



**Section V**  
**CURRICULAR PATTERNS**

## WORKSHOP COURSES

Each discipline of the college has the option of developing workshop courses that are specifically designated to be experimental courses. (They are developed by faculty members in the discipline and receive curriculum committee approval prior to being offered.) 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.

## 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.

## 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.

## 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  
Administration of Justice  
Air Conditioning and Refrigeration  
Applied Digital Media and Printing

Architecture  
Art  
Automotive Body  
Automotive Technology  
Biotechnology  
Business Administration

Community Interpretation  
Computer Applications and Office Technology  
Computer Information Systems  
Construction Technology  
Cosmetology  
Dance  
Dental Hygiene  
Dental Technology  
Early Childhood Education  
Education  
Electronics  
Engineering  
Film, Television and Video  
Fire Technology

Human Services  
Journalism  
Kinesiology  
Machine Shop  
Management  
Manufacturing  
Marketing  
Medical Assisting  
Music  
Nursing  
Paralegal Studies  
Photography  
Real Estate  
Theater Arts  
Welding

## HIGH SCHOOL COURSES

### Foreign Languages

Two years of high school study in the same language with an earned grade of "C" or better for each course are equivalent to the first level of the same language at RCCD (for example, two years of Spanish in high school are equal to Spanish I at RCCD.)

### Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found on the web at <http://www.mvc.edu/assessment/chemistry.cfm>.

### Articulated Courses

The Riverside Community College District (RCCD) and Secondary Education District articulation process provides a method by which college credit can be given for articulated high school and ROP courses, thereby creating a seamless transition from secondary to post-secondary education. Articulation means an agreement has been reached and the student will receive college credit for a specific high school or ROP course(s). Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, correlating grade requirements, and instructions on how to receive credit by going to [www.explorecte.com/articulation](http://www.explorecte.com/articulation).

For further information or assistance, please contact the Career and Technical Education Projects office, 951-222-8963.

### ALVORD UNIFIED SCHOOL DISTRICT

Accounting Principles (CAT/ACC 55)  
Anatomy/Physiology (AMY 10)  
Architectural Design 1 (ARE 24)  
CADD Computer Aided Drafting and Design (ENE 30)  
Computer Keyboarding (CAT 53)  
Drafting 2 (ENE 21)  
Web Design (ADM 74)  
Word Processing (CAT 50)

### ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

EMT (EMS 50 & EMS 51)

### COLTON JOINT UNIFIED SCHOOL DISTRICT

Advanced Keyboarding/Computer Literacy (CAT 50)  
Microsoft Word (CAT/CIS 34A)

**CORONA NORCO UNIFIED SCHOOL DISTRICT**

Anatomy/Physiology 1A/1B (AMY 10)  
 Architecture Design 1A-1B (ARE 24 & ARE 25)  
 Auto 2A/2B (AUT 50)  
 Business Procedures (CAT 61)  
 Computer Aided Drafting 2A-2B (ENE 42)  
 Design Manufacturing Technology 1A & 1B (MAN 52)  
 Electronics 1A-1B (ELE 21)  
 Introduction to Engineering & Architecture 1A-1B (ENE 21 & ENE 30)  
 Photography 1A & 1B (PHO 8)  
 Technology Applications 2A/2B (CIS 1A)

**COLTON REDLAND YUCAIPA ROP (CRY-ROP)**

American Sign Language II (AML 1)  
 Automotive General Service Technician (AUT 50)  
 CISCO Internetworking Level 1 (CIS 26A)  
 CISCO Internetworking Level 2 (CIS 26B)  
 CISCO Internetworking Level 3 (CIS 26C)  
 CISCO Internetworking Level 4 (CIS 26D)  
 Construction Technology (CON 60)  
 Desktop Publishing & Printing (ADM 1)  
 Fundamental Webpage Design (ADM 74)  
 Microsoft Office (CAT/CIS 93)  
 The Art of Animation (ART 44)  
 Welding Occupations (WEL 15)

**CALIFORNIA SCHOOL FOR THE DEAF**

Construction Technology (CON 60)

**JURUPA UNIFIED SCHOOL DISTRICT**

Accounting 1 (CAT/ACC 55)  
 Auto 1 (AUT 50)  
 Digital Photo 1 (PHO 20)  
 Introduction to Business 1 & 2 (BUS 10)  
 Photography 1 (PHO 8)  
 Photography 2 (PHO 9)  
 Television Broadcasting (FTV 67)  
 Video Production (FTV 67)  
 Web Design (ADM 74)

**LAKE ELSINORE UNIFIED SCHOOL DISTRICT**

Advanced Engineering Design w/Solidworks (ENE 42)  
 Design 2 (ADM 71)  
 Manufacturing & Materials Engineering 1 (WEL 34)  
 Manufacturing & Materials Engineering 2 (WEL 35)

**MORENO VALLEY UNIFIED SCHOOL DISTRICT**

Advanced Engineering Drawing (ENE 31)  
 Accounting 1 (CAT/ACC 55)  
 Anatomy and Physiology (AMY 10)  
 Architecture Design (ARE 24)  
 Automotive Technology I & II (AUT 50)  
 Digital Electronics (ELE 25)  
 Engineering Drawing 1 & 2 (ENE 21)  
 Healthcare Level 1&2 (HET 79)  
 Photography 101 (PHO 8 & PHO 9)  
 Principles of Engineering (ENE 10 & ENE 60)  
 Web Design (ADM 74)

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**

Automotive Technology (AUT 50)  
 Drafting 1 (ENE 21)

**NUVIEW UNION SCHOOL DISTRICT**

American Sign Language (AML 1)  
 Anatomy and Physiology (AMY 10)  
 Computer 1 (CAT/CIS 93)  
 Photography (PHO 20)

**RIVERSIDE COUNTY OFFICE OF EDUCATION CTE/ROP**

Allied Health Occupations (HET 79)  
 Auto Collision & Refinishing (AUB 50)  
 Automotive Technology (AUT 50)  
 CIS Microsoft Office Tools I (CAT/CIS 34A)  
 CIS Microsoft Office Tools II (CAT/CIS 98A)  
 Construction Technology (CON 60)  
 Digital Imaging (ADM 71)  
 Digital Photography I (PHO 20)  
 Emergency Medical Tech (EMS 50 & 51)  
 Graphics Technology (ADM 1)  
 Maintenance Mechanics (MAN 60 & MAN 61)  
 Masonry Occupations (CON 81, 82, 83, 84, 85, & 86)  
 Nurse Assistant (HET 80)  
 TV/Video Level I (FTV 67)  
 Website Design & Development (ADM 74)

**REDLANDS UNIFIED SCHOOL DISTRICT**

Advanced Multimedia Design #0962 (FTV 67)

