

**FEE SCHEDULE**

Any fee may change without notice subject to changes issued by the State of California Legislature and/or changes in RCCD Board policies. In the event of a fee increase, please refer website for updates on payment deadlines.

		<b>Winter 2020</b>	<b>Spring 2020</b>	<b>Summer 2020</b>	<b>Fall 2020</b>
<b>Enrollment Fee</b>		\$46 per unit	\$46 per unit	\$46 per unit	\$46 per unit
<b>Nonresident Surcharge</b> <i>(plus enrollment fee)</i>		\$265 per unit	\$265 per unit	\$290 per unit	\$290 per unit
<b>Out of Country Surcharge</b> <i>(plus enrollment fee and non-resident surcharge)</i> <i>Non-refundable</i>		\$12 per unit	\$12 per unit	\$17 per unit	\$17 per unit
<b><u>Health Services Fee*</u></b> <i>Non-refundable if student drops all classes after the refund deadline.</i>		\$17	\$20	\$17	\$20
<b>Student Services Fee</b> <i>Can be waived if Student Services Fee Waiver is submitted to <a href="#">Student Activities office</a> before last day to add course.</i>		\$10	\$30	\$10	\$30
<b>Parking Permit**</b> <i>Parking in student lots only. Non-refundable if student drops all classes after the refund deadline. If eligible for a refund student must return the permit to Parking Services immediately.</i>	<b>Auto:</b>	\$0	\$50 or \$30 (CCPG)	\$25	\$50 or \$30 (CCPG)
	<b>Motorcycle:</b>	\$0	\$15	\$15	\$15

<p><b>Transportation Fee*</b></p> <p><i>Allows the use of the College ID Card as an RTA bus pass. See <a href="#">College ID Card</a> for more information.</i></p>	n/a	\$5.50 (over 6 units) or \$5 (6 units & under)	\$5.50 (over 6 units) or \$5 (6 units & under)	\$5.50 (over 6 units) or \$5 (6 units & under)
<p><b>Audit Fee</b></p>	\$15 per unit	\$15 per unit	\$15 per unit	\$15 per unit
<p><b>KIN-30*** First Aid &amp; CPR Fees</b></p>	\$25	\$25	\$25	\$25
<p><b>KIN-42*** Life Guard &amp; Water Safety Instructor Certification</b></p>	\$82.45	\$82.45	\$82.45	\$82.45
<p><b>Transcripts</b></p>	<b>Refer to <a href="#">Transcript Requests</a> for pricing.</b>			
<p><b>Unofficial Transcript</b></p> <p><i>Unofficial transcripts can be accessed free of charge through MyPortal.</i></p>	\$1	\$1	\$1	\$1
<p><b>Non-Sufficient Funds/Stop Payment Fee</b></p>	\$20	\$20	\$20	\$20

## NEW STATE APPROVED CERTIFICATES AND DEGREES

### ADMINISTRATION OF JUSTICE/CORRECTIONS ASSOCIATE DEGREE OF SCIENCE MAS932/MAS932A/MAS932C

This program provides entry-level training for correctional officers, including adult corrections procedures, interviewing and counseling techniques, security and supervision techniques, and oral and written communications. Additionally, provides further study in correctional facility issues such as legal issues in correctional facilities, investigative techniques for crimes and investigations within correctional facilities and/or advanced techniques in interviewing and interrogation, for the career correctional field.

#### SHORT DESCRIPTION OF PROGRAM

This program provides entry-level training for correctional officers working in adult facilities.

#### PROGRAM PREREQUISITE:

Limitation on enrollment: Completion of physical fitness assessment. Possession of a valid California driver's license. Successful completion of medical examination. Fingerprint clearance through the California Department of Justice.

#### Program Learning Outcomes\*

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

- Identify the basic safety components of working in a correctional facility, including, but not limited to inmate safety, personal safety and facility safety.
- Demonstrate an understanding of the importance of classification of inmates.
- Identify the key liability issues that impact the individual correctional officer and the facility as a whole.
- Interpret codes, statutes, and policies as they relate to the care and custody of inmates in a correctional facility.
- Apply principles and tactics to maintain control and security while working with groups of inmates in a correctional facility.

#### Required Courses (20 units):

	<u>Units</u>
ADJ-C1D** Basic Correctional Deputy Academy	14
6 units from the following courses:	
ADJ-22 Legal Aspects of Corrections	3
ADJ-24 Interviewing and Interrogation	3
ADJ-13 Criminal Investigation	3

\*This program meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. This program fulfills the state-mandated Corrections Standards Authority training requirements to work in city or county correctional facilities intended to incarcerate adult offenders.

\*\*This course meets or exceeds the mandates of the California Board of Corrections and Rehabilitation.

The Associate of Science Degree in Administration of Justice/Corrections 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/LAW ENFORCEMENT BASIC PEACE OFFICER MODULAR ACADEMY (M) MAS922/MAS922B/MAS922C/MCE922

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 Basic Peace Officer Modular Academy, like ADJ B1B Intensive Academy, 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.

**Short Description of Program**

This program focuses on intensive basic instruction designed to meet the minimum requirements of a peace officer established as state law.

**Program Prerequisite**

*Non-Course Requirement:* Completion of the P.O.S.T. Reading and Writing Skills Examination or equivalent examination; completion of the P.O.S.T. Physical Fitness Assessment; completion of the P.O.S.T. personal history statement; possession of a valid California driver’s license; successful completion of a medical examination and fingerprint clearance through the California State Department of Justice.

**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.
- Compare and contrast the concepts of uniformity in police practices and procedures.
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure.
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments.

**Required Courses (35 units):**

	<u>Units</u>
ADJ-R1B Level II Modular Academy Training	9
ADJ-R1A2 Level III Modular Academy Training	7
ADJ-R1C Level I Regular Basic Course, Modular Format, Modular Training I	19
<b>Total Units</b>	<b>35</b>

**BASIC GRAPHIC DESIGN CERTIFICATE OF ACHIEVEMENT (M)  
MCE939**

**Short Description of Program**

This certificate prepares students for a career in 2-dimensional graphic design, emphasizing layout, typography, and correct color models. Students produce real-world projects in an environment of a live, production facility with strong emphasis on deadlines and intended market, using the latest equipment and software available.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Create graphics projects that demonstrate basic formal design skills including typography, composition and effective imagery.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate knowledge of the print production process from concept to production.
- Demonstrate an ability to meet deadlines

**Required Courses (17 units):**

	<u>Units</u>
ADM-1 Introduction to Applied Digital Media	3
ADM-2A Color Systems and File Management	1
ADM-2C Ethics and Legalities for Graphic Designers	1
ADM-62 Typography and Graphic Design	3
ADM-63A Adobe InDesign	3
ADM-71A Adobe Photoshop for Image Manipulation	3
ADM-77A Adobe Illustrator for Graphic Art	3

**Elective Courses**

	<u>Units</u>
None	
<b>Total Units:</b>	<b>17 Units</b>

**IT TECHNICIAN PATHWAY: CYBERSECURITY SPECIALIST (M)  
MCE936**

**PROGRAM PREREQUISITE:**

None

**SHORT DESCRIPTION OF PROGRAM:**

The IT Technician Pathway Certificate in Cybersecurity Specialist will provide students with proficiency in security measures and practices to protect systems in organizational networks.

