obligation Bond Funded Capital Outlay Projects

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,726,681	\$ 1,500,000	\$ 1,878,000	\$ 1,042,390
Expenditures				
Classified Salaries	\$ 0	\$ 147,834	\$ 45,236	\$ 39,904
Employee Benefits	0	53,390	53,390	19,420
Materials & Supplies	13,131	21,869	27,051	0
Services	243,283	182,837	317,935	265,861
Capital Outlay	18,081,475	27,279,703	35,154,657	18,134,458
Intrafund Transfers to:				
State Construction (Resource 4100)	0	293,742	293,742	292,528
Total Expenditures	\$ 18,337,889	\$ 27,979,375	\$ 35,892,011	\$ 18,752,171
Revenues Over (Under) Expenditures	\$ (16,611,208)	\$ (26,479,375)	\$ (34,014,011)	\$ (17,709,782)
Beginning Fund Balance	50,782,712	34,171,504	34,171,504	34,171,504
Ending Fund Balance	\$ 34,171,504	\$ 7,692,129	\$ 157,493	\$ 16,461,722
Ending Cash Balance				\$ 16,461,722

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Health and Liability Self-Insurance is used to account for the revenues and expenditures of the District's health and liability self-insurance programs.

Fund 61, Resource 6100 - Health and Liability Self-Insurance

	Prior Year Actuals <u>7-1-05 to 6-30-06</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,423,670	\$ 4,431,168	\$ 4,446,644	\$ 4,747,882
Interfund transfer from General Operating (Resource 1000)	<u>500,000</u>	<u>250,000</u>	<u>250,000</u>	<u>187,500</u>
Total Revenue	<u>\$ 4,923,670</u>	<u>\$ 4,681,168</u>	<u>\$ 4,696,644</u>	<u>\$ 4,935,382</u>
Expenditures				
Classified Salaries	\$ 139,672	\$ 161,673	\$ 161,673	\$ 156,129
Employee Benefits	44,825	52,906	52,906	58,577
Materials & Supplies	3,307	3,900	7,400	3,866
Services	2,739,930	4,094,050	4,090,550	2,885,701
Capital Outlay	<u>37,756</u>	<u>80,568</u>	<u>80,568</u>	<u>37,905</u>
Total Expenditures	<u>\$ 2,965,490</u>	<u>\$ 4,393,097</u>	<u>\$ 4,393,097</u>	<u>\$ 3,142,178</u>
Revenues Over (Under) Expenditures	\$ 1,958,180	\$ 288,071	\$ 303,547	\$ 1,793,204
Beginning Fund Balance	<u>110,881</u>	<u>2,069,061</u>	<u>2,053,585</u>	<u>2,053,585</u>
Ending Fund Balance	<u>\$ 2,069,061</u>	<u>\$ 2,357,132</u>	<u>\$ 2,357,132</u>	<u>\$ 3,846,789</u>
Ending Cash Balance				<u>\$ 4,610,596</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Workers' Compensation Self-Insurance is used to account for the revenues and expenditures of the District's workers compensation self-insurance program.

Fund 61, Resource 6110 - Workers' Compensation Self-Insurance

	Prior Year Actuals <u>7-1-05 to 6-30-06</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,150,767	\$ 1,391,620	\$ 1,391,620	\$ 1,278,552
Expenditures				
Classified Salaries	\$ 42,340	\$ 58,508	\$ 58,508	\$ 49,934
Employee Benefits	13,915	21,828	21,828	18,922
Materials & Supplies	1,071	620	620	154
Services	1,553,161	1,174,880	998,538	798,683
Capital Outlay	0	0	7,700	0
Total Expenditures	<u>\$ 1,610,487</u>	<u>\$ 1,255,836</u>	<u>\$ 1,087,194</u>	<u>\$ 867,692</u>
Revenues Over (Under) Expenditures	\$ (459,720)	\$ 135,784	\$ 304,426	\$ 410,860
Beginning Fund Balance	<u>806,383</u>	<u>346,663</u>	<u>178,021</u>	<u>178,021</u>
Ending Fund Balance	<u>\$ 346,663</u>	<u>\$ 482,447</u>	<u>\$ 482,447</u>	<u>\$ 588,880</u>
Ending Cash Balance				<u>\$ 2,126,259</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED May 31, 2007**

Associated Students of RCC is used to record the financial transactions of the student government, college clubs, and organizations of the district. Revenue includes student activity fees, interest income, pay phone commissions and athletic ticket sales.

Associated Students of RCC

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 590,083	\$ 601,000	\$ 601,000	\$ 557,502
Expenditures				
Materials & Supplies	\$ 568,064	\$ 601,000	\$ 601,000	\$ 458,614
Total Expenditures	\$ 568,064	\$ 601,000	\$ 601,000	\$ 458,614
Revenues Over (Under) Expenditures	\$ 22,019	\$ 0	\$ 0	\$ 98,888
Beginning Fund Balance	<u>1,011,610</u>	<u>1,033,629</u>	<u>1,033,629</u>	<u>1,033,629</u>
Ending Fund Balance	<u>\$ 1,033,629</u>	<u>\$ 1,033,629</u>	<u>\$ 1,033,629</u>	<u>\$ 1,132,517</u>
Ending Cash Balance				<u>\$ 2,157,269</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

Student Financial Aid is used to record financial transactions for scholarships given to students from the federal Pell and FSEOG grant programs as well as the State's Cal Grant program.

	<u>Student Financial Aid</u>			
	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 15,049,054</u>	<u>\$ 15,785,943</u>	<u>\$ 15,785,943</u>	<u>\$ 13,455,893</u>
Expenditures				
Other Scholarships and Grant Reimbursements	<u>\$ 15,049,054</u>	<u>\$ 15,785,943</u>	<u>\$ 15,785,943</u>	<u>\$ 13,396,527</u>
Total Expenditures	<u>\$ 15,049,054</u>	<u>\$ 15,785,943</u>	<u>\$ 15,785,943</u>	<u>\$ 13,396,527</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 59,366
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 59,366</u>
Ending Cash Balance				<u>\$ 54,363</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED May 31, 2007**

RCCD Development Corporation is used to account for financial transactions related to the development corporation. This corporation currently has very little activity but remains operational should the District need to use it for future transactions related to property development. Revenues consist of interest income. Expenses are for tax filing fees paid to the state.

RCCD Development Corporation

	Prior Year Actuals <u>7-1-05 to 6-30-06</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 16	\$ 0	\$ 0	\$ 10
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 20
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 20
Revenues Over (Under) Expenditures	\$ 16	\$ 0	\$ 0	\$ (10)
Beginning Fund Balance	16,237	16,253	16,253	16,253
Ending Fund Balance	<u>\$ 16,253</u>	<u>\$ 16,253</u>	<u>\$ 16,253</u>	<u>\$ 16,243</u>
Ending Cash Balance				<u>\$ 16,243</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-2

Date: June 19, 2007

Subject: Proposed Curricular Changes

Background: Presented for the Board's review and consideration are proposed curricular changes. The District Curriculum Committee and the college administration have reviewed the attached proposed curricular changes and recommend their adoption by the Board of Trustees.

Recommended Action: It is recommended that the Board of Trustees approve the curricular changes for inclusion in the district catalog and in the schedule of class offerings.

Salvatore G. Rotella
Chancellor

Prepared by: Sylvia Thomas
Associate Vice Chancellor of Instruction

New Course Proposals

1. GUI-801 – Test for Success CAHSEE Preparation 0 units
Prerequisite: None.
Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. There is no mandatory lab hour requirement. (CR/NC Only) (Non-credit course)

New Locally-approved Programs

1. Locally approved certificate – Crime Scene Investigation

CRIME SCENE INVESTIGATION

Certificate Program

<u>Required Courses (15 units)</u>		<u>Units</u>
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-3	Concepts of Criminal Law	3
ADJ-13	Criminal Investigation	3
ADJ-14	Advanced Criminal Investigation	3
ANT-10	Forensic Anthropology	3

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-3

Date: June 19, 2007

Subject: Agreement with Governet

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Governet for services leading to the completion and implementation of CurricUNET, a web accessible curriculum development and approval tracking system. This will provide system analysis, custom programming for web input forms redesign and workflow automation, technical and user training, certain data conversion services (to be jointly defined), basic documentation plus training in use and update of online help utility, hosting services. The initial fee includes maintenance and support in the form of software upgrades, phone/email user support, system maintenance, and future upgrades for the first year. After the one year, these services will be renewed automatically for a cost of \$20,000.00. The term of the agreement will be from July 1, 2007 through June 30, 2008, for an amount not to exceed \$60,000.00. Funding source: VTEA and General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from July 1, 2007 to June 30, 2008, for an amount not to exceed \$60,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Ron Vito
Associate Vice Chancellor, Occupational Education

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT is made as of this 1st day of July, 2007 (the "Agreement") by and between Governet, a Division of Nevada Contractors Registry, a Nevada Corporation, and Riverside Community College District (hereinafter referred to as "Client").

RECITALS

WHEREAS, Client wishes to receive professional services related to various management, instructional, and technology issues; and

WHEREAS, Governet is a provider of management, instructional, and technical services to numerous colleges and universities; and

WHEREAS, Governet has demonstrated its experience in consulting services in the areas of project management, database design and development, Website design and development, Web course design and development, and other higher education consulting, including, at present, the implementation of the "CurricUNET" system for Automated Curriculum Development and Approval Tracking;

NOW, THEREFORE, in consideration of the recitals and for the good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **SERVICES:** Governet shall provide Client with various technical services leading to the completion and implementation of a Web-accessible, database-driven Curriculum Development and Approval Tracking System ("CurricUNET") and related services. The areas of Governet services will include those set forth in Exhibit A, attached.
2. **CONTRACTOR, NOT EMPLOYEE:** Governet stipulates that it will provide these services to Client strictly as a contractor, not as employees of Client.
3. **TERM:** The initial implementation term of this agreement shall be from July 1, 2007 to June 30, 2008. Annual extensions of this term for the purpose of providing maintenance, update, and support of the CurricUNET System will be automatically renewed on each succeeding July 1. If Client elects not to continue use of CurricUNET beyond any future renewal date, Client will provide Governet with not less than 90 days notice of such intent.
4. **TERMINATION:** This agreement may be terminated:
 - (a) by Client, to the extent permitted under applicable law, if Governet makes an assignment for the benefit of creditors; files a petition of bankruptcy; permits a petition in bankruptcy to be filed against it; or if a receiver is appointed over a substantial part of its assets;

(b) by Governet for the non-payment of any fees or charges from Client and which non-payment continues for a period of ninety (90) days from the date of invoice;

(c) by either party, in event of a material breach or nonperformance by the other of any provision of this agreement, provided however, that written notice of the alleged breach shall have been given to the allegedly breaching party who shall not have remedied or cured the alleged breach within thirty (30) days after delivery of such notice;

(d) by Client, if Client elects not to continue use of CurricUNET beyond any future renewal date, in which case Client must provide Governet with not less than 90 days notice of such intent.

5. NONASSIGNMENT: This Agreement may not be assigned by Governet without the prior and express written consent of Client. However, this will not preclude Governet from using such subcontractor services as may be required from time to time.

6. FEES FOR SERVICE AND TERMS OF PAYMENT: Client shall pay certain fees for the services specified in Section 1 above. These fees are set forth as follows:

- Core System Customization and Implementation Fee (One-time)

This provides the following: systems analysis, custom programming for web input forms redesign and workflow automation, technical and user training, certain data conversion services (to be jointly defined), basic documentation plus training in use and update of online Help utility, hosting services through the end of the initial term, and maintenance and user support services through the end of the initial term. Governet will also provide programming to interface CurricUNET to Client's Student System.

COST: \$60,000

Payment terms will be as follows. There shall be an initial payment of \$24,000 upon contract approval, followed by two (2) equal monthly payments of \$18,000 which will be payable September 1, 2007 and October 1, 2007.

- Annual Maintenance and Support Fee (Ongoing, Required)

This provides software upgrades, user support (via phone, instant messaging, and email), system maintenance, and future upgrades (including custom work upgrades if custom web input forms and/or workflows are impacted) to the CurricUNET System. The first year's service is included in the Core System Fee above.

COST: \$20,000

(Payment for this service is a single, annual payment due on the first day of each succeeding year of service. In this case, the first such required payment would be due on July 1, 2008 .)

- Annual Hosting Fee: (Ongoing, but Optional)
This provides hosting services on Governet servers. The first year's service is included in the Core System Fee above.
COST: Included in Annual Maintenance and Support Fee above

After the initial implementation year, Client may choose to bring the CurricUNET system in-house. In such an event, certain technical services would be required to assist Client technical staff in effecting the transfer of CurricUNET programs and databases to Client servers. In that event, fees for such transfer services are described in "Other", below.

- Other
At some future date, Client may elect to procure additional services from Governet which are not specifically identified in this agreement or its attachments. The following outline sets forth certain such services and methods of payment.
 - System Transfer Services
Provides two (2) days of onsite technical assistance for system conversion/installation and training of Client IT staff for transfer of hosting of CurricUNET System from Governet to Client servers.
COST: \$5,000 (One-time)
 - Adhoc Hourly Professional Services
After the initial term, Client may elect to request adhoc hourly technical services from Governet that exceed routine maintenance and support services covered by the annual maintenance service. Such adhoc hourly services are typically used for extraordinary enhancements not included in the core system. In such a case Governet will provide a firm estimate of time required for such services, and will not proceed until it receives a purchase order for the work requested.
COST: \$200 per hour (includes all travel and related expenses)
 - Project Based Services
In the event Client wishes to make a major addition to the core system, Governet will offer an alternative project-based pricing methodology. This methodology eliminates the hourly pricing method and replaces it with a firm, fixed price for achievement of mutually agreed upon outcomes. Each such project is unique, with terms and prices negotiated by both parties. In certain cases where such new modules may be offered as new optional modules to other future clients, Client may be eligible for a cost recovery program (see Section 7 below).

In all cases above, payments by Client shall be rendered within 30 days of receipt of invoice from Governet. If payment is not rendered within 30 days, there will be a late charge equal to 1½% of the amount due.

7. **COST RECOVERY OPTIONS:** Governet offers certain incentives to member institutions that provide them with an opportunity to offset their costs for new innovations that they pioneer. These include the following:

- **New Module Option:** If Client becomes the first to pay for the development of a totally new module that is then added to our list of optional modules for other CurricUNET clients, it will receive a 10% cost recovery rebate on future sales of that module. (All cost recovery rebates end when Client has received 100% of fees paid for their New Module.)

8. **SCHEDULE:** Governet and the Client will jointly develop a Work Plan to indicate the project tasks, on-site visits by Governet, and other pertinent events associated with this project. Governet will utilize a combination of on-site visits, remote software development, telephone, electronic file transfer (FTP), Internet Email and Web postings to perform the services indicated in Section 1 above. These will be developed jointly with Client representatives during Phase I (as defined in Exhibit A) to effectively and efficiently use the time and resources of both parties.

9. **INSURANCE:** Governet shall procure and maintain such Workers Compensation and public liability insurance as may be required by Client during the term of this agreement. Evidence of such insurance will be provided to Client upon request.

10. **MUTUAL HOLD HARMLESS:**

The parties mutually agree to defend, indemnify and hold harmless each other, their Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, out of, or in connection with, this Agreement for the negligent willful acts or omissions of their Trustees, officers, agents and employees.

11. **DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY:** Client acknowledges that this is strictly a professional services agreement, and as such, Governet provides no warranties, expressed or implied, on the suitability or performance of the requested services. Governet will provide requested services on a best efforts basis and assumes no liability for any direct or consequential damages which may arise from their use.

12. **CONFIDENTIALITY:** Governet will conform to all confidentiality requirements stipulated by Client.

13. **NOTICES:** Any notice required by this agreement shall be in writing and accomplished by registered or certified mail. Such notice shall be deemed to have been delivered five (5) days after it has been mailed:

If to Governet: Chief Executive Officer
Governet
1520 Bolero Drive

Santa Barbara, CA 93108

If to Client: Vice Chancellor, Academic Affairs (Ray Maghroori)
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

14. EXHIBITS: All exhibits referred to in this agreement are hereby incorporated by reference as though fully set forth in the text of this agreement. In the event of any conflict between the body of this agreement and any exhibit to this agreement, the body of this agreement shall control over any conflicting provision in any exhibit to this agreement.

15. APPLICABLE LAW: This agreement shall be governed by the laws of the State of California, unless otherwise preempted by federal law.

16. ENTIRE AGREEMENT: This agreement signed by both parties constitutes a final written expression of all the terms of this agreement and is a complete and exclusive statement of those terms. No other representations, promises, or statements that differ in any way from the terms of this agreement shall be given any force of effect. This agreement shall be changed only by written instrument signed by both the Client and Governet.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed in the names as of the date first written above.

Riverside Community College District
Client

GOVERNMENT

By (Signature)
Vice Chancellor, Administration & Finance
Title
4800 Magnolia Avenue
Address
Riverside, CA 92506
City, State, Zip Code

By (Signature)

Title

Address

City, State, Zip Code

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-4

Date: June 19, 2007

Subject: Agreements with County of Riverside, Sheriff's Department

Background: Attached for the Board's review and consideration are renewals of existing agreements between Riverside Community College District and County of Riverside, on behalf of the Riverside County Sheriff's Department. The Riverside County Sheriff's Department agrees to release one deputy to serve as assistant continuity officer and two sergeants to serve as continuity officers for the Basic Peace Officer Training Academy in the Public Safety Education and Training Program at Ben Clark Training Center. The rates charged by the County shall be established and approved annually by the County Board of Supervisors in the form of hourly rates for a Sheriff's Deputy and Sheriff's Sergeant plus other work-related expenses as deemed appropriate by the District, for total amounts not to exceed \$111,966.00 and \$329,956.00, respectively. The terms of these agreements shall be from July 1, 2007 through June 30, 2008, and July 1, 2007 through June 30, 2009, respectively. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreements, from July 1, 2007 through June 30, 2008, and July 1, 2007 through June 30, 2009, for hourly rates plus work-related expenses, respectively, and authorize the Vice Chancellor, Administration and Finance to sign the agreements.

Salvatore G. Rotella
Chancellor

Prepared by: Bill Vincent
Dean, Public Safety Education and Training

AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND THE COUNTY OF RIVERSIDE

THIS AGREEMENT is made and entered into by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter "District," and the COUNTY OF RIVERSIDE, on behalf of the Riverside County Sheriff's Department, hereinafter "County."

IT IS THEREFORE AGREED AS FOLLOWS:

1. TERM

The term of this agreement shall be from July 1, 2007 through June 30, 2008.

2. SCOPE OF SERVICE

County agrees to release one Sheriff's Department Deputy to serve as Assistant Continuity Officer for the Basic Peace Officer Training Academy in the Public Safety Education and Training program at Riverside Community College. The Assistant Continuity Officer shall meet minimum State qualifications to teach vocational Administration of Justice courses; and as required, shall serve as an assistant to the Continuity Officer for the Basic Peace Officer Academy on a temporary basis to accommodate academy students in classes over 75; establish and maintain close liaison between student officers and participating agencies; create and evaluate scenarios, conduct inspections, review student report memorandums and assist with physical training, defensive tactics, and emergency vehicle operations instructional supervision. It is understood that this position will be committed to District on a full-time basis (40 hours per week.)

3. PAYMENT AND COMPENSATION

3.1 District shall reimburse County the full cost of rendering services pursuant to this Agreement. Such cost shall be established and approved annually by the County Board of Supervisors in the form of an hourly rate for a Sheriff's Deputy, and a mileage rate for any costs incurred through the use of County vehicles. Payment for services will be rendered upon receipt of an invoice to District from County on a monthly basis. The current hourly rate for Sheriff's Deputy is \$51.07 per hour. The current County mileage rate is \$0.71 per mile for black & white vehicle and \$0.41 per mile for plain vehicle. The County adjusts these rates annually and the District shall be notified when rate changes occur.

3.2 It is mutually agreed that District will compensate the Assistant Continuity Officer

directly for mileage in non-County vehicles, travel expenses, per diem and other expenses on behalf of District as deemed appropriate by District for the term of this Agreement.

4. COUNTY EMPLOYEE

The assigned County employee shall remain employee of County on special assignment to Riverside Community College for the purposes set forth in this Agreement, and shall not be considered an employee of District.

5. AGREEMENT ADMINISTRATION

The Sheriff shall administer this Agreement on behalf of the County of Riverside. The District's Dean of Public Safety Education and Training shall administer this Agreement on behalf of the District.

6. VACATION AND HOLIDAY TIME

6.1 Vacation time that has been approved by the Sheriff or his designee may be taken with reasonable notice to the Dean, Public Safety Education and Training, but shall not conflict with the development or presentation of the Administration of Justice's course schedule.

6.2 Because District and County holidays may not correspond, holiday time off will be taken in accordance with the District calendar. If County holidays exceed District holidays during the Agreement period, the excess day(s) shall be taken with reasonable notice to the Dean, but shall not conflict with the development or presentation of the Administration of Justice's course schedule.

7. REVIEW AND SUPERVISION

The Sheriff (or his designee) shall supervise the Assistant Continuity Officer. Said supervision will be coordinated with the District's Dean, Public Safety Education and Training.

8. INDEMNIFICATION AND HOLD HARMLESS

8.1 Indemnification by District. District shall indemnify and hold County, its officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of District, its officers, agents employees, volunteers, subcontractors or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature

arising out of the performance of this Agreement to the extent that such liability is imposed on County by the provisions of California Government Code Section 895.2 or other applicable law, and district shall defend at its expense, including attorney fees, County, its officers, agents, employees and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

8.2 Indemnification by County. County shall indemnify and hold District, its trustees, officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of County, its officers, agents employees, volunteers, subcontractors or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature arising out of the performance of this Agreement to the extent that such liability is imposed on District by the provisions of California Government Code 895.2 or other applicable law, and County shall defend at its expense, including attorney fees, District, its trustees, officers, agents, employees and independent contractors in any legal action or claim of any kind, based upon such alleged acts or omissions.

9. ALTERATION OF TERMS

No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement, which is formally approved and executed by both parties.

10. TERMINATION

This Agreement may be terminated by either party upon 180 days written notice to the other party.

11. NON-DISCRIMINATION

County will comply with all federal and state rules and regulations and will not discriminate on the basis of race, religion, gender, disability, medical condition, marital status, age or sexual orientation. Harassment of any employee/student with regard to race, religion, gender disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

12. ENTIRE AGREEMENT

This Agreement is intended by the parties hereto as a final expression of their understanding, with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and

contemporaneous agreements and understandings, oral or written, in connection therewith.

The duly authorized representative of the parties hereto have signed in confirmation of this Agreement as of the dates indicated below.

DISTRICT

RIVERSIDE COMMUNITY COLLEGE

Dated: _____

By: _____

Dr. James Buysse
Vice Chancellor, Administration and Finance

Dated: _____

COUNTY OF RIVERSIDE

By: _____

AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND THE COUNTY OF RIVERSIDE

THIS AGREEMENT is made and entered into by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter "District," and the COUNTY OF RIVERSIDE, on behalf of the Riverside County Sheriff's Department, hereinafter "County."

IT IS THEREFORE AGREED AS FOLLOWS:

10. TERM

The term of this agreement shall be from July 1, 2007 through June 30, 2009.

11. SCOPE OF SERVICE

County agrees to release two Sheriff's Department Sergeants; one to serve as Continuity Officer for the Basic Peace Officer Training Academy and one to serve as Continuity Officer for the Basic Peace Officer Modular Academy in the Public Safety Education and Training program at Riverside Community College. The Continuity Officers shall meet minimum State qualifications to teach Administration of Justice courses; serve as teacher-counselor and advisor to students enrolled in these courses; establish and maintain close liaison between student officers and participating agencies; coordinate instructor assignments in physical training, defensive tactics, and academic areas; conduct the practical field problems; and coordinate facility use. It is understood that these positions will be committed to District on a full-time basis (40 hours per week).

12. PAYMENT AND COMPENSATION

12.1 District shall reimburse County the full cost of rendering services pursuant to this Agreement. Such cost shall be established and approved annually by the County Board of Supervisors in the form of an hourly rate for a Sheriff's Sergeant, and a mileage rate for any costs incurred through the use of County vehicles. Payment for services will be rendered upon receipt of an invoice to District from County on a monthly basis. The current hourly rate for Sheriff's Sergeant is \$75.25 per hour. The current County mileage rate is \$0.71 per mile for black & white vehicle and \$0.41 per mile for plain vehicle. The County adjusts these rates annually and the District shall be notified when

rate changes occur.

12.2 It is mutually agreed that District will compensate the Continuity Officers directly for mileage in non-County vehicles, travel expenses, per diem and other expenses on behalf of District as deemed appropriate by District for the term of this Agreement.

13. COUNTY EMPLOYEE

The assigned County employees shall remain employees of County on special assignment to Riverside Community College for the purposes set forth in this Agreement, and shall not be considered employees of District.

14. AGREEMENT ADMINISTRATION

The Sheriff shall administer this Agreement on behalf of the County of Riverside. The District's Dean of Public Safety Education and Training shall administer this Agreement on behalf of the District.

15. VACATION AND HOLIDAY TIME

15.1 Vacation time that has been approved by the Sheriff or his designee may be taken with reasonable notice to the Dean, Public Safety Education and Training, but shall not conflict with the development or presentation of the Administration of Justice's course schedule.

15.2 Because District and County holidays may not correspond, holiday time off will be taken in accordance with the District calendar. If County holidays exceed District holidays during the Agreement period, the excess day(s) shall be taken with reasonable notice to the Dean, but shall not conflict with the development or presentation of the Administration of Justice's course schedule.

16. REVIEW AND SUPERVISION

The Sheriff (or his designee) shall supervise the Continuity Officers. Said supervision will be coordinated with the District's Dean, Public Safety Education and Training.

17. INDEMNIFICATION AND HOLD HARMLESS

17.1 Indemnification by District. District shall indemnify and hold County, its officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of District, its officers, agents employees, volunteers, subcontractors or independent contractors, for property

damage, bodily injury or death, or any other element of damage of any kind or nature arising out of the performance of this Agreement to the extent that such liability is imposed on County by the provisions of California Government Code Section 895.2 or other applicable law, and district shall defend at its expense, including attorney fees, County, its officers, agents, employees and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

17.2 Indemnification by County. County shall indemnify and hold District, its trustees, officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of County, its officers, agents employees, volunteers, subcontractors or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature arising out of the performance of this Agreement to the extent that such liability is imposed on District by the provisions of California Government Code 895.2 or other applicable law, and County shall defend at its expense, including attorney fees, District, its trustees, officers, agents, employees and independent contractors in any legal action or claim of any kind, based upon such alleged acts or omissions.

18. ALTERATION OF TERMS

No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement, which is formally approved and executed by both parties.

10. TERMINATION

This Agreement may be terminated by either party upon 180 days written notice to the other party.

11. NON-DISCRIMINATION

County will comply with all federal and state rules and regulations and will not discriminate on the basis of race, religion, gender, disability, medical condition, marital status, age or sexual orientation. Harassment of any employee/student with regard to race, religion, gender disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

12. ENTIRE AGREEMENT

This Agreement is intended by the parties hereto as a final expression of their

understanding, with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection therewith.

The duly authorized representative of the parties hereto have signed in confirmation of this Agreement of the dates indicated below.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Dated: _____

By: _____
Dr. James Buysse
Vice Chancellor, Administration and Finance

COUNTY OF RIVERSIDE

By: _____

By: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-5

Date: June 19, 2007

Subject: Memorandum of Understanding with Moreno Valley Unified School District

Background: Presented for the Board's review and consideration is a Memorandum of Understanding between Riverside Community College District and Moreno Valley Unified School District (MVUSD), which specifies the terms and conditions that apply to the grant funding received from the California Community Colleges Chancellor's Office for the Career Exploration and Development for 7th and 8th Graders Program. The funds will be used for a career development facilitator, curriculum development, career clubs, and student competition costs. The term of this memorandum is February 15, 2007 through March 15, 2009. The funds provided to MVUSD under this memorandum will not exceed \$106,335.00. Funding source: California Community Colleges Chancellor's Office.

Recommended Action: It is recommended that the Board of Trustees ratify the memorandum, for February 15, 2007 through March 15, 2009, for an amount not to exceed \$106,335.00, and authorize the Vice Chancellor, Administration and Finance, to sign the memorandum.

Salvatore G. Rotella
Chancellor

Prepared by: Wolde-Ab Isaac
Dean, Health Sciences Programs

Memorandum of Understanding
Between Riverside Community College District
And Moreno Valley Unified School District

This Agreement, entered into this June 19, 2007, between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Moreno Valley Unified School District, hereinafter referred to as MVUSD, whose address is 25634 Alessandro Boulevard, Moreno Valley, CA 92553, is effective to cover activities beginning February 15, 2007 and ending March 15, 2009, or the ending date of the grant performance period, if extended.

RCCD will reimburse MVUSD, using funds awarded by the California Community Colleges Chancellor's Office, for the following costs incurred in the operation of the Career Exploration and Development for 7th and 8th Graders Program:

- Career Development Facilitator at approximately 25% FTE at an estimated cost of \$26,190; position will fulfill duties of the Administrative Assistant to the Site Director and provide tutoring/mentoring supplemental services to program participants
- Stipends for teachers to develop curriculum and support career clubs at an estimated cost of \$34,425
- Substitute teacher costs to allow teachers to attend training and participate in field trips at an estimated cost of \$6,720
- Student competition costs, including, but not limited to meals and airfare at an estimated cost of \$6,000
- Supplies at an estimated cost of \$5,000
- Transportation and other costs for field trips at an estimated cost of \$8,000
- Transportation and meal costs for summer academy at an estimated cost of \$18,000
- Laptop computer for Site Director and/or Administrative Assistant to the Site Director at an estimated cost of \$2,000

Total payment to MVUSD for the operation of the Career Exploration and Development Program will not exceed \$106,335 over the term of this Agreement unless said document is amended. Payment is contingent upon satisfactory performance as defined by achievement of the objectives as indicated in Exhibit A, Scope of Services (Project Workplan). The Terms and Conditions of Grant Agreement No. 06-081-016 between RCCD and the California Community Colleges Chancellor's Office are incorporated into this agreement by reference. MVUSD will submit an invoice and program progress report by the 10th day following the end of each quarter to RCCD for activities and grant-funded expenses incurred under the terms of this agreement. Reporting will be submitted on forms provided by RCCD to MVUSD and invoices will be accompanied by auditable documentation to support the claimed expenditure.

The goal of the Moreno Valley Career Exploration and Development Program is to create a Career Exploration and Development curriculum and program through a partnership between RCCD, Moreno Valley Campus; MVUSD; Riverside County Office of Education Regional Occupation Program (ROP); and ACCESS to the Future Business-Education partnership. The middle school career ladder project will address student success issues as recorded in the high school exit exam and other indicators beginning in the middle school years and will form an Advisory Board with business-education representation. The project will enhance student motivation and self-esteem and highlight the relevance of postsecondary education through outreach by the partners and industry. MVUSD's middle school students will participate in interactive computerized interest and skill assessment, classroom presentations and field trips. Seven career clubs will be established in the areas of Arts, Media and Entertainment; Building Trades and Construction; Engineering and Design; Finance and Business; Health and Human Services; Information Technology; and Public Services. Students will culminate their career exploration with continued counseling, tutoring and outreach from high school, ROP and college pathways into careers with an RCC Summer Academy and subsequent recognition at graduation. In an effort to achieve this goal, MVUSD agrees to work collaboratively with Riverside Community College District to fulfill all of the objectives of the Project Workplan.

