



This addendum to the 2019-2020 American River College Catalog contains important changes and additions. This addendum was updated after the 2019-2020 American River College Catalog went to press in March.

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## The information listed is a correction for the 2019-2020 Catalog

The following are corrections to the Institutional Student Learning Outcomes, see page 63-68 of the 2019-2020 Catalog.

### Realignment of ISLOs to GE areas

#### Institutional Learning Outcomes aligned with Humanities:

- Demonstrate skills and behaviors which contribute to inclusive and respectful communication of diverse ideas and beliefs.
- Critically evaluate information to develop informed perspectives on a variety of issues, problems, and challenges.
- Contribute to society using personal knowledge, resources, and skills.
- For students earning degrees, demonstrate an understanding of basic content and methodology for the major areas of knowledge: arts and humanities, mathematics, natural sciences, and social sciences.

#### Institutional Learning Outcomes aligned with Language and Rationality:

##### English composition component

- utilize a variety of methods to communicate effectively.
- use various technologies to collect information and solve problems.
- critically evaluate information to develop informed perspectives on a variety of issues, problems, and challenges.

##### Communication and Analytical Thinking component

- use various technologies to collect information and solve problems.
- critically evaluate information to develop informed perspectives on a variety of issues, problems, and challenges.
- for students earning degrees, demonstrate an understanding of basic content and methodology for the major areas of knowledge: arts and humanities, mathematics, natural sciences, and social sciences.

#### Institutional Learning Outcomes aligned with Living Skills:

- demonstrate personal and professional readiness for career and/or academic advancement.
- demonstrate skills and behaviors which contribute to inclusive and respectful communication of diverse ideas and beliefs.
- utilize a variety of methods to communicate effectively.
- work cooperatively and effectively with others.
- use various technologies to collect information and solve problems.
- critically evaluate information to develop informed perspectives on a variety of issues, problems, and challenges.

#### Institutional Learning Outcomes aligned with Natural Sciences:

- use various technologies to collect information and solve problems.
- critically evaluate information to develop informed perspectives on a variety of issues, problems, and challenges.
- for students earning degrees, demonstrate an understanding of basic content and methodology for the major areas of knowledge: arts and humanities, mathematics, natural sciences, and social sciences.

#### Institutional Learning Outcomes aligned with Social and Behavioral Sciences:

- demonstrate skills and behaviors which contribute to inclusive and respectful communication of diverse ideas and beliefs.
- utilize a variety of methods to communicate effectively.
- work cooperatively and effectively with others.
- use various technologies to collect information and solve problems.
- critically evaluate information to develop informed perspectives on a variety of issues, problems, and challenges.
- for students earning degrees, demonstrate an understanding of basic content and methodology for the major areas of knowledge: arts and humanities, mathematics, natural sciences, and social sciences.

#### Institutional Learning Outcomes aligned with American Institutions Requirement:

- utilize a variety of methods to communicate effectively.
- work cooperatively and effectively with others.
- use various technologies to collect information and solve problems.
- critically evaluate information to develop informed perspectives on a variety of issues, problems, and challenges.
- contribute to society using personal knowledge, resources, and skills.
- for students earning degrees, demonstrate an understanding of basic content and methodology for the major areas of knowledge: arts and humanities, mathematics, natural sciences, and social sciences.

#### Institutional Learning Outcomes aligned with Ethnic / Multicultural Studies:

- demonstrate skills and behaviors which contribute to inclusive and respectful communication of diverse ideas and beliefs.
- for students earning degrees, demonstrate an understanding of basic content and methodology for the major areas of knowledge: arts and humanities, mathematics, natural sciences, and social sciences.

**The following is a correction to the Law Office Clerical Assistant certificate, see page 398 of the 2019-2020 Catalog. This certificate is not approved by the American Bar Association and does not prepare students to work as paralegals or legal assistants under California state law.**

## Law Office Clerical Assistant Certificate

Major Code, 011604C01

This certificate provides the skills needed for entry-level clerical positions in law offices. The course work emphasizes workforce skills including an introduction to the use of terms particular to the legal field.

This Law Office Clerical Assistant certificate is not approved by the American Bar Association and does not prepare students to work as paralegals or legal assistants under California state law.

### Student Learning Outcomes

*Upon completion of this program, the student will be able to:*

- demonstrate keyboarding competence in the legal workplace.
- solve common office problems using current business technology and software applications.
- practice effective communication with law office personnel and clients.
- apply appropriate ethical standards to the special situations encountered in a law office.
- produce written documents in appropriate formats using typical legal office technology.

### Career Opportunitites

Typical career opportunities are entry-level clerical positions in a law office. In order to earn an A.A. or a Certificate to become a Legal Assistant/Paralegal, see the Legal Studies Program requirements in the Behavior and Social Sciences Division.

Requirements for Certificate		15 Units
BUS 312	Workplace Behavior and Ethics .....	3
BUSTEC 100.1 or BUSTEC 300.1	Keyboarding Skills: Beginning (1) .....	1
BUSTEC 100.2 or BUSTEC 300.2	Keyboarding/Applications: Beginning (1) .....	1
BUSTEC 100.2 or BUSTEC 300.2	Keyboarding Skills: Intermediate (1) .....	1
BUSTEC 305	Keyboarding/Applications: Document Formatting (1) .....	1
BUSTEC 305	Business Technology Essentials .....	1
BUSTEC 310	Introduction to Word/Information Processing .....	3
LA 300	Introduction to Law and the American Legal System .....	3
LA 350	Law Office Management .....	3

## The information listed is a correction for the 2019-2020 Catalog

The following chart listings have corrections, see the 2019-2020 Catalog for more information.