**RIVERSIDE UNIFIED SCHOOL DISTRICT**

Advanced Digital Video Production or Media/Arts Academy III (FTV 67)  
 Advanced Web Design (ADM 74)  
 Anatomy and Physiology (AMY 10)  
 Beginning Computer Class (CAT/CIS 93)  
 CCNA 1 (CIS 26A)  
 CCNA 2 (CIS 26B)  
 Certified Nursing Assistant (HET 80)  
 Digital Electronics (ELE 25)  
 Health & Bioscience Academy I (FIT E2A)  
 Health & Bioscience Academy II (HET 79 & MDA 1A)  
 Keyboarding/Tech Tool I (CAT 50)  
 Medical Assistant Course A: Front & Back Office (MDA 54)  
 Medical Terminology (MDA 1A)  
 Principles of Engineering (ENE 10 & ENE 60)

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

Adobe Prep I & II (ADM 71)  
 Automotive Technology A & B (AUT 50)  
 CISCO Academy 1A (CIS 26A)  
 CISCO Academy 1B (CIS 26B)  
 CISCO Academy 2A (CIS 26C)  
 CISCO Academy 2B (CIS 26D)  
 Construction Occupations A/B (CON 60)  
 Introduction to Accounting (CAT/ACC 55)

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS (SBCSS) ROP**

Computer Aided Drafting (ENE 21 & ENE 30)

### TEMECULA VALLEY UNIFIED SCHOOL DISTRICT American Sign Language 2 (AML 1)

### VAL VERDE UNIFIED SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)

Business Computers (CAT/CIS 3)

CISCO Academy 1A (CIS 26A)

CISCO Academy 1B (CIS 26B)

CISCO Academy 2A (CIS 26C)

CISCO Academy 2B (CIS 26D)

Computer Essentials (CAT/CIS 34A)

Web Page Design & Development (ADM 74)

### CAREER AND TECHNICAL EDUCATION PROGRAMS

Moreno Valley College offers Associate in Science Degrees and Certificate Programs with an occupational emphasis. Both provide instruction in 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 takes four semesters. Certificate programs, leading to an associate in science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Certificates can lead to employment. Each course required for a certificate must be completed with a "C" grade or better. All certificate courses 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 in current positions and better-paying jobs without specialized training. General education coursework has its value, but in the early stages of a career it is specific, technical skills employers seek. A certificate is the best evidence specialized training has been secured. At times employers actually require certificates as a condition of employment or reclassification for higher pay.

#### Who Can Enroll in the Career and Technical Education Programs?

Individuals wishing to enroll at Moreno Valley College must file an official application. Admission to Moreno Valley College 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.

### ASSOCIATE IN SCIENCE DEGREE

The Associate of Science Degree consists of course work totaling 60 units or more. This includes coursework in a specific college certificate pattern plus general education and elective courses.

### STATE-APPROVED CERTIFICATE (Certificate of Achievement)

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 lead to an associate degree.

### LOCALLY-APPROVED CERTIFICATE (Certificate of Career Preparation)

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 degree.



Program	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>AREA OF EMPHASIS</b>						
Administration & Information Systems			•	MAA494	NAA494*	AA494*
American Studies			•	MAA492		AA492*
Communications, Media & Languages			•	MAA495	NAA495*	AA495*
Fine & Applied Arts			•	MAA496	NAA496*	AA496*
Humanities, Philosophy & Arts			•	MAA497	NAA497*	AA497*
Kinesiology, Health and Wellness			•	MAA498	NAA498*	AA498*
Social & Behavioral Studies			•	MAA499	NAA499*	AA499*
Math and Science			•	MAS493	NAS493	AS493*
 Associate Degree for Transfer™						
Administration of Justice						
With CSUGE pattern						AS642*
With IGETC pattern						AS643*
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
English						
With CSUGE pattern			•		NAA648*	AA648*
With IGETC pattern			•		NAA649*	AA649*
Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Music						
With CSUGE pattern			•			AA704*
With IGETC pattern			•			AA705*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Studio Arts						
With CSUGE pattern			•		NAA693*	
With IGETC pattern			•		NAA694*	
Theatre Arts						
With CSUGE pattern			•			AA747*
With IGETC pattern			•			AA748*

\*50% or more of the certificate/degree may be completed online

Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>ADMINISTRATION OF JUSTICE</b>		•	•	MAS504/MCE504	NAS504/NCE504	AS504*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch Course	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•				NCE785	CE785*
Law Enforcement		•	•	MAS563/MCE563		
Victim Services Aide	•					CE679*
<b>AIR CONDITIONING AND REFRIGERATION</b>		•	•			AS596/CE596
<b>APPLIED DIGITAL MEDIA AND PRINTING</b>		•	•			AS653/CE653
Basic Electronic Prepress	•					CE822
Basic Graphic Design	•					CE823
New Media and Interactive Design	•					CE821
<b>ARCHITECTURE</b>		•	•		NAS509/NCE509	
Architectural Graphics	•				NCE787	
<b>ART</b>						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
<b>AUTOMOTIVE TECHNOLOGY</b>						
Automotive Body Repair		•	•			AS511/CE511
Automotive Trim and Upholstery		•	•			AS516/CE516
Electrical		•	•			AS513/CE513
Ford Specialty			•			AS519
General Motors Specialty			•			AS583
Mechanical		•	•			AS515/CE515
<b>BANK OPERATIONS</b>	•					CE625*
<b>BUSINESS ADMINISTRATION</b>						
Accounting Concentration		•	•	MAS523/MCE523	NAS523/NCE523	AS523/CE523
Banking and Finance Concentration		•	•			AS631*/CE631*
General Business Concentration		•	•	MAS524/MCE524	NAS524/NCE524*	AS524*/CE524*
Human Resources Concentration		•	•		NAS623/NCE623*	AS623/CE623
Logistics Management Concentration		•	•		NAS580/NCE580*	
Management Concentration		•	•	MAS521/MCE521	NAS521/NCE521*	AS521*/CE521*
Marketing Concentration		•	•	MAS525/MCE525	NAS525/NCE525*	AS525*/CE525*
Real Estate Concentration		•	•	MAS527/MCE527	NAS527/NCE527*	AS527/CE527
Entrepreneurship		•	•			AS531*/CE531*
Insurance		•	•			AS629*/CE629*
International Business	•					CE627*
Operations and Production Mgmt	•					CE833*
Real Estate Salesperson and Transaction	•				NCE854	
<b>COMMERCIAL MUSIC</b>		•	•		NAA645/NCE645	
<b>COMMUNITY INTERPRETATION</b>		•	•	MAS557/MCE557		

