

COLLEGE of the

DESERT

A California Public Community College



CATALOG
2004-2005

**DESERT
COMMUNITY
COLLEGE DISTRICT**

COLLEGE OF THE DESERT

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This catalog is valid from July 1, 2004 through June 30, 2005. It is in effect for the Fall and Spring semesters and any session (intersession) which commences within this defined period of time.

Dr. Maria C. Sheehan

As President, I am pleased to invite you to attend College of the Desert. We have a proud history at this institution built on the strength of our educational offerings and our commitment to student success. When you enroll at COD, you will embark on an exciting journey, one that will change your life. We understand how important this journey is and have developed a comprehensive student program to address your needs.

At College of the Desert, we are devoted to your success. We're there for you no matter what your goal, whether it's general education leading to a transfer to a four-year college or university, a vocational certificate, the development of basic skills, personal improvement or a self-guided program of lifelong learning.

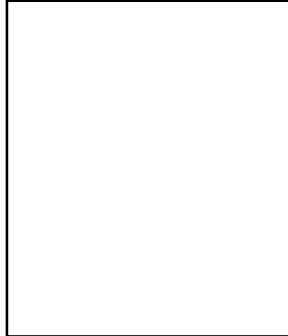
We accommodate personal circumstances and welcome students who are working while raising children and juggling family responsibilities, as well as older returning students who are in pursuit of their personal learning goals. We're affordable and offer excellent financial aid programs to those in need.

COD is home to a wonderful faculty of caring and talented professionals who take a personal interest in the academic and personal success of every student. That's why we're here.

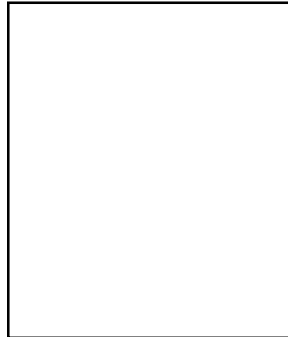
Welcome.

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD of TRUSTEES**

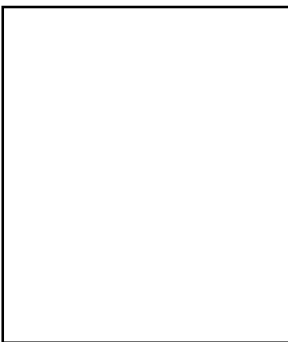
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**COLLEGE OF THE
DESERT**
43-500 Monterey Avenue
Palm Desert, CA 92260

<http://collegeofthedesert.edu>
<http://desertonline.net/>

(760) 346-8041
(Operator)

(760) 773-2516
(Admissions & Records)

(760) 773-2520
(Counseling)

(760) 776-7222
Enrollment Information
Hotline

(760) 776-7420
(Center for Training and
Development)

(760) 776-7205
(International Students)

(760) 776-7413
(Assessment Center)

(760) 773-2529
(Human Resources)



The members of the Board of Trustees are elected by the people of the Desert Community College District for a term of four years.

The Student Trustee, elected annually by students, is Ms. Mickiela Sterling.

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AUGUST 2004

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FALL SEMESTER 2004

July 01 Registration for New Students begins

August 30 Classes Begin

September 06 Labor Day - HOLIDAY

September 03 Last day to register or add

September 03 Last day to register or add
a filled class in person (with approval)

September 10 Last day to drop and be
eligible for a refund

September 10 Last day to drop without the course
appearing on your transcript

October 04 Last day to request an Evaluation for
Spring/Summer 2005 Graduation

November 01 Last day to file Intent to
Graduate Fall 2004

November 12 Veterans' Day Observed - HOLIDAY

November 18 LAST DAY TO DROP

November 25-26 Thanksgiving Day - HOLIDAY

November 27 No Saturday classes

December 13-18 Final Exam Week

December 17 Last day to Request a Refund
(course must have been dropped by September 10)

December 18 Final Exams for Saturday classes

December 18 Last day of Fall Semester

December 24 - January 03 Campus Closed

December 19- January 30 Semester Break

January 04 - January 27 Winter Intersession

SPRING SEMESTER 2005

January 04 - January 27 Winter Intersession

January 17 Martin Luther King, Jr. HOLIDAY

January 31 **Spring classes begin**

February 11 Last day to drop and be eligible for a refund

February 18 Lincoln's Day - HOLIDAY

February 19 No Saturday classes

February 21 Washington's Day - HOLIDAY

February 28 Last day to drop without the course appearing on your transcript

March 01 Last day to file Intent to Graduate Spring 2005

March 21 - 26 Spring Break

March 25 College closed/Spring HOLIDAY

March 26 No Saturday classes

April 28 LAST DAY TO DROP

May 06 Last day to request an Evaluation for Fall 2005 Graduation

May 21 - May 27 Final Exams

May 27 Last day to Request a Refund (course must have been dropped by February 11)

May 27 **Last day of Spring semester**

May 27 Graduation Ceremonies

May 30 Memorial Day HOLIDAY/College closed

JANUARY 2005

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MARCH 2005

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APRIL 2005

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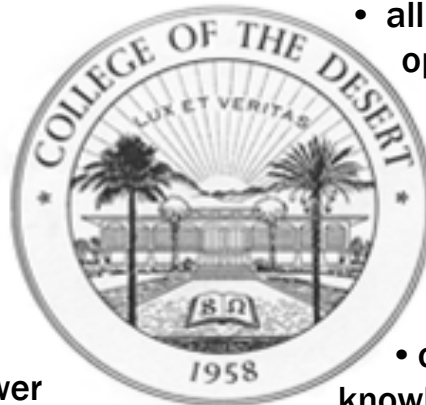
MAY 2005

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MISSION STATEMENT

Students who attend COD may expect to transfer, complete degrees and certificates, prepare for the workforce, and acquire a general education that enables them to be well-rounded, productive citizens. To assure students' learning success, we assess student learning needs, establish academic and vocational courses and programs appropriate to those needs, determine the effectiveness of those courses and programs, and implement changes to improve student learning.

COD is a two-year, public institution that provides lower division academic, vocational, and basic skills education. We are a successful college because we make decisions based on a systematic assessment of the needs of the community and the application of our core values.



VISION STATEMENT

We as a District endorse these statements as our vision for the future —

- all students will be encouraged and supported in attaining their educational goals;
- all students will have access to needed services and support;
- all students will have the opportunity to participate in diverse learning experiences that are responsive and reflective of their needs and those of the community;
- our District will be knowledgeable of workforce, community, and transfer needs and will facilitate opportunities in these areas for students;
- our District will participate in and collaborate with local communities;
- District planning will be based on thorough knowledge of our diverse student population.

COMMITMENT TO QUALITY EDUCATION

ACADEMIC TRANSFER PROGRAMS

The DCCD believes that academic transfer programs are essential to the community and must provide general education and pre-major curricula that will meet or exceed the lower division requirements articulated with four-year institutions. The District is committed to an overall effort to fulfill academic transfer requirements by concentrating on the development of a comprehensive instructional environment.

OCCUPATIONAL AND VOCATIONAL EDUCATION

To meet the changing economic, technological, and environmental needs of the community, the DCCD will identify regional employment training needs and provide degree and certificate programs which prepare students for these career opportunities. These programs will train, retrain, and upgrade student career skills through existing occupational/vocational and general education programs as well as partnerships and contractual education with the private sector and public agencies.

BASIC SKILLS

The DCCD believes that basic skills education is critical to an individual's well-being in a demanding society. Therefore, the District will provide comprehensive basic skills programs to support academic, occupational/vocational, developmental, and community education.

MARKETING

The DCCD will aggressively and effectively promote all District programs and services to increase public awareness of educational opportunities, fulfill the mission of the District, and encourage measured growth.

ORGANIZATION

The DCCD recognizes the need for a well-defined organizational system that supports the

interrelationship and participation of all institutional elements, enhances opportunities for consideration of matters common to the District and its environment, and provides methods for timely response to District-wide needs.

PLANNING

The DCCD has established within its organizational structure a planned, systematic procedure designed to evaluate and improve the quality of its programs continuously and facilitate the creation of innovative programs and the expansion of existing programs that meet community needs.

RESOURCES

The DCCD believes that all resources must aid the District in fulfilling the mission of providing comprehensive educational opportunities to the community and that all resource allocation must be devoted to existing or newly developed programs compatible with the approved Mission Statement. Further, the District is dedicated to the principle that we must be accountable to our constituents in the use of resources to demonstrate accomplishment of student outcomes consistent with our mission. Resource allocations must reflect our commitment to equal opportunity so that all members of our community have access to their benefits.

HISTORY OF THE COLLEGE

In 1958, voters approved formation of a junior college district in the Coachella Valley in a landslide vote that created a local two-year college. It was the culmination of 10 years of study and planning by the governing boards of the Palm Springs and Coachella Valley Unified School Districts and the State Department of Education.

College of the Desert was established on April 15 of that year, when the initial five-member Board of Trustees was elected. On July 1, the members were seated and the new District began to function.

COD acquired its name from a Palm Springs teenager, Douglas Crocker, who won a "Name the College" contest sponsored by the district and local newspapers.

After three years of study and planning, contracts were let in 1961 for the construction of nine buildings on 160 acres at Monterey Avenue and Avenue 44 (now Fred Waring Drive) in Palm Desert. The buildings had been funded in 1959 by a bond issue of \$3.5 million, and COD's first students arrived in the Fall of 1962.

COD received its first accreditation on Oct. 14, 1963. In 1964, voters in the Coachella Valley approved a new \$2 million bond issue to complete the first phase of COD construction. Within four years, construction was completed on the library (now the Hilb Student Center), the Gymnasium, and the Agricultural Science, Agricultural Technology, Nursing and Engineering buildings.

In 1966, residents of the high desert voted to join the college district and the Copper Mountain Campus got its start. Copper Mountain would become a separate district in 1999.

Other significant years in COD's history include:

1973: Dr. Fern Stout succeeded Dr. Roy McCall and became the second Superintendent/President of the community college district.

1986: COD began to offer programs related to golf course management and maintenance. The Coachella Valley Campus of California State University, San Bernardino, opened on the COD campus, allowing students to complete upper division courses in the Coachella Valley. The district appointed its third Superintendent/President, Dr. David George.

1988: the Board of Trustees changed the name of the Coachella Valley Community College District to Desert Community College District. At Indio High School, the college began offering classes as part of a planned Eastern Valley Center.

1991: The Child Development Resource and Training Center opened, offering affordable child care to students, staff, faculty and the public, and training in child care careers. In 2002, it was renamed the McCarthy Family Child Development and Training Center.

1992: The Energy Technology Training Center was opened. The Center is today recognized as a national leader in alternative fuel training and is a model for nine other community college alternative fuel training programs throughout California.

1994: Construction began on a new library, a unique city-county-college facility in which the new building would house Palm Desert City and Riverside County public libraries as well as the College library.

1996: The Multi-Agency Library opened. The Dining Hall was renovated. Dr. William R. Kroonen became COD's fourth Superintendent/President.

1998: The former college library was remodeled as a student center and renamed the Hilb Center in honor of its benefactors, Jeane and Justin Hilb. The original Lecture Hall was renovated and renamed the Carol L. Meier Lecture Hall. The Faculty Resource Center opened.

1999: Theater One, the campus theater, was rededicated in honor of Bob and wife "Mike" Pollock. The Pollock Theater's first performance was an original play by the Hollywood screenwriting couple. Groundbreaking ceremonies were held to begin construction of Math and Social Sciences buildings on the Palm Desert campus.

2000: New campus-wide outdoor light posts were installed to brighten the campus at night. COD won a five-year federal \$1.8 million Hispanic Serving Institution (HSI) grant, designed to increase enrollments and improve outcomes. Speech Professor Buford Crites, president of the Academic Senate, began a one-year term as Mayor of Palm Desert. He was the second COD faculty member to be mayor; former Journalism Professor Roy Wilson, now a Riverside County Supervisor, held the post in the early 1990s.

2001: Trustees selected Dr. Maria Sheehan to be COD's fifth Superintendent/President. Dedication ceremonies were held for the new Math and Social Sciences buildings, which created new classrooms for the first time in three decades. The satellite Eastern Valley Center opened in Indio, offering classes to some 1,800.

2002: Despite offering fewer classes and turning away student requests for enrollment in key math and English classes, thanks to substantial cuts in education funding by a cash-strapped State government, enrollments grew by 11% and the student head count reach 9,700 in the Fall semester. Trustees approved a new academic calendar, to go into effect in the fall of 2003. It will shorten semesters from 18 to 16 weeks while class times will be expanded.

2003: The 40-year-old COD Science Building was re-dedicated in January following extensive renovations and upgrades. It was renamed the H.N. and Frances C. Berger Science Building, with a biology lab named for Joann McGrath, and the geology lab named for the City of Palm Desert. All were major donors to the \$2 million project funded solely by private donations.

The Marks Center for the Arts opened with galleries named for its benefactors, Don and Peggy Cravens, Bob and Barbara Leberman, and the COD Alumni Association. The building began life as an old foundry, closed for more than a decade. It was completely rebuilt with private donations.

ACCREDITATION

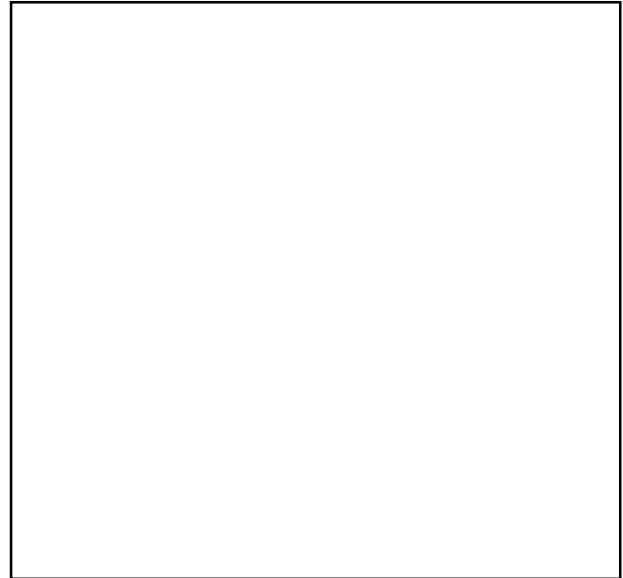
College of the Desert is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

ORGANIZATION OF THE COLLEGE

The chief administrator of the District is the Superintendent/President, who is also the chief administrative officer of the college. The Superintendent/President serves as the Secretary to the Board.

The Vice President of Administrative Services functions as the chief financial officer of the college. He directs the development and administration of the college's budgeting process. Human Resources and Campus Safety are under the supervision of the Vice President of Human Resources and Employee Relations.

The Vice President of Instruction is the chief academic officer of the college responsible for academic divisions, the college library, and off-campus programs. Each division is under the supervision of a Dean who is responsible for coordinating the departments within that division. Career programs are coordinated with cooperation from advisory



committees, consisting of representatives business and industry. Divisions include Business and Applied Science; the Center for Training and Development; Communications and Visual Arts; Developmental Education and Off-Campus Programs; Health Science and Early Childhood Education; Math, Science, and Social Science; and Physical Education and Performing Arts.

Student Services is divided into two areas each supervised by a Dean under the direction of the Vice President of Student Services plus three offices that report directly to the Vice President.. The Dean of Support Programs and Counseling Services is responsible for Counseling and Matriculation, the Academic Skills and Tutoring Centers, Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Educations (CARE), CalWorks, Veterans' Program, International Students Program TRIO Programs, and the Career and Transfer Center. The Dean of Enrollment Services is responsible for Admissions, Records, Registration, Graduation, Financial Aid, Scholarships and Student Employment, and Fee Collection. Student Health Services, Student Activities and Government, and Disabled Students Programs & Services report directly to the Vice President of Student Services.

The Board of Trustees has ultimate responsibility for the integrity, quality, and fiscal stability of the District.

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OPEN ACCESS

To satisfy the educational needs of all the people within the College District, College of the Desert provides an “open door,” admitting anyone 18 years of age or older who can profit from instruction and is no longer enrolled in high school. The resulting diverse student body encompasses a wide range in abilities, backgrounds, ages, economic status, and ethnic groups.

To serve the educational and personal needs of a diverse population there must be a commitment to the concept that educational institutions exist for the purpose of assisting the individual student in the learning process. All programs, services, and facilities are directed toward the development of the student.

Student Services performs an essential and vital function to the overall educational program. One of the most important responsibilities of a comprehensive student services program is to provide every possible aid to each student.

ADMISSION PROCESS for COD

7 STEPS TO ENROLLMENT

An application for admission must be submitted if you are a new student, never enrolled in classes at College of the Desert; if you have applied over a year ago, but have never attended classes at College of the Desert; or, if you are a former student, returning after a break in attendance of one or more years.

STEP 1 – Application:

Apply online at www.cccapply.org. The signature page is required prior to enrollment. Submit the signature page to the Admissions & and Records Office.

STEP 2 – Financial Aid:

For CALIFORNIA RESIDENTS ONLY - To determine if you are eligible to have your enrollment fees waived: www.collegeofthedesert.edu/BOG

ALL STUDENTS - To apply for financial aid: www.fafsa.edu.gov

STEP 3 – Assessment:

All New Students are required to take the Assessment tests prior to registration. For an appointment: (760) 776-7413.

Chapter 2 - Admissions and Registration Procedures

STEP 4 – Orientation and Counseling:

After applying, ALL NEW STUDENTS must attend an orientation – appointment date and time will be mailed to you after you mail, fax or personally submit your signature page to the Admissions and Records Office.

For CONTINUING STUDENTS:

Advisement: (760) 773-2520

STEP 5 – Register for classes:

www.collegeofthedesert.edu/register

STEP 6 – Paying Fees:

www.collegeofthedesert.edu/payfees

STEP 7 – Be informed:

Review your class schedule online.

Please Note: All New Students must complete Step 1 by the posted deadlines. See Schedule of Classes or www.cccapply.org website for more information.

SUPPLEMENTAL APPLICATION - NURSING PROGRAM

Because of departmental requirements or enrollment limitations for Nursing, this department established screening procedures and a supplemental application for their candidates. Information regarding this application is available at:

www.collegeofthedesert.edu/Students/Academics/Programs/healthsciences

ELIGIBILITY FOR ADMISSION

HIGH SCHOOL GRADUATES

Students who have high school diplomas as recognized by the State of California are eligible for admission to the College of the Desert and enrollment in any course for which they meet qualifications. Certain two-year programs have special admission requirements. - Students who successfully complete the California High School Proficiency Examination or GED also are eligible. Proof may be required.

NON-GRADUATES OF HIGH SCHOOL

Non-graduates, eighteen years of age or older, who can profit from instruction and are no longer enrolled in high school, are eligible for admission. For those who are interested, the Developmental Education program provides an alternative way to complete high school graduation requirements. Contact should

be made with the Division of Developmental Education, located on the second floor of the Hilb Student Center or call 760-773-2558.

SPECIAL FULL-TIME STUDENTS GRADES K - 12

Public school students who can benefit from advanced scholastic or vocational study may be admitted to College of the Desert. Special full-time students must fulfill admission procedures as prescribed for matriculated students. Admission is to be based upon students' readiness for advanced scholastic or vocational study. The college reserves the authority to validate students' readiness.

Students seeking special full-time student admission must have the approval of the governing board of the school district in which they are enrolled and the consent of their parents. In cases where students are not enrolled in public school, the parents or legal guardians are to petition directly to the college for admission. The application can be downloaded at: www.collegeofthedesert.edu/Students/admissions

Special full-time students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are subject to tuition and fees.

SPECIAL PART-TIME STUDENTS GRADES K - 12

Special admission may be considered for students in grades K-12 who excel in academic areas and are seeking advanced education that is not available in the elementary and secondary schools. Admission for vocational courses also may be granted. These options are not provided to enable students to decrease the amount of time to graduate from high school, to provide an alternative for those who have been suspended, or to substitute for home study course work. Specific application procedures must be followed. Instructions and forms may be obtained from the COD Admissions and Records Office or the high school office.

Students seeking Special Part-time Student Admission must have the approval of the school they attend and have the consent of their parents. Such students must have availed themselves of all opportunities to enroll in an equivalent course(s) at their school of attendance. Admission is limited to no more than five percent of students who have

completed a particular grade level at each school immediately prior to a summer session. The application can be downloaded at:

www.collegeofthedesert.edu/Students/admissions

Special part-time students are to receive credit for course work completed in the same manner as regularly enrolled students. Such students are subject to tuition and fees and are not eligible for financial aid, with the exception of the Board of Governors Waiver, forms A or B.

PROBATIONARY TRANSFER STUDENTS

Applicants whose scholastic achievement at another college represents less than a "C" average may be admitted for a restricted academic program. Satisfactory performance in this work may allow admission to subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant

DISQUALIFIED TRANSFER STUDENTS

Students who have been disqualified at other institutions of higher education are not eligible for admission to College of the Desert until at least one semester has elapsed following the semester in which disqualification took place.

INTERNATIONAL STUDENTS with F-1 VISAS

In order to be considered for admission, international students must submit a TOEFL score of 400 (on the paper-based test) or 97 (on the computer-based test). Students with TOEFL scores between 400-450/97-133 should expect to take ESL (English as a Second Language) courses during their first semester at COD. Students with TOEFL scores of 450/133 or higher will be able to take academic courses as determined by college assessment tests.

International students must complete the International Student Application packet in order to apply to both the College of the Desert and the Intensive English Academy. The application deadline for fall admission is July 15 and the deadline for spring admission is December 15.

In addition, proof of adequate financial funding for studies at COD and verification of academic achievement equivalent to American high school graduation must be provided. Proof of high school/

secondary school graduation must be submitted as an official English translation. International students must maintain health insurance throughout their studies at COD. This can be purchased through the College or students may use their own carrier. International students are required to enroll for a minimum of 12 units each semester and must pay foreign student enrollment fees.

More information on our programs, please go to: www.collegeofthedesert.edu/Students/Programs/InternationalEducation or contact the International Student Office at: , 43-500 Monterey Avenue, Palm Desert, California, 92260; or by email: cdelgado@collegeofthedesert.edu; by telephone: (760) 776-7205; or by fax: (760) 776-0157.

RESIDENCY REQUIREMENTS

The following is a summary of College of the Desert's residence rules and their exceptions. For more detailed information, please visit the Admissions and Records Office.

- Each person applying for admission to or enrolled in a California community college is classified as either a "resident" or a "nonresident."
- A "resident" is defined as a citizen of the United States or hold status which allows him or her to establish residency in the United States, who has proof of physical presence in the State of California for one year and who presents evidence of intention to make California his or her permanent home. Dates on any documentary evidence should correspond to dates of physical presence in California.
- A "nonresident" is a person who does not meet the residency requirements of the State of California or who is a citizen of a foreign country and holds only temporary status in the U.S.
- A student classified as a resident will be admitted to the College without tuition.
- A student classified as a nonresident is required to pay a tuition fee of \$179 or \$190 per semester unit.
- A nonresident continuing student requesting reclassification to resident status must submit a petition for change of residency status, show proof of financial independence, and present

evidence of intent to establish California as his or her place of residence. The petition can be downloaded at: www.collegeofthedesert.edu/residency

RESIDENCE OF AN ADULT

A student who is 19 years of age or older and who has maintained a home in California continuously for the last two years shall be presumed to have the intent to make California his or her home.

A student under 19 years of age shall be presumed to have the intent to make California his or her home if both the student and his or her parent(s) have maintained a home in California continuously for the last two years.

A student who is 19 years of age or older applying for admission with less than two years, but more than one year, of residence in California should be prepared to show proof of residence.

No one factor determines residency. The following factors are called "indices of intent." They along with a person's presence in California, documented financial independence are among the factors in determining California residency:

- Continuously occupying rented or leased property in California;
- Registering to vote and voting in California;
- Holding a California state license for professional practice;
- Paying California state income tax as a resident;
- Possessing California motor vehicle license plates;
- Possessing a California driver's license or a California Identification Card;
- Maintaining a permanent military address or home of record in California while in the armed forces;
- Establishing and maintaining active California bank accounts; and
- Petitioning for a divorce in California.

Dates on documents must correspond with physical presence of one year and one day.

RESIDENCE OF A MINOR

Unmarried minors (those younger than 18 years of age) are, by law, incapable of establishing their own residences, notwithstanding their physical presence within California. The Admissions Office will use the following guidelines for determining a minor's residence:

- A minor's residence is the residence of the parent with whom the minor is living;
- If the minor is not living with either parent, then the residence of the parent with whom the minor last lived will be the residence of the minor.

When the residence of a minor student is derived from the parent, the durational requirement (one year in California) must be met by the parent, but is not required of the student.

A minor whose parents are not living and who does not have a legal guardian may establish his or her own residence.

EXCEPTIONS

Exceptions to the above guidelines will be made under certain circumstances. If a student would otherwise be classified as a nonresident, but fits within one of the following exceptions, he or she may be granted resident classification provided he or she has resided in California for one year with the intent of establishing residence (documentation required):

- A student who was not an adult for more than one year before the start of the semester may add the amount of time lived in California prior to his or her eighteenth birthday (provided the student's parent was a California resident during the period), if any, to the length of residence in California since that date to obtain the durational requirement of one year;
- Adult aliens who are in the process of adjusting their status to a permanent resident or who have been lawfully admitted as a permanent resident for one year and one day prior to the beginning date of the semester (documentation required) and who has resided in California for one year;
- A student 19 years of age or older who can document refugee or asylee status with the Immigration and Naturalization Service (INS) (dated one year and one day prior to the beginning date of the semester) and who has resided in California for one year (students younger than 19 years of age should review the first item above);
- An adult alien who is in the process of adjusting visa status to, or possesses one of the following visas: A, E, G, H-1, H-4, I, K, L, O-1, R, or T dated at least one year and one day prior to the beginning date of the semester and who meets California residence criteria;

- A student who is a minor (under the age of 18) and who, immediately before enrolling at a California educational institution, has lived with and was under the continuous direct care and control for at least two years of any adult or adults (other than a parent) who had established residence in California at least one year and one day prior to beginning date of the semester (documentation required).

For more information regarding residence classification, exceptions, and examples of evidence showing intent, please contact the Admissions and Records Office.

TRANSFERRING CREDIT to COLLEGE of the DESERT

CREDIT BY EXAMINATION

Granting unit credit by examination for a course is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the College. If an examination shows that the student possesses adequate equivalency and mastery of the subject, credit is granted.

A student seeking credit by examination will receive a letter grade (A, B, C, D, F, NC, CR) and grade points in the same way as if enrolled in a regular course. A student may challenge a course only once. Credit earned according to this policy shall not count toward determination of eligibility for veteran's benefits. Credit by examination is possible in selected courses only. Contact the appropriate academic division office for additional information.

Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.

Credit by examination may be granted only to a student who (1) is currently enrolled in at least one course in the College, (2) has completed at least 12 units in residence, (3) is not on academic probation, (4) has submitted transcripts of all previous course work, (5) has not earned college credit in more advanced subject matter, and (6) has not received a grade (A, B, C, D, F, CR, NC), or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institution.

Under the Credit by Examination policy, a student may challenge no more than 10 units towards an Associate Degree or a Certificate of Achievement (an exception is allowed for VN students who are challenging the first semester of the ADN program). Unit credit granted by examination to a student shall not count towards the minimum of 12 units required for residency.

Students interested in Credit by Examination should select a specific course for which they believe they

have sufficient knowledge, then contact the Division Office to determine the possibility of challenging the course and to obtain information regarding the requirements for successful challenge. The Credit by Exam form to initiate the formal approval process may then be obtained from the Admissions and Records Office. Payment of a nonrefundable fee of \$25.00 is required at that time. The request must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.

CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS

College of the Desert grants credit for scores of 3 or higher on the Advanced Placement Examinations of the College Entrance Examination Board (CEEB). Such credit may apply toward requirements for COD degrees and for transfer programs to both the California State University and University of California systems.

High School students who intend to participate in this program should make the necessary arrangements with their high schools. Students should request that their test scores be sent to College of the Desert at the time they take the Advanced Placement Examinations. To apply for credit for advanced placement, students should contact the Admissions and Records Office.

<u>AP Examination</u>	<u># Units Granted</u>	<u>General Education Requirements Area (for CSU)</u>
Art: History of Art	3	C 1
Biology	3	B 2
Chemistry	6	B 1 & B 3
Economics: Macroeconomics	3	D 2
Economics: Microeconomics	3	D 2
English: English Language & Composition	3	A 2
English: English Composition & Literature	6	A 2 & C 2
French: French Language	6	C 2
French: French Literature	6	C 2
German Language	6	C 2
Government & Politics: United States	3	D 8
Government & Politics: Comparative	3	D 8
History: European History	3	D 6
History: United States History	3	D 6
Latin: Virgil	3	C 2
Latin: Latin Literature	3	C 2
Mathematics: Calculus A,B	3	B 4
Mathematics: Calculus B,C	3	B 4
Music Theory	3	C 1
Physics B	6	B 1 & B 3
Physics C (mechanics)	3	B 1 & B 3
Physics C (electricity & magnetism)	3	B 1 & B 3
Psychology	3	D 9
Spanish: Spanish Language	6	C 2
Spanish: Spanish Literature	6	C 2
Statistics	3	B 4

Note: College of the Desert does not have comparable courses for all courses listed above.

CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

A maximum of 30 semester units of credit is given for CLEP (College Level Examination Program) with scores at the 50th percentile or higher. Credit is not awarded for English composition. Official results of CLEP exams must be submitted to the Admissions and Records Office. CLEP exams are not offered on campus. The University of California does not offer credit for CLEP exams, and California State University grants limited credit only.

CREDIT FROM HIGH SCHOOLS and REGIONAL OCCUPATIONAL PROGRAMS

College of the Desert maintains course articulation agreements in cooperation with high schools and Regional Occupational Programs (ROP) within the college district. Credits by examination or prerequisite course waiver may be earned by high school and ROP students, thereby assisting students in a smooth transition from secondary to postsecondary levels without experiencing delays or duplication of learning. Credit may be granted in the following areas: Mathematics, Business Accounting, Drafting, Health Science, Automotive Technology, Early Childhood Education.

For complete information, contact your high school, ROP, college counselor or articulation officer.

CREDIT FOR MILITARY SERVICE

College of the Desert may award college credit for certain military training, experiences and coursework. This credit is based on recommendations from the "American Council of Education: Guide to Evaluation of Educational Experiences in the Armed Forces."

Credit will be granted for those training courses substantially similar to coursework offered by College of the Desert. Usually credit earned is not transferable but may be applicable to some of the occupational degrees available at College of the Desert.

Veterans must have completed 12 units at College of the Desert (unless presently receiving V.A. benefits) before requesting the military credit evaluation.

Students must request official copies of either their AARTS (Army), SMART (Navy/Marine Corps) or CCAF (Air Force) transcripts. If these are not available, then

their DD-214 form will be used for credit evaluations. Please contact the COD Veterans Office for information regarding this process.

TRANSCRIPTS FROM OTHER INSTITUTIONS

All students must arrange to have official transcripts of academic records sent to the Admissions and Records Office. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from the institution in which the student was enrolled and cannot be considered official unless they arrive in Admissions and Records unopened.

Admission to designated instructional programs, as identified by the college, is conditional until complete official transcripts have been received from institutions attended previously.

All applicants may be required to demonstrate by means of examinations that they are qualified to undertake work at college level.

TRANSFER OF CREDIT FROM OTHER COLLEGES

All transcripts from other colleges must be on file at the Admissions Office prior to filing a "Request for Evaluation." All lower-division credit units earned at other regionally accredited institutions will be evaluated for meeting degree or certificate requirements at COD.

Courses, units, and grades transferred from other colleges and universities must meet the standards of the Western Association of Schools and Colleges Accrediting Association.

FOREIGN TRANSCRIPT EVALUATIONS

Students entering COD, who have earned university/college credits in foreign countries, and believe the courses are comparable to those offered at the College of the Desert, can obtain information about foreign transcript evaluation and application forms for foreign transcript/credential evaluation services from the International Student Office or the Evaluation Supervisor.

REGISTERING IN CLASSES

Registration at COD is completed online enabling students to register initially and make changes to their schedules from their home, office, or anywhere they have access to a computer. Registration policies and procedures are presented in the class schedule.

ASSESSMENT

The purpose of assessment is to help students identify their readiness to perform college level academic study and to help them succeed in their programs of study. Assessment for placement in reading, writing and mathematics courses is expected of all students who:

1. Plan to complete an associate degree or certificate of achievement, and/or plan to transfer to a four-year college/university.
2. Plan to enroll in reading, writing and/or mathematics courses.
3. Plan to enroll in a course which has a reading, writing and/or mathematics prerequisite.

Students who have completed required competency courses with grades of C or higher at another accredited college/university are exempt from this requirement, providing official transcripts showing such completion are on file at College of the Desert.

The assessment consists of three parts: reading, writing, and mathematics. Results are provided to the student. Test results, combined with a student's educational record, educational goals, maturity, etc., are used to place students in appropriate levels of reading, writing and mathematics classes.

Students found to have reading, writing and/or mathematics deficiencies are expected to begin taking courses to correct those deficiencies in their first semester of enrollment.

As College of the Desert offers an assessment program which uses microcomputers, it is available for students to take year-round except for holidays and weekends. Assessment is located in the Academic Skills Center, Building E.

There is a \$5.00 fee to repeat the assessment test.

CHANGE OF PROGRAM

A change of program includes the following: dropping a class, adding a class, adding or reducing units to a class for which the student is already registered, or changing sections of the same course.

Chapter 2 - Admissions and Registration Procedures

WITHDRAWALS AND GRADE RESPONSIBILITY

Students are expected to plan their schedule carefully with the aid and approval of the advisor and endeavor to maintain it throughout the semester. The student must attend all classes in which originally enrolled until the requested change is officially authorized.

Students are held accountable for every course for which they have registered and are responsible for their own class schedule and the changes made via the telephone registration system, Web Advisor or notification to the Admissions and Records Office. Otherwise, the student may receive a grade of "F" for all courses.

The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the 75 percent point of a semester or session, whichever is less. Students who do not withdraw by the deadline indicated in the class schedule will receive a grade of A, B, C, D, F, CR or NC. All grades become a part of the student's permanent records.