**PROGRAM LEARNING OUTCOMES:**

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

- Identify threats and assess risks in physical and technical areas of businesses.
- Apply security principles and countermeasures to protect systems against threats.
- Configure security appliances to mitigate risks on business systems.
- Evaluate, investigate and plan proactive security strategies to secure organizational assets.

The certificate program requires the completion of 5 core classes, for a total of 15 units.

<b><u>Required Courses</u></b>	<b><u>Units</u></b>
CIS-27      Information and Network Security	3
CIS-30A    Introduction to Python Programming	3
CIS-27A    Computer Forensics Fundamentals	3
CIS-27B    Introduction to Cybersecurity: Ethical Hacking	3
CIS-41A    Principles of Cybersecurity Analysis	3
<b>Total Units:</b>	<b>15</b>

**IT TECHNICIAN PATHWAY: IT SYSTEMS SUPPORT AND SALES (M)  
MCE905**

The IT Systems Support and Sales certificate will provide students with proficiency in the areas of computer hardware and software troubleshooting, operating systems configuration, practical networking and security, customer service, user support, business retail practices.

**Program Learning Outcomes**

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

- Troubleshoot computer hardware and software issues.
- Install and configure systems for personal and business usage.
- Configure home and small business networking and security settings.
- Provide user support and customer service with technical problems.
- Apply business and communication practices in technical system services, maintenance and support.

The certificate program requires the completion of 5 core classes, for a total of 15 units.

<b><u>Required Courses</u></b>	<b><u>Units</u></b>
BUS-10      Introduction to Business	3
BUS-24      Business Communication	3
BUS-47      Applied Business and Management Ethics	3
CIS-1A      Introduction to Computer Information Systems	3
CIS-25      Information and Communication Technology Essentials	3
<b>Total Units:</b>	<b>15</b>

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## NEW NON-CREDIT APPROVED CERTIFICATES

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### ACCOUNTING BASICS FOR SMALL BUSINESS (MNR) MCC8009

The Accounting Basics for Small Business Certificate provides students with an understanding of basic accounting, including QuickBooks procedures. The skills and knowledge covered in this program will enable students to get a job in the field or advance in their current career. This certificate also serves as a gateway into other noncredit and credit programs.

#### Program Learning Outcomes

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

- Understand the basic components of the primary financial statements - balance sheet, income statement, and cash flow statement.
- Understand the interaction between different statements and individual accounting entries.
- Apply these basic accounting concepts to a small business.
- Use the knowledge from this class as a foundation for working with an accounting software package.

#### Required Courses (48 hours)

	<u>Hours</u>
ACC-801      Setting Up QuickBooks for Small Business	16
ACC-802      Monthly Procedures Using QuickBooks	16
ACC-803      Year End Procedures with QuickBooks	16

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### BUSINESS SKILLS: MOSPREP - MICROSOFT OFFICE SPECIALIST MASTER CERTIFICATION PREPARATION (MR) MCC8001

The Business Skills: MOSPrep-Microsoft Office Specialist Master Certification Preparation non-credit Certificate of Completion will provide students short-term preparation and business computer application skills needed in multiple fields with the goal of increasing employability. The content provides a review of the major software applications used business. Students completing the certificate courses are prepared to take the Microsoft Office Specialist certification examinations. Topics covered include identification exam task domains for the Microsoft Office Word Expert, Excel Expert, PowerPoint Core and Access Core or Outlook Core exams, preparation and strategies for successfully completing each of the certification exams, and the use of exam practice software to gauge exam readiness. Passing three required and one elective Microsoft Office Specialist exam demonstrates a high level of skill and productivity within a defined exam timeframe and earns Microsoft Office Specialist Master Certification and digital badging recognized in industry.

#### Program Learning Outcomes

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

- Recall the Microsoft Office Specialist Master Certification course requirements
- Apply the Microsoft Office Specialist Master Exam domain skills successfully to pass the four required course examinations.

#### Required Courses (54 hours)

	<u>Hours</u>
CAT-841      MOSPrep: Microsoft Office Word Expert Exam Preparation	18
CAT-842      MOSPrep: Microsoft Office Excel Expert Exam Preparation	18
CAT-843      MOSPrep: Microsoft Office PowerPoint Core Exam Preparation	9
CAT-844      MOSPrep: Microsoft Office Access Core Exam Preparation	9
OR	
CAT-845      MOSPrep: Microsoft Office Outlook Core Exam Preparation	9

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**CODING PREP (MR)  
MCC8010**

The Coding Prep, non-credit Certificate of Competency provides students an overview of the knowledge and skills needed in fields that require software coding for the development of computer applications. The content provides an introduction to the field of study and covers basic foundational concepts.

The certificate pattern begins with a historical synopsis of relevant topics and personalities in the computing field. It progresses to the development of algorithms which are solutions of everyday problems that can be interpreted and processed by a machine. Simple tools like calculators and spreadsheets help formulate test conditions to assure program fidelity. Computers are composed of simple logic gates and an understanding of Boolean logic is essential for controlling their processing architecture. The ability to document both textually and visually helps in designing and writing the actual computer code. Last but not least, it is important to write an introductory program and store this in a repository.

**Program Learning Outcomes**

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

- Formulate an algorithm textually and visually.
- Create a simple program and store in a repository.

**Required Courses (54 hours)**

**Hours**

CIS-834	Historical Perspective: Napier to Torvalds	9
CIS-835	Foundational Approach: Word Problems to Work Flow	9
CIS-836	Computational Tools: Calculators to Spreadsheets	9
CIS-837	Boolean Formulation: Logic to Relationships	9
CIS-838	Pseudo-code and Flowcharts: Descriptive to Visual	9
CIS-839	Tools of the trade: IDE's to Backup	9

**COLLEGE CAREER READINESS AND STUDENT EDUCATIONAL PLANNING (MR)  
MCC8020**

This program is designed to help students make effective decisions regarding their educational options that lead to career/job placement and life choices. Students will gain self-awareness and develop techniques for successful educational, major, career pathway & life planning. Topics include personal development understanding higher education, major selection and preparation, job search strategies and development of career and life action plans.