### AP (Advanced Placement) Exam Scores are listed on page 77 of the 2019-2020 Catalog.

- Use of AP Exam Scores for ARC course credit and General Education determined by ARC policy.
- Use of AP Exam Scores for IGETC determined by IGETC Policy.
- Use of AP Exam Scores for CSU GE Certification determined by CSU Policy.

AP Exam	AMERICAN RIVER COLLEGE					IGETC CERTIFICATION			CSU GE CERTIFICATION			
	Scores	ARC Course	Sem units	ARC GE Area ##	Units For GE	Scores	IGETC Area	Sem units	Scores	CSU GE Area	Sem Units for GE Cert	CSU Sem Credits Earned
U.S. Government and Politics	3,4,5	POLS 301	3	V(a)	3	3,4,5	4 & US 2**	3	3,4,5	D & US 2**	3	3

\*\* Student needs to complete a course which covers California State and Local Government in order to complete CSU American Institutions graduation requirement.

### CLEP (College Level Examination Program)\* are listed on page 79 of the 2019-2020 Catalog.

- Use of CLEP Exam Scores for ARC course credit and General Education determined by ARC policy.
- Use of CLEP Exam Scores for CSU GE Certification determined by CSU Policy.

CLEP Exam	AMERICAN RIVER COLLEGE					CSU and GE CERTIFICATION				
	Passing Score	ARC Course	Sem Units	ARC GE Area	Units for ARC GE	Passing Scores	CSU GE Area	Sem Units of GE Credit	Sem Units	Removal Date
Human Growth & Development	50		3	III(b)	3	50	E	3	3	

\* The exams listed are only those exams for which ARC and/or the CSU system awards units of credit.

\*\* If a student passes more than one CLEP examination in the same language other than English, only one examination may be applied to the baccalaureate. For each examination in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; "Level II" credit is for the same exam but a higher score (as indicated), and earns additional units of credit and placement in Area C2 of GE Breadth as noted.

Each of following certificates are approved as a Certificate of Achievement and will be printed on a student's transcript upon award, see page 7 of the 2019-2020 Catalog for more information.

## Certificates of Achievement:

### Automotive Claims Estimator Certificate

Major Code, 011513C02

This program provides the technical and practical skills necessary to properly diagnose collision-damaged vehicles and to document the cost and time necessary to repair collision-damaged vehicles. The use of state-of-the-art, computer-generated estimating programs and video imaging are used to prepare itemized estimates on collision-damaged vehicles. The procedures to prepare itemized estimates detailing the required procedures and parts necessary to correctly repair the vehicle are also covered.

#### Student Learning Outcomes

*Upon completion of this program, the student will be able to:*

- complete an accurate repair estimate
- apply technical skills necessary to remove, replace and align damaged cosmetic and mechanical related components
- recognize and identify direct, indirect and secondary damage on collision-damaged vehicles
- create a marketing plan for a small business utilizing appropriate data
- analyze the four functions of management: planning, organizing, directing, and evaluating
- demonstrate methods for building effective customer service teams
- create and edit documents using appropriate word processing functions

#### Career Opportunities

This program provides training and hands-on experience in high-demand skills that lead to promising careers with high wages. The U.S. Labor Department reports that job opportunities for auto collision specialists are excellent because of the large number of older workers who are expected to retire in the next 5 to 10 years. In addition, it points out that experienced technicians are rarely laid off and that employers prefer to hire graduates of a formal training program because it provides a foundation in the latest collision technology, including the techniques and equipment used on the job.

See [losrios.edu/gainful-emp-info/gedt.php?major=011513C01](http://losrios.edu/gainful-emp-info/gedt.php?major=011513C01) for Gainful Employment Disclosure.

#### Requirements for Certificate

16 Units

ACT 110	Component Repairs .....	4
ACT 120	Non-Structural Repair.....	4
ACT 161	Automotive Collision Software Systems, Estimating I.....	4
BUS 212	Marketing for Small Businesses .....	1
BUS 218	Management Skills for the Small Business.....	1
BUS 224	Customer Service.....	1
BUSTEC 300.1	Keyboarding/Applications: Beginning .....	1 <sup>1</sup>

<sup>1</sup>Keyboard proficiency test. This program can be completed in 15 units if student passes keyboarding test.

### Shielded Metal Arc Plate and Pipe Certificate

Major Code, 011579C02

This certificate promotes competence in plate and pipe welding. Emphasis is on power sources, electrode selection on various joint designs, techniques, and positions in welding. Instruction includes safety and proper procedures in making fillet and groove welds that are in compliance with structural and pipe welding codes.

#### Student Learning Outcomes

*Upon completion of this program, the student will be able to:*

- interpret electrode classification and specification
- select correct amperage setting for the job application
- define principles of arc welding
- certify and perform SMA operations in various positions using selected electrodes on different joint designs

#### Requirements for Certificate

9 Units

WELD 300	Introduction to Welding.....	3
WELD 320	Shielded Metal Arc Welding—Structural .....	3
WELD 322	Shielded Metal Arc Welding (Pipe) .....	3

**The courses listed in this section are new and have been added to the Catalog 2019-2020**

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**Automotive Technology**

**AT 178 BAR Repair Technician Update UT055 1 Unit**  
*Hours: 18 hours LEC*

This course improves automotive repair technicians' abilities to diagnose and repair emissions failures on complex computer-controlled vehicles that use variable valve lift and valve timing technologies.

**Diesel/Clean Diesel Technology**

**DCDT 191 Speed and Skill Development 3 Units**  
*Hours: 36 hours LEC; 54 hours LAB*

This course covers diesel component diagnosis and repair, including electrical, hydraulics, engine, fabrication, and other areas in preparation for competing in the state fair. This course may be taken up to four times for credit.