Where verified cases of extenuating circumstances exist, students may petition to be allowed to withdraw from class(es) after the grade responsibility date. The petitioning process is to commence with the Dean of Enrollment Services after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the division dean. Extenuating circumstances include verified cases of accidents, illnesses or other circumstances beyond the students' control which would prevent them from completing the class(es). Where such withdrawals are approved, the symbol "W" may be granted.

Petitions to withdraw from a class after the grade responsibility date must be presented within two years from the time the grade was assigned.

UNIT OF CREDIT

The term "unit of credit" is a measure of time and study devoted to a course. One credit unit is equivalent to no less than one hour of lecture per week or at least three hours of lab per week per semester. Many courses are made up of a combination of lecture sessions and laboratory sessions.

MAXIMUM UNIT LOAD

A normal class load for fall and spring semesters is considered to be 12-17 units plus an activity class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average or better are permitted to enroll in 19 units plus physical education. During the summer term, students may be limited to 7 units.

Students wishing to obtain a variance from the above limitations may petition the Dean of Counseling and Matriculation, or the Vice President of Student Services.

STUDENTS WITH MINIMUM UNIT REQUIREMENTS

Category	Minimum Units
Athletes	12
ASCOD Officers	5
CARE Students	12
EOPS Students	12
Financial Aid Recipients	
Full-time	12
3/4-time	9
Half-time	6
International Students	12
Veterans' Benefits Recipients.....	Varies by Program

SCHEDULE OF CLASSES

The Schedule of Classes is the official list of courses offered each semester. The College reserves the right to make additions or deletions to the list of course offerings during the year or to cancel those classes in which enrollment is insufficient.

Every class offered, unless otherwise stated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites and/or corequisites of such class (subject to maximum enrollments) and who is otherwise eligible for admission to and enrollment in the College. Go to <http://collegeofthedesert.edu/Students/ClassSchedule> for the online schedule.

CLASSIFICATION OF STUDENTS

Freshman: A student who has completed fewer than 30 units of college credit.

Sophomore: A student who has completed 30 or more units of college credit.

Post-Graduate: A student who has been awarded a degree and has enrolled for further study.

Full Time: A student enrolled for 12 or more credit units.

Part Time: A student enrolled for fewer than 12 credit units.

FEES

1. **Enrollment Fees for Resident Students:** Fees are listed in the Schedule of Classes for each semester or intersession, and

2. **Tuition Fee for Out-of-State Residents:** A tuition fee, based on the average cost of instruction which is payable at time of registration, is charged to all students who have not been legal residents of California for one full year. See Schedule of Classes for the current fee. Questions relating to the establishment of California residence should be directed to the Admissions and Records Office.

Waivers of Non-Resident Fees: Under California law, waivers of the nonresident portion of tuition and fees may be granted to the following:

Members of the military who are on active duty assigned to California, their spouse and dependent children.

Students who have attended high school in California for three years or more, and will have earned a diploma or the equivalent before classes begin. Includes undocumented aliens and all others who meet the criteria even if they have established residency in another state subsequent to graduation from a California high school.

Documentation is required for both categories. Please contact the Admissions and Records Office for specific information.

3. **Tuition Fee for Foreign Students:** In addition to the nonresident fee computed as specified above, foreign students will be charged an amount not to exceed the amount that was expended by the District for capital outlay in the preceding year,

divided by the total full-time equivalent students. See Schedule of Classes for the current fee.

4. **Health Service Fee:** Assembly Bill No. 2236, passed by the California State Legislature, and under authority of Section #72246-72244 of the education code, authorizes College of the Desert to charge a health service fee for the operation of a Student Health Center. Exempted students include:
 - a. All active duty military personnel attending classes on a military base and their dependents.
 - b. All BOG Waivers (A, B, and C).
 - c. Apprentice students.
 - d. All students who depend exclusively on prayer for healing in accordance with a bonafide religious sect.
5. **Student Center Fee:** Approved by student vote in accordance with section #79121 of the education code for the purpose of refinancing, constructing, enlarging, remodeling, refurbishing, and operating a student center.
6. **Student Representation Fee:** Approved by student vote, this fee is to support student government representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government. Students may refuse to pay for religious, political, financial or moral reasons in writing to the Admissions and Records Office at the time of initial payment of fees.
7. **Insurance-International Students:** College Policy #5040.7 requires each international student enrolled at the college to secure and maintain at their own expense, an accident and illness insurance coverage as established by College of the Desert.
8. **Parking Fee:** A fee is charged to students for parking permits. A valid permit must be displayed to park on campus. There is a charge for replacement of parking permits. Penalties are assessed for violation of parking regulations.
9. **Health Occupations Programs:** College Policy #5040.8 requires each student enrolled in Health Occupation programs which require patient contact for the development of specific skills to secure insurance coverage against liability for malpractice.
10. **Student ID Card:** An optional student identification (ID) card fee is assessed students who wish to purchase a picture ID. In addition to allowing easy access to campus facilities, the ID card enables students to qualify for discounts on and off campus.
11. **Transcript Fee:** There will be no charge for the first two official transcripts provided for a student. An official transcript of a student's record may be obtained from the Admissions Office by written application. Transcripts sent directly from the College to the destination requested by the student are official. Transcripts given to the student are unofficial.
12. **Duplicate Diploma Fee:** There will be a fee of \$25.00 for a duplicate diploma.
13. **Credit by Examination Fee:** Students wishing to apply to challenge a course to receive credit by examination must submit a \$25.00, non-refundable fee to complete the application process
14. **Fee to Repeat Assessment Tests:** There will be a fee of \$5.00 to repeat the assessment test.
15. **Enrollment Verification Fee:** Students requesting enrollment verification pay a nominal fee. Enrollment verifications requested for the purpose of student loan deferment are exempt.

PLEASE NOTE

All fees are subject to change according to changes in the California Educational Code and the State Legislature. All information relative to enrolment fees and health fees is subject to change as mandated by the California Community College Board of Governors and California law.

REFUND POLICY

Requests for refunds are accepted at the Admissions and Records Office until the deadline indicated in the class schedule. Refunds can be authorized only after a refund application is submitted within the prescribed time limits. Applications for refunds are available at the Admissions and Records counter in Building C. Refunds must be requested; they are not issued automatically.

When the College cancels a class, refunds will be issued upon request from the student. The request must be filed during the semester for which the class was cancelled. When the College makes a time change in a class which prevents the student from attending, the student must drop the course and apply for a refund. Deadline dates for dropping courses and submitting refund applications as stated in the Class Schedule must be met.

LIMITATIONS ON FEE REFUNDS

Enrollment, Student Center, and Student Representation Fees are refundable if class is dropped on or before the "last day to drop and be eligible to receive a refund." See Academic Calendars for deadline dates. Contact the Admissions and Records Office for deadlines attached to short-term classes.

The student health fee is refundable if classes are dropped on or before "last day to drop and be eligible to receive a refund" if the student completely withdraws from school. It is not refundable for a reduction of program.

The parking fee is refundable if classes are dropped on or before "last day to drop and be eligible to receive a refund," if the student completely withdraws from school. It is not refundable for a reduction of program. The parking sticker must accompany the request for refund.

Nonresidents and foreign student tuition fees are refundable for a reduction of program or for a complete withdrawal. See Academic Calendars for deadline to drop and be eligible to receive a refund, and the last to request a refund.

RETURNED CHECKS**BUSINESS SERVICES OFFICE**

A service charge of twenty-five dollars (\$25.00) will be assessed for any check returned to the College of the Desert by a bank. Students who have a returned check will be notified by the Business Office. A hold will be placed on the students' records preventing any registration activity (including registration for subsequent terms), having transcripts sent, and verification of enrollment or other transactions. The hold will remain until the financial obligation is met. Students who have two or more checks returned by their bank will be placed on "cash-only" status and required to make all future payments in cash.

COLLEGE BOOKSTORE

A service charge of twenty-five dollars (\$25.00) will be assessed for any check returned to the College Bookstore by a bank. Students who have a returned check will be notified by the Bookstore. If payment is not made within 10 days of notification, the bad check will be turned over to the Riverside County District Attorney Bad Check Restitution Program.

ACCIDENT INSURANCE

The Health Fee entitles students to accident insurance. This policy covers accidents on campus or campus related activities only. Athletes engaged in the interscholastic sports have separate coverage.

MEDICAL INSURANCE

Students may voluntarily purchase supplementary health insurance to cover sickness and hospitalization at minimum costs. This insurance is required for all foreign students each semester.

TRANSCRIPTS

An official transcript of a student's record may be obtained from the Admissions Office by written application. Transcripts sent directly from the College to the destination requested by the student are official. Transcripts given to the student are unofficial. A fee will be charged in excess of two transcripts.

STUDENT LIFE

ACTIVITIES and CLUBS

College of the Desert offers a variety of campus clubs and organizations for every phase of campus life. They provide opportunities for students in social, service, curricular, and special interest programs. Students are encouraged to participate in campus organizations.

Each year new clubs are chartered as they are requested by the students. Every club is a part of ASCOD, which meets regularly to discuss activities, projects and problems pertaining to its members.

ADVISING SERVICES

Advising is a student's right at the college and is available for all matriculating students. New students attending orientation receive advisement help there or are referred to their faculty advisors. Students without a selected major will be advised by counselors until they have selected and declared a major. After deciding on a major, students confer with their faculty advisors.

Advisors work with students to plan realistic programs, assist students with college expectations and provide information on available services.

ASSOCIATED STUDENTS (ASCOD)

In keeping with the philosophy of College of the Desert, the responsibility for student government is placed with the students. Regularly enrolled students of the college are encouraged to be participating members of ASCOD.

College of the Desert supports an active ASCOD organization. One student from campus is elected each year to serve as Student Trustee and to represent the general student population at the regular meetings of the Board of Trustees. ASCOD has adopted a constitution incorporating rules and regulations which provide for a governing body that reflects the interests of the entire student population.

BOOKSTORE

The College of the Desert Bookstore carries new and used course textbooks, a wide variety of essential classroom and student supplies, general-interest paperbacks, reference books and many other campus-oriented items such as backpacks, apparel, art supplies, and greeting cards. The Bookstore welcomes nonstudents.

During the Fall and Spring semesters, the Bookstore is open Monday through Thursday 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 3:00 p.m. Please see Class Schedule for special sessions and summer hours.

CAREER CENTER

The Career Center is available to all students for a variety of services including career assessment and decision making, current career information with computer printouts of job outlook, training and educational opportunities, and individual as well as group career counseling. Job placement services are also available in the Career Center through internet resources and through a special partnership with the Employment Development Department (EDD) of California. The Career Center is located in the Administration building adjacent to the Counseling Center. For more information and hours of operation, please call (776) 0142.

McCARTHY FAMILY CHILD DEVELOPMENT AND TRAINING CENTER

The Child Development Center is open to children in the area between the ages of 12 months and 5 years without regard to race, color, disability, religion, ancestry or national origin. The Center serves as a preschool teacher-training site and a model program, as well as a comprehensive preschool program.

For additional information, call the center at (760) 776-0101.

COLLEGE INFORMATION AND RECRUITMENT

College and University Day

Each fall semester College of the Desert hosts College and University Day, when representatives from California State University, the University of California and private and independent schools meet with prospective transfers. This annual program provides an excellent opportunity for students who are exploring transfer options to learn about various colleges' academic programs, transfer admission requirements, fees, housing and other student support services. University application workshops and financial aid information are also provided. The C.O.D. Transfer Center publishes the *Student Guide to College and University Day* to acquaint students with transfer programs and plan for the Day's activities. For more information, contact the Transfer Center at (760) 776-0142.

COUNSELING CENTER

Students seek counseling each year for a variety of reasons. In general, they come to the Counseling Center for reasons of personal growth or decision making. Students come for help in such areas as making vocational choices, dealing with study problems, developing social and interpersonal skills, growing in greater self-understanding and solving personal problems. Emphasis is placed upon assisting students to grow and accept responsibility for their actions.

Counseling services are a fundamental and integral part of the total educational process. Recognizing that each student who comes to the community college is unique, counseling faculty believe their primary responsibility is to respect students' individuality, encourage development, and foster a climate in which individual students attain academic success.

Individual growth is characterized by a kind of strength and independence which enables the student to become considerate of others and concerned about understanding the nature of appropriate involvement as an active and responsible individual in our society.

The overall purpose of the Counseling Center is to promote personal, educational, and professional growth of individuals within society and within the

College community. The services provided to students include:

1. New student orientation
2. Personal counseling
3. Transfer information
4. Career assessment
5. Special services for disadvantaged students
6. Consultation and counseling for students with disabilities
7. Veterans' services
8. Crisis intervention

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Students with disabilities at College of the Desert participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services include: priority registration, tutoring, interpreters, note-takers, specialized counseling, and special equipment to those who qualify.

Disabled Students Programs and Services (DSPS) provides special instructional opportunities to qualified students. Participation is voluntary. Interested students must meet with the appropriate DSPS counselor to apply for these programs. Special instructional programs include: DSPS High Tech Computer Access Center, WorkAbility III, and Adapted Physical Education courses.

The State Department of Rehabilitation also offers services to aid students who have physical, emotional, or other disabilities which handicap them in obtaining employment. All interested individuals are urged to contact the Learning Disabilities Specialist, a Counselor, or the Coordinator of Disabled Students, Programs and Services for further information: 760/773-2534; TDD 760/773-2598.

EDUCATIONAL PLANS (SEPs)

Upon admission to the College all students will be required to express a broad educational goal. A specific educational goal, along with a Student Educational Plan (SEP) must be declared after the student has completed 15 semester units of degree applicable coursework. It is the responsibility of the student to contact a counselor to complete an educational plan. Failure to specify the goal, complete the Educational Plan, diligently attend classes, complete assignments, and maintain progress towards that goal may result in the suspension or termination of further matriculation services to the student by the College and the District.

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS)

The Extended Opportunity Program and Services is a state-funded program which provides students who are educationally and financially disadvantaged the opportunity to attend college. The following services are provided through the EOPS Program:

1. The EOPS Program recruits disadvantaged students from local high schools and the community and strives to provide these students with a Fall Orientation Program to help them prepare for the community college. Priority registration is provided for students.
2. Applicants must be eligible for financial aid, qualify for the BOG Waiver Program, be in good academic standing, and be enrolled in a full-time program of studies.
3. Students admitted into the program are provided with EOPS Grants in order that these students meet their financial obligations on campus. Two specific grants are provided. Book grants are utilized to purchase the students' required textbooks and the EOPS Grant is provided so that the EOPS student may pay for other college-related costs.
4. Application fee waivers for Cal State and UC are available, as well as EOPS applications to Cal State.
5. Academic, career, transfer, personal, and financial aid counseling are provided to each student.
6. An individual student educational plan, enabling each student to formulate his/her program

requirements, is provided.

7. The EOPS Office coordinates visits to four-year colleges and makes available EOPS transfer information and applications.
8. The C.A.R.E. (Cooperative Agencies Resources for Education) Program initiated during the Fall 1980 semester encourages single parents on public assistance to enroll at College of the Desert and provides counseling, academic advising, financial aid and child care assistance.

Contact (760) 773-2537 for additional EOPS information, or (760) 773-2539 for more about the C.A.R.E. program.

FINANCIAL AID

College of the Desert provides financial assistance in the form of grants, scholarships, loans, and part-time employment for students who meet specific financial aid program eligibility requirements. If you believe that you and your family will not be able to pay for all of your educational costs, you are encouraged to apply for financial aid.

HOW TO APPLY

To be considered for financial aid, you must complete the free Application for Federal Student Aid (FAFSA). The FAFSA is available beginning in December of each year from high school counselors or college financial aid offices. It should be completed and mailed to the processing service listed on the form as soon as possible *after* January 1st for the next academic year. Complete instructions are included.

If you prefer, you may apply for financial aid over the Internet at www.fafsa.ed.gov beginning on January 1st of each year. Applying over the Internet is faster and helps the student to submit more accurate information than on a paper application.

The FAFSA process must be completed before you can be considered for financial aid. All financial aid applicants who are California residents should also apply for a Cal Grant from the California Student Aid Commission. The application postmark deadline for consideration for these awards is posted in the Financial Aid Office.

If you send in the paper FAFSA to apply for financial

aid instead of submitting over the Internet, you will receive a paper Student Aid Report (SAR) in the regular mail. If you apply using FAFSA on the Web (www.fafsa.ed.gov), Renewal FAFSA on the Web, or do Corrections on the Web, you will receive either a paper SAR or a SAR Information Acknowledgement in the regular mail, or an email with URL/link to SAR data on the Web, depending on whether or not you provided an email address, and all required signatures. Whatever method you use, and whatever output you receive, you must bring it to the Financial Aid Office to determine what other forms you will need to complete. Other required documents may include copies of federal income tax returns and/or verification of untaxed income and other information reported on the FAFSA.

In addition to the FAFSA process, students must meet Ability to Benefit and Satisfactory Academic Progress (SAP) policy requirements. Contact the Financial Aid Office for details.

The Financial Aid Office will continue to process files and make on-campus awards as long as funds are available. If you apply as early as possible, you improve your chances of receiving financial aid from all programs for which you are eligible.

REPAYMENT OF FUNDS

In accordance with federal law, students who receive federal financial aid and withdraw from all of their classes on or before the 60 percent mark of the semester will be required to repay any unearned grant and/or loan funds they have received. The amount will be calculated by the College using the formula specified by law. All money received in the form of Pell and Supplemental Educational Opportunity Grants and/or Stafford and PLUS loans will be subject to repayment requirements.

FINANCIAL AID PROGRAMS

Students who are eligible for financial aid at College of the Desert may receive any of the following:

Pell Grants-Federal grants that provide the foundation for the financial aid "package" to which other aid may be added based upon the total amount a student is eligible to receive.

Cal Grants B & C - State-funded grants awarded by the California Student Aid Commission to California

residents who may apply for and qualify on the basis of merit, financial need or vocational objective.

Board of Governors Waiver Program (BOGW) - State waiver program designed to offset the cost of the enrollment fee for eligible students who qualify based on the receipt of financial aid, public assistance or who meet specific income standards.

Cooperative Agencies Resources for Education (CARE) - State-funded program to encourage single parents on TANF/CalWORKS to enroll and may provide counseling, financial aid and child care assistance.

Extended Opportunity Program Grants and Services (EOPS) - Funded by the State of California, this program is restricted to low-income, educationally disadvantaged students and may include grants, book and counseling services.

Federal Supplemental Educational Opportunity Grants (FSEOG) - Federally funded grants awarded to a limited number of eligible students who can demonstrate exceptional financial need.

Scholarships - Scholarships are awarded on the basis of merit and academic promise, financial need, major, or other criteria as specified by the donors of each fund. The number and types of scholarship awards available, as well as the scholarship application procedures, vary. Additional information and applications can be obtained from the Financial Aid Office.

Federal Work-Study Program (FWS)-Federal program that enables eligible students to earn money to help pay their school expenses through part-time employment on the campus.

Short Term Emergency Book Loans -Available to students who have established eligibility for financial aid. Loans are available at the beginning of the semester for the purchase of books and are repaid by the Pell Grant, or other financial aid.

Stafford Loans (GSL) - Government-insured loans made by participating banks or other lending institutions to eligible needy students whose total financial aid eligibility cannot be met by other available aid programs.

Unsubsidized Stafford Loans - Available to students who do not demonstrate financial need.

SCHOLARSHIPS

A number of different scholarships are awarded each year to qualified students by the College of the Desert Financial Aid Office based upon academic merit and promise, major or vocational objective, activities or other skill or affiliation, and sometimes, financial need as specified by the various donors. Both continuing and transferring students are eligible for these awards which may range from \$50 to \$2,000 per academic year. Scholarship applicants must not yet have a bachelor's degree, must have completed 12 units at College of the Desert, must be citizens or permanent residents of the United States and must be enrolled on a full-time basis in order to be considered for most of the awards.

Applications are available from the Financial Aid Office in January of each year and must be submitted along with two letters of recommendation to the Financial Aid Office no later than **April 15**. The following is a partial list of the scholarships, donors or funding that may be awarded by the Financial Aid Office on an annual basis. Each program has specific eligibility criteria.

- John Arthur Memorial Scholarship for Economics Majors
- Eugenie Bolz Family Foundation Scholarship Fund
- Robert and Mary Ellen Bronski Scholarship Fund
- Gayle Brumwell Perpetual Scholarship Fund
- Dr. Reynaldo J. Carreon Perpetual Endowment Scholarship Fund
- Shirley Clark Memorial Scholarship Fund
- Jerry Codekas Scholarship
- COD Alumni Association Scholarship Fund
- COD Faculty Womens Club Scholarship Fund
- CVMACC (Coachella Valley Mexican American Chamber of Commerce) Scholarship Fund with matching funds from the Dr. Reynaldo J. Carreon Endowment
- Thomas A. Davis Scholarship
- Evelyn Fox Memorial Scholarship Fund for Disabled Students
- College of the Desert French Club Scholarship
- Jack Greenberg Memorial Nursing Fund
- Louis M. and Birdie Halper Foundation Scholarship
- Alfred and Viola Hart Award
- J. Neil Hastings Perpetual Scholarship Fund

- Bruno Hirsch Memorial Scholarship Fund
- Bob Hope Desert Classic Scholarship Fund
- Joe Iantorno Scholarship for Education Majors
- Kathleen A. Little Memorial Scholarship
- Lawrence T. Little Memorial Scholarship
- Viola H. and Roy W. Mallery Art Scholarship
- Martvest Foundation Business Scholarship
- Jean Masters Scholarship Fund
- Roy And Velma McCall Scholarship
- Donna McLain Physical Education Scholarship for Disabled Students
- Pearl McManus Scholarship Fund
- Kim Miltenberger Memorial Scholarship
- Donald Mitchell Perpetual Scholarship
- Constance Monica Memorial Scholarship
- Matteo Monica II Memorial Scholarship
- Olaf Nordland Memorial Scholarship
- Joyce Norton Memorial Art Scholarship
- Edward Rafferty Scholarship Fund
- Rancho Mirage Womens Club Scholarship Fund
- Myrne Shephard Memorial Scholarship
- Stephen W. Simonsen Memorial Scholarship
- Betty Lee Speakman/Tri Palm Womens Club Scholarship
- Helen K. Staley Scholarship Fund
- University Club of the Desert Scholarship Program
- Patricia Wilson Memorial Scholarship
- Womens Club of the Desert Scholarship Program

COD FOUNDATION SCHOLARSHIPS

- Reynaldo J. Carreon, M.D. Foundation
- Coeta's Closet Scholarship Fund
- Dumont Foundation
- Dorothy Grant Fund
- William and Paula Kroonen Endowment for International Students
- Dr. Richard S. Lane Scholarship Fund
- McCarthy Childcare Scholarship Fund
- Edeltraud McCarthy Science/Engineering Scholarship Fund
- Herb Meinert Memorial
- Napa Auto Parts, Palm Desert
- Mimi Rudolph Scholarship Fund

- Semel Asthmatic
- Al Shoopman Memorial Fund
- Norman Sternlieb Fund
- Jackie Story Scholarship Fund
- Thomas Walts Scholarship Fund
- Weggenman Memorial

In addition to the scholarship programs listed, College of the Desert is fortunate to assist in the coordination and delivery of a number of outside or private scholarship awards from various civic groups, clubs and agencies. Potential donors or scholarship committee chairpersons are encouraged to contact the Financial Aid Office if assistance is needed in establishing or implementing a private scholarship program.

FOOD SERVICE

The COD Cafe in the Dining Hall Building includes a salad bar, breakfast, fresh pastries, flavored coffees, ready-to-go snack foods and beverages, sandwiches, hot dogs, hamburgers, and a variety of entrees. Hours are Monday through Thursday, 7:00 a.m. to 8:00 p.m., and Fridays from 7:00 a.m. to 2:00 p.m.

HEALTH SERVICES

The Palm Desert campus maintains a Student Health Center with a professional nurse on duty daily to provide health education and consultation, first aid, and general health services. A physician is available on a referral basis four days a week. Appointments are scheduled through the Health Services office.

The Student Health Center is located in the Hilb Student Center. Student insurance for sickness and accidents is available through the Health Services office.

HOUSING

There are no facilities for on-campus housing at College of the Desert. Information regarding off-campus housing is posted on bulletin boards on campus. The College does not inspect or approve the posted facilities and assumes no liability or responsibility for agreements between landlords and the students.

INTERNATIONAL STUDENT SERVICES

College of the Desert believes that our international students add to the multiculturalism and diversity of our campus. International students who have English language and mathematics skills are encouraged to seek admission.

College of the Desert also provides intensive English training at the Intensive English Academy (IEA). The IEA consists of 20 hours per week of instruction in reading, writing, grammar, listening and conversation. The IEA course offers both a 16-week and an 8-week session. Students will receive English language instruction that will prepare them for the TOEFL test. The IEA offers courses from beginning to advanced levels.

COD has an International Student Program Office whose staff are committed to assisting international students during their studies at the College. Although there are no dormitories on campus, this office has a housing coordinator who can assist students with finding host families or apartments.

More information on our programs, or an application can be obtained by contacting our office at:

International Student Office, 43-500 Monterey Avenue, Palm Desert, California, 92260;
by email: cdelgado@collegeofthedesert.edu;
by telephone: (760) 776-7205;
or by fax: (760) 776-0157.

JOB PLACEMENT SERVICES

Job placement services are available to all students through the Internet or the job development specialist. Students are encouraged to use the Career Center on a drop-in basis or by appointment for a variety of services including career assessment and decision making, current career information with computer printouts of job outlook, training and educational opportunities, and individual as well as group career counseling. The Career Center is located in the Administration Building.

NEW STUDENT ORIENTATION

Prior to the beginning of the Fall and Spring semesters, new student orientations are held for new students. Matriculating students entering with basic skills and/or scholastic deficiencies are to participate in orientation activities during their first semester of attendance. These activities include study skills instruction, student success assessment, career assessment and student survival skills. The orientation program is designed to assist students to:

1. Receive assistance in deciding which courses to take in order to achieve their educational objectives;
2. Meet advisors, counselors, and program directors;
3. Understand information regarding the college catalog, courses, certificates, Associate of Arts and Associate of Science degrees, and transfer requirements;
4. Become aware of the Counseling Center's services and other programs on campus;
5. Recognize the difficulties that may be encountered during the initial weeks of college;
6. Understand the role of the community college.



PARKING

Students parking on the campus must purchase and properly display a DCCD parking permit. Citations are issued by College Security. Motorcycles and motorbikes are to park in areas reserved for them.

Conveniently located parking lots provide parking for students' and visitors' vehicles. Red, Yellow, Blue and Black curb markings, all No-Parking signs, and Emergency Parking zones are to be observed at all times, day and night. Parking on or in front of ramps is forbidden day and night. Restricted parking is in effect from 7:30 a.m. to 10:30 p.m. Monday through Friday of each school week. Parking regulations may be found in the class schedule or obtained from the Parking Office, located in Building C.

Parking for individuals with disabilities (blue curb marking) must be observed both day and evening. Permits are obtained from the Department of Motor Vehicles and must be displayed along with a valid DCCD parking permit when parking in any designated blue zone.

The College assumes no liability for vehicles parked on the campus.

RE-ENTRY STUDENTS

The re-entry program is for adults who are 25 and older who want to change careers or who have decided to return to college after many years. The program provides the student with her/his own counselor, a Career and Life Planning class, and a support group. A great deal of personal attention is given to the student in addition to encouragement from other students in the group.

SECURITY AND SAFETY

The College encourages all persons on campus to practice low-risk and defensive behaviors, and to be especially alert at night. Students and others are advised to park in well-lighted and trafficked areas, and to always lock their vehicles. Students should not pick up strangers or accept rides from persons they do not know.

If you suspect a crime is being committed against persons or property, call 911 or Campus Security at 776-0111. The Security Office may be called during normal business hours at 773-2511.

Safety and Security information published in accordance with the Crime Awareness and Campus Security Act is available upon request from the Security Office or on the college web site at <http://collegeofthedesert.edu/>.

TRANSFER CENTER

Prior to the beginning of the Fall and Spring semesters, new student orientations are held for all new students. Orientation introduces and familiarizes students with important college policies, procedures and expectations. The following information and services are provided during orientation:

1. An overview of college policies, services and student resources.
2. Interpretation of the basic skills assessment.
3. Information about academic programs, requirements and transfer.
4. Counselor assistance with first semester educational planning and registration.

Additional activities for new students are offered by the Counseling Center and provided throughout the fall and spring semesters. Some of the activities include classes and/or workshops on Study Skills, Career Development, Time Management and Test Taking.

VARSITY SPORTS/ ATHLETICS

College of the Desert is a member of the Foothill Athletic Conference. The conference includes these colleges: Antelope Valley, Barstow, Cerro Coso, Chaffey, College of the Desert, Mt. San Jacinto, Rio Hondo, San Bernardino Valley and Victor Valley.

At this time, the college participates in the following sports: for **men** - baseball, basketball, cross-country, football, golf, soccer, and tennis; for **women** - basketball, cross-country, golf, soccer, softball, tennis, and volleyball.

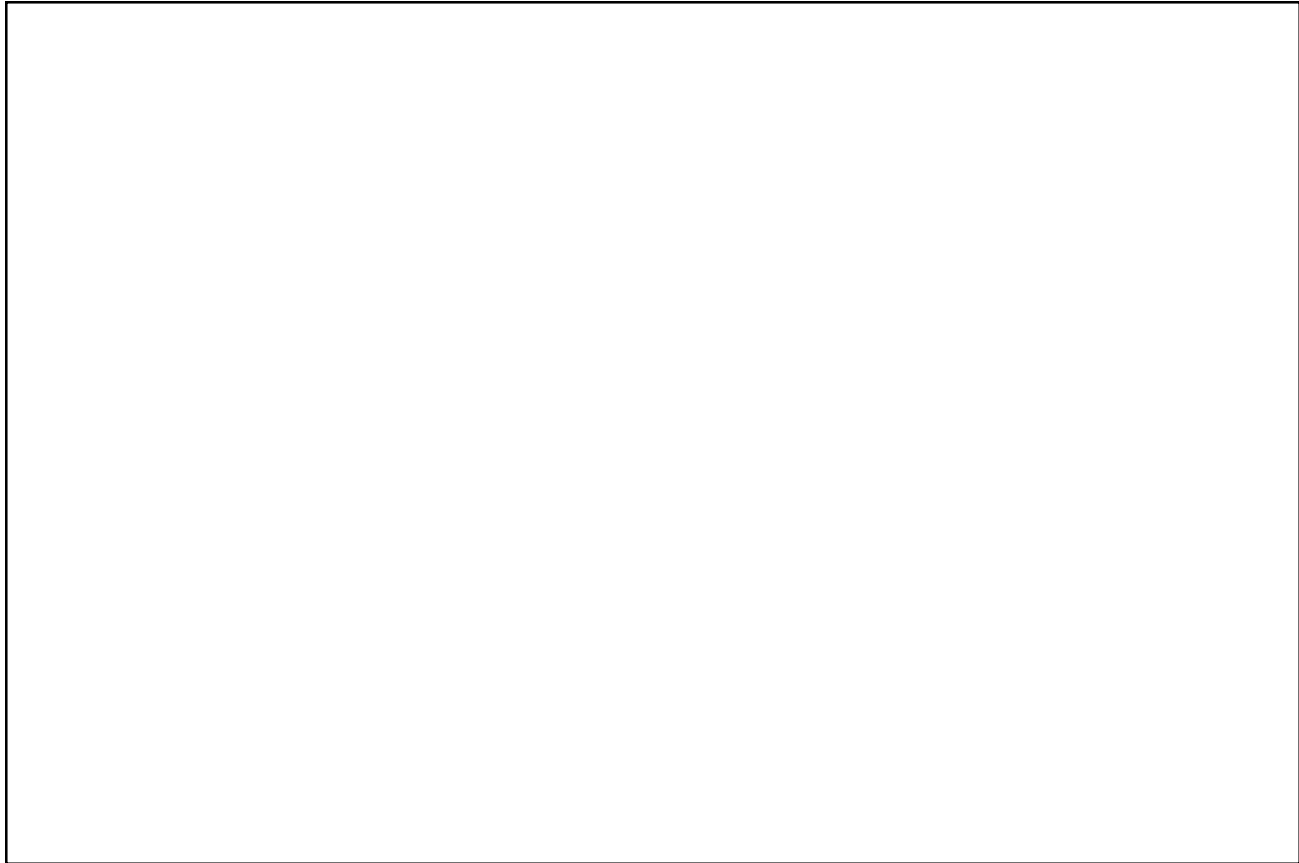
VETERANS INFORMATION

The Veterans Office was established to assist eligible veterans, dependents, and reservists in obtaining their VA educational benefits and achieving their educational goals. The Veterans Office provides information on veterans' benefits and services; assists applicants with completing applications and forms necessary for VA benefits; assists in resolving VA educational pay problems; and assists veterans with referrals to other agencies and resources.

College of the Desert is approved for the training of veterans, dependents, and reservists leading to a Certificate an Associate Degree, or transfer to a four-year institution.

**VETERANS PROGRAM
COURSE REQUIREMENTS**

1. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory progress.
2. Veterans, dependents, and reservists must declare a major and are responsible for enrolling in classes required for their major. Failure to take proper classes can lead to reduction or termination of benefits.
3. Any student receiving VA educational benefits who has accumulated 30 or more units, must have an A.A./A.S. degree evaluation before they can be certified for benefits.



4. Students may receive benefits when repeating a course in which a grade of "F" or "NC" was received if the course is required or a prerequisite to a required course. In some instances, a grade of "D" may be repeated if it is noted that a grade of "C" or better is required. Notify the Veterans Office of any course you are planning to repeat.
5. Less than semester length courses are certified by the Veterans Office for the exact dates of the course only, and not for the entire semester. Check with the Veterans Office before registering for a course that does not begin on the first date of the semester and end on the last date of the semester.
6. The Veterans Office must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans Affairs, it

is imperative that students collecting benefits report all course changes, withdrawals, etc. immediately to the Admissions Office and the Veterans Office.