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b>						
Administrative Office Professional	•					CE637*
Executive Office Management		•	•			AS639*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
Office Fast-Track	•					CE812*
Virtual Assistant	•					CE677*
<b>COMPUTER INFORMATION SYSTEMS</b>						
C++ Programming	•				NCE803	CE803*
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726/MCE726	NAS726/NCE726	AS726*/CE726*
Computer Programming		•	•	MAS728/MCE728	NAS728/NCE728	AS728*/CE728*
Desktop Publishing		•	•		NAS647/NCE647*	
E-Commerce	•					CE807*
Java Programming	•				NCE809	CE809*
Mobile Application Development		•	•		NAS725/NCE725	
Relational Database Mgmt Tech	•					CE816*
Simulation and Gaming		•	•	MAS739/MCE739	NAS739/NCE739	
Systems Development	•					CE806*
Web Master-Web Designer	•			MCE820	NCE820	CE820
Web Master-Web Developer	•			MCE843	NCE843	CE843*
<b>CONSTRUCTION TECHNOLOGY</b>		•	•		NAS532/NCE532	
<b>COSMETOLOGY</b>		•	•			AS534/CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician	•					CE673
<b>CULINARY ARTS</b>		•	•			AS561/CE561
<b>DENTAL ASSISTANT</b>		•	•	MAS621/MCE621		
<b>DENTAL HYGIENE</b>			•	MAS724		
<b>DENTAL LABORATORY TECHNOLOGY</b>		•	•	MAS723/MCE723		
<b>DRAFTING TECHNOLOGY</b>		•	•		NAS539/NCE539	
<b>EARLY CHILDHOOD EDUCATION</b>		•	•	MAS544/MCE544	NAS544/NCE544	AS544*/CE544*
ECE/Asst Teacher	•			MCE795	NCE795	CE795*
ECE/Twelve Core Units	•			MCE797	NCE797	CE797*
Early Childhood Intervention Asst		•	•	MAS601/MCE601	NAS601/NCE601	AS601/CE601*
Infant and Toddler Specialization	•			MCE681	NCE681	CE681
<b>EDUCATION PARAPROFESSIONAL</b>		•	•	MAS603/MCE603*		AS603*/CE603*

\*50% or more of the certificate/degree may be completed online

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>ELECTRONICS TECHNOLOGY</b>						
Digital Electronics		•	•		NAS656/NCE656	
Electronics Technology		•	•		NAS546/NCE546	
Green Technician	•				NCE856	
<b>EMERGENCY MEDICAL SERVICES</b>						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MCE585		
<b>ENGINEERING</b>						
Civil Engineering Technician		•	•		NAS550/NCE550	
Engineering Graphics	•				NCE796	
Engineering Technology			•		NAS551	
<b>FILM, TELEVISION AND VIDEO</b>						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641/CE641
<b>FIRE TECHNOLOGY</b>		•	•	MAS555/MCE555		
Chief Officer		•	•	MAS826/MCE826		
Fire Officer		•	•	MAS827/MCE827		
Firefighter Academy		•	•	MAS669/MCE669		
<b>HUMAN SERVICES</b>		•	•	MAS663/MCE663		AS663/CE663
Employment Support Specialization	•			MCE802		CE802
<b>KINESIOLOGY/EXERCISE, SPORT &amp; WELLNESS</b>						
Athletic Training Emphasis		•	•			AS597/CE597
Coaching Emphasis		•	•			AS599/CE599
Fitness Professions Emphasis		•	•			AS595/CE595
<b>LOGISTICS MANAGEMENT</b>		•	•		NAS579/NCE579	
<b>MANUFACTURING TECHNOLOGY</b>						
Automated Systems Technician		•	•		NAS737/NCE737	
Computer-Aided Production Technology	•				NCE799	
Computer Numerical Control Programming		•	•		NAS655/NCE655	
<b>MEDICAL ASSISTING</b>						
Admin/Clinical Medical Assisting		•	•	MAS718/MCE718		
Medical Transcription		•	•	MAS701/MCE701		
<b>MUSIC</b>			•	MAA564		AA680
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
<b>NURSING</b>						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586
Vocational Nursing		•	•			AS588/CE588
<b>PARALEGAL STUDIES</b>			•			AS591*

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PHOTOGRAPHY		•	•			AS592/CE592
PHYSICIAN ASSISTANT		•	•	MAS501/MCE501		
RETAIL MANAGEMENT/WAFC		•	•		NAS536/NCE536*	AS536*/CE536*
SIGN LANGUAGE INTERPRETING		•	•			AS505/CE505
SIMULATION AND GAME DEVELOPMENT						
Game Art: 3D Animation		•	•		NAS686/NCE686	
Game Art: Character Modeling		•	•		NAS687/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NCE688	
Game Art Core	•				NCE855	
Game Audio		•	•		NAS684/NCE684	
Game Design		•	•		NAS685/NCE685	
Game Programming		•	•		NAS691/NCE691	
SPEECH LANGUAGE PATHOLOGY ASSISTANT		•	•	MAS697/MCE697		
SUPPLY CHAIN TECHNOLOGY		•	•		NAS608/NCE608	
WELDING TECHNOLOGY		•	•			AS606/CE606
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

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Location	Program & Program Code	Locally Approved Certificate	State Approved Certificate	Associate Degree
<b>MORENO VALLEY COLLEGE</b>				
Ben Clark Training Center				
	Administration of Justice MAS504/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783	•		
	AOJ/Basic Public Safety Dispatch Course MCE784	•		
	Law Enforcement MAS563/MCE563		•	•
	Emergency Medical Technician MCE801	•		
	Paramedic MAS585/MCE585		•	•
	Fire Technology MAS555/MCE555		•	•
	Chief Officer MAS826/MCE826		•	•
	Fire Officer MAS827/MCE827		•	•
	Firefighter Academy MAS669/MCE669		•	•

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**PROGRAMS AND CERTIFICATES****R=Riverside; M=Moreno Valley; N=Norco****ACCOUNTING**See [BUSINESS ADMINISTRATION](#)**ADMINISTRATION OF JUSTICE****ADMINISTRATION OF JUSTICE (MNR) MAS504/MCE504**

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

**Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate a basic knowledge of criminal law.
- Demonstrate a knowledge of the implications of legal evidence in the processing of criminal cases.
- Demonstrate a knowledge of the role of policing and the maintenance of favorable community relations.

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 Science Degree in Administration of Justice will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**ADMINISTRATION OF JUSTICE/ (M) MAS563/MCE563****LAW ENFORCEMENT**

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues. The program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities. Potential occupations include local

police officers, deputy sheriffs, transit or railroad police; state police and highway patrol officers, fish and game wardens, or park rangers; or federal special agents, investigators and marshals.

**Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Analyze the various aspects of police work
- Identify minimum competencies in police functions of most frequent occurrence
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure
- Compare and contrast the concepts of uniformity in police practices and procedures.

Required Courses (36-39 units)		Units
ADJ-B1B	Basic Peace Officer Training Academy	39
	or	
	Reserve Training Module Format	36
ADJ-R1A2	Level III Modular Academy Training	6.5
ADJ-R1B	Level II Reserve Officer Training	11
ADJ-R1C	Regular Basic Course, Modular Format, Module I Training	18.5

**Associate in Science Degree**

The Associate in Science Degree in Administration of Justice/Law Enforcement will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:*

**ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL (M) MCE783 DEPUTY ACADEMY****Certificate Program**

Required Courses (13 units)		Units
ADJ-C1D	Basic Correctional Deputy Academy (C)	13

**ADMINISTRATION OF JUSTICE BASIC PUBLIC SAFETY (M) MCE784 DISPATCH COURSE****Certificate Program**

Required Courses (5 units)		Units
ADJ-D1A	Basic Public Safety Dispatch Course	5

**BUSINESS ADMINISTRATION**

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses.
- Have an understanding of legal practices relating to business.
- Apply sound management practices.