**Program Learning Outcomes**

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

- Understand personality types, personal values, and interests pertaining to life management.
- Understand how to prepare for a career by clarifying major and program of study at RCCD.
- Learn about the requirements and benefits of a certificate, associate's degree, and associate degree for transfer.
- Understand the process of developing a student educational plan that will lead to identified career.
- Understand how to prepare for a career that relates to personal skills and interests.
- Learn how to create an action plan outlining life and career goals.

**Required Courses (48 hours)**

**Hours**

GUI-847A	Career Readiness	24
GUI-847B	Educational Planning to Career	24

**COLLEGE STUDENT SUCCESS (MR)  
MCC8021**

This certificate is designed to introduce students to college terms, support services and personal factors that contribute to academic success. Students will learn important differences between high school and college including their rights and responsibilities. Topics include effective decision making and communication skills necessary for academic success. Personal growth theories, health and wellness and strategies in study skills will also be addressed.

**Program Learning Outcomes**

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

- Understand the difference between high school and college.
- Understand important college terms policies, student rights and responsibilities.
- Learn about personal, academic and college readiness.
- Understand how to access services.
- Understand how and why growth mindset and grit are essential to student success in college.
- Understand the importance of time management and learn strategies to do so.
- Learn to use various forms of technology at Riverside Community College District.

**Required Courses (48 hours)**

	<b><u>Hours</u></b>
GUI-845 College Readiness	24
GUI-848 Student Success	24

**COMPUTER MAINTENANCE AND SECURITY NONCREDIT CERTIFICATE OF COMPLETION (M)  
MCC8006**

The Computer Maintenance and Security certificate will provide students with proficiency in the areas of computer hardware and software troubleshooting, system configuration, practical networking and security for personal and business environment.

**Program Learning Outcomes**

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

- Troubleshoot computer hardware and software issues.
- Derive a plan for system and small network upgrade.
- Configure home and small business networking and security settings.
- Identify threats, risks and vulnerabilities that impact individual or organizations.
- Assess the impact of regulatory on individual privacy and organization data protection practices.

The certificate program requires the completion of 3 core classes, for a total of 48 hours.

**Required Courses**

	<b><u>Hours</u></b>
CIS-824A      Computer Repairs for Beginners	16
CIS-824B      Networking for Home and Small Businesses	16
CIS-824C      Cybersecurity for Beginners	16

**CUSTOMER RELATIONS (MNR)  
MCC8012**

The Customer Relations Certificate provides students with important communication skills and an understanding of how these skills should be utilized when working in customer service. Additionally, students will learn about different personality styles and how to effectively adapt to working with people with different styles. As a result of their classroom experience, students will be able to provide effective customer service and demonstrate collaborative problem solving.



**Program Learning Outcomes**

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

- Analyze and apply four essential customer service best practices in a role play.
- Construct and deliver constructive criticism of a customer service experience session.
- Demonstrate the collaborative problem-solving model to a case study.

**Required Courses (36 hours)**

	<b><u>Hours</u></b>
PDS-813 Best Practices in Customer Service	12
PDS-806 The Art of Negotiating and Collaborating	12
PDS-807 Personality Styles and Difficult Relations	12

**EMERGING LEADERS (MNR)  
MCC8013**

The Emerging Leaders Certificate enables students to develop the management, supervisory, and leadership skills necessary to get a job or advance on their current career path. Through the guided exploration of best practices in essential workplace skills, students will be prepared to successfully navigate complex professional environments. Both current and future leaders will benefit from the comprehensive overview of the skills necessary to be dynamic and effective leaders. This certificate also serves as a gateway into other noncredit and credit programs.

**Program Learning Outcomes**

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

- Explain and apply communication techniques for constructive criticism to a workplace scenario.
- Explain the four stages of team development and apply to a case study.
- Identify a problematic employee issue and identify if it is a coaching issue or disciplinary action case.
- Explain and apply to a case study involving ways to motivate employees.

**Required Courses (48 hours)**

	<b><u>Hours</u></b>
PDS-801 Leadership Skills	12
PDS-802 Supervisory Skills	12
PDS-803 Increasing Productivity	12
PDS-804 Motivating Yourself and Others	12

**ENTERPRISE COMMUNICATION (MNR)  
MCC8014**

The Enterprise Communication Certificate enables students to develop strategic communication techniques and skills necessary to succeed in the workplace. Students will demonstrate oral and written workplace communication skills, including learning constructive business writing concepts. This certificate is also a gateway into other noncredit and credit programs.

**Program Learning Outcomes**

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

- Describe and apply different strategic communication techniques to a workplace scenario.
- Identify your professional EI strengths and limitations. Develop a plan using behavioral techniques to increase your EI competencies.
- Apply business writing concepts to writing letters and emails using complete sentences with sentence variety, clarity with pronouns, proper punctuation, paragraphing and clear organization of ideas.

<b><u>Required Courses (48 Hours)</u></b>		<b><u>Hours</u></b>
PDS-812	Workplace Communication Strategies	12
PDS-809	Business Writing in a Technological World	12
Electives Courses		24

<b><u>Elective Courses (24 Hours)</u></b>		<b><u>Hours</u></b>
Choose 2:		
PDS-805	Difficult Conversations	12
PDS-806	The Art of Negotiating and Collaborating	12
PDS-813	Best Practices in Customer Service	12
PDS-807	Personality Styles and Difficult Relationships	12

**FINANCIAL LITERACY (MNR)  
MCC8015**

The Financial Literacy Certificate of Completion provides students with an introduction to the principles of finance with an emphasis on personal finance. Students will learn general personal financial management skills, including developing realistic financial goals and methods for creating a plan to meet those goals. This certificate also serves as a gateway into other noncredit and credit programs in personal or business finance.

**Program Learning Outcomes**

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

- Create a personal budget of income and expenses.
- Explain how credit works and how to use credit responsibly.
- Describe available banking and loan services.
- Develop long-term and short-term financial goals.

<b><u>Required Courses (27 hours)</u></b>		<b><u>Hours</u></b>
PDS-816	Personal Finance	18
PDS-817	Financial Future	9

**INTERNET OF THINGS (IOT): EMBEDDED SYSTEMS & MICROCONTROLLERS (M)  
MCC8018**

The Internet of Things (IoT): Embedded Systems and Microcon- trollers certificate will provide students with proficiency in the areas of microcontrollers and embedded system configuration, programming, design, prototyping for consumer market.

**Program Learning Outcomes**

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

- Describe microcontroller and embedded systems functionality and architecture, pertaining to computing and processing concepts.
- Connect electronic components and parts to microcontroller and embedded systems through assembling electronic circuitry.
- Navigate the embedded operating systems for configuration and application interface.
- Use programming languages to program instructions for embedded systems and microcontrollers to communicate with electronic components for specific tasks.
- Explain the principles of Internet and connected devices as Internet of Things (IoT).
- Practice the design and prototyping processes of embedded devices or systems.
- Formulate a business plan for Internet connected devices that incorporates business modeling and manufacturing principles.