Signature Authorization Page

Riverside Community College District

Moreno Valley Unified School District

James L. Buysse
Vice Chancellor, Administration and Finance

Rowena Lagrosa
District Superintendent

Date

Date

Chancellor's Office
 California Community Colleges

District: Riverside Community College
 College: Moreno Valley Campus

RFA Specification No.: 05-0081 – Career Exploration

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)

1. Develop and implement model programs that support career exploration for 7th and 8th grade students, including career/employment opportunities in high wage, high growth business/industry sectors.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
1.1 Establish an advisory group that includes college, high school and middle school faculty and counselors, students, parents, as well as representatives from business/industry.	1.1 Advisory Board is developed and meets six times each year as evidenced by minutes and sign-in sheets. Access to the Future will be part of the membership of the Advisory Board.	9/2007-3/2009	Project Director Site Director
1.2 Develop, implement, and disseminate course curriculum and/or lesson plans for career awareness and exploration courses. The target populations—middle school students—must be exposed to occupational choices and careers that represent all 15 industry sectors, as defined by the California Department of Education. <ul style="list-style-type: none"> • Develop a competency-based course introducing 7th and 8th grade students to career exploration reinforcing the relationship between academic and job skills. • Students will conduct an interactive computerized interest and skill assessment. • Based upon results of the assessment, students will be able to identify interests, abilities, skills, goals and values and relate them to career requirements. 	1.2 Competency-based course will be developed and implemented for the target middle school students representing all 15 industry sectors.	2/2007-12/2007	Project Director Site Director Middle school teachers

Objective 1 continued			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
1.3 Conduct research, including review of local labor market information and input from local business/industry partners, about careers in the 15 industry sectors and develop career exploration curriculum for 7th and 8th grade students.	1.3 Course outlines and lesson plans are created. Instruction is delivered to middle school students.	2/2007-12/2007	Project Director Site Director Curriculum Specialist
1.4 Train middle school teachers, counselors, and staff to use on-line interactive tools for career assessment and development.	1.4 A minimum of one career developer for each of the six middle schools will participate in train the trainers workshop and will be prepared to instruct other teachers, counselors and staff to administer the assessment to all 7 th and 8th graders.	8/2007-12/2007	Site Director Curriculum Specialist
1.5 Provide an interactive computerized interest and skill assessment activities and career exploration outreach to middle school students at the District's 6 middle schools.	1.5 Administered on-line interactive career assessment to a minimum of 75% of 7th and 8th graders at all middle schools.	9/2007-12/2008	Site Director
1.6 Create career clubs aligned with the 15 industry sectors and students interests as identified by assessment tool at middle schools to develop middle school students understanding of themselves, their aptitudes, abilities, interests, ambitions, resources, limitations, and values.	1.6 Career clubs are in place at all six middle schools with a minimum of seven industry sectors represented and up to 15 industry sectors, depending on need.	9/2007-3/2009	Site Director Middle School Teachers
1.7 Develop and produce informational piece for parents.	1.7 Informational brochure is printed in English and Spanish and distributed to parents. Multi-lingual presentations to parents at appropriate events (e.g. back-to-school).	3/2007-3/2009	Site Director

Chancellor's Office
 California Community Colleges

District: Riverside Community College
 College: Moreno Valley Campus

RFA Specification No.: 05-0081 – Career Exploration

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)

2. Expand middle school students' knowledge base of potential career options.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
2.1 Expand motivational and self-esteem building activities that will provide the students with a clear understanding of themselves, their aptitudes, abilities, interests, ambitions, resources, limitations, and values. <ul style="list-style-type: none"> • Offer field trip attached to interests of the students selected from the 15 industry areas. • Offer a summer academy in careers at the Moreno Valley Campus with hands-on activities. 	2.1 Develop and hold a field trip, and hold a summer academy in careers at the Moreno Valley Campus. At the conclusion of each activity, students will demonstrate, through the completion of an assessment tool, a greater understanding of the educational and career requirements and opportunities of a particular industry sector.	9/2007 - 3/2009	Project Director Site Director RCC and school teachers Industry Representatives
2.2 Connect students through internships from high school, ROCP, and RCC with middle school students to engage students in mentoring opportunities.	2.2 Two interns from RCC and one representative from ROCP or high school will visit each of the six middle schools during their internship.	9/2007 - 3/2009	Project Director Site Director ROCP Industry Representatives
2.3 Guide students in career clubs to create one-page informational sheets that demonstrate their knowledge of their career of interest.	2.3 80% of career clubs will develop one-page informational sheets.	9/2007 - 3/2009	Career Club leaders
2.4 A committee comprised of middle school, high school, and community college faculty and counselors as well as representatives from industry will review students' one-page informational sheets and select some samples to be used as promotional pieces for middle school students during the next school year.	2.4 Committee reviews all student submissions and selects a minimum of 10 information sheets. Information sheets are printed and disseminated to middle school students the following year.	6/2008 - 12/2008	Project Director Site Director

Objective 2 continued			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
2.5 Industry representatives, high school, ROCP, and community college faculty give classroom presentations.	2.5 A minimum of one career presentation will be presented at each of the six middle schools. In addition, each career club will be encouraged to host individual presenters specific to their career cluster during club hour.	9/2007-3/2009	Project Director Site Director

Chancellor's Office
 California Community Colleges

District: Riverside Community College

College: Moreno Valley Campus

RFA Specification No.: 05-0081 – Career Exploration

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
3. Expand middle school students' knowledge base of career pathway options, high school curriculum and available postsecondary training programs.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
3.1 Connect students through internships from high school, ROCP, and RCC with middle school students to engage students in mentoring opportunities.	3.1 Two interns from RCC and one representative from ROCP or high school will visit each of the six middle schools during their internship.	9/2007-3/2009	Project Director Site Director ROCP Industry Representatives
3.2 Students will complete instruction in the competency-based course and have the opportunity to apply to RCC to attend a summer intensive course related to their interests and skills and will participate in a summer academy held at RCC.	3.2 Students will complete the competency-based course and apply to RCC to attend the summer intensive course related to their interests and skills.	6/2008-12/2008	Project Director Site Director RCC and school teachers
3.3 Provide outreach from the high school academies and RCC to the 6 participating middle schools.	3.3 One page handouts on the high school academies and their articulated curriculum will be circulated to the 6 middle schools	1/2008-3/2009	Project Director Site Director Middle school teachers, RCC Outreach Coordinator
3.4 Students participate in field trip to high school, community college, and/or business/industry.	3.4 Students participate in field trip.	9/2007-3/2009	Project Director Site Director RCC and school teachers

Chancellor's Office
 California Community Colleges

District: Riverside Community College

College: Moreno Valley Campus

RFA Specification No.: 05-0081 – Career Exploration

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)

4. Increase middle school students' perception of the relevance of postsecondary education.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
4.1 Provide the students with knowledge of the requirements and potential opportunities in careers in various high wage, high growth career clusters as well as conditions of success, advantages and disadvantages, and compensation.	4.1 Provide an interactive computerized interest and skill assessment to students in the 6 middle schools.	9/2007-3/2009	Site Director, RCC faculty and students, industry partners, middle school teachers.
4.2 Develop and hold a Career Day.	4.2 Career Day will be organized and held one time.	1/2008-3/2009	Site Coordinator Access to the Future RCC Outreach Coordinator
4.3 Community college faculty, staff, and students serve as guest speakers in career club activities.	4.4 RCC faculty, staff, and students attend and speak at a minimum of 10 career club meetings.	9/2007-3/2009	Project Director Site Director RCC faculty, staff and students

Objective: (Based on RFA Specification) (Only one objective per page)

5. Increase middle schools students' understanding of career goals, interests and aspirations.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
5.1 Provide regular individual counseling sessions to connect career planning to personal and educational development.	5.1 One counselor in each middle school will focus on vocational careers representing the 15 target industries.	9/2007-3/2009	Site Director Middle school counselors

Chancellor's Office
 California Community Colleges

District: Riverside Community College
 College: Moreno Valley Campus

RFA Specification No.: 05-0081 – Career Exploration

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)

6. Middle school students will complete an interest or skills assessment exploring careers using an interactive computerized interest and skill assessment.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
6.1 Students at all 6 middle schools in the Moreno Valley Unified School District will conduct an on-line interest or skills assessment using an interactive computerized interest and skill assessment.	6.1 75% of middle school students will have completed the interest or skills assessment.	9/2007-12/2008	Site Director Middle school teachers at 6 middle schools

Objective: (Based on RFA Specification) (Only one objective per page)

7. Middle school students identify and research a career cluster interest based on the results of the survey.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
7.1 Students will identify and research a career cluster based on the results of the interest survey.	7.1 Students will write about 3 possible careers based on the results of the career research.	9/2007-12/2008	Site Director Middle school teachers at 6 middle schools

Chancellor's Office
 California Community Colleges

District: Riverside Community College
 College: Moreno Valley Campus

RFA Specification No.: 05-0081 – Career Exploration

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
8. Students will prepare a portfolio which will include the assignments resulting from career exploration.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
8.1 Students will prepare a portfolio based on a table of contents prepared in advance of the Career Exploration.	8.1 Students will have a portfolio.	9/2007-3/2009	Middle school teachers at 6 middle schools
8.2 Students will put work samples of assignments and journals into the portfolio.	8.2 Student portfolios will expand with each assignment.	9/2007-3/2009	Middle school teachers at 6 middle schools
8.3 Students who complete 90% of the career exploration activities (e.g. portfolio, career club participation), including a participation in summer academy, will receive a certificate of completion and recognition at middle school graduation or another year-end activity at the completion of their 8 th grade year.	8.3 All eligible students will receive a certificate of completion and will be recognized at a public event.	9/2007-12/2008	Site Director

Chancellor's Office
 California Community Colleges

District: Riverside Community College

College: Moreno Valley Campus

RFA Specification No.: 05-0081 – Career Exploration

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)

9. Assessment/evaluation of students and project.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
9.1 Students will complete an Interest and Skills Survey.	9.1. All students participating in the project will complete an Interest and Skills Survey.	1/2008-3/2009	Middle school teachers at 6 middle schools
9.2 Students will compile a portfolio of their work and maintain a journal.	9.2 Student portfolios will expand with each assignment.	1/2008-3/2009	Middle school teachers at 6 middle schools
9.3 Develop a student performance outcome methodology for the Summer Academies.	9.3 Student performance outcome process for Summer Academy is developed and implemented.	1/2008-9/2008	Project Director Site Director
9.4 Develop a simple exit survey instrument and administer to middle school students and the end of each year that measures their understanding about career pathway options and secondary and post secondary career options.	9.4 85% of middle school students will complete the exit survey. Results of the survey will be tabulated and summarized in the final report.	9/2007-3/2009	Site Director Institutional Research

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-6

Date: June 19, 2007

Subject: Memorandums of Understanding for Moreno Valley Allied Health Partnership

Background: Presented for the Board's review and consideration are Memorandums of Understanding between Riverside Community College District and Moreno Valley Unified School District (MVUSD) and Riverside County of Education-Regional Occupational Program (RCOE-ROP), which specify the terms and conditions that apply to the grant funds received from the California Community Colleges Chancellor's Office for the Strengthening Career and Technical Education-Moreno Valley Allied Health Partnership. The programs' goals include the formation of a region-wide health partnership and to expand articulated courses, align curriculum, develop a foundation course, support career clubs and develop mentor programs. The terms of these memorandums are May 10, 2007 through April 30, 2009. Funds provided will not exceed \$70,630 and \$59,693.00, respectively. Funding source: California Community Colleges Chancellor's Office.

Recommended Action: It is recommended that the Board of Trustees ratify the memorandums, for May 10, 2007 through April 30, 2009, for amounts not to exceed \$70,630, and \$59,693.00, respectively, and authorize the Vice Chancellor, Administration and Finance, to sign the Memorandums of Understanding.

Salvatore G. Rotella
Chancellor

Prepared by: Wolde-Ab Isaac
Dean, Health Sciences Programs

Memorandum of Understanding
Between Riverside Community College District
and
Moreno Valley Unified School District

This Agreement, entered into this June 19, 2007, between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Moreno Valley Unified School District, hereinafter referred to as MVUSD, whose address is 25634 Alessandro Boulevard, Moreno Valley, CA 92553, is effective to cover activities beginning May 10, 2007 and ending April 30, 2009, or the ending date of the grant performance period, if extended.

RCCD will reimburse MVUSD, using funds awarded by the California Community Colleges Chancellor's Office, for the following costs incurred in the operation of the Strengthening Career and Technical Education-Moreno Valley Allied Health Partnership:

- Career Development Facilitator at approximately 20% FTE at an estimated cost of \$24,130; position will fulfill duties of the Administrative Assistant to the Site Director and provide tutoring/mentoring supplemental services to program participants
- Stipends for teachers to develop curriculum and support career clubs at an estimated cost of \$16,000, but not more than \$20,000
- Substitute teacher costs to allow teachers to attend training and participate in field trips at an estimated cost of \$2,000, but not more than \$3,750
- Transportation and other costs for field trips at an estimated cost of \$1,500
- Transportation and student stipend costs for summer academy at an estimated cost of \$21,250

Total payment to MVUSD for the operation of the Moreno Valley Allied Health Partnership Program will be approximately \$64,800, but will not exceed \$70,630 over the term of this Agreement unless said document is amended. Payment is contingent upon satisfactory performance as defined by achievement of the objectives as indicated in Exhibit A, Scope of Services (Project Workplan). The Terms and Conditions of Grant Agreement No. 06-0090-24 between RCCD and the California Community Colleges Chancellor's Office are incorporated into this agreement by reference. MVUSD will submit an invoice and program progress report by the 10th day following the end of each quarter to RCCD for activities and grant-funded expenses incurred under the terms of this agreement. Reporting will be submitted on forms provided by RCCD to MVUSD and invoices will be accompanied by auditable documentation to support the claimed expenditure.

The goal of the Moreno Valley Allied Health Partnership Program is to form and lead a region-wide allied health partnership with objectives and activities to implement and expand articulated courses, align curriculum among the partner team with business/industry advisory input, and to

develop a new foundation course in three high schools in the Moreno Valley Unified School District. Health care occupations are in great demand in this region, but there has been a lack of coordination among individual organizations. The project will strengthen and formalize an Allied Health Industry Advisory Council made up of key business/industry and public sector agencies. The project will provide a Summer Health Academy, Health Industry Day, student competitions, mentorships, apprenticeship-type internships, job shadowing, guest speakers, and tours of facilities. Products of the project will include the creation of an articulated health pathway that will be shared with other high schools; the creation of model educational plans that will be made available to counselors and guidance staff; a recruiting video will be disseminated to faculty, counselors, and career center staff, partners, students and parents; and the project will prepare a booklet of courses that students may take in high school. The Project will provide staff development in the area of increasing technical skills and knowledge of industry standards. A Student Mentor Program will be developed, and health career clubs will be expanded and developed at the high schools. The project will be coordinated and aligned with the Moreno Valley Campus, the designated allied health campus of the District. Formative and summative evaluation will be shared with the project team and the advisory council for continuous improvement. In an effort to achieve this goal, MVUSD agrees to work collaboratively with Riverside Community College District to fulfill all of the objectives of the Project Workplan.

Signature Authorization Page

Riverside Community College District

Moreno Valley Unified School District

James L. Buysse
Vice Chancellor, Administration and Finance

Rowena Lagrosa
District Superintendent

Date

Date

Memorandum of Understanding
Between Riverside Community College District
and
Riverside County Office of Education Regional Occupational Program

This Agreement, entered into this June 19, 2007, between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Riverside County Office of Education Regional Occupational Program, hereinafter referred to as RCOE-ROP, whose address is 3939 13th Street, Riverside, CA 92501, is effective to cover activities beginning May 10, 2007 and ending April 30, 2009, or the ending date of the grant performance period, if extended.

RCCD will reimburse RCOE-ROP, using funds awarded by the California Community Colleges Chancellor's Office, for the following costs incurred in the operation of the Strengthening Career and Technical Education-Moreno Valley Allied Health Partnership:

- Project Coordinator at approximately 50% FTE at an estimated cost of \$47,943; position will facilitate mentoring and job shadowing and will provide supplemental services to program participants
- Stipends for teachers to develop curriculum and support career clubs at an estimated cost of \$4,000, but not more than \$8,000
- Substitute teacher costs to allow teachers to attend training and participate in field trips at an estimated cost of \$1,750, but not more than \$3,750

Total payment to RCOE-ROP for the operation of the Moreno Valley Allied Health Partnership Program will be approximately \$53,693, but will not exceed \$59,693 over the term of this Agreement unless said document is amended. Payment is contingent upon satisfactory performance as defined by achievement of the objectives as indicated in Exhibit A, Scope of Services (Project Workplan). The Terms and Conditions of Grant Agreement No. 06-0090-24 between RCCD and the California Community Colleges Chancellor's Office are incorporated into this agreement by reference. RCOE-ROP will submit an invoice and program progress report by the 10th day following the end of each quarter to RCCD for activities and grant-funded expenses incurred under the terms of this agreement. Reporting will be submitted on forms provided by RCCD to RCOE-ROP and invoices will be accompanied by auditable documentation to support the claimed expenditure.

The goal of the Moreno Valley Allied Health Partnership Program is to form and lead a region-wide allied health partnership with objectives and activities to implement and expand articulated courses, align curriculum among the partner team with business/industry advisory input, and to develop a new foundation course in three high schools in the Moreno Valley Unified School District. Health care occupations are in great demand in this region, but there has been a lack of

coordination among individual organizations. The project will strengthen and formalize an Allied Health Industry Advisory Council made up of key business/industry and public sector agencies. The project will provide a Summer Health Academy, Health Industry Day, student competitions, mentorships, apprenticeship-type internships, job shadowing, guest speakers, and tours of facilities. Products of the project will include the creation of an articulated health pathway that will be shared with other high schools; the creation of model educational plans that will be made available to counselors and guidance staff; a recruiting video will be disseminated to faculty, counselors, and career center staff, partners, students and parents; and the project will prepare a booklet of courses that students may take in high school. The Project will provide staff development in the area of increasing technical skills and knowledge of industry standards. A Student Mentor Program will be developed, and health career clubs will be expanded and developed at the high schools. The project will be coordinated and aligned with the Moreno Valley Campus, the designated allied health campus of the District. Formative and summative evaluation will be shared with the project team and the advisory council for continuous improvement. In an effort to achieve this goal, RCOE-ROP agrees to work collaboratively with Riverside Community College District to fulfill all of the objectives of the Project Workplan.

Signature Authorization Page

Riverside Community College District

Riverside County Office of Education
Regional Occupational Program

James L. Buysse
Vice Chancellor, Administration and Finance

Date

Date

Exhibit A
 Scope of Services (Project Workplan)

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Moreno Valley Campus
 RFA Specification No.: 06-0090

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)
1. Align existing technical preparation programs and career technical education curriculum between high schools and/or ROCPs and community colleges to create, expand or transform foundation career technical education areas that support emerging career opportunities with the addition of new technologies or new conditions.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
1.1 Document career pathways in emerging high wage/high skill industries. Model course sequence should be a basis to ensure that transition require neither career technical education "catch up" efforts nor redundant enrollment. As such, model course sequences should include, among other elements: <ul style="list-style-type: none"> • Identification of the courses high school students should take as prerequisites for entrance into a community college career and technical education program. • Agreement on what students would learn in the high school courses so they do not have to repeat the courses in community college, and/or receive advanced standing and/or receive advance credit. 	1.1.1 Courses are aligned between secondary/ROP, community college (RCC) and educational levels. Curriculum is developed, revised or expanded.	May 2007 - June 2008	Project Director High School/ROP teachers Community College (CC) faculty Industry partners
	1.1.2 High school/ROP course sequences are identified for prerequisites into community college allied health programs.	May-December 2007	Project Director HS/ROP teachers CC faculty
	1.1.3 New articulation agreements are developed and are operational between RCC and secondary/ROP.	May-December 2007	CC CTE Project Liaison All partners
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
1.2 Develop regional faculty collaboratives among high school, ROCPs and community college faculty to redesign or align curriculum and foster its portability.	1.2.1 Project Teams are developed and meet on a quarterly basis as evidenced by agendas, minutes and sign-in sheets. Curriculum sub-teams consisting of faculty from the three high schools, RCC, and ROP meet on a regular basis.	May-December 2007	Project Director HS/ROP teachers CC faculty
	1.2.2 Document development of collaboratives among three high schools, RCC, and Riverside County ROP.		

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Moreno Valley Campus
 RFA Specification No.: 06-0090

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
2. Address the contemporary skill needs of business and industries with career technical programs provided in high schools and ROCP.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
2.1 Create worksite-learning opportunities for students (i.e., internships, job shadowing, cooperative work experience education, community classroom, etc.) through a Health Careers club.	2.1.1 Student in Health careers clubs are established and operational at the three high schools.	September 2007 – April 2009	HS/ROP teachers HS Career Development Facilitator
	2.1.2 150 Students participate in job shadowing or internship activities.	January 2008 – April 2009	ROP Faculty Liaison
2.2 Provide technical assistance and leadership to the projects.	2.2.1 Advisory Council for the Center for Allied Health Sciences is fully operational and meets 2x per year.	May 2007 – April 2009	Project Director All Partners
	2.2.2 Project Teams and sub-teams are organized and operational and meet monthly.	May 2007 – April 2009	HS/ROP teachers CC faculty HS Career Development Facilitator ROP Faculty Liaison CC CTE Program Liaison
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
2.3 Provide outreach activities regarding high wage/high skill career opportunities to high school students.	2.3.1 Visiting lecturers series is developed and implemented. 15 guest lecturer activities have occurred as evidenced by participant evaluation survey data.	September 2007 – April 2009	Project Director MVUSD HS Career Development Facilitator
	2.3.2 Conduct two Health Careers Industry Awareness events.	January 2008 – April 2009	Project Director ROP Faculty Liaison HS Career Development Facilitator CC CTE Project Liaison
2.4 Provide outreach by community colleges to acquaint high school students with postsecondary education experiences, thereby encouraging high school students to continue their education. Such outreach may include facilitation of students' enrollment in the community college career technical education program.	2.4 One or more community college student mentors are assigned to each of the three career clubs. Mentors regularly attend club meetings.	September 2007 – April 2009	Project Director CC Faculty CC CTE Project Liaison

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Moreno Valley Campus
 RFA Specification No.: 06-0090

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
3. Provide accelerated education and training for those students who choose to be prepared for career and technical employment opportunities in less traditional and more expeditious methods while maintaining and or improving student competencies.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
3.1 Create new industry partnerships with high schools and ROCPs.	3.1.1 Expand community college Advisory Council for the Center for Allied Health Sciences to include three high schools and ROP.	May 2007 – October 2007	Project Director Industry Partners
	3.1.2 12 New business and industry partnerships are developed and integrated into the Advisory Council for the Center for Allied Health Sciences.	May 2007 – April 2009	Project Director Industry Partners
3.2 Develop or expand programs to engage high school students in experiential and project-based learning.	3.2 Conduct 1 summer academy with 20 students participating and successfully completing.	June – August 2008	Project Director Industry Partners CC Faculty HS Career Development Facilitator ROP Faculty Liaison CC CTE Project Liaison
(month/year)			
3.3 Develop or expand certificate and degree programs in collaboration with high school or ROCP faculty targeted toward high school students.	3.3 Appropriate programs are developed or expanded.	September 2007 – April 2009	Project Director CC Faculty HS/ROP teachers
3.4 Sponsor events that showcase high school students' abilities and products. Student competitions activities during event will be based on HOSA model.	3.4 Two Health Careers Industry Awareness events are held. 300 students, parents, faculty, and counselors participate in the events.	January 2008 – April 2009	Project Director ROP Faculty Liaison CC CTE Project Liaison
3.5 Improve the quality of career exploration and career outreach materials through the use of career exploration software and multimedia materials.	3.5.1 6 Pathway brochures in English and Spanish are developed and disseminated.	June 2007 – October 2007	Project Director CC CTE Project Liaison Industry Partners
	3.5.2 A DVD highlighting career opportunities in health is developed and disseminated.		
	3.5.3 90% of students in the health clubs access the career exploration software available at the high schools.	September 2007 – April 2009	HS Career Development Facilitator
3.6 Provide opportunities for high school allied health students to earn community college credit and facilitate a smooth transition into community college allied health programs.	3.6.1 60 students successfully complete concurrent enrollment opportunities	September 2007 – April 2009	Project Director CC/HS Counselors CC CTE Project Liaison
	3.6.2 300 students successfully complete articulated courses		
	3.6.3 25% increase in high school participants who attend RCC and declare major in allied health science or related program.		

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Moreno Valley Campus
 RFA Specification No.: 06-0090

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
4. Support professional development inservice workshops for instructors, especially those focused on assisting instructors understand and apply CTE standards embedded in the CTE curriculum, thereby increasing course rigor.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
4.1 Partner with the RHORC and the Tech Prep Regional Collaborative to provide professional development for high school, ROCP and community college faculty, particularly in the area of increasing their technical skills and knowledge of industry standards.	4.1 40 High school, community college and ROP faculty participate in two professional development opportunities.	February 2008 – April 2009	Project Director RHORC CC CTE Project Liaison
4.2 Partner with the RHORC and the Tech Prep Regional Collaborative to provide professional development for counselors and student support personnel to ensure program viability and student access.	4.2 40 High school, community college and ROP counselors and guidance staff participate in two professional development opportunities.	November 2007 – April 2009	Project Director RHORC CC CTE Project Liaison
4.3 Develop new models for high schools and ROPs, and present them a professional development conferences.	4.3 Present project best practices at 4 regional and statewide conferences.	January – April 2009	Project Director All Partners

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Moreno Valley Campus
 RFA Specification No.: 06-0090

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
5. Establish, expand or improve sequenced courses of study in high schools, academies, or ROCPs, culminating in capstone courses that are articulated directly into community college or apprenticeship programs in high wage, high growth sectors.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
5.1 Develop a methodology to inform students about the options for continued study after they have completed the courses.	5.1 Articulated programs of study are developed in all health careers offered by both the secondary/post secondary institutions.	April 2007 – April 2009	CC faculty HS/ROP teachers Industry partners
5.2 Develop strategies to improve student career planning.	5.2.1 Six model educational plans are developed and in use by high school and community college counselors	April 2007 – December 2007	HS/CC counselors
	5.2.2 Utilize career assessment tool is being accessed by 90% of high school allied health career club participants.	September 2007 – April 2009	HS counselors HS Career Development Facilitator
	5.2.3 Community college orientations are designed and implemented for students interested in careers in allied health.	April 2008 – April 2009	CC counselors

5.3 Develop resources from the private sector to improve engagement with low-achieving students.	5.3.1 Conduct 1 summer academy with 20 students participating and successfully completing.	June – August 2008	Project Director Industry Partners CC Faculty HS Career Development Facilitator ROP Faculty Liaison CC CTE Project Liaison
	5.3.2 Visiting lecturers series is developed and implemented. 15 guest lecturer activities have occurred as evidenced by participant evaluation survey data.	September 2007 – April 2009	Project Director MVUSD HS Career Development Facilitator

Chancellor's Office
 California Community Colleges

District: Riverside Community College District

College: Moreno Valley Campus

RFA Specification No.: 06-0090

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
6. Create new articulated courses between high schools, ROCPs and community colleges and, where appropriate, four-year institutions. Ensure that curriculum meets California Department of Education (CDE) Career Technical Education standards and/or industry standards. (CDE's CTE standards are available at: www.cde.ca.gov/re/pn/fd/).			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
6.1 As appropriate, create high school career technical education courses that meet the requirements of the University of California "a – g" admissions criteria.	6.1 Four faculty participate in DACCOM curriculum development. At least one new allied health course is in place.	May 2007 – April 2008	CC faculty HS/ROP teachers
6.2 Create and/or update curriculum as necessary.	6.2 New/revised curriculum is in place, including at least one new allied health course.	September 2007 – December 2008	CC faculty HS/ROP teachers Industry partners
6.3 Identify opportunities for course-to-course articulation and conduct appropriate activities to create new and/or update existing agreements.	6.3 Signed articulation agreements are in place. Counselors, faculty, and students are informed of new and/or revised agreements.	May 2007 – December 2007	CC faculty HS/ROP teachers CC CTE Project Liaison

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Moreno Valley Campus
 RFA Specification No.: 06-0090

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
7. Explore new and more relevant career and technical practicum models that integrate coursework and student internship for secondary students, such as ROCP teacher-supervised community classroom and cooperative work experience education methodologies, or orientation to apprenticeship programs in high wage, high growth sectors.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
7.1 Begin development process of a Summer Health Institute for high school students at the participating high schools based on the model disseminated by Salinas Valley Memorial Healthcare System to increase their awareness of health care careers.	7.1 Convene partners and develop processes, procedures and strategies for Summer Health Institute	June -September 2007	Project Director
7.2 Coordinate content with Salinas Valley Memorial Healthcare System.	7.2 Develop articulation agreement with Salina Valley Memorial Healthcare System	July-September 2007	Project Director Salinas Valley Mem.
7.3 Align curriculum.	7.3 Curriculum aligned, developed and revised	September-December 2007	Project Director Industry, teachers & faculty
7.4 Discuss with industry partner hospitals.	7.4 Hold meeting with each partner	September-December 2007	Project Director Industry, teachers & faculty
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
7.5 Select participating hospitals.	7.5 Agreement developed with one or more industry partner hospitals	December 2007-February 2008	Project Director Industry Partners
7.6 Develop prototype.	7.6 Prototype Summer Health Institute completed.	February 2008-April 2008	Project Director Industry Partners Teachers & faculty
7.7 Implement pilot.	7.7 Implemented pilot program.	June-September 2008	Project Director Industry Partners
7.8. Evaluate results in continuous assessment process.	7.8 Results evaluated and made available to partners.	October 2008-December 2008	Project Director Institutional Research

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Moreno Valley Campus
 RFA Specification No.: 06-0090

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
8. Disseminate materials and curriculum to middle schools, high schools, ROCPs and community colleges.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
8.1 Develop and produce informational piece for parents.	8.1 100% of products developed are disseminated through printed media	April 2007 – October 2007	HS/ROP Faculty HS Career Development Facilitator
8.2 Design and print appropriate materials to promote the program.	8.2 Materials are printed and disseminated to all partnering secondary sites. Informational pieces for students are available in locations where students are likely to seek information.	September 2007 – December 2007	CC CTE Project Liaison HS Career Development Facilitator HS/ROP Counselors, Faculty, staff
8.3 Meet with counselors and other student support personnel to inform them of new Tech Prep pathways.	8.3 100% of counselors and guidance staff at all partnering institutions are provided information related to the program.	November 2007 – April 2009	CC CTE Project Liaison HS Career Development Facilitator

Chancellor's Office
 California Community Colleges

District: Riverside Community College District
 College: Moreno Valley Campus
 RFA Specification No.: 06-0090

PROJECT WORKPLAN

Objective: (Based on RFA Specification) (Only one objective per page)			
9. Evaluate project effectiveness using formative and summative evaluation processes.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
9.1 Identify data needed to evaluate long-term project results with formative and summative evaluation processes.	9.1 Data identified.	May 2007-April 2008 and ongoing	Project Director
9.2 Collect data for evaluation.	9.2 Data collected and documented.	April 2008-July 2008	Project Director
9.3 Analyze data for project, including Summer Health Institute.	9.3 Data analyzed for entire project.	July 2008-September 2008	Project Director Institutional Research
9.4 Share evaluation results.	9.4 Evaluation results shared with project team and industry.	September-October 2008	Project Director
9.5 Provide continuous improvement process.	9.5 Continuous improvement process implemented and documented in annual reports to Chancellor's Office.	Ongoing	Project Director

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-7

Date: June 19, 2007

Subject: Agreement with James Adame, D.D.S.