7. The unit load requirements for students receiving VA educational benefits are:

Full-time: 12 units
3/4-time: 9 to 11 units
1/2-time: 6 to 8 units
1/4-time: 3 to 5 units*
(*for Chapt. 32 and 1606 only)

Summer Session, Intersession, and short-term semester courses are computed proportionately for payment purposes. Check with the Veterans Office for unit load requirements.

8. Additional information about VA benefits and program requirements may be obtained from the Veterans Office in the Administration Building.

LEARNING RESOURCES

ACADEMIC SKILLS CENTER

The purpose of the Academic Skills Center (ASC) at College of the Desert is to provide learning opportunities that support regular classroom instruction. The staff of the ASC works closely with faculty to provide audio and video tape instruction, computer aided instruction, and tutoring which helps students to practice and reinforce what they are learning in their courses. Priority is given in five areas: reading, writing, mathematics, ESL and foreign languages.

In addition, as part of the college's matriculation plan, the ASC assesses all entering students in basic skills and provides beginning students with an introductory orientation to the District.

The ASC also offers training for students interested in becoming tutors and provides study skills assistance for any student enrolled in the College. Finally, English and ESL faculty are frequently available in the ASC to provide assistance to students in these areas. Located on campus in Building E, the ASC hours of operation are listed in the current class schedule.

LANGUAGE LAB

The Language Lab provides support services in programmed cassette practice, video viewing, and computer-aided instruction so students can develop their communicative skills in understanding, speaking, reading, and writing various languages. This state-of-the-art technological facility is equipped with interactive, multimedia software carefully chosen to enhance the satisfaction of second language learning.

Interactive programs are available for ESL, Spanish, French, Italian, and American Sign Language. The center is supervised at varied times by qualified language instructors and is located in Room 5 in Building E.

LIBRARY

The Multi-Agency Library unites three agencies, the City of Palm Desert, the Riverside City and County Public Library and the College, in a unique community partnership. Patrons have the opportunity to browse and select from both the COD and public library collections. By complementing each other's particular strengths, the public and academic sections offer a greater variety of services (children's programs,



34 Learning Resources, Special Academic Programs, and Enrichment Activities

business reference, local history information, etc.) to patrons and students using the new library.

The College Library plays a prominent role in the instructional curriculum of the College. A professional staff is available to assist students and faculty in locating information and completing research projects. The collection currently is over 48,000 volumes. In addition, 225 periodical/journal subscriptions are available for research. DRA, Online Public Access Catalog stations now provide holdings' information for this collection. In addition, three study rooms have been set aside for *group* study. A quiet study room for those who want privacy and silence is also available.

The resources of the library also include a variety of online full text databases accessed easily through the college web site. Additional resources of the library are video tapes, microfilm, newspapers, and duplicating services. Other special services include interlibrary loans for students, typewriters, and the College of the Desert Alumni Association Student Computer Lab. Application programs available in the lab are MS Word for PC's and MS Word for Macintosh. Only currently enrolled COD students have access to the computer lab.

LIBRARY FINES

Overdue items will be fined 25 cents per day per item. The fee for a lost or severely damaged book is the current market value of the book as determined by the Coordinator of Library Services (from *Books in Print*), plus a \$25 processing fee. Lost periodicals will be charged the current cover price. Unpaid fees will result in a hold on the student's records. Borrowers that prove consistently irresponsible will have borrowing privileges revoked.

MATH/SCIENCE STUDY CENTER

This Study Center is located in the Math Building and provides math and science students with a place to study. There are small group areas available for those who like to work in small groups. Mathematics and science adjunct faculty are available to assist students in this facility during their office hours. Tutoring is also available. Software and videos, as well as Internet access, is available in support of college level mathematics and science classes.

SPECIAL ACADEMIC PROGRAMS

ACES

The Academic Counseling & Educational Services (ACES) program is a Student Support Services program under the federally funded TRIO programs. Supported by the U.S. Department of Education, the ACES program assists low-income, first generation college students to graduate and transfer from College of the Desert. Services include: academic, personal and career counseling services; opportunities to attend college tours at four-year college and university; and access to computer technology. Eligible ACES students are also provided with financial aid stipends. For more information or to request an application, please call (760) 776-7347.

CALIFORNIA MINI-CORPS

The California Mini-Corps program is a statewide program that places college students in local elementary and high schools in an effort to develop future teachers. College of the Desert students who join the Mini-Corps program will provide academic support to students from migrant family backgrounds and serve as a liaison between the child's parents and the local school systems. To be eligible to participate in the Mini-Corps program, a student must come from a migrant family background and be enrolled in 12 semester units. To learn more or to request an application, please call (760) 776-0124.

CALWORKS

College of the Desert students who are also CalWorks recipients, as identified by the County of Riverside, are eligible to receive specialized services to assist them in achieving their identified educational goals. These services include: resources for child care; work-study funds; book vouchers; specialized counseling; and academic support. To learn more about the CalWorks program or to request an application, please call (760) 776-0185.

**CENTER FOR TRAINING AND
DEVELOPMENT**

College of the Desert has created a variety of unique programs and services designed to provide specialized assistance to the growth and stability of area business. These programs are a vital response to the college mission of assisting in the economic development of the region by offering fee based customized training programs for business and industry, applied research, business reference data bases, and individual assistance for business start up or expansion planning.

These programs use both faculty experts and business professionals to deliver specialized training, workshops, seminars and individual counseling on topics appropriate to the needs of local business and industry.

COMMUNITY EDUCATION

Community Education offers a variety of informative and skilled-based courses to meet the educational needs of students preparing for a new career, working toward continuing education units, or pursuing lifelong learning. Our accelerated, not-for-credit, short-term course format is designed for adult learners and is compatible with busy schedules. Community Education offers learning opportunities that support professional development and improve business performance.

CONTRACT EDUCATION

The college offers custom designed training programs for every level of employee from entry-level communication/basic skills to executive level specialized training. All programs are developed in consultation with the employer and delivered at a time and location suitable to the employer on a fee basis. The Office of Contract Education has successfully developed and delivered training programs to many area medium and large businesses, corporations and public agencies utilizing faculty specialists or industry specialists.

CUSTOMER SERVICE ACADEMY

A highly qualified community college instructional staff and expert consultants have been certified to teach high performance skills with a customer service emphasis for quality control and productivity improvement.

**ENERGY TECHNOLOGY
TRAINING CENTER**

The College has created the nation's first training center for technicians who repair and maintain advanced fuel vehicles such as compressed natural gas (CNG), liquid petroleum gas (LPG), and is preparing training programs in other alternate fuel systems such as electric vehicles (EV). These technician training programs are designed to meet the needs of the emerging advanced transportation technology systems in the Coachella Valley and were developed in partnership with SunLine Transit Agency, the Southern California Gas Company and the Chancellor's Office.

INSTITUTE FOR RETAIL STUDIES

The Institute for Retail Studies provides training for employees in the retail sector. Entry level training, management seminars and courses for continuing education units are offered through the Institute.

WORKPLACE LEARNING RESOURCE CENTER

Sponsored by the Chancellor's Office Economic Development Network (ED>Net), this center specializes in assessing the skills and abilities of employees at local businesses and designing and delivering appropriate workforce training programs to strengthen those skills that are required to improve employee performance.

DEPARTMENTAL SEMINARS

Departmental Seminars, designated as Course Number 48 A, B, C (1, 2, & 3 units respectively) may be conducted by any department. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses.

The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, written report, and/or term paper.

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Seminars are an excellent means of recruiting the active and retired personnel resources in the community to work with faculty and students to extend depth, imagination, and applicability to the programs of instruction. A maximum of six seminar units are accepted for the A.A. or A.S. Degree.

DEVELOPMENTAL EDUCATION

Recognizing the role of the community college in the area of developmental education, College of the Desert makes available courses not for college credit (non-credit) for development of necessary skills and knowledge in Adult Basic Education (reading, writing and math), English as a Second Language, High School Completion, and preparation for the General Education Development Test (GED). No enrollment fees are charged to students taking developmental education courses.

Many courses are offered on an open-entry, open-exit basis. Admission of students occurs on a daily basis and no prior educational background is required. In addition to regular class offerings, emphasis is placed on individualized student learning. Specifically, instruction is provided in the following areas:

ENGLISH AS A SECOND LANGUAGE (ESL) NON-CREDIT PROGRAM

This program is especially developed for non-native speakers of English and who wish to develop their skills in English as their second language. The College offers a series of courses which focus on the language skills necessary to function and communicate effectively in basic, vocational, academic and professional aspects of life.

Developmental Education offers an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to the high advanced level of English proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, or college-level vocational or academic programs. Please see *Communication* for information on the Credit ESL program.

ADULT BASIC EDUCATION (ABE)

The ABE program teaches adults those skills normally acquired in grades 1 - 8. Individual and group

learning opportunities are offered students with particular emphasis in reading, writing, mathematics, communication, and life skills.

HIGH SCHOOL COMPLETION

This program provides an educational opportunity for adults, anyone 18 years or older, who desire to complete requirements for a high school diploma. Credit may be granted for military service, for technical school attended, work experience, and credit earned in the ninth grade or higher, except physical education.

GENERAL EDUCATIONAL DEVELOPMENT TEST (GED)

Another function of Developmental Education is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma. Refer to the Developmental Education section of the current class schedule for testing information at each college site.

INDEPENDENT STUDY PROJECTS (1-3 Units)

Available to students carrying six or more units, Independent Study is designed to:

- 1) extend students' knowledge and understanding of subject matter beyond the stated objectives of the course in which they are registered; or
- 2) provide means to earn credit in an academic area where they have exhausted all reasonable course options. In this case, the Independent Study course should be degree or certificate applicable.

Independent Study credit is given on a "lab" value basis (1 unit=54 hours, 2 units=108 hours, 3 units=162 hours) in which students work independently under the direction and guidance of the instructor. A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree.

The appropriate Dean must approve the project before the student registers for the course. It is recommended that Independent Study Projects for 3 units begin prior to the 4th week of the semester; for 2 units, prior to the 7th week; and for 1 unit, prior to the 10th week.

MESA **Mathematics, Engineering, and Science** **Achievement Program**

MESA is an academic enrichment program that serves educationally disadvantaged students and emphasizes participation by students from groups with low rates of eligibility to four-year institutions. MESA offers curricular and extracurricular services to increase the numbers of students who transfer and ultimately graduate with degrees in math-based and science-based fields. These areas include, but are not limited to physical sciences, life sciences, computer science, engineering, pre-medicine, pre-veterinary, nursing (B.S.), pre-pharmacy, and architecture. The MESA Program provides support through the following:

- Tutoring
- Academic Excellence Workshops
- MESA Student Study Center (Business Building Room 9)
- Career advising
- Internship and job information
- Transfer assistance to four-year institutions
- Scholarship and financial aid assistance
- Freshman orientation course
- Field trips to universities, industry sites, and special events.

The MESA Program is administered by the Science and Math Division; the MESA Director is located in the Business Building, Room 10. For additional information, call (760) 776-7455 or email the Director at cfarmer@collegeofthedesert.edu.

NEW HORIZONS BOOK LOAN PROGRAM

The New Horizons Book Loan program provides low-income students with books for eligible courses. The book loan program is funded through the Carl D. Perkins Vocational and Applied Technology Act of 1998 (VTEA), a state funded grant to improve the vocational and technical education programs in California. To be eligible to participate in this book loan program, students must be recipients of the Board of Governors tuition fee waiver (BOGW) and meet other specified criteria. To learn more or to request an application, please call (760) 773-2571.

SCHOOL-TO-CAREER **(STC)/TECH PREP**

STC and Tech Prep are part of a nationwide educational reform movement that creates a seamless curriculum between high schools and community colleges. During the last two years of high school, juniors and seniors may choose a major course of study in one of the programs. Locally, those programs will be linked to two-year associate degree and certificate programs at College of the Desert.

The STC/Tech Prep programs at College of the Desert may include accounting, business, business management, computer science, real estate, small business systems, office automation and marketing, vocational nursing, assistant nursing, computer information systems, architecture, automotive technology, etc. College of the Desert offers 37 vocational programs which can be linked with high school programs to form a four-year tech prep program.

Students who complete STC/Tech Prep programs are prepared for entry-level employment, advanced technical training or advanced education at a four-year university.

UPWARD BOUND

Upward Bound (UB) is a federally funded TRIO program supported by the U.S. Department of Education. The UB program provides academic and counselor support to local low-income high school students who would be first-generation college students. The UB program requires students to attend two Saturday Academies per month, a six-week summer program and after-school tutoring. Some benefits of the program include academic and cultural fieldtrips, a laptop loan program, and financial support. To request an application or to get more information call (760) 772-2541.

OFF-CAMPUS PROGRAMS

EASTERN VALLEY CENTER

The Eastern Valley Center houses and coordinates an off-campus satellite educational program in order to make core academic courses as well as non-credit classes more accessible to residents of the eastern Coachella Valley. Located at 44-199 Monroe Street

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in Indio, the Center offers day and evening classes, as well as limited counseling, assessment testing, registration, and referral services. Additional evening classes are also held at Coachella Valley High School and Miss Julie's Dance Studio.

The Eastern Valley Center staff is committed to offering a wide array of courses and providing student and faculty support at all satellite locations. Please refer to the current Schedule of Classes for starting dates and meeting times. For further information, please call the office of the Dean of Off-Campus Programs at (760) 347-2288 or 773-2562.

WESTERN VALLEY CLASSES

In order to provide local access to college classes for students living in the greater Palm Springs area, College of the Desert offers a wide variety of evening credit courses at Palm Springs High School.

Please refer to the current Schedule of Classes, or visit the college website at <http://collegeofthedesert.edu/> for starting dates and meeting times of Western Valley classes. For further information, please call the office of the Dean of Off-Campus Programs at (760) 347-2288 or 773-2562.

VIRTUAL VALLEY CENTER FOR ONLINE CLASSES

One of the most exciting current developments in education is the offering of classes via the Internet. The Virtual Valley Center is College of the Desert's vehicle for offering such classes. Beginning with one English 1A (Freshman Composition) class in Spring of 1998, this program has grown to the point where thirty-six sections of twenty-eight different classes are currently being offered online. These include Administration of Justice, Computer Information Systems, Computer Graphics, Digital Design and Production, Economics I and II, English, Health, Mathematics, Natural Resources, Programming, Sociology, Spanish, and Web Publishing. The College plans to add a significant number of offerings in each subsequent semester. The College also is working to make student services available online, and is investigating the feasibility of offering full certificate and degree programs online.

Online courses have the same transfer status and prerequisites as traditional on-campus classes, and are subject to the same standards of academic quality. The difference is that the student completes his or her coursework asynchronously via email, electronic bulletin boards and chatrooms. This can be a tremendous advantage for those students who have trouble getting to the campus or who have schedules that do not allow them to take classes scheduled at specific times. Online students must have their own computers and Internet access, and must be proficient in using the Internet, a word processing program and email.

For further information, contact Tom Gillman at tgillman@desertonline.net or call (760) 776-7305.

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO (CSUSB) PALM DESERT CAMPUS

California State University San Bernardino, Palm Desert Campus offers junior, senior, and graduate level coursework in a variety of majors. CSUSB, Palm Desert Campus is located at 37-500 Cook Street. College of the Desert students planning to transfer to CSUSB can apply for guaranteed admission through the Transfer Admission Agreements. For more information contact CSUSB, Palm Desert Campus at (760) 341-2883 or contact the College of the Desert Transfer Center at (760) 773-2523.

PUBLIC SAFETY ACADEMY

College of the Desert's Public Safety Academy is certified by the State of California, Commission on Peace Officer Standards and Training (POST) to provide Peace Officer Training.

Students take classes two nights a week from 6:00 P.M. to 10:00 P.M. and on Saturday from 8:00 A.M. to 5:00 P.M. Some classes are held on Sundays. Class attendance is mandatory.

Students can complete the POST Certified Training which is required to become a Full-time Peace Officer or a Part-time Police Reserve Officer.



All academy courses count as electives that may be used toward obtaining an Associate of Science Degree in Administration of Justice at College of the Desert. For additional information, call (760) 346-8041, ext. 10911.

College of the Desert's Public Safety Academy also offers courses in the Fire Technology field that will count toward a Certificate of Completion or Associate of Science Degree. These courses are designed for students that want a career in fire service or as a refresher for those currently employed in some area of Fire Technology. For additional information, call (760) 346-8041, ext. 10912.

**WRITING, READING, & ACADEMIC
ADVANCEMENT PROGRAM (W.R.A.A.P.)**

The Writing, Reading & Academic Advancement Program is an innovative new teaching approach geared toward assisting students to enhance their reading and writing skills while also strengthening their study skills. Research has shown that students

who take a paired set of courses that integrate the essential skills of reading and writing tend to make greater gains in both areas of study. When you sign-up for WRAAP, it means that you must sign-up for all classes within that group, so you're making sure to stay on track to complete your educational goals.

Other WRAAP benefits include Specialized Counseling. Your WRAAP group will be assigned a personal counselor who will work with you throughout the semester. Information will be given on Financial Aid, time management, test taking skills, and much more. WRAAP provides extra support and specially trained tutors. A cohort of trained tutors will be assigned to the WRAAP students to assist them with homework assignments.

Since there is limited seating, enrollment in a WRAAP group requires that you obtain an approved signature on a specially prepared registration from a WRAAP faculty member or counselor. Students interested in obtaining a WRAAP registration form or who would like more information about enrolling should contact Mr. Jose Simo (776-7356) in Counseling.

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ENRICHMENT ACTIVITIES

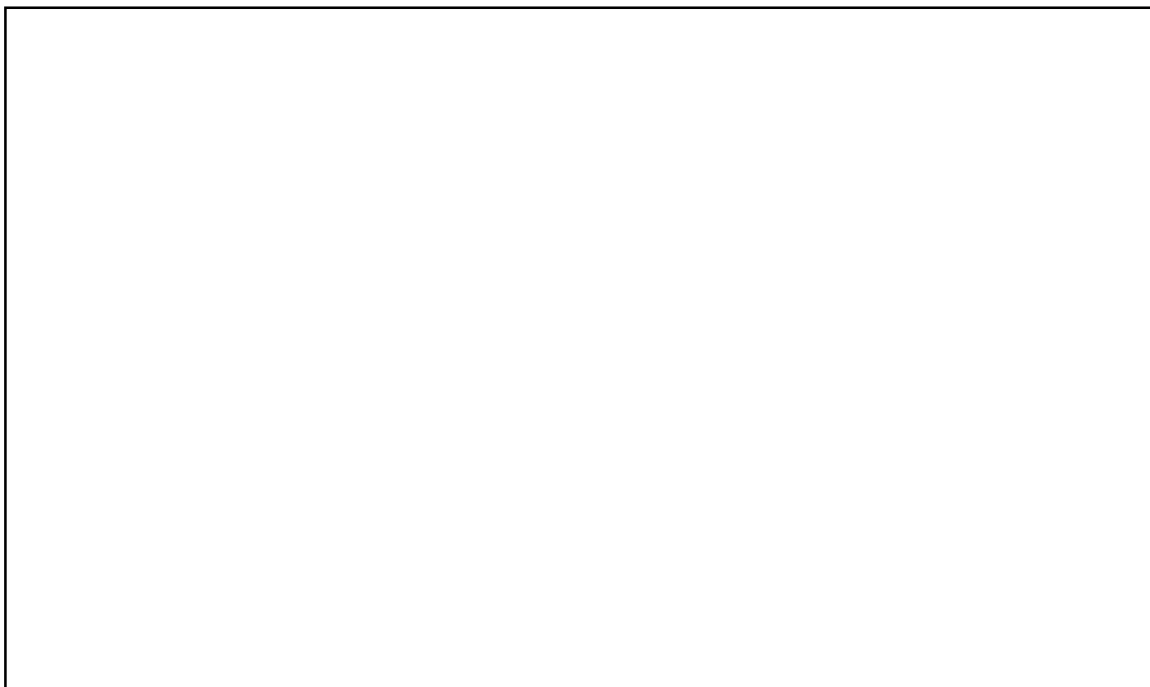
The college offers various events for student enrichment. Student Services offers campus forums in the Pollock Theater. These are directed primarily at students in an environment that is aesthetically pleasing and encourages group participation. The forums range from current events to information programs on campus importance. The college offers several plays for student and staff enjoyment in Theatre Two, in addition to cultural events performed in the Pollock Theatre and the McCallum Theatre. The Walter N. Marks Center for the Arts also has regular art shows featuring student, faculty, and professional artists.

The college attempts to foster a casual co-curricular experience for students in the Hilb Student Center. Housed in the Student Center are the offices of the Associated Student Body, Student Activities, International Education, and Student Health Services. Student Activities offers a Student Leadership Course, student clubs of varying interest, meeting rooms, and facilities for socializing. These activities are open to all students. Many of the clubs, such as MeCHA, Rotaract, and ASCOD offer civil responsibility as one of their key components. All clubs encourage personal responsibility and intellectual growth.

The Hilb is frequently the site for Voter Registration activities as well as an “open house” for campus diversity activities. These include: International Day/Week celebrations; Council on Diversity activities; and a site for the various celebrations and recognitions of student achievement, such as the Dean’s Tea for acknowledging academic achievement on the Honor Roll and Dean’s List by students each semester, as well as Scholarship and Donor recognitions. These celebrations expose students to the rewards of diversity.

The Hilb Student Center is also a student art gallery where students display, view, and discuss sculptures and fine and pop art, expressing intellectual growth in an aesthetic environment. The Center is a focal point for students to gather and, as such, every opportunity is taken to invite students and staff to interact responsibly.

The student newspaper, *The Chaparral*, as well as the occasionally published student creative writing and poetry journal, *The Solstice*, encourages intellectual development of students. The Math Division offers regular free lectures at noon regarding the world of mathematics to challenge students’ thinking.



**GENERAL EDUCATION
CERTIFICATION**

Verification by the College of a student's completion of lower division General Education/Breadth requirements for the California State University or the University of California must be requested by the student at the time transcripts are requested to be sent to the university.

**OCCUPATIONAL/VOCATIONAL
EDUCATION**

For those students desiring to complete an occupational curriculum within two years, the College offers technical training and education in fields justified by student enrollment. Individual courses are offered in some areas where a full curriculum cannot be justified. In both instances the College's aim is vocational competence for students and an appreciation of citizenship responsibilities.

Students may work toward: (a) earning a certificate (the certificate program is approximately one year in length, with the prospective student specializing in a particular area of study); or (b) an Associate degree. Refresher courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

Individuals may attend classes as either part-time or full-time students. A large segment of the College student body is employed full-time, but attends classes of interest during evening hours. The College closely articulates with other colleges and industry. Many of the courses completed will transfer to four-year institutions. Occupational advisory committees assist the College in determining the types of skills, courses, and programs students should complete to meet labor market needs as well as the needs of industry.

**VOCATIONAL CERTIFICATE
of ACHIEVEMENT**

A Vocational Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. The

Certificate is not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the Admissions and Records Office at least one semester prior to completing certificate requirements. All transcripts from other colleges must be on file before an evaluation request can be filed.

Students must file an "Intent to Earn Certificate" in the Admissions and Records Office during the semester in which they are completing the requirements. The certificate requires fewer than 60 units of college work. At least six (6) units in the certificate field shall be completed in residence at College of the Desert. A minimum of a "C" average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor.

In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional course work determined by the department advisor. See *Degree and Certificate Programs* section in this catalog for specific certificate requirements.

GRADUATION REQUIREMENTS

Students are responsible for meeting in full the requirements for graduation as set forth in the college catalog. For the purpose of meeting graduation requirements, students may choose to meet the requirements for degrees or certificates in the catalog in effect at the time of entrance, during the span of attendance, or at the time of graduation, provided they do not interrupt their enrollment for two or more consecutive semesters, not including summer.

Whenever enrollment is interrupted for two or more consecutive semesters, not including Summer, students must choose the requirements in the catalog in effect at the time of re-enrollment, continued attendance following re-enrollment, or graduation.

College authorities may authorize or require substitutions for discontinued courses or for courses not offered. College of the Desert requires that students declaring or changing a major program of study must complete the major requirements in effect at the time of the declaration of change. For programs of study requiring special selection procedures, students are required to complete major requirements in effect at the time of entrance to the program.

If students maintain continuous attendance, attendance of at least two transcript recorded semester units during each calendar year, changing a major program of study does not change catalog rights for General Education or other graduation requirements beyond the major. Absence due to an approved educational leave or for attendance at another accredited college is not considered an interruption in attendance, if the absence does not exceed two years.

GRADUATION

Once it has been determined that a student is eligible for graduation, an "Intent to Graduate" form must be completed and submitted to the Admissions and Records Office. The deadline to submit this form is found in the Class Schedule. This requirement applies to all Associate Degrees.

Formal graduation activities are held at the end of the Spring semester. Students who complete degree requirements during the Spring, preceding Fall, or subsequent Summer term, are invited to participate in the ceremonies.

DIPLOMAS

Diplomas are mailed to graduates approximately six weeks after the end of the semester in which students have satisfied all degree requirements and grades have been verified. At the graduation ceremony, students are presented with a diploma cover. There is a fee of \$25.00 for a duplicate diploma.

ASSOCIATE DEGREES

EVALUATION REQUIREMENT FOR ASSOCIATE DEGREE

The Associate in Arts Degree and Associate in Science Degree are not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the Admissions and Records Office one semester prior to their intended graduation. All transcripts from other colleges must be on file before an evaluation request can be filed. At least 30 total units must have been completed, including 12 at COD, before an evaluation can be initiated.

All Associate Degrees require a minimum of 60 units of college credit and a cumulative grade point average (GPA) of 2.0 or better. At least 12 units must be earned at College of the Desert. (See "Requirements for Graduation" on previous page.) All students are strongly advised to consult with a faculty advisor or counselor early in their first semester of enrollment at College of the Desert.

THE ASSOCIATE DEGREE WITH EMPHASIS ON OCCUPATIONAL/VOCATIONAL PREPARATION

Students planning to earn an Associate Degree with emphasis on occupational/vocational preparation, and who have no plans to pursue a bachelor's degree, must follow the District's General Education requirements.

Students must complete the course requirements as specified in the program of study for the declared major, in addition to the general education courses.

The Occupational/Vocational Degree is *not* designed to prepare students for university transfer and is identified in this catalog as:

ASSOCIATE DEGREE and employment preparation

THE ASSOCIATE DEGREE WITH EMPHASIS ON TRANSFER PREPARATION FOR A 4-YEAR COLLEGE OR UNIVERSITY

Students planning to earn an Associate Degree while preparing to transfer must complete the appropriate transfer general education pattern as well as the course requirements specified in the program of study for the declared major.

Option 1: Students preparing to transfer to the California State University (CSU) may follow the General Education requirements outlined in the CSU Certification pattern or the Intersegmental General Education Transfer Curriculum (IGETC). See your faculty advisor for exceptions.

Option 2: Students preparing to transfer to the University of California (UC) system may follow the IGETC. See your faculty advisor for exceptions.

Option 3: (specified high-unit majors only): Students in these majors must see an advisor for General Education requirements and recommended electives.

The **transfer preparation degree** is identified in this catalog as:

ASSOCIATE DEGREE with emphasis on transfer preparation

COD's Graduation Requirements in addition to UC or CSU General Education Requirements

PHYSICAL EDUCATION REQUIREMENT

Although not required for the IGETC curriculum, two units from physical education (PE), health education (HE), recreation (RE) or varsity sports (VSM, VSW) are required to earn a degree from COD. **Note:** If HE 1 is used to fulfill this requirement, it may not be used to fulfill any other CSU requirement.

READING, WRITING & MATHEMATICS COMPETENCIES

Reading Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

Writing Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a writing proficiency at the collegiate level by passing ENG 1A, or the equivalent, with a grade of "C" or better.

Mathematics Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a mathematics proficiency at the collegiate level by passing with a grade of "C" or better, any of the college mathematics courses on the IGETC list (Area 2), or the CSU General Education list (Area B-4), or equivalent.

EARNING AN ADDITIONAL ASSOCIATE DEGREE

An additional Associate Degree may be earned if the student completes a minimum of 12 units in residence at College of the Desert beyond the prior degree, makes a complete change in major, and fulfills all requirements for the new major field including any additional General Education requirements that are appropriate.

District General Education Requirements for Occupational/Vocational Degrees

Students may graduate from College of the Desert with an Associate of Arts or Science degree upon meeting the following District requirements:

A. Completion of 60 college level units of lower division semester units with a cumulative grade point average (GPA) of at least 2.0 for all grades earned in lower division courses at all colleges and universities attended. Also, a cumulative GPA of at least 2.0 must have been earned at COD as well as in the selected major. At least 12 units must be earned at COD.

B. Major requirements (Minimum of 18 units): Complete one of the degree programs listed in the Degree and Certificate Programs section of this catalog.

C. Completion of the following general education requirements (18 units minimum):

Note: A single course, even though listed in more than one area, can only be used to satisfy one requirement.

C1. Natural Sciences - (3 units minimum)
selected from the following courses:

A	1	Descriptive Astronomy	(3)
A	1L	Descriptive Astronomy Lab	(1)
AGPS	2	Entomology-Gen/App	(4)
AGPS	5	Plant Science	(3)
AGPS	5L	Plant Science Lab	(1)
ANTH	1	Intro/Physical Anthropology	(3)
BI	1A	Gen Biology, Principles	(5)
BI	1B	Gen Biology, Zoology	(5)
BI	1C	Gen Biology, Botany	(5)
BI	4	Elements of Biology	(4)
BI	4L	Elements of Biology Lab	(1)
BI	10	Women's Health	(3)
BI	12	Biology of Cancer	(3)
BI	15	General Microbiology	(5)
BI	21	Anatomy & Physiology	(4)
BI	21L	Elem Human Anat/Phys Lab	(1)
BI	22	Human Anatomy	(4)
BI	23	Human Physiology	(5)
CH	1A, 1B	General Chemistry	(5)(5)
CH	3	Intro Gen Chemistry	(4)
CH	4	Fund of Chemistry	(4)
G	1	Physical Geology	(4)
G	4	Geology Lab	(1)
G	5	Environmental Geology	(4)
G	6	Geology of California	(3)

G	7	Intro to Geology	(4)
G	8	Geol of Natl Parks&Mon	(3)
G	10	The Earth Sciences	(4)
GEOG	1	Physical Geography	(3)
GEOG	1L	Physical Geography Lab	(1)
NR	1	Cons Natural Resources	(3)
NR	1L	Cons Natr Resourc Lab	(1)
OH	1	Ornamental Horticulture	(3)
OH	1L	Ornamental Horticulture Lab	(1)
PH	1	How Things Work	(4)
PH	2A,2B	College Physics	(4)(4)
PH	4A,4B	Engineering Physics	(5)(5)
PH	6A	Electric Circuits	(4)

C2. Social and Behavioral Sciences

(3 units minimum) selected from the following:

AJ	1	Intro to Admin of Justice	(3)
ANTH	2	Cultural Anthropology	(3)
ANTH	3	Archeology, Intro to Prehistory	(3)
ANTH	4	Prehist/Ethnog SoCal Indians	(3)
ECON	1	Prin of Macroeconomics	(3)
ECON	2	Prin of Microeconomics	(3)
ECON	11	Internat'l Econ Relations	(3)
ECON	12	Economic Princ. & Appl.	(3)
GEOG	2	Cultural Geography	(3)
GEOG	7	Regional Geography	(3)
HE	1	Pers & Commun Health	(3)
HEC	13	General Nutrition	(3)
HIST	3	Hist World Civilization I	(3)
HIST	4	Hist World Civilization II	(3)
HIST	17	U.S. History	(3)
HIST	18	U.S. History	(3)
MC	1	Mass Media/Amer Cult.	(3)
PHIL	13	Perspectives Death/Dying	(3)
PS	1	Intro to Government	(3)
PS	2	Intro Comparative Govt	(3)
PS	4	Intro Internat'l Rel	(3)
PSY	1	General Psychology	(3)
PSY	3	Developmental Psych	(3)
PSY	10	Psy Aspects Marr/Family	(3)
PSY	20	Adolescent Psychology	(3)
PSY	23	Psychology of Women	(3)
PSY	33	Personal/Soc Adjustment	(3)
SOC	1	Intro to Sociology	(3)
SOC	2	Social Problems	(3)
SOC	14	Minority Grps in Amer	(3)
SOC	15	Mexican-American Culture	(3)
STDV	12	Life Plan/Persnl Exploration	(3)

District General Education Requirements for Occupational/Vocational Degrees

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C3. Humanities - (3 units minimum)
selected from the following courses:

ART	2A,B	History of Art	(3)(3)
ART	2C	Hist. of Modern Art	(3)
ART	2D	Hist. of Postmodern Art	(3)
ART	3A	Basic Design & Color	(3)
ART	7F	Raku Ceramics	(30)
ART	10	Intro to Art	(3)
ART	18A	Papermaking	(3)
ART	33	History of Photography	(3)
ASL	1,2	Elem Amer Sign Lang	(5)(5)
ASL	1A,B	Elem Amer Sign Lang	(3)(3)
ASL	2A,B	Elem Amer Sign Lang	(3)(3)
ENG	1B	Comp & Literature	(3)
ENG	10A	American Literature I	(3)
ENG	10B	American Literature II	(3)
ENG	11A,B	Surv of English Lit	(3)(3)
ENG	12A	World Literature I	(3)
ENG	12B	World Literature II	(3)
ENG	14	Shakespeare	(3)
ENG	15	The Short Story	(3)
ENG	16	Literature of the Desert	(3)
ENG	17	Women in Literature	(3)
ENG	18	Introduction to Poetry	(3)
ENG	21	Intro Latin Amer/Chicano Literature	(3)
ENG	22	Intro African-Amer Lit	(3)
ENG	23	Intro to Autobiography	(3)
ENG	24	Native American Lit	(3)
ENG	25	Intro to the Novel	(3)
ENG	31	Bible as Literature O.T.	(3)
ENG	32	Bible as Literature N.T.	(3)
ENG	35	Myth and Legend	(3)
FR	1,2	Elementary French	(5)(5)
FR	1A, 1B	Elementary French	(3)(3)
FR	2A, 2B	Elementary French	(3)(3)
FR	3,4	Intermediate French	(4)(4)
GER	1,2	Elementary German	(5)(5)
GER	1A,B	Elementary German	(3)(3)
GER	2A,B	Elementary German	(3)(3)
HUM	8	American Music	(3)
HUM	18	Intro to Art & Music	(3)
ITAL	1,2	Elementary Italian	(5)(5)
ITAL	1A,B	Elementary Italian	(3)(3)
ITAL	2A,B	Elementary Italian	(3)(3)
ITAL	3,4	Intermed. Italian	(4)(4)
JPN	1A,B	Elementary Japanese	(3)(3)
JPN	2A,B	Elementary Japanese	(3)(3)