<b><u>Required Courses (48 hours)</u></b>		<b><u>Hours</u></b>
CIS-833A	Introduction to Microcontroller: Arduino	16
CIS-833B	Introduction to Embedded System: Raspberry Pi	16
CIS-833C	Designing Internet of Things (IoT)	16

**INTRODUCTION TO EDUCATION PROFESSION FOR ESL STUDENTS NONCREDIT CERTIFICATE OF COMPLETION (M)  
MCC8007**

This program, targeting advanced academic reading, writing and oral language skills, provides an overview of the American Public Education system (K-12), its organizational components and collaborative processes in legal and public policy contexts. Using academic Standard American Language, key concepts in multicultural and special education such as Free Appropriate Public Education (FAPE) and Individualized Education Program (IEP) are discussed as they pertain to the roles and responsibilities of teachers and teacher assistants. Instruction includes different categories of Special Education, Evidence-Based Practices (EBP) related to students with exceptional needs, and introduction to the professional work of related-service providers. This program prepares individuals to academically explore different professional pathways in the field of Education.

**Program Learning Outcomes**

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

- Produce well-organized and well-developed descriptive and expository paragraphs about the American Public Education system (K-12).
- Explain the fundamental concepts (e.g. IEP, LRE, FAPE, and Special Education Categories) that shape educational services.
- Develop and compose short (400-700 word) essays using APA or MLA format on Education issues regarding federal legislation, state mandates, or educational practices.
- Analyze the readings as it pertains to the multicultural perspectives of education professionals, including teachers and teacher assistants.

**Required Courses (48 hours)**

		<b><u>Hours</u></b>
ESL-804	Introduction to American Public Education	24
ESL-805	Introduction to Education Practices and Related Service Providers in Special Education	24

**OPERATING SYSTEMS AND INTERNET LITERACY NONCREDIT CERTIFICATE OF COMPLETION (M)  
MCC8008**

The Operating Systems and Internet Literacy certificate will provide students with proficiency in interfacing Windows, Linux, Mac operating systems to access applications, files, system tools and Internet related resources.

**Program Learning Outcomes**

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

- Navigate on Windows, Linux and Mac operating system Graphical User Interface (GUI) to locate files, applications and resources.
- Perform file management procedures on Windows, Linux and Mac operating system.
- Utilize Windows, Linux, macOS applications and tools to access Internet resources and media for personal and business purposes.

**Required Courses (48 hours)**

		<b><u>Hours</u></b>
CIS-897A	Windows Operating System and Internet Literacy	16
CIS-897B	Linux Operating System and Internet Literacy	16
CIS-897C	Mac Operating System and Internet Literacy	16

**SALES TECHNIQUES (MNR)  
MCC8016**

The Sales Techniques Certificate provides students with an understanding of how to effectively leverage various communication techniques and mediums to identify leads, work directly with decision makers, and close deals. The important sales techniques that students acquire will allow them to build lasting, long-term and mutually beneficial relationships with clients. These foundational sales techniques will enable student to get a job in sales or marketing, or advance in their current career. This certificate also serves as a gateway into other noncredit and credit programs.

**Program Learning Outcomes**

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

- Develop and deliver a series of sales scripts to fit a given sales situation and effectively deliver the scripts.
- Describe and demonstrate techniques for closing sales.
- Describe and demonstrate how to ask for the sale when a potential customer is resistant.
- Develop and deliver scripts for call center or “inside sales”.

**Required Courses (16 hours)**

		<u>Hours</u>
PDS-814	Closing Techniques that Win the Sale	8
PDS-815	Winning Sales Scripts	8

**SOCIAL MEDIA FOR BUSINESS (MN)  
MCC8011**

The Social Media for Business Certificate provides students with an understanding of how to effectively leverage social media as part of a business marketing strategy. Students will analyze the ways in which business and nonprofits use social media marketing to engage customers and develop a successful business presence on social media using Facebook, Twitter, LinkedIn, YouTube, Instagram and Pinterest. This certificate is designed to both support students seeking to expand on their existing knowledge of social media marketing as well as those new to the field.

**Program Learning Outcomes**

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

- Explain how to develop effective social media marketing strategies for various types of industries and businesses.
- Describe the major social media marketing portals that can be used to promote a company, brand, product, service or person.
- Evaluate and apply social networking tools to a business scenario or career enhancement.
- Assess the impact of social networking and its ROI (Return on Investment).

**Required Courses (50 hours)**

		<u>Hours</u>
ENP-801	Facebook for Business	10
ENP-802	Pinterest and Instagram for Business	10
ENP-803	YouTube for Business	10
ENP-804	Twitter for Business	10
ENP-805	LinkedIn for Business	10

**WORKPLACE ESSENTIALS (MNR)  
MCC8017**

The Workplace Essentials Certificates aims to provide students with the skills and knowledge to be successful in the workplace. Students will learn how to maximize efficiency, engage in strategic problem solving, and clearly communicate with internal and external stakeholders. These skills will allow both students with extensive experience in the workplace and those entering the workforce to improve their effectiveness and advance in their career. This certificate also serves as a gateway into other noncredit and credit programs.

**Program Learning Outcomes**

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

- Relate the role of critical thinking to meeting business challenges and solving problems.

- Hypothesize solutions to typical and atypical problems and test these hypotheses.
- Demonstrate business-writing skills in the form of emails, memos, and proposals.
- Apply the time management quadrant to a business case study attempting to balance personal and organizational goals.

<b>Required Courses (48 hours)</b>		<b>Hours</b>
PDS-808	Critical Thinking, Problem Solving and Decision Making	12
PDS-809	Business Writing in the Technological World	12
PDS-810	Time Management	12
PDS-812	Workplace Communication Strategies	12

## NEW CREDIT COURSES AND CREDIT COURSE MODIFICATIONS

### **ACC-200 - Accounting Work Experience**

**1-2-3-4**

CSU

Prerequisite: None

Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student’s on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass)

### **ADJ-200 - Administration of Justice Work Experience**

**1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student’s on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

### **ART-200 - Art Work Experience**

**1-2-3-4**

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student’s on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course

consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

### **BUS-200 - Business Administration Work Experience**

**1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

### **CAT-200 - Computer Applications and Office Technology Work Experience**

**1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

### **CIS-27B - Introduction to Cybersecurity: Ethical Hacking**

**3 Units**

Prerequisite: None

Advisory: CIS-1A and CIS-26A and CIS-27

Introduces the network security specialist to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking. This course aligns with the CEH Certified Ethical Hacker certification exam. 54 hours lecture and 18 hours laboratory.