**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	
BUS/CIS/CAT-3 Computer Applications for Business	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
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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**ACCOUNTING CONCENTRATION (MNR) MAS523/MCE523**

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

- Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.
- Analyze and solve accounting issues and problems for a variety of business entities.
- Analyze and interpret data and reports for a variety of business entities.
- Develop and apply principles of moral judgment and ethical behavior to business situations.

Business Administration Major Core Requirements	18
Required for this concentration	3

ACC-1B Principles of Accounting II	3
and	
Select another 9 units from the following:	9

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 Accounting Work Experience	1-2-3-4
BUS/MAG-47 Applied Business and Management Ethics	3

**GENERAL BUSINESS CONCENTRATION (MNR) MAS524/MCE524**

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the General Business concentration, students should be able to accomplish four of the following seven tasks:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.

- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel.
- Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

Business Administration Major Core Requirements	18
Select another 12 units from the following:	12
ACC-1B Principles of Accounting II	3
or	
ACC-38 Managerial Accounting	3
BUS-18B Business Law II	3
BUS-40 International Business-Principles	3
BUS/MAG-47 Applied Business and Management Ethics	3
BUS-80 Principles of Logistics	3
BUS-200 Business Administration Work Experience	1-2-3-4
MAG-51 Elements of Supervision	3
MAG-53 Human Relations	3
MKT-20 Principles of Marketing	3

#### MANAGEMENT CONCENTRATION (MNR) MAS521/MCE521

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

#### Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the Management concentration, students should be able to:

- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.

Business Administration Major Core Requirements	18
Required for this concentration	3
MAG-44 Principles of Management	3
and	
Select another 9 units from the following:	9
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 Management Work Experience	1-2-3-4
BUS-48 International Management	3

#### MARKETING CONCENTRATION (MNR) MAS525/MCE525

This program prepares individuals to undertake and manage the process of developing both consumer and business markets, and communicating product benefits to targeted market segments. This includes instruction in buyer behavior and dynamics, sales promotions, building customer relationships, effective pricing, marketing campaigns, principles of marketing research, strategic market planning, advertising methods, customer service, retailing, and applications for specific products and markets.

#### Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the Marketing concentration, students should be able to:

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.

Business Administration Major Core Requirements	18
Required for this concentration	3

MKT-20 Principles of Marketing	3
and	

Select another 9 units from the following:

MKT-40 Advertising	3
MKT-41 Techniques of Selling	3
MKT-42 Retail Management	3
MKT-200 Marketing Work Experience	1-2-3-4
BUS-43 International Business-Marketing	3
BUS-51 Principles of Electronic-Commerce	3
BUS-80 Principles of Logistics	3

#### REAL ESTATE CONCENTRATION (MNR) MAS527/MCE527

This program prepares individuals to develop, buy, sell, appraise, and manage real property. This includes instruction in land use development policy, real estate law, real estate marketing procedures, agency management, brokerage, property inspection and appraisal, real estate investing, leased and rental properties, commercial real estate, and property management.

#### Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the Real Estate concentration, the student should be able to do the following:

- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the perspective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate marketing and sales techniques.
- Discuss and calculate real estate taxes and solve basic real estate mathematics problems.
- Explain and evaluate methods of financing real estate purchases and securing loans with real estate.
- Demonstrate the ability to analyze the factors that affect real estate values.
- Discuss and evaluate real estate markets and trends.

Business Administration Major Core Requirements	18
Select another 12 units from the following:	12
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 Real Estate Work Experience	1-2-3-4

**COMMUNITY INTERPRETATION**

**COMMUNITY INTERPRETATION (M) MAS557/MCE557**

The Community Interpretation program provides students with a foundation in the skills of Spanish-English translation and interpretation. Students train intensively in the three modes of interpreting: simultaneous, consecutive, and sight translation. Instruction covers general and literary translation and skills are applied in the contexts of medicine, law, and business. The program prepares individuals seeking interpreter certification and improves marketability for bilinguals who use Spanish and English in the workplace.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Sight translate legal, business and medical documents from English into Spanish and from Spanish into English.
- Consecutively interpret speech from English into Spanish and Spanish into English in legal, business, and medical settings.
- Demonstrate knowledge of professional associations existing in the fields of translation and interpreting.
- Demonstrate effective use of resources such as dictionaries and the internet in performing terminological research.
- Demonstrate knowledge of protocol appropriate to setting in which student is interpreting.
- Demonstrate knowledge of terminology appropriate to setting in which student is interpreting.
- Demonstrate knowledge of appropriate entry-level positions available in the job market for interpreters.
- Demonstrate knowledge of appropriate venues for further study in Translation and Interpreting.

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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**COMPUTER INFORMATION SYSTEMS**

This program focuses on computers, computing problems and solutions, and design of computers systems and user interfaces from a scientific perspective. This includes instruction in their principles of computation science, and computing theory; computer hardware design; computer development and programming; and application to a variety of end-use situations.

**COMPUTER APPLICATIONS (MNR) MAS726/MCE726**

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Describe and use operating system software.
- Describe and use Word processing software.
- Write structured programs using C++, or Java.
- Describe and use graphics software to manipulate digital images.
- Describe and use database software to construct 3NF databases.
- Construct a visually appealing web site including database structures within the design.
- Design and use spreadsheets that have embedded equations/formulas utilizing different data types.

**Required Courses (31.5-32.5 units) Units**

CIS-1A Introduction to Computer Information Systems	3
CIS-1B Advanced Concepts in Computer Information Systems	3
CIS/CSC-5 Programming Concepts and Methodology I: C++	4
or	
CIS/CSC-28A MS Access Programming	3
CIS/CSC-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/CSC-2 Fundamentals of Systems Analysis	3
CIS-23 Software and End User Support	3
CIS/CSC-25 Data Communications	3
CIS/CSC-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

## Electives 2 (7.5 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS-56A	Designing Web Graphics	3
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76A	Introduction to Microsoft Expression Web	3
CIS-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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**COMPUTER PROGRAMMING (MNR) MAS728/MCE728**

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

**Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Design structured programs using C++, Javascript, or Java.
- Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

## Required Courses (26.5 units)

		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5
Electives	From Group 1	6
Electives	From Group 2	6

## Electives - Group 1 (6 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-18A	Java Programming: Objects	3

## Electives - Group 2 (6 units)

CIS/CSC-11	Computer Architecture and Organization: Assembly	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**SIMULATION AND GAMING: GAME ART (MN) MAS739/MCE739**

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

**Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.
- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.
- Create, manipulate, animate, and implement 3D art assets for real time interactive simulations or video games.

## Required Courses (36 units)

		Units
CIS-35	Introduction to Simulation and Game Development	3
or		
GAM-35	Introduction to Simulation and Game Development	3
CIS/GAM-38A	Simulation and Gaming/3D Modeling	4
CIS/GAM-38B	Simulation and Gaming/3D Animation	4
CIS/GAM-38C	Simulation and Gaming/3D Dynamics and Rendering	4
CIS/CAT-78A	Introduction to Adobe Photoshop	3
ART-17	Beginning Drawing	3
ART-18	Intermediate Drawing	3
ART-22	Basic Design	3
ART-40	Figure Drawing	3
Electives	(Choose from list below)	6

Electives (6 units)

CIS-36	Introduction to Computer Game Design	3
CIS/GAM-37	Beginning Level Design for Computer Games	3
CIS/GAM-39	Current Techniques in Game Art	4
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
ART-23	Design and Color	3
ART-36	Computer Art	3
ART-44A	Beginning Animation Principles	3

**Associate in Science Degree**

The Associate in Science Degree in Simulation and Gaming: Game Art will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:*

**WEB MASTER (MNR)**

The Web Master certificate program prepares a student to be a valuable member of a professional web design or development team. The successful student will become a competent HTML and CSS coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all the typical technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and animation or more skilled at developing web applications with programming in Javascript and PHP.

**Certificate Program**

**Core Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Create valid, properly structured web pages using a variety of HTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of text, graphics, and multimedia.

Required Courses (17 units)

		Units
Core Requirements (6 units)		
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76B	Introduction to DreamWeaver	3
or		
ADM-74	Dreamweaver for Graphic Designers	3
In addition, choose one of the concentrations below		11

**WEB DESIGNER CONCENTRATION**

**MCE820**

**Concentration Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply design and visual communication principles to web site, page, and interface design.
- Use Photoshop to create and edit images for use on the web, including photographs, logos, navigation buttons, background images, image maps, and web page design mockups (tracing images).
- Use Flash to create web animations and interactive web sites.

Concentration Required Courses (11 units)

		Units
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	WEB Animation with Flash	3
and		
CIS-56A	Designing Web Graphics	3
or		
CIS-CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71	Adobe Photoshop	3
Electives	Choose from the list below	5

Concentration Electives (5 units)

CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3
or		
ADM-63	Adobe InDesign	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
or		
ADM-77A	Adobe Illustrator	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-89	Applied Digital Media Portfolio	1

**WEB DEVELOPER CONCENTRATION**

**MCE843**

**NCE843**

**CE843**

**Concentration Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply programming principles to develop a fully functioning and customized web site experience for both the site user and site administrator.
- Use JavaScript to enhance a web site's interactivity using the DOM.
- Use PHP to enhance a web site's capabilities by creating data driven web page content, custom form validation and processing, and database manipulation.

Concentration Required Courses (11 units)

		Units
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3



Electives	(Choose from the list below)	5
<hr/>		
Concentration Electives (5 units)		
CIS-56A	Designing Web Graphics	3
or		
CIS/CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71	Adobe Photoshop	3
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	Web Animation with Flash	3
CIS-54B	Flash Scripting	3
CIS-72C	Introduction to XML	1.5
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-89	Applied Digital Media Portfolio	1

## DENTAL ASSISTANT

This program prepares individuals to provide patient care, take dental radiographs (x-ray), prepare patients and equipment for dental procedures, as well as discharge office administrative functions under the supervision of dentists and dental hygienists. This includes instruction in dental record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, dental radiography, pre and post-operative patient care and instruction, chair-side assisting, taking tooth and mouth impressions, and supervised practice.

### DENTAL ASSISTANT (M)

MAS621/MCE621

#### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this certificate program, students should be able to:

- Collect diagnostic data and perform clinical supportive treatments as outlined by the State Dental Practice Act.
- Perform business office procedures as related to dental practices.
- Adhere to the ADAA's Code of Ethical Conduct and apply this to established ethical, legal and regulatory concepts for dental assisting.
- Apply self-assessment skills to promote life-long learning.
- Demonstrate interpersonal and communication skills to effectively interact with diverse population.

Required Courses (36 units)	Units
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<b>Fall:</b>		
DEA-10	Introduction to Dental Assisting and Chairside assisting	4
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

<b>Winter:</b>		
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	3.5
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	3
DEA-40C	Advanced Chairside Restorative Dental Assistant	5
DEA-41	Dental Office Procedures	1.5

+ This course may be taken prior to entrance into the Dental Assistant Program.

### Associate in Science Degree

The Associate in Science Degree in Dental Assisting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## DENTAL HYGIENE

This program prepares individuals to clean teeth and apply preventive materials; provide oral health education and treatment counseling to patients; identify oral pathologies and injuries; and manage dental hygiene practices. This includes instruction in dental anatomy, microbiology, and pathology; dental hygiene theory and techniques; cleaning equipment operation and maintenance; dental materials; radiology; patient education and counseling; office management; supervised clinical training; and professional standards.

### DENTAL HYGIENE (M)

MAS724

Program prerequisites: Anatomy and Physiology 2A, Anatomy and Physiology 2B, Communication Studies 1, Chemistry 2A, Chemistry 2B, English 1A, Math 52, Microbiology 1, Kinesiology 4, Psychology 1, and Sociology 1.

### Associate in Science Degree

#### Program Learning Outcomes

Upon successful completion of this certificate program, students should be able to:

- Be competent in complying with the Dental Practice Act of California.
- Practice as a competent practitioner.
- Successfully complete the National and State Licensing Examinations.
- Demonstrate behavior that is based on the ethical and moral values as outlined by the American Dental Hygienists' Association.
- Perform dental hygiene services as a level that promotes patient satisfaction.

Required Courses (60.5 units)		Units
<b>First Semester Courses:</b>		
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
<b>First Winter Intersession Courses:</b>		
DEH-10B	Pre-Clinic Dental Hygiene #2	1
DEH-19	Pain Control	1.5
<b>Second Semester Courses:</b>		
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
<b>Summer Session Courses:</b>		
DEH-20B	Clinical Dental Hygiene #2	1
<b>Third Semester Courses:</b>		
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
<b>Second Winter Intersession Courses:</b>		
DEH-30B	Clinical Dental Hygiene #4	1
<b>Fourth Semester Courses:</b>		
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

**Associate in Science Degree**

The Associate in Science Degree in Dental Hygiene will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**DENTAL LABORATORY TECHNOLOGY**

This program provides individuals, under the supervision of dentists, to design and construct dental prostheses such as caps, crowns, bridges, dentures, splints, and orthodontic appliances. This includes instruction in dental anatomy, dental materials, ceramics technology, impressions, complete dentures, partial dentures, orthodontics, crowns and bridges, sculpture, bonding and assembly techniques, and equipment operation.

**DENTAL LABORATORY TECHNOLOGY (M) MAS723/MCE723  
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	Dental Technology Work Experience	1-2-3-4

**Associate in Science Degree**

The Associate in Science Degree in Dental Laboratory Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## EARLY CHILDHOOD EDUCATION

This program focuses on the theory and practice of learning and teaching children from birth to age eight; the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education.

### EARLY CHILDHOOD EDUCATION (MNR) MAS544/MCE544

This program provides an educational and practical foundation for students interested in working with children from infancy to 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. As students progress through the program they fulfill required coursework for the California Child Development permit and for the Early Childhood education/Assistant certificate, and Early Childhood Education 12 Core Units certificate.

#### Certificate Program

##### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Use observation to assess child development, curriculum success, an environmental standards of quality, and then implement program adjustments based on assessment outcomes.
- Identify the patterns of development for children ages zero to three in the areas of physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
- Plan and implement a curriculum based on a blend of routine and play activities.

Required Courses (31 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3
Electives	(Choose from list below)	6

#### Electives (6 units)

EAR-23	Family Home Child Care Program	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
EAR-52	Parenting: Parents as Teachers	1
EAR-53	Parenting: Guiding Young Children-Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EAR-55	Parenting: Common Problems in Infancy and Childhood	1
ART-3	Art for Teachers	3
EDU-1	Introduction to Elementary Classroom Teaching	4
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
ENG-30	Children's Literature	3
KIN-6	Introduction to Physical Education for Preschool and Elementary Children	3
KIN-30	First Aid and CPR	3
MUS-1	Teaching Music to Young Children	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 certificates 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 Certificates are 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. For child development interactive video information, see [www.academic.rcc.edu/earlychild/permit.jsp](http://www.academic.rcc.edu/earlychild/permit.jsp)

#### Associate in Science Degree

The Associate in Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**EARLY CHILDHOOD INTERVENTION ASSISTANT (MNR)**

**MAS601/MCE601**

This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. 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 Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate in Science Degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention 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. For interactive video information about the Child Development Permit, see [www.academic.rcc.edu/earlychild/permit.jsp](http://www.academic.rcc.edu/earlychild/permit.jsp).

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of family function and structure, along with familial need for information and support that respects and values diverse cultures, values, beliefs and behaviors.
- Demonstrate basic knowledge of laws and regulations pertaining to and protecting children with disabilities and their families. Understand and identify the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.
- Describe the typical child development milestones of children birth to adolescence and identify the strengths and special needs of the child in the context of his/her family, early childhood classroom, or early intervention setting.
- Describe the developmental assessment process and outline its role in identifying, planning and intervening for a child with special needs and his/her family, including the process of curriculum development.
- Demonstrate an understanding of the purpose and intent of an inclusive environment that supports the whole child while meeting the individual needs of children with disabilities.

Required Courses (31 units)		Units
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	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	Child, Family, and Community	3
EAR-43	Children with Challenging Behaviors	3
Electives	(Choose from list below)	6

Electives (6 units)

EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-26	Health, Safety and Nutrition	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 degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:*

**EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR)**

**MCE795**

This certificate enables the holder to care for and assist in the development and the instruction of children in a child development program while under supervision. Students select two classes out of EAR 20, 24, 28, and 42 to meet the requirements for this certificate.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

Required Courses (6 units)		Units
Complete two courses from the list below:		
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

**EARLY CHILDHOOD EDUCATION / TWELVE CORE UNITS (MNR)****MCE797**

This certificate prepares the holder to provide service in the care, development, and instruction of children in a child development program. The twelve core units include EAR 20, 24, 28, and 42 and form the foundation upon which further early childhood coursework is built.

**Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

Required Courses (12 units)		Units
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

**INFANT AND TODDLER SPECIALIZATION (MNR)****MCE681**

The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.

**Certificate Program****Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Identify the patterns of development for children ages zero to three in the areas of the physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
- Plan and implement a curriculum based on a blend of routine and play activities.
- Use observation to assess child development, curriculum success, and environmental standards of quality, and then implement program adjustments based on assessment outcomes.

Required Courses (12 units)		Units
EAR-20	Child Development	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-35	Internship in Infant and Toddler Care	3

**EDUCATION PARAPROFESSIONAL**

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

**EDUCATION PARAPROFESSIONAL (MR)****MAS603/MCE603****Certificate Program**

Required Courses (28-31 units)		Units
EDU-1	Introduction to Elementary Classroom Teaching	4
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
COM-1/1H	Public Speaking	3
or		
COM-9/9H	Interpersonal Communication	3
EAR-20	Child Growth and Development	3
ENG-1A/1AH	English Composition	4
or		
ENG-50	Basic English Composition	4
HIS-6/6H	Political and Social History of the United States	3
or		
HIS-7/7H	Political and Social History of the United States	3
Electives	(Choose from the list below)	8-10

**Recommended Electives (8-10 units)**

EAR-26	Health, Safety and Nutrition	3
ENG-30	Children's Literature	3
KIN-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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**EMERGENCY MEDICAL SERVICES**

This program prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise ambulance personnel. This includes instruction in basic, intermediate, and advanced EMS procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personal supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of disease and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

**PARAMEDIC (M) MAS585/MCE585**

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to analyze medical and psycho-social strategies while diagnosing and treating illnesses or injuries.
- Perform assessments and treatments that show integration of modern technology and current treatment protocols.
- Evaluate complex medical and emergency conditions and implement emergency scene management strategies to ensure the health and safety of emergency services workers and patients.
- Defend the use of active listening and communication skills so as to render empathetic, respectful, and compassionate patient care and foster constructive relationships with fellow emergency services workers.

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 degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree:*

**EMERGENCY MEDICAL TECHNICIAN (M) MCE801**

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate the use of active listening, appropriate touch and multicultural understanding of patients that foster constructive relationships in the pre-hospital setting.
- Perform assessments and treatment strategies that adhere to current national and local protocols.
- Evaluate complex sign and symptoms that will allow them to diagnose and treat patients that are ill and injured.

Required Courses (7 units)		Units
EMS-50	Emergency Medical Services-Basic	6
EMS-51	Emergency Medical Services-Basic Clinical /Field	1

**FIRE TECHNOLOGY**

This program prepares individuals to perform the duties of fire fighters. This includes instruction in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, fire rescue procedures, public relations and applicable laws and regulation.

**CHIEF OFFICER (M) MAS826/MCE826**

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate skills and knowledge that is expected in upper-level management positions within the fire service through the application of leadership, management, and ethical decision-making models.
- Develop mission-specific goals and strategies to support executive leadership in fire department daily operations as well as all-risk emergency situations.
- Analyze intergovernmental relationships between city, count, state and federal agencies as they are defined in that National Incident Management System and the State of California Master Mutual Aid Plan.