MUS	1	Music Theory I	(4)
MUS	2	Music Theory II	(4)
MUS	5	History of Rock 'n' Roll	(3)
MUS	8	American Music	(3)
MUS	10	Intro to Music	(3)
MUS	12	Fundamentals of Music	(3)
MUS	36	Opera Workshop	(2)
PHIL	6	Intro to Philosophy	(3)
PHIL	7	Ideas/Great Philosophers	(3)
PHIL	8	Phil. Ancien-Renaiss	(3)
PHIL	9	Phil. Renaissance-Presnt	(3)
PHIL	12	Religions of the World	(3)
PHIL	13	Perspect Death/Dying	(3)
PHIL	14	Intro to Ethics	(3)
PHIL	16	Phil. Hispanic World	(3)
SPAN	1, 2	Elementary Spanish	(5)(5)
SPAN	1A,B	Elementary Spanish	(3)(3)
SPAN	2A,B	Elementary Spanish	(3)(3)
SPAN	3, 4	Intermed. Spanish	(4)(4)
TA	1	Intro to Theatre	(3)
TA	2 A,B	Acting	(3)(3)
TA	32A-D	Play Production Tech	(3-3-3-3)
TA	69A,B	Dramatic Literature	(3)(3)

C4. Language and Rationality - (6 units)

a) English Composition (3 units minimum):

ENG	1A	Composition	(4)
ENG	41	Technical/Professional Writ	(3)

b) Communication, Mathematics, and Critical Thinking (3 units minimum):

HUM	1	Critical Analysis	(3)
MATH	1A,1B	Calculus	(5)(5)
MATH	5	Trigonometry	(3)
MATH	10	College Algebra	(4)
MATH	12	Pre-calc Analysis	(5)
MATH	13	Liberal Arts Math	(4)
MATH	14	Statistical Methods	(4)
MATH	40	Intermediate Algebra	(4)
PHIL	10	General Logic	(3)
PHIL	11	Formal Logic	(3)
SOC	3	Fund. of Statistics	(3)
SOC	4	Soc/Critical Thinking	(3)
SP	1	Intro to Human Comm	(3)
SP	4	Public Speaking	(3)
SP	5	Group Discussion/Leadership	(3)
SP	7	Decision Mkg/Advocacy	(3)
SP	15	Intercultural Communication	(3)

District General Education Requirements for Occupational/Vocational Degrees

C5. Traditions and Cultures (3 units minimum):)

AJ	5A	Multicul Issues/Pub Safety	(3)
ANTH	1	Intro/Physical Anthropology	(3)
ANTH	2	Cultural Anthropology	(3)
ANTH	4	Prehist/Ethnog SoCal Indians	(3)
ARCH	14	History of Architecture I	(3)
ART	2A,B	History of Art	(3)(3)
ART	7F`	Raku Ceramics	(3)
ART	10	Intro to Art	(3)
ART	18A	Papermaking	(3)
ECON	11	Internat'l Econ Relations	(3)
ENG	1B	Comp & Literature	(3)
ENG	1C	Critical Thinking & Comp	(3)
ENG	10A,B	American Lit I & II	(3)(3)
ENG	11A,B	Survey of English Lit	(3)(3)
ENG	12A,B	World Literature I & II	(3)(3)
ENG	15	The Short Story	(3)
ENG	18	Intro to Poetry	(3)
ENG	21	Intro to Latin American/ Chicano Literature	(3)
ENG	22	Intro to African American Literature	(3)
ENG	24	Native American Lit	(3)
ENG	31	The Bible as Literature O.T.	(3)
ENG	32	The Bible as Literature N.T.	(3)
ENG	35	Myth & Legend	(3)
GEOG	2	Cultural Geography	(3)
HE	1	Pers & Comm Health	(3)
HIST	3	Hist of World Civilization I	(3)
HIST	4	Hist of World Civilization II	(3)
MC	1	Mass Media/Amer Culture	(3)
MUS	5	History of Rock 'n' Roll	(3)
MUS	8	American Music	(3)
PHIL	6	Intro to Philosophy	(3)
PHIL	7	Ideas/Great Philosophers	(3)
PHIL	12	Religions of the World	(3)
PHIL	13	Perspect on Death&Dying	(3)
PHIL	14	Intro to Ethics	(3)
PHIL	16	Phil of the Hispanic World	(3)
PS	4	Intro to Internat'l Relations	(3)
PSY	1	General Psychology	(3)
PSY	10	Psychological Aspects of Marriage & Family	(3)
PSY	12	Human Sexuality	(3)
PSY	23	Psychology of Women	(3)

SOC	1	Intro to Sociology	(3)
SOC	2	Social Problems	(3)
SOC	4	Sociological Analysis & Critical Thinking	(3)
SOC	14	Minority Grps in America	(3)
SOC	15	Mexican-American Culture	(3)
SP	1	Intro to Human Communication	(3)
SP	2	Oral Interpretation of Literature	(3)
SP	15	Intercultural Communication	(3)

and all Foreign Language courses

D. Physical Education Activity Requirement:

In addition to **A, B & C**, two units are required from physical education (PE), health education (HE), recreation (RE) or varsity sports (VSM,VSW).

Note: If HE 1 is used to fulfill section C-2, it may not be used to fulfill this requirement.

E. Reading, Writing and Mathematics competency requirements must be met, as follows:

Reading Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

Writing Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a writing proficiency at the collegiate level by passing with a grade of "C" or better one of the following courses: ENG 1A, ENG 41, or the equivalent.

Mathematics Competency: All students earning an Associate in Arts Degree (non-transfer/occupational emphasis) or an Associate in Science Degree (non-transfer/occupational emphasis) must demonstrate a mathematics proficiency by passing with a grade of "C" or better, MATH 40, or any college mathematics course determined by the Desert Community College District to be equivalent to or higher than MATH 40.

MAJOR/DEPARTMENT	CERTIFICATE	NON- TRANSFER DEGREE	TRANSFER DEGREE	PG
Administration of Justice	C	A.S.	A.S.	49
Agriculture				50
Agri-Business		A.S.	A.S.	51
Agriculture, General		A.S.		51
Environmental Horticulture	C	A.S.	A.S.	51
Natural Resources		A.S.	A.S.	52
Natural Resources - Desert Naturalist	C			53
Natural Resources - Field Ranger	C			54
Plant Science		A.S.		54
Turfgrass Management	C	A.S.		54
Air Conditioning /HVAC	C	A.S.		56
Architecture/Environmental Design				57
Architectural Technology	C	A.S.		57
Architecture			A.S.	58
Building Inspection Technology	C			58
Construction Management	C	A.S.	A.S.	58
Art			A.A.	59
Automotive Technology				60
Automatic Transmissions	C			60
Automotive Air Conditioning	C			60
Brake Technology	C			61
Engine Rebuilding	C			61
Standard Transmissions	C			61
Suspension and Alignment	C			61
Advanced Transportation Technologies		A.S.		61
Automotive Electrical Technician	C			62
Automotive Performance/Emission Control	C			62
Automotive Gaseous Fuels Technician	C			62
Business				63
Accounting	C			63
Business Administration			A.A.	64
Computer Information Systems	C	A.A.		64
Computer Science			A.A.	65
Economics			A.A.	65
General Business		A.A.		66
Golf Management	C	A.A.		66
Hotel and Restaurant Management			A.A.	67
Supervision & Management	C	A.A.		67
Communication				68
Communication			A.A.	68
Composition			A.A.	69
Literature			A.A.	69
Journalism			A.A.	70
Mass Communication			A.A.	70
Speech			A.A.	70

MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	PG
Culinary Arts				71
Basic Culinary Arts	C			71
Intermediate Culinary Arts	C			71
Culinary Management	C	A.A.		71
Developmental Education (GED)				72
Digital Design and Production	C	A.A.		73
Drafting/CAD	C	A.A.		74
Early Childhood Education (ECE)		A.A.		75
Associate Teacher Certificate	C			75
Early Childhood Ed-Teacher Cert.	C			76
Early Childhood Ed-Master Teacher Cert.	C			76
Fire Technology	C	A.S.		77
Foreign Language				78
French, Italian, Spanish			A.A.	78
Health, Physical Education and Recreation				78
Physical Education			A.A.	78
Recreation			A.A.	79
Health Sciences				80
Home Health Aide	C			81
Nursing Assistant	C			81
Emergency Medical Technician	C			81
Registered Nursing (ADN)		A.S.		82
Vocational Nursing (VN)	C	A.S.		87
Human Services				88
Alcohol and Drug Studies	C	A.A.		89
Problem Gambling Studies	C			89
Liberal Arts			A.A.	90
Mathematics			A.S.	90
Music			A.A.	91
Nutrition Care: Dietetic Technician		A.A.		91
Sciences - Biological, Chemical and Physical				92
Biology			A.S.	92
Chemistry			A.S.	93
Environmental Sciences or Natural Resources			A.S.	93
Environmental Studies, Interdepartmental			A.S.	94
Geology			A.S.	94
Physics			A.S.	94
Social Sciences				95
Anthropology			A.A.	95
Geography			A.A.	95
History			A.A.	96
Philosophy			A.A.	96
Political Science			A.A.	96
Psychology			A.A.	96
Social Science			A.A.	97
Sociology			A.A.	97
Theatre Arts			A.A.	98

**ADMINISTRATION
OF JUSTICE**

Students desiring careers in Administration of Justice may elect a program of study designed for upper division transfer, or one which is oriented toward job entry with employment at a local, State, or Federal Law Enforcement Agency.

Students intending to transfer to a four-year college should consult that college for specific requirements. Students planning to pursue a career in Administration of Justice after graduation should include more specialization and emphasis in these courses.

There are certain minimum physical and good moral character requirements for peace officers. Students may obtain more specific information about those requirements from the department staff. Students who are transferring to the College of the Desert from another college must take at least six units of Administration of Justice courses at College of the Desert, in addition to regular required courses to be eligible for graduation.

Certification and approval of the Administration of Justice curriculum has been received from the California State Commission of Peace Officer Standards and Training.

Advisor: D. Clayton Mayes

**ADMINISTRATION OF JUSTICE
CERTIFICATE
FOR EMPLOYMENT PREPARATION**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AJ	1	Intro to Admin. of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles & Procedures of the Justice System	3
AJ	5A	Multicultural Issues/Public Safety ..	3
Required Subtotal			15
Recommended Electives (with advisor approval):			
AJ	6	Principles of Investigation	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enfrcmnt Srvs	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Law&Procedures	3

AJ	16	Narcotics Control.....	3
AJ	17	NatrI Res Law Enfrcmnt	3
AJ	24	Report Writing	3
AJ	30	Correctional Systems	3
AJ	51	Level III Peace Offcr Training, Part 1 .	3
AJ	52	Level III Peace Offcr Training, Part 2 .	4
AJ	53	Level II Peace Offcr Training	12
AJ	54	Level I Peace Offcr Training	16.5
Elective Subtotal			12-13

CERTIFICATE TOTAL 27-28

**ADMINISTRATION OF JUSTICE
ASSOCIATE OF SCIENCE DEGREE
FOR EMPLOYMENT PREPARATION**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AJ	1	Intro to Admin. of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles & Procedures of the Justice System	3
AJ	5A	Multicultural Issues/Public Safety ..	3
Recommended AJ Electives (with advisor approval):			
AJ	6	Principles of Investigation	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enfrcmnt Srvs	3
AJ	9	Traffic Control	3
AJ	10	Juvenile Law&Procedures	3
AJ	16	Narcotics Control.....	3
AJ	17	NatrI Res Law Enfrcmnt	3
AJ	24	Report Writing	3
AJ	30	Correctional Systems	3
AJ	51	Level III Peace Offcr Training, Part 1 ...	3
AJ	52	Level III Peace Offcr Training, Part 2 ...	4
AJ	53	Level II Peace Offcr Training	12
AJ	54	Level I Peace Offcr Training	16.5
Required Subtotal			15
AJ Electives (with advisor approval)			12
Other Electives (with advisor approval)			13
General Education Requirements.....			18
Physical Education Activities			2
DEGREE TOTAL			60

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ADMINISTRATION OF JUSTICE ASSOCIATE OF SCIENCE DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
Required Courses:		
AJ 1	Intro to Admin. of Justice	3
AJ 2	Criminal Law	3
AJ 3	Legal Aspects of Evidence	3
AJ 4	Principles & Procedures of the Justice System	3
AJ 5A	Multicultural Issues/Public Safety	3
Required Subtotal		15
Recommended Electives (with advisor approval):		
AJ 6	Principles of Investigation	3
AJ 7	Criminal Substantive Law	3
AJ 8	Concepts of Enfrcmnt Srvs	3
AJ 9	Traffic Control	3
AJ 10	Juvenile Law&Procedures	3
AJ 16	Narcotics Control	3
AJ 17	Natrl Res Law Enfrcmnt	3
AJ 24	Report Writing	3
AJ 30	Correctional Systems	3
Required Subtotal		15
Elective Subtotal (with advisor approval)		6
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: D. Clayton Mayes

AGRICULTURE

The programs in Agriculture at College of the Desert are designed to serve both occupational and transfer students. Many courses primarily serve students who wish to enter an occupation after graduation. Courses are designed to provide practical experience, as well as academic background.

Students who wish to prepare for four-year colleges will find not only the necessary required transfer courses in English, Science, Mathematics, and related subjects available to them, but also departmental courses related to their majors. Please see your major advisor for additional information and program planning.

Curricula leading to a Certificate or Associate in Science Degree at the College of the Desert, or transfer to a four-year college or university include:

AGRI-BUSINESS

AGRICULTURE, GENERAL

ENVIRONMENTAL HORTICULTURE

Including preparation for General Horticulture, Landscape Design/Contract, Nursery Management

NATURAL RESOURCES

DESERT NATURALIST

FIELD RANGER

TURFGRASS MANAGEMENT

PLANT SCIENCE

Including preparation for Soil Science, Pest Management

Advisors:

- K. Leuschner** - Natural Resources, Environmental Studies
- V. Loew** - Environmental Horticulture, Plant Science, General Agriculture
- J. Place** - Turfgrass Management, Environmental Horticulture, Plant Science, General Agriculture
- D. Walker** - Natural Resources, Environmental Studies, Plant Science, Entomology

**AGRI-BUSINESS
ASSOCIATE OF SCIENCE DEGREE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils & Plant Nutrition	4
AGPS 5	Plant Science	3
BUAC 66	Intro to Accounting	3
CIS 70A	Computer Business Appl/Windows. 3	3
ECON 1	Principles of Macroeconomics	3
Required Subtotal		18
Elective Subtotal (with advisor approval)		22
General Education Requirements (confer with advisor)		
		18
Physical Education Activities		2
DEGREE TOTAL		60

**AGRI-BUSINESS
ASSOCIATE OF SCIENCE DEGREE
AND TRANSFER PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils & Plant Nutrition	4
BUAC 66	Intro to Accounting	3
CIS 70A	Computer Business Appl/Windows. 3	3
ECON 1	Principles of Macroeconomics	3
BUMA 20A	Business Law	3
Required Subtotal		18
Elective Subtotal (with advisor approval)		13
General Education Requirements (Option 3 - confer with advisor)		
		18
Transferable Electives (confer with advisor)		9
Physical Education Activities		2
MINIMUM DEGREE TOTAL		60

Advisors: K. Leuschner, V. Loew, J. Place

**GENERAL AGRICULTURE
ASSOCIATE OF SCIENCE DEGREE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils and Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied	4
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
AGPS 32	Pesticide Laws/Reg	2
BUAC 66	Intro to Accounting	3
CIS 70A	Computer Business Appl/Windows. 3	3
Required Subtotal		22
Elective Subtotal (with advisor approval)		18
General Education Requirements*		18
Physical Education Activities		2
DEGREE TOTAL		60

*To include: NR 1, Cons Natrl Resrces (3)

**ENVIRONMENTAL HORTICULTURE
CERTIFICATE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
OH 1	Horticulture	3
OH 1L	Horticulture Lab	1
OH 4	Turfgrass Management	2
OH 4L	Turfgrass Management Lab	1
OH 5A	Ornamental Plant Id.	3
OH 5B	Ornamental Plant Id.	3
OH 9	Landscape Planning/Design	3
OH 16	Arboriculture	2
OH 20	Landscape Construction	2
OH 46	Landscape Irrig. Systems	2
OH 46L	Landscape Irrig. Systems Lab	1
AGPS 1	Soils and Plant Nutrition	4
AGPS 32	Pesticide Laws & Regulations	2
AGBU 59A	Leadership	1
AGBU 59B	Careers	1

CERTIFICATE TOTAL 31

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ENVIRONMENTAL HORTICULTURE ASSOCIATE OF SCIENCE DEGREE

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
OH 1	Horticulture	3
OH 1L	Horticulture Lab	1
OH 4	Turfgrass Management	2
OH 4L	Turfgrass Management Lab	1
OH 5A	Ornamental Plant Id.	3
OH 5B	Ornamental Plant Id.	3
OH 9	Landscape Planning/Design	3
OH 16	Arboriculture	2
OH 20	Landscape Construction	2
OH 46	Landscape Irrig. Systems	2
OH 46L	Landscape Irrig. Systems Lab	1
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils and Plant Nutrition	4
AGPS 32	Pesticide Laws & Regulations	2
Required Subtotal		31
Elective Subtotal (with Advisor approval)		9
General Education Requirements*		18
Physical Education Activities		2
DEGREE TOTAL		60

*To Include: NR 1 (3)

ENVIRONMENTAL HORTICULTURE ASSOCIATE OF SCIENCE DEGREE

AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
OH 1	Horticulture	3
OH 1L	Horticulture Lab	1
OH 5A	Ornamental Plant Id.	3
OH 5B	Ornamental Plant Id.	3
OH 9	Landscape Planning/Design	3
OH 16	Arboriculture	2
OH 20	Landscape Construction	2
OH 46	Landscape Irrig. Systems	2
OH 46L	Landscape Irrig. Systems Lab	1
AGPS 1	Soils & Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied	4
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
Required Subtotal		30

General Education Requirements (Option 3 - confer with advisor)	18
Transferable Electives (confer with advisor)	10
Physical Education Activities	2
MINIMUM DEGREE TOTAL	60

Advisors: V. Loew, J. Place

NATURAL RESOURCES ASSOCIATE OF SCIENCE DEGREE

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses-</u> With advisor approval, choose 30 units from the following:		
NR 1	Conserv of Natural Resources	3
NR 1L	Consrv Natural Resources Lab	1
NR 3	Intro to Wildlife Mgmt	3
NR 4	Intro to Ecosystem Mgmt	3
NR 10	Wildland Fire Technology	3
NR 20	GPS and Map Use	1
NR 21	Introduction to GIS	3
NR 41A,B	Native Plants	1-3
NR 50	Winter Birds	1
NR 51A	Migrant Birds - Fall	1
NR 51B	Migrant Birds - Spring	1
NR 95A-C	Work Experience	1-3
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils & Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied	4
AGPS 32	Pesticide Laws & Regulations	2
BUAC 66	Intro to Accounting	3
CIS 70A	Computer Business Appl/Windows	3
Required Subtotal		30
Elective Subtotal (with advisor approval)		10
General Education Requirements*		18
Physical Education Activities		2
DEGREE TOTAL		60

*To include: AGPS 5 Plant Science (3)

**NATURAL RESOURCES
ASSOCIATE OF SCIENCE DEGREE
AND TRANSFER PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
NR 1	Cons of Natural Resources	3
NR 1L	Cons Natural Resources Lab	1
BI 1A	General Biology	5
BI 1B	General Zoology	5
OR BI 1C	General Botany (5)	
CH 1A	General Chemistry	5
OR CH 3	Intro General Chemistry (4)	
G 1	Physical Geology	4
OR G 10	The Earth Sciences (4)	
MATH 10	College Algebra	4
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
Required Subtotal		28-29
Electives - 12 units to be chosen from the following:		
NR 3	Intro to Wildlife Mgmt	3
NR 4	Intro to Ecosystem Mgmt	3
NR 10	Wildland Fire Technology	3
NR 17	Natrl Res Law Enfrcmnt	3
NR 20	GPS and Map Use	1
NR 21	Introduction to GIS	3
NR 41A,B	Native Plants	1-3
NR 50	Winter Birds	1
NR 51A,B	Migrant Birds	1-2
AGPS 1	Soils and Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied	4
AGPS 32	Pesticide Laws & Regulations	2
BUAC 66	Intro to Accounting	3
CIS 70A	Computer Business Appl/Windows. 3	
Required Subtotal		28-29
Electives (confer with advisor)		12
General Education Requirements		
(Option 3 - confer with advisor)		18
Physical Education Activities		2
MINIMUM DEGREE TOTAL		60

Advisors: K. Leuschner, D. Walker

**NATURAL RESOURCES -
DESERT NATURALIST CERTIFICATE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
With advisor approval, complete a total of 12 units:		
<u>Required Courses:</u>		
NR 1	Conserv of Natural Resources	3
NR 1L	Consv Natural Resources Lab	1
Required Subtotal		4
<u>Group A:</u> Choose 0-4 units from the following:		
AGPS 2	Entomology-Gen & Applied	4
AGPS 5	Plant Science	3
and AGPS 5L	Plant Science Lab	1
G 5	Environmental Geology	4
A 1	Descriptive Astronomy	3
and A 1L	Descriptive Astronomy Lab	1
Group A Subtotal		0-4
<u>Group B:</u> Choose 4-8 units from the following:		
NR 20	GPS and Map Use	1
NR 41A	Native Plants-Mountain	1
NR 41B	Native Plants- Desert	1
NR 50	Winter Birds	1
NR 51A	Migrant Birds - Fall	1
NR 51B	Migrant Birds - Spring	1
NR 48	Seminar (Desert Studies, San Jacinto Mts., Yosemite)	1-3
NR 95A,B	NR Work Experience	1-2
Group B Subtotal		4-8
CERTIFICATE TOTAL		12

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NATURAL RESOURCES - FIELD RANGER CERTIFICATE FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
NR 1	Conserv of Natural Resources	3
NR 1L	Consrv Natural Resources Lab	1
NR 41A	Native Plants - Mountain	1
NR 41B	Native Plants - Desert	1
NR 50	Winter Birds	1
NR 51A	Migrant Birds - Fall	1
NR 51B	Migrant Birds - Spring	1
Required Subtotal		9
Electives - 8 units to be chosen from the following:		
AGPS 32	Pesticide Laws & Regulations	2
G 5	Environmental Geology	4
G 10	The Earth Sciences	4
PE 1	First Aid & Safety	3
NR 3	Intro to Wildlife Mgmt	3
NR 4	Intro to Ecosystem Mgmt	3
NR 10	Wildland Fire Technology	3
NR 17	Natrl Res Law Enfrcmnt	3
NR 20	GPS and Map Use	1
NR 21	Introduction to GIS	3
NR 48	Seminar - Desert or Mountain Study	1-3
NR 95A,B	NR Work Experience	1-2
Elective Subtotal		8
CERTIFICATE TOTAL		17

PLANT SCIENCE ASSOCIATE OF SCIENCE DEGREE FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGPS 1	Soils & Plant Nutrition	4
AGPS 2	Entomology-Gen & Applied	4
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
AGPS 32	Pesticide Laws & Regulations	2
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
BUAC 66	Intro to Accounting	3
CIS 70A	Computer Business Appl/Windows	3
Required Subtotal		22
Elective Subtotal(with advisor approval)		18
General Education Requirements*		18
Physical Education Activities		2
DEGREE TOTAL		60

*To Include: NR 1 (3)

Advisors: V. Loew, J. Place

TURFGRASS MANAGEMENT CERTIFICATE FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
OH 1	Horticulture	3
OH 1L	Horticulture Lab	1
OH 4	Turfgrass Management	2
OH 4L	Turfgrass Management Lab	1
OH 8	Landscape Management	3
OR OH 27	Turfgrass Pest Mgmnt (3)	
OH 16	Arboriculture	2
OH 24	Adv Turfgrass Mgmt	3
OH 30	Landscape Equipment	2
OH 46	Landscape Irrig. Systems	2
OH 46L	Landscape Irrig. Systems Lab	1
OH 95A-B	Work Experience (Internship)	2
AGBU 59A	Leadership	1
AGBU 59B	Careers	1
AGPS 1	Soils and Plant Nutrition	4
AGPS 32	Pesticide Laws & Regulations	2

Electives - 8 units to be chosen from the following:

AGPS 2	Entomology-Gen. & Applied	4
OH 5A	Ornamental Plant Id.	3
OH 9	Landscape Planning/Design	3
OH 25	Specialized Turfgrass Management	3
OH 33	Golf Car Maintenance	2
OH 34	Golf Course Management	3
OH 95A-B	Work Experience (Internship)	1-2
NR 1	Conserv of Natural Resources	3
NR 1L	Consrv Natural Resources Lab	1
NR 41A,B	Native Plants	1-3
BUAC 66	Intro to Accounting	3
CIS 70A	Computer Business Appl/Windows	3

Required Subtotal 30

Elective Subtotal (with advisor approval) 8

CERTIFICATE TOTAL 38

Advisor: J. Place



Student garden on campus; photo courtesy of Jeff Place and Valorie Loew, Environmental Horticulture Faculty

**TURFGRASS MANAGEMENT
ASSOCIATE OF SCIENCE DEGREE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
OH 1	Horticulture	3
OH 1L	Horticulture Lab	1
OH 4	Turfgrass Management	2
OH 4L	Turfgrass Management Lab	1
OH 8	Landscape Management	3
OH 16	Arboriculture	2
OH 24	Adv Turfgrass Mgmt	3
OH 27	Turfgrass Pest Management	3
OH 30	Landscape Equipment	2
OH 46	Landscape Irrig. Systems	2
OH 46L	Landscape Irrig. Systems Lab	1
OH 95A-B	Work Experience (Internship)	2
AGPS 1	Soils and Plant Nutrition	4
AGPS 32	Pesticide Laws & Regulations	2
AGBU 59A	Leadership	1
AGBU 59B	Careers	1

Electives - 8 units to be chosen from the following:		
AGPS 2	Entomology-Gen. & Applied	4
OH 5A	Ornamental Plant Id.	3
OH 9	Landscape Planning/Design	3
OH 20	Landscape Construction	2
OH 25	Specialized Turfgrass Mgmt	3
OH 33	Golf Car Maintenance	2
OH 34	Golf Course Management	3
OH 95A-D	Work Experience (Internship)	1-4
NR 1	Conserv of Natural Resources	3
NR 1L	Consv Natural Resources Lab	1
NR 41A,B	Native Plants	1-3
BUAC 66	Intro to Accounting	3
CIS 70A	Computer Business Appl/Windows	3
Subtotal		33
Elective Subtotal (with advisor approval)		8
General Education Requirements		18
Physical Education Activities		2
DEGREE TOTAL		61

Advisor: J. Place

56 Air Conditioning/HVAC

AIR CONDITIONING/HVAC

Air Conditioning/HVAC courses are designed to be as flexible as possible to best serve student needs. Courses required in occupational areas are so listed because of the thinking of members of the General Technical Advisory Committee and other individuals' experiences in the specific occupational areas. A student's own background experience may dictate variances in total requirements.

Courses listed in transfer curricula afford opportunities for course selection that should be based on the requirements of the institution to which the individual student will later transfer.

AIR CONDITIONING AND REFRIGERATION CERTIFICATE FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
ACR 60	Air Cond/Refrig I	3
ACR 61	Air Cond/Refrig II	3
ACR 64	Air Cond/Refrig Elec I	3
ACR 65	Air Cond/Refrig Elec II	3
ACR 81	Heating I	2
ACR 82	Heating II	2
Required Subtotal		16

Technical Electives - 8 units from the following:

ACR 48A	Seminar (Refrigerant Mgmt. and EPA Certification)	1
ACR 62	Air Conditioning III	3
ACR 63	Air Conditioning IV	3
ACR 66	Air Cond Load Estimating	1
ACR 68	Air Dist Sys Design	1
ACR 74	ACR System Access	2
Technical Electives Subtotal:		8

Other Electives: 3-4 units from the following (with advisor approval)

AUTO 60A	Auto Air Conditioning I	2
BIT 2	Building & Mechanical Codes	3
BUAC 1	Accounting I	3
BUAC 66	Intro to Accounting	3
BUMA20A	Business Law	3
CIS 70A	Computer Business Appl/Windows	3
MATH 50	Elementary Algebra	4
Other Electives Subtotal		3-4

CERTIFICATE TOTAL 27-28

AIR CONDITIONING AND REFRIGERATION ASSOCIATE OF SCIENCE DEGREE

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
ACR 60	Air Cond/Refrig I	3
ACR 61	Air Cond/Refrig II	3
ACR 64	Air Cond/Refrig Elec I	3
ACR 65	Air Cond/Refrig Elec II	3
ACR 81	Heating I	2
ACR 82	Heating II	2
Required Subtotal		16

Technical Electives - 24 units from the following:

ACR 48A	Seminar (Refrigerant Mgmt. and EPA Certification)	1
ACR 62	Air Conditioning III	3
ACR 63	Air Conditioning IV	3
ACR 66	Air Cond Load Estimating	1
ACR 68	Air Distribution Systems	1
ACR 74	ACR System Access	2
ARCH 11	Architectural Blueprint Reading	3
AUTO 60A	Auto Air Conditioning I	2
AUTO 60B	Auto Air Conditioning II	2
BIT 2	Building & Mechanical Codes	3
BUAC 1	Accounting I	3
BUMA 20A	Business Law	3
CIS 70A	Computer Business Appl/Windows	3
Elective Subtotal		24
General Education Requirements*		18
Physical Education Activities		2
DEGREE TOTAL		60

*To include: NR 1 Conv of Natrl Resrces (3)

Advisor: J. LaFontaine

ARCHITECTURE/ENVIRONMENTAL DESIGN

Architecture/Environmental Design programs have a common objective - to help students be prepared to understand issues related to the betterment of the human physical environment. This is accomplished by interrelated course offerings in Architecture, Construction Management, Landscape Design, Drafting/CAD, and Building Inspection Technology. These courses and programs endeavor to give the student a technical background, a set of social values, and a range of occupational skills, which result in creative expression.

The various curricula in Architecture/Environmental Design are intended to be as flexible as possible to best serve student needs. These programs have a common core of courses which provides undecided students an opportunity to change disciplines within the Architecture/Environmental Design group without backtracking and starting over. It also offers students valuable insights into other related disciplines and occupations.

Transfer programs include courses that are designed to meet the requirements of selected universities. All students should meet with their Faculty Advisor each semester to develop and update their Student Education Plan (SEP) for course sequencing and for matching course requirements for transfer institutions.

Occupational programs include courses that are designed to meet the current technological requirement of the design/construction workplace. Students in occupational programs should meet with their Faculty Advisor each semester to develop and update their Student Education Plan. These programs are designed to prepare students for employment upon graduation.

Advisor: D. Bitanga

ARCHITECTURAL TECHNOLOGY CERTIFICATE

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
ARCH 1	Intro to Architectural Professions ...	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 6	Architectural Delineation	2.5
ARCH 11	Architectural Blueprint Reading	3
BIT 1	California Building Codes	3
DRA 1	Technical Drafting I	3
DRA 8	AutoCAD Level I	2
DRA 9	AutoCAD Level II	2
DRA 10	Drafting/Design CAD Project	2
CIS 70A	Computer Business Appl/Windows	3
CERTIFICATE TOTAL		35.5

ARCHITECTURAL TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u> 34 units to be chosen from the following (with Advisor approval)		
ARCH 1	Intro to Architectural Professions ...	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 6	Architectural Delineation	2.5
ARCH 8	Architectural Design Fund I	3
ARCH 9	Architectural Design Fund II	3
ARCH 10	Environmental Control Systems	3
ARCH 11	Architectural Blueprint Reading	3
ARCH 14	History of Architecture I	3
DRA 1	Technical Drafting I	3
DRA 8	AutoCAD Level I	2
DRA 9	AutoCAD Level II	2
DRA 10	Drafting/Design CAD Project	2
Required Subtotal		34
Elective Subtotal (with Advisor approval)		6
General Education Requirements		18
Physical Education Activities		2
DEGREE TOTAL		60

58 Architecture/Environmental Design

ARCHITECTURE ASSOCIATE OF SCIENCE DEGREE

AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
ARCH 1	Intro to Architectural Professions ...	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 6	Architectural Delineation	2.5
ARCH 8	Architectural Design Fund I	3
ARCH 9	Architectural Design Fund II	3
ARCH 10	Environmental Control Systems	3
ARCH 14	History of Architecture	3
ARCH 17	Arch. Design Fund. III	3
DRA 8	AutoCAD Level I	2
DDP 1	Computer Graphics I	3
CIS 70A	Computer Business Appl/Windows	3

Required Subtotal	40.5
General Education Requirements* (Option 3 - confer with advisor)	18
Transferable Electives (confer with advisor)	2
Physical Education Activities	2.0
DEGREE TOTAL	62.5

*Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate course selection.