### **CIS-30A - Introduction to Python Programming**

**3 Units**

Prerequisite: CIS-1A

Advisory: CIS-5

Combined features of Python are suitable for program development. Practical applications of Python may be found in the prominent fields of many different sciences field. Introduces the beginner or curious programmer to Python and basic programming concepts through a series of practical hands-on exercises following concept lecture and discussions. Provides an overview of the history and use of Python in scripting, web and software development and security. Emphasizes

principles of software development, style, and testing. Focuses on programming and problem solving using Python programming language. 48 hours lecture and 32 hours lab. (Letter grade only)

### **CIS-41A - Principles of Cybersecurity Analysis**

**3 Units**

Prerequisite: CIS-25 and CIS-27

Advisory: CIS-40A and CIS-1A

Introduces the critical knowledge and skills that are required to prevent, detect, and combat security threats and includes the application of behavioral analytics to improve the overall state of IT security in organizations. Provides concepts for network vulnerability and threat assessment, analysis of security policies and procedures in accordance to frameworks and compliance, and responsive approaches to handle security incidents. Preparation for CompTIA Cybersecurity Analyst certification (CySA+ ). 48 hours lecture and 32 hours laboratory. (Letter Grade only)

### **CIS-200 - Computer Information Systems Work Experience**

**1-2-3-4**

CSU

Prerequisite: None

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

### **CMI-200 - Community Interpretation Work Experience**

**1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

### **DEH-200 - Dental Hygiene Work Experience**

**1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**EAR-200 - Early Childhood Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**EDU-200 - Education Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**EMS-200 - EMS Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**FIT-200 - Fire Technology Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit



with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**HMS-200 - Human Services Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**JOU-200 - Journalism Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**KIN-200 - Kinesiology Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**MAG-200 - Management Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course

consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**MDA-200 - Medical Assisting Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**MKT-200- Marketing Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**MUS-200 - Music Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**PHO-200 - Photography Work Experience****1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No

more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per

### **RLE-200- Real Estate Work Experience**

**1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

### **THE-200 - Theatre Work Experience**

**1-2-3-4**

CSU

Prerequisite: None

Advisory: Students should have paid or voluntary employment.

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

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## **NEW NON-CREDIT COURSES**

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### **ACC-801 - Setting up Quickbooks for Small Business**

**0**

*Prerequisite: None*

Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and how to analyze and record financial transactions. Discusses accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. 16 hours lecture. (Pass/No Pass only)

### **ACC-802 - Monthly Procedures using QuickBooks**

**0**

*Prerequisite: None*

Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge, gain practical experience working with day to day transactions. Reconcile balance sheet accounts and examine/audit income statement accounts on a monthly basis. Prepare adjusting journal entries. Prepare financial statements. 16 hours lecture. (Pass/No Pass only)

**ACC-803 - Year End Procedures with Quickbooks****0***Prerequisite: None*

Develop and apply year end procedures used in accounting for small business using QuickBooks. Prepare closing journal entries for year end. Prepare reports for tax accountants. Purge files and prepare for the new year. 16 hours lecture. (Pass/No Pass only)

**CAT-841 - MOSPrep: Microsoft Office Word-Expert Exam Preparation****0***Prerequisite: None*

*Advisory: Previous experience using Microsoft Word to navigate and format documents, create tables, indexes, and multipage reports, work with Templates, Themes, and Styles, use Mail Merge, and manage long documents.*

Preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Word Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Word Expert exam. Course provides students, educators, project managers, business information workers, and educators to apply the necessary skills to use the advanced features of Word for document and content management, and advanced formatting to documents such as business plans, research papers, books, specialized brochures, and mass mailings. A single, free Microsoft Office Word Expert Exam will be administered at the end of the course. Course repeatability is unlimited. However there is a limit to one free exam per student regardless of number of times the course is repeated. 9 hours lecture and 9 hours laboratory. (TBA option)

**CAT-842 - MOSPrep: Microsoft Office Excel Expert Exam Preparation****0***Prerequisite: None*

*Advisory: Previous experience using Microsoft Excel to create, manage, and distribute spreadsheets, customize the Excel environment, and use templates, financial charts and tables.*

Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Excel Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Excel Expert exam. The course provides students, educators, accountants, financial analysts, data analysts, and business information workers training and practice to apply skills to the 10 of 17 | Page advanced features of Excel for enhanced productivity, data analysis, financial charts, tables, and inventory schedules. A single, free Microsoft Office Excel Expert Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 9 hours lecture and 9 hours laboratory.

**CAT-843 - MOSPrep: Microsoft Office PowerPoint Core Exam Preparation****0***Prerequisite: None*

*Advisory: Previous experience using Microsoft PowerPoint to create, edit, and enhance presentations and slideshows.*

Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) PowerPoint Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS PowerPoint Core exam. The course provides students, educators, and business information workers training and practice to apply skills to professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows. A single, free Microsoft Office PowerPoint Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory

**CAT-844 - MOSPrep: Microsoft Office Access Core Exam Preparation****0***Prerequisite: None*

*Advisory: Previous experience using Microsoft Access to create and maintain database tables, queries, forms, and reports.*

Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Access Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Access Core exam. The course provides students, educators, and business information workers training and

practice to apply skills to create and maintain basic Access database objects including tables, relationships, data entry forms, multi-level reports, and multi-table queries. A single, free Microsoft Office Access Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory.

**CAT-845 - MOSPrep: Microsoft Office Outlook Core Exam Preparation 0**

*Prerequisite: None*

*Advisory: Previous experience using Microsoft Outlook to create and edit professional-looking email messages, maintain calendars across time zones, schedule tasks, create calendars, schedule appointments, and organize and manage contacts.*

Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Outlook Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Outlook Core exam. The course provides students, educators, and business information workers training and practice to apply skills to enhance professional correspondence, send messages for marketing campaigns, plan staff meetings, and assign meeting action items. A single, free Microsoft Office Outlook Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory.

**CIS-824A - Computer Repair for Beginners 0**

*Prerequisite: None*

An introduction to computer hardware, software maintenance, and troubleshooting techniques for computer users and novices who seek to explore system functions and repairing process. Fundamentals in identifying the functions of computer components, diagnosing system issues, and deriving possible solutions that will aid in the process of system hardware and software repair. 8 hours lecture and 8 hours laboratory.

**CIS-824B - Networking for Home and Small Businesses 0**

*Prerequisite: None*

An introduction to small networks installation, technologies, and configuration for personal or business usage. Basic networking concepts, troubleshooting, implementation, and maintenance in Personal Area Network (PAN) and small Local Area Network environments. 8 hours lecture and 8 hours laboratory.