Required Courses (19.5 units)		Units
FIT-C2A	Command 2A, Command Tactics At Major Fires	2
FIT-C2B	Command 2B, Management of Major Hazardous Materials Incidents	2
FIT-C2C	Command 2C, High Rise Fire Tactics	2
FIT-C2D	Command 2D, Planning for Large Scale Disasters	2
FIT-C2E	Command 2E, Wild Land Firefighting Tactics	1
FIT-C40	Advanced Incident Command System (I-400)	.5
FIT-M2A	Organizational Development and Human Relations	2
FIT-M2B	Fire Management 2B, Fire Service Financial Management	2
FIT-M2C	Management 2C, Personnel and Labor Relations	2

FIT-M2D	Fire Management 2D, Master Planning in the Fire Science	2
FIT-M2E	Contemporary Issues and Concepts	2

### Associate in Science Degree

The Associate in Science Degree in Fire Technology, Chief Officer will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### FIRE OFFICER (M) MAS827/MCE827

This program is a professional development program designed for experienced firefighters within the firefighting industry. Modeled after the California State Fire Marshal's Fire Officer Certification Program, this program allows students to take courses to satisfy the certification requirements of the State Fire Marshal while simultaneously earning degree credit. The program emphasizes command and leadership principles, and provides breadth in other areas such as fire Investigation, fire Prevention, and training, which are required competencies for Fire Officers.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to manage all-risk emergency incidents at the Fire Officer level.
- Competently apply leadership and management theories and decision-making models as they relate to the local, state and federal emergency response at the Fire Officer Level.
- Analyze complex emergency response scenarios and effectively identify strategies and tactics for successful mitigation.

Required Courses (18.5 units)		Units
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Principles for Command Officers	2
FIT-C1B	Command 1B, Command Operations for the Company Officer	2
FIT-C1C	Fire Command 1C, I-Zone Firefighting for Company Officers	2
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-I1A	Instructor 1A, Instructional Techniques	2
FIT-I1B	Instructor 1B, Instructional Techniques	2
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1A	Prevention 1A, Fire Inspection Practices	2
FIT-P1B	Prevention 1B, Code Enforcement	2

### Associate in Science Degree

The Associate in Science Degree in Fire Technology, Fire Officer will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### FIRE TECHNOLOGY (M)

### MAS555/MCE555

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland and is a component of accreditation from the California State Fire Marshal.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Identify minimum qualifications and entry-level skills for fire fighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief's interview; background investigation; and fire fighter probationary process. Students will identify fire service history, culture and diversity.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that shout "Watch Out"; and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and alarm systems, and identify common health and safety concerns for firefighter and first responders.

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-7	Principles of Fire and Emergency Services Safety	3
Electives	(Choose from list below)	5

### Electives (5 units)

EMS-50 and 51	Emergency Medical Services-Basic and Clinical/Field	7
FIT-8	Strategies and Tactics	3
FIT-9	Fire Ground Hydraulics	3
FIT-14	Wildland Fire Control	3
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Prin for Com Officers	2



FIT-C1B	Command 1B, Command Operations for the Company Officer	2
FIT-C1C	Fire Com 1C, I-Zone Firefighting for Com Off	2
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-I1A	Instructor 1A, Instructional Techniques	2
FIT-I1B	Instructor 1B, Instructional Techniques	2
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1A	Prevention 1A, Fire Inspection Practices	2
FIT-P1B	Prevention 1B, Code Enforcement	2
CON-61	Materials of Construction	3
GEG/PHS-5	Weather and Climate	3
KIN-35	Foundation for Fitness and Wellness	3
MAG-44	Principles of Management	3
PHI-12	Intro to Ethics: Contemporary Moral Issues	3

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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**FIREFIGHTER ACADEMY (M) MAS669/MCE669 Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Perform skills that meet National Fire Protection Association Standard 1001 for fire fighter and California State Fire Marshal Standards for fire fighter 1.
- Demonstrate written and verbal communications skills required for entry-level fire fighter positions.
- Analyze emergency and hazardous conditions that are inherent to the firefighting profession.

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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**GENERAL BUSINESS**

See [BUSINESS ADMINISTRATION](#)

**HUMAN SERVICES**

The Human Services Program prepares students for various paraprofessional positions in human services, such as mental health case manager, job coach/employment specialist, social service intake specialist, or community health worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, halfway houses, mental health and correctional facilities, family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

**HUMAN SERVICES (MR) MAS663/MCE663 Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in human services.
- Develop a thoughtful, genuine, and empathetic attitude toward human beings.
- Increase the capacity for self-awareness and personal growth.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

Required Courses (20 units)		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	1-2-3-4
Electives	(Choose from list below)	6

**Electives (6 units)**

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 in Human Services will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree:

**EMPLOYMENT SUPPORT SPECIALIZATION (MR) MCE802**

This program prepares students to apply technical knowledge and skills to provide employment support for individuals with disabilities and their family members.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Demonstrate ability to help individuals become employable and self-sufficient.
- Provide follow-up services to help individuals maintain employment.
- Demonstrate ability to assist individuals with knowledge about benefits, eligibility requirements and available services and resources.

Required Courses (4 units)		Units
HMS-13	Employment Support Strategies	3
HMS-16	Public Assistance and Benefits	1

**MANAGEMENT**

See [BUSINESS ADMINISTRATION](#)

**MARKETING**

See [BUSINESS ADMINISTRATION](#)

**MEDICAL ASSISTING**

This program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, administration of medications, and first aid under the supervision of a physician. This includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical/diagnostic examination, testing, and treatment procedures.

**ADMINISTRATIVE/CLINICAL MEDICAL ASSISTING(M) MAS718/MCE718**

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate competency in clinical and/or administrative skills needed to prepare for an entry level position in Medical Assisting.

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		
BUS/CAT/CIS-3	Computer Applications for Business	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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**MEDICAL TRANSCRIPTION (M) MAS701/MCE701**

The purpose of the course is to prepare the individual to be a medical language specialist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription and proofreading of medical dictation from various healthcare providers. The individual will interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, therapeutic procedures, and clinical course, to provide a permanent medicolegal record of patient care. This includes preparing the individual to recognize, interpret and evaluate inconsistencies in the grammar of the spoken word and appropriately edit, revise and clarify it without changing the meaning of the dictation. The individual will be prepared to demonstrate an understanding of the medicolegal responsibilities and implications related to the transcription of documents in order to protect the patient and the institution/business facility. The operation of designated word processing, dictation and transcription equipment and software will be included.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate the skills needed in the Medical Transcription profession.

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
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-50	Keyboarding and 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 degree

requirements, including general education and other graduation requirements as described in the college catalog.

**MUSIC**

**Music (M)**

**MAA564**

The Associate in Arts in Music from Moreno Valley College offers students a systematic plan of study for developing skills in music theory, musicianship, music literature, collaborative performance, and keyboard proficiency. The program provides students with broad knowledge of the field of film music and/or Western musical history through listening and writing and opportunities to focus on preparation for specific career paths, such as music therapy, musicology, independent studio teaching, or general music. Students planning to transfer to a four-year institution and major in music should consult with a counselor regarding the transfer process and lower division requirements.