Advisor: D. Bitanga

BUILDING INSPECTION TECHNOLOGY CERTIFICATE

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
BIT 1	California Building Codes	3
BIT 2	Building & Mechanical Codes	3
BIT 3	Building & Plumbing Codes	3
BIT 4	Building & Electrical Codes	3
BIT 26	Building II and Fire Codes	3
ARCH 2	Materials of Construction	4
ARCH 11	Architectural Blueprint Reading	3
CIS 70A	Computer Business Appl/Windows	3
CERTIFICATE TOTAL	25	

CONSTRUCTION MANAGEMENT CERTIFICATE

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
ARCH 1	Intro to Architectural Professions ...	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 11	Architectural Blueprint Reading	3
BIT 1	California Building Code	3
BIT 26	Building II & Fire Codes	3
CM 1	Intro to Construction Mgmt	2
CM 2	Intro to Urban Planning	3
DRA 8	AutoCAD Level I	2
CIS 70A	Computer Business Appl/Windows	3
CERTIFICATE TOTAL	29	

CONSTRUCTION MANAGEMENT ASSOCIATE OF SCIENCE DEGREE

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
ARCH 1	Intro to Architectural Professions ...	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 11	Architectural Blueprint Reading	3
ARCH 14	History of Architecture	3
BIT 1	California Building Code	3
BIT 26	Building II & Fire Codes	3
CM 1	Intro to Construction Mgmt	2
CM 2	Intro to Urban Planning	3
DRA 8	AutoCAD Level I	2
DRA 9	AutoCAD Level II	2
Required Subtotal	33	
Electives - 9 units from the following:		
ARCH 3B	Architectural Practice II	3
BIT 2	Building & Mechanical Codes	3
BIT 3	Building & Plumbing Codes	3
BIT 4	Building & Electrical Codes	3
CM 3	Site & Terrain Analysis	3
CM 4	Construction Law Survey	3
CM 5	Construction Planning	3
Required Subtotal	33	
Elective Subtotal	9	
General Education Requirements	18	
Physical Education Activities	2	
DEGREE TOTAL	62	

**CONSTRUCTION MANAGEMENT
ASSOCIATE OF SCIENCE DEGREE**

AND TRANSFER PREPARATION

Dept. No. Title Units

Required Courses:

ARCH 1	Intro to Architectural Professions ...	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 14	History of Architecture	3
BIT 1	California Building Code	3
BIT 26	Building II & Fire Codes	3
CM 1	Intro to Construction Mgmt	2
CM 2	Intro to Urban Planning	3
DRA 8	AutoCAD Level I	2
Required Subtotal		28

Electives - 9 units from the following:

ARCH 3B	Architectural Practice II	3
BIT 2	Building & Mechanical Codes	3
BIT 3	Building & Plumbing Codes	3
BIT 4	Building & Electrical Codes	3
CM 3	Site & Terrain Analysis	3
CM 4	Construction Law Survey	3
CM 5	Construction Planning	3

Required Subtotal 28

Elective Subtotal 9

General Education Requirements*

(Option 3 - confer with advisor) 18

Transferable Electives (confer with advisor) 3

Physical Education Activities 2

MINIMUM DEGREE TOTAL 60

*See General Education Requirements of Transfer Institution. Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate course selection.

Advisor: D. Bitanga

ART

The Art Department of the College of the Desert offers a variety of courses to allow for individual interest. Students wishing to major in Art should first confer with an advisor to discuss career and possible transfer plans in order that specific requirements can be met. The course offerings at College of the Desert coincide with lower division courses offered at four-year institutions. If students intend to transfer to a specific four-year college after attending the College of the Desert, they should take into account future requirements of that transfer institution when planning a program. Students planning to transfer to a four-year program are advised to include Three-Dimensional Design in their program of study.

The College of the Desert offers an Associate of Arts Degree in Art not only for the Art Major who wishes to pursue a General Art study, but also for students who wish to pursue a specialized Art Program. On the following page is a list of Art curricula showing the many Art Major Programs offered by the Department of Art.

**ART
ASSOCIATE OF ARTS DEGREE**

AND TRANSFER PREPARATION

Dept. No. Title Units

Required Art Courses:

ART 1A	Drawing/Composition	3
ART 3A	Basic Design/Color	3
ART 2A	History of Art	3
OR ART 2B	History of Art (3)	
ART 2C	History of Modern Art	3
Total Required Art Courses		12

General Art Major:

ART	Required Art Courses	12
ART 4	Three-Dimensional Design	3
Additional Required Art Electives		9
Art Total		24

Art Major/Emphasis in Three-Dimensional Design:

ART	Required Art Courses	12
ART 4	Three-Dimensional Design	3
9 units from: Ceramics, Ceramic Sculpture, Sculpture, or Papermaking		9
Art Total		24

Art Major with Emphasis in Painting:

ART	Required Art Courses	12
ART 5	Life Drawing	3
ART 21,23,25	Painting	6
Art Total	21

Art Major with Emphasis in Photography:

ART	Required Art Courses	12
ART 30A,B	Photography	6
ART 31	Digital Photography	3
ART 33	History of Photography	3
Art Total	24

Art Major with Emphasis in Art History:

ART	Required Art Courses	12
ART 2A or B	Art History (in addition to Required Art Courses 2A or B)	3
ART 2D	History of Postmodert Art	3
OR ART 33	History of Photography (3)	3
ART	Art Electives	6
Art Total	24

Art Major with Emphasis in Drawing:

ART	Required Art Courses	12
ART 6	Int/Adv Design & Color	3
ART 5A	Life Drawing	3
6 units from: ART 1B, 5B or 18A	6
Art Total	24

Art Major with Emphasis in Printmaking:

ART	Required Art Courses	12
ART 6	Int/Adv Design & Color	3
OR ART 21, 23, 25	Painting (3)	3
OR ART 30	Photography (3)	3
9 units from: ART 9A,B, 14A-D	9
Art Total	24

Art Major with Emphasis in Graphic Design:

ART	Required Art Courses	12
ART 6	Int/Adv Design & Color	3
ART 40	Graphic Design I	3
ART 41	Graphic Design II	3
DDP 1	Computer Graphics I	3
Art Total	24

FOR ALL ART MAJORS:

ART	Subtotal	21-24
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-69

Advisors: J. Cook, R. Evans, W. Kohl

AUTOMOTIVE TECHNOLOGY

Automotive curriculum is designed to be as flexible as possible to best serve student needs. Courses required in the occupational areas are so listed because of the thinking of members of the General Technical Advisory Committee and other individuals' experiences in the specific occupational areas. A student's own background experience may dictate variances in total requirements.

Courses listed in transfer curricula afford opportunities for course selection that should be based on the requirements of the institution to which the individual student will later transfer.

AUTOMOTIVE CERTIFICATE PROGRAMS

The Automotive certificate programs are in the areas of certification as outlined by the ASE. Upon completion of a certificate program, the student should be ready for employment in that specialty area and also be prepared to take the ASE Mechanic's certification test in the same area.

AUTOMATIC TRANSMISSIONS CERTIFICATE

FOR EMPLOYMENT PREPARATION AS AN AUTOMATIC TRANSMISSION AND TRANSAXLE SPECIALIST

Dept. No.	Title	Units
<u>Required Courses:</u>		
AUTO 1	Auto Principles I (or equivalent)	2
AUTO 64A	Automatic Transmission I	2
AUTO 64B	Automatic Transmission II	2
CERTIFICATE TOTAL		6

AUTOMOTIVE AIR CONDITIONING CERTIFICATE

FOR EMPLOYMENT PREPARATION AS AN AUTOMOTIVE AIR CONDITIONING SPECIALIST

Dept. No.	Title	Units
<u>Required Courses:</u>		
AUTO 1	Auto Principles I	2
	(or equivalent)	
AUTO 60A	Auto Air Conditioning I	2
AUTO 60B	Auto Air Conditioning II	2
CERTIFICATE TOTAL		6

BRAKE TECHNOLOGY CERTIFICATE

FOR EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

AUTO 1	Auto Principles I (or equivalent)	2
AUTO 30	Auto Brake Systems.....	2
AUTO 32	Anti-skid Brake Systems	1
CERTIFICATE TOTAL		5

ENGINE REBUILDING CERTIFICATE

FOR EMPLOYMENT PREPARATION

AS AN AUTOMOTIVE ENGINE REBUILDING SPECIALIST

Dept. No. Title Units

Required Courses:

AUTO 1	Auto Principles I (or equivalent)	2
AUTO 63A	Engine Rebuild I	2
AUTO 63B	Engine Rebuild II	2
CERTIFICATE TOTAL		6

Advisor: L. DaShiell

STANDARD TRANSMISSIONS

CERTIFICATE

FOR EMPLOYMENT PREPARATION

AS AN AUTOMOTIVE STANDARD TRANSMISSION AND DRIVETRAIN
SPECIALIST

Dept. No. Title Units

Required Courses:

AUTO 1	Auto Principles I (or equivalent)	2
AUTO 65A	Standard Transmission I	2
AUTO 65B	Standard Transmission II	2
CERTIFICATE TOTAL		6

SUSPENSION & ALIGNMENT

CERTIFICATE

FOR EMPLOYMENT PREPARATION

AS AN AUTO ALIGNMENT AND SUSPENSION TECHNICIAN

Dept. No. Title Units

Required Courses:

AUTO 1	Auto Principles I (or equivalent)	2
AUTO 33	Suspension & Alignment	2
AUTO 34	Automotive Steering	2

CERTIFICATE TOTAL 6

Advisor: L. DaShiell

**ADVANCED TRANSPORTATION
TECHNOLOGIES**

The Advanced Transportation Technologies Degree program offers students the opportunity to learn the academic and occupational skills needed by future entry-level technicians in the transportation industry.

The curriculum, developed with industry guidance, prepares students with foundation courses and then focuses on the new electronic technologies and light, medium, and heavy-duty alternative fueled vehicles introduced by major manufactures.

The degree program emphasis is on engine performance; lean burn technology, vehicle computers, electronic controls, diagnostics, and alternative fuels. In addition to the degree option the Advanced Transportation Technologies program is designed to be as flexible as possible offering students, and working technicians, the opportunity to earn certificates in engine performance and emission control, gaseous fuels, and vehicle electronics.

As students progress through the program, they will be exposed to the aspects of the transportation industry that includes personal planning and management, labor and teamwork, development of advanced technical knowledge, health and safety, and environmental issues.

Advisor: L. DaShiell

62 Advanced Transportation Technologies

ADVANCED TRANSPORTATION TECHNOLOGIES ASSOCIATE OF SCIENCE DEGREE

FOR EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

AUTO 5	AT Power Train Technology	4
AUTO 6	AT Chassis Principles	4
AUTO 7	AT Vehicle Electrical Systems	3.5
AUTO 8	AT Adv. Vehicle Electrical Systems..	3
AUTO 9	AT Basic Fuel Cells/Hybrid Drives ...	3
AUTO 51	AT Basic Engine Performance	3.5
AUTO 52	AT Engine Performance II	3
AUTO 53	AT Engine Performance III	3
AUTO 54	AT Clean Air Car Course	4.5
AUTO 56	AT Compressed Natural Gas/ Liquefied Petroleum Gas.....	4

Required Subtotal 35.5

Recommended General Education Courses:

ENG 1A	Composition	4
HIST 17	U.S. History	3
MATH 40	Intermediate Algebra	4
NR 1	Cons of Natural Resources	3
PH 1	How Things Work	4
PHIL 14	Introduction to Ethics.....	3
SP 1	Intro to Interpersonal Comm	3
Required Subtotal		35.5
General Education Requirements		24
Physical Education Activities		2
DEGREE TOTAL		61.5

CIS 70A is recommended as an elective if students have not had previous computer experience.

Note: If a student is short of units after the required classes have been completed, up to 8 units of college Work Experience classes may be included as elective units in the A.S. Degree total.

AUTOMOTIVE PERFORMANCE AND EMISSION CONTROL TECHNICIAN CERTIFICATE

FOR EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

AUTO 5	AT Power Train Technology	4
AUTO 7	AT Vehicle Electrical Systems	3.5
AUTO 9	AT Basic Fuel Cells/Hybrid Drives ...	3
AUTO 51	AT Basic Engine Performance	3.5
AUTO 52	AT Engine Performance II	3
AUTO 53	AT Engine Performance III	3
AUTO 54	AT Clean Air Car Course	4.5

CERTIFICATE TOTAL 24.5

Note: All of the above listed courses are required for the Associate degree in Advanced Transportation Technologies.

AUTOMOTIVE GASEOUS FUELS TECHNICIAN CERTIFICATE

FOR EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

AUTO 5	AT Power Train Technology	4
AUTO 7	AT Vehicle Electrical Systems	3.5
AUTO 51	AT Basic Engine Performance	3.5
AUTO 52	AT Engine Performance II	3
AUTO 53	AT Engine Performance III	3
AUTO 56	AT Compressed Natural Gas/ Liquefied Petroleum Gas.....	4

CERTIFICATE TOTAL 21

Note: All of the above listed courses are required for the Associate degree in Advanced Transportation Technologies.

AUTOMOTIVE ELECTRICAL TECHNICIAN CERTIFICATE

FOR EMPLOYMENT PREPARATION

Dept. No. Title Units

Required Courses:

AUTO 5	AT Power Train Technology	4
AUTO 7	AT Vehicle Electrical Systems	3.5
AUTO 8	AT Adv. Vehicle Electrical Systems..	3
AUTO 9	AT Basic Fuel Cells/Hybrid Drives ...	3

CERTIFICATE TOTAL 13.5

Note: All of the above listed courses are required for the Associate degree in Advanced Transportation Technologies.

Advisor: L. DaShiell

BUSINESS

Courses in the Business Department have been developed for students who wish to:

1. Meet occupational qualifications of business and industry, or
2. Meet lower division requirements for transfer to a four-year college or university to obtain a Bachelor's and/or advanced degree in business, or
3. Survey the business field to determine personal aptitudes for, and interests in, a business career or as general preparation for dealing with the business community.

Occupational curricula are designed to prepare students, in two years or less, to enter a vocational field and successfully pursue an occupation. Students having such occupational goals should follow suggested curricula listed in this department section. Included in the suggested curricula are the core business courses basic to each occupational program. Students should consult their advisors to determine additional courses, within and outside the Business and Hospitality Industries Division, which are most appropriate to individual objectives.

Advisors:

- Z. Becker** Computer Information Systems
- S. Beno** Hotel/Restaurant Management
- S. Brandon** Computer Information Systems
- C. Decker** Computer Information Systems
- T. Gillman** Computer Information Systems,
Computer Science
- R. Immenhausen** Supervision & Management
- M. Manis** Accounting
- T. Manzoni** Golf Management
- H. Shahidi** Economics
- F. Watson** .. Accounting, Business Adm., Hotel/
.. Restaurant Mgmt., Gen. Business,
..... Supervision & Management

**ACCOUNTING CERTIFICATE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
BUAC 1	Accounting I	3
BUAC 2	Accounting II	3
BUAC 4	Tax Accounting I-Individuals	3
BUAC 5	Tax Accounting II-Small Bus/Corp...	3
BUAC 10	Computer Accounting	3
CIS 70A	Computer Business Appl/Windows	3
OR CIS 72D	Excel (3)	
Required Subtotal		18
Note: BUAC 66 is a prerequisite for BUAC 1		
Recommended Electives (Choose 4 courses):		
BUAC 6	Intro to Management Accounting ...	3
BUAC 8	Real Estate and Const. Accounting.	3
BUAC 9	Hospitality Mgmt. Accounting.....	3
BUFI 12	Money Mgmt/Planning	3
BUFI 13	Investment Opportunities	3
BUMA1	Principles of Management	3
BUMA10	Introduction to Business	3
OR BUMA 20A	Business Law (3)	
ECON 1	Principles of Macroeconomics	3
MATH 14	Statistical Methods	4
OR SOC 3	Fund. of Statistics (3)	
Required Subtotal		18
Elective Subtotal		12-13
CERTIFICATE TOTAL		30-31

Advisors: M. Manis, F. Watson

64 Business

BUSINESS ADMINISTRATION ASSOCIATE OF ARTS DEGREE

AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
BUAC 1	Accounting I	3
BUAC 2	Accounting II	3
BUAC 6	Intro to Management Accounting ...	3
BUMA20A	Business Law	3
BUMA20B	Business Law	3
CIS 70A	Computer Business Appl/Windows	3
ECON 1	Principles of Macroeconomics	3
ECON 2	Principles of Microeconomics	3
Required Subtotal		24
General Education (Option 1 or 2)		34-43
Physical Education Activities		2
DEGREE TOTAL		60-69

Note: All students majoring in Business Administration are encouraged to take either Math-010 or Math-014 as partial fulfillment of the lower division General Education requirements for transfer to either CSU or UC. However, because Math requirements vary among institutions, each student should consult their intended transfer institution to verify that they have satisfied that institution's lower division General Education mathematics requirement.

Advisor: F. Watson

COMPUTER INFORMATION SYSTEMS

The Computer Information Systems program encompasses a broad area of study which includes basic computer concepts and microcomputer business applications. This program prepares students for entry-level positions, or for transfer to a four-year educational institution. Software studies include the latest versions of Windows, the Microsoft Office Suite, Internet applications, desktop and Web publishing. Courses are designed to develop basic and advanced computer skills and to develop problem-solving strategies.

The certificate and AA degree require 30 and 62 units respectively, with an emphasis on microcomputer application courses which prepare students for immediate entry into the job market. The AA degree also requires 18 units of general education.

For students who intend to transfer to a four-year institution, the major and/or general education

requirements may differ. If you plan to transfer, you should (1) refer to the transfer degree requirements in this catalog; (2) consult the catalog of your prospective transfer institution; and (3) schedule an appointment with a counselor to develop a plan of study before you begin your program.

**Advisors: Z. Becker, S. Brandon
C. Decker, T. Gillman**

COMPUTER INFORMATION SYSTEMS CERTIFICATE

FOR EMPLOYMENT PREPARATION

Dept. No. Title Units
Required Courses (9 units):

CIS 70A	Computer Business Appl/Windows	3
CIS 70B	Windows and Internet	3
CS 73	Intro to Computer Science	3

Business Applications (18 units):

CIS 72D	Excel	3
CIS 73C	Access	3
CIS 74	PowerPoint	3
CIS 75	Front Page	3
CIS 76B	Word	3
CIS 82C	Web Publishing I	3

Elective Courses (Select 3 units):

CIS 70C	Inside Your Computer	3
CIS 82D	Computer Graphics I	3
CIS 83C	Web Publishing II/Java Script	3
CIS 83D	Computer Graphics II	3
CIS 84C	Web Publishing III/Perl	3
CS 72D	Intro to Networking	3
CS 86	Visual Basic Programming I	3
CS 87	Assembler Language Programming	4
CS 89	C++ Programming I	3
CS 89A	C++ Programming II	3
BUAC 1	Accounting I	3
BUAC 66	Intro to Accounting	3
BUMA 10	Intro to Business	3
BUMA 28	Small Business: Dev/Mgmt	3

Required Courses	9
Business Applications	18
Electives	3

CERTIFICATE TOTAL 30

Note: To ensure an individualized educational plan, we *strongly* urge students to meet with an Academic Advisor before selecting courses from these categories. Some course substitutions may be approved.

**COMPUTER INFORMATION SYSTEMS
ASSOCIATE OF ARTS DEGREE
FOR EMPLOYMENT PREPARATION**

Dept. No. Title Units
Required Courses (9 units):

CIS	70A	Computer Business Appl/Windows	3
CIS	70B	Windows and Internet.....	3
CS	73	Intro to Computer Science	3

Business Applications (18 units):

CIS	72D	Excel	3
CIS	73C	Access	3
CIS	74	PowerPoint	3
CIS	75	Front Page	3
CIS	76B	Word.....	3
CIS	82C	Web Publishing I	3

Elective Courses (Select 15 units):

CIS	70C	Inside Your Computer	3
CIS	82D	Computer Graphics I	3
CIS	83C	Web Publishing II/Java Script	3
CIS	83D	Computer Graphics II	3
CIS	84C	Web Publishing III/Perl	3
CS	72D	Intro to Networking	3
CS	86	Visual Basic Programming I.....	3
CS	87	Assembler Language Programming	4
CS	89	C++ Programming I.....	3
CS	89A	C++ Programming II.....	3
BUAC	1	Accounting I	3
BUAC	66	Intro to Accounting	3
BUMA	10	Intro to Business	3
BUMA	28	Small Business: Dev/Mgmt	3

Required Courses	9
Business Applications	18
Electives	15
General Education Requirements	18
Physical Education Activities	2
DEGREE TOTAL	62

COMPUTER SCIENCE

The Computer Science program prepares students for transfer to a four-year educational institution. There are courses in C++ and assembly language designed to emphasize structured programming concepts that can be applied to any educational environment.

The transfer AA degree requires 60 units with the emphasis on attaining the technical skills which are required for success in a computer science program at a four year institution.

**COMPUTER SCIENCE
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

Dept. No. Title Units
Required Transfer Courses :

CS	73	Intro to Computer Science	3
CS	86	Visual Basic Programming I.....	3
CS	87	Assembler Lang Program.	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3
MATH	2A	Multivariate Calculus	5

Required Transfer Subtotal	21
General Education** (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2

DEGREE TOTAL 60

**Must include:

PH 2A&B	College Physics	(4)(4)
OR PH 4A&B	Engineering Physics.....	(5)(5)

Advisor: T. Gillman

**ECONOMICS
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

Dept. No. Title Units
Required Courses:

BUAC	1	Accounting I	3
BUAC	2	Accounting II	3
CIS	70A	Computer Bus Appl/Windows	3
BUMA	20A	Business Law	3
ECON	1	Principles of Macroeconomics	3
ECON	2	Principles of Microeconomics	3
SOC	3	Fund. of Statistics	3
OR MATH	14	Statistical Methods(4)	

Required Subtotal	21-22
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2

DEGREE TOTAL 60-67

Advisor: H. Shahidi

66 Business

GENERAL BUSINESS ASSOCIATE OF ARTS DEGREE FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
BUAC 1	Accounting I	3
BUAC 2	Accounting II	3
BUAC 10	Computer Accounting	3
BUMA1	Principles of Management	3
BUMA 10	Intro. to Business	3
CIS 70A	Computer Bus Appl/Windows	3
ECON 1	Principles of Macroeconomics	3
ECON 2	Principles of Microeconomics	3
OR ECON 11, Int'l Econ.Relat'ns (3)		
<u>Electives</u> (18 units) to be selected from the following areas with consent of an advisor: Accounting, Agri/Business, Business Law, Computer Science, Computer Information Systems, Economics, Finance, Hotel/Restaurant Management, Management, Marketing		
Required Courses Subtotal		24
Recommended Electives		18
General Education Requirements		18
Physical Education Activities		2
DEGREE TOTAL		62

Advisor: F. Watson

GOLF MANAGEMENT CERTIFICATE FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
BUMA 10	Intro to Business	3
BUMA 24	Resort Personnel/Human Rel	3
BUMA 25	Golf Shop Operations	2
GOLF 29	Methods of Teaching Golf	2
GOLF 30	Short Game and Putting	2
GOLF 32	Teaching Lab	2
GOLF 34	Club Design and Repair	2
GOLF 36	Fund. and Rules of Golf	2
OH 33	Golf Car Maintenance	2
OH 34	Golf Course Management	3
SP 4	Public Speaking	3
CERTIFICATE TOTAL		30

Advisor: T. Manzoni

GOLF MANAGEMENT ASSOCIATE OF ARTS DEGREE FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
AGPS 5	Plant Science	3
AGPS 5L	Plant Science Lab	1
BUMA 10	Intro to Business	3
BUMA 24	Resort Personnel/Human Rel	3
BUMA 25	Golf Shop Operations	2
GOLF 29	Methods of Teaching Golf	2
GOLF 30	Short Game and Putting	2
GOLF 32	Teaching Lab	2
GOLF 34	Club Design and Repair	2
GOLF 36	Fund. and Rules of Golf	2
OH 33	Golf Car Maintenance	2
OH 34	Golf Course Management	3
SP 4	Public Speaking	3
Required Subtotal		30
<u>Recommended Electives</u> (12 units):		
AGPS 1	Soils and Plant Nutrition	4
AGPS 30	Agri Chemical Appl Safety	4
BUMA 1	Principles of Management	3
BUMA 20A	Business Law	3
BUMA27	Marketing	3
BUSM 82	Purchasing	2
CIS 70A	Computer Bus Appl/Windows	3
ECON 1	Principles of Macroeconomics	3
OH 4	Turfgrass Management	2
OH 8	Park and Landscape Mgmt	3
OH 9	Landscape Planning&Design	3
OH 20	Landscape Construction	2
OH 30	Landscape Equipment	3
OH 46	Landscape Irrigation Systems	2
PE 86	Tennis	1
RE 1	Intro to Community Recreation	3
RE 2A	Recreation Field Work	1
Required Subtotal		30
Elective Subtotal		12
General Education Requirements		18
DEGREE TOTAL		60

Advisor: T. Manzoni

**HOTEL AND RESTAURANT
MANAGEMENT
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

This degree satisfies the lower division core courses and general education requirements leading to a B.S. degree in Hotel and Restaurant Management from California State Polytechnic University, Pomona.

Dept. No.	Title	Units
<u>Required Courses:</u>		
BUAC 1	Accounting I	3
BUAC 2	Accounting II	3
BUHM 50	Intro to Hospitality Industry	3
BUHM 63	Hotel & Restaurant Operations	3
BUMA 20A	Business Law	3
CART 1	Sanitation, Safety & Equipment	3
CART 3	Principles of Cooking	5
Required Subtotal		23
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		1
Physical Education Activities		2
DEGREE TOTAL		60-68

Advisors: S. Beno, F. Watson

SUPERVISION & MANAGEMENT

This curriculum is designed to offer a major in management for the employed working manager and people wishing to prepare for a career in management. A certificate is awarded and an Associate Degree may be earned built around a core program and electives approved by the Program Advisor.

Management as a discipline is an accumulated body of knowledge that can be learned by study. Management is a subject with principles, concepts, and theories, which we study to understand and learn practical applications in the process of managing.

The paradigm of quality management, globalization, and worker empowerment are emphasized throughout the curriculum to prepare the student for the ever changing world of work and managing human resources in the millennium ahead.

**SUPERVISION & MANAGEMENT CERTIFICATE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
BUSM 91	Elements of Supervision	2

BUSM 92	Psychology for Supervisors	2
BUSM 93	Human Relations	2
BUSM 94	Communication for Supervisors	3
Required Subtotal		9
Elective Subtotal		<u>16</u>
CERTIFICATE TOTAL		25

Electives to be selected from eight (8) of other Supervision classes offered; at two (2) units each for a total of 16 units.

Advisors: R. Immenhausen, F. Watson

**SUPERVISION AND MANAGEMENT
ASSOCIATE OF ARTS DEGREE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
BUSM 70	Affirm. Action for Supervisors	2
BUSM 81	Quality Management	2
BUSM 82	Purchasing	2
BUSM 83	Developing Employees Through Training	2
BUSM 84	Job Analysis for Wage Admin.	2
BUSM 91	Elements of Supervision	2
BUSM 92	Psychology for Supervisors	2
BUSM 93	Human Relations	2
BUSM 94	Communication for Supervisors	3
BUSM 96	Labor-Mgmt. Relations	2
BUSM 97	Org. Patterns & Mgmt.	2
BUSM 98	Work Simplification	2
BUSM 99	Cost Control for Supervisors	2

Four (4) units from the following may be substituted for any two (2) of the above courses:

BUSM 71	Safety Management	2
BUMA 1	Principles of Management	3
BUMA 10	Introduction to Business	3
BUMA27	Marketing	3

Electives (15 units) to be selected from the following course codes with consent of an advisor: AGBU, BUAC, BUFI, BUHM, BUMA, CIS, CS, ECON

Required Subtotal		27
Elective Subtotal		15
General Education Requirements		<u>18</u>
DEGREE TOTAL		60

Advisors: R. Immenhausen, F. Watson

68 Communication

COMMUNICATION

The Communication Department offers a wide range of programs to help students reach their objective. Courses include: Communication, Composition, Literature, English as a Second Language, Journalism, Mass Communication, Radio-Television, Reading, and Speech.

Communication offers exciting, enriching, and challenging educational opportunities for students in Transfer and Occupational (Non-transfer) programs. Language is vital to our most important achievements. We must utilize both the written and spoken word to attain our goals, and appreciate a diversity of perspectives, cultures, and languages to fulfill our human potential.

ESL, English as a Second Language, is a credit program especially developed for non-native speakers of English and for those who speak English as a second language. The credit ESL program offers multi-level courses in writing, reading and speaking to prepare students for the demands of higher education or a vocational diploma. (See *Developmental Education* for the non-credit ESL program.)

Foreign Language (American Sign Language, French, German, Italian, Japanese, and Spanish) is a department within the Communication Division and is listed separately.

NOTE: Students applying any of the Communication required courses to their general education package will make up an equivalent number of units by additional study in the major, chosen in consultation with an advisor from the Communication Department.

COMMUNICATION ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept.	No.	Title	Units
<u>Required Core Courses:</u>			
ENG	1A	Composition	4
ENG	1B	Literature & Composition	3
SP	1	Intro. to Interpersonal Comm.	3
SP	7	Decision Making/Advocacy	3
MC	1	Mass Media in Amer. Culture	3
SP	4	Public Speaking.....	3
OR	SP 5	Group Discussion/Leadership (3)	
AND		One of the following	3
ENG	5A or 5B	Creative Writing (3)	
ENG	41	Technical & Professional Writing (3)	
J	3A	News Reporting & Writing (3)	
J	10	Magazine Writing & Production (3)	
RTV	5	Radio&Television Writing (3)	
Required Subtotal			22
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			61-67

Advisors: **S. Acree, B. Crites, D. Diamond,
A. DiBello, L. Lawliss, J. Mandes,
L. Morante, R. Nolan, R. Rawnsley,
J. Tapleshay**

**COMPOSITION
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

Dept. No. Title Units

Required Courses:

ENG 1A Composition 4
ENG 1B Composition/Literature 3

Plus two courses from the following:

ENG 5A Creative Writing 3
ENG 23 Intro to Autobiography 3
J 3A News Reporting 3
J 10 Magazine Writing & Production 3
RTV 5 Radio & Television Writing 3

At least three courses from the following:

ENG 10A American Literature I 3
ENG 10B American Literature II 3
ENG 11A Survey of English Lit 3
ENG 11B Survey of English Lit 3
ENG 12A World Literature I 3
ENG 12B World Literature II 3
ENG 14 Shakespeare 3
ENG 15 The Short Story 3
ENG 16 Literature of the Desert 3
ENG 17 Women in Literature 3
ENG 18 Introduction to Poetry 3
ENG 21 Intro to Latin American/Chicano Lit 3
ENG 22 Intro to African American Literature 3
ENG 24 Native American Literature 3
ENG 25 Intro to the Novel 3
ENG 31 The Old Testament 3
ENG 32 The New Testament 3
ENG 35 Myth and Legend 3
SP 4 Public Speaking 3
SP 7 Decision Making/Advocacy 3
TA 69A,B Dramatic Literature 3,3
MC 1 Mass Media in Amer. Culture 3
Required Subtotal 22
General Education (Option 1* or 2) 34-43
*Transferable Electives (as needed) 3
Physical Education Activities 2
DEGREE TOTAL 61-67

**Advisors: S. Acree, D. Diamond, A. DiBello,
L. Lawliss, L. Morante, R. Nolan,
R. Rawnsley, J. Tapleshay**

**LITERATURE
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

Dept. No. Title Units

Required Courses:

ENG 1A Composition 4
ENG 1B Composition/Literature 3
ENG 10A American Literature I 3
OR ENG 10B Amer. Literature II (3)
OR ENG 11A Survey of English Lit (3)
OR ENG 11B Survey of English Lit (3)

Plus four courses from the following:

ENG 5A Creative Writing 3
ENG 10A American Literature I 3
ENG 10B American Literature II 3
ENG 12A World Literature I 3
ENG 12B World Literature II 3
ENG 14 Shakespeare 3
ENG 15 The Short Story 3
ENG 16 Literature of the Desert 3
ENG 17 Women in Literature 3
ENG 18 Introduction to Poetry 3
ENG 21 Intro to Latin American/Chicano Lit 3
ENG 22 Intro to African American Literature 3
ENG 23 Intro to Autobiography 3
ENG 24 Native American Literature 3
ENG 25 Intro to the Novel 3
ENG 31 The Old Testament 3
ENG 32 The New Testament 3
ENG 35 Myth and Legend 3
SP 4 Public Speaking 3
TA 69A,B Dramatic Literature 3,3

Required Subtotal 22
General Education (Option 1* or 2) 34-43
*Transferable Electives (as needed) 3
Physical Education Activities 2
DEGREE TOTAL 61-67

**Advisors: S. Acree, D. Diamond, A. DiBello,
L. Lawliss, L. Morante, R. Nolan,
R. Rawnsley, J. Tapleshay**

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JOURNALISM ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
MC 1	Mass Media in Amer. Culture	3
J 3A	News Reporting & Writing	3
J 4A	Basic Newspaper Production	3
J 4B	Intermediate Newspaper Production	3
J 4C	Advanced Newspaper Production	3
J 10	Magazine Writing & Production	3
RTV 5	Radio & Television Writing	3
Required Subtotal		21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: J. Mandes

MASS COMMUNICATION ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
MC 1	Mass Media in Amer. Culture	3
J 3A	News Reporting and Writing	3
Five courses from the following:		
MC 5	Intro. to Public Relations	3
J 4A	Basic Newspaper Prod	3
J 4B	Intermediate Newspaper Prod	3
J 4C	Advanced Newspaper Prod	3
RTV 2	Radio&TV Announcing	2
RTV 4A	Motion Picture/TV Production	3
RTV 4B	Adv. Motion Picture/TV Production	3
RTV 5	Radio Television Writing	3
Required Subtotal		20-21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		4
Physical Education Activities		2
DEGREE TOTAL		60-66

*HUM 1 - Critical Analysis is recommended to satisfy a General Education requirement.

Advisors: B. Crites, J. Mandes

SPEECH ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
SP 1	Intro. to Interpersonal Comm.	3
SP 4	Public Speaking	3

Electives (A minimum of nine (9) units to be selected from the following):

SP 2	Oral Interpretation of Lit.	3
SP 5	Group Discussion/Leadership	3
SP 7	Decision Making/Advocacy	3
SP 15	Intercultural Communication	3

A minimum of six (6) units to be selected from the following courses (confer with Speech Advisor):

MC 1	Mass Media in Amer. Culture	3
PHIL 10	General Logic	3
PHIL 11	Formal Logic	3
SOC 2	Social Problems	3
SOC 3	Fundamentals of Statistics	3

Required Subtotal		21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisors: B. Crites, J. Mandes

CULINARY ARTS

The Culinary Arts Program at College of the Desert provides training for careers in the Food Service and Lodging Industries, one of the fastest growing sectors in today's job market. The program includes training at three levels: entry, intermediate and advanced.