**CIS-824C - Cybersecurity for Beginners 0**

*Prerequisite: None*

Introduction to system security approaches, including Internet security, malware, vulnerability, cyber terrorism, cyber fraud, firewalls, privacy, regulatory requirements, and proactive strategies to defend against potential cyber threats on personal systems. Lectures and projects promote an understanding of cyber threats and security. 8 hours lecture and 8 hours laboratory.

**CIS-833A - Introduction to Microcontroller: Arduino 0**

*Prerequisite: None*

Foundational concepts in programmable microcontroller, Arduino. Incorporates computing with electronic components, sensors, circuitry and C++ programming language. Applicable concepts to innovation of popular electronics prototyping tool, especially working with Internet of Things (IoT) product development. 8 hours lecture and 8 hours laboratory.

**CIS-833B - Introduction to Embedded System: Raspberry Pi 0**

*Prerequisite: None*

An overview of Raspberry Pi architecture, capabilities, communication, operating system, applications, and programming features. Integrates programmable electronic components and functions to provide Internet of Things (IoT) interface. Introduces operating system, Python programming concepts, and embedded Linux features. 8 hours lecture and 8 hours laboratory.

**CIS-833C - Designing Internet of Things (IoT)****0***Prerequisite: None*

An overview of the principles of Internet and connected devices, prototyping and physical design of embedded devices, writing embedded code, business modeling and manufacturing. Incorporation of microcontroller and embedded systems to build Internet of Things (IoT) devices that can be adopted for general consumer use with ethical, security and performance considerations. (Pass/No Pass)

**CIS-834 - Historical Perspective: Napier to Torvalds****0***Prerequisite: None*

The need for accurate and subsequently ever faster computations in science and engineering provides the background for the age of computers. Beginning with the development of logarithms and proceeding to the development and deployment of super computer computations using the Linux operating system. 9 hours lecture.

**CIS-835 - Foundational Approach: Word Problems to Work Flow****0***Prerequisite: None*

There are systematic techniques to solve basic procedural problems. Mapping the known inputs to the desired outcome is a method used by all software engineers. These procedures can be applied to simple as well as complex problems. 9 hours lecture.

**CIS-836 - Computational Tools: Calculators to Spreadsheets****0***Prerequisite: None*

Estimate the solution to a problem and confirm simple results with a calculator. For more complex problems, utilize formulaic spreadsheet techniques and develop test conditions for further checks. 9 hours lecture.

**CIS-837 - Boolean Formulation: Logic to Relationships****0***Prerequisite: None*

All programs utilize basic boolean statements for branching and looping constructs. As such, a thorough understanding of simple logic is fundamentally required. 9 hours lecture.

**CIS-838 - Pseudocode and Flowcharts: Descriptive to Visual****0***Prerequisite: None*

This course presents a non-coding technique of solving a problem using word models and pictures. Also, allows the lay person to understand how a solution is reached and how code can be documented. 9 hours lecture.

**CIS-839 - Tools of the trade: IDE's to Backup****0***Prerequisite: None*

This course presents what tools programmers utilize in their coding every day solutions to problems. The environment they use to code and the need to make constant backups along with collaborating with other programmers. 9 hours lecture.

**CIS-897A - Windows Operating System and Internet Literacy****0***Prerequisite: None*

Navigate on Windows operating system to access files, directories, folders, settings, and system tools. Basic methods to create, delete, modify, and manage files, folders and other objects in Windows operating system environment. Familiarize with Windows graphical user interface to access operating system resources, Internet browser, e-mail, apps, and multimedia for personal or business purposes. 8 hours lecture and 8 hours laboratory.

**CIS-897B - Linux Operating System and Internet Literacy****0***Prerequisite: None*

Introduces Linux operating system Graphical User Interface, command line, file management capabilities, and system tools. Encompasses procedures to access Internet, applications, and multimedia resources. 8 hours lecture and 8 hours laboratory.

**CIS-897C - Mac Operating System and Internet Literacy** **0***Prerequisite: None*

Introduces techniques and procedures to navigate the macOS Graphical User Interface, including file management, desktop apps, system tools, accessing multimedia, and Internet resources. Overviews personalizing interface and preferences on macOS to enhance desktop environment for personal and business purposes. 8 hours lecture and 8 hours laboratory.

**ENP-801 – Facebook for Business** **0***Prerequisite: None*

Facebook is the most popular social network and a powerful tool for growing and promoting your business. Create effective profiles, pages, groups, and ads. Establish goals and learn how and what to post to achieve them. Build relationships with current and new customers. Increase traffic to your website. Measure the success of your Facebook marketing. 10 hours lecture. (Pass/No Pass option only)

**ENP-802 - Pinterest and Instagram for Business** **0***Prerequisite: None*

Students learn to market and expand a brand using Pinterest and Instagram. Provides the basics and beyond of these platforms, including how to produce high level content and effectively use the sites in a marketing strategy to develop a loyal, enthusiastic customer base for their brand. 10 hours lecture. (Pass/No Pass option only.)

**ENP-803 - YouTube for Business** **0***Prerequisite: None*

Students learn to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Students learn to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes, and links. Uploading and editing film for YouTube is also covered. 10 hours lecture. (Pass/No Pass only)

**ENP-804 – Twitter for Business** **0***Prerequisite: None*

Students learn to set up a Twitter Business presence to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads. Includes engaging with prospects using tweets, RTs, DMs, follows, mentions, and hashtags. Students use tools to monitor feeds and schedule tweets, in addition to tracking the impact and measure the results of promoted tweets. 10 hours lecture. (Pass/No Pass only)

**ENP-805 - LinkedIn for Business** **0***Prerequisite: None*

LinkedIn is the world's most popular business-oriented social media networking platform. Students learn to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues, and connecting with businesses around the globe. 10 hours lecture. (Pass/No Pass only)

**ESL-804 - Introduction to American Public Education for ESL Students** **0***Prerequisite: None**Advisory: ESL-55*

This advanced ESL course, targeting reading, writing and oral language skills, provides an overview of the American public education system (K-12) with emphasis on key federal legislation and state mandates. Topics include PL 94-142, IDEA 2004, ESSA 2017, and the Common Core State Standards. Using academic Standard American Language, pivotal concepts in multicultural and special education such as Free Appropriate Public Education (FAPE) and Individualized Education Program (IEP) are discussed in the context of the roles and responsibilities of teachers and teacher assistants. In addition, career and educational pathways to the teacher and teacher assistant professions are introduced. 24 hours lecture.

**ESL-805 - Introduction to Education Practices and Related Service Providers in Special Education 0***Prerequisite: None**Advisory: ESL-804*

This advanced ESL course, targeting reading, writing and oral language skills, provides an introduction to Evidenced-Based Practices related to students with exceptional needs in the American public education system (K-12). Different categories of Special Education as well as issues in the collaborative process with related-service providers (e.g. school psychologist, social worker, speech-language pathologist) are discussed in the context of education professionals' multicultural perspectives. 24 hours lecture.