**Associate in Arts Degree  
Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate proficiency in musicianship skills including functional keyboard skills.
- Successfully communicate within the music environment using notation, computer skills, written expression, and oral communication skills.
- Analyze and evaluate notated music using appropriate symbols.
- Compare historical style periods in Western concert from the Middle Ages to the present or to compare film music styles with other styles of music.
- Prepare stylistically sensitive performance interpretations on an instrument or voice.

Required Courses (18 units)		
Core Requirements (12 units)		Units
MUS-4	Music Theory I	4
MUS-22	Survey of Music Literature	3
MUS-19	Music Appreciation	3
or		
MUS-26	Film Music Appreciation	3
Electives	(choose from the list below)	2
<hr/>		
Electives (2 units)		
MUS-29	Concert Choir	1
MUS-30	Class Voice	1
MUS-31	College Choir	1
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-37	Class Guitar	1
MUS-38	Beginning Applied Music Training	2
MUS-53	Keyboard Proficiency	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-77	Guitar Ensemble	2
MUS-83	Advanced Chamber Choir	1

MUS-77	Guitar Ensemble	2
MUS-83	Advanced Chamber Choir	1

In addition choose and complete courses from one emphasis below:

Music History Emphasis		
<hr/>		
Core Requirements 12		
and		
MUS-20	Great Composers and Masterpieces of Music before 1820	3
MUS-21	Great Composers/Music Masterpieces After 1820	3
<hr/>		
Music Therapy Emphasis		
<hr/>		
Core Requirements 12		
and		
MUS-5	Music Theory II	4
Take two of the following (2 units)		
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
<hr/>		
General Music Emphasis		
<hr/>		
Core Requirements 12		
and		
MUS-5	Music Theory II	4
Electives	(choose from the list below)	2
<hr/>		
Electives (2 units)		
MUS-29	Concert Choir	1
MUS-30	Class Voice	1
MUS-31	College Choir	1
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-37	Class Guitar	1
MUS-38	Beginning Applied Music Training	2
MUS-53	Keyboard Proficiency	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-77	Guitar Ensemble	2
MUS-83	Advanced Chamber Choir	1

**Associate in Arts Degree**

The Associate in Arts Degree in Music will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## PHYSICIAN ASSISTANT

This program prepares individuals academically and clinically to provide health care services with direction and supervision of a physician. Physician Assistants provide a broad range of medical services to include history taking, physical assessment, surgery assist, and diagnostic, preventive and therapeutic interventions. This includes basic medical, clinical, behavioral and social sciences; introduction of patient assessment; supervised clinical practice in family medicine, pediatrics, women health, general surgery, psychiatry, and behavioral medicine; health policy and professional practice issues; and the delivery of health care services to home-bound patients, rural populations, underserved populations.

### PHYSICIAN ASSISTANT (M)

### MAS501/MCE501

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

#### Program Learning Outcomes

Upon completion of the physician assistant program students should be able to:

- analyze etiologies, risk factors, underlying pathologic process, and epidemiology for adult and pediatric medical conditions
- analyze and synthesize the history, physical findings, and diagnostic studies to formulate a differential diagnosis
- identify and evaluate signs and symptoms and select and analyze appropriate diagnostic studies to determine the most likely diagnosis of a medical condition
- manage general medical and surgical conditions integrating knowledge about the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
- utilize appropriate screening methods of disease processes in asymptomatic individuals to and discuss concepts of health promotion and disease prevention
- differentiate between the normal and abnormal anatomic, physiological, and diagnostic data and the relevance of the findings
- provide competent health care to patients with acute and chronic conditions
- provide culturally sensitive and culturally responsive health care to a diverse patient population and demonstrate caring and respectful behaviors when interacting with patients and their families
- develop informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
- counsel and educate patients and their families on health care

- perform competent medical and surgical procedures considered essential in the area of practice
- create and sustain a therapeutic and ethically sound relationships with patients utilizing effective listening, nonverbal, verbal and writing skills to elicit and provide information
- collaborate effectively with physicians, other disciplinary team members, and professional groups to provide patient centered patient care
- demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety
- demonstrate competent documentation concerning the patient care process for medical, legal, quality assurance and financial purposes
- integrate the legal and regulatory guidelines into the professional role of the physician assistant and show sensitivity and responsiveness to
- demonstrate respect, compassion and integrity for the patient, society, and the PA profession
- demonstrate knowledge of ethical principles pertaining to provision or withholding of clinical care
- establish, appraise, and integrate evidence from scientific studies related to the patients' health problem
- apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
- distinguish biases related to gender, culture, cognitive, emotional, and physical limitations in themselves and others
- utilize information technology and medical information to support patient care decisions and patient education and to provide efficient patient care
- demonstrate cost-effective health care and resource allocation that does not compromise quality of care.

Required Courses (91.5 units)		Units
PHT-1	Applied Clinical Skills	2
PHT-2	Medicine Science I	6.5
PHT-3	History and Physical Assessment I	4
PHT-4	Applied Clinical Skills II	4
PHT-5	Medicine Science II	6.5
PHT-6	History and Physical Assessment II	4
PHT-7	Medical Pharmacology	4
PHT-8	Applied Clinical Skills III	3
PHT-9	Medicine Science III	6.5
PHT-10	Clinical Nutrition	3
PHT-11	Internal Medicine I	6
PHT-12	Internal Medicine II	6
PHT-13	General Surgery	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 degree requirements, including general education and other graduation requirements as described in the college catalog.

**REAL ESTATE**

See [BUSINESS ADMINISTRATION](#)

**SPEECH LANGUAGE PATHOLOGY**

**SPEECH LANGUAGE PATHOLOGY ASSISTANT (M) MAS697/MCE697**

This program prepares individuals to apply technical knowledge and skills at an entry-level to assist speech-language pathologists in treating disorders of communication. This includes introductory instruction in communicative disorders related to: articulation/phonological disorders; language disorders in children and adults; fluency disorders, voice disorders, especially those related to vocal abuse; Hearing disorders and the effect on communication.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge of major categories of communication disorders, including etiology and some remedial techniques;
- Demonstrate functional knowledge of the therapeutic process;
- Demonstrate ability to carry out a treatment protocol;
- Demonstrate skills needed to assist in the management of speech-language pathology programs and services;
- Demonstrate functional knowledge of professional responsibilities and ethical behavior appropriate for the speech-language pathology assistant.

Required Courses (18 units)	Units
SLP-1 Foundations of Speech-Language Pathology Assisting	4
SLP-2 Remediation: Hearing and Speech Disorders	4
SLP-3 Remediation: Language, Literacy and Communication	4
SLP-4 Field Work in Speech-Language Pathology Assisting	3
SLP-5 SLPA Workplace Issues	3

**Associate in Science Degree**

The Associate in Science Degree in Speech Language Pathology Assistant will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.