This program is designed to prepare future working cooks and chef apprentices, provide courses for the student desiring personal enrichment, and enhance the skills and professional qualifications of cooks and chefs employed in the local industry.

BASIC CULINARY ARTS CERTIFICATE

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
CART 01	Sanitation & Safety	3
CART 03	Principles of Cooking	5
CART 04	Pantry	5
CART 33	Intro. to Baking.....	4
BUHM 50	Intro. to Hospitality Industry	3
CERTIFICATE TOTAL		20

Advisor: S. Beno

INTERMEDIATE CULINARY ARTS

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
CART 01	Sanitation & Safety	3
CART 03	Principles of Cooking	5
CART 04	Pantry	5
CART 06	Garde Manger	5
CART 33	Intro. to Baking.....	4
CART 34	Intermediate Baking	4
CART 35	Operations Mgmt. (Production Cooking)	4
BUHM50	Intro. to Hospitality Industry	3
BUMA 01	Principles of Management	3
Required Business Elective		3
CERTIFICATE TOTAL		39

Advisor: S. Beno

CULINARY MANAGEMENT ASSOCIATE OF ARTS DEGREE FOR EMPLOYMENT PREPARATION

(INCLUDES CERTIFICATE PROGRAM)

Dept. No.	Title	Units
<u>Required Courses:</u>		
CART 01	Sanitation & Safety	3
CART 03	Principles of Cooking	5
CART 04	Pantry	5
CART 06	Garde Manger	5
CART 10	Food Procurement & Cost Control ..	3
CART 11	Menu Planning	3
CART 33	Intro. to Baking.....	4
CART 34	Intermediate Baking	4
BUHM50	Intro. to Hospitality Industry	3
BUHM 63	Hotel & Restaurant Operations	3
BUMA 01	Principles of Management	3
CIS 70A	Computer Business Appl/Windows	3
CERTIFICATE TOTAL		44
General Education Requirements		18
DEGREE TOTAL		62

Advisor: S. Beno

72 Developmental Education

DEVELOPMENTAL EDUCATION

An integral part of the course offerings at College of the Desert available to the residents of the Coachella Valley are the basic and academic skills courses offered by Developmental Education. Developmental Education makes it possible for adult students to complete courses in several fundamental skill areas.

Many classes and programs are open-entry, open-exit, thereby allowing students to register at any time during the school year. Classes are held day and evening and at both on-campus and off-campus locations.

The courses in Adult Basic Education are centered around the learning skills normally acquired in grades 1-8 with the emphasis on developing reading, writing, mathematics, communication and life skills.

Credit may also be earned for those interested in acquiring their high school diploma. Anyone 18 years of age or older is welcome to begin studies leading to high school graduation. Adults who enter the high school completion program are able to transfer credit received at previous high schools they may have attended, as well as to obtain credit for military service, technical school attended, and work experience.

The Division also offers a program to prepare students for the GED Test. Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. Arrangements to take the GED Test are to be made directly with the Division. There is a fee for the GED Test.

Developmental Education offers the Non-Credit ESL program, an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to the highly advanced level of English proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational or academic programs. Please see *Communication* for information on the Credit ESL program.

The Developmental Education Division is located upstairs in the Hilb Student Center building at the center of the campus.

HIGH SCHOOL DIPLOMA

Courses available for high school credit:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>
DE	318A-B	Life Skills: Getting it Together
DE	320A-D	Fundamentals of English
DE	322A-B	Advanced Fundamentals of English
DE	323A	American Literature
DE	323B	World Literature
DE	324A-B	Reading Control Lab
DE	326A-B	U.S. History I & II
DE	328A-B	Practical American Government
DE	332A-B	World History
DE	334	U.S. Citizenship
DE	335A-B	World Geography I & II
DE	342A-B	Practical Basic Math
DE	344A-B	Math for Living
DE	346A-B	Algebra I & II
DE	348A-B	General Science
DE	351A	Science: Land Animals
DE	351B	Science: Water Life
DE	361A	Fine Arts: Art
DE	361B	Fine Arts: Music
DE	361C	Fine Arts: Theater
DE	364A-B	GED Test Preparation
DE	368A-B	Beginning Typing I & II
DE	376A-B	Advanced Typing I & II
DE	391A-B	Health Issues I & II
DE	396	World of Work

ENGLISH AS A SECOND LANGUAGE (NON-CREDIT)

The English as a Second Language Program which operates on an open-entry basis, offers instruction at all levels of proficiency for persons who are learning English as a second language. All persons 18 years of age and older, regardless of their educational background are welcome to participate in this program.

<u>Dept.</u>	<u>No.</u>	<u>Title</u>
DE	309 A	ESL Literacy
DE	310 A-F	ESL Comprehensive I-VI
DE	382 A-F	ESL Grammar I-VI
DE	384 A-F	ESL Reading/Writing I-VI
DE	386 A-F	ESL Oral Comm I-VI
DE	388 A-F	ESL Conversation I-VI
DE	399	ESL Language Laboratory

EL INGLES COMO SEGUNDO IDIOMA

Inglés Como Segundo Idioma: el departamento de "Developmental Education", ofrece programas de instrucción para todos los niveles de habilidad para las personas que están estudiando el inglés como

lengua extranjera o segundo idioma. Se encuentra en el segundo piso de lo que antes era la biblioteca y ahora es el centro estudiantil, localizado frente a la fuente de agua del Colegio del Desierto. Las clases que se ofrecen en este departamento reciben nuevos estudiantes todos los días.

Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

DIGITAL DESIGN AND PRODUCTION

The Digital Design & Production program is intended to prepare students to work in the rapidly expanding field of computer graphics. Combining general computer graphics courses with specific graphic design courses, students are prepared for an entry-level position or advancement within the industry. In addition to acquiring general computer graphics skills, students are familiarized with new media software, understand basic code, use computer graphics terminology, complete a project from concept to printed or web ready image, synthesize various design skills to create traditional and new media projects, as well as work in collaborative teams throughout the design process. Students in the Digital Design & Production program develop a portfolio of work demonstrating their skills and knowledge in computer graphics/digital design.

Students who once needed no computer graphics skills to be competitive in the job market are finding that they now need those abilities to move forward in their careers. This program focuses on providing the necessary skills to successfully use computer graphics programs to prepare projects for print and the web.

**DIGITAL DESIGN & PRODUCTION CERTIFICATE
FOR EMPLOYMENT PREPARATION**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
DDP	1	Computer Graphics I	3
DDP	2	Computer Graphics II	3
DDP	10	Graphic Design I	3
DDP	11	Graphic Design II	3
DDP	20	New Media I	3
Required Subtotal			15

Electives - 9 units to be chosen with advisor approval:			
ART	1A	Drawing and Composition	3
ART	3A	Basic Design and Color	3
ART	30A	Beg. Black & White Photography	3
CIS	70A	Computer Business Appl/Windows	3
CIS	70B	Windows and the Internet	3
CIS	82C	Web Publishing I	3
CIS	83C	Web Publishing II/Java Script	3
DDP	21	New Media II	3
DDP	31	Digital Photography	3
DDP	32	Applied Digital Photography	3
MUS	78A	Computers and Music	3
Elective Subtotal			9

CERTIFICATE TOTAL 24

Advisor: D. Acquistapace

**DIGITAL DESIGN & PRODUCTION
ASSOCIATE OF ARTS DEGREE
FOR EMPLOYMENT PREPARATION**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
DDP	1	Computer Graphics I	3
DDP	2	Computer Graphics II	3
DDP	10	Graphic Design I	3
DDP	11	Graphic Design II	3
DDP	20	New Media I	3
Required Subtotal			15
Electives-25 units to be chosen with advisor approval:			
ART	1A	Drawing and Composition	3
ART	3A	Basic Design and Color	3
ART	10	Introduction to Art	3
ART	30A	Beg. Black & White Photography	3
CIS	70A	Computer Business Appl/Windows	3
CIS	70B	Windows and the Internet	3
CIS	82C	Web Publishing I	3
CIS	83C	Web Publishing II/Java Script	3
CS	73	Introduction to Computer Science ..	3
DDP	21	New Media II	3
DDP	31	Digital Photography	3
DDP	32	Applied Digital Photography	3
MUS	78A	Introduction/Computers and Music	3
Required Subtotal			15
Elective Subtotal			25
General Education Subtotal (confer with Advisor)			18
Physical Education Activities			2
DEGREE TOTAL			60

Advisor: D. Acquistapace

74 Disabled Students - Drafting/CAD

DISABLED STUDENTS PROGRAMS AND SERVICES

Students with disabilities at College of the Desert participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Services for students with verified disabilities may include: priority registration, tutoring, interpreters, note takers, specialized counseling, and specialized equipment.

Disabled Students Programs and Services (DSPS) provides special instructional opportunities to qualified students. Participation is voluntary. Interested students must meet with the appropriate DSPS counselor to apply for these programs. Special instructional programs include: DSPS High Tech Computer Access Center, WorkAbility III, and Adapted Physical Education courses.

All interested individuals are urged to contact the Learning Disabilities Specialist, the Counselor or the Coordinator of Disabled Students Programs and Services for further information:

(760) 773-2534; TDD (760) 773-2598.

DRAFTING/CAD

Drafting/CAD programs have a common objective - they are aimed at the betterment of the human physical environment. These programs endeavor to give the student a technical background, a set of social values, and a range of occupational skills, which result in creative expression.

The various curricula in Drafting/CAD are intended to be as flexible as possible to best serve student needs. The Drafting/CAD programs will have a common core of courses which provides undecided students an opportunity to change disciplines within the Environmental Design group without backtracking and starting over. It also offers students valuable insights into other related disciplines and occupations.

Transfer programs include courses that are designed to meet the requirements of selected universities. Students should check transfer status of individual courses depending on their choice of a transfer

institution. The occupational programs are designed to prepare students for employment immediately upon graduation.

GENERAL DRAFTING CERTIFICATE FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
DRA 1	Technical Drafting I	3
DRA 8	AutoCAD Level I	2
DRA 9	AutoCAD Level II	2
DRA 10	Drafting/Design CAD Project	2
ARCH 1	Intro to Architectural Professions	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practices I	3
ARCH 3B	Architectural Practices II	3
ARCH 5	Intro to Drawing & Perspectives	2
ARCH 6	Architectural Delineation	2.5
ARCH 11	Architectural Blueprint Reading	3
CIS 70A	Computer Business Appl/Window	3

CERTIFICATE TOTAL 32.5

Advisor: D. Bitanga

GENERAL DRAFTING ASSOCIATE OF ARTS DEGREE FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
DRA 1	Technical Drafting I	3
DRA 8	AutoCAD Level I	2
DRA 9	AutoCAD Level II	2
DRA 10	Drafting/Design CAD Project	2
ARCH 1	Intro to Architectural Professions	3
ARCH 2	Materials of Construction	4
ARCH 3A	Architectural Practice I	3
ARCH 3B	Architectural Practice II	3
ARCH 5	Intro to Drawing & Perspective	2
ARCH 6	Architectural Delineation	2.5
CIS 70A	Computer Business Appl/Windows	3

Required Subtotal 29.5

Elective Subtotal (with Advisor approval) 12

General Education Requirements 18

Physical Education Activities 2

DEGREE TOTAL 61.5

Advisor: D. Bitanga

EARLY CHILDHOOD EDUCATION

The Division of Health Sciences and Early Childhood Education offers certificates, a degree program and courses in preparation for California Child Development Permits.

Students pursuing a Certificate or Degree in Early Childhood Education should confer with their Faculty Advisor regarding elective choices and State Permit requirements and procedures.

Students interested in transferring should confer with a COD Counselor or an ECE Advisor for course selection. Admission and GE requirements vary depending on transfer institution.

The college's McCarthy Family Child Development and Training Center has been providing childcare for children in the area since 1990. The Child Development Center is open to children between the ages of 12 months and 5 years without regard to race, color, disability, religion, ancestry or national origin. The Center serves as a preschool teacher-training site and a model program, as well as a comprehensive preschool program.

Advisor: L. Young

**EARLY CHILDHOOD EDUCATION
ASSOCIATE OF ARTS DEGREE
FOR EMPLOYMENT PREPARATION
AND STATE OF CALIFORNIA
SITE SUPERVISOR CREDENTIAL PREPARATION**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ECE	1	Introduction to Early Childhood Programs	3
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family and Community.....	3
ECE	14	Early Childhood Principles & Practices	3
ECE	15	Early Childhood Laboratory	2
ECE	23	Mentor Teacher/Adult Supervision .	2
ECE	24	Administration of Programs for Young Children	3
ECE	25	Adv. Admin. of Programs for Young Children	3
ECE	32	Child Abuse & Neglect	1
ECE	36	Music for Young Children	3
ECE	40	Creativity in Young Children	3

ECE	42	Play, Socialization, Discipline	3
ECE	44	Child Health,Safety & Nutrition	3
Required Core Subtotal			35
Required COD General Education Courses:			
ENG	1A	Composition	4
MATH	40	Intermed. Algebra	4
Natural Sciences (selected course)			3
Social & Behavioral Sciences (selected course) ...			3
Humanities (selected course)			3
Traditions and Cultures (selected course)			3
General Education Subtotal			20
Core Requirements			35
General Education Requirements			20
Electives (ECE or General Education)			3
Physical Education Activities			2

DEGREE TOTAL 60
Note: State of California requires 350 days of experience working in a child care program for a Site Supervisor Permit.

For transfer please consult with a COD Counselor or an ECE Advisor for course selection. Admission and General Education requirements vary depending on transfer institution.

**STATE REQUIREMENTS FOR
ECE ASSOCIATE TEACHERS**

The following courses fulfill the California State requirement of 12 semester units for fully qualified associate teachers in private nursery schools and child care centers. The State of California also requires 50 days of experience working in a child care program to apply for an Associate Teacher Credential.

**ASSOCIATE TEACHER CERTIFICATE
AND PREPARATION FOR STATE PERMIT**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
ECE	1	Intro to Early Childhood Programs ..	3
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family & Community	3
ECE	40	Creativity in Young Children	3
ECE	42	Play, Socialization & Discipline	3
CERTIFICATE TOTAL			15

Advisor: L. Young

76 Early Childhood Education

EARLY CHILDHOOD EDUCATION TEACHER CERTIFICATE AND PREPARATION FOR STATE PERMIT

Dept. No.	Title	Units
<u>Required Core Courses:</u>		
ECE 1	Intro to Early Childhood Programs ..	3
ECE 10A	Child Growth & Development	3
ECE 12	Child, Family & Community	3
ECE 14	Early Childhood Principles & Practices	3
ECE 15	Early Childhood Laboratory	2
ECE 32	Child Abuse and Neglect	1
ECE 36	Music for Young Children	3
ECE 40	Creativity in Young Children	3
ECE 42	Play, Socialization, Discipline	3
ECE 44	Child Health, Safety & Nutrition	3
ENG 1A	Composition	4
Required Core Subtotal		31
<u>General Education Courses</u> (12 units from the following areas: Social Science, Humanities, Math or Science)		
Required Core Subtotal		31
General Education Subtotal		<u>12</u>
CERTIFICATE TOTAL		43

Note: State of California also requires 175 days of experience working in a child care program to apply for a Teacher Permit.

Advisor: L. Young

EARLY CHILDHOOD EDUCATION MASTER TEACHER CERTIFICATE AND PREPARATION FOR STATE PERMIT

Dept. No.	Title	Units
<u>Required Courses:</u>		
ECE 1	Intro to Early Childhood Programs ..	3
ECE 10A	Child Growth & Development	3
ECE 12	Child, Family & Community	3
ECE 14	Early Childhood Principles & Practices	3
ECE 15	Early Childhood Laboratory	2
ECE 23	Mentor Teacher/Adult Supervision .	2
ECE 32	Child Abuse and Neglect	1
ECE 36	Music for Young Children	3
ECE 40	Creativity in Young Children	3
ECE 42	Play, Socialization, Discipline	3
ECE 44	Child Health, Safety & Nutrition	3
ENG 1A	Composition	4
<u>ECE Emphasis Courses</u>		6
<u>Infant/Toddler Education:</u>		
ECE 20	Infant/Toddler Grwth & Devel. (3) and	
ECE 21	Infant/Toddler Environments (3)	
<u>Or Early Childhood Special Education:</u>		
ECE 33	Survey of Special Education (3) and	
ECE 35	Issues in Special Education (3)	
<u>Or Early Childhood Curriculum (6 units from the following):</u>		
ECE 19	Children's Language & Lit (3)	
ECE 30	Curriculum Design (3)	
ECE 38	Science & Number Concepts (3)	
Required Subtotal		39

General Education Courses (12 units from the following areas: Social Science, Humanities, Math or Science)

Required Core Subtotal	39
General Education Subtotal	<u>12</u>

CERTIFICATE TOTAL

51
Note: State of California also requires 350 days of experience working in a child care program to apply for a Master Teacher Permit.

Advisor: L. Young

FIRE TECHNOLOGY

College of the Desert offers courses in the Fire Technology field that will count toward a certificate or Associate in Science Degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Fire Technology field, or as a refresher for those currently employed in some area of Fire Technology.

The approved list of courses include those accredited by the California Fire Service Training and Educational System for State Board of Fire Technology certification.

**FIRE TECHNOLOGY
CERTIFICATE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
FIRE 1	Fire Protection Organizations	3
FIRE 2	Fire Prevention	3
FIRE 3	Fire Protection Equipmnt & Systems	3
FIRE 4	Bldg Construction/Fire Protection ..	3
FIRE 5	Fire Behavior & Combustion	3
FIRE 6	Hazardous Materials/ICS	3
EMT 84	Emergency Medical Tech I	6
Required Subtotal		24
Electives - Choose 4 units (with Advisor approval):		
FIRE 10	Wildland Fire Technology	3
FIRE 70	Confined Space-Awareness	0.5
FIRE 71	Confined Space-Operational	1
FIRE 72	Trench Rescue	0.5
FIRE 73	Automobile Extrication	0.5
FIRE 90A	Fire Prevention 1A	2
FIRE 90B	Fire Prevention 1B	2
FIRE 91A	Fire Command 1A	2
FIRE 91B	Fire Command 1B	2
FIRE 92	Fire Management (Supervision)	2
Elective Subtotal		4
CERTIFICATE TOTAL		28

Advisor: D. Clayton Mayes

**FIRE TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
Required Courses:		
FIRE 1	Fire Protection Organizations	3
FIRE 2	Fire Prevention	3
FIRE 3	Fire Protection Equipmnt & Systems	3
FIRE 4	Bldg Construction/Fire Protection ..	3
FIRE 5	Fire Behavior & Combustion	3
FIRE 6	Hazardous Materials/ICS	3
EMT 84	Emergency Medical Tech I	6
Required Subtotal		24
Electives - Choose 10 units (with Advisor approval):		
FIRE 10	Wildland Fire Technology	3
FIRE 70	Confined Space-Awareness	0.5
FIRE 71	Confined Space-Operational	1
FIRE 72	Trench Rescue	0.5
FIRE 73	Automobile Extrication	0.5
FIRE 90A	Fire Prevention 1A	2
FIRE 90B	Fire Prevention 1B	2
FIRE 91A	Fire Command 1A	2
FIRE 91B	Fire Command 1B	2
FIRE 92	Fire Management (Supervision)	2
Required Subtotal		24
Fire Electives (with advisor approval)		10
Other Electives (with advisory approval)		6
General Education Requirements		18
Physical Education Activities		2
DEGREE TOTAL		60

Advisor: D. Clayton Mayes

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FOREIGN LANGUAGES

Students enrolled in Foreign Language courses 1, 1A, 1B, 2, 2A, 2B or 3 which might duplicate courses completed in high school or another institution of collegiate level may be allowed unit credit in repeating the course depending upon previous level of proficiency. Upper division institutions may accept only one of the courses in transfer; either the original or the repeated course.

For language majors and transfers to University of California (UC), all Foreign Language 1A and 1B courses combined will transfer as the equivalent of a first-semester elementary course. All Foreign Language 2A and 2B courses combined will transfer as the equivalent of a second-semester elementary course.

Any student who feels qualified to take a more advanced course than indicated in his prior work will be encouraged to do so by recommendation of the instructor.

Colleges and universities consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of a language and civilization of other cultures. Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information.

Advisor: D. Sottile

FRENCH, ITALIAN, OR SPANISH ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept.	No.	Title	Units
<u>Required Courses:</u>			
FL	1, 2	Elementary	10
OR	FL	1AB, 2AB Elementary (12)	
FL	3, 4	Intermediate	8
FL		Another language	3-5
Required Subtotal			21-25
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-70

HEALTH, PHYSICAL EDUCATION AND RECREATION

The Health, Physical Education and Recreation Program at College of the Desert is designed to provide curricula leading to an Associate in Arts Degree at College of the Desert, or transfer to a four-year college or university.

Required (PE) Activity Courses are listed under Courses of Instruction.

Advisors: W. Ansley, D. Buttles, C. Hays

PHYSICAL EDUCATION ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept.	No.	Title	Units
<u>Required Courses:</u>			
PE	1	First Aid and Safety	3
PE	2*	Sports Officiating	3
PE	5*	Foundations of Coaching	3
PE	8*	Intro to Health & P. E.	3
PE	40-98**	Physical Education Activity	2
RE	1*	Intro to Comm. Recreation	3
RE	2A-D	Recreation Field Work	2
Required Subtotal			19
General Education (Option 1 or 2)			39-43
Transferable Electives (as needed to get to 60)			
DEGREE TOTAL			60

* Scheduling priority: Course is offered only every other year

** May double count for Degree PE Requirement

**RECREATION
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

Dept. No. Title Units

Required Courses:

PE	1	First Aid and Safety	3
PE	2*	Sports Officiating.....	3
PE	5*	Foundations of Coaching.....	3
PE	8*	Intro to Health & P. E.	3
PE	40-98**	Physical Education Activity	2
RE	1*	Intro to Comm. Recreation	3
RE	2A-D	Recreation Field Work	2

Required Subtotal 19

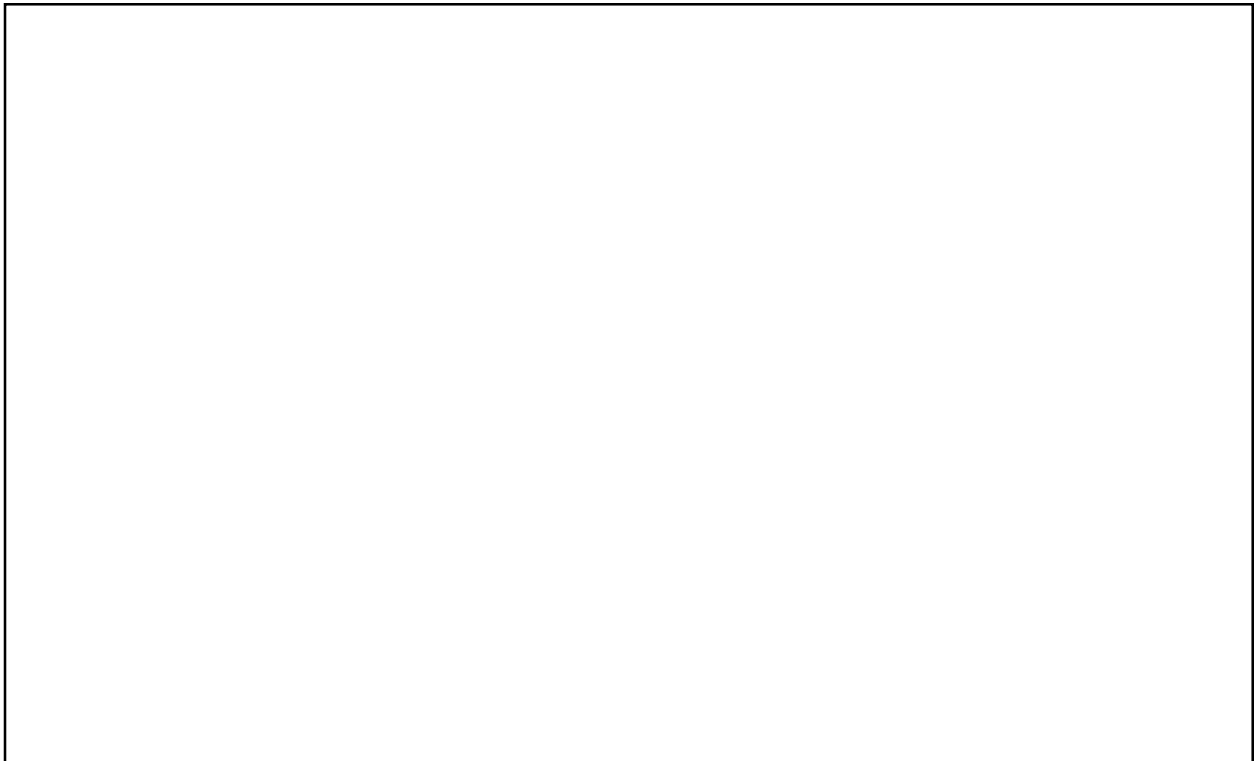
General Education (Option 1 or 2)..... 39-43

Transferable Electives (as needed to get to 60)

DEGREE TOTAL 60

* Scheduling priority: Course is offered
only every other year

** May double count for Degree PE Requirement



HEALTH SCIENCES

The Division of Health Sciences/ECE offers two degree programs and three certificate programs that prepare men and women for careers in health occupations. Educational pathways include both theoretical instruction on campus and clinical experience in local hospitals and clinics.

Students enrolled in the clinical program are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from the Health Sciences program for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior or documented acts of dishonesty. The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgment, places the patient in physical or emotional jeopardy. Should this occur, the student will have a conference with the member of the faculty and the Dean.

In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the Health Sciences/ECE Division include the following.

Physical Demands - Must be able to:

- be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;

- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;
- feel and compress tissues to assess for size, shape, texture, and temperature.

Senses - Must be able to:

- visually read calibrated scales in increments of one-hundredth of an inch in not more than a three-inch space;
- perform close and distinct visual activities involving persons and paper work;
- visually discriminate depth and possess color perception;
- identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones);
- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches).

Attitudes - Must be able to:

- learn to perform mathematical calculation for medication preparation and administration in a timely manner;
- learn to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology;
- comprehend verbal and written directions, making correct notations and responding as directed;
- make proper and timely decisions under stressful and emergency situations.

College policy requires each student enrolled in Health Sciences programs with clinical components to purchase insurance coverage against liability for malpractice. Refer to the class schedule for current fee. This fee is paid at the time of registration. All programs offered by the Division demand a grade of "C" or better (2.0) in any course fulfilling program requirements.

EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician Program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible emergency treatment set forth by the standards of the Riverside County EMS Agency.

The curriculum consists of 108 hours of theory and skills lab instruction and 72 hours of field and clinical experience at various valley health care agencies. Field and clinical experience is arranged outside of scheduled theory and skills lab time. CPR certification will be required prior to students attending clinical experience. Students are required to purchase malpractice insurance in conjunction with this course. Students must be eighteen (18) years of age to enroll in this course.

On completion of this 6-unit course, the student is eligible to apply to the local EMS Authority for the county-issued certification as an Emergency Medical Technician-I which is valid for 2 years.

A 2-unit EMT refresher course is offered each Fall and Spring semester. The course meets the requirements for EMT-I recertification.

This program meets all criteria of the Riverside County EMS Agency for the Emergency Medical Technician-I training.

This will serve to advise you that, pursuant to California Health and Safety code Section 1799.100, by participating in a course of instruction in emergency medical training you have waived your rights to collect civil damages against the College in the event you sustain an injury.

The code states: "No local agency, entity of state or local government, or other public or private organization which sponsors, authorizes, supports, finances, or supervises the training of people, excluding physicians and surgeons, registered nurses, and licensed vocational nurses, as defined, in emergency medical services in training programs under this part, shall be liable for any civil damages alleged to result from such training program."

NURSING ASSISTANT

The Nursing Assistant (NA) program prepares men and women to assist with the routine care and treatment of patients in health care facilities. Working under the direction of the nursing and medical staff, activities of the certified nursing assistant include providing personal care, maintaining safety, and assisting with activities of daily living. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a nursing assistant.

The course of study includes 72 hours of classroom instruction and at least 100 hours of clinical practice in long-term care facilities. Students wishing to enter the program should have completed the College assessment tests demonstrating eligibility for English 51.

Students submitting initial application to the Department of Health Services for this course will need to complete information disclosing any past criminal record. Electronically transmitted fingerprinting (LiveScan) is required for this course. If a history exists that has not been cleared with the Department of Health Services, the student will not be able to continue in the class. Specific information regarding the program may be obtained by calling or writing to the Health Sciences/ECE Division.

HOME HEALTH AIDE

The Home Health Aide program prepares men and women to assist with the routine care and treatments of clients in their homes. These services include personal health care as well as food purchasing, meal planning, laundry, and light housekeeping. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a Home Health Aide.

The course of study includes 27 hours of classroom instruction and 27 hours of supervised clinical experience. Students wishing to enter the program must be certified as a nursing assistant in California or currently enrolled in HS 64. Specific information regarding the program may be obtained by calling or writing to the Health Sciences/ECE Division.

**ASSOCIATE DEGREE
NURSING PROGRAM**

PROGRAM DESCRIPTION

The Associate Degree Nursing Program prepares graduates to care for individuals in hospitals, long term care facilities, doctors' offices and clinics in a beginning staff nurse position. The curriculum consists of courses in general education and science in addition to prescribed nursing courses. Once accepted to the nursing program, the student will complete four semesters of nursing courses.

The nursing program is approved by the California Board of Registered Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, (212) 363-5555 extension 153.

College of the Desert is designated as a continuing education provider by the Board of Registered Nursing. The provider number is 00284.

LICENSING REQUIREMENTS

Graduates are awarded the Associate in Science Degree in Nursing and are eligible to apply to the state board of nursing to take the National Council Licensing Examination (NCLEX) and become licensed as a registered nurse. The California Board of Registered Nursing protects the public by screening applicants for licensure to identify potentially unsafe practitioners. The state board of nursing may deny applications for permanent licensure, interim permits, and temporary licenses if the applicant has been found guilty of dishonesty, fraud or deceit, acts which deceive the public; felony; child abuse, sex offender crimes; acts involving narcotics, dangerous drugs or devices, assault and/or battery and other crimes. Fingerprints are part of the application for licensure. Students interested in a career as a nurse who have questions regarding licensure limitations should contact the California Board of Registered Nursing at (916) 322-3250.

Graduation from the Associate Degree Nursing Program does not guarantee licensure.

PROGRAM APPLICATION PROCESS

(Current through Spring 2005 accepted class)

Application to the nursing program is separate from application to the College. The letter of application to the nursing program can be obtained from the Health Sciences/ECE Division, 43-500 Monterey Avenue, Palm Desert, California, 92260.

Acceptance to the registered nursing program is limited as the number of applicants exceeds the number of spaces available.

Applications are accepted twice each year. Applications for program acceptance are submitted one semester before the applicant wishes to enter.

For Fall semester acceptance January 4–March 1

For Spring semester acceptance August 4–October 1

A detailed brochure regarding the nursing program, acceptance, and other pertinent information is available from the Health Sciences/ECE Division Office, the Counseling Center, and college website.

ACCEPTANCE PARTICULARS

Students seeking acceptance to the program must meet the following requirements:

- Have completed one year of high school chemistry with a grade of "C" or better, or have completed an equivalent course at the college level.
- It is strongly recommended that students complete chemistry at the college level if planning to obtain a BSN or if chemistry was taken more than seven years ago.
- Have a 2.5 cumulative grade point average (GPA) from high school. This GPA will be disregarded if college work has been completed successfully.
- Have taken the college assessment tests for Math, English and reading.
- Filed a letter of application to the Nursing Program within established deadline.
- File for admission to COD. Admission to the College does not guarantee acceptance into the Nursing program.

Credits earned at another college may be granted transfer credit and be used to satisfy graduation requirements if the courses are equivalent to those offered by COD. The College Transcript Evaluator can provide information regarding equivalency status.

It is the applicant's responsibility to insure that the application form and all required information are submitted to the Health Sciences/ECE Division by the application deadline. Late applications will not be accepted. Transcripts received after the deadline will not be used in the evaluation of the application materials.

Official transcripts are required from all colleges attended with the exception of College of the Desert. Students who satisfy the Chemistry requirement in high school are required to provide an official high school transcript to verify one year's course work in Chemistry, with a grade of "C" or better.

The registered nursing program is changing its application process effective with the September 2005 program acceptance. The current process will be in effect until December 2004.

SELECTION PROCEDURE

Students are selected for the Nursing Program by one of two methods. 1) Two thirds of each entering class will be selected from the *factoring system*. 2) One third of entering students will be selected from the *wait list*.

The *factoring system* is a numerical ranking based upon courses completed and grades earned. Points are assigned for the grade received in each of the twelve general education courses required for the nursing degree. No points will be awarded for courses in progress the semester the application is submitted. All courses and grades must be verified by official transcript.

It is the student's responsibility to insure that official transcripts are on file in the Health Sciences/ECE Division by the established deadline date.

Students selected from the factoring system will be accepted from highest ranking to lowest until the allotted seats are filled. Applications of students not selected from the factoring system are not carried over. A new application must be made each filing period.

The *wait list* is comprised of applicants who have met the following requirements:

- Have previously applied to the program and were not selected via the factoring system.
- Have completed all twelve general education courses required for the degree.

To request placement on the wait list, students must telephone the Nursing Advisor at 776-7295 once

requirements have been met. Official transcript/s of the courses taken will be required to verify course completion with a "C" or better. Placement on the wait list is on a first-come, first-served basis and at the request of the student.

To remain on the wait list, a student must file a letter of application each semester or the student's name will be removed from the wait list.

If a student is selected from the wait list and is unable to enter the program that semester, he/she may remain priority on the list one time only. After declining the opportunity to enter the program on two separate, successive classes, the student's name will be moved to the bottom of the wait list.

Students submitting a Letter of Application for the Fall class will receive notification in time for registration for Fall semester. Students submitting a Letter of Application for the Spring class will receive notification in time for registration for Spring semester.

In preparation for the new program acceptance process, no names will be added to the Wait List after July 1, 2004.