**GUI-845 – College Readiness 0***Prerequisite: None*

An introduction to college terms, support services, personal factors that contribute to academic success which helps students make effective decisions regarding their English and Math placement and major/program of study. As a result of class activities, students will be able to utilize effective interpersonal communication skills to interact with peers and faculty on campus. Topics include understanding the differences between high school and college; students' rights and responsibilities; and how to access academic and student support services offered at Riverside Community College District. 24 hours lecture.

**GUI-847A – Career Readiness 0***Prerequisite: None*

Introduction to help students make effective decisions regarding their career and life choices. Students will gain self-awareness and development techniques for successful career development and life planning. Topics include personal development and characteristics for work, job search strategies and techniques, labor market trends and developing a career and life action plan. 24 hours lecture.

**GUI-847B – Educational Planning 0***Prerequisite: None*

Designed to help students make effective decisions regarding their educational options that lead to career/job placement. Students will gain self-awareness and develop techniques for successful career development, life planning, and student educational planning. Topics include understanding higher education structure in California, programs of study offered at Riverside Community College District, transfer requirements and major preparation, and developing a student educational plan that will lead to career/job placement. 24 hours lecture.

**GUI-848 – Student Success 0***Prerequisite: None*

Provides strategies to succeed in college. Topics include personal growth theories, health and wellness for students, and specific strategies in study skills, test taking skills, time management and the use of educational technology. (Pass/No Pass). 24 hours lecture.

**PDS-801 – Leadership Skills 0***Prerequisite: None*

Take your leadership from good to great by exploring and applying the top ten skills that every leader must have. 12 hours lecture. (Pass/No Pass only)

**PDS-802 – Supervisory Skills 0***Prerequisite: None*

Learn the key tools for effective management and supervision. Course covers delegation, feedback, communicating with employees, motivation, and management styles. 12 hours lecture. (Pass/No Pass only)



**PDS-803 – Increasing Productivity****0***Prerequisite: None*

Personal productivity results from a combination of factors which all impact each other. Explore, dissect and analyze these factors to develop an individualized plan optimizing your effectiveness in both your professional and personal lives. Focus on personal empowerment and growth while weaving neuroscience theory to help you anchor the learning and understand brain function better. 12 hours lecture.

**PDS-804 – Motivating Yourself and Others****0***Prerequisite: None*

Individuals and leaders explore the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Apply alternative reward and recognition strategies to increase engagement in the workplace. 12 hours lecture.

**PDS-805 - Difficult Conversations****0***Prerequisite: None*

Unfortunately, the default tendency for millions remains to try to avoid difficult conversations because they don't know how to structure a discussion. Learn to prepare for a difficult conversation by clarifying your intentions and assumptions and applying a simple model to help you stay centered while you constructively shape what you say. Scripts and tips will be provided and applied to prepare for your next difficult conversation. 12 hours lecture.

**PDS-806 – The Art of Negotiating and Collaborating****0***Prerequisite: None*

Participants apply collaboration tools for building high-trust synergistic relationships, analyze the conflict cycle and practice skills to diffuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process. 12 hours lecture.

**PDS-807 – Personality Styles and Difficult Relationships****0***Prerequisite: None*

Exploration of participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives. 12 hours lecture.

**PDS-808 - Critical Thinking, Problem Solving and Decision Making****0***Prerequisite: None*

In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture.

**PDS-809 – Business Writing in a Technological World****0***Prerequisite: None*

Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture.

**PDS-810 – Time Management****0***Prerequisite: None*

Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing “important” versus “urgent” activities. Emphasis on analyzing current use of

time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture.

**PDS-812 – Workplace Communication Strategies****0***Prerequisite: None*

Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture.

**PDS-813 – Best Practices in Customer Services****0***Prerequisite: None*

Apply practical strategies to retain a valuable customer base, diffuse difficult situations, and earn repeat business. Topics include: The anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers. 12 hours lecture.

**PDS-814- Closing****0***Prerequisite: None*

In any selling situation obstacles have to be overcome before a buying decision is reached. Learn to resolve objection effectively through a process that involves careful listening along with positive factual responses to buyer concerns. Learn techniques to address customers' emotional needs, get past the obstacles preventing them from buying, and build long-term customer relationships. 12 hours lecture.

**PDS-815 – Winning****0***Prerequisite: None*

More and more sales are now being done "inside" with sales persons contacting perspective buyers using the phone and email. Learn how to maximize this revenue source and increase the effectiveness of "inside" sale using scripts. 12 hours lecture.

**PDS-816 – Personal Finance****0***Prerequisite: None*

Overview of personal financial management skills, positive banking relations, and achieving financial security. Topics include: Personal budgeting; saving; credit; appropriate use of credit cards; banking services; consumer installment loans; and buying real estate. 18 hours lecture.

**PDS-817 – Financial Future****0***Prerequisite: None*

Students will learn to review an individual financial situation, develop financial goals for retirement and identify appropriate means to achieve these goals. Topics will include: Financial goal setting; life insurance; different types of retirement accounts; and investment options. 9 hours lecture.

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## INFORMATIONAL CORRECTIONS

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### Course Corrections

#### ADJ-W10A

Incorrect units of the course. The correct information is listed below.

0.5 Units

#### CAT-53

The incorrect description was listed for this course. The correct information is listed below.

CAT-53

Keyboarding Fundamentals

1 Unit

Prerequisite: None

Description: Develops basic alpha/numeric keyboarding skills. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a computer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

#### BIO-55

The prerequisites for this courses were missing the option of CHE-3. The complete course description with corrected prerequisites are below.

BIO-55

Microbiology (formerly MIC-1)

4 Units

UC, CSU

Prerequisite: CHE-2A or CHE-2B or CHE-3, and BIO-1 or BIO-1H or BIO-50A or BIO-60 or BIO-60H

Description: General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory.

#### ENG-35

The title for this course was incorrect in the catalog and should be listed as “Women in Literature.”

#### FIT-S3B

Incorrect units of the course. The correct information is listed below.

1.00 Units

#### HIS-7

The incorrect description was listed for this course. The correct information is listed below.

HIS-7

United States History from 1865

3 Units

(C-ID HIST 140)

UC, CSU

Prerequisite: None

Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.

Political, social and economic development of the United States from 1865 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

### **HIS-7H**

The incorrect description was listed for this course. The correct information is listed below.

HIS-7H

United States History from 1865  
(C-ID HIST 140)

3 Units

UC, CSU

Prerequisite: None

Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors Program.

Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.

Political, social and economic development of the United States from 1865 to the present; the evolution of American thought and institution; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-7 and HIS-7H 54 hours lecture.