Background: Presented for the Board's review and consideration is a consultant agreement between Riverside Community College District and James Adame, D.D.S., to provide advisory services to the Moreno Valley Campus Dental Hygiene Program for the time period of July 1, 2007, through June 30, 2008. Consultant will perform a range of services that includes a review of the educational content of the program, the quality of supervision, and the evaluation of students and their progress. Consultant will be on the premises 12 hrs/wk and will review oral pathology, provide diagnostic options and oversee procedures. The cost to the District will be \$42,000.00. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for the period of July 1, 2007, through June 30, 2008, at a cost of \$42,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Wolde-Ab Isaac
Dean, Health Sciences Programs
Donna Lesser
Director, Dental Hygiene Program

CONSULTANT AGREEMENT BETWEEN
James Adame, D.D.S.
and
RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made this first day of July, 2007, by and between RIVERSIDE COMMUNITY COLLEGE DISTRICT, herein called "RCCD" and James Adame, D.D.S., herein called "Consultant."

1. Recitals:
 - a. Consultant represents that the Consultant has the background and experience to provide dental consultation to RCCD and is familiar with the purpose and powers of RCCD.
 - b. RCCD desires that dental consultation be provided and to retain Consultant in that connection and the Consultant is desirous of rendering such services.
2. Purpose: It shall be the purpose of this agreement for the Consultant to render dental consultation to the RCCD Dental Hygiene Program, for which the Consultant shall receive compensation as provided in Paragraph 9 herein.
3. Scope of Services: The Consultant shall provide services to the RCCD Dental Hygiene Program as follows:
 - a. Provide timely, relevant, and patient specific consultation in the RCCD Dental Hygiene Clinic to faculty on dental issues that are outside of their scope of practice. The consultation services include, but are not limited, to the review of radiographic lesions, oral pathology, and the provision of diagnostic opinions that aid in the educational process of students and assist their treatment of patients in the RCCD Dental Hygiene Clinic.
 - b. Maintain physical presence on the premises for at least 12 hours per week while the clinic is in operation to allow the dental hygiene faculty to oversee local anesthesia and nitrous oxide/oxygen sedation during dental hygiene clinical sessions.
 - c. Provide direct learning experiences to students as they present dental assessments at the chairside.
 - d. Maintain standards of professional conduct and ethics appropriate to the profession in a collaborative team environment.
 - e. Serve as an advocate for the Program in the dental and academic communities
 - f. Support the Program Director to ensure both didactic and supervised instruction meet current practice standards.

4. Consultant's Qualifications or Equivalents:
 - a. Hold a current, valid California dental license plus a minimum of two years full-time experience in a general dentistry practice.
 - b. Be knowledgeable in current-practice standards and the role of the dental hygienist

5. Term: The term of this Agreement shall be from July 1, 2007, to June 30, 2008, with the option to extend in one year increments by written consent of both parties.

6. Cooperation/Inspection:
 - a. RCCD shall give timely cooperation to the consultant to include reasonable access to RCCD's records and files as may be deemed necessary to perform the services contemplated hereunder. The Consultant shall cooperate, and otherwise work, with RCCD's personnel and make himself available to RCCD's personnel and other consultants, if applicable, during the term of this agreement.

7. Standard of Care/Licenses: The Consultant shall perform the services contemplated hereunder in a skillful and competent manner, and shall secure and maintain in force any and all licenses, permits or other documents that it may be required to have by any federal, state or local laws in order to perform such services.

8. Insurance: Consultant shall provide proof of insurance coverage for professional liability in the amount of at least \$1,000,000 per occurrence, which shall remain in full force and effect for the duration of this Agreement. Should Consultant's coverage change from one insurance carrier to another during the term of this Agreement, Consultant shall immediately notify the RCCD Dental Hygiene Program Director and provide proof of the new coverage to RCCD.

9. Compensation/Billing/Payment:
 - a. As a compensation for the services to be rendered hereunder, RCCD shall pay to Consultant \$42,000 per year (paid monthly at \$3,500/mo.) for all the dental consulting services provided, unless written approval has first been obtained from RCCD's Representative, as designated hereinafter.
 - b. The Consultant shall submit a separate billing and accounting on a monthly basis to RCCD. Each billing and accounting shall include a description of the services performed, and shall include a certification that reads, as follows:

“I hereby certify that all the data set forth in this billing and accounting is true and correct.

Dated: _____

(Signature)

(Title)

(Statement Number)”

- c. RCCD shall review each billing and accounting within thirty (30) days after receipt thereof, and, thereafter, promptly pay the Consultant all approved amounts.
9. Reimbursement of Expenses: The Consultant shall not be reimbursed for any costs and expenses incurred on RCCD’s behalf, including without limitation, travel, telephone toll charges, messenger service, and copies of documents, unless written approval has been obtained from RCCD’s representative..
10. Records: Consultant shall maintain complete and accurate accounting records, and supporting documentation in connection therewith, with respect to the services contemplated hereunder and any costs and expenses incurred in connection therewith. All such records and documentation shall be clearly identified and readily accessible. RCCD, or its designated representative, shall have the right to examine, inspect, audit and make transcripts or copies of such records and documents during the term of this agreement and for a period of three (3) years after final payment has been made, subject to reasonable notice.
11. Termination: This agreement may be terminated in whole or in part by either party upon thirty (30) days written notice to the other party. In the event of such termination, the Consultant shall deliver to RCCD forthwith all documents, data, graphs, summaries, and other related materials, finished or unfinished, which were prepared or accumulated by the Consultant in connection with the services contemplated hereunder and any Extra Work performed prior to the date of such termination. Upon delivery thereof, the Consultant shall be paid for all approved compensation and expenses not previously paid by RCCD prior to the date of such termination.

12. Representatives: RCCD's Vice Chancellor of Administration and Finance, or the Dean of Health Sciences, Moreno Valley Campus, shall serve as RCCD's representative and shall have the authority to act on behalf of RCCD for all purposes hereunder. RCCD's representative, or his or her designee, shall be available to the Consultant at all reasonable times.
13. Right to Engage or Employ Other Consultants: Unless otherwise proscribed herein, RCCD reserves the right to engage or employ other consultants to provide services similar to those contemplated herein.
14. Property of Consultant: All data prepared by the Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall remain the property of the Consultant upon the completion of the services contemplated hereunder, except that RCCD shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this agreement shall be at RCCD's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use.
15. Confidentiality: All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to the Consultant in connection with this agreement shall be held in a strictly confidential manner by the Consultant. Such materials shall not, without the written consent of RCCD, be used by the Consultant for any purpose other than the performance of the services hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the services hereunder. Nothing submitted to the Consultant which is otherwise openly known to the dental industry shall be deemed confidential. The Consultant shall not use RCCD's name, logo, insignia, or photographs, or pictures that relate to the services hereunder, or any publicity pertaining thereto in any magazine, trade paper, newspaper, television, or radio production, or other similar medium without the prior written consent of RCCD.
16. Publication: Except as may be necessary for the performance of the services hereunder, no copies, sketches, or graphs of materials, including graphic art work, which are prepared pursuant to this agreement shall be released by the Consultant to any other person or agency without the prior written approval of RCCD. All press releases, including graphic display information to be published in newspapers or magazines, shall be approved and distributed exclusively by RCCD, unless otherwise approved, in writing, by RCCD.

17. Independent Contractor: The Consultant shall act in an independent capacity during the term of this agreement and not as an employee or agent of RCCD. Consultant will not be covered under RCCD's Workers' Compensation Insurance.
18. Assignability: Consultant cannot assign any of his rights, duties or obligations under this agreement to any person or entity without the written consent of RCCD being first obtained. This includes the ability to subcontract all or a portion of his rights, duties and obligations hereunder.
19. Procurement of Similar Services: In the event of this agreement is terminated in whole or in part, RCCD may procure, and otherwise contract for services similar to those terminated upon such terms and in such manner as RCCD may deem appropriate in its sole discretion.
20. Hold Harmless:
 - a. Consultant shall defend, indemnify and hold RCCD, its Trustees, agents, employees, or students harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages caused by or result from the negligence or intentional acts or omissions of Consultant, his officers, agents, or employees directly related to his performance under the terms of this Agreement..
21. Force Majeure:
 - a. In the event the Consultant is unable to comply with any provisions of this agreement due to causes beyond his control relating to acts of God, acts of war, civil disorders, or other similar acts. The Consultant shall not be held liable to RCCD for such failure to comply.
 - b. In the event RCCD is unable to comply with any provision of this agreement due to causes beyond its control relating to acts of God, acts of war, civil disorders, or other similar acts. RCCD shall not be held liable to the Consultant for such failure to comply.
22. Notices: Any notices and reports required or desired to be served by either party upon the other shall be addressed to the respective parties as set forth below:

RCCD:

Wolde-Ab Isaac, Ph.D
Dean of Health Sciences

Moreno Valley Campus
Riverside Community College District
16130 Lasselle St.
Moreno Valley, CA 92551

Consultant:

James Adame, D.D.S.
34434 Yale Drive
Yucaipa, CA 92399

Or to such other addresses as from time-to-time shall be designated by the respective parties.

23. Waiver of Performance: No waiver by RCCD at any time of any of the provisions of this agreement shall be deemed or construed as a waiver at any time thereafter of the same or other provisions contained herein or of the strict and timely performance of such provisions.
24. Venue/Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any action at law or in equity brought by any of the parties hereto for the purpose of enforcing a right or rights provided for by this agreement shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county.
25. Attorneys' Fees: In the event of any litigation or arbitration between RCCD and the Consultant to enforce any of the provisions of this agreement or any rights of any party hereto, the unsuccessful party to such litigation or arbitration agrees to pay to the successful party or parties, all costs and expenses including reasonable attorneys' fees incurred therein by the successful party or parties, all of which shall be included in and as a part of the judgment rendered in such litigation or arbitration.
26. Non discrimination: The Consultant shall not discriminate in its recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this agreement, and to the extent they may be applicable hereto, The Consultant shall comply with the provisions of the California Fair Employment and Housing Act (commencing with Section 12900 of the Government Code), and the Federal Civil Rights Act of 1964 (P.L. 88-352), as amended, and all rules and regulations issued pursuant to said Acts.

27. Time of Essence: Time is of the essence for each and every provision of this agreement.
28. Paragraph Headings: The paragraph headings herein are for the convenience of the parties only, and shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions or language of this agreement.
29. Binding on Successors: The Consultant, its assigns and successors in interest, shall be bound by all the provisions contained in this agreement, and all of the parties thereof shall be jointly and severally liable.
30. Entire Agreement: This agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the provisions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection thereon. This agreement may be changed or modified only upon the written consent of the parties hereto.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

James Adame, D.D.S.

BY: James Buysse, Vice Chancellor
Administration and Finance

BY: James Adame, DDS

Dated

Dated

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-8

Date: June 19, 2007

Subject: Agreement with Office of Statewide Health Planning and Development for the Physician Assistant Program

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and the Office of Statewide Health Planning and Development to fund a portion of a faculty position to maintain and/or expand the enrollment level of students in the Moreno Valley Physician Assistant program, and encourage them to enter into practice in areas of unmet priority need. The amount of the award is \$66,545.00. The agreement covers a period of time from July 1, 2007 through June 30, 2008. Funding source: Song Brown Training Program.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for July 1, 2007 through June 30, 2008, for an amount not to exceed \$66,545.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Delores Middleton
Associate Professor, Physician Assistant

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER 07-7061
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
 Office of Statewide Health Planning and Development (OSHPD)

CONTRACTOR'S NAME
 Riverside Community College District

2. The term of this Agreement is: 07/01/2007 through 06/30/2008

3. The maximum amount of this Agreement is: \$66,545.00
 Sixty-six thousand, five hundred forty-five dollars and zero cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	01 page(s)
Exhibit B – Budget Detail and Payment Provisions	02 page(s)
Exhibit C* – General Terms and Conditions	GTC306
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	02 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	04 page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only <input type="checkbox"/> Exempt per:
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Riverside Community College District		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 4800 Magnolia Street Riverside, Ca 92506		
STATE OF CALIFORNIA		
AGENCY NAME OSHPD		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Lucila Martinez, Contracts Officer		
ADDRESS 1600-9 th Street, Room 400, Sacramento, Ca 95814		

EXHIBIT A

SCOPE OF WORK

1. Contractor agrees to the following:
 - A. Under the direction of the Director of the Riverside County Regional Medical Center/Riverside Community College Physician Assistant Training Program employ various personnel in an effort to maintain and/or expand the enrollment level of students for the 2007-2008 academic year.
 - B. Budgeted personnel with anticipated duties:
 1. Faculty Member -Responsible for providing instructional support to the program; serving as faculty advisor for year I and II students; developing and coordinating tests for written examinations for the didactic courses; monitoring the academic progress of students; serving on multiple committees; and participating in student and program evaluation.

2. OSHPD agrees to provide:
 - A. The Program Director of the Physician Assistant Training Program, the current fiscal year's (07-01-2007 to 06-30-2008) master certification form and instructions by September 30th of the current fiscal year.

3. The program representatives during the term of this Contract will be:

State Agency: Office of Statewide Health Planning & Development	Training Program: Riverside County Regional Medical Center/Riverside Community College Physician Assistant Program
Name: Manuela Lachica Program Administrator	Name: Delores Middleton Program Director
Phone: (916) 654-1311	Phone: (951) 571-6166
Fax: (916) 654-3138	Fax: (951) 571-6221
E-mail: momand@oshpd.ca.gov	E-mail: delores.middleton@rcc.edu

Direct all Contract inquiries to:

State Agency: OSHPD	Contractor: Riverside Community College District
Section/Unit: Health Care Workforce and Community Development Division	Section/Unit: Contracts/Grants Unit
Attention: Melissa Omand Program Analyst	Attention: Richard Keeler Director of Contracts/Grants
Address: 1600 Ninth Street Sacramento, CA 95814	Address: 4800 Magnolia Street Riverside, Ca 92506
Phone: (916) 654-2091	Phone: (951) 222-8211
Fax: (916) 654-3138	Fax: N/A
E-mail: momand@oshpd.ca.gov	E-mail: N/A

EXHIBIT B

The OSHPD shall reimburse the Contractor for the expenses incurred in providing the services outlined in Exhibit A in accordance with the following schedule:

FISCAL YEAR: 07-01-2007 to 06-30-2008

	<u>Total Reimbursement</u> <u>Not to Exceed:</u>
<u>PERSONNEL SERVICES:</u>	
Faculty Member Salary & Benefits	\$61,616.00
Indirect Costs (8% maximum)	\$4,929.00
<u>Total for Fiscal Year: 07-01-2007 to 06-30-2008</u>	<u>\$66,545.00</u>

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Payment

- A. For services satisfactorily rendered and upon receipt and approval of the quarterly certifications as specified in this Article, Item B., OSHPD agrees to compensate Riverside Community College District for actual expenditures incurred in accordance with the rates specified in Exhibit B, page 1 of 2.
- B. Quarterly certifications shall include the Contract Number, the names of the people employed under this Contract, and a certification by the Director of the Family Nurse Practitioner Program (original signature) that each person was engaged in activities authorized by this Contract. These documents shall be submitted on a quarterly basis in arrears to:

Melissa Omand, Program Analyst
Song-Brown Training Program
Office of Statewide Health Planning and Development
1600 Ninth Street, Room 440
Sacramento, CA 95814

- C. A final quarterly certification shall be submitted within 120 days after the Contract has ended (i.e., Contract ends June 30th , final certification is due by October 30th) after which time, the monies revert back to OSHPD.

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Contract does not appropriate sufficient funds for the program, this Contract shall be of no further force and effect. In this event, OSHPD shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Contract and Contractor shall not be obligated to perform any provisions of this Contract.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, OSHPD shall have the option to either cancel this Contract with no liability occurring to OSHPD, or offer a Contract amendment to Contractor to reflect the reduced amount.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. RESOLUTION OF CONTRACT DISPUTES:

Any dispute arising under this Contract, which cannot be resolved at the State Program Administrator level nor at the Director's level of the Department (OSHDP) signing this Contract shall be submitted to non-binding arbitration after the following process, has been completed:

- (A) The Contractor first discusses a problem informally with the Song Brown Health Care Workforce Training Act Administrator. If unresolved, the problem shall be presented as a grievance to the Deputy Director, Healthcare Workforce and Community Development Division, in writing, stating the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought.
- (B) The Deputy Director shall make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor and shall respond in writing to the Contractor indicating the decision and reasons for it.
- (C) Should the Contractor find the Deputy Director's decision an unacceptable one, a letter shall be sent to the Director within ten (10) working days of receipt of the Deputy Director's decision. The Director or designee shall meet with the Contractor within twenty (20) working days of receipt of the Contractor's letter. Should the Contractor disagree with the Director's decision, the Contractor and Director may agree to submit the matter to binding arbitration.
- (D) Binding Arbitration
 - (1) At the option of the parties, binding arbitration of a dispute of grievance may be sought. Each party shall provide written notice to the other of an intention to exercise this provision. Both parties must agree to submit to arbitration. The dispute or grievance shall be resolved by a panel of three (3) experts in the particular field of dispute. Each party shall have the right to select one (1) panelist. If the party does not exercise that right within ten (10) working days after written Contract to submit to arbitration, the other party may select one (1) additional panelist. The selected panel will then select a third member.
 - (2) The panel shall set a hearing day, time and place convenient to both within thirty (30) working days of panel selection. Each party shall submit a written statement to the panel and the opposing party issues and arguments to be presented within five (5) working days of the hearing date. The hearing shall be informal with an opportunity for both parties to present their arguments. A court reporter may be present at the expense of the requesting party. The panel shall provide the parties

with a written decision within thirty (30) working days of the hearing. The decision shall be binding on the parties.

- (3) The costs of the arbitration panel shall be borne equally by the parties. At the option of the parties, these costs may be deducted from any balance of the contract funds. Both parties must agree, in writing, to utilize Contract funds to reimburse the arbitration.

EXHIBIT E

ADDITIONAL PROVISIONS

1. Primary Care Physician Assistant Standards Adopted by the California Healthcare Workforce Policy Commission on May 13, 1998.

- I. Each Primary Care Physician Assistant Training Program approved for funding under the Song-Brown Health Care Workforce Training Act (hereinafter "the Act") shall, prior to the initiation of training and the transfer of State funds:
 - A. Meet the standards set forth by the Medical Board of California for the training of Assistants to the Primary Care Physician pursuant to Section 3500, Chapter 7.7, Division 2 of the Business and Professions Code and to Section 1399.500, Article 1-7, Division 13.8, Physician Assistant Examining Committee of the Medical Board of California, Title 16 of the California Code of Regulations.
- II. Each Primary Care Physician Assistant Training Program approved for funding under the Act shall include a component of training in medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare Primary Care Physician Assistants for service in such neighborhoods or communities.
- III. Appropriate strategies shall be developed by each training institution receiving funds under the Act to encourage Primary Care Nurse Physician Assistants who are trained in the training program funded by the Act to enter into practice in areas of unmet priority need for primary care family physicians within California as defined by the California Healthcare Workforce Policy Commission (hereinafter referred to as "areas of need"). Such strategies shall incorporate the following elements:
 - A. An established procedure to identify, recruit, and admit primary care physician assistant trainees who possess characteristics which would suggest a predisposition to practice in areas of need, and who express a commitment to serve in areas of need.
 - B. An established counseling and placement program designed to encourage training program graduates to enter practice in areas of need.
 - C. A program component such as a preceptorship experience in an area of need, which will enhance the potential of training program graduates to practice in such an area.

EXHIBIT E

2. Family Practice Contract Criteria Adopted by the California Healthcare Workforce Policy Commission on February 16, 2000.

I. Contract Awards

A. Each contract entered into, pursuant to the Song-Brown Health Care Workforce Training Act, Health and Safety Code, Sections 128200, et., (hereinafter "the Act"), shall be based on the recommendation of the California Healthcare Workforce Policy Commission to the Director of the Office of Statewide Health Planning and Development recorded in the Healthcare Workforce Policy Commission official minutes.

B. Each contract shall be for a purpose authorized by the California Healthcare Workforce Policy Commission Standards for Primary Care Physician Assistant Training Programs.

C. No contracts shall provide for indirect costs in excess of 80/0 of the amount of total expenditures under the contract.

D. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the California Healthcare Workforce Policy Commission Standards for Primary Care Physician Assistant Training Programs.

E. Purpose for Which Contract Funds May be Expended

1. Contract funds may be expended for any purpose which the training institution judges will most effectively advance the education of Primary Care Physician Assistant students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the training institution.

2. Contract funds may be used for expenses incurred for the provision of training, including faculty and staff salaries, necessary alterations and renovations, and supplies and travel directly related to the training program.

3. Contract funds may be used for new construction only when such construction is specifically provided for in the contract.

II. Contract Terms

A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the California Healthcare Workforce Policy Commission.

EXHIBIT E

B. Payment shall be made quarterly in arrears on the basis of amounts set forth by the Contractor with final certification submitted within 120 days of contract's end to the Healthcare Workforce and Community Development Division. The certification shall include the name of the person employed under this contract, certification by the Program Director that the person was engaged in activities authorized by this Contract, and costs to the Contractor for the services for which reimbursement is sought. The required certification format shall be provided to the Contractor prior to the effective date of the Contract.

C. Each Contract shall specify the total amount allowable under the Contract and allowable in each budget category authorized under the Contract, and shall be in accordance with recommendations of the California Healthcare Workforce Policy Commission. Transfer of funds between budget categories is permitted only with express written permission of the Deputy Director of the Healthcare Workforce and Community Development Division, and only when not prohibited by other provisions of these Contract Criteria.

III. Accounting Records and Audits

A. Accounting

Accounting for contract funds will be in accordance with the education institution's accounting practices based on generally accepted accounting principles consistently applied regardless of the source of funds. Supporting records must be in sufficient detail to show the exact amount and nature of expenditures.

Training institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the primary care nurse practitioner training program provided that the institution maintains such written fiscal control and accounting procedures as are necessary to assure proper disbursement of, and accounted for, such commingled funds, including provisions for:

1. The accurate and timely separate identification of funds received under the Act.
2. The separate identification of expenditures prohibited by the contract criteria.
3. An adequate record of proceeds from the sale of any equipment purchased by funds received under the Act.

B. Expenditure Reporting

Reports of training program expenditures and enrollment of nurse practitioner students under the contract must be submitted as requested by the Commission or the Director of the Office of Statewide Health Planning and Development for purposes of program administration, evaluation, or review.

EXHIBIT E

C. Record Retention and Audit

1. The training institution shall permit the Director of the Office of Statewide Health Planning and Development, or the Auditor General, or the State Controller, or their authorized representatives, access to records maintained on source of income and expenditures of its nursing education program for the purpose of audit and examination.
2. The training institution shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract.
3. The training institution agrees to make available at the office of the training institution at all reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit or reproduction by an authorized representative of the State.
4. The training institution shall preserve and make available its records (a) for a period of three years from the date of final payment under this contract, and (b) for such longer period, if any, as is required by applicable statute, by any other clause or this subcontract, or by subparagraph a or b below:
 - a. If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - b. Records which relate to (1) litigation of the settlement of claims arising out of the performance of this contract, or (2) costs and expenses of this contract as to which exception has been taken by the State or any of its duly authorized representatives, shall be retained by the training institution until disposition of such appeals, litigation, claims, or exceptions.
5. Except for the records described in subparagraph 4 above, the training institution may in fulfillment of its obligation to retain the records as required by this clause substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of the two years following the last day of the month or reimbursement to the training institution of the certification or voucher to which such records relate, unless a charter person is authorized by the State or its duly authorized representatives.

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)
 STD. 204 (Rev 8-2003)

1	<p>INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.</p> <p>NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.</p>																						
2	<p>PAYEE'S LEGAL BUSINESS NAME (Type or Print) Riverside Community College District 07-7061</p> <p>SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) E-MAIL ADDRESS</p> <hr/> <p>MAILING ADDRESS BUSINESS ADDRESS 4800 Magnolia Avenue</p> <hr/> <p>CITY, STATE, ZIP CODE CITY, STATE, ZIP CODE Riverside Ca 92506</p>																						
3	<p>PAYEE ENTITY TYPE</p> <p><input type="checkbox"/> PARTNERSHIP</p> <p><input type="checkbox"/> ESTATE OR TRUST</p> <p>CHECK ONE BOX ONLY</p>	<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>3</td><td>3</td><td>-</td><td>0</td><td>8</td><td>3</td><td>1</td><td>3</td><td>5</td><td>7</td></tr></table></p> <p>CORPORATION:</p> <p><input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)</p> <p><input type="checkbox"/> LEGAL (e.g., attorney services)</p> <p><input type="checkbox"/> EXEMPT (nonprofit)</p> <p><input type="checkbox"/> ALL OTHERS</p> <hr/> <p><input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR</p> <p>ENTER SOCIAL SECURITY NUMBER: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td></tr></table></p> <p style="font-size: small; text-align: center;">(SSN required by authority of California Revenue and Tax Code Section 18646)</p>	3	3	-	0	8	3	1	3	5	7				-			-				<p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.</p>
3	3	-	0	8	3	1	3	5	7														
			-			-																	
4	<p>PAYEE RESIDENCY STATUS</p> <p><input type="checkbox"/> California resident – Qualified to do business in California or maintains a permanent place of business in California.</p> <p><input type="checkbox"/> California nonresident (see reverse side) – Payments to nonresidents for services may be subject to State income tax withholding.</p> <p style="margin-left: 20px;"><input type="checkbox"/> No services performed in California.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.</p>																						
5	<p>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)</td> <td>TITLE</td> </tr> <tr> <td>SIGNATURE</td> <td>DATE</td> </tr> <tr> <td></td> <td>TELEPHONE ()</td> </tr> </table>			AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	TITLE	SIGNATURE	DATE		TELEPHONE ()														
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	TITLE																						
SIGNATURE	DATE																						
	TELEPHONE ()																						
6	<p>Please return completed form to:</p> <p>Department/Office: <u>Office of Statewide Health Planning & Development</u></p> <p>Unit/Section: <u>Business & Contracts Services Unit</u></p> <p>Mailing Address: <u>1600 9th Street, Room 450</u></p> <p>City/State/Zip <u>Sacramento California 95814</u></p> <p>Telephone: <u>(916) 654-2838</u> Fax: <u>(916) 654-3076</u></p> <p>E-mail Address: <u>lmartine@oshpd.state.ca.us</u></p>																						

STATE OF CALIFORNIA -DEPARTMENT OF FINANCE
 PAYEE DATA RECORD
 STD. 204 (Rev.6-2003) (REVERSE)

1	<p>Requirement to Complete Payee Data Record. STD. 204</p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not to do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trust, and corporations will enter their Federal Employer Identification Number (FEIN).</p>
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California. A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p>

	<p>Payments to all nonresidents may be subject to Withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD call: 1-800-822-6268 Website: www.ftb.ca.gov</p>
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>
	<p>PRIVACY STATEMENT</p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payments for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency (ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>

CCC-I005

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>	<i>Federal ID Number</i>
Riverside Community College District 07-7061	33-0831357
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i> James L Buisse, Vice Chancellor, Administration and Finance	
<i>Date Executed</i>	<i>Executed in the County of</i>

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code § 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies That no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE-PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial

Relations website located at www.dir.ca.gov. and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts executed or amended after July 1, 2004, the contractor may elect to offer domestic partner benefits to the contractor's employees in accordance with Public Contract Code section 10295.3. However, the contractor cannot require an employee to cover the costs of providing any benefits which have otherwise been provided to all employees regardless of marital or domestic partner status.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Current State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-9

Date: June 19, 2007

Subject: Agreement with Office of Statewide Health Planning and Development for the School of Nursing

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and the Office of Statewide Health Planning and Development to provide funding to serve an additional ten students in the Associate Degree Nursing Program. Funding is provided in an effort to encourage students to enter into practice in underserved areas. This agreement awards \$200,000.00, for a period of time from July 1, 2007 through June 30, 2009. Funding source: Song Brown Training Program Grant.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for July 1, 2007 through June 30, 2009, for an amount not to exceed \$200,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Sandra Baker
District Dean, School of Nursing

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER 07-7032
REGISTRATION NUMBER

- This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME Office of Statewide Health Planning and Development (OSHPD)
CONTRACTOR'S NAME Riverside Community College District
- The term of this Agreement is: 07/01/2007 through 06/30/2009
- The maximum amount of this Agreement is: \$ 200,000.00
Two hundred thousand dollars and zero cents
- The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	01 page(s)
Exhibit B – Budget Detail and Payment Provisions	01 page(s)
Exhibit C* – General Terms and Conditions	GTC306
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	02 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	04 page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. This document can be viewed at www.ols.dgs.ca.gov.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.



CONTRACTOR		<i>California Department of General Services Use Only</i>
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Riverside Community College District		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 4800 Magnolia Avenue Riverside, Ca 92506		
STATE OF CALIFORNIA		
AGENCY NAME OSHPD		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Lucila Martinez, Contracts Officer		
ADDRESS 1600-9 th Street, Room 400, Sacramento, Ca 95814		
		<input type="checkbox"/> Exempt per:

EXHIBIT A

SCOPE OF WORK

1. Contractor agrees to the following:

A. Riverside Community College Associate Degree Nursing Program shall meet the Registered Nursing

Standards adopted by the California Healthcare Workforce Policy Commission (CHWPC) and perform services in accordance with the Contract Criteria set forth in Exhibit E, hereby attached.

B. Under the direction of the Program Director of the Riverside Community College Registered Nursing Education Program provide nursing education for ten (10) nursing students in the 07-01-2007 to 06-30-2008 fiscal year and ten (10) nursing students in the 07-01-2008 to 06-30-2009 fiscal year.

2. OSHPD agrees to provide:

A. The Program Director of the Registered Nursing Education Program, the current fiscal year's (07-01-2007 to 06-30-2008) master certification form and instructions by September 30th of the fiscal year.

B. Direct all Contract inquiries to:

Requesting Agency: OSHPD	Contractor Name: Riverside Community College
Name: Manuela Lachica, Program Administrator	Name: Colleen Molko Associate Director of Grant/Contract Services
Phone: (916) 654-1311	Phone: (951) 222-8932
Fax: (916) 654-3138	Fax: (951) 328-3787
E-mail: miachica@oshpd.ca.gov	E-mail: colleen.molko@rcc.edu

The project representatives during the term of this Contract will be:

Requesting Agency: OSHPD	Training Program: Riverside Community College-Associate Degree Nursing Program
Section/Unit: Healthcare Workforce & Community Development Division (HWCDD)	Section/Unit: Registered Nursing Education Program
Attention: Melissa Omand, Program Analyst	Attention: Sandy Baker, Program Director
Address: 1600 Ninth Street Sacramento, CA 95814	Address: 4800 Magnolia Avenue Riverside CA 92506
Phone: (916) 654-2091	Phone: (951) 222- 8408
Fax: (916) 654-3138	Fax: (951) 328-3504
E-mail: momand@oshpd.ca.gov	E-mail: sandy.baker@rcc.edu

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Payment

A. For services satisfactorily rendered and upon receipt and approval of the quarterly certifications as specified in this Article, Item B., OSHPD agrees to compensate Riverside Community College District in accordance with the rates specified herein.

- \$833.00 (Eight hundred thirty three dollars), per ADN student per month from 07-01-2007 to 02-28-2008 and \$834.00 (Eight hundred thirty four dollars), per ADN student per month from 03-01-2008 to 06-30-2008; up to a total of One Hundred Thousand dollars and zero cents for ten (10) students in the 07-01-2007 to 06-30-2008 fiscal year.
- \$833.00 (Eight hundred thirty three dollars), per ADN student per month from 07-01-2008 to 02-28-2009 and \$834.00 (Eight hundred thirty four dollars), per ADN student per month from 03-01-2009 to 06-30-2009; up to a total of One Hundred Thousand dollars and zero cents for ten (10) students in the 07-01-2008 to 06-30-2009 fiscal year.

B. Quarterly certifications shall include the Contract Number, the names of the students supported under this Contract, and a certification by the Program Director of the Registered Nursing Education Program (original signature) that each student was engaged in activities authorized by this Contract. These documents shall be submitted on a quarterly basis in arrears to:

Melissa Omand, Program Analyst
Song-Brown Training Program
Office of Statewide Health Planning and Development
1600 Ninth Street, Room 440
Sacramento, CA 95814

C. Contractor shall submit a final certification within 120 days after the Contract has ended (i.e., Contract ends June 30th, final certification is due by October 30th) after which time, the monies revert back to OSHPD.

2. Budget Contingency Clause

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Contract does not appropriate sufficient funds for the program, this Contract shall be of no further force and effect. In this event, the OSHPD shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Contract and Contractor shall not be obligated to perform any provisions of this Contract.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the OSHPD shall have the option to either cancel this Contract with no liability occurring to the OSHPD, or offer a Contract amendment to Contractor to reflect the reduced amount.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. RESOLUTION OF CONTRACT DISPUTES:

Any dispute arising under this agreement, which cannot be resolved at the State Program Administrator level nor at the Director's level of the Department (OSHPD) signing this contract shall be submitted to non-binding arbitration after the following process, has been completed:

(A) The Contractor first discusses a problem informally with the Song Brown Health Care Workforce Training Act Administrator. If unresolved, the problem shall be presented as a grievance to the Deputy Director, Healthcare Workforce and Community Development Division, in writing, stating the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought.

(B) The Deputy Director shall make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor and shall respond in writing to the Contractor indicating the decision and reasons for it.

(C) Should the Contractor find the Deputy Director's decision an unacceptable one, a letter shall be sent to the Director within ten (10) working days of receipt of the Deputy Director's decision. The Director or designee shall meet with the Contractor within twenty (20) working days of receipt of the Contractor's letter. Should the Contractor disagree with the Director's decision, the Contractor and Director may agree to submit the matter to binding arbitration.

(D) Binding Arbitration

(1) At the option of the parties, binding arbitration of a dispute of grievance may be sought. Each party shall provide written notice to the other of an intention to exercise this provision. Both parties must agree to submit to arbitration. The dispute or grievance shall be resolved by a panel of three (3) experts in the particular field of dispute. Each party shall have the right to select one (1) panelist. If the party does not exercise that right within ten (10) working days after written agreement to submit to arbitration, the other party may select one (1) additional panelist. The selected panel will then select a third member.

(2) The panel shall set a hearing day, time and place convenient to both within thirty (30) working days of panel selection. Each party shall submit a written statement to the panel and the opposing party issues and arguments to be presented within five (5) working days of the hearing date. The hearing shall be informal with an opportunity for both parties to present their arguments. A court reporter may be present at the expense of the requesting party. The panel shall provide the parties with a written decision within thirty (30) working days of the hearing. The decision shall be binding on the parties.

(3) The costs of the arbitration panel shall be borne equally by the parties. At the option of the parties, these costs may be deducted from any balance of the contract funds. Both parties must agree, in writing, to utilize contract funds to reimburse the arbitration.

EXHIBIT E

ADDITIONAL PROVISIONS

1. Registered Nurse Standards Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

I. Each Registered Nursing Education Program approved for funding under the Health Care Workforce Training Act (hereinafter "the Act") shall be operated by an accredited California School of Nursing or shall be approved by the Regents of the University of California or by the Trustees of the California State University and Colleges, or the Board of Governors of the California Community Colleges, and shall be approved by the Board of Registered Nursing pursuant to Section 2834-2837, Article 8, Chapter 6, Div. 2, of the Business and Professions Code.

II. Each Registered Nursing Education Program approved for funding under the Act shall include a component of clinical experience and curriculum in medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare nurses for service in such neighborhoods or communities.

III. Appropriate strategies shall be developed by each nursing education institution receiving funds under the Act to encourage nursing students who are educated in programs funded by the Act to enter into practice in underserved areas for nurses within California as defined by the Healthcare Workforce Policy Commission (hereinafter referred to as "areas of unmet need"). Such strategies shall incorporate the following elements:

A. An established procedure to identify, recruit, and admit nursing students who possess characteristics which would suggest a predisposition to practice in areas of unmet need, and who express a commitment to serve in areas of unmet need.

B. An established counseling and placement program designed to encourage nursing program graduates to enter practice in underserved areas.

C. A program component such as a preceptorship experience in an underserved area, which will enhance the potential of nursing program graduates to practice in such an area.

2. Registered Nursing Contract Criteria Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

I. Contract Awards

A. Each contract entered into, pursuant to the Health Care Workforce Training Act, Health and Safety Code, Sections 128200, et, (hereinafter "the Act"), shall be based on the recommendation of the Healthcare Workforce Policy Commission to the Director of the Office of Statewide Health Planning and Development recorded in the Healthcare Workforce Policy Commission official minutes.

EXHIBIT E

B. Each contract shall be for a purpose authorized by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.

C. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the Healthcare Workforce Policy Commission Standards for Registered Nursing Education Programs.

D. Purpose for Which Contract Funds Maybe Expended

1. Contract funds may be expended for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution.

2. Contract funds may be used for expenses incurred for the provision of nursing education, including faculty and staff salaries, nursing student stipends, alterations and renovations necessary to the provision of the nursing education programs, and supplies and travel directly related to the nursing education program.

3. Contract funds may be used for new construction only when such construction is specifically provided for in the contract.

II. Contract Terms

A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the Healthcare Workforce Policy Commission.

B. Payment shall be made quarterly in arrears on the basis of amounts set forth by the Contractor with final invoice submitted within 120days of contract's end to the Healthcare Workforce and Community Development Division. The invoice shall include the name of the person employed under this contract, certification by the Program Director that the person was engaged in activities authorized by this agreement, and costs to the Contractor for the services for which reimbursement is sought. The required invoice format shall be provided to the Contractor prior to the effective date of the Contract.

C. Each Contract shall specify the total amount allowable under the Contract and allowable in each budget category authorized under the Contract, and shall be in accordance with recommendations of the Healthcare Workforce Policy Commission. Transfer of funds between budget categories is permitted only with express written permission of the Deputy Director of the Healthcare Workforce and Community Development Division, And only when not prohibited by other provisions of these Contract Criteria.

EXHIBIT E

III. Accounting Records and Audits

A. Accounting

Accounting for contract funds will be in accordance with the education institution's accounting practices based on generally accepted accounting principles consistently applied regardless of the source of funds. Supporting records must be in sufficient detail to show the exact amount and nature of expenditures.

Education institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the nursing education program provided that the institution maintains such written fiscal control and accounting procedures as are necessary to assure proper disbursement of, and accounted for, such commingled funds, including provisions for.

1. The accurate and timely separate identification of funds received under the Act.
2. The separate identification of expenditures prohibited by the contract criteria.
3. An adequate record of proceeds from the sale of any equipment purchased by funds received under the Act.

B. Expenditure Reporting

Reports of nursing education program expenditures and enrollment of nursing students under the contract must be submitted as requested by the Commission or the Director of the Office of Statewide Health Planning and Development for purposes of program administration, evaluation, or review.

C. Record Retention and Audit

1. The education institution shall permit the Director of the Office of Statewide Health Planning and Development, or the Auditor General, or the State Controller, or their authorized representatives, access to records maintained on source of income and expenditures of its nursing education program for the purpose of audit and examination.
2. The education institution shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract.
3. The education institution agrees to make available at the office of the education institution at all reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit or reproduction by an authorized representative of the State.

EXHIBIT E

4. The education institution shall preserve and make available its records (a) for a period of three years from the date of final payment under this contract, and (b) for such longer period, if any, as is required by applicable statute, by any other clause or this subcontract, or by subparagraph a or b below: a. If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.

b. Records which relate to (1) litigation of the settlement of claims arising out of the performance of this contract, or (2) costs and expenses of this contract as to which exception has been taken by the State or any of its duly authorized representatives, shall be retained by the education institution until disposition of such appeals, litigation, claims, or exceptions.

5. Except for the records described in subparagraph 4 above, the education institution may in fulfillment of its obligation to retain the records as required by this clause substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of the two years following the last day of the month or reimbursement to the education institution of the invoice or voucher to which such records relate, unless a charter person is authorized by the State or its duly authorized representatives.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No. VI-A-10

Date: June 19, 2007

Subject: Memorandum of Understanding with Riverside Gateway to College Early College High School

Background: Presented for the Board's review and consideration is a Memorandum of Understanding between Riverside Community College District and Riverside Gateway to College Early College High School (ECHS) to provide staff (project director/dean principal, secretary, accounting clerk, part-time hourly) to operate and assist Gateway to College Early College High School meet the replication and Charter School objectives as prescribed by the agreements with Portland Community College and Riverside Unified School District (RUSD). Gateway to College ECHS will reimburse the District the full cost of salary and benefits for staff assigned to Gateway to College ECHS, and the cost of any supplies, materials, services, and equipment purchased through RCCD. Gateway to College will be invoiced on a quarterly basis. Total payment under this Memorandum of Understanding shall not exceed \$300,000.00, for the period July 1, 2007 through June 30, 2008. Funding source: Gateway to College Early College High School.

Recommended Action: It is recommended that the Board of Trustees approve the Memorandum of Understanding, for the time frame of July 1, 2007 through June 30, 2008, in the amount of \$300,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the Memorandum of Understanding.

Salvatore G. Rotella
Chancellor

Prepared by: Shelagh Camak
Associate Vice Chancellor, Workforce Development
Michael Wright
Director, Workforce Preparation Grants and Contracts

MEMORANDUM OF UNDERSTANDING (MOU)

This Agreement, made and entered into this July 1, 2007, by and between RIVERSIDE GATEWAY TO COLLEGE EARLY COLLEGE HIGH SCHOOL, (herein referred to as Gateway to College), and RIVERSIDE COMMUNITY COLLEGE DISTRICT (herein referred to as THE COLLEGE).

WHEREAS, GATEWAY TO COLLEGE is authorized to collaborate with an entity who is competent to perform the special services required, and WHEREAS, THE COLLEGE has the expertise, and experience to perform the duties set out herein. Now therefore, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. DESCRIPTION OF SERVICES: THE COLLEGE shall provide all services as outlined and specified in Exhibit A, consisting of 1 page, attached hereto and by this reference incorporated herein.
2. PERIOD OF PERFORMANCE: It is mutually agreed and understood that the obligation of the GATEWAY TO COLLEGE is limited by and contingent upon the availability of funds for the GATEWAY TO COLLEGE'S expenditures. In the event that the GATEWAY TO COLLEGE is unable to fulfill its obligation, GATEWAY TO COLLEGE shall immediately notify THE COLLEGE in writing, and reimburse THE COLLEGE for all services rendered. This Agreement shall be deemed terminated per the terms of Paragraph 6 and have no further force.
 - 2.1 This Agreement shall be effective as of July 1, 2007 and continue in effect through June 30, 2008.
3. HOLD HARMLESS – GATEWAY TO COLLEGE: It is understood and agreed that no relationship of employer employee exists between the parties hereto. GATEWAY TO COLLEGE shall not be entitled to any benefits payable to employees of THE COLLEGE, including THE COLLEGE's Workers Compensation Benefits. GATEWAY TO COLLEGE hereby holds THE COLLEGE harmless from any and all claims that may be made against THE COLLEGE upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.
4. HOLD HARMLESS – THE COLLEGE: It is understood and agreed that no relationship of employer employee exists between the parties hereto. THE COLLEGE shall not be entitled to any benefits payable to employees of GATEWAY TO COLLEGE, including GATEWAY TO COLLEGE Workers' Compensation Benefits. THE COLLEGE hereby holds GATEWAY TO COLLEGE harmless from any and all claims that may be made against GATEWAY TO COLLEGE based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

5. INDEMNIFICATION:

GATEWAY TO COLLEGE shall indemnify and hold THE COLLEGE, its Trustees, officers, agents, employees and independent contractors, free and harmless from any liability whatsoever, based or asserted upon any acts or omission of GATEWAY TO COLLEGE, its agents, employees, subcontractors and independent contractors, for property damage, bodily injury, or death (GATEWAY'S employees included) or any other element of damage of any kind or nature, relating to or in anywise connected with or

arising from the performance of the services contemplated hereunder, and GATEWAY TO COLLEGE shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by THE COLLEGE), THE COLLEGE, its officers, agents, employees and independent contractors, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold THE COLLEGE free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.

THE COLLEGE shall defend, indemnify and hold GATEWAY TO COLLEGE, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of THE COLLEGE, its officers, agents, or employees.

6. INSURANCE: GATEWAY TO COLLEGE shall maintain, in full force and effect Workers' Compensation Insurance in accordance with the laws of the State of California, and, General Liability Insurance in the amounts of \$1,000,000 per single incident and \$3,000,000 in the aggregate. Proof of said insurance shall be furnished to THE COLLEGE upon request.
7. TERMINATION: This Agreement may be terminated without cause by either party by giving written notice thirty (30) days prior to the start of any academic semester of intention to terminate, and may be terminated for cause by either party by giving five (5) days written notice of intention to terminate.
8. CONFLICT OF INTEREST: THE COLLEGE shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this Agreement.

9. ADMINISTRATION: The Board of Directors of GATEWAY TO COLLEGE shall administer this Agreement on behalf of the GATEWAY TO COLLEGE.
10. ASSIGNMENT: This Agreement shall not be assigned by THE COLLEGE either in whole or in part, without prior written consent of GATEWAY TO COLLEGE any assignment or purported assignment of this Agreement by THE COLLEGE without the prior written consent of GATEWAY TO COLLEGE will be deemed void and of no force or effect.
11. THE COLLEGE'S SUBCONTRACTS AND SUBAGREEMENTS: THE COLLEGE shall not assign this Agreement nor enter into any Agreement with any other party or transfer any interest or obligation in the Agreement without written consent of GATEWAY TO COLLEGE.
12. NONDISCRIMINATION: The parties to this agreement shall not discriminate in recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, martial status or sex in the performance of this Agreement, and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment Practices Act (commencing with Section 1410 of the Labor Code), and Federal Civil Rights Act of 1962 (P.L. 88-352).
13. CHILD ABUSE REPORTING: In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
14. ALTERATION: No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
15. ACCREDITATION: THE COLLEGE verifies upon execution of this Agreement, that it is fully accredited and in compliance with any State, and Federal laws and regulations relative to the scope of services to be performed under Exhibit A.
16. CONFIDENTIALITY: GATEWAY TO COLLEGE and THE COLLEGE shall observe all Federal and State regulations concerning confidentiality of records.
17. WORK PRODUCT: All reports, preliminary findings, or data assembled or compiled by THE COLLEGE under this Agreement become the property of the GATEWAY TO

COLLEGE. The GATEWAY TO COLLEGE reserves the right to authorize others to use or reproduce such materials. Therefore, such materials may not be circulated in whole or in part, nor released to the public by THE COLLEGE.

18. JURISDICTION, VENUE, ATTORNEY'S FEES: This Agreement is to be construed under the laws of the State of California. The parties agree to the jurisdiction and venue of the appropriate courts in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief is granted.
19. WAIVER: Any waiver by GATEWAY TO COLLEGE of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term thereof. Failure on the part of the GATEWAY TO COLLEGE to require exact, full and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms hereof, or stopping GATEWAY TO COLLEGE from enforcement hereof.
20. DEBARMENT: Executive Order 12549, Debarment and Suspension, 34CFR Part 85, Section 85.510. (Lower Tier)
 1. THE COLLEGE certifies, that in its operations of an activity program, neither it nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 2. Where the recipient agency is unable to certify to any of the statements in this certification, such agency shall attach an explanation to this proposal.
21. DRUG-FREE WORKPLACE: As required by the State Drug-Free Workplace Act of 1990(Government Code Section 8350 et seq.) and the Federal Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610, THE COLLEGE certifies that it will continue to provide a drug-free workplace. The Authorized Representative, in signing this document, certifies that they have read and are in compliance with all terms and conditions required for certification.
22. SEVERABILITY: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
23. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior or contemporaneous

agreements of any kind or nature relating to the same shall be deemed to be merged herein. This agreement does not interfere with THE COLLEGE from hiring its own personnel to perform any function identified in the scope of work outlined in Exhibit A. Any modifications to the terms of this Agreement must be in writing and signed by the parties herein.

24. NOTICES: All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one (1) day after their deposit in the United States Mail, postage prepaid:

Shelagh Camak
Assoc. Vice Chancellor, Workforce Dev.
Riverside Community College District
4800 Magnolia Ave.
Riverside, CA 92506

Jill Marks
Dean/Principal
Gateway to College
4800 Magnolia Ave.
Riverside, CA 92506

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

GATEWAY TO COLLEGE

By: James Buysse, Vice Chancellor
Administration and Finance

By: Jill Marks, Dean/Principal
Gateway to College ECHS
Secretary, Board of Directors
Gateway to College ECHS

DATED: _____

DATED: _____

EXHIBIT A

Scope of Work

It is agreed that THE COLLEGE will provide personnel to operate GATEWAY TO COLLEGE. The following staff assignments will be provided by THE COLLEGE to meet the replication and Charter School objectives as prescribed by the agreements between THE COLLEGE, Portland Community College and Riverside Unified School District (RUSD):

Project Director (Dean/Principal) – 85% FTE

*Resource Specialist—10% FTE

Secretary I – 100% FTE

Accounting Clerk – 100% FTE

Part Time Hourly

In addition Gateway to College ECHS will be able to purchase supplies, materials, postage and other services, and computer equipment through RCCD.

GATEWAY TO COLLEGE will reimburse THE COLLEGE the cost of staff salary and benefits for the specified staff assigned to GATEWAY TO COLLEGE ECHS and the cost of any supplies, materials, services, and equipment purchased through RCCD. Total payment under this Agreement shall not exceed \$300,000.00 for the period July 1, 2007 through June 30, 2008. THE COLLEGE will ensure that all assigned personnel will track and record their paid time on an ongoing basis using standardized Paid Performance Reports supplied by GATEWAY TO COLLEGE ECHS.

THE COLLEGE will invoice GATEWAY TO COLLEGE ECHS on a quarterly basis for the time worked by assigned personnel.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-11

Date: June 19, 2007

Subject: Amendment to the Agreement with California State University Fullerton
Auxiliary Services Corporation

Background: Attached for the Board's review and consideration is an amendment to the agreement between Riverside Community College District and California State University Fullerton Auxiliary Services Corporation (CSUF ASC). CSUF ASC will oversee the use of United States Small Business Administration grant resources in the amount of \$219,787.00. RCCD shall provide a Service Center to existing and potential small business owners in Riverside, San Bernardino and Orange Counties that provides services, business counseling, and training intended to increase the high technology business sector within the service territory. The amendment will extend the term of the contract from January 1, 2007 through December 31, 2007. Funding source: United States Small Business Administration/CSUF.

Recommended Action: It is recommended that the Board of Trustees ratify the amendment, from January 1, 2007 through December 31, 2007, for \$219,787.00, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Salvatore G. Rotella
Chancellor

Prepared by: John Tillquist
Dean, Business, Technology and Economic Development

AMENDMENT TO THE AGREEMENT
WITH
CALIFORNIA STATE UNIVERSITY FULLERTON AUXILIARY SERVICES CORPORATION

THIS AMENDMENT, entered into on June 20, 2007 by and between California State University, Fullerton Auxiliary Services Corporation (hereinafter "CSUF ASC"), a nonprofit auxiliary corporation and fiscal agent of the California State University, Fullerton (hereinafter "CSUF") and RIVERSIDE COMMUNITY COLLEGE DISTRICT (hereinafter "CONTRACTOR"), a public community college district and administrative host agent for the TriTech Small Business Development Center (hereinafter "TriTech SBDC"), is made in light and regard to the following facts and circumstances:

RECITALS

WHEREAS, on or before March 21, 2006, CSUF ASC and CONTRACTOR entered into 'a Subcontract agreement ("Agreement") pursuant to Grant/Cooperative Agreement No. 3-603001-Z0066-01 from the United States Small Business Administration (hereinafter "Prime Award") to CSUF ASC on behalf of CSUF; and,

WHEREAS, CSUF ASC, in accordance with the Prime Award, serves as a Lead Center to perform administrative, training, and auditing responsibilities for the Santa Ana Region; and,

WHEREAS, CONTRACTOR, serving as the administrative host for the TriTech SBDC, agrees to ensure Orange County Small Business Development Center's compliance with the goals and milestones referenced and incorporated herewith as Exhibit A in support of the guideline and of the Prime Award; and,

WHEREAS, CSUF ASC and CONTRACTOR agree to extend its contractual relationship through December 31, 2007, in accordance with and in support of Prime Cooperative Agreement no. 7-603001-Z-0066-05 and its Amendment 1.

NOW, THEREFORE, in consideration and mutual promises of CSUF ASC and CONTRACTOR,

Said Agreement is hereby amended as follows:

ARTICLE II. SCOPE OF WORK

CONTRACTOR shall be responsible for performing the tasks in 2007 specified in Exhibit A, referenced and incorporated herewith.

ARTICLE III. TERM OF CONTRACT

This Agreement is effective January 1, 2006 and terminates December 31, 2007, subject to extension by mutual written agreement of the parties here to, and continued funding to CSUF ASC by the Prime Sponsor.

ARTICLE IV. COMPENSATION

In consideration of the work to be performed by CONTRACTOR in accordance to Exhibit A, CSUF ASC shall compensate CONTRACTOR for all costs, including indirect costs and taxes, in accordance with the budget, attached and incorporated herewith as Exhibit B. Unless otherwise agreed by signed mutual document, subject to OMB Circular A-110, paragraph .25(c) and (f), the total compensation for all costs during this budget period, including indirect costs and taxes for this project shall not exceed Two Hundred Nineteen Thousand Seven Hundred Eighty-Seven dollars (\$219,787.00).

ARTICLE 5. MATCHING FUNDS

Requirement Pursuant to the terms of the Prime Award, CONTRACTOR shall provide total Matching Funds equal to the total amount of funding received. At least 50% of the Matching Funds must be Cash Match. The remaining 50% may be provided through any allowable combination of additional cash, in-kind contributions or indirect costs.

- 5.1 The minimum Cash Match required from CONTRACTOR pursuant to this budget period is One Hundred Ten thousand One Hundred Thirty-Four dollars (\$110,134.00).
- 5.2 The minimum In-Kind Contribution required from CONTRACTOR for this budget period is Two Hundred Forty-Six thousand Nine Hundred Twenty-Seven dollars (\$246,927.00).

ARTICLE 7. DELIVERY

All services and materials under this Agreement shall be completed and/or delivered to CSUF ASC on or before December 31, 2007 unless extended by mutual written agreement between the parties.

ARTICLE 8. RETENTION OF RECORDS

CSUF ASC and CONTRACTOR agree to permit each other or any of its duly authorized representatives to have access to and to examine and audit, any pertinent books, documents (including, but not limited to, any and all contracts, memorandum of understanding and other agreements with vendors, cash match donors and in-kind donors), papers, and records related to this Agreement. CSUF ASC and CONTRACTOR agree to maintain and preserve all records relative to this Agreement, for three (3) years after termination. Furthermore, all records related to this Subcontract shall be reasonably available for inspection by the State of California pursuant to Government Code § 8546.7, which states in pertinent part: "...every contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000.00) entered into by any state agency, ... or by any other public entity, shall be subject to the examination and audit of the State Auditor, at the request of the public entity or as part of any audit of the public entity, for a period of

three years after final payment under the contract."

All other provisions of the Agreement, as amended, shall remain in full force and effect.

For CONTRACTOR

James Buysse
Name

Vice Chancellor
Title

Riverside Community College District
Organization

Signature

Date

For CSU Fullerton ASC

William M. Dickerson
Name

Executive Director
Title

CSU Fullerton ASC
Organization

Signature

Date

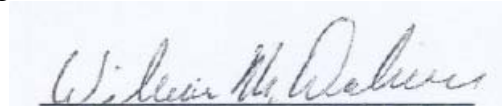
A handwritten signature in cursive script, appearing to read "William M. Dickerson", is written on a light blue rectangular background. The signature is positioned above a horizontal line that serves as a signature line.

EXHIBIT A
SCOPE OF WORK

1. DEFINITION OF TERMS

Capitalized terms as used in this Agreement have the following definitions:

- A. "8(a) Program" means the SBA 8(a) Business Development Program -An SBA Program that offers abroad scope of assistance to socially and economically disadvantaged firms.
- B. "Agreement" refers to this Agreement, number 03CBE006.
- C. "Budget Category" means the major budget subject headings designated in Exhibit B. They are: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Consultants, Other and Indirect Costs.
- D. "Budget Line Item" means any specific budget item designated within each Budget Category in Exhibit B.
- E. "Business counseling services" means one-on-one or small group meetings with current and/or prospective small business owners in person, by telephone, video conferencing, or computer, to coach, mentor or provide information to help the small business owner move towards intended results.
- F. "Cash Match" means that term as defined in 13 CFR Parts 130, 143, 145 and 146 and OMB Circulars A-2I, A-87, A-102, A-I 10, A-I22 and A-133, as applicable and as amended or superceded.
- G. "CATS" means the SoftShare WinCATS OR WebCATS Client Activity Tracking System used by the Lead Center Program.
- H. "CDBG" means the United States Department of Housing and Urban Development, Community Development Block Grant.
- I. "CFR" means the Code of Federal Regulations.
- J. "COCCC" means the Chancellor's Office of the California Community Colleges.
- K. "CONTRACTOR" means the Riverside Community College District.
- L. "Cooperative Partners" means those partners identified in the annual Notice of Award (Cooperative Agreement) issued by SBA. The 2007 Notice of Award specifies the Cooperative Partners as CSU Fullerton Auxiliary Services Corporation ("ASC") and SBA.

- M. "Santa Ana District Network" means the Lead Center, the Orange County SBDC, Inland Empire SBDC and TriTech SBDC.
- N. "Empowerment Zones" means a community designated by the federal Department of Housing and Urban Development (HUD) as an area that suffered significant economic distress and may receive targeted funding from federal agencies.
- O. "Funds" means any Funds listed in any column of Exhibit B with the exception of the COCCC Column. COCCC funds are paid directly to the CONTRACTOR by COCCC.
- P. "Expiration" means the expiration, termination or cancellation of this Agreement.
- Q. "In-Kind Match" means that term as defined in 13 CFR Parts 130, 143, 145 and 146 and OMB Circulars A-21, A-87, A-102, A-110, A-122 and A-133, as applicable and as amended or superceded.
- R. "HUBZone" means a Historically Under-utilized Business Zone designated by SBA as an area located within one or more qualified census tracts, qualified non-metropolitan counties or lands within the external boundaries of an Indian Reservation.
- S. "Lead Center" means the Tri-County Lead SBDC.
- T. "Lead Center Director" refers to the individual, or designee, on behalf of the Lead Center who has the overall responsibility to administer and evaluate the work of the CONTRACTOR during the term of this Agreement.
- U. "Notice" means a notice of probation.
- V. "OMB" means the federal Office of Management and Budget.
- W. "Program Income" means all monies earned or received from Service Center clients and others in payment for Lead Center Program activities and/or products other than counseling services.
- X. "PQL" means the SBA Prequalification Loan Program.
- Y. "SBA" means the United States Small Business Administration.
- Z. "SBDC" means Small Business Development Center.
- AA. "SCORE" means the Service Corps of Retired Executives.
- BB. "Service Center" means the TriTech Small Business Development Center.

CC. "Special Emphasis Groups" refer to underrepresented populations of business owners compared to their representation in the overall population. Depending upon the service territory demographics of the Service Center, Special Emphasis Groups may include: disabled individuals, Native Americans or Alaska Natives, Black or African Americans, Asian Americans, Native Hawaiians or other Pacific Islanders, Hispanics, women, veterans, service-connected disabled veterans, individuals in rural areas and HUBZones and those in low to moderate income urban areas as determined by Census Bureau information.

EXHIBIT A
ATTACHMENT 1
CONTRACTORS RESPONSIBILITY AND MILESTONES

The CONTRACTOR agrees the following responsibilities and milestones shall be met by its Service Center:

1. The Service Center, with a principal office located at 2 Park Plaza, Irvine, CA, shall provide services to existing and potential small business owners in the following service territory: Riverside, San Bernardino and Orange County. In addition to the above location, the Service Center shall operate the following satellite offices: 4800 Magnolia Avenue, Riverside, CA. The Service Center may also provide services consisting of scheduled business counseling and training at outreach centers. As used in this Attachment, "outreach center" means a location where SBDC counseling and training services may be provided on an "as needed basis," outside of the normal Service Center setting. The Service Center and its satellite office(s) shall be open a minimum of eight (8) hours each business day with services provided during the evening or on weekends. The Service Center and its satellite office(s) shall have prominent display of the SBA/SBDC co-branding logo at the front of the office and each satellite office and shall have separate and clearly identifiable operations, programs and phones from the Contractor. The Contractor shall obtain prior written approval from the CSUF Lead Center to relocate or change the address of the Service Center and satellite office(s). The facilities and staff of the Service Center and its satellite office(s) shall be located in such places as to provide maximum accessibility and benefits to the existing and potential small businesses for which the Service Center is intended to serve.
2. The Service Center shall increase the contribution of the small business sector to the economic development of its service territory, as specified in paragraph 1 of this Attachment. The Service Center shall accomplish this by using a variety of service delivery mechanisms, including satellite locations, traveling counselors or electronic capabilities, when appropriate and by providing in-depth, high quality, one-on-one business consulting, training services, information and referral services, outreach and marketing services, and specialized services to existing and prospective small business owners. These services must result in business growth, expansion, innovation, increased productivity; improved management of small businesses; lead to positive economic impact; and meet the milestones of this Agreement for calendar year 2007.
3. This Agreement is subject to the terms and conditions incorporated by reference to the Santa Ana District SBDC Network Policies and Procedures Manual. In the event of conflicting or otherwise inconsistent policies, this Agreement shall prevail.
4. The Service Center shall establish and maintain active cooperative agreements with other service providers (e.g., colleges, universities, economic development corporations, local government agencies) to further the objectives detailed in the annual Notice of Award (Cooperative Agreement, to be provided to the CONTRACTOR by Lead Center upon request) issued by SBA.

5. The Service Center shall establish and maintain annual participation agreements with private-sector persons or firms to provide professional consulting services (e.g., accounting, engineering, and law) at an agreed-upon rate (e.g., pro bono, market or below market rate). The objective of a participation agreement is to provide services not available from the Service Center's staff. Participation agreements shall be reviewed annually by the Lead Center.
6. The Service Center shall establish and maintain an advisory board in accordance with 15 U.S. Code, Title 15, Chapter 14.A. § 648(j).
7. The Service Center shall identify and foster relationships with entities representing Special Emphasis Groups in order to increase the number of clients served in those populations. Additionally, the Service Center shall endeavor to raise the level of awareness of its audiences at small business seminars, conferences and outreach program announcements about the needs of veterans and service connected disabled veterans.
8. The Service Center shall submit to the Lead Center an updated 2007 SBDC Business Plan no later than August 1, 2007.
9. The CONTRACTOR shall notify the Lead Center immediately upon Service Center Director resignation/termination
10. The CONTRACTOR shall appoint a new Service Center Director within ninety (90) days of a Service Center Director vacancy. An Acting Director may be appointed until a permanent Service Center Director is selected.
11. The CONTRACTOR shall expand its search for a new Service Center Director to obtain the most qualified candidate. The Lead Center Director, or designee, shall participate in reviewing and interviewing potential candidates.
12. The Service Center Director shall be a full-time (100%), senior manager who shall direct and monitor Program activities and financial affairs of the Service Center to deliver effective services to the small business community, ensure Service Center compliance with applicable laws, regulations, OMB circulars and Executive Orders, as well as implement this Agreement. The Service Center Director shall be responsible for providing information to the Lead Center Director, or designee, for negotiating the annual Agreement with the LeadCenter, ensuring that local needs are addressed. The Service Center Director has authority to control expenditures under the Service Centers budget. The Service Center Director shall serve as the principal contact point for all matters involving the SBDC Network.
13. The Service Center shall develop and implement a client intake process to determine the best utilization of resources in providing service to each inquiry or client. Services

provided shall fall under one of the following five (5) core service categories: 1) business counseling; 2) training services; 3) information and referral services; 4) outreach and marketing; and, 5) specialized services.

A. Business Counseling

- 1) The Service Center shall provide confidential, quality business counseling services, including counseling provided electronically, to improve the business skills of existing and prospective small business owners, specifically to owners of high technology, high growth companies. Business counseling services shall consist of advice, guidance or instruction concerning the formation, management, financing and operation of small business enterprises.

In order to be counted toward business counseling milestones, the counseling must provide a minimum of one (1) hour of assistance, as recorded in CATS. In order to receive credit for one (1) hour of counseling provided electronically, the counselor must spend a minimum of one (1) hour researching and formulating the response. This may include several electronic questions and responses that cumulatively add up to one (1) hour. The Service Center shall not charge fees to its clients for business counseling services.

- 2) The minimum milestones for business counseling are fifty-nine (59) clients being provided a total of five or more hours of counseling time with two hundred ninety-five (295) hours preparation time during the term of this Agreement.
- 3) In addition to the milestones for business counseling, the Service Center shall document twenty-four (24) businesses progressing from the "start up" stage to the "in business" stage. Start up is defined as those individuals who have been "in business" up to 12 months. In business is defined as: Completed required registration(s), if applicable, with the local, state, and/or Federal government (e.g., DBA registration, get a business license, agency issued tax identifications, etc.)

AND

At least one of the following:

- Has documented a transaction from the sale of a product or professional or personal service for the purpose of gain or profit;
 - Has contracted for or compensated an employee(s) or independent contractor(s) to perform essential business functions;
 - Has acquired debt or equity capital to pursue business operations (e.g., to purchase inventory, equipment, building, business, etc.); or
 - Has incurred business expenses in the operation of a business.
- 4) The Service Center shall document \$3,000,000 of capital infusion, which includes all

forms of capital debt, investments from all sources (i.e., lines of credit, consumer debt products used specifically for the business, angel investors, owner's capital contributions, etc.). Credit lines and other revolving debt facilities/instruments are to be recognized for the full amount of the line of credit when established and not to be based on individual draw-downs.

Aggregate total of the following:

- Dollar amount of SBA loans
- Dollar amount of non-SBA loans
- Dollar amount of equity capital (to include private investment)

- 5) The Service Center shall work with its Lead Center Director in developing strategies to accomplish the business counseling milestones. Upon conclusion of the third quarter period ending September 30, 2007, the Lead Center Director shall review and may initiate amendments as necessary to the Service Center's business counseling milestones identified in paragraph 13.A.2 -13.A.4 of this Attachment.
- 6) In the course of delivering business counseling services, the Service Center shall:
 - a) Provide in-depth counseling services to small businesses in the Service Center's service territory.
 - b) Provide specialized services to high-growth/high-impact clients.
 - c) Establish a strategy to provide consistent consulting services at the Service Center's local outreach locations.
 - d) Provide pre-and post-loan technical assistance to participants of the Community Development Corporation Micro-loan Program.
 - e) Provide counseling to assist small business entrepreneurs to gain access to federal and state contracts.

B. Training Services

- 1) The Service Center shall conduct training activities or events in which the Service Center shall actively deliver a structured program of knowledge, information, or experience on a business-related subject to groups of six (6) or more existing and prospective small businesspersons that address specific small business needs. In order to be counted toward training milestones, the training must provide a minimum of one hour of instruction documented with brochures and/or supporting materials as well as a list of attendees. If there are fewer than six (6) attendees, the Service Center shall provide to the Lead Center Director a written explanation detailing the subject matter and special circumstances. The Lead Center Director

shall provide to the Service Center written approval before the event can be counted towards training milestones.

- 2) The minimum training milestones shall be twenty-three (23) events for approximately two hundred thirty (230) attendees annually.
- 3) Training services may be provided by in-person sessions or by teleconferences, Internet, videos, and electronic media.
- 4) The Service Center shall design and provide quality training in two general formats:
 - a) One-time topic specific; and,
 - b) Long term, multiple topics.

The Service Center is encouraged to charge reasonable fees to cover SBDC Program costs associated with training services.

- 5) Training services shall be scheduled to accommodate the varied schedules of entrepreneurs and vary from daytime to evenings and weekends.
- 6) Training services shall be coordinated with the SBA and other service providers to avoid duplication.
- 7) Training services shall be co-sponsored with other organizations, including, but not limited to, the Tech Coast Venture Network, OCTANe, Tech Coast Angels, and private companies.
- 8) In the course of conducting training, the Service Center shall:
 - a) Enter all training events into CATS.
 - b) Offer in-depth entrepreneurial training courses for established businesses using appropriate curriculum for business clients.
 - c) Provide training seminars, workshops, and assistance to small businesses and entrepreneurs.
 - d) Assist the SBDC Network with activities to brand the SBDC Network and promote specialized services and initiatives.
 - e) Coordinate training activities with local economic development organizations to avoid duplication of services.
 - f) Provide a list of scheduled training workshops and seminars, including dates, locations, instructor and background, and course content to the Lead Center no

later than the first day of the quarter in which the training is provided.

C. Information and Referral Services

- 1) The Service Center shall establish and maintain an on-site resource library that contains current resource materials, publications, information and statistical data needed by existing and prospective small business owners. The library shall include at least one (1) computer workstation dedicated for use by clients to access the Internet for business research purposes.
- 2) The Service Center shall maintain a listing of appropriate services and resource providers to which clients may be referred for services not offered by the Service Center, including, but not limited to, SCORE and local community colleges.
- 3) The Service Center's client intake process must record the number of clients requesting information or referred, the general topic of inquiry, and to whom the client is referred. Fulfillment of information requests and referrals requiring less than one (1) hour of Service Center staff or consultant time shall not be entered into CATS as a counseling case.
- 4) The Service Center shall not count information transfers as business counseling or training, as defined by the SBDC Program. Business counseling of less than one (1) hour and training less than one (1) hour fall within this category, which also includes such services as the use of library resources, computers or software, viewing of business videos, fax-on-demand, information mailings, and telephone assistance, etc. As used in this paragraph "information transfers" means any contact stage of answering questions, referrals and use of resources for the provision of information. Information transfers shall be entered into CATS as an information transfer.

D. Outreach and Marketing

- 1) Promote access to capital and improve finance opportunities for small businesses through support of the SBA Loan Fairs, improved and expanded relationships with bankers, and direct promotion and branding of the Santa Ana SBDC Network to small businesses at their place of business.
- 2) Implement the targeted approach established to increase Hispanic-American, Asian-American and women-owned small businesses into the Service Center's client portfolio. Establish Memorandums of Understanding with economic development organizations to focus on small business and community development activities of Hispanic-American, Asian-American and women-owned small businesses.

E. Specialized Services

The Service Center shall offer specialized services and emphasis in areas designed to meet needs of small business clients including Special Emphasis Groups. Activities shall support and compliment business counseling and training services, including:

- 1) Foster relationships with Special Emphasis Groups.
- 2) Actively participate in activities related to SBA Small Business Week and support all SBA and Lead Center small business activities.
- 3) Submit one (1) Small Business Week Award client packages to SBA.
- 4) Host one (1) SBA Lender Breakfast/Roundtable and actively participate in the coordination of the Santa Ana SBA District's Small Business Week Luncheon.
- 5) Work directly with the Santa Ana SBA District Office to educate selected consultants on procurement related topics including, but not limited to: identification of federal and prime buyers, bonding, finance, HUB Zones, technical proposal writing, record keeping and other development assistance for small businesses.
- 6) Establish and provide comprehensive specialized training in potential and existing SBA 8(a) businesses. Conduct quarterly information and technical assistance forums in the areas of rules and regulations for reviewing and evaluating applications for SBA 8(a) Certification, the benefits of 8(a) process and related opportunities for business growth, and the eligibility and application review process.
- 7) Collaborate with the Lead Center to achieve Agreement milestones.
- 8) Improve feedback on the quality of Service Center services by mailing monthly client surveys to clients who received over three (3) hours of counseling.
- 9) Collaborate with SBA to assist companies to secure SBA 8(a) Certification and provide specialized training as appropriate.
- 10) Assist the Lead Center with activities related to program development for SBDC Network staff and consultants.
- 11) Enhance regional SBDC services by coordinating specialized services and activities with the SBA Santa Ana District Office and the SBDC Network.

EXHIBIT A
ATTACHMENT 2
BUDGET DETAIL AND PAYMENT PROVISIONS

1. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for this Agreement, this Agreement shall be of no further force and effect. In this event, the ASC shall have no liability to pay any funds whatsoever to the CONTRACTOR or to furnish any other considerations under this Agreement and the CONTRACTOR shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this Agreement, the ASC shall have the option to either cancel this Agreement with no liability occurring to the ASC, or offer an amendment to this Agreement to the CONTRACTOR to reflect the reduced amount.

2. AGREEMENTS FUNDED IN WHOLE OR IN PART BY THE FEDERAL GOVERNMENT

- A. The CONTRACTOR shall comply with applicable federal government provisions.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the ASC by the United States Government for the current federal fiscal year and/or any subsequent years covered for the purposes of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- C. The CONTRACTOR shall provide Cash Match and/or In-Kind Match *as* identified in Exhibit B. The CONTRACTOR certifies that Cash Match and In-Kind Match *as* identified in Exhibit B, shall only be used for the purpose of this Agreement and shall be spent proportionately with Lead Center and SBA funds. The CONTRACTOR further certifies Program Income shall be spent solely to accomplish Lead Center and SBA Program objectives. The Service Center director shall monitor and be responsible for Cash Match, In-Kind Match, and Program Income contributions and expenditures. Neither Program Income nor other federal funds (except CDBG funds) shall be used to meet the Cash Match requirement.

Program Income, including any interest earned, must be used to expand the quantity or quality of services, resources or outreach provided by the Service Center. Any unused Program Income shall be carried over to a subsequent budget period.

- D. Should the CONTRACTOR receive any additional Cash Match or In-Kind funds not

identified in Exhibit B for any SBDC purpose, the CONTRACTOR shall utilize all funds for the SBDC program and report the fund expenditures accordingly.

- E. The consideration to be paid the CONTRACTOR, as specified in Exhibit B, shall be compensation for all of the CONTRACTOR's reimbursable expenses pursuant to this Agreement, including, but not limited to labor, employee fringe benefits, operating expenses, overhead, employer taxes and insurance, subcontracting services, out-of-pocket expenses for travel and subsistence, and taxes due on equipment.
- F. The CONTRACTOR shall not receive additional compensation for reimbursement of costs not identified in Exhibit B, and shall not decrease the work to compensate therefore.
 - 1) Variations to Exhibit B are allowable as per the terms of the Santa Ana District SBDC Network Policies and Procedures Manual.
- G. No requests for variations shall be submitted to the Lead Center after November 1, 2007. Requests for variations submitted after this date are automatically disapproved.

3. INVOICING AND PAYMENT

- A. In no event shall the CONTRACTOR request reimbursement from the ASC for obligations entered into or for costs incurred prior to the commencement date or after the Expiration of this Agreement.
- B. The invoice containing the final costs to be paid by the ASC shall be identified as the "FINAL INVOICE" and shall be submitted pursuant to Article 8 of the Subcontract. Final invoice expenditures shall reflect costs incurred but not previously submitted for the period ending December 31, 200. The final invoice must be received by the Lead Center by January 31, 2008, or within (30) days of Expiration of this Agreement and shall not include expenditures stated in previous invoices.
- C. The final invoice shall be paid upon completion of the following:
 - 1) Satisfactory completion of this Agreement; and,
 - 2) Submittal of the following:
 - a) All reports required in this Agreement to the Lead Center Director as described in the Subcontract and this Exhibit and in the current Santa Ana District SBDC Network Policies and Procedures Manual;
 - b) A complete and accurate final invoice with required documentation to the Lead Center Director;
 - c) The SBA 2113/ Program Income;

- d) A current equipment inventory list
- D. "Satisfactory completion" as used in this Agreement means that the CONTRACTOR has complied with all terms, conditions, and performance requirements of this Agreement.
- E. The ASC agrees to make payment as promptly as fiscal procedures permit, upon receipt of the invoice, subject to approval of the Lead Center Director, or his or her designee, and contingent upon satisfactory completion of the terms of this Agreement.
- F. All Funds shall be used solely for the purpose of performing the work set forth in Attachment 1 of Exhibit A. Equipment, furniture, and supplies purchased with Funds are for the use of the Service Center staff in furtherance of the SBDC Program. The Lead Center shall have final determination of allowable and reimbursable costs under this Agreement.

4. MISCELLANEOUS PAYMENT PROVISIONS

- A. Funds allocated under this Agreement for travel, subsistence and per diem rates shall not exceed those amounts specified in Exhibit B. No reimbursement for travel outside the State of California shall be allowed without prior written approval of the Lead Center Director or designee.
- B. The CONTRACTOR shall not use ASC funds allocated under this Agreement for any of the following purposes:
 - 1) Entertainment expenses;
 - 2) Professional dues and/or subscriptions for use by any person other than those identified as Service Center professional staff in Exhibit B;
 - 3) Purchase, construction, renovation, alteration, improvement, or repair of capital assets, such as real estate and vehicles;
 - 4) Influencing or attempting to influence public officials;
 - 5) Partisan or nonpartisan political activity;
 - 6) To further the election or defeat of any candidate for public office; or,
 - 7) To provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.
- C. The CONTRACTOR is the fiduciary under this Agreement and therefore is responsible for the administration and oversight of the Service Center

BUDGET JUSTIFICATION

CENTER: TRITECH SBDC

YEAR: 2007

DESCRIPTION	ESTIMATED COSTS			
	SBA	CASH MATCH	IN-KIND	TOTAL
A. PERSONNEL				
Key personnel costs	47,000	47,000	13,000	107,000
Part-Time Professional staff	76,000	14,000	10,500	100,500
Clerical staff	24,000	20,700	3,700	48,400
Total Salaries & Wages	\$147,000	\$81,700	\$27,200	\$255,900
B. FRINGE BENEFITS				
Fringe Benefits (42%)	29,820	28,434	7,014	65,268
Total Fringe Benefits	\$29,820	\$28,434	\$7,014	\$65,268
C. TRAVEL				
In-State:				
Mileage @\$.445 / mile	2,000		350	2,350
Other In-State:				
State Meetings	3,820			3,820
ASBDC Meeting	5,400			5,400
Out-of-State				0
Total Travel	\$11,220	\$0	\$350	\$11,570
D. EQUIPMENT				
Total Equipment	\$0	\$0	\$0	\$0
E. SUPPLIES				
General office, operational and computer supplies	1,069			1,069
Total Supplies	\$1,069	\$0	\$0	\$1,069
F. CONTRACTUAL				
Total Contractual	\$0	\$0	\$0	\$0
G. CONSULTANTS				
Specialized Consulting	1,500		30,500	32,000
Total Consultants	\$1,500	\$0	\$30,500	\$32,000
H. OTHER				
Accounting Services				0
Advertising/Comm. Outreach	2,000		56,479	58,479
Conference Fees				0
Communications	2,800		1,000	3,800
Copying	500			500
Data Processing/Computer Soft	3,100		7,600	10,700
Facility Operations	6,000		45,100	51,100
Insurance				0
Library Purchases	1,400		2,000	3,400
Minor Equipment	3,100			3,100
Office Equipment Repair	550			550
Postage	675			675
Printing	600		1,000	1,600
Total Other	\$20,725	\$0	\$113,179	\$133,904
I. TOTAL DIRECT COSTS	\$211,334	\$110,134	\$178,243	\$499,711
J. Indirect Rate (4%)	8,453			8,453

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-12

Date: June 19, 2007

Subject: Agreement with John Vaughan

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and John Vaughan to provide directing, choreographing, and costuming services for the Performance Riverside productions of "Hollydazzle," "The King & I," "Sensational ShowTunes," and "Thoroughly Modern Millie." The term of this agreement is from September 1, 2007 through June 8, 2008. The total fee for this agreement is \$22,850.00. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from September 1, 2007 through June 8, 2008, for \$22,850.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
JOHN VAUGHAN

THIS AGREEMENT is made and entered into on this June 20, 2007, by and between John Vaughan, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide directing, choreographing, and costuming services for "Hollydazzle", "The King & I", "Sensational ShowTunes" and "Thoroughly Modern Millie".
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from September 1, 2007 through June 8, 2008.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$22,850.00 payable after receipt of invoice on the following dates:

Hollydazzle	\$8,000.00 payable on 12/14/07
The King & I	\$4,000.00 payable on 02/01/08
Sensational ShowTunes	\$2,850.00 payable on 04/04/08
Thoroughly Modern Millie	\$8,000.00 payable on 05/30/08

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and

expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
9. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

John Vaughan
P. O. Box 2361
Running Springs, CA 92382-2361

James L. Buysse
Vice Chancellor, Administration and Finance

Contractor

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-13

Date: June 19, 2007

Subject: Agreement with Provider Contract Food Service, LLC

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Provider Contract Food Service, LLC to provide consulting services regarding the District's food service operations at the Riverside, Moreno Valley, and Norco locations. The District shall pay the consultant an amount not to exceed the sum of \$172,000.00 which shall include the expenses related to the full-time assignment of the consultant's food and beverage director to the District. In addition, District shall pay the consultant a fee of \$12,000.00 per college/campus for actual implementation of the food service strategic plan as determined by District. The term of this agreement is from July 1, 2007 through June 30, 2008. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from July 1, 2007 through June 30, 2008, for an amount not to exceed \$208,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Debbie DiThomas
Interim Vice Chancellor, Student Services and Operations

FOOD-AND-BEVERAGE MANAGEMENT CONSULTING AGREEMENT

1. Parties. This Food-and-Beverage Management Consulting Agreement (“Agreement”) is made by and between Riverside Community College District (“District”) and Provider Contract Food Service, LLC (“Consultant”). Collectively, District and Consultant are referred to herein as the “Parties.”

2. Recitals. This Agreement is based upon the following factual recitals:

A. District has food service operations at each of its three campuses/colleges in Riverside, Moreno Valley, and Norco.

B. This Agreement is made pursuant to and in compliance with Section 88004.5 of the *Education Code*.

C. Consultant is a food service consultant with substantial experience and expertise in the management and operation of food service facilities at various locations throughout California.

D. District desires to engage Consultant as its exclusive food service consultant to advise District regarding its food service operations at each campus/college.

E. The Parties further intend that Consultant shall provide vision, leadership, and management advice, with the goal of District delivering a first-class food service operation at each campus/college.

F. The Parties look forward to a long and mutually beneficial professional relationship. If subsequent agreements are entered into, performance based compensation arrangements will be negotiated.

3. Independent Contractor. District hereby engages Consultant as an independent contractor to provide exclusive consulting services regarding food and beverages sold at District campuses/colleges in Riverside, Moreno Valley, and Norco. As used herein, “food-and-beverage service” shall include, but not be limited to, vending, catering, and other food and beverages sold on any campus/college of District, but expressly excludes operations at District bookstores. It is expressly understood and agreed that the Parties intend by this Agreement to establish a relationship of an independent contractor. It is not the intention of either Party to undertake a joint venture or to make Consultant in any sense an agent, employee, affiliate, associate, or partner of District. It is further agreed that Consultant has no authority to, and will not at any time hereafter, transact business in the name of District or act as District’s agent or representative, and Consultant shall not hold itself out as having any such authority. Similarly, District has no authority to, and will not at any time hereafter, transact business in the name of

Consultant or act as Consultant's agent or representative, and District shall not hold itself out as having any such authority.

4. Term. This Agreement shall commence on July 1, 2007 and shall expire on June 30, 2008. Prior to or upon expiration of this Agreement, the Parties may negotiate for a successor agreement.

5. Consulting Services and Reports to District. Consultant shall advise District regarding the management and operation of food-and-beverage operations throughout District. Consultant shall provide monthly reports to District's Vice Chancellor of Administration and Finance and to District's Vice-Chancellor of Student Services, or designees, regarding all aspects of District's food-and-beverage operations. The reports shall include such content and details, and shall be in a format, as directed by District. Consultant shall meet at least once a month with a designated delegate of District to review the economic performance of the food-and-beverage operation on each campus/college. Consultant shall be responsible for providing information and assistance to District as required and requested by District for the operation of its food-and-beverage service at each campus/college. District shall make all final determinations as to services such as price, hours of service, and food provided. As District's current food-and-beverage contracts expire, Consultant shall provide advice and negotiation services at District's direction.

6. Compensation.

6.1 Subject to the terms and conditions set forth in this Section 6 and throughout the Agreement, District shall pay Consultant an amount not to exceed the sum of \$172,000 which shall include Consultant's expenses related to the fulltime assignment of Consultant's food and beverage director to District. If a successor agreement is negotiated, consideration will be given to compensation based upon revenue.

6.2 In addition to the amount set forth in Section 6.1, District shall pay Consultant, within 30 days of commencement of food-and-beverage services, a fee of \$12,000 per college/campus for actual implementation of the food service strategic plan as determined by District.

6.3 District shall pay all amounts due as reflected on monthly invoices from Consultant within 30 days of District's receipt of invoice. District shall pay interest on any amount not paid when due at the lesser of one and one-half percent (1 1/2%) per month or the highest contractual interest rate allowed by applicable state law.

7. Equipment. District shall provide facilities and equipment reasonably required for operation of food-and-beverage service facilities on each campus/college of District, as

ultimately determined pursuant to District's sole discretion. Consultant shall provide advice to District with regards to the design process and with regard to utilizing design and construction contractors approved by District at District's expense. Consultant shall maintain, repair, or replace any equipment that is in any manner damaged through the negligence or wrongdoing of Consultant or Consultant's employees.

8. Staff. The staff employed in the food service operations will be District employees.

9. Representations and Warranties of Consultant. Consultant represents and warrants as follows:

9.1 Consultant shall advise District on how to provide food-and-beverages of good quality in compliance with all applicable laws and regulations. Consultant shall use its best efforts to advise District regarding the delivery of the caliber of food-and-beverage service requested by District as communicated in the consultations between Consultant and the delegate of District.

9.2 Consultant shall implement the food service strategic plan as approved by the District.

9.3 Consultant will actively participate in all District meetings relating to all aspects of foodservice on all three colleges/campuses to maintain a long-term District wide strategic plan for foodservice operations.

9.4 Consultant shall actively participate with District and District's assigned architect in planning for new and remodeled food service facilities on all three colleges/campuses. In addition, consultant shall help the foodservice designer select the specific foodservice and information systems equipment necessary to operate a first class food service operation at each venue.

9.5 Consultant shall consult with District in planning menus, food service kiosks, vending, retail outlets, food-and-beverage RFP's, determining hours of service and staffing the food service as reasonably requested by District from time to time during the term of this Agreement, provided that District shall use its best efforts to give Consultant adequate notice of changes in hours, menu, and other matters affecting the food-and-beverage service at each campus/college.

9.6 Consultant will assign Consultant's Area Manager and Executive Chef to periodically inspect food service operations and mentor foodservice managers at each of the three colleges/campuses.

10. Insurance. District shall provide and pay for all reasonably necessary insurance, including general liability, fire, casualty, and other losses which may affect the food-and-beverage service operation at each campus/college.

11. Uniforms. Subject to any necessary agreement with District's classified union, District shall select uniforms, if any, to be worn by all food-and-beverage servers and other personnel engaged to provide the food-and-beverage service at each campus/college.

12. Licenses and Permits. Consultant shall advise District regarding any necessary licenses and permits for the service of food and beverages at each campus/college.

13. Indemnification. District shall indemnify, hold harmless, and defend Consultant against all claims, liability, loss, and expense, including reasonable costs, expenses, and attorney's fees incurred, which arise from the services of District employees. Consultant shall indemnify, hold harmless, and defend District against all claims, liability, loss, and expense, including reasonable costs, expenses, and attorney's fees incurred, which arise from the services provided by Consultant to District, from the services of Consultant's employees, and from any acts or omissions of Consultant. The obligations of the Parties under this Section 13 shall survive the termination of this Agreement.

14. Workers' Compensation Insurance. Each Party shall maintain a system of coverage for worker's compensation in conformance with applicable state law covering all of its employees who may be employed for any purpose connected with the operation and management of the food-and-beverage service under this Agreement.

15. Trade Secrets and Proprietary Information. Consultant grants to District a nonexclusive license to use certain confidential material of Consultant, including recipes, dietary surveys and studies, management guidelines and procedures, software programs, computerized data bases, and operating manuals, and except as District may otherwise be required by law, District shall not disclose any of this material during or subsequent to the term of this Agreement.

16. Economies of Scale and Rebates. In making purchases on behalf of District, Consultant shall utilize its economies of scale and purchasing power in order to obtain the lowest prices possible on food-and-beverage products. For all direct rebates applicable to food and beverage service purchased for the performance of Consultant's obligations under this Agreement, Consultant shall be entitled to an administrative fee equal to 35% of the total amount of all direct rebates received. Written annual statements will be provided to District that shall disclose the District's share of any direct rebates.

17. Non-discrimination. Consultant's personnel practices will meet applicable non-discrimination laws and standards.

18. Qualifications of Consultant's Staff. All of Consultant's staff and employees will be specially trained and experienced in terms of providing food-and-beverage services on college campuses. Sections 88021, 88022, 88023, 88024, and 88025 of the *Education Code*, and District policies, shall apply to Consultant.

19. Termination of Agreement. If District is dissatisfied with Consultant's performance under this Agreement, or if District believes that Consultant is not in compliance with any provision of this Agreement, District shall provide Consultant with written notice of any such deficiency. Consultant shall have 20 days to cure-and-correct any such deficiency. If District deems Consultant's cure-and-correct efforts to be inadequate or insufficient, then District may forthwith terminate this Agreement. Consultant shall have the right to terminate this Agreement upon 90 days written notice to District.

20. Notices. All notices under this Agreement must be in writing and shall be deemed to have been duly given if delivered personally or mailed, postage prepaid, by certified mail, return receipt requested, addressed to the Party to be notified. Such notice shall be deemed to have been given as of the date so delivered if delivered in person or upon deposit thereof in the United States mail. For the purposes of notice, the addresses of the Parties until changed, shall be as follows:

For District:

Dr. Debbie DiThomas
Vice Chancellor, Student Services and Operations
Riverside Community College District
4800 Magnolia Avenue
Riverside, California 92506-1299

For Consultant:

Rodney Couch
Manager
Provider Contract Food Service, LLC
6104 Riverside Avenue, Suite B
Riverside, California 92506

21. Unenforceable Terms. In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining portions or provisions shall remain in full force and effect.

22. Governing Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California. The Parties hereby consent to the jurisdiction of the California courts.

23. Amendments. This Agreement is subject to amendment only by the written approval of the Parties. Any amendment or modification of this Agreement shall be dated, and where any conflict arises between the provisions of said amendment or modification and provisions incorporated in earlier documents, the most recent provisions shall be controlling.

24. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Parties and their respective heirs, successors, legal representatives, and assigns. However, Consultant may not assign its rights or delegate its duties under this Agreement without District's consent

25. Copies of Agreement. Multiple copies of this Agreement may be executed, each of which shall be deemed to be an original. A photocopy of this Agreement shall be deemed an original.

26. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or written, between the Parties with respect to the subject matter hereof. It contains all of the covenants, conditions, and agreements between the Parties with respect to the subject matter. Each Party acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by either Party or anyone acting on behalf of either Party, which are not embodied herein, and that no other agreement, statement, or promise not contained herein shall be valid or binding. Any oral representations or modifications concerning this Agreement shall be of no force or effect, except a subsequent modification in writing signed by the Parties.

27. Captions. The captions of sections of this Agreement are for reference only and are not to be construed in any way as a part of this Agreement.

28. Waiver. A waiver of the breach of any covenant, condition, or promise of this Agreement shall not be deemed a waiver of any succeeding breach of the same or any other covenant, condition, or promise of this Agreement. No waiver shall be deemed to have been given unless given in writing.

29. Gender and Number. As used herein, the masculine, feminine, or neuter gender, and the singular or plural number, shall each be deemed to include the other whenever the context so indicates.

30. Force Majeure. Consultant shall not be chargeable with, liable for, or responsible to District for anything or in any amount for any failure to perform or delay caused by: fire; earthquake; explosion; flood; hurricane; the elements; acts of God or the public enemy; actions, restrictions, limitations or interference of governmental authorities or agents; war; invasion;

insurrection; rebellion; riots; strikes or lockouts; or any other cause whether similar or dissimilar to the foregoing which is beyond the reasonable control of Consultant; and any such failure or delay due to said causes or any of them shall not be deemed a breach of or default in the performance of this Agreement.

31. Agreement to Perform Necessary Acts. The Parties agree to execute and deliver such other and further documents, and to perform such other acts, as is necessary to effectuate the purposes of this Agreement.

32. Negotiated Transaction. The provisions of this Agreement were negotiated by both Parties shall be deemed to have been drafted by both Parties.

33. Survival of Warranties. All representations and warranties made herein shall survive the execution of this Agreement.

PROVIDER CONTRACT FOOD SERVICE, LLC

Date: _____

By: _____
Rodney Couch, Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Date: _____

By: _____
James Buysse, Vice Chancellor,
Administration and Finance

Riverside Community College District

Board Committee Meeting

June 12th, 2007





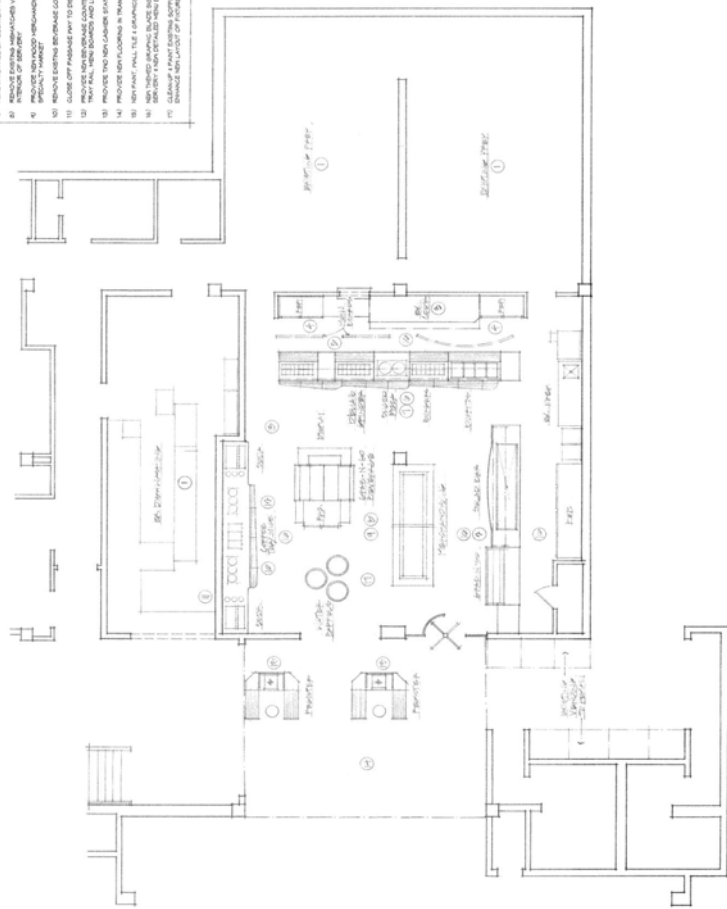
Background

In December 2004, Provider Contract Food Service (“Provider”) was engaged by Riverside Community College District (“District”) to develop preliminary design plans for the remodeling of three District food service facilities:

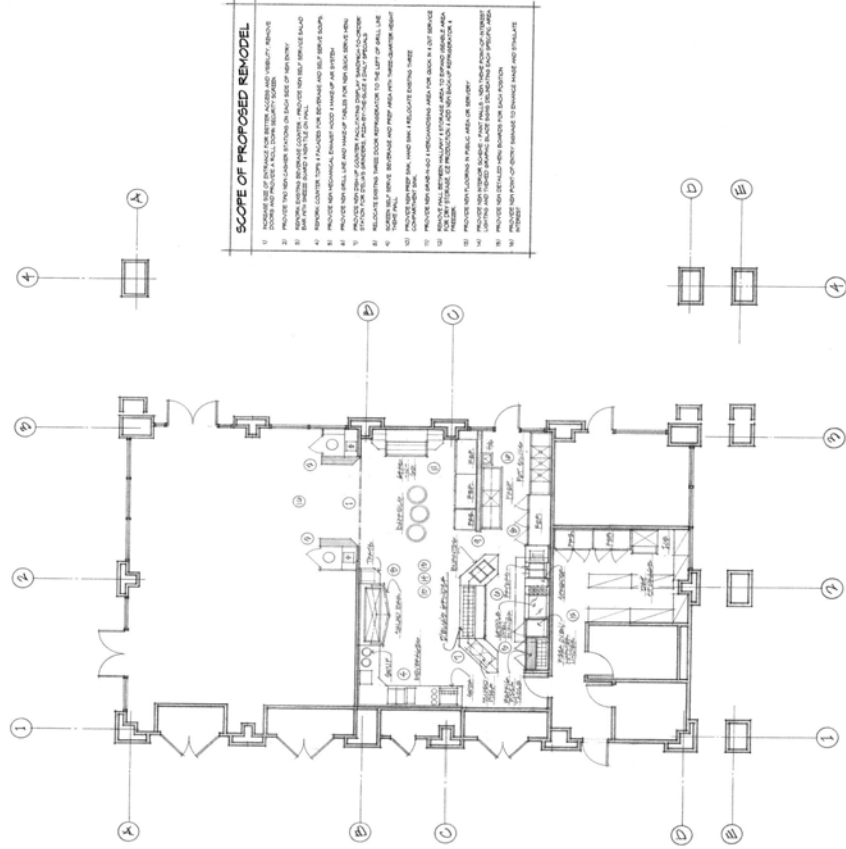
Riverside Campus

SCOPE OF PROPOSED REMODEL

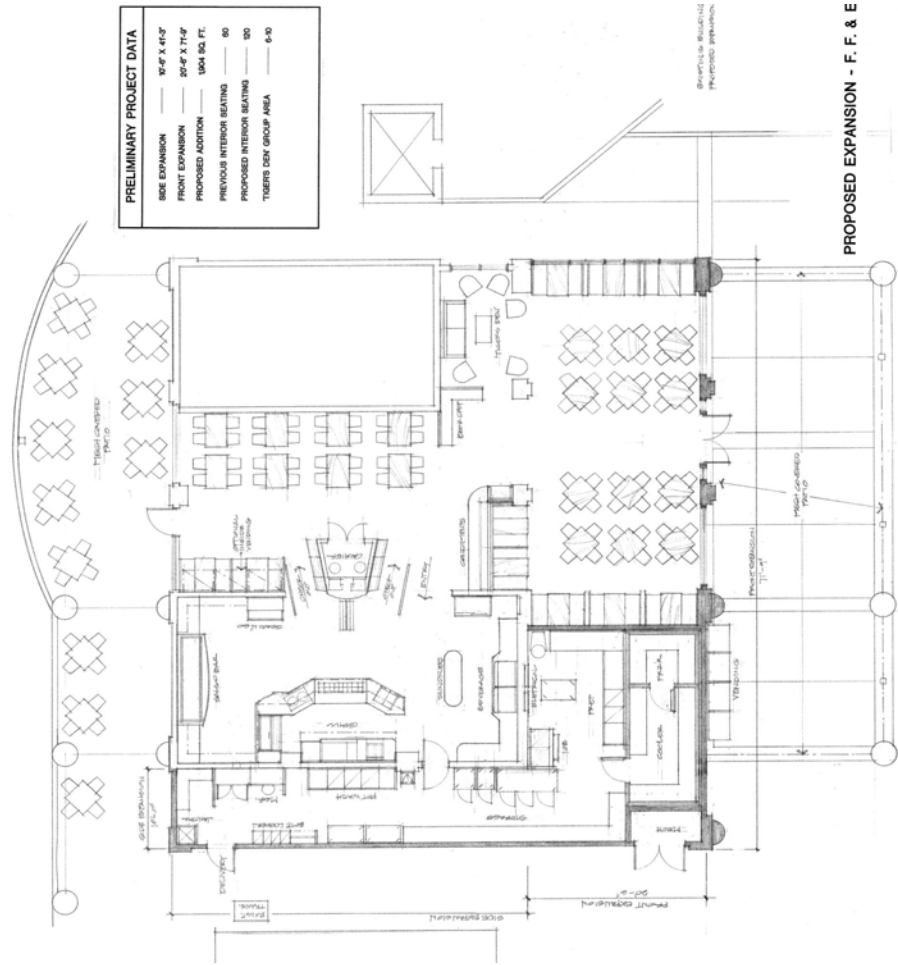
- 1) PROVIDE SIGNAGE, DRINKING, EATING PREP AREA & RESTROOMS.
- 2) REMOVE EXISTING HANDICAP RAMP, PROVIDE NEW RAMP ALSO.
- 3) SERVICE DISPLAY - NEW SERVICE BACK BAR - REMOVE FACE OF COUNTER.
- 4) EATING DISPLAY - WALL LABEL TO REMAIN.
- 5) REMOVE EXISTING FOOD WALL LABEL TO REMAIN.
- 6) REMOVE EXISTING FOOD WALL LABEL TO REMAIN.
- 7) REMOVE EXISTING FOOD WALL LABEL TO REMAIN.
- 8) REMOVE EXISTING FOOD WALL LABEL TO REMAIN.
- 9) REMOVE EXISTING FOOD WALL LABEL TO REMAIN.
- 10) REMOVE EXISTING FOOD WALL LABEL TO REMAIN.
- 11) REMOVE FACE OF COUNTER - NEW BRASS BAR & TRAY BLADE.
- 12) REMOVE EXISTING SERVICE WINDOW & HORIZONTAL BLINDS FROM SERVICE WINDOW.
- 13) PROVIDE NEW FOOD - HORIZONTAL DISPLAY TO BEHIND BAR & TRAY BLADE.
- 14) REMOVE EXISTING SERVICE WINDOW.
- 15) REMOVE OFF FLOORING TO EXPOSED AREA.
- 16) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 17) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 18) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 19) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 20) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 21) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 22) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 23) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 24) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 25) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 26) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 27) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 28) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 29) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 30) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 31) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 32) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 33) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 34) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 35) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 36) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 37) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 38) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 39) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 40) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 41) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 42) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 43) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 44) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 45) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 46) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 47) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 48) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 49) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 50) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 51) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 52) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 53) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 54) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 55) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 56) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 57) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 58) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 59) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 60) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 61) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 62) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 63) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 64) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 65) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 66) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 67) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 68) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 69) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 70) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 71) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 72) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 73) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 74) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 75) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 76) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 77) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 78) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 79) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 80) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 81) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 82) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 83) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 84) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 85) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 86) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 87) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 88) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 89) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 90) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 91) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 92) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 93) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 94) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 95) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 96) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 97) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 98) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 99) PROVIDE NEW FLOORING TO EXPOSED AREA.
- 100) PROVIDE NEW FLOORING TO EXPOSED AREA.



Norco Campus



Moreno Valley Campus





Background (continued)

In October 2006, Provider was again engaged by the District to:

- Create detailed analysis of existing food service operations
- Create a strategic plan to improve food service operations



Project Methodology

Provider's approach to the project has encompassed four, distinct phases:

1. Phase I: Review & survey of all three campus facilities
2. Phase II: Survey of students, staff & faculty
3. Phase III: Comprehensive S.W.O.T. Analysis summarizing **Strengths, Weaknesses, Opportunities and Threats**
4. Phase IV: Create a strategic plan for implementation
(scheduled for completion by end of June, 2007)



Strategic Plan Base Components

- Food Service Standard ■ Hospitality
- Sanitation ■ Consumer Traffic
- Quality ■ Hour & Motion Studies
- Menus ■ Purchasing
- Price ■ Scheduling
- Training ■ Financial Reporting
- Management Practices ■ S.W.O.T. Analysis at
& Controls District Campuses



Current Considerations

The next phase of the project is implementation of this strategic plan over the 2007-2008 year:

- Participate in the construction planning for remodeled food service facilities in 2007–2008
- Participate in the planning & implementation of temporary food service at each campus during remodel
- Provide an onsite manager to help train & develop current staff



Current Considerations (continued)

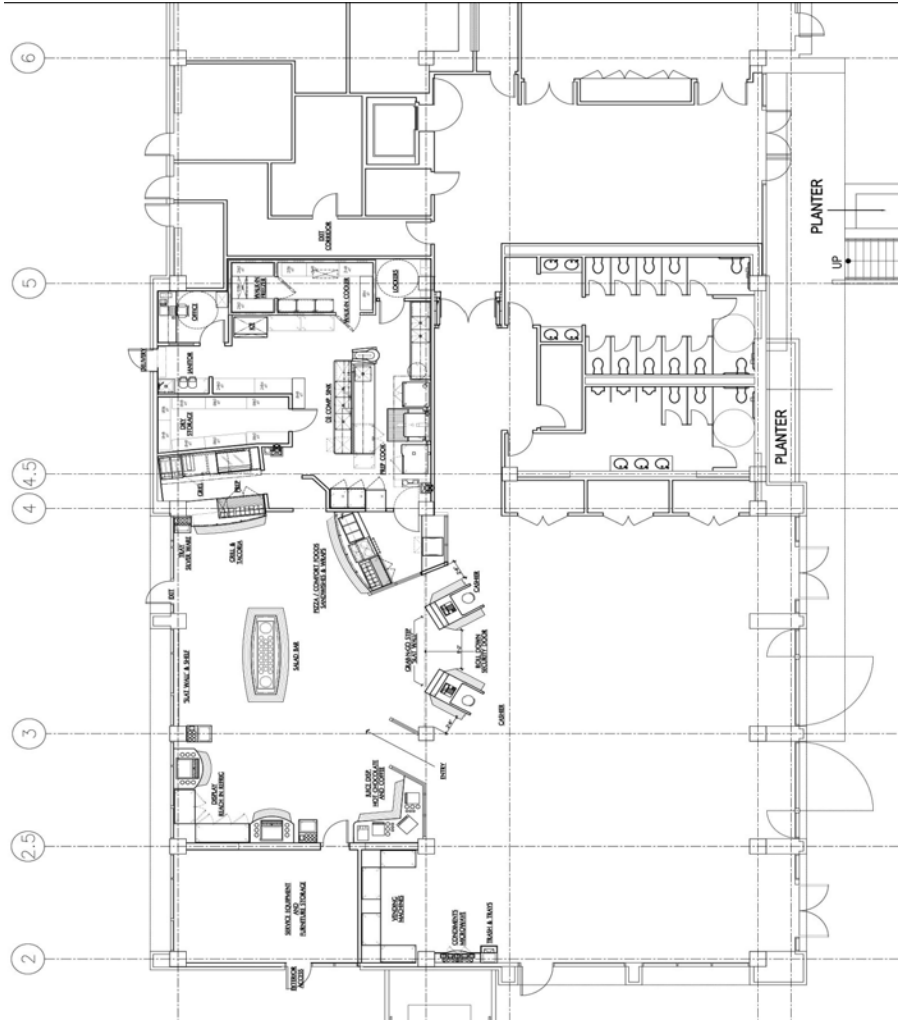
- Design new menus, advise on pricing structure, and create recipe books
- Create operations training program and handbook
- Develop new catering standards & menus
- Effectuate a procurement program
- Provide new menu training to existing food service team members
- Implement additional financial controls, including detailed P&L statements, individual financial & operational controls for each campus, monthly breakdown of budgets



Current Considerations (continued)

- Advise on purchasing new, state-of-the-art Point of Sale (POS) system at all three campuses
- Develop a marketing plan (including informative web site)
- Participate in committee to review Beverage & Vending RFP's and recommend vendor to District
- Participate in the design phase of the new food service facilities currently under development

Moreno Valley Campus





Provider's Mission

Provider understands that its mission as an experienced food service consultant with substantial expertise in the management and operation of food service facilities is to provide the...

- Vision
- Management / Operations Expertise
- Leadership
- Training

...necessary to enable the District to deliver a first-class, fiscally-sound food service operation at each of its three campuses.



Summary

It is with sincere enthusiasm that Provider desires to continue to assist the District in its endeavors of operating a self-supporting, sustainable food service operation that **exceeds** the expectations of students, faculty, staff and guests of the campus community while simultaneously reflecting the quality of the District.

Provider Contract Food Service thanks Riverside Community College District for this opportunity and looks forward to a long and mutually-beneficial professional relationship.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: June 19, 2007

Subject: Tentative Budget for 2007-2008 and Notice of Public Hearing on the
2007-2008 Budget

Background: On or before the first day of July, the District is required to develop a Tentative Budget for the ensuing fiscal year and to forward a copy to the County Superintendent of Schools. The Tentative Budget for FY 2007-2008 is attached for the Board's review and consideration. Changes to this budget will be reflected in the Final Budget which will be submitted in September for Board approval.

The essential purpose of the tentative budget is to establish spending authority for the District from July 1st of a given fiscal year until such time as a final budget is adopted by the Board of Trustees in September. This two-part budget process is necessary due to uncertainties associated with both the State budget for the coming fiscal year and the State's "Second Principal Apportionment (P2)" report for the then current fiscal year.

Additionally, it should be observed that the Riverside Community College District has adopted an approach to the Tentative Budget which yields a modified, continuing resolution budget. Thus, the Tentative Budget for fiscal 2008 reflects a continuation of the revised FY 2006-07 Budget, albeit with certain modifications which are discussed in the attachment.

Additionally, in accordance with Title 5, Section 58300, the Tentative Budget must indicate the date, time and location at which the Board will hold a public hearing concerning the final budget proposal. The staff recommends that the Board set September 11, 2007, as the date for the public hearing. Also, and pursuant to Title 5, Section 58301, the final budget proposal must be made available for inspection three (3) days prior to the public hearing. We plan to use the Office of the Vice Chancellor, Administration and Finance, for this purpose. Finally, we will publish this information in The Press-Enterprise.

Recommended Action: It is recommended that the Board of Trustees approve the 2007-2008 Tentative Budget, which consists of the funds and accounts noted therein, and authorize staff to forward a copy to the Riverside County Superintendent of Schools.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: June 19, 2007

Subject: Tentative Budget for 2007-2008 and Notice of Public Hearing on the
2007-2008 Budget (continued)

It is also recommended that the Board of Trustees announce that: 1) the proposed 2007-2008 Budget will be available for public inspection beginning September 4, 2007, at the Office of the Vice Chancellor, Administration and Finance; and 2) the public hearing will be held at 6:00 p.m. at a Board meeting on September 11, 2007, to be followed by the adoption of the 2007-2008 Budget. It is further recommended that the Board authorize the Chancellor to sign a notice relative to these dates.

Salvatore G. Rotella
Chancellor

Prepared by: James L. Buysse
Vice Chancellor
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET

2007/2008 FISCAL YEAR

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSUMPTIONS FOR FY 2007-2008 BASE BUDGET

1. FY 2006-2007 Ending Balance Projection
 - a. Adjustments associated with FY 2005-2006
 - i. Audit Adjustments - None
 - ii. P1 Recalculation positive adjustment - \$393K
 - b. FY 2006-2007
 - i. No deficit factor
 - ii. Stability – Reported credit FTES decline of 2,808 - \$12.4 million
 - iii. Projected salary and benefit savings
 - iv. Projected operating expense budget savings
2. FY 2007-2008 Baseline Budget
 - a. COLA at 4.53%
 - b. Full restoration of credit FTES is assumed
 - i. Actual FTES growth estimated at 4.38% (estimated actual rate for FY 06-07)
 - ii. Entire Summer 2007 FTES reported in FY 07-08
 - iii. Projected borrowing, if necessary, from Summer 2008 and/or additional growth to fully restore the FY 06-07 reported decline
 - c. No deficit factor is assumed
 - d. FY 06-07 One-Time Funds eliminated - \$2.3 million
 - e. Potential permanent base budget adjustment (May Revise) is not included
 - f. Base apportionment allocations for Norco and Moreno Valley are not included pending accreditation (\$2.7 million)
3. Ending Balance Target
 - a. 5% Reserve amount was calculated on Total Available Funds, where applicable.
 - b. First item funded from Total Available Funds.
 - c. Other Fund 11 Resources were included in the calculation.
4. FY 2006-2007 Expenditure Adjustments Include:
 - a. Remodel Projects, Non-Instructional Capital Equipment and Supplemental Augmentation Decrease (\$1.8 M)
 - b. Part Time Faculty Increase \$1.5 M
 - c. Board Election Costs Decrease (\$600 K)
 - d. Full-Time Step & Column and Professional Growth \$826 K
 - e. Health and Welfare Benefits – 10% Increase \$928 K

Except for step and column adjustments, compensation increases have not been included pending completion of bargaining unit negotiations.

The effect of the Supplemental Income Retirement Program has not been included.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 TENTATIVE BUDGET SUMMARY OF AVAILABLE FUNDS
 2007-2008

<u>Fund / Resource</u>	<u>Description</u>	<u>2006-2007 Adopted Budget</u>	<u>2007-2008 Tentative Budget</u>
	<u>District</u>		
<u>General Funds</u>			
<u>Unrestricted - Fund 11</u>			
<u>Resource</u>			
1000	General	\$ 145,124,867	\$ 150,865,738
1080	Community Education	1,089,293	1,060,634
1090	Performance Riverside	245,739	210,155
1110	Bookstore (Contractor-Operated)	971,905	913,938
1170	Customized Solutions	<u>892,698</u>	<u>629,144</u>
	Total Unrestricted General Funds	<u>148,324,502</u>	<u>153,679,609</u>
<u>Restricted Fund 12</u>			
<u>Resource</u>			
1050	Parking	2,519,955	2,257,820
1070	Student Health	1,623,522	1,954,313
1180	Redevelopment Pass-Through	4,002,499	5,078,055
1190	Grants and Categorical Programs	<u>23,182,543</u>	<u>24,291,045</u>
	Total Restricted General Funds	<u>31,328,519</u>	<u>33,581,233</u>
	Total General Funds	<u>179,653,021</u>	<u>187,260,842</u>
<u>Special Revenue - Funds 32 & 33</u>			
<u>Resource</u>			
3200	Food Services	1,955,435	2,000,359
3300	Child Care	<u>1,549,836</u>	<u>1,624,916</u>
	Total Special Revenue Funds	<u>3,505,271</u>	<u>3,625,275</u>
<u>Capital Projects - Fund 41</u>			
<u>Resource</u>			
4100	State Construction & Scheduled Maintenance	10,568,531	6,096,191
4110	Child Development Center	49,055	50,398
4120	Non-State Funded Capital Outlay Projects	525	545
4130	La Sierra Capital	11,671,187	12,079,119
4150	Self-Funded Equipment and Facility Projects	15,985	-
4160	General Obligation Bond Funded Capital Outlay	<u>35,671,504</u>	<u>13,759,424</u>
	Total Capital Projects Funds	<u>57,976,787</u>	<u>31,985,677</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 TENTATIVE BUDGET SUMMARY OF AVAILABLE FUNDS
 2007-2008

<u>Fund / Resource</u>	<u>Description</u>	<u>2006-2007 Adopted Budget</u>	<u>2007-2008 Tentative Budget</u>
<u>Internal Service Fund - 61</u>			
<u>Resource</u>			
6100	Health and Liability Self-Insurance	6,750,229	8,201,754
6110	Workers Compensation Self-Insurance	<u>1,738,283</u>	<u>2,007,498</u>
	Total Internal Service Funds	<u>8,488,512</u>	<u>10,209,252</u>
	Total District Funds	<u>\$ 249,623,591</u>	<u>\$ 233,081,046</u>
<u>Expendable Trust and Agency</u>			
<u>Student Financial Aid Accounts</u>			
	Student Federal Grants	\$ 14,385,943	\$ 14,310,679
	State of California Student Grants	<u>1,400,000</u>	<u>1,447,000</u>
	Total Student Financial Aid Accounts	<u>15,785,943</u>	<u>15,757,679</u>
<u>Other Account</u>			
	Associated Students of RCC	<u>1,734,588</u>	<u>1,865,057</u>
	Total Expendable Trust and Agency	<u>\$ 17,520,531</u>	<u>\$ 17,622,736</u>
	Grand Total	<u>\$ 267,144,122</u>	<u>\$ 250,703,782</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1000 - UNRESTRICTED GENERAL FUND - INCOME

TENTATIVE OPERATING BUDGET
 2007-2008

Estimated Beginning Balance, July 1		\$	15,381,130
Federal Income			
Student Financial Aid Adm. Fees	\$	125,000	
Veterans Report Fee		<u>5,000</u>	
Total Federal Income			130,000
State General Apportionment			
General Apportionment		82,863,577	
Enrollment Fee Waiver Administration		134,347	
Homeowner's Prop Tax Exemption		<u>520,000</u>	
Total State General Apportionment			83,517,924
Other State Income			
Lottery		3,184,619	
Part-Time Faculty Compensation		1,083,773	
Pat-Time Faculty Insurance & Office Hours		<u>139,184</u>	
Total Other State Income			4,407,576
Local Income			
Secured Property Taxes		25,924,605	
Supplemental Property Taxes		7,283,603	
Unsecured Property Taxes		1,307,565	
Prior Year Property Taxes		60,627	
ERAF		1,526,690	
Food Sales / Commissions		96,000	
Interest		900,000	
Enrollment Fees		8,157,499	
Nonresident Student Fees		1,256,441	
Nonresident Student Processing Fees		121,591	
Other Student Fees		65,000	
Cosmetology & Other Sales		112,500	
Transcripts/Late Application Fees/Library Fines, etc.		100,500	
Leases and Rental Income		30,000	
Donations		77,000	
Miscellaneous Local Income		<u>140,008</u>	
Total Local Income			47,159,629
Other/Incoming Transfers			
Sales - Obsolete Equipment		6,600	
Indirect Costs Recovery		<u>262,879</u>	
Total Other/Incoming Transfers			<u>269,479</u>
Total Income			<u>\$ 135,484,608</u>
Total Available Funds			<u>\$ 150,865,738</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1000 - UNRESTRICTED GENERAL FUND - EXPENDITURES

TENTATIVE OPERATING BUDGET
 2007-2008

Object Code

1100	Regular Full-Time Teaching	\$ 25,186,303	
1200	Regular Full-Time Non-Teaching	11,853,556	
1300	Part-Time Hourly Teaching and Overload	25,566,918	
1400	Part-Time Hourly Non-Teaching	<u>1,403,447</u>	
	Total Academic Salaries		\$ 64,010,224
2100	Regular Full-Time and Part-Time Classified	25,192,815	
2200	Regular Full-Time Instructional aides	1,966,676	
2300	Student Help Non-Instructional and Classified Overtime	843,442	
2400	Student Help Instructional Aides	<u>237,547</u>	
	Total Classified Salaries		28,240,480
3000	Employee Benefits		24,183,204
4000	Books and Supplies		2,773,047
5000	Services and Operating Expenditures		13,717,007
6000	Capital Outlay		1,053,386
7300	Interfund Transfers		
	To Resource 3300	220,000	
	To Resource 6100	<u>250,000</u>	
	Total Interfund Transfers		470,000
8999	Intrafund Transfers		
	Bookstore (Resource 1110)	(320,000)	
	College Work Study (Resource 1190)	193,257	
	Customized Training (Resource 1170)	173,470	
	DSP&S (Resource 1190)	665,157	
	Federal Work Study (Resource 1190)	133,121	
	Instructional Equipment Match (Resource 1190)	<u>222,028</u>	
	Total Intrafund Transfers		<u>1,067,033</u>
	Total Resource 1000 Expenditures Excluding Contingency		\$ 135,514,381
7900	Unrestricted Reserve	14,451,357	
	General Reserve	<u>900,000</u>	
	* Total Contingency / Reserves		<u>15,351,357</u>
	Total Resource 1000 Expenditures Including Contingency / Reserves		<u>\$ 150,865,738</u>

* The Resource 1000 5% Contingency was calculated in accordance with Board Policy 7080, by taking into account the TAF for all Resources comprising Unrestricted Fund 11 (1000, 1080, 1090, 1110, 1170) and factoring in the deficit for Resource 1090. The calculated 5% Contingency for Resource 1000 is \$8,259,441.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1050 - PARKING

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1		\$ 235,320
Local Income		
Interest	\$ 40,000	
Rents and Leases	8,000	
Parking Fees	1,624,000	
Parking Fines	<u>350,500</u>	
Total Local Income		<u>2,022,500</u>
Total Available Funds		<u>\$ 2,257,820</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 1,312,704
3000	Employee Benefits	427,091
4000	Book and Supplies	64,756
5000	Services and Operating Expenditures	278,965
6000	Capital Outlay	60,000
7900	* Contingency / Reserve	<u>114,304</u>
	Total Resource 1050 Expenditures Including Contingency / Reserves	<u>\$ 2,257,820</u>

* 5% Contingency reserve calculated from TAF equals \$ 112,891

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 12, RESOURCE 1070 - STUDENT HEALTH

TENTATIVE OPERATING BUDGET
 2007-2008

INCOME

Estimated Beginning Balance, July 1		\$	957,313
Local Income			
Health Fees	\$	923,000	
Interest		37,000	
Other		<u>37,000</u>	
Total Local Income			<u>997,000</u>
Total Available Funds		\$	<u>1,954,313</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$	140,413
2000	Classified Salaries		589,845
3000	Employee Benefits		169,602
4000	Book and Supplies		61,315
5000	Services and Operating Expenditures		183,335
6000	Capital Outlay		58,645
7900	* Contingency / Reserves		<u>751,158</u>
	Total Resource 1070 Expenditures Including Contingency / Reserves	\$	<u>1,954,313</u>

* 5% Contingency reserve calculated from TAF equals \$ 97,716

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1080 - COMMUNITY EDUCATION

TENTATIVE OPERATING BUDGET
 2007-2008

INCOME

Estimated Beginning Balance, July 1		\$	57,728
Local Income			
Community Activities Program Fees	\$	997,026	
Interest		5,380	
Other Local Revenue		<u>500</u>	
Total Local Income			<u>1,002,906</u>
Total Available Funds		\$	<u>1,060,634</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$	3,926
2000	Classified Salaries		303,890
3000	Employee Benefits		71,233
4000	Book and Supplies		10,000
5000	Services and Operating Expenditures		562,955
7900	* Contingency / Reserves		<u>108,630</u>
	Total Resource 1080 Expenditures Including Contingency / Reserves	\$	<u>1,060,634</u>

* 5% Contingency reserve calculated from TAF equals \$ 53,032

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1090 - PERFORMANCE RIVERSIDE

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1		\$ (706,777)
Local Income		
Ticket Sales	\$ 723,675	
Intrafund Transfer from Resource 1000	<u>193,257</u>	
Total Income		<u>916,932</u>
Total Available Funds		<u>\$ 210,155</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 296,697
3000	Employee Benefits	101,987
4000	Book and Supplies	33,488
5000	Services and Operating Expenditures	480,629
6000	Capital Outlay	3,000
7900	Contingency / Reserves	<u>-</u>
	Total Resource 1090 Expenditures Including Contingency / Reserves	<u>\$ 915,801</u>
	Resource Deficit	\$ (705,646)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1110 - BOOKSTORE (CONTRACTOR-OPERATED)

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1		\$	50,497
Local Income			
Commissions	\$	857,041	
Interest		<u>6,400</u>	
Total Local Income			<u>863,441</u>
Total Available Funds		\$	<u>913,938</u>

EXPENDITURES

Object Code

5000	Services and Operating Expenditures	\$	36,150
7390	Interfund Transfer to Resource 3200		506,930
8999	Intrafund Transfer to Resource 1000		320,000
7900	* Contingency / Reserves		<u>50,858</u>
	Total Resource 1110 Expenditures Including Contingency / Reserves	\$	<u>913,938</u>

* 5% Contingency reserve calculated from TAF equals \$ 45,697

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1170 - CUSTOMIZED SOLUTIONS

TENTATIVE OPERATING BUDGET
 2007-2008

INCOME

Estimated Beginning Balance, July 1		\$	164,261
Local Income			
Interest	\$	6,000	
Rents and Leases		8,000	
Contract Revenue			
City of Corona		52,300	
City of Moreno Valley		19,200	
City of Norco		1,200	
City of Riverside Human Resources		43,819	
Complete Coachworks		4,304	
Department of Environmental Health		5,500	
Luxfur		10,000	
Pacific Coachworks		31,000	
Portrait Homes		4,000	
Press Enterprise		25,000	
Timberland		5,000	
Zenith Freight		500	
Estimated Future Contracts		<u>75,590</u>	
Total Local Income			291,413
Intrafund Transfer from Resource 1000			<u>173,470</u>
Total Available Funds		\$	<u>629,144</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$	2,100
2000	Classified Salaries		143,713
3000	Employee Benefits		49,181
4000	Book and Supplies		19,400
5000	Services and Operating Expenditures		184,223
7910	* Contingency / Reserves		<u>230,527</u>
	Total Resource 1170 Expenditures Including Contingency / Reserves	\$	<u>629,144</u>

* 5% Contingency reserve calculated from TAF equals \$ 31,457

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1180 - REDEVELOPMENT PASS-THROUGH

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1		\$ 3,810,923
Local Income		
Interest	\$ 113,846	
Redevelopment Agency Agreements	<u>1,153,286</u>	
Total Local Income		<u>1,267,132</u>
Total Available Funds		<u>\$ 5,078,055</u>

EXPENDITURES

Object Code

5000	Services and Operating Expenditures	\$ 156,100
7900	* Contingency / Reserves	<u>4,921,955</u>
	Total Resource 1180 Expenditures Including Contingency/Reserves	<u>\$ 5,078,055</u>

* 5% Contingency reserve calculated from TAF equals \$ 253,903

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME

TENTATIVE OPERATING BUDGET
 2007-2008

Estimated Beginning Balance, July 1 \$ -

Federal Income

Americorp/Service Learning	\$ 56,326
Americorp Alert	51,761
ATE-Adv Tech Ed-NSF	222,720
CalWorks Program	128,843
CCEAC Program WIA Title I	200,000
Child Care Access	144,454
ECS Consortium Grant	18,200
Foster & Kinship Care	68,865
Fund for Improvement Post Secondary Ed	145,376
Gateway to College	294,768
Gear Up	55,812
Independent Living	10,200
NASA/ANN Development	2,974
Post-Emancipation Services	117,000
Pre-Emancipation Services	133,000
Procurement Assistance	498,021
Riverside County Emancipation Services	850,000
Student Support Services TRIO Norco	286,181
Talent Search TRIO Moreno Valley	91,400
Talent Search TRIO Norco	110,495
TANF 50%	112,400
Tech Prep Regional Coord Project	461,000
Title V Chaffey Community College	347,073
Title V HSI Coop MV/Norco	446,285
Title V HSI Cop MV/UCR	749,828
Title V Moreno Valley	592,491
Title V Norco	670,725
Title V Riverside	620,637
Title VI Global Logistics Program	33,052
Tri-Tech Small Business Development	222,721
UCR / TQE Grant	150,504
Upward Bound TRIO Norco	477,741
VTEA	929,321
VTEA Tech Prep	229,944
VATEA Title IIA State Leadership	168,000
Water Quality Research	219,161
Workability Grant	<u>228,629</u>

Total Federal Income 10,145,908

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME (continued)

TENTATIVE OPERATING BUDGET
2007-2008

State Income

Assoc. Degree Nursing Program	68,252	
Basic Skills Reappropriation-One Time	190,908	
BFAP Augmentation	671,693	
BOG Financial Aid Administration	217,686	
CA High School Exit Exam	328,754	
CACT	205,000	
CACT Hub FP1	121,000	
CalWorks	569,658	
CalWorks Community College Set-Aside Program	359,700	
Career Exploration & Development 7th & 8th Graders	149,853	
Center for International Trade Development	205,000	
CITD Hub FP1	121,000	
CITD Leadership Grant	162,500	
CTE Strengthening Career Tech Ed	250,000	
CTE Teacher Preparation Pipeline	296,116	
DSP&S Allocation	1,686,683	
EOPS - CARE	88,323	
EOPS Allocation	726,785	
Faculty and Staff Diversity (including carryover)	92,499	
Foster & Kinship Care Education	61,735	
IDRC Mt. Sac	24,334	
Instructional Equipment	1,383,708	
Lottery	707,693	
Matriculation	1,494,645	
Middle College	136,769	
Nursing Capacity Building Program	8,241	
Nursing Capacity Building Program Expansion FP2	235,548	
Nursing Capacity Building Program Expansion FP3	277,750	
Nursing Capacity Building Renovation	92,595	
Nursing Capacity Building Renovation FP2	173,604	
Nursing Capacity Building Renovation FP3	277,750	
Nursing Faculty Recruitment & Retention	307,340	
Physican Assistant Base Program Song Brown	66,545	
Song Brown Nursing 07/09	200,000	
Song Brown Registered Nursing	153,814	
Staff Development	114,570	
Telecommunications Technology Grant	<u>66,529</u>	
Total State Income		12,294,580

Local Income

CACT Seminars	46,553
CITD Conferences	3,377
4Faculty Web Services	26,496
Gateway to College	324,000
Jurupa Early College Academies	144,684
Nuview Bridge	134,832
PAC- Seminars	31,000
Regional Health Occupations	2,000
Riverside County Board of Supervisors	25,507
Spanish Language Cultural Immersion	4,356
Tri-Tech SBCD Cash Match	87,259
West Ed Paraprofessional	<u>187</u>

Total Local Income 830,251

Interfund and Intrafund Transfers

DSP&S Match/Over (from Resource 1000)	665,157
Federal Work Study (from Resource 1000)	133,121
Instructional Equip Match (from Resource 1000)	<u>222,028</u>

Total Interfund and Intrafund Transfers 1,020,306

Total Income 24,291,045

Total Available Funds \$ 24,291,045

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - EXPENDITURES

TENTATIVE OPERATING BUDGET
2006-2007

<u>Object Code</u>		<u>Expenditures</u>
1000	Academic Salaries	\$ 4,319,764
2000	Classified Salaries	6,706,532
3000	Employee Benefits	3,130,790
4000	Book and Supplies	2,152,091
5000	Services and Operating Expenditures	5,265,417
6000	Capital Outlay	2,444,197
7500	Scholarships	18,316
7600	Book Grants / Bus Passes	253,938
7900	Contingency / Reserves	<u>-</u>
Total Resource 1190 Expenditures Including Contingency / Reserves		<u>\$ 24,291,045</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 32, RESOURCE 3200 - FOOD SERVICES

TENTATIVE OPERATING BUDGET
 2007-2008

INCOME

Estimated Beginning Balance, July 1		\$	146,929
Local Income			
Food Service Sales - Cafeteria	\$	1,024,613	
Catering		161,211	
Commissions		51,176	
Pepsi Support		100,000	
Interest		<u>9,500</u>	
Total Local Income			1,346,500
Interfund Transfer From Resource 1110 - Bookstore Fund			506,930
Total Income			<u>1,853,430</u>
Total Available Funds		\$	<u>2,000,359</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$	639,183
3000	Employee Benefits		282,411
4000	Books and Supplies		682,093
5000	Services and Operating Expenditures		296,045
7900	* Contingency / Reserves		<u>100,627</u>
Total Resource 3200 Expenditures Including Contingency / Reserves			\$ <u>2,000,359</u>

* 5% Contingency reserve calculated from TAF equals \$100,018

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 33, RESOURCE 3300 - CHILD CARE

TENTATIVE OPERATING BUDGET
 2007-2008

INCOME

Estimated Beginning Balance, July 1		\$	120,118
Federal Income			
Lunch Program			21,600
State Income			
Tax Bailout Funds	\$	143,558	
State Lunch Program		<u>520</u>	
Total State Income			144,078
Local Income			
Parent Fees - Riverside	\$	519,824	
Parent Fees - Moreno Valley		329,130	
Parent Fees - Norco		266,166	
Interest Income		<u>4,000</u>	
Total Local Income			1,119,120
Interfund Transfer from Resource 1000 - General Fund			<u>220,000</u>
Total Income			<u>1,504,798</u>
Total Available Funds		\$	<u>1,624,916</u>

EXPENDITURES

<u>Object Code</u>			
1000	Academic Salaries	\$	915,362
2000	Classified Salaries		162,581
3000	Employee Benefits		211,819
4000	Books and Supplies		63,440
5000	Services and Operating Expenditures		65,570
6000	Capital Outlay		5,500
7900	* Contingency / Reserves		<u>200,644</u>
	Total Resource 3300 Expenditures Including Contingency / Reserves	\$	<u>1,624,916</u>

* 5% Contingency reserve calculated from TAF equals \$ 81,246

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4100 - STATE CONSTRUCTION / SCHEDULED MAINTENANCE

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1		\$ 1,709,440
State Income		
Scheduled Maintenance	\$ 1,383,734	
Quad Modernization Project	2,429,948	
Norco Phase III	245,266	
ECS Moreno Valley Equipment	27,570	
ECS Norco Equipment	<u>12,376</u>	
Total State Income		4,098,894
Intrafund Transfer from Resource 4160		<u>287,857</u>
Total Income		<u>4,386,751</u>
Total Available Funds		<u>\$ 6,096,191</u>

EXPENDITURES

Object Code

5000	Services and Operating Expenditures	\$ 5,000
6000	Capital Outlay	6,091,191
7900	Contingency / Reserves	<u>-</u>
	Total Resource 4100 Expenditures Including Contingency/Reserves	<u>\$ 6,096,191</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4110 - CHILD DEVELOPMENT CENTER

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1	\$	49,898
Local Income		<u>500</u>
Total Available Funds	\$	<u>50,398</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$	50,398
7900	Contingency / Reserves		<u>-</u>
Total Resource 4110 Expenditures Including Contingency / Reserves		\$	<u>50,398</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4120 - NON-STATE FUNDED CAPITAL OUTLAY PROJECTS

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1	\$	525
Local Income		<u>20</u>
Total Available Funds	\$	<u>545</u>

EXPENDITURES

Object Code

7900	Contingency / Reserves	\$	<u>545</u>
	Total Resource 4120 Expenditures Including Contingency / Reserves	\$	<u>545</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4130 - LA SIERRA CAPITAL

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1	\$ 11,538,818
Local Income	<u>540,301</u>
Total Available Funds	<u>\$ 12,079,119</u>

EXPENDITURES

Object Code

5000	Services and Operating Expenditures	\$ 18,893
6000	Capital Outlay	1,494,906
7920	Contingency / Reserves	<u>10,565,320</u>
	Total Resource 4130 Expenditures Including Contingency / Reserves	<u>\$ 12,079,119</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4160 - GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1	\$	13,128,485
Local Income		
Interest		<u>630,939</u>
Total Available Funds	\$	<u>13,759,424</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$	150,082
3000	Employee Benefits		56,971
4000	Books and Supplies		5,000
5000	Services and Operating Expenses		1,087,267
6000	Capital Outlay		12,172,247
8999	Intrafund Transfers		<u>287,857</u>
Total Resource 4160 Expenditures Including Contingency / Reserves		\$	<u>13,759,424</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6100 - HEALTH & LIABILITY SELF-INSURANCE

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1		\$ 3,495,110
Local Income		
Interest	\$ 120,000	
Self Insurance Health Plan	<u>4,336,644</u>	
Total Local Income		4,456,644
Interfund Transfer from Resource 1000 - General Fund		<u>250,000</u>
Total Income		<u>4,706,644</u>
Total Available Funds		<u>\$ 8,201,754</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 174,844
3000	Employee Benefits	67,006
4000	Book and Supplies	7,400
5000	Services and Operating Expenditures	4,090,550
6000	Capital Outlay	80,568
7900	Contingency / Reserves	<u>3,781,386</u>
	Total Resource 6100 Expenditures Including Contingency / Reserves	<u>\$ 8,201,754</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6110 - WORKERS COMPENSATION SELF-INSURANCE

TENTATIVE OPERATING BUDGET
2007 2008

Estimated Beginning Balance, July 1		\$	579,877
Local Income			
Interest	\$	70,000	
Workers Compensation Premiums		<u>1,357,621</u>	
Total Local Income			<u>1,427,621</u>
Total Available Funds		\$	<u>2,007,498</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$	52,112
3000	Employee Benefits		21,124
4000	Books and Supplies		620
5000	Services and Operating Expenditures		998,538
6000	Capital Outlay		7,700
7900	Contingency / Reserves		<u>927,404</u>
Total Resource 6110 Expenditures Including Contingency / Reserves		\$	<u>2,007,498</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STUDENT FEDERAL GRANTS

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1		\$	-
Federal Income			
PELL Student Grants and Book Waivers	\$ 13,000,000		
FSEOG Student Grants and Book Waivers	687,984		
ACG Academic Competitiveness Grant	30,000		
Federal Work Study	<u>592,695</u>		
Total Federal Income			<u>14,310,679</u>
Total Available Funds		\$	<u>14,310,679</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers	\$	<u>14,310,679</u>
	Total Student Federal Grants	\$	<u>14,310,679</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA STUDENT GRANTS

TENTATIVE OPERATING BUDGET
2007-2008

Estimated Beginning Balance, July 1	\$ -
State Income	
Cal Grant B and C	<u>1,447,000</u>
Total Available Funds	<u>\$ 1,447,000</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers	<u>\$ 1,447,000</u>
	Total State of California Student Grants Account	<u>\$ 1,447,000</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSOCIATED STUDENTS OF RCC

TENTATIVE OPERATING BUDGET
2007-2008

INCOME

Estimated Beginning Balance, July 1		\$ 1,263,057
Local Income		
Student Fees	\$ 545,500	
Interest	45,500	
Athletic Events	6,500	
Telephone Commission	<u>4,500</u>	
Total Local Income		<u>602,000</u>
Total Available Funds		<u>\$ 1,865,057</u>

EXPENDITURES

Special Program Code

900	ASRCC Operations/Special Events	\$ 38,300	
905	Organizations Funding	138,300	
906	Athletics	232,200	
911	Riverside Special Events	48,250	
912	Riverside Interclub Council	4,700	
913	Riverside MCAC	6,000	
914	Riverside Club Special Events	39,502	
915	Riverside Board of Commissioners	7,800	
921	Norco Operations/Special Events	20,050	
922	Norco Interclub Council	8,050	
923	Norco MCAC	3,300	
924	Norco Club Special Events	12,750	
927	Norco Commissioners	4,050	
931	Moreno Valley Special Events	25,300	
932	Moreno Valley Interclub Council	4,150	
933	Moreno Valley MCAC	3,470	
934	Moreno Valley Club Special Events	<u>5,828</u>	
	Total Expenditures	\$ 602,000	
	Contingency / Reserve		<u>1,263,057</u>
	Total Associated Students of RCC Expenditures, including Contingency / Reserve		<u>\$ 1,865,057</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: June 19, 2007

Subject: Quadrangle Modernization Project - Change Order No. 6

Background: On November 15, 2005, the Board of Trustees awarded a contract to ASR Constructors, Inc. for the modernization and construction of the Quadrangle building located at the Riverside City College campus in the amount of \$13,020,000. Additionally, the Board has approved Change Orders (Nos. 1, 2, 3, 4 & 5) bringing the total project award to \$15,656,872.

Staff is now requesting the Board's approval of Change Order No. 6 for miscellaneous changes throughout the Quadrangle Modernization Project (description of changes are noted in the attached change order). The total amount for Change Order No. 6 is \$212,023, increasing the total project award to \$15,868,895.

Funding for this change order will come from the approved project budget.

Recommended Action: It is recommended that the Board of Trustees approve Change Order No. 6 for the Quadrangle Modernization Project in the amount of \$212,023 and authorize the Vice Chancellor, Administration and Finance to sign the Change Order.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities Planning, Design and Construction

CHANGE ORDER

Steinberg Architects

523 West 6th Street, Suite 245
Los Angeles, CA 90014

PROJECT: Quadrangle Modernization CHANGE ORDER # 6
 Riverside Community College District DATE: June 19, 2007
CONTRACTOR: ASR Constructors D.S.A. # 04-106550
 5230 Wilson Street
 Riverside, CA 92506

ORIGINAL CONTRACT AMOUNT: \$ 13,020,000.00
Previous Change Order: \$ 2,636,872.00
This Change Order: \$ 212,023.00
Total Change Orders: \$ 2,848,895.00
REVISED CONTRACT AMOUNT: \$ 15,868,895.00

ORIGINAL CONTRACT COMPLETION DATE:
Previous Change Order: Calendar Days
This Change Order: Calendar Days
Total Change Orders: Calendar Days

REVISED CONTRACT COMPLETION DATE:

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

Steinberg Architects DATE _____

ASR Constructors DATE _____

Riverside Community College District DATE _____

Exhibit "A"

- #1 DESCRIPTION: COR 31
Trace and remove old electrical conduits from south wing due to when the hard lid ceiling was removed, cluster of old electrical conduits were found
REASON: Unforeseen condition
REQUESTED BY: Riverside Community College District
COST: \$ 20,711

- #2 DESCRIPTION: COR 34 / COR 77
Remove bee colony in roof (north side of bldg.) and also in tree
REASON: Unforeseen condition
REQUESTED BY: Riverside Community College District
COST: \$ 159 + \$ 2,755 = \$2,914

- #3 DESCRIPTION: COR 54 / COR 82
Replace numerous existing condensate lines, due to deterioration; remove Old lines and replace with copper
REASON: Unforeseen condition
REQUESTED BY: Contractor/Riverside Community College District
COST: \$ 12,818 + \$ 18,317 = \$31,135

- #4 DESCRIPTION: COR 62R
Add connections for future lighting at bathroom soffits
REASON: Oversight
REQUESTED BY: Riverside Community College District
COST: \$ 3,505

- #5 DESCRIPTION: COR 70
Demo on the south side, suspended cement plaster ceiling to expose existing concrete floor or ceiling; support all associated electrical, mechanical and plumbing
REASON: Unforeseen Conditions
REQUESTED BY: Architect
COST: \$ 4,295

- #6 DESCRIPTION: COR 72
Lecture Hall electrical AV/IT infrastructure revisions
REASON: District changes
REQUESTED BY: Riverside Community College District
COST: \$ 38,836

- #7 DESCRIPTION: COR 74
Remove existing gas line that runs through classrooms 23 and 24; remove wall covering in the video game arcade and repair cement plaster wall; remove tile around the window sills in the Tiger's Den and replace with 1" wood trim and paint to match walls
REASON: Oversight
REQUESTED BY: Contractor
COST: \$ 1,794
- #8 DESCRIPTION: COR 76
Remove plaster ceiling in rooms 125 and 219
REASON: Unforeseen condition
REQUESTED BY: Contractor
COST: \$ 2,604
- #9 DESCRIPTION: COR 79
In-fill and level floors in bathrooms 125 and 219
REASON: Oversight
REQUESTED BY: Contractor
COST: \$ 15,746
- #10 DESCRIPTION: COR 86 / COR 88
Add (13) electrical outlets to offices on south side (office to classroom change); and add electrical outlets on homerun circuitry for offices 208A, B & C
REASON: Architectural oversight
REQUESTED BY: Contractor
COST: \$ 6,692 + \$ 2,460 = \$ 9,152
- #11 DESCRIPTION: COR 87
Cut flush boxes in cement ceiling; adjust conduit in north side ceiling; adjust conduit in south side ceiling; adjust conduit in east side ceiling
REASON: Architectural oversight
REQUESTED BY: Contractor
COST: \$ 2,482
- #12 DESCRIPTION: COR 89 / COR 90
Provide additional sleeves for data cable and reinstall 4" data sleeves between floors at the IDF rooms (office to classroom changes)
REASON: Architectural oversight
REQUESTED BY: Contractor/ Riverside Community College
COST: \$ 4,695 + \$ 3,622 = \$ 8317

- #13 DESCRIPTION: COR 92
Install new wall type over existing concrete wall
REASON: Unforeseen condition
REQUESTED BY: Contractor
COST: \$ 8,005
- #14 DESCRIPTION: COR 93
Fire rate underside of existing ceilings and add furred walls
REASON: Unforeseen condition
REQUESTED BY: Contractor
COST: \$ 20,907
- #15 DESCRIPTION: COR 94
Add (3) HVAC unit drain pans in MDF/IDF rooms to protect high tech equipment
REASON: Mechanical Engineer oversight
REQUESTED BY: Contractor
COST: \$ 1,546
- #16 DESCRIPTION: COR 101
Add sleeve to tie in 1st floor to basement; provide pull boxes at basement; provide separate sleeve for low voltage; relocate electric box
REASON: Unforeseen condition; IT oversight; and District Request
REQUESTED BY: Contractor/ Riverside Community College District
COST: \$ 29,371
- #17 DESCRIPTION: COR 102
Door hardware revisions (office to classroom change)
REASON: Oversight
REQUESTED BY: Riverside Community College District
COST: \$ 3,791
- #18 DESCRIPTION: COR 104
Demo plaster wall and door; add framing and drywall
REASON: Doors do not have DP clearance at the door handles
REQUESTED BY: Contractor
COST: \$ 2,776

#19	DESCRIPTION:	<u>COR 107</u> Requirements to demo, remove and re-circuit electrical in order to remove wall between rooms 14 and 15 to enlarge classroom 15
	REASON:	Scope change requested by District
	REQUESTED BY:	Riverside Community College District
	COST:	\$ 4,136
	Total amount	\$ 212,023.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: June 19, 2007

Subject: Funding for IT and AV Equipment to be installed at the Innovative Learning Center at La Sierra, a Joint Project of RCCD and Alvord Unified School District

Background: Presented for the Board's review and consideration is a request to spend up to \$1,450,000 for information technology, audio visual infrastructure, and audio visual equipment integration at the Innovative Learning Center currently under construction in La Sierra. The Alvord Unified School District and Riverside Community College District have agreed to construct and operate the Center jointly, with site operations to include an early childhood education center, an elementary school for kindergarten through grade 5, and a teacher preparation center. Included in this request is funding for cameras, video editing equipment, microphones, speakers at observation windows, computer workstations, telephone system, IT equipment for a network system, an alarm system, and media cabinets needed to house the equipment. A more complete description is found in Attachment A.

The soon to open 16 acre campus near La Sierra University was first conceived in 1999 as an exemplary educational center where pre-school children, elementary school age children, and college students preparing to become teachers, would learn in an environment based on state-of-the-art research and best practices found in the education profession. In addition to several sources of general fund and bond funding provided by the state of California between 2000-01 and 2006, this project has been supported locally by RCCD Measure C and Alvord Measure D bond funding. Program development funding has been provided by the United States Department of Education through its Fund for the Improvement of Education (FIE) and Fund for the Improvement of Post-Secondary Education (FIPSE).

Funding included in this request covers equipment commonly found in all early childhood education centers (including RCCD's centers on the Moreno Valley, Norco, and Riverside campuses), as well as equipment necessary to the specialized mission of the new Innovative Learning Center.

Proposed Funding Source: Measure "C"

RESOURCES COMMITTEE

Report No.: VI-B-3

Date: June 19, 2007

Subject: Funding for IT and AV Equipment to be installed at the Innovative Learning Center at La Sierra, a Joint Project of RCCD and Alvord Unified School District (continued)

Recommended Action: It is recommended that the Board of Trustees approve the purchase, integration, and installation of the equipment described in an amount not to exceed \$1,450,000 and authorize the use of Measure C funds for this purpose.

Salvatore G. Rotella
Chancellor

Prepared by: Debbie Whitaker-Menesses
Associate Dean, Early Childhood Education
Ola Jackson
Associate Dean, Teacher Preparation

ATTACHMENT A
MEMORANDUM

RIVERSIDE COMMUNITY COLLEGE

Norco • Moreno Valley • Riverside



DATE: May 24, 2007

TO: Salvatore Rotella, Chancellor
Jim Buysse, Vice Chancellor, Administration & Finance

CC: Debbie Whitaker, Associate Dean, Early Childhood Education

FROM: Cecilia Wong
Executive Dean, Technology and Learning Resources

SUBJECT: Estimated Funds for IT, AV Equipment and AV Infrastructure for RCC Use at the Innovative Learning Center at Alvord USD

The following are estimates for the funds required for this project:

Description		Cost
1.	AV Infrastructure and Equipment for: <ul style="list-style-type: none">• Two (2) Preschool Rooms – C109 & E103• Two (2) Kindergarten Rooms – D103 & KF114• One (1) V-Brick Room	\$750,000
	Media Cabinets	\$ 58,000
	Alarm System and Miscellaneous	\$ 58,925
2.	IT Equipment	\$583,075
	Network System (MDF Room)	
	Telephone System	
	Computer Workstations	
	Office Equipment	
Total		\$1,450,000

Please see the attached documentation for further detail on the estimates for this project.



SPINITAR
A Presentation Products Company

- Integrated Systems
- Presentation Products
- System Support

Summary of Proposed Systems

ADULT CLASSROOM

Display System: The room is equipped with a ceiling mounted data-video projector that displays computer & video sources on ceiling mounted electronic drop down projection screen.

Display Inputs: System includes display of:

- One (1) Client Furnished portable guest laptop computer input – from wall input plate
- One (1) Document Camera – from wall input plate
- One (1) DVD/VCR Player (w/ close caption) – from cabinet
- One (1) Portable Aux Video w/ Audio Input – from wall input plate

All high-resolution computer and video cabling is to be installed, routing signals from the various inputs to the display.

An audiovisual scaling switcher solution is included allowing any display input to be routed (displayed) to the Projector. The switcher routes audio along with video. This allows complete flexibility in the viewing of display inputs.

Audio System: Ceiling mounted speakers provide program audio reinforcement. Soundtrack and program sources include the Laptop Computers, DVD/VCR, and Aux Video input. An integrated mixer/amplifier is included to accept the program audio inputs and drive the speakers.

System Control: A basic wall plate system controller is provided. Control via this wall plate will include:

- Projector On/Off
- Image Mute
- Input Select
- Screen Up/Down
- Volume Up/Down
- DVD/VCR Control

Support Equipment: A professional AV equipment rack solution is provided for proper installation and securing of AV equipment components.

ADULT CLASSROOM w/ Rich Media

Display System: The room is equipped with a ceiling mounted data-video projector that displays computer & video sources on ceiling mounted electronic drop down projection screen.

Display Inputs: System includes display of:

- One (1) Client Furnished portable guest laptop computer input – from wall input plate
- One (1) Document Camera – from wall input plate
- One (1) DVD/VCR Player (w/ close caption) – from cabinet
- One (1) Portable Aux Video w/ Audio Input – from wall input plate

All high-resolution computer and video cabling is to be installed, routing signals from the various inputs to the display.

An audiovisual scaling switcher solution is included allowing any display input to be routed (displayed) to the Projector. The switcher routes audio along with video. This allows complete flexibility in the viewing of display inputs.

Audio System: Ceiling mounted speakers provide program audio reinforcement. Soundtrack and program sources include the Laptop Computers, DVD/VCR, and Aux Video input. An integrated mixer/amplifier is included to accept the program audio inputs and drive the speakers.

System Control: A basic wall plate system controller is provided. Control via this wall plate will include:

- Projector On/Off
- Image Mute
- Input Select
- Screen Up/Down
- Volume Up/Down
- DVD/VCR Control

Rich Media: A presentation capture system is included to record adult classroom sessions. This system captures video and audio of the presenter along with any content that is being presented. The recorded sessions can be edited and stored for future playback and video on demand.

Support Equipment: A professional AV equipment rack solution is provided for proper installation and securing of AV equipment components.

PRESCHOOL ROOM w/ 4 Cameras and Microphones

This early childhood teaching classroom space is designed for teaching in quadrants. The following technology is integrated into and adjacent to the teaching space to facilitate real time visual and audible observation along with video and audio capture for editing and future playback.

- Four (4) High quality Controllable Video Cameras for video observation and capture of each quadrant. The cameras have a simple network based control interface for in room instructor control along with remote control from student observation room or other remote users that are allowed access.
- Four (4) high quality directional microphones for audio observation and capture of each quadrant.
- Network based video/audio encoders for live video/audio streaming and capture. This provides network based remote observation and capture in DVD quality.
- Each room has viewing windows for observation. The in-room microphones are connected to a multi channel integrated listening system so the observers looking through the window can hear the in room teaching activities "quadrant specific" via an audio headset.

K ROOM w/ 2 Cameras and Microphones

This early childhood teaching classroom space is designed for Kindergarten and 1st grade teaching. The following technology is integrated into and adjacent to the teaching space to facilitate real time visual and audible observation along with video and audio capture for editing and future playback.

- Two (2) High quality Controllable Video Cameras for video observation and capture. The cameras have a simple network based control interface for in room instructor control along with remote control from student observation room or other remote users that are allowed access.
- High quality microphones for audio observation and capture.
- Network based video/audio encoders for live video/audio streaming and capture. This provides for network based remote observation and capture in DVD quality.
- Each room has viewing windows for observation. The microphones are also connected to a multi channel integrated listening system so the observers looking through the window can hear the in room teaching activities via a headset.

Vbrick for all Rooms for capture and storage

The Network based video/audio encoders in each classroom are connected to an "Ethernet TV" system consisting of a network video recorder, scheduler, and video on demand server. Multiple

simultaneous video/audio streams can be viewed real time and recorded. Via a simple network based program guide, end users can access live and stored video/audio from each of the classroom cameras/microphone systems. Captured content can be easily edited by faculty.

Audio Observation only Rooms

The following technology is integrated into and adjacent to the teaching space to facilitate real time audible observation.

- High quality microphones for audio observation from adjacent viewing windows. The microphones are connected to a multi channel integrated listening system so the observers looking through the window can hear the in room teaching activities via a headset.

BUDGETARY SUMMARY - RCC CDC PROJECT REV A

ROOM/SYSTEM	NOTES	EQUIPMENT	TAX	FREIGHT	LABOR	SELECT SERVICE	TOTAL	TOTAL PER ROOM	TOTAL PROJECT - ALL ROOMS - w/Rich Media
ADULT CLASSROOM - (5 Total Rooms)	Budget is for 1 Room	\$17,932.13	\$1,389.74	\$448.30	\$8,041.50	\$1,075.93	\$28,887.61	\$28,887.61	
ADULT CLASSROOM w/ Rich Media - "Optional" (5 Total Rooms)	Budget is for 1 Room	\$55,478.12	\$4,299.55	\$1,386.95	\$18,967.50	\$3,328.69	\$83,460.81	\$83,460.81	\$0.00
PRESCHOOL ROOM with 4 cameras and mics - (4 Total Rooms)	Budget is for 1 Room	\$80,565.95	\$6,243.86	\$2,014.15	\$28,489.50	\$4,833.96	\$122,147.41	\$122,147.41	\$244,294.83
K ROOM with 2 cameras and mics (4 Total Rooms)	Budget is for 1 Room	\$53,891.67	\$4,176.60	\$1,347.29	\$21,033.00	\$3,233.50	\$83,682.07	\$83,682.07	\$167,364.14
Vbrick for ALL ROOMS for Capture/Storage/... (1 total Room)	Budget is for 1 Backbone Room	\$134,820.56	\$10,448.59	\$3,370.51	\$31,716.00	\$8,089.23	\$188,444.90	\$188,444.90	\$188,444.90
Audio Observation Only Rooms (4 Total Rooms)	Budget is for 1 Room	\$30,631.58	\$2,373.95	\$765.79	\$13,000.50	\$1,837.90	\$48,609.72	\$48,609.72	\$97,219.43

\$	697,323.30
----	------------



5/18/2007

RCCD ADV LEARNING CTR COST ESTIMATE

Quantity	Item	unit cost	Material cost
Network systems			
2	3750G-12S-E	11990	23980
1	WS-C3750G-24WS-S25	20500	20500
1	Access Points	1000	1000
26	GLC-LH-SM= LH uplinks	995	25870
8	3750G-48TS-E	21990	175920
4	3750G-24PS-E	11790	47160
1	3750G-48PS-E	23490	23490
1	Router with CME/SRST	19500	19500
4	Distribution UPS systems 2 hr bu-1 P	2100	8400
2	Distribution UPS systems 2 hr bu-2 P	2700	5400
1	Core UPS system	7575	7575
		Discounted	\$251,156.50
Telephony systems			
1	Wireless IP Phone	450	450
25	VoIP Phones	650	16250
		Discounted	\$11,690.00
Telecommunications room components			
9	Lockable relay rack enclosure	3000	27000
70	Patch cords	17	1190
1	Power / Infrastructure changes	50000	50000
1	RCC fiber optic backbone system	40000	40000
			\$118,190.00
Computer workstations			
14	Networked workstations	1500	21000
9	Desktop only (no network)	1500	13500
		Discounted	\$29,325.00
Office Peripherals			
1	Fax machine	130	130
1	Network copier	5000	5000
5	Local printer	400	2000
2	Network printer	1500	3000
		Discounted	\$9,117.00
		SUBTOTAL	\$419,478.50
		SALES TAX	\$32,509.58
		Installation	\$104,869.63
		Contingency	\$26,217.41
		TOTAL	\$583,075.12

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-2

Date: June 19, 2007

Subject: Norco Student Support Center - Construction Management Services

Background: On June 20, 2006, the Board of Trustees approved a short list of Construction Management firms to assist Riverside Community College District in managing and executing construction projects. ProWest Constructors was one of the firms approved for hire.

The Norco Campus identified the Norco Student Support Center as a high priority project for the Five Year Capital Construction Plan. Staff now proposes that the District enter into an agreement with ProWest Constructors to provide pre-construction and construction management services for the Norco Student Support Center Project. The total fee, including reimbursable expenses, for the pre-construction and construction management services would not exceed \$176,000, which is 2% of the estimated construction cost. Services would include the following:

- Design Development
- Construction Documentation
- Coordination and review of all project documentation
- Oversee the construction execution to ensure compliance with all bid specifications and Division of State Architect (DSA) requirements.

Expenses for these services are included in the approved project budget.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with ProWest Constructors to provide construction management services for the Norco Student Support Center Project in the amount of \$176,000, and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities Planning, Design and Construction

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

PROWEST CONSTRUCTORS

THIS AGREEMENT is made and entered into on the 20th day of June, 2007, by and between PROWEST CONSTRUCTORS hereinafter referred to as “Consultant” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant’s office(s), and on site at Riverside Community College District’s, Norco Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from June 20, 2007, to the estimated completion date of June 30, 2009, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$176,000 including expenses. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District’s sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement,

desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an

additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorized Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

ProWest Constructors

Riverside Community College District

Randy Craig
President
22710 Palomar St.
Wildomar, CA 92595

James L. Buysse
Vice Chancellor
Administration and Finance

Date

Date

Exhibit I

Scope of Services

Provide project/construction management services to include the following:

- Oversight of entire project.
- Assist in the expedition of Requests for Information (RFI's) and Submittals which affect the critical path.
- Interface with the Architect, Contractor and District as required.
- Assess and comment on General Contractor's project schedule.
- Review General Contractor's schedules of value for percentages when submitted for monthly payment. This review to take place at bi-weekly meetings.
- Provide constructability and cost estimate reviews at the Design Development and Working Drawings Phase and before the bidding process.
- Assist in the bidding process and awarding of contracts.
- Write and control meeting minutes.
- Walk project every two weeks to assess project schedule.
- Provide one page executive report of project status to District every four weeks.
- Monitor District project budget at required.
- Take photos and submit to District with executive report.
- Locate, assimilate, investigate and review existing project data in order to become familiar with the project.
- Review and assess submitted General Contractor change orders on the project.
- Assist District in management of consultant and General Contractor to ensure the schedule and project budget are met.
- Conduct procurement reviews with General Contractor to ensure timely delivery of required materials and equipment.
- Assist in warranty claims and post occupancy evaluation.
- Other related duties.

Proposed Fee:

Payments shall be at an hourly rate of \$165.00, not to exceed \$176,000, which is 2% of the construction cost, including reimbursable expenses.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-3

Date: June 19, 2007

Subject: 2009-2013 Five-Year Capital Construction Plan

Background: The State Chancellor's office requires community colleges to submit annually a Five-Year Capital Construction Plan. Riverside Community College District is presenting the 2009-2013 Five-Year Capital Construction Plan and the following Initial Project Proposals (IPPs) for the Public Safety, Law Enforcement and Fire Training Learning Resource Center Phase II at Ben Clark, and the Student Services Building at the Norco Campus and Final Project Proposal (FPP) for the Student Services Center project at the Riverside City Campus.

The IPPs are being presented so that the Public Safety, Law Enforcement and Fire Training Learning Resource Center Phase II and the Student Services Building can enter the State queue. The FPP is being presented as the State Chancellor's Office requires resubmission each year until a project is funded.

Recommended Action: It is recommended that the Board of Trustees approve the 2009-2013 Five-Year Construction Plan, the Initial Project Proposals for Public Safety, Law Enforcement and Fire Training Learning Resource Center Phase II, and the Student Services Building (Norco Campus), as well as the Final Project Proposal for the Student Services Center (Riverside City Campus) and authorize their submission to the California Community Colleges Chancellor's Office.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities Planning, Design and Construction



RIVERSIDE COMMUNITY COLLEGE

Moreno Valley Campus ▪ Norco Campus ▪ Riverside Campus

June 19, 2007

THE FOLLOWING IS A TRUE AND EXACT COPY OF AN EXCERPT FROM THE AGENDA AND MINUTES OF THE RIVERSIDE COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING OF JUNE 19, 2007.

It was moved, seconded and carried that the Riverside Community College District Board of Trustees approve the Five Year Capital Construction Plan for the planning period (2009-2013) and the accompanying Final Project Proposal (FPP) and Initial Project Proposals (IPPs) and authorize the submittal of these documents to the California Community College Chancellor's Office in accordance with Education Code 81820 Et. Seq.

The Final Project Proposal (FPP) being submitted is for the following project:

Student Services Center (Riverside City Campus)

The Initial Project Proposals (IPPs) being submitted are for the following projects:

Public Safety, Law Enforcement & Fire Training Learning Resource Center Phase II (Ben Clark)

Student Services Building (Norco Campus)

Dr. Salvatore G. Rotella
Chancellor
Riverside Community College District

Mary Figueroa
President
Board of Trustees

Date: June 19, 2007

District Projects Priority Order

Riverside CCD

No.	Project	Occupancy		Source	Schedule of Funds										
		ASF	Total Cost		2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014				
13	STUDENT SERVICES BUILDING				Norco Center										
	32,000	2012/2013				(L)		(P)(W)(C)(E)							
		\$13,401,954		State				\$13,401,954							
		\$1,489,106		NonState				\$1,489,106							
14	NORCO PHASE IV				Norco Center										
	2012/2013														
15	ADA TRANSITION				Riverside City College										
	2007/2008														
16	UTILITY MASTER PLAN				Riverside City College										
	2007/2008														
17	TRAFFIC MASTER PLAN				Riverside City College										
	2010/2011														
18	WAREHOUSE				Norco Center										
	2008/2009														
19	NETWORK OPERATIONS CENTER (NO				Norco Center										
	2007/2008														
20	NETWORK OPERATIONS CENTER (NO				Moreno Valley Center										
	2007/2008														
21	PUBLIC SAFETY, LAW ENFORCEMENT				Moreno Valley Center										
	20,000	2011/2012						(C)(E)(L)(P)(
		\$8,229,060		State				W)							
		\$914,340		NonState				\$8,229,060							
								\$914,340							

Riverside City Campus 09/11 BOND-STATE

NO	PROJECT/CAMPUS	CATEGORY	4-YEAR BOND			1D BOND			NEW BOND			NEW BOND
			2004/05	2005/06	2006/07	2007/08	2008/09	2009/2010	2010/2011	2011/2012	2012/2013	
	Quad Building Reconstruction (IPP/FPP) State RCC, Total: \$13,147,000 -	C		C=\$12,175,000	E=\$972,000	Occupy						
	Center for Primary Education (IPP/FPP) RCC Share: Total: \$8,216,737 (GMP) - Non-State	B		APW=\$1,426,514	C=\$5,849,167	Occupy						
	School for Performing Arts - Phase I (IPP/FPP) State & Local RCC, Total: \$57,657,000 -	B/Ready A		EIR	CEQA	PW=\$3,884,000	C=\$49,353,000	E=\$4,420,000	Occupy			
	Nursing/Sciences Building (IPP/FPP) State & Local RCC, Total: \$72,109,000 -	B/Ready A			PW=\$4,897,000	C=\$60,540,000	C	E=\$6,672,000	Occupy			
	Student Services Center (FPP) Local/State RCC, Total: \$18,081,045 -						PW=\$1,622,925	C=\$16,458,120	E/O \$			
	Physical Education Complex, Ph II (IPP/FPP) RCC, Total: \$118,226,000 - (Wheelock II) Local/State	A			PW=\$1,391,000		C=\$16,835,000	E=\$	Occupy			
	Physical Education Complex, Ph III (IPP/FPP) RCC, Total: \$	C							PW=\$	C=\$	E=\$	
	District Modular Projects (Redistribution)											
	Cafeteria Remodel											
	ADA Transition II						\$4,000,000					
	Utility Master Plan											
	Traffic Master Plan											

LEGEND:

- A = Acquisition
- B = Preliminary Plans
- C = Construction
- E = Equipment/Occupancy
- Riverside City Campus
- Moreno Valley Campus
- Norco Campus
- Bond Term

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-D-1

DATE: June 19, 2007

Subject: Updated Board Policies Pertaining to Fees, Student Health Services and
New Board Policy regarding Child Abuse Reporting

Background: As part of the District's efforts to get information to students and employees as timely as possible regarding the necessary fees charged Students by the District, and employees' responsibilities for reporting suspected child abuse-neglect, the following policies are being brought forward for first reading.

Policy 3518 – Child Abuse Reporting. This is a new policy for the District. This policy is needed in order that procedures can be issued to insure that the employees of the District are aware of the laws regarding child abuse/neglect reporting and of their obligation to report suspected abuse/neglect. This is language recommended by legal counsel for the Community College League of California (CCLC), based on the Penal Code, the Welfare and Institutions Code and the Family Code.

Policy 5030 – Student Fees, replaces the District's current policy 6042 – Student Fees. Most of the suggested language is the model language recommended by legal counsel for the CCLC, based on the Education Code. District staff has provided language for the Health Fee.

Policy 5200 – Student Health Services, replaces the District's current policy 6045 – Student Health Services. As in the two policies discussed above, much of the language is the model language recommended by legal counsel for the CCLC, based on the Education Code and Title 5.

In all instances, the District Administration will establish and put in place the procedures to carry out these policies.

Recommended Action: It is recommended that the Board of Trustees accept for first reading, Policies 3518, 5030, and 5200.

Salvatore G. Rotella
Chancellor

Prepared by: Ruth W. Adams, Esq.
Director, Contracts, Compliance and Legal Services

General Institution
DRAFT

BP 3518 CHILD ABUSE REPORTING

References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 600;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of minors present at any time on District property.

NOTE: This policy is **legally advised**. The **bold type** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. There does not appear to be a current policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Student Services
DRAFT

BP 5030 STUDENT FEES

References:

Education Code Sections 76300 et seq. and other references cited below

The Board of Trustees authorizes the fees indicated below. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the District's catalog, *the schedule of classes and on the District's website (www.rcc.edu)*.

Enrollment Fee:

Each student shall be charged a fee for enrolling in credit courses as required by law.

Non resident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

- All non resident students enrolling for 6 or fewer units;
- A student who is a citizen and resident of a foreign country who demonstrates financial need; or

***Auditing Fees:**

Persons auditing a course shall be charged a per unit, per semester fee, not to exceed the maximum fee allowed by Education Code, Section 76370. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee:

The District will charge the maximum allowable fee as approved by the State Chancellor's office in accordance with the Education Code, unless otherwise indicated by financial activity review or directed by the Board of Trustees. The Board of Trustees and the Associated Student Body

government will be notified of changes in the maximum allowable fee prior to implementation.

***Parking Fee:**

Students shall be required to pay a fee for parking services, in an amount not to exceed the maximum allowable fee per semester or intersession, pursuant to Education Code, Section 76360(a)(1).

Instructional Materials:

Education Code and Title 5 Sections 59400 et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities:

Education Code Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Transcript Fees:

Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee:

Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required

by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

~~❖ From Riverside CCD Policy 6042 titled Student Fees~~

~~Riverside Community College District has a strong commitment to ensure accessibility to all its programs and services for all citizens of the District who are capable of benefiting from the experiences provided. As an important component of this “open door” policy, the District actively promotes low cost education for District residents. However, as a matter of fiscal responsibility, a limited number of related services which the students use while attending classes will be supported by fees charged to students to assist in defraying the costs of providing these services.~~

***NOTE:** This policy is **legally required** except as noted above. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **bold italic type** is provided by RCCD staff. The language in **regular type** is current Riverside CCD Policy 6042 titled Student Fees adopted on 7-7-81 and amended on 7-7-87, 8-1-91, 6-2-92, and 6-22-94.*

Date Adopted:

Replaces current Riverside CCD Policy 6042

Student Services
DRAFT

BP 5200 STUDENT HEALTH SERVICES

References:

Education Code Sections 53411, ~~58620~~, 70901, 72246, 76355, 76401, **76403**, 87003, and 87356;
Title 5 Section 53411, **54702, 54704, 54706, 54708 and 54710**

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services. *This is based on the belief that good health is an essential element in a student’s ability to profit from instruction.*

❖ From Riverside CCD Policy 6045 titled Student Health Services

~~It shall be the policy of Riverside Community College District to provide a program of health services for students. This is based upon the belief that good health is an essential element in a student’s ability to profit from instruction. Components of the Health Services program shall include a system of health assessment, health education, health insurance and health care.~~

~~The Student Health Services program shall be supported by the health services fee. The fee and regulations exempting certain students from payment of the fee are in accordance with California Education Code Section 72246.~~

NOTE: This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **bold italic type** is added by RCCD staff. The language in regular type is current Riverside CCD Policy 6045 titled Student Health Services adopted on 1-21-75 and amended on 5-7-75, 12-15-76, 7-5-77, 6-3-80, 6-16-81, and 6-21-88.

Date Adopted:

(Replaces current Riverside CCD Policy 6045)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 S.W.O.T. ANALYSIS – RCCD STUDENT BODY**

“S”trengths	“W”eaknesses
<p>1. Location:</p> <ul style="list-style-type: none"> • Combined student population of 25,000 to 30,000 • The only food service available on all three campuses • Good food service location for all three • Bradshaw Cafeteria features spacious dining room • Convenient food service trailer located at Lovekin Field <p>2. Menu:</p> <ul style="list-style-type: none"> • Menu prices are reasonable • Breakfast and a separate lunch/dinner is well received • Bradshaw Cafeteria offers good menu variety • Catering services offers substantial hospitality and service • Holiday ethnic food variety enjoyed by students at all three campuses <p>3. Staffing:</p> <ul style="list-style-type: none"> • Staff is friendly and hospitable 	<p>1. Facility:</p> <ul style="list-style-type: none"> • Dining rooms at Moreno Valley and Norco campuses are inadequate in size • Poor design at all three campus cafeterias causes slow traffic flow • Tables and chairs inside facility are outdated, colors are drab • Cafeterias at all three campuses lack an inviting atmosphere • Due to noise and size, student lounge does not provide suitable opportunity for students to relax and talk • Poor ambiance • Lack of “college experience” • Too much clutter at Moreno Valley campus <p>2. Menu:</p> <ul style="list-style-type: none"> • Poor quality at Moreno Valley campus • Limited variety at Moreno Valley and Norco campuses • Not enough healthy choice menu and snack options • Not enough value-added menu options • Cost of healthy items is too high • Moreno Valley campus constantly running out of food • No “meal plan” options • No rotating menu <p>3. Administration:</p> <ul style="list-style-type: none"> • Able to accept debit (ATM)/credit card payment options • Vending machines are over-priced • Bookstore pricing is less than Food Service Department • Exclusive Pepsi contract is well-received by students

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 S.W.O.T. ANALYSIS – RCCD STUDENT BODY**

“O”pportunities	“T”hreats
<p>1. Menu:</p> <ul style="list-style-type: none"> • Need rotating menu • Free food samplings for new menu items • Look at the possibility of introducing franchise food options (i.e., Taco Bell, Pizza Hut, Jamba Juice, Starbucks, etc.) • Implement salad bars at all campuses • More ethnic food menu choices • Wider variety of soup choices <p>2. Marketing:</p> <ul style="list-style-type: none"> • Taste of RCC • Food samplings • Online menus and web page • Advertise in school newspaper • Culinary fundraisers • Create web-based catering service <p>3. Facility:</p> <ul style="list-style-type: none"> • Drab colors and poor ambiance at all three campuses • Lack of TVs and music in Bradshaw Cafeteria • Kiosk needed to replace Tiger’s Den at Riverside campus • Need more comfortable couches and chairs • Become more Internet-friendly • Create “cool & hip” atmosphere • Exterior dining area featuring walk-up service window 	<p>1. Off-site Threats:</p> <ul style="list-style-type: none"> • Student groups prohibited from bringing food on campus to prepare themselves • Easy access to off-campus food options • Outside catering allowed on campus <p>2. Financial:</p> <ul style="list-style-type: none"> • Loss of revenue from off-site threats

Attendees of the 03/23/07 S.W.O.T. Analysis meeting included:

RCCD:

- Aviles, Christian
- Black, Mary
- Brevil, Marie
- Gonzales, Mike
- Graham Douglas
- Johnson, Whitney
- Mahalce, Nicholas
- Mango, Marie
- Moore, Frank L.
- Musharbash, Christine
- Naranjo, Carlos

- Rey, Alexandra
- Satchell, Monica
- Tiscareno, Yajaira

Provider Contract Food Service:

- Corcoran, Tim
- Holt, Mitchell

RCC District Academic Senate Spring 2007 Semester Report

Senators: Douglas Beckstrom, Moreno Valley Campus
Richard Mahon, City Campus
Tom Wagner, Norco Campus, President

Participants: Chancellor Rotella
Vice Chancellor Maghroori
Subcommittee Chairs
Campus Academic Senate Officers

- **Developed and distributed guidelines (in coordination with Administration) to assist department chairs managing online instructors. The guidelines are to be used in conjunction with the manual for developing, teaching, and evaluating on-line classes written for the Academic Senate by Dr. Bonnie Pavlis last fall.**
- **Modified the Academic Senate's Educational Assistant Program to allow for competition in the spring in order to start grants for RCC students at the beginning of the fall semester. Awarded eight grants for fall 2007.**
- **Brought together (in coordination with Dr. Maghroori's Office) representatives from Moreno Valley Campus, Ben Clark Center, and California State University, at San Bernardino, to begin to create a seamless degree program in Public Administration for Ben Clark students.**
- **Established subcommittees at the three campuses to review Board policies and procedures drafted by the Administration.**
- **Working with Administration, created procedure and format to simplify review of draft class schedules across the three campuses, providing vastly increased identification of potential problems.**
- **Drafted and approved new procedures to establish Academic Rank and approved in principle a Program Discontinuance Procedure.**

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS FROM BOARD MEMBERS

Report No.: IX-A

DATE: June 19, 2007

Subject: Resolution of the Board of Trustees of the Riverside Community College District Supporting the Use of Local Labor and Businesses in the Construction of District Facilities - Resolution No. 53-06/07

Background: The Board has expressed the desire that local contractors, subcontractors, and businesses be used in the work of improving, enhancing and constructing District facilities; supporting the use of local labor that is available through local union halls; recognizing the support of local business and organized labor in securing the passage of Measure C; and maintaining the capacity to secure a broad range of competitive bids for enhancing and improving existing District facilities and for the construction of new District facilities.

Recommended Action: It is recommended that the Board of Trustees adopt the resolution supporting the use of local labor and businesses in the construction of District facilities, and developing a program to communicate the District bid process, schedule of projects, and the exploration of alternative methods of project delivery.

Salvatore G. Rotella
Chancellor

Prepared by: Salvatore G. Rotella
Chancellor

RIVERSIDE COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

RESOLUTION NO. 53-06/07

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT SUPPORTING THE USE OF
LOCAL LABOR AND BUSINESSES IN THE CONSTRUCTION OF DISTRICT
FACILITIES

WHEREAS, in 2003, the Board of Trustees (the “Board”) determined in the judgment of the Board it was advisable to request the Riverside County Registrar of Voters to call an election pursuant to Proposition 39 on the question of whether general obligation bonds should be issued and sold on behalf of the District for the purposes of generating funds for improving and enhancing existing District facilities and constructing new District facilities: and

WHEREAS, in March, 2004 the voters of the District passed “Measure C,” authorizing the sale of \$350,000,000 in bonds to be used for the improvement and enhancement of existing District facilities and the construction of new District facilities: and

WHEREAS, the Board desires that local contractors, subcontractors, and businesses be used in the work of improving, enhancing and constructing District facilities; and

WHEREAS, the Board desires that local labor be used in the work of improving, enhancing and constructing District facilities; and

WHEREAS, the Board desires to support the use of local labor that is available through local union halls; and

WHEREAS, the Board recognizes the support of local business and organized labor in securing the passage of Measure C; and

WHEREAS, the Board desires to maintain the capacity to secure a broad range of competitive bids for enhancing and improving existing District facilities and for the construction of new District facilities.

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE RIVERSIDE
COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE
AND ORDER AS FOLLOWS:

Section 1. That the District will develop a program (the “Program”) that will introduce the process and procedure of bidding and securing District construction work to local businesses, contractors, and subcontractors.

Section 1a. The Program will consist of a semi-annual breakfast meeting where District Purchasing and Facilities Planning, Design, and Construction (FPDC) personnel will present information on how to do business with the District and will explain the schedule of projects to be submitted for bids during the next six month, one year, and three year periods.

Section 1b. The Program will include information on how local businesses, contractors, and subcontractors can bid as prime or partner with General Contractors to submit bids on District construction projects.

Section 2. That District staff will provide union locals with notification of project bids so they are aware of actual projects that are being bid.

Section 3. That the District will explore alternate methods of project delivery to ensure best cost and encourage the use of local labor, apprenticeship programs, as well as subcontractors, and contractors. These methods could include, design-bid-build; multiple prime; agency construction management; and construction manager at risk.

ADOPTED, SIGNED AND APPROVED this 19th day of June, 2007

BOARD OF TRUSTEES OF THE RIVERSIDE
COMMUNITY COLLEGE DISTRICT

By _____
Board President

Attest:

Chancellor and
Secretary to the Board of Trustees

MINUTES OF THE BOARD OF TRUSTEES
PLANNING COMMITTEE MEETING
MAY 7, 2007

Chairperson Green called the committee to order at 6:00 p.m. in Board Room AD122, in the O.W. Noble Administration Building, Riverside City Campus.

CALL TO ORDER

Committee Members Present

Mrs. Janet Green, Chairperson
Mr. Mark Takano, Vice Chairperson
Ms. Virginia Blumenthal, Vice President, Board of Trustees
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Ms. Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness
Dr. Richard Mahon, Academic Senate President (Riverside)
Dr. Gail Zwart, Academic Senate Representative (Norco)
Ms. Ginny Haguewood, CSEA Representative (Riverside)
Mr. Gustavo Segura, CSEA Representative (Moreno Valley)

Resource Persons Present

Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Dr. Jim Buysse, Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Interim Vice Chancellor, Student Services and Operations
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Mr. Aaron Brown, Associate Vice Chancellor, Finance
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement

Guest Present

Dr. Charles McIntyre, Consultant

Dr. McIntyre presented a report regarding his environmental scan findings for the District, including scenarios and enrollment forecasts for use in planning purposes. Discussion followed.

ACCOUNTABILITY REPORTING
FOR COMMUNITY COLLEGES

The committee adjourned the meeting at 7:50 p.m.

ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
RESOURCES COMMITTEE MEETING
MAY 8, 2007

Vice Chairperson Blumenthal called the committee to order at 6:00 p.m. in Board Room AD122, in the O.W. Noble Administration Building, Riverside City Campus.

CALL TO ORDER

Committee Members Present

Mr. Mark Takano, Chairperson (arrived at 6:10 p.m.)
Ms. Virginia Blumenthal, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Mrs. Janet Green, Secretary, Board of Trustees
Dr. Jim Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Ms. Karin Skiba, CTA President (Norco)
Mr. Doug Beckstrom, Academic Senate President (Moreno Valley)
Dr. Richard Mahon, Academic Senate President (Riverside)
Ms. Patricia Worsham, Academic Senate Representative (Norco)
Mr. Gustavo Segura, CSEA President (Moreno Valley)
Ms. Tamara Caponetto, CSEA Representative (Norco)

Resource Persons Present

Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Dr. Debbie DiThomas, Interim Vice Chancellor, Student Services and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Mr. Aaron Brown, Associate Vice Chancellor, Finance
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Mr. Aan Tan, Associate Vice Chancellor, Facilities Planning, Design and Construction
Dr. Bill Orr, Vice President, Business Services, Moreno Valley

Guest Present

Mr. Jim Roth, Manager, UBS Investment Bank

Dr. Buysse requested to amend the agenda in order to allow the presentation from Mr. Roth for item VI-B-6 to occur first in the meeting.

AMEND AGENDA

Dr. Buysse introduced Mr. Roth, who presented an updated report on the issuance options for the Election of 2004 General Obligation Bonds, Series 2007C that will be brought to the Board of Trustees for a recommendation at the May 15th regular meeting. Discussion followed.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT, RIVERSIDE COUNTY, CALIFORNIA, AUTHORIZING THE ISSUANCE OF RIVERSIDE COMMUNITY COLLEGE DISTRICT, (RIVERSIDE COUNTY, CALIFORNIA) ELECTION OF 2004 GENERAL OBLIGATION BONDS, SERIES 2007C, RESOLUTION NO. 41-06/07

Dr. Buysse led the committee review of the labor compliance service agreements relative to the District Modular Projects that will be brought to the Board of Trustees for its consideration at the May 15, 2007 regular meeting. Discussion followed.

DISTRICT MODULAR PROJECTS – LABOR COMPLIANCE SERVICE AGREEMENTS

Dr. Buysse led the review of the agreement to provide a Division of State Architect (DSA) inspector of records for the District Modular Projects and the Norco Phase III/Industrial Technology Project that will be brought to the Board of Trustees for approval at the May 15th regular meeting. Discussion followed.

DISTRICT MODULAR PROJECTS AND NORCO PHASE III/INDUSTRIAL TECHNOLOGY PROJECT – DSA INSPECTOR OF RECORDS AGREEMENT

Dr. Orr led the review of the amendment to the agreement to provide project management support services for the Moreno Valley Hot Water Loop System Phase II Project that will be brought to the Board of Trustees for approval at the May 15th regular meeting. Discussion followed.

MORENO VALLEY HOT WATER LOOP SYSTEM, PHASE II – AMENDMENT TO AGREEMENT, M-E ENGINEERS, INC.

Mr. Tan led the review of the change order relative to the Quadrangle Modernization Project that will be brought to the Board of Trustees for approval at the May 15th regular meeting. Discussion followed.

QUADRANGLE MODERNIZATION PROJECT – CHANGE ORDER NO. 4

Dr. Buysse led the review of an amendment to an architectural agreement relative to the Norco Phase III Industrial Technology Project that will be brought to the Board of Trustees for approval at the May 15th regular meeting. Discussion followed.

NORCO PHASE III INDUSTRIAL TECHNOLOGY PROJECT – AMEND ARCHITECT AGREEMENT

The committee adjourned the meeting at 7:37 p.m.

ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
TEACHING AND LEARNING COMMITTEE
MAY 8, 2007

Vice Chairperson Green called the committee to order at 5:00 p.m. in Board Room AD122, in the O. W. Noble Administration Building, Riverside City Campus.

CALL TO ORDER

Committee Members Present

Mr. Jose Medina, Committee Chairperson (arrived at 5:05 p.m.)
Mrs. Janet Green, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs (arrived at 5:30 p.m.)
Dr. Debbie DiThomas, Interim Vice Chancellor, Student Services and Operations
Mr. Doug Beckstrom, Academic Senate President (Moreno Valley)
Dr. Richard Mahon, Academic Senate President (Riverside)
Dr. Sharon Crasnow, Academic Senate Representative (Norco)
Dr. Kathleen Sell, CTA Representative (Riverside)

Resource Persons Present

Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Dr. Carolyn Quin, Dean, Riverside School for the Arts
Dr. John Tillquist, Dean, Business, Technology and Economic Development
Mr. Jeff Williamson, Statewide Director, Centers for International Trade Development

Dr. Tillquist presented an update on the six centers of the Office of Economic Development. Discussion followed.

UPDATE ON THE OFFICE OF
ECONOMIC DEVELOPMENT

Dr. DiThomas led the review of the agreement to provide physician assistant services to the District's Health Services Department that will be presented to the Board of Trustees for approval at the May 15th regular meeting. Discussion followed.

AGREEMENT WITH LOMA
LINDA UNIVERSITY
HEALTH CARE

Dr. Quin led the review of the agreement to present workshops on "Career Pathways to Production" to at-risk high school and basic skills college students that will be presented to the Board for approval at the May 15th regular meeting.

AGREEMENT WITH INLAND
EMPIRE FILM COMMISSION

Dr. Tillquist introduced Mr. Williamson, who led the review of the agreement to provide management assistance and export assistance services that will be presented to the Board for approval at the May 15th regular meeting. Discussion followed.

The committee adjourned the meeting at 5:35 p.m.

AGREEMENT WITH
NETWORK INTERNATIONAL
EXPORTS, INC.

ADJOURNMENT