**New PROGRAM APPLICATION PROCESS
(Effective with the Fall 2005 accepted class)**

A detailed brochure regarding the nursing program acceptance process is available from the Health Sciences/ECE Division office, the COD Counseling center, and the COD website.

**ACCEPTANCE PARTICULARS
(NEW – BEGINNING JANUARY 2005)**

Applications are accepted twice each year:

For Fall semester acceptance January 4–March 1
For Spring semester acceptance August 4–October 1

Program enrollment eligibility:

Students must:

- Have completed BI 22 – Human Anatomy (4 units) (or comparable equivalent) with a "C" or better
- Have completed BI 23 – Human Physiology (5 units) (or comparable equivalent) with a "C" or better
- Have completed BI 15 – General Microbiology (5 units) (or comparable equivalent) with a "C" or better

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- Have completed ENG 1A – Composition (or comparable equivalent) with a “C” or better
- Be assessment eligible for intermediate algebra (or completion of elementary/beginning algebra)
- Have an overall college grade point average of 2.0
- Have filed a letter of application to the nursing program within established deadline.

Credits earned at another accredited college may be granted transfer credit and be used to satisfy entrance and graduation requirements if the courses are equivalent to those offered by COD. The college transcript evaluator can provide information regarding equivalency.

The student applicant is responsible for:

- Completing and submitting the application form within the established timeframes. Late applications will not be accepted.
- Submitting official (sealed) transcripts from all colleges attended (with the exception of COD) to the Health Sciences/ECE division.
- Maintaining current contact (address and telephone) information with the division.

Enrollment Process:

Completion of the enrollment eligibility requirements places the applicant in the random selection pool. If there are sufficient spaces, all applicants will be accepted. If there are more applications in the pool than there are spaces available, the following process will occur:

- Each application will be assigned a number in the order in which received.
- At the close of the application period, a random draw lottery will be used to establish a wait list.
- The class will be filled from the wait list.
- Applicants not selected will remain on the wait list. The student will not have to reapply to remain on the wait list.
- At the close of each application period, the process will be repeated: applications are numbered, a random draw lottery done, and the names then added to the existing wait list.

Students selected for the fall semester will receive a letter of notification in time for registration for the fall semester. Students selected for the spring semester

will receive a letter of notification in time for spring semester registration.

ADDITIONAL INFORMATION:

- Once accepted to the nursing program, nursing courses must be taken in sequence.
- All nursing students must meet graduation requirements for the Associate Degree in Nursing. Refer to the General Education requirements for Occupational/Vocational Degrees in this catalog.
- A grade of “C” or better is mandatory in each course in the nursing program for progression to the next semester and for recommendation for application for the licensing examination.
- Students are strongly encouraged to complete ALL general education courses while waiting for entry to the program.
- Upon successful completion of the first semester of the nursing program, the student is eligible to take a Certified Nursing Assistant competency examination.
- Upon completion of all courses, nursing and general education, students will receive an associate of science in nursing degree and be eligible to apply to take the licensing examination for registered nursing.

EVENING/WEEKEND PROGRAM

Effective Fall 2004, COD Nursing program will offer an alternate format of its registered nursing program. Although the evening/weekend program follows the same curriculum as the existing registered nursing program, classes will be held in the evening with clinical experiences scheduled on the weekend.

The evening/weekend program is accelerated, designed so that students can complete the four semesters in sixteen months. To do so, three semesters will be offered in one calendar year. There is limited break time between semesters.

Upon completion of all courses, nursing and general education, students will receive an associate of science in nursing degree and be eligible to apply to take the licensing examination for registered nursing.

A detailed brochure is available from the Health Sciences/ECE division office, the COD counseling center, and the college website, www.collegeofthedesert.edu.

PROGRAM ENROLLMENT ELIGIBILITY

Students must:

- Have completed MATH 57 with a “C” or better or higher or have assessment score higher than 65
- Have completed English 1A (or comparable equivalent) with a “C” or better
- Have completed one (1) year of high school Chemistry or one (1) semester of Chem 4 with a “C” or better
- Have completed BI 22 – Human Anatomy (or comparable equivalent) with a “C” or better
- Have completed BI 23 – Human Physiology (or comparable equivalent) with a “C” or better
- Have completed BI 15 – General Microbiology (or comparable equivalent) with a “C” or better
- Have an overall college grade point average (G.P.A.) of 2.0

Enrollment Process:

- The initial application period is June 1-July 1, 2004.
- Should there be more applications than spaces available, a lottery of the qualified applicant pool will be used to establish a list from which students will be selected.

Applicants meeting program enrollment eligibility requirements who were not selected for the initial class will have their names placed on a wait list. These students will not need to submit another application.

- Applicants who were not eligible, i.e., low GPA, incomplete application, etc., will need to reapply.
- Beginning September 1, 2004, any student not on the initial wait list must submit an application. Applications will be accepted on a first-come, first-serve basis. Names will be added to the existing wait list once program enrollment eligibility has been satisfied.
- Applicants will receive written notification of acceptance or non-acceptance from the Health Sciences/ECE division.

ADDITIONAL INFORMATION:

- Once accepted to the nursing program, nursing courses must be taken in sequence.
- All nursing students must meet graduation requirements for the Associate Degree in Nursing.

Refer to the General Education requirements for Occupational/Vocational Degrees in this catalog.

- A grade of “C” or better is mandatory in each course in the nursing program to progress to the next semester and for recommendation for application for the licensing examination.
- Students are strongly encouraged to complete ALL general education courses prior to program acceptance.

NURSING PROGRAM OPTIONS**ASSOCIATE DEGREE IN NURSING
FOR THE DIPLOMA GRADUATE**

California licensed registered nurses who have graduated from a hospital-based program may earn an associate in science degree upon completing 30 units of general education requirements. 30 units of nursing credit will be given for the diploma certificate. 12 units of general education courses must be completed at College of the Desert.

ADVANCED PLACEMENT OPTIONS

Prospective students who have had prior education in nursing or other health related areas may request consideration for entry into the nursing program with advanced placement. Applicants would include licensed Vocational/Practical Nurses, Licensed Psychiatric Technicians, and transfer students from accredited nursing programs. Specific information regarding the advanced placement procedure is available through the Health Sciences/ECE Division. All advanced standing applicants are accepted to the program on a space available basis.

LVN-RN (DEGREE OPTION)

Licensed Vocational Nurses may enter the associate degree program at an advanced level after meeting specific criteria:

1. current licensure in California as a Vocational Nurse,
2. completion, with a “C” or better, of CHEM 4, PSY 1, BI 22, BI 23, ENG 1A, and SOC 1 or equivalent courses, and
3. completion of HS 51.
4. General Education courses to be completed prior to acceptance OR in accordance with the Registered Nursing Course Sequence on the following page.

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Interested students should make an appointment to meet with the Nursing Program Director or Nursing Advisor for further information. A detailed brochure is available from the Health Sciences/ECE Division Office and the college website.

LVN-RN (NON-DEGREE OPTION)

The non-degree option requires that interested students fulfill the following requirements:

1. current licensure as a California LVN,
2. proof of high school diploma/GED,
3. completion, with a "C" or better, of courses in Human Physiology and Microbiology.

Students are accepted to the third semester of the nursing program on a space available basis. Students will complete the final two semesters of the nursing program totaling no more than 20 units. As the 30-unit option is a non-degree option, the college awards no degree. This creates limitations for licensure in other states. Students who do not receive an A.S. degree in Nursing probably will not be eligible for licensure by endorsement in other states. Interested students must make an appointment with a Nursing faculty advisor to obtain further information and make application.

All advanced placement students will be accepted on a space available basis. A detailed brochure is available from the Health Sciences/ECE Division Office and college website.

TRANSFER

Students with previous nursing education from a Board of Registered Nursing approved registered nurse program may request transfer into the program. All transfer requests will be evaluated on an individual basis. Students should make an appointment with the Nursing Program Director to discuss transfer possibilities and materials needed to make the assessment. Transfer students must meet the same enrollment requirements as all students entering the nursing program. General education courses must be completed to correspond with the nursing program's requirements respective to the semester for which the student is seeking transfer. A minimum of twelve units must be completed at COD. All transfer students are accepted on a space available basis.

REGISTERED NURSING COURSE SEQUENCE

Students can complete the nursing program in two years *once accepted to the nursing program.*

It is strongly recommended that students interested in a Nursing degree pick up a program brochure from the counseling center or Health Sciences/ECE Division office. Information is also available on the college website: www.collegeofthedesert.edu.

Please note: Students are strongly encouraged to complete all general education courses while waiting for program entry.

Students accepted to the nursing program who have not completed the general education courses required for the Associate in Science degree in Nursing must complete needed coursework using the following sequence:

First Semester Units

ENG 1A (Composition)	4
BI 22 (Human Anatomy)	4
PSY 1 (General Psychology)	3
N 1 (Basic Concepts)	8

Second Semester Units

BI 23 (Human Physiology)	5
SOC 1, or 14, or 15 or ANTH 2	3
N 2 (Common Alterations)	9

Third Semester Units

BI 15 (Microbiology)	5
SP 1, or 4, or 5, or 15	3
N 3A (Complex Alterations)	9
N 3B (Issues in Nursing)	0.5

Fourth Semester Units

N 4A (Acute Complex Alterations)	9
N 4B (Mgmt Concepts in Nursing)	0.5

Additional courses to be completed prior to graduation:

A Humanities course (select from area C3 Requirements for an Occupational/ Vocational Associate Degree	3
MATH 40 (Intermediate Algebra)	4
PE (HS 70 may be substituted for 1 unit of PE) 2	
TOTAL UNITS	72

**REGISTERED NURSING
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

**(GRADUATES ELIGIBLE FOR REGISTERED NURSE
LICENSING EXAMINATION IN CALIFORNIA)**

Program Acceptance Requirements: One year of high school chemistry or CH 4, completed with a grade of "C" or better (4 units); ENG 51; MATH 57.
Recommended: HS 70, Intro to Health Sciences

Courses Required:

Dept.	No.	Title	Units
BI	22	Human Anatomy	4
BI	23	Human Physiology	5
BI	15	General Microbiology	5
PSY	1	General Psychology	3
SOC	1, 14, 15, or ANTH 2	3
ENG	1A	Composition	4
SP	1, 4, 5 or 15	3
Humanities		Area C3 requirements for Associate Degree Occupational/Vocational	3
MATH	40	Intermediate Algebra	4
PE		Physical Education	2
		(or 1 unit of PE + HS 70)	
N	1	Basic Concepts of Nursing Practice	8
N	2	Concepts of Nursing Practice for Commonly Occurring Alterations in Health	9
N	3A	Concepts of Nursing Practice for Complex Alterations in Health	9
N	3B	Issues in Nursing	0.5
N	4A	Concepts of NP for Acute Complex Alterations in Health	9
N	4B	Management Concepts in Nursing	0.5
DEGREE TOTAL			72

**Advisors: D. Gerken, E. Hackett, C. Hay,
I. Larsen, M. Rose, J. Walker**

VOCATIONAL NURSING PROGRAM

The Vocational Nursing (VN) Program prepares graduates to qualify to take the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. Licensed vocational nurses assist in data collection, plan and implement nursing care, administer medications and treatments, and maintain a safe environment for patients and families.

Accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), the 12-month, full-time program provides student-centered instruction and conforms to all state regulations. Classroom instruction is offered concurrent with clinical practice, assisting the student in the application of nursing theory to actual nursing situations. Students attend class and clinical instruction approximately 34 hours each week. (A minimum grade of "C" must be earned in all courses taken for the Vocational Nursing Certificate.)

Upon program completion, students are awarded a vocational certificate and become eligible to apply to the California BVNPT to take the NCLEX-PN. Students may earn a non-transfer Associate of Science degree in Vocational Nursing, if desired. Completion of the VN program does not guarantee licensure.

The program is three semesters long, beginning each summer. The program meets the 1530 hours required by the California BVNPT. It is a limited enrollment program with accepted students required to meet the following:

1. A minimum age of 17 years (Section 2866a, VN Practice Act)
2. High school graduation or GED equivalency. Foreign high school transcripts must be evaluated by an international transcript evaluation agency.
3. Minimum 2.0 GPA in all college course work completed
4. Completion of English 51 (or an assessment score greater than 99)
5. Completion of Math 57 (or an assessment score greater than 65)
6. Completion of HS 62 OR an equivalent course/s in anatomy and physiology
7. Completion of HEC 13 OR an equivalent course in general nutrition.

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Additional program requirements:

1. Completion of HS 67, Introduction to Med/Dosage Calculations, **prior** to the start of the **second** semester of the VN program. It is strongly recommended that the course be completed prior to program acceptance.

Transfer credit shall be given for related previous education completed within the last five years. A competency review is offered for courses older than five years.

2. Completion of PSY 1 **prior** to beginning the **third** semester of the program. (Students desiring to decrease their study load are advised to take HS 67 and PSY 1 prior to entering the program)
3. Once accepted, maintenance of CPR certification throughout program
4. Once accepted, evidence of good health documented by physical examination, with required immunizations.

Students interested in the Vocational Nursing Program should:

1. Read program requirements available from the Health Sciences/ECE division office and the college website
2. Make an appointment to see a faculty advisor (773-2578)
3. Be admitted to College of the Desert if not already a student. Admission to COD does not guarantee acceptance to the Vocational Nursing Program.

Students who have completed all program prerequisites prior to February 1 should contact the Programs Admission Specialist (776-7415) to begin the application process. Complete details are in the program brochure available from the Division Office or the college website.

VOCATIONAL NURSING CERTIFICATE

FOR EMPLOYMENT PREPARATION

(Graduates eligible for Vocational Nurse Licensing Examination in California)

Program Acceptance Requirements: See division brochure

Dept.	No.	Title	Units
HS	62	Your Living Body	3
HS	67	Intro Med/Dosage Calculations	1
HEC	13	General Nutrition	3
PSY	1	General Psychology	3
VN	1	Vocational Nursing I	5
VN	1L	Vocational Nursing I Lab	4
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab	7

CERTIFICATE TOTAL 51

VOCATIONAL NURSING ASSOCIATE OF SCIENCE DEGREE

FOR EMPLOYMENT PREPARATION

Program Acceptance Requirements: See division brochure

Dept.	No.	Title	Units
HS	62	Your Living Body	3
HS	67	Intro Med/Dosage Calculations	1
HEC	13	General Nutrition	3
PSY	1	General Psychology	3
VN	1	Vocational Nursing I	5
VN	1L	Vocational Nursing I Lab	4
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab	7

Required Subtotal 51

General Education Requirements 18

Physical Education Requirement 2

DEGREE TOTAL 71

Advisors: P. Keller, M. Langella

HUMAN SERVICES

The Human Services Department has certificates and a degree program to serve the needs of our growing college community. The Alcohol and Drug Studies Certificate program and A.A. degree program opens each Fall and Spring semester. The Problem Gambling program, leading to a Certificate of Proficiency, opens each Spring semester. A specific course sequence must be followed in each program. Interested students should meet with their Faculty Advisor prior to enrollment.

**ALCOHOL/DRUG STUDIES
CERTIFICATE
FOR EMPLOYMENT PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
HSAD 1	Intro to Alcohol/Drug Studies	3
HSAD 2	Intro/Human Svcs Counseling	3
HSAD 4	Personal/Professional Growth	2
HSAD 20	Biomedical Pharmacology	3
HSAD 22	Case Management	3
HSAD 24	Law & Ethics	3
HSAD 30	Indiv/Group Family Counseling	3
HSAD 32A	Supervised Practicum I	2
HSAD 33A	Supervised Internship I	3
HSAD 34	Dual Diagnosis	3
HSAD 32B	Supervised Practicum II	2
HSAD 33B	Supervised Internship II	3
HSAD 36	Counseling Diverse Populations	3
CERTIFICATE TOTAL		36

Advisor: A. Saddington

**ALCOHOL/DRUG STUDIES ASSOCIATE OF ARTS
DEGREE**

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
HSAD 1	Intro to Alcohol/Drug Studies	3
HSAD 2	Intro/Human Svcs Counseling	3
HSAD 4	Personal/Professional Growth	2
HSAD 20	Biomedical-Pharmacology	3
HSAD 22	Case Management	3
HSAD 24	Law & Ethics	3
HSAD 30	Indiv/Group Family Counseling	3
HSAD 32A	Supervised Practicum I	2
HSAD 33A	Supervised Internship I	3
HSAD 34	Dual Diagnosis	3
HSAD 32B	Supervised Practicum II	2
HSAD 33B	Supervised Internship II	3
HSAD 36	Counseling Diverse Populations	3

<u>Electives:</u>		
PHIL 13	Perspective of Death & Dying	3
SOC 4	Sociological Analysis/Crit Thinking	3
Required Subtotal		36
Electives		6
General Education Subtotal		19-20

DEGREE TOTAL 61-62

Advisor: A. Saddington

**PROBLEM GAMBLING STUDIES
CERTIFICATE**

FOR EMPLOYMENT PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
ASPG 1	Problem Gambling Studies	3
HSAD 2	Intro/Human Svcs Counseling	3
HSAD 4	Personal/Professional Growth	2
HSAD 20	Biomedical Pharmacology	3
HSAD 22	Case Management	3
HSAD 24	Law & Ethics	3

CERTIFICATE TOTAL 17

Advisor: A. Saddington

LIBERAL ARTS

The Liberal Arts major is College of the Desert's most flexible and inclusive transfer degree program. It is appropriate for students who wish to gain knowledge in a broad range of subjects and for students who wish to design their own plan of study in consultation with a counselor. The Liberal Arts major is also appropriate for those transferring students who are not seeking a specific major at C.O.D. but, instead, choose to focus on their university general education and major preparation. This degree program allows most students to meet admission, general education and lower division major requirements for university transfer. This program is not appropriate for high-unit transfer majors, e.g., math, science, and engineering.

The Associate Degree in Liberal Arts is earned by completing 60 transferable units, including the California State University General Education Certification (General Education Option 1) or the Intersegmental General Education Transfer Curriculum (General Education Option 2). Additionally, students must meet the competency requirement in reading as well as the PE activity requirement for graduation. Liberal Arts majors should call the Counseling Center at 773-2520 to schedule an appointment with a counselor for academic advisement.

LIBERAL STUDIES TRANSFER

Students who are transferring into a baccalaureate program in Liberal Studies in preparation for a Multiple Subjects Teaching Credential should schedule an appointment with a Counselor for academic advisement. With early planning and advisement, it is possible to earn an A.A. degree in Liberal Arts from C.O.D. while completing the pre-credential transfer program of study.

**LIBERAL ARTS
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

Required Courses	Units
General Education (Option 1 or 2)	34-43
Transferable Electives*	15-24
Physical Education Activities	<u>2</u>
DEGREE TOTAL	60

* As needed to reach 60 transferable units selected with counselor approval

**Counselors: E. Andrews, J. Brae, E. King,
K. LaMont, A. McReynolds, J. Simo**

MATHEMATICS

The Mathematics Department offers a full range of mathematics courses. In addition to course work leading to transfer with a major in mathematics and support of the sciences and engineering, the division offers courses to prepare the student to take mathematics at the college level.

Specified high-unit majors do not complete the transfer general education certification and must meet with their Faculty Advisors for General Education requirements for graduation.

**MATHEMATICS
ASSOCIATE OF SCIENCE DEGREE
AND TRANSFER PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
MATH 1A	Calculus	5
MATH 1B	Calculus	5
MATH 2A	Multivariate Calculus	5
MATH 2B	Linear Algebra	4
AND/OR	MATH 2C Ordinary Differential Equations (4)	
PH 4A	Engineering Physics	5
PH 4B	Engineering Physics	5
PH 5	Computer Programming I: C++ for Sciences & Engineering	3
OR	CS 89 C++ Programming I (3)	
Required Subtotal		32
General Education Requirements (Option 3 - confer with advisor)		18
Transferable Electives (confer with advisor)		8
Physical Education Activities		<u>2</u>
MINIMUM DEGREE TOTAL		60

Advisors:

K. Dostal	T. Le
S. Dostal	J. Matthews
L. Graff	J. Parvizi
G. Hagopian	K. Tabor

MUSIC

The Music curriculum is primarily directed toward the completion of the Associate of Arts degree and/or transfer to a four-year institution.

Program offerings are divided into three categories:

1. Required and elective courses for the Music Major.
2. Performance organizations open to both majors and non-majors.
3. General Education courses in the Arts and Humanities primarily directed toward the non-major.

Persons planning to major in music should confer with an advisor within the department before selecting courses toward that major.

**MUSIC
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

Dept. No.	Title	Units
Required Courses:		
MUS 1	Music Theory I	4
MUS 2	Music Theory II	4
MUS 10	Introduction to Music	3
MUS 12	Fundamentals of Music	3
MUS 21A	Beginning Class Piano	2
MUS 21B	Int/Adv Class Piano	2
MUS 78A	Intro to Computers & Music	3
MUS 78B	Applications of Computers & Music	3
Performance Ensembles (4-8 units from the following):		
MUS 26	Instrumental Ensemble	1
MUS 34	Vocal Ensemble	2
Required Subtotal		28-32
General Education (Option 1 or 2)		34-43
Physical Education Activities		2
DEGREE TOTAL		64-77

Advisors: D. Romano, S. Schmidt

NUTRITION

**NUTRITION CARE: DIETETIC TECHNICIAN
CHAFFEY COLLEGE AND
COLLEGE OF THE DESERT
ARTICULATED
ASSOCIATE OF ARTS DEGREE
FOR EMPLOYMENT PREPARATION**

Students complete articulated classes at COD and field work through Chaffey College. The Chaffey College program is approved by the American Dietetic Association. This program prepares students to take the ADA Registration Examination for Dietetic Technicians. Graduates from this program are qualified to be employed by acute care and rehabilitation hospitals, as well as by community agencies that provide education in nutrition. *The articulation agreement with Chaffey College is under review. See advisor for details.

Courses Required:

Dept. No.	Title	Units
BI 21	Anatomy & Physiology	4
BUAC 1	Accounting I.	3
BUMA 1	Principles of Management	3
CART 1	Sanitation & Safety	3
CART 3	Principles of Cooking	3
CART 10	Food Procurement & Cost Control	3
CART 11	Menu Planning	3
CART 35	Operations Management	4
HEC 13	General Nutrition	3
COD Required Courses		29
General Education Requirements		18
PE Requirement		2
COD Subtotal		<u>49</u>
*FSM 421	Nutrition Care	2
*FSM 423	Advanced Nutrition Care	2
*Additional Chaffey Requirements(estimated)		9
DEGREE TOTAL (estimated)		62

*Taken at Chaffey College

Advisor: S. Beno

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SCIENCES

BIOLOGICAL, CHEMICAL AND PHYSICAL

The Science Department has available a broad offering of courses in the Biological, Chemical and Physical disciplines. The aim of the department is to provide instruction to a large number of general students as well as those with a goal of majoring in science. To this end, courses for the non-Science Major are transferable to other institutions for General Education Requirements. Courses designed for Science Majors parallel content, level of instruction and units found in University Systems. The department also offers a complete sequence of science courses leading to a nursing program and related paramedical qualifications.

Specified high-unit majors do not complete the transfer general education certification and must meet with their Faculty Advisors for General Education requirements for graduation.

Advisors:

- P. Bowie:** Botany, Pre-pharmacy,
Pre-veterinary Medicine
- D. MacIntire:** Physics, Astronomy
- N. Moll:** Geology, Environmental Studies
- C. Totten:** Bacteriology, Microbiology,
Pre-medicine, Pre-dentistry,
Pre-optometry
- R. Tracey:** Bacteriology, Chemistry,
Microbiology, Nursing,
Pre-medicine, Pre-dentistry

BIOLOGY, PRE-PROFESSIONAL ASSOCIATE OF SCIENCE DEGREE AND TRANSFER PREPARATION

(INCLUDES BIOLOGY, ZOOLOGY, BOTANY, PREMEDICINE,
PRE DENTISTRY, PREPHARMACY, PREVETERINARY MEDICINE,
MICROBIOLOGY, ENTOMOLOGY, PARASITOLOGY,
BIOLOGICAL OCEANOGRAPHY)

Dept. No. Title Units

Required Courses:

(Based on minimum prior preparation)*

Dept.	No.	Title	Units
CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
PH	2A	College Physics	4
PH	2B	College Physics	4
MATH	1A	Calculus	5
MATH	1B	Calculus	5
BI	1A	General Biology - Principles	5
BI	1B	General Zoology	5
BI	1C	General Botany	5
Required Subtotal			39
General Education Requirements			
(Option 3 - confer with advisor)			18
Transferable Electives (confer with advisor)			1
Physical Education Activities			2

MINIMUM DEGREE TOTAL 60

Consult catalog of transfer institution for specific requirements. Consult course descriptions for prerequisites.

***IMPORTANT NOTE:** The student must see an advisor depending on proposed career, as some courses listed above are not required. Thus, the total units will vary depending on the individual student's career objective and prior preparation.

Students majoring in Biological Science, Medicine, Pharmacy, Dentistry, or allied fields should complete Biology 1A and 1B and Chemistry 1A and 1B to establish a strong foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Biology 1C.

**CHEMISTRY
ASSOCIATE OF SCIENCE DEGREE
AND TRANSFER PREPARATION
(INCLUDES BIO-CHEMISTRY)**

Dept. No.	Title	Units
<u>Required Courses:</u>		
CH 1A	General Chemistry	5
CH 1B	General Chemistry	5
CH 10A	Organic Chemistry	5
CH 10B	Organic Chemistry	5
MATH 1A	Calculus	5
MATH 1B	Calculus	5
PH 2A,B	College Physics	8
OR PH 4A,B	Engineering Physics (10) (Physics selection depends on requirements of transfer institution)	
BI 1A	General Biology	5
BI 1B	General Zoology	5
Required Subtotal		48-50
General Education Requirements (Option 3 -confer with advisor)		18
Physical Education Activities		2
MINIMUM DEGREE TOTAL		60

Advisor: R. Tracey

**ENVIRONMENTAL SCIENCES OR NATURAL
RESOURCES
ASSOCIATE OF SCIENCE DEGREE
AND TRANSFER PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
BI 1A	General Biology - Principles	5
BI 1B	General Zoology	5
OR BI 1C	General Botany (5)	
CH 1A	General Chemistry	5
OR CH 3	Intro. General Chem (4)	
G 1	Physical Geology	4
OR G 5	Environmental Geology (4)	
NR 1	Conserv of Natural Resources	3
NR 1L	Conserv of Natural Res Lab	1
MATH 10	College Algebra	4
Required Subtotal		26-27

ENVIRONMENTAL SCIENCES OPTION:

14 to 19 additional units to be chosen from the following (confer with Advisor):

Dept. No.	Title	Units
BI 1B	General Zoology	5
BI 1C	General Botany	5
PH 2A	College Physics	4
PH 2B	College Physics	4
OR PH 4A	Engineering Physics (5)	
PH 4B	Engineering Physics (5)	
MATH 14	Statistical Methods	4
MATH 1A	Calculus	5
MATH 1B	Calculus	5
G 1	Physical Geology	4
G 5	Environmental Geology	4
G 10	The Earth Sciences	4
AGPS 1	Soils and Plant Nutrition	4
AGPS 2	Entomology - Gen. & Applied	3
NR 3	Intro to Wildlife Management	3
ECON 1	Principles of Macroeconomics	3
GEOG 1	Physical Geography	3
Computer courses		3-6
For other course selections confer with advisor		
Required Subtotal		26-27
Elective Subtotal (confer with advisor)		14-19
General Education Requirements (Option 3 - confer with advisor)		18
Physical Education Activities		2
MINIMUM DEGREE TOTAL		60

Advisor: N. Moll

NATURAL RESOURCES OPTION:

See additional courses for Natural Resources option under Agriculture Degree Programs.

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INTERDEPARTMENTAL ENVIRONMENTAL STUDIES ASSOCIATE OF SCIENCE DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
G 1	Physical Geology	4
OR G 5	Environmental Geology (4)	
OR G 10	The Earth Sciences (4)	
BI 1A	General Biology - Principles	5
OR BI 4	Elements of Biology (4)	
CH 3	Intro General Chemistry	4
OR CH 4	Fund. of Chemistry (4)	
NR 1	Conserv of Natural Resources	3
NR 1L	Conserv of Natural Res Lab	1
GEOG 1	Physical Geography	3
MATH 10	College Algebra	4
Required Subtotal		23-24
A minimum of 17 additional units to be chosen from the following (confer with Advisor):		
NR 3	Intro to Wildlife Management	3
AGPS 1	Soils and Plant Nutrition	4
AGPS 2	Entomology	3
OH 1	Horticulture	3
OH 1L	Horticulture Lab	1
GEOG 2	Cultural Geography	3
PS 1	Intro to Government	3
MATH 14	Statistical Methods	4
ECON 1	Principles of Macroeconomics	3
Architecture Elective(s)		2-6
Biology Elective(s)		3-8
Computer Courses		3-6
Geology Elective(s)		3-8
Speech Elective		3
Required Subtotal		23-24
Elective Subtotal (confer with advisor)		17
General Education Requirements (Option 3 - confer with advisor)		18
Physical Education Activities		2
MINIMUM DEGREE TOTAL		60

Advisors: N. Moll, D. Walker

GEOLOGY ASSOCIATE OF SCIENCE DEGREE AND TRANSFER PREPARATION (INCLUDES EARTH SCIENCE, PALEONTOLOGY, PHYSICAL OCEANOGRAPHY)

Dept. No.	Title	Units
<u>Required Courses:</u>		
CH 1A	General Chemistry	5
CH 1B	General Chemistry	5
PH 2A	College Physics	4
PH 2B	College Physics	4
OR PH 4A	Engineering Physics (5)	
OR PH 4B	Engineering Physics (5)	
(Physics requirement depends on transfer institution.)		
BI 1A	General Biology	5
BI 1B	General Zoology	5
BI 1C	Gen. Botany (recommended) (5)	
MATH 1A	Calculus	5
MATH 1B	Calculus	5
G 1	Physical Geology	4
Consult course descriptions for prerequisites.		
Required Subtotal		42-44
General Education Requirements (Option 3 - confer with advisor)		18
Physical Education Activities		2
MINIMUM DEGREE TOTAL		60
Advisor: N. Moll (Consult with advisor before embarking on program.)		

PHYSICS ASSOCIATE OF SCIENCE DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
MATH 1A	Calculus	5
MATH 1B	Calculus	5
MATH 2A	Multivariate Calculus	5
MATH 2C	Differential Equations	4
CH 1A	General Chemistry	5
CH 1B	General Chemistry	5
PH 4A	Engineering Physics	5
PH 4B	Engineering Physics	5
PH 5	Computer Programming I	3
(recommended)		
Consult course descriptions for prerequisites.		
Required Subtotal		39-42
General Education Requirements (Option 3 - confer with advisor)		18
Physical Education Activities		2
MINIMUM DEGREE TOTAL		60
Advisor: D. MacIntire		

SOCIAL SCIENCES

Instruction in the Social Sciences at College of the Desert includes the following subject areas: Anthropology, Geography, History, Philosophy, Political Science, Psychology, Sociology, and Social Science (General). Students majoring in these fields are usually preparing to transfer to a four-year college to complete their major. A few, not desiring a Bachelor's Degree, will, upon receiving an Associate in Arts Degree in a Social Science, work as a paraprofessional in their chosen field.

Once a student has decided upon a major, the student should confer with the appropriate advisor in planning a course of study. The Schedule of Classes contains a listing of the faculty advisors in each of these subject areas. It is also advisable that the college from which the student plans to get a Bachelor's Degree be selected early in order to coordinate graduation requirements for the A.A. Degree and the B.S. Degree.

ANTHROPOLOGY ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
ANTH 1	Intro to Physical Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3	Archaeology, An Intro to Prehistory .	3
Electives - 12 units to be chosen from the following:		
ANTH 4	Prehistory & Ethnography of Southern California Indians	3
ART 2A	History of Art	3
ART 31	Digital Photography	3
BI 4	Elements of Biology	4
BI 21	Anatomy & Physiology	4
ENG 35	Myth and Legend	3
G 1	Physical Geology	4
G 5	Environmental Geology	4
G 7	Intro to Geology	3
	Continued on next page	>
GEOG 1	Physical Geography	3
GEOG 2	Cultural Geography	3
GEOG 7	Regional Geography	3
GEOG 10	Geography of California	3
HIST 3	History of World Civilization	3
MATH 14	Statistical Methods	3

MUS 8	American Music	3
NR 1	Conservation of Natural Resources	1
NR 41A	Native Plants - Mountain	1
NR 41B	Native Plants - Desert	1
OH 1	Horticulture	3
PH 1	How Things Work	4
PHIL 12	Religions of the World	3

Required Subtotal	9
Elective Subtotal	12
General Education (Option 1* or 2).....	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-66

Advisor: E. Hardy

GEOGRAPHY ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
GEOG 1	Physical Geography	3
GEOG 2	Cultural Geography	3
GEOG 7	Regional Geography	3
GEOG 10	Geography of California	3

Electives - 9 units to be chosen from the following:

ANTH 2	Cultural Anthropology	3
ANTH 3	Archaeology, An Intro to Prehistory .	3
ART 31	Digital Photography	3
BI 4	Elements of Biology	4
ENG 35	Myth and Legend	3
G 1	Physical Geology	4
G 5	Environmental Geology	4
G 7	Intro to Geology	3
HIST 3	History of World Civilization	3
MATH 14	Statistical Methods	3
NR 1	Conservation of Natural Resources	1
NR 21	Introduction to GIS	3
NR 41A	Native Plants - Mountain	1
NR 41B	Native Plants - Desert	1
OH 1	Horticulture	3
PH 1	How Things Work	4
PHIL 12	Religions of the World	3

Required Subtotal	12
Elective Subtotal	9
General Education (Option 1* or 2).....	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-66

Advisor: E. Hardy

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HISTORY ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
HIST 3	History of World Civilization I	3
HIST 4	History of World Civilization II	3
HIST 17	United States History	3
HIST 18	United States History	3
ANTH 1	Intro to Physical Anthropology	3
PHIL 10	General Logic	3
PS 1	Introduction to Government	3
Required Subtotal		21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisors: P. Atchity, W. Gudelunas, C. Kroll

PHILOSOPHY ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
CIS 70A	Computer Business Appl/Windows	3
Choose <u>one</u> from the following		3
PHIL 6	Introduction to Philosophy	(3)
PHIL 7	Ideas of the Great Philosophers	(3)
Choose <u>one</u> from the following		3
PHIL 10	General Logic	(3)
PHIL 11	Formal Logic	(3)
Electives - 12 units to be chosen from the following:		
HIST 3	History of World Civilization	3
HIST 4	History of World Civilization	3
ANTH 2	Cultural Anthropology	3
PSY 1	General Psychology	3
PHIL 12	Religions of the World	3
PHIL 13	Perspective of Death & Dying	3
PHIL 14	Introduction to Ethics	3
PHIL 16	Philosophy in the Hispanic World	3
Required Subtotal		9
Elective Subtotal		12
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: M. Smith

POLITICAL SCIENCE ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
PS 1	Intro. to Government	3
PS 2	Intro. to Comparative Gov't	3
OR PS 4	Intro. to Internat'l Relations (3)	
Social Science courses (confer w/advisor)		14-15
Required Subtotal		20-21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		4
Physical Education Activities		2
DEGREE TOTAL		60-65

Advisors: P. Atchity, W. Gudelunas, C. Kroll

PSYCHOLOGY ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No.	Title	Units
<u>Required Courses:</u>		
PSY 1	General Psychology	3
PSY 3	Developmental Psychology	3
SOC 1	Introduction to Sociology	3
SOC 3	Fundamentals of Statistics	3
OR MATH 14	Statistical Methods (4)	
Electives - 11 units to be chosen with advisor approval:		
BI 1A	General Biology	(5)
CIS 70A	Computer Business Appl/Windows	(3)
PSY 10	Psychological Aspects of Marriage and Family	(3)
PSY 12	Human Sexuality	(3)
PSY 20	Adolescent Psychology	(3)
PSY 33	Personal & Social Adjustment	(3)
Required Subtotal		12-13
Elective Subtotal		11
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		1
Physical Education Activities		2
DEGREE TOTAL		60-69

Advisor: D. Mathewson

**SOCIAL SCIENCE
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
ECON 1	Principles of Economics	3
HIST 3	History of World Civ	3
HIST 18	United States History	3
PHIL 6	Introduction to Philosophy	3
PS 1	Introduction to Government	3
PS 2	Comparative Government	3
PSY 1	General Psychology	3
Required Subtotal		21
General Education (Option 1* or 2).....		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		<u>2</u>
DEGREE TOTAL		60-66

Advisor: M. Smith

**SOCIOLOGY
ASSOCIATE OF ARTS DEGREE
AND TRANSFER PREPARATION**

Dept. No.	Title	Units
<u>Required Courses:</u>		
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SOC 3	Fundamentals of Statistics	3
OR MATH 14	Statistical Methods (4)	
SOC 14	Minority Groups in Americas	3
OR SOC 15	Mexican American Culture (3)	
ANTH 2	Cultural Anthropology	3
PHIL 10	General Logic	3
PSY 1	General Psychology	3
Required Subtotal		21-22
General Education (Option 1* or 2).....		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		<u>2</u>
DEGREE TOTAL		60-67

Advisors: V. Rios, A. Saddington

STUDENT DEVELOPMENT

Student Development programs and courses are designed to prepare students for college experiences, academic achievement, and success in educational and occupational pursuits. Each course is designed to assist groups of students who share either common goals or common difficulties in reaching their goals. New and re-entering students who might benefit from guidance in time management, study techniques, educational planning, setting realistic goals, changing careers, etc., are able to earn credit and reap personal benefits through Student Development courses.

THEATRE ARTS

The Theatre Arts curriculum is directed toward completion of the Associate of Arts degree and/or transfer to a four-year institution.

Program offerings are divided into three categories:

1. Required and elective courses for the Theatre Arts Major.
2. Main stage productions open to both majors and non-majors.
3. General Education courses in the Arts and Humanities primarily directed toward the non-major.

Persons planning to major in Theatre Arts should confer with an advisor before selecting courses toward that major. Degree requirements on following page.

98 Theatre Arts - Work Experience

THEATRE ARTS ASSOCIATE OF ARTS DEGREE AND TRANSFER PREPARATION

Dept. No. Title Units

Required Courses: (12 units)

TA	1	Introduction to Theatre	3
TA	2A	Acting I	3
TA	9	Stagecraft	3
TA	22	Play Production - Acting	3
OR TA	26	Play Production - Dance (3)	
OR TA	32A	Play Production - Technical (3)	

Emphasis in Acting: (15 units)

TA	3A,B	Acting II	6
TA	22	Play Production - Acting	3
TA	69A	Dramatic Literature	3
OR TA	69B	Dramatic Literature (3)	
TA	80A	Theatre Makeup	3

Emphasis in Dance: (15 units)

DANC	10	Choreography I	3
DANC	15	History of Dance	3
TA	26	Play Production - Dance	3
TA	51	Theatre Dance	4
TA	90A,B	Musical Theatre Workshop	2

Emphasis in Musical Theatre: (15 units)

TA	26	Play Production - Dance	3
TA	51	Theatre Dance	4
TA	90A-D	Musical Theatre Workshop	4
MUS	22	Class Voice	4
Required Courses			12
Emphasis Courses			15
General Education (Option 1 or 2)			34-43
Physical Education Activities			2

DEGREE TOTAL 63-72

Advisors: M. Gaines, T. Nicholson

WORK EXPERIENCE EDUCATION

Cooperative Work Experience is an important component of the education and training that students receive at College of the Desert. The program is a hands-on learning tool that links academics to their current real-world work environment. Students will create and accomplish their own measurable learning outcomes that are new or expanded responsibilities. The goal is for students to become better employees, work on new projects to add to their resume, and enhance their job skills.

Two Types of Work Experience Education

1. **General Work Experience Education** is supervised employment of students with the intent to assist them in acquiring desirable work habits, attitudes and career awareness. Students' jobs need not be directly related to their educational goals. Students may register for 1-3 units per semester with a maximum of 6 units in General Work Experience during their college career.
2. **Occupational Work Experience Education** is supervised employment of students designed to extend their classroom-based occupational learning at an on-the-job learning station in fields directly related to their educational or occupational goals. Students may register for 1-4 Occupational Work Experience units per semester with a maximum of 16 Work Experience units during their college career.

Students may utilize their present work sites for improving skills or choose job placement assistance in another area through the Work Experience Office. Certain volunteer training activities may also qualify for college credit through Work Experience, provided that meaningful objectives are set and accomplished.

Participants are required to complete 75 hours of a paid activity or 60 hours of unpaid volunteer work, plus completion of the objectives and a term paper, in order to receive one unit of college credit.

All CSU campuses accept COD Work Experience units for elective transfer credit. *(There are CSU campus limits on the maximum number of Work Experience transfer units accepted .)*

Eligibility

In order to be eligible for Cooperative Work Experience Education, students must:

1. Be enrolled as a College of the Desert student in 7 or more units of credit including work experience.
2. Students must currently work or intern within 2 hours of COD
3. For each credit earned, Work Experience participants are required to complete:
 - 75 hours of paid work, or
 - 60 hours of volunteer work

Note: Students with an F-1 visa must make a formal application to US Immigration and Naturalization Service before they can begin any paid employment. Contact the International Student Office for more information

How to Enroll

- Register for the appropriate section (see current class schedule). For Occupational Work Experience sections, students must be working or interning in a field directly related to their declared major. All others must register for a General Work Experience section
- **Pick-up and complete the required application packet** in SOC-1 or online at collegeofthedesert.edu/workexperience
- **Attend an orientation** and bring the completed application packet with you. Students who complete the orientation online will need to return their application to SOC-1 during the first week of the session.

For Further Information Contact:

- (760) 776-0186, SOC-1
- collegeofthedesert.edu/workexperience
- mrichards@collegeofthedesert.edu

CREDIT FOR WORK EXPERIENCE IS AVAILABLE IN THESE FIELDS:

ACCOUNTING
ADMINISTRATION OF JUSTICE
AGRICULTURE
AIR CONDITIONING
ARCHITECTURE - ART
AUTOMOTIVE TECHNOLOGY
BIOLOGY
BUSINESS MANAGEMENT
COMPUTER INFO SYSTEMS
COMPUTER SCIENCE
CONSTRUCTION MANAGEMENT
CULINARY ARTS
DIGITAL DESIGN & PRODUCTION
EARLY CHILDHOOD EDUCATION
ECONOMICS - ENGLISH
FIRE TECHNOLOGY
GOLF MANAGEMENT
PHYSICAL EDUCATION
HEALTH SCIENCES
HOTEL & RESTAURANT MGMT
HS-ALCOHOL/DRUG STUDIES
JOURNALISM
MASS COMMUNICATION
MATHEMATICS - MUSIC
NATURAL RESOURCES
PSYCHOLOGY
RADIO & TELEVISION
SOCIOLOGY
SUPERVISION & MANAGEMENT
THEATRE ARTS
all others are general (WEG)

PREPARATION FOR TRANSFER

As an integral unit of the California tripartite system of public higher education, the College provides programs of study providing students the opportunity to prepare for transfer to four-year colleges and universities. The College aspires to do this in such a manner that students may transfer without loss of time or credit.

Most professions and careers requiring study beyond that available at the College of the Desert are such that the first two years of study may be completed before transferring from College of the Desert to another institution of higher education. To assure transfer students of obtaining the maximum benefit from their College of the Desert experience prior to transferring, it is important for students to engage in careful, long range planning. In general, students planning to transfer should follow the procedure outlined below:

1. Tentative Choice: Because course requirements vary among colleges and universities, it is advantageous to research and select the school(s) to which you plan to transfer as early as practicable in your college career. The COD Transfer Center offers a research library to help you prepare to transfer, including catalogs from California public and private institutions, as well as from many out-of-state colleges. Transfer admission information, applications, and other reference materials are also available. The Transfer Center is located in the Administration Building, Room 12.

2. Catalog: Examine catalogs of prospective colleges and universities. Study carefully those sections that cover requirements for (a) transfer admission, (b) the major, and (c) graduation. Finding all requirements often warrants a review of the entire catalog, as requirements may be listed in different sections of the catalog. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for transfer admission and graduation.

3. Financial Aid: Apply for financial aid as directed in the current COD class schedule. Application forms and other financial aid information are also available in the Financial Aid Office, located in Building C.

4. General Education Requirements: Students may complete their lower division general education or breadth requirements while at College of the Desert. COD has articulation agreements with the California State Universities (CSU) and the University of California (UC) system that allow students to be certified for these requirements. To select the pattern that is most appropriate for you, consult your faculty advisor.

5. Application Filing Period: Check carefully the dates of the application filing period. This is the time between the first date applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, preparation of applications early within the filing period is recommended.

6. Letters of Recommendation and Rating Forms: Some independent colleges require letters of recommendation or rating forms. Students should get to know their instructors well enough so that the instructors can comment accurately on the students' characteristics.

7. Grade Point Requirements: Grade point average requirements for admission and selection to the major vary. Study catalogs carefully for *all* requirements.

8. Admission Requirements of the Public California Institutions: Both the University of California (UC) and the California State University (CSU) have the same initial filing period for Fall admission. The period for Fall entry is the month of November for admission ten months later. Both UC and CSU require completion of 60 transferable units to enter as a junior. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for nonresidents).

The CSUs will allow community college students to transfer with 56 transferable units with a minimum of a 2.0 transfer grade point average. Within the 56 units, a minimum of 30 semester units that meet general education requirements must be completed with a grade of C or better in each course. The 30 semester units must include at least 9 units (3 courses) in English language, and at least 3 units in mathematics/quantitative reasoning. These requirements became effective Fall 2000.

Students eligible for UC or CSU entrance as freshmen may enter before their junior year if they have maintained a 2.0 or better grade point average in college work.

NOTE: Meeting minimum requirements is *not* enough to gain admission to many UC and CSU campuses and programs. For clarification of transfer admission requirements, consult the *transfer* college catalog and supplemental reference materials available in the COD Transfer Center.

9. Admission to Independent California or Out-of-State Colleges: Students who follow transfer courses of study find they are given credit for most, if not all, courses when they transfer to independent or out-of-state colleges and universities. Some colleges require a certain number of completed units before considering students as eligible for transfer, while others accept students at any time. Admission requirements are outlined in the respective college catalogs. Catalogs are available for use in the College of the Desert Transfer Center. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

10. Transferable Courses: Course descriptions in this catalog carry a designation code of their acceptance for transfer at the California State University (CSU) and at the University of California (UC). This acceptance can change annually. Consult the Transfer Center for more detailed information.

Students may view the COD Transfer Admissions Agreements with CSU and UC online at the ASSIST web site @ www.assist.org

TRANSFERABLE COURSES

Courses transferable to the California State University are indicated by “CSU” and those transferable to the University of California are indicated by “UC” under the course description in the “Courses of Instruction” section of this catalog. The CSU or UC designates courses accepted for elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. Students interested in transferring to the University of California should refer to the University of California Transfer Course Agreement, available in the Transfer Center, to make

sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC; such courses are marked in this catalog with an asterisk, as **Associate Degree Applicable: CSU, UC***, for example.

CHANGES IN TRANSFERABLE CREDIT

As new courses are added or changes are made in current courses, transfer credit may not be applicable until CSU and UC have adopted these changes.

TRANSFER ADMISSIONS AGREEMENTS (TAAs)

College of the Desert has entered into Transfer Admissions Agreements (TAAs) with CSU San Bernardino and UC Riverside. These agreements guarantee university transfer admission to students who meet specified lower division requirements for course completion and grade point average. Students should request an agreement prior to completing thirty (30) semester units in order to ensure appropriate course planning and selection. Students interested in transferring to one of these campuses may schedule an appointment with a C.O.D. counselor to learn more about TAA options and opportunities and complete a Student Education Plan for transfer.

Students may view the COD Transfer Admissions Agreements with CSU and UC online at the ASSIST web site @ www.assist.org

ADMISSION TO THE UNIVERSITY OF CALIFORNIA

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit you to transfer from College of the Desert to a campus in either the California State University (CSU) or University of California (UC) without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. **Exceptions are at the end of the list in the Supplementary Notes.** Completion of IGETC is not a requirement for admission but does fulfill a requirement for graduation at a CSU or UC campus.

**INTERSEGMENTAL GENERAL
EDUCATION TRANSFER
CURRICULUM (IGETC) FOR UC
AND CSU**

The course requirements for all areas must be **completed** before IGETC can be certified. After final grades are posted, you must **request** IGETC Certification at the time you request final transcripts to be sent to your chosen transfer campus(es). **The IGETC must be certified prior to transfer. All courses must be completed with grades of "C" or better.** For more information, please see a Counselor.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Note: An "*" indicates that transfer credit may be limited by either UC or CSU or both. Consult the University of California Transfer Course agreement, available in the Transfer Center, or, your Faculty Advisor, for specific information.

Note: A single course, even though listed in more than one area, can only be used to satisfy one requirement.

AREA 1

ENGLISH COMMUNICATION

One course from each group:

1-A. Writing

ENG-001A Composition (4)

1-B. Critical Thinking/English Composition

SOC-004 Soc. Anal/Crit. Thinking (3)

1-C. Oral Communication (required by CSU only)

SP-004 Public Speaking (3)

SP-015 Intercultural Comm (3)

AREA 2

MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

One course:

2-A. Mathematics

MATH-001A*	Calculus	(5)
MATH-001B*	Calculus	(5)
MATH-010*	College Algebra	(4)
MATH-012*	Pre-calculus	(5)
MATH-013*	Liberal Arts Math	(4)
MATH-014*	Statistical Methods	(4)
SOC-003*	Fund of Statistics	(3)

AREA 3

ARTS and HUMANITIES

At least three courses; minimum of one from the Arts and one from the Humanities (See "Language Other Than English")

3-A. Arts (Art, Music)

ART-002A,B	History of Art	(3)(3)
ART-002C	Hist. of Modern Art	(3)
ART-002D	Hist. of Postmodern Art	(3)
ART-010	Intro to Art	(3)
ART-033	History of Photography	(3)
HUM-008	American Music	(3)
HUM-018	Intro to Art & Music	(3)
MUS-005	History of Rock 'n' Roll	(3)
MUS-008	American Music	(3)
MUS-010	Intro to Music	(3)
MUS-012	Fundamentals of Music	(3)

3-B. Humanities

ENG-001B	Comp & Literature	(3)
ENG-010A,B	American Literature I,II	(3)(3)
ENG-011A,B	Surv of English Lit	(3)(3)
ENG-012A	World Literature I	(3)
ENG-012B	World Literature II	(3)
ENG-014	Shakespeare	(3)
ENG-015	The Short Story	(3)
ENG-016	Literature of the Desert	(3)
ENG-017	Women in Literature	(3)
ENG-018	Introduction to Poetry	(3)
ENG-021	Intro Latin Amer/Chicano Lit	(3)
ENG-022	Intro African-Amer Literature	(3)
ENG-025	Introduction to the Novel	(3)
ENG-031	Bible as Literature O.T.	(3)
ENG-032	Bible as Literature N.T.	(3)
ENG-035	Myth and Legend	(3)
HIST-003	Hist World Civilization I	(3)
HIST-004	Hist World Civilization II	(3)
HIST-017 ^{*(7)}	U.S. History	(3)
HIST-018 ^{*(7)}	U.S. History	(3)
PHIL-006	Intro to Philosophy	(3)
PHIL-007	Ideas/Great Philosophers	(3)

PHIL-012	Religions of the World	(3)	PS-004	Intro Internat'l Rel	(3)
PHIL-013	Perspect Death/Dying	(3)	4-L. Psychology		
PHIL-014	Intro to Ethics	(3)	PSY-001	General Psychology	(3)
PHIL-016	Phil/Hispanic World	(3)	PSY-003	Developmental Psychology	(3)
FR -002	Elementary French	(5)	PSY-023	Psychology of Women	(3)
FR-002A*,B*	Elementary French	(3)(3)	4-J. Sociology		
FR-003,4	Intermediate French	(4)(4)	SOC-001	Intro to Sociology	(3)
GER-002	Elementary German	(5)	SOC-002	Social Problems	(3)
GER-002A*	Elementary German	(3)	SOC-014	Minority Grps in Amer	(3)
GER-002B*	Elementary German	(3)	SOC-0015	Mexican-American Culture	(3)
ITAL-002	Elementary Italian	(5)			
ITAL-002A*	Elementary Italian	(3)			
ITAL-002B*	Elementary Italian	(3)			
ITAL-003, 4	Intermed. Italian	(4)(4)			
JPN-002A*	Elementary Japanese	(3)			
JPN-002B*	Elementary Japanese	(3)			
SPAN-002	Elementary Spanish	(5)			
SPAN-002A,B	Elementary Spanish	(3)(3)			
SPAN-003, 4	Intermed. Spanish	(4)(4)			
TA-001	Introduction to Theatre	(3)			
TA-069A,B	Dramatic Literature	(3)(3)			

AREA 4

SOCIAL AND BEHAVIORAL SCIENCES

At least 3 courses, from at least two disciplines, or an interdisciplinary sequence:

4-A. Anthropology & Archaeology

ANTH-002	Cultural Anthropology	(3)
ANTH-003	Archaeology, Intro to Prehistory	(3)

4-B. Economics

ECON-001	Prin of Macroeconomics	(3)
ECON-002	Prin of Microeconomics	(3)
ECON-011	Internat'l Econ Relations	(3)

4-C. Ethnic Studies

SOC-015	Mexican-American Culture	(3)
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4-E. Geography

GEOG-002	Cultural Geography	(3)
GEOG-007	Regional Geography	(3)
GEOG-010	Geography of California	(3)

4-F. History

HIST-003	Hist World Civilization I	(3)
HIST-004	Hist World Civilization II	(3)
HIST-017 ^{*(7)}	U.S. History	(3)
HIST-018 ^{*(7)}	U.S. History	(3)

4-G. Interdisciplinary Social/Behavioral Sciences

MC-001	Mass Media/Amer Cult	(3)
PHIL-012	Religions of the World	(3)

4-H. Political Science, Government, Legal Institutions

PS-001 ^{*(7)}	Intro to Government	(3)
PS-002	Intro Comparative Govt	(3)

AREA 5

PHYSICAL & BIOLOGICAL SCIENCE

At least 2 courses; one physical science and one biological science; at least one must include a laboratory:

5-A. Physical Sciences

A-001	Descriptive Astronomy	(3)
A-001L	Desc. Astronomy Lab	(1)
CH-001A*,B*	General Chemistry	(5)(5)
CH-003*	Intro Gen Chemistry	(4)
G-001	Physical Geology	(4)
G-005	Environmental Geology	(4)
G-006	Geology of California	(3)
G-007	Intro to Geology	(4)
G-010	The Earth Sciences	(4)
GEOG-001	Physical Geography	(3)
GEOG-001L	Physical Geography Lab	(1)
PH-001*	How Things Work	(4)
PH-002A*	College Physics	(4)
PH-002B*	College Physics	(4)
PH-004A*	Engineering Physics	(5)
PH-004B*	Engineering Physics	(5)

5-B. Biological Sciences

AGPS-002	Entomology-Gen/App	(4)
AGPS-005	Plant Science	(3)
AGPS-005L	Plant Science Lab	(1)
ANTH-001	Intro/Physical Anthropology	(3)
BI-001A	Gen Biology, Principles	(5)
BI-001B	Gen Biology, Zoology	(5)
BI-001C	Gen Biology, Botany	(5)
BI-004*	Elements of Biology	(4)
BI-022*	Human Anatomy	(4)
NR-001	Cons Natural Resources	(3)
NR-001L	Cons Natrl Resources Lab	(1)

* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

AREA 6 (UC Requirement Only)

6-A. Language Other Than English

Students must complete two years of the same foreign language of high school work with a grade of "C" or better; **or**, earn a score of 3 or higher on the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language; **or**, complete coursework from the following which meets the Level One proficiency requirement, e.g. Spanish 1, or 1B, or higher.

ASL-001A*	Elem American Sign Language	(3)
ASL-001B*	Elem American Sign Language	(3)
FR -001	Elementary French	(5)
FR-001A*,B*	Elementary French	(3)(3)
GER-001	Elementary German	(5)
GER-001A*	Elementary German	(3)
GER-001B*	Elementary German	(3)
ITAL-001	Elementary Italian	(5)
ITAL-001A*	Elementary Italian	(3)
ITAL-001B*	Elementary Italian	(3)
JPN-001A*	Elementary Japanese	(3)
JPN-001B*	Elementary Japanese	(3)
SPAN-001	Elementary Spanish	(5)
SPAN-001A*	Elementary Spanish	(3)
SPAN-001B*	Elementary Spanish	(3)

Note: 1A and 1B combined are equivalent to 1;
 * indicates that both 1A and 1B must be taken to receive IGETC certification.

SUPPLEMENTARY NOTES

1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC.
2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering.
3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC.
4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.
5. "Double counting" of courses toward the major is not limited by the IGETC, but is limited by other directives. The UC will also allow IGETC courses to count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.
6. If you are transferring to a UC campus, the UC Transfer Course Agreement lists unit limitations that might apply to the courses you have selected.
7. Courses used to meet IGETC requirements may not also be used to satisfy the "American History and Institutions Requirement" at CSU. See Transfer Center handout for clarification.

PREPARATION FOR TRANSFER TO A CALIFORNIA STATE UNIVERSITY (CSU)

Students may graduate from College of the Desert with an Associate of Arts or Science degree with emphasis on transfer preparation by completing a minimum of 60 units of lower division, transferable semester units with a cumulative grade point average (GPA) of at least 2.0 for all grades earned in lower division courses at all colleges and universities attended. Also, a cumulative GPA of at least 2.0 must have been earned at COD as well as in the selected major. At least 12 units must be earned at COD.

Students must complete *either* the CSU General Education Certification Course Pattern (this page) *or* the IGETC (page 65), *and* the major requirements as specified in the program of study for the declared major. Specified high-unit majors do not complete the transfer general education certification and must meet with their Faculty Advisors for General Education requirements for graduation. Degrees are listed by major on pages 72-73.

Students planning to transfer should consult with their Faculty Advisor early in their first semester of enrollment. Faculty Advisors will assist students with program planning and course options.

Students seeking the transfer degree must meet the competency requirements in Reading, English, and Math and complete two semesters of Physical Education activities or courses.

Review all requirements that pertain to you on pages 55-56, including *requesting a degree evaluation and filing an Intent to Graduate*.

CSU GOVERNMENT/HISTORY CERTIFICATION

College of the Desert, pursuant to Section 40404 of Title 5 of the California Administrative Code and in accordance with Executive Order 405 from the Office of the Chancellor, California State University (effective date 11/15/82), certifies the following course/examination combinations as meeting the baccalaureate requirements in U.S. History, Constitution and American Ideals at CSU, except that no student may meet the requirement by examinations alone. It is important to note that certification may take place if and only if an entire history/government combination has been

completed. (Requirements at CSU institutions may vary; consult your Faculty Advisor.)

A student may fulfill the history/government requirement by completing Political Science I (PS 1) **and either** History 17 (HIST 17) *or* History 18 (HIST 18).

CSU GENERAL EDUCATION CERTIFICATION COURSE PATTERN

Students who plan to transfer to a CSU campus may complete their lower division General Education requirements for graduation at College of the Desert. Students may follow the CSU General Education Certification pattern listed on the following two pages, which is accepted by all CSU campuses in most majors to fulfill these requirements.

To be fully certified, students must complete a minimum of 9 units each in Areas A, B, C, and D, and three units in Area E. At least 30 of these units must be completed with a grade of "C" or better, including the nine units in Area A: Communication in the English Language; and 3 units in Area B-3: Mathematics. These requirements became effective Fall 2000.

General Education Certification is *not* automatic and must be requested by the student at the same time transcripts are requested to be sent to the California State University following the posting of final grades.

APPLICABLE COD COURSES

Note: *A single course, even though listed in more than one area, can only be used to satisfy one requirement.*

A. COMMUNICATION in the ENGLISH LANGUAGE and CRITICAL THINKING
Nine (9) units minimum; select 1 course from each of the 3 groups. (C or better required in all courses)

A-1. ORAL COMMUNICATION
SP-001 Intro Human Communication (3)
SP-004 Public Speaking (3)
SP-005 Group Discussion Process (3)
SP-015 Intercultural Comm (3)

A-2. WRITTEN COMMUNICATION
ENG-001A Composition (4)

106 CSU General Education Certification Course Pattern

A-3. CRITICAL THINKING

HUM-001	Critical Analysis	(3)
PHIL-010	General Logic	(3)
PHIL-0011	Formal Logic	(3)
SOC-004	Soc Anal/Crit Thinking	(3)
SP-007	Decision Mking/Advoc	(3)

B. PHYSICAL UNIVERSE & ITS LIFE FORMS

Nine (9) units minimum; select one course from each group. One course must include laboratory.

B-1. PHYSICAL SCIENCES

A-001	Descriptive Astronomy	(3)
A-001L	Desc Astronomy Lab	(1)
CH-001A, 1B	General Chemistry	(5)(5)
CH-003	Intro Gen Chemistry	(4)
CH-004	Fund of Chemistry	(4)
CH-005	Bio-Organic Chemistry	(4)
G-001	Physical Geology	(4)
G-004	Geology Lab	(1)
G-005	Environmental Geology	(4)
G-007	Intro to Geology	(4)
G-008	Geol of Natl Parks/Monu	(3)
G-010	The Earth Sciences	(4)
GEOG-001	Physical Geography	(3)
GEOG-001L	Physical Geography Lab	(1)
PH-001	How Things Work	(4)
PH-002A,2B	College Physics	(4)(4)
PH-004A,4B	Engineering Physics	(5)(5)

B-2. LIFE SCIENCES

AGPS-002	Entomology-Gen/App	(4)
AGPS-005	Plant Science	(3)
AGPS-005L	Plant Science Lab	(1)
ANTH-001	Intro/Physical Anthropology	(3)
BI-001A	Gen Biology, Principles	(5)
BI-001B	Gen Biology, Zoology	(5)
BI-001C	Gen Biology, Botany	(5)
BI-004	Elements of Biology	(4)
BI-004L	Elements of Biology Lab	(1)
BI-012	Biology of Cancer	(3)
BI-015	General Microbiology	(5)
BI-021	Anatomy & Physiology	(4)
BI-022	Human Anatomy	(4)
BI-023	Human Physiology	(5)
NR-001	Cons Natural Resources	(3)
NR-001L	Cons Natr Resourc Lab	(1)
OH-001	Horticulture	(3)
OH-001L	Horticulture Lab	(1)

B-3. LABORATORY ACTIVITY (see B-2)

B-4. MATHEMATICS (C or better required)

MATH-001A	Calculus	(5)
MATH-001B	Calculus	(5)
MATH-005	Trigonometry	(3)
MATH-010	College Algebra	(4)
MATH-012	Pre-calculus	(5)
MATH-013	Liberal Arts Math	(4)
MATH-014	Statistical Methods	(4)
SOC-003	Fund Statistics	(3)

C. ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE: Nine (9) units minimum; one course must be in the ARTS & one in the HUMANITIES

C-1. ARTS (Art, Dance, Music, Theatre)

ARCH-014	History of Architecture	(3)
ART-002A,B	History of Art	(3)(3)
ART-002C	Hist of Modern Art	(3)
ART-002D	Hist of Postmodern Art	(3)
ART-003A	Basic Design /Color	(3)
ART-010	Intro to Art	(3)
ART-033	History of Photography	(3)
HUM-008	American Music	(3)
HUM-018	Intro to Art & Music	(3)
MUS-005	History of Rock 'n' Roll	(3)
MUS-008	American Music	(3)
MUS-010	Intro to Music	(3)
MUS-012	Fundamentals of Music	(3)
MUS-014 A-D	Survey of Opera	(2-2-2-2)
PE-015	Intro to Choreography	(2)
TA-001	Intro to Theatre	(3)
TA-002 A,B	Acting	(3)(3)

C-2. HUMANITIES (Literature, Philosophy, & Foreign Language)

ASL-001A,B	Elem Amer Sign Lang	(3)(3)
ASL-002A,B	Elem Amer Sign Lang	(3)(3)
ENG-001B	Comp & Literature	(3)
ENG-010A,B	American Literature	(3)(3)
ENG-011A,B	Surv of English Lit	(3)(3)
ENG-012A	World Literature I	(3)
ENG-012B	World Literature II	(3)
ENG-014	Shakespeare	(3)
ENG-015	The Short Story	(3)
ENG-016	Literature of the Desert	(3)
ENG-017	Women in Literature	(3)
ENG-018	Introduction to Poetry	(3)
ENG-021	Intro Latin-Amer/Chicano Lit	(3)
ENG-022	Intro African-Amer Literature	(3)
ENG-023	Intro to the Autobiography	(3)
ENG-025	Intro to the Novel	(3)
ENG-031	Bible as Literature O.T.	(3)
ENG-032	Bible as Literature N.T.	(3)
ENG-035	Myth and Legend	(3)
PHIL-006	Intro to Philosophy	(3)

PHIL -007	Ideas/Great Philosophers	(3)
PHIL -008	Phil. Ancien-Renaiss	(3)
PHIL -009	Phil. Renaissance-Presnt	(3)
PHIL-012	Religions of the World	(3)
PHIL-013	Perspect Death/Dying	(3)
PHIL-014	Intro to Ethics	(3)
FR -001, 2	Elementary French	(5)(5)
FR -001A, 1B	Elementary French	(3)(3)
FR -002A, 2B	Elementary French	(3)(3)
FR -003,4	Intermediate French	(4)(4)
GER -001,2	Elementary German	(5)(5)
GER -001A,B	Elementary German	(3)(3)
GER -002A,B	Elementary German	(3)(3)
ITAL -001,2	Elementary Italian	(5)(5)
ITAL -001A,B	Elementary Italian	(3)(3)
ITAL -002A,B	Elementary Italian	(3)(3)
ITAL -003, 4	Intermed. Italian	(4)(4)
JPN -001A,B	Elementary Japanese	(3)(3)
JPN -002A,B	Elementary Japanese	(3)(3)
SPAN -001, 2	Elementary Spanish	(5)(5)
SPAN -001A,B	Elementary Spanish	(3)(3)
SPAN -002A,B	Elementary Spanish	(3)(3)
SPAN -003, 4	Intermed. Spanish	(4)(4)
TA -069A,B	Dramatic Literature	(3)(3)

D. SOCIAL, POLITICAL, & ECONOMIC INSTITUTIONS & BEHAVIOR; HISTORICAL BACKGROUND: Nine (9) units minimum, with courses taken in at least two disciplines.

Note: The "American Institutions" requirement may be satisfied by taking *either* HIST 17 *or* 18, *plus* PS 1 (Intro Government).

D-0. SOCIOLOGY & CRIMINOLOGY		
SOC-001	Intro to Sociology	(3)
SOC-002	Social Problems	(3)
SOC-014	Minority Grps in Amer	(3)
AJ-001	Intro Admin of Justice	(3)
D-1. ANTHROPOLOGY & ARCHAEOLOGY		
ANTH-002	Cultural Anthropology	(3)
ANTH-003	Archaeology, Intro to Prehistory	(3)
D-2. ECONOMICS		
ECON-001	Prin of Macroeconomics	(3)
ECON-002	Prin of Microeconomics	(3)
ECON-011	Internat'l Econ Relations	(3)
ECON-012	Undr Econ Prin &Appl	(3)
D-3. ETHNIC STUDIES		
SOC-014	Minority Grps in Amer	(3)
D-4. GENDER STUDIES		
PSY-010	Psy Aspects Marr/Fam	(3)
PSY-023	Psychology of Women	(3)

D-5. GEOGRAPHY		
GEOG-002	Cultural Geography	(3)
GEOG-007	Regional Geography	(3)
GEOG-010	Geography of California	(3)

D-6. HISTORY		
HIST-003	Hist World Civilization I	(3)
HIST-004	Hist World Civilization II	(3)
HIST-017	U.S. History	(3)
HIST -018	U.S. History	(3)

D-7. INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE		
MC-001	Mass Media/Amer Cult	(3)
SP-015	Intercultural Commun	(3)

D-8. POLITICAL SCIENCE