### **MDA-62**

The prerequisite of MDA-10 was erroneously omitted from the course. The complete course description should read as follows:

MDA-62

CPT/Coding

3 Units

Prerequisite: MDA-10

Description: Discusses the principles, terminology and techniques of procedural coding as outlined in the Physicians Current Procedural Terminology including coding for the physicians services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. Also examines current procedural coding and its relationship to the Healthcare Common Procedural Coding System. 54 hours lecture. (Letter Grade only)

### **REA-83**

The incorrect description and prerequisites were listed for REA-83. The correct information is below.

REA-83

3 units

College Reading and Thinking

Prerequisite: None

Description: Instruction in reading academic materials. 54 hours lecture (Letter Grade or Pass/No Pass option.)

## **Program Corrections**

### **Administration of Justice (MAS504/MAS504B/MAS504C/MCE504)**

An incorrect series of courses was listed under Required Courses. The required courses for the program are as follows:

#### **Required Courses (15 units):**

ADJ-1 Introduction to the Administration of Justice

**Units**

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 (12 units):**

Choose elective courses from Administration of Justice 12

**Total Units:** 27

**Administration of Justice/Law Enforcement – Basic Peace Officer Academy Intensive (MAS563/MAS563B/MAS563C/MCE563)**

The program description was incorrect in the catalog. The correct description is below. Additionally, 49 units was incorrectly listed under Required Courses. The correct units are listed below.

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 ADJ B1B Basic Peace Officer Intensive Academy, like the Modular Academy, 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.

**SHORT DESCRIPTION of PROGRAM**

This program focuses on intensive basic instruction designed to meet the minimum requirements of a peace officer established as state law.

**Program prerequisite**

*Non-Course Requirement:* Completion of the P.O.S.T. Reading and Writing Skills Examination or equivalent examination; completion of the P.O.S.T. Physical Fitness Assessment; completion of the P.O.S.T. personal history statement; possession of a valid California driver’s license; successful completion of a medical examination and fingerprint clearance through the California State Department of Justice.

**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.
- Compare and contrast the concepts of uniformity in police practices and procedures.
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure.
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments.
- Speak and read basic Spanish.
- Prepare extensive reports independently.
- Demonstrate advanced proficiency with firearms.

**Required Courses (40 units)**

ADJ B1B Basic Peace Officer Academy Intensive

**Units**

40

**The Associate in Science Degree in Administration of Justice/Law Enforcement, Basic Peace Officer,** 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/Basic Correctional Deputy Academy (MCE923)**

The description for the program was missing from the catalog and the incorrect pre-requisites were listed. The correct information is listed below.

This program provides entry-level training for correctional officers, including adult corrections procedures, interviewing, and counseling techniques, security and supervision techniques, and oral and written communications.

**SHORT DESCRIPTION OF PROGRAM**

This program provides entry-level training for correctional officers for adult correctional facilities.

**Program Prerequisite**

*Limitation on enrollment:* Completion of physical fitness assessment. Possession of a valid California driver’s license. Successful completion of medical examination. Fingerprint clearance through the California Department of Justice.

**Administration of Justice/Basic Public Safety Dispatch (MCE784)**

The units were missing and Short Description of Program was incorrect from the catalog. The correct information is listed below.

**SHORT DESCRIPTION OF PROGRAM**

This program provides basic skills in emergency and non-emergency situations for telephone and radio protocols, local emergency service systems, and individual stress management.

<u>Required Courses (8 units):</u>	<u>Units</u>
ADJ-D1A Basic Public Safety Dispatch*	6.0
Electives (2 units)	
ADJ D1B Dispatcher Update	1.0
ADJ D1C Communications Training Officer	2.0
ADJ D3A Handling the Rising Tide of Suicide	.25
ADJ D4A Dispatcher Role in Critical Incidents	.25
ADJ D5A Dispatcher Public Safety Advanced	.50
ADJ D6A Crisis Negotiator Concepts	.25
ADJ D7A Dispatcher’s Role in Domestic Violence/Sexual Assault	.25

\*This course is a basic overview of public safety dispatching and satisfies the July 1, 2011, revised curriculum set by the Peace Officer Standards and Training (P.O.S.T.) for basic public safety dispatching.

**Dental Assistant (MAS621/MAS621B/MAS621C/MCE621)**

Two courses in the program previously had a unit change, DEA-40B 2.00 Units and DEA-40C 6.00 Units. Total units of program did not change.

<u>Required Courses (32.5 units):</u>	<u>Units</u>
<b>Fall:</b>	
DEA-10 Introduction to Dental Assisting and Chairside Assisting	4.5
DEA-20 Infection Control for Dental Assistants	2.0
DEA-21 Introduction to Radiology for Dental Assistants	2.5
DEA-22 Introduction to Supervised Externships	1.5
DEA-23 Introduction to Dental Sciences	3.0
DEA-24 Dental Materials for the Dental Assistant	2.0

**Winter:**

DEA-30 Intermediate Chairside Dental Assisting	2
DEA-31 Radiology for Dental Assistants	1
DEA-32 Intermediate Supervised Externships	1

**Spring:**

DEA-40A Advanced Chairside Surgical Dental Assistant	3.5
DEA-40B Advanced Chairside Orthodontic Dental Assistant	2
DEA-40C Advanced Chairside Restorative Dental Assistant	6
DEA-41 Dental Office Procedures	1.5

**Human Services (MAS663/MAS633B/MAS633C/MCE663)**

The total units were calculated incorrectly. Additionally, either WKX-200 or HMS-200 can be used to fulfill the Work Experience course under Required Courses. Below is the corrected information.

**Required Courses (14 - 17 units)**

	<b><u>Units</u></b>
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
WKX/HMS-200 Human Services Work Experience	1-2-3-4

**Elective Courses (6 units)**

	<b><u>Units</u></b>
HMS-7 Introduction to Psychosocial Rehabilitation	3
HMS-13 Employment Support Strategies	3
HMS-14 Job Development	3
HMS-17 Introduction to Public Mental Health	3
HMS-18 Introduction to Social Work	3
HMS-19 Generalist Practices of Social Work	3
<b>Total Units:</b>	<b>20 – 23</b>

**Additional Information**

**Military and Veteran Student and Family Member Educational Access**

Military and veteran students and family members who provide a certificate of eligibility or valid VAF 28-1905 and who intend to utilize educational benefits provided by the Servicemen’s Readjustment Act of 1944 (G.I. Bill) or Vocational Rehabilitation and Employment (VR&E) benefits, and who meet prerequisite and enrollment requirements, may enroll in RCCD courses and programs according to established matriculation and registration criteria. In cases where payment to RCCD is delayed from the Veterans’ Administration students will maintain access to college and district facilities, and will not be assessed late fees or penalties, nor be dropped from courses, or required to borrow additional funds to pay course or college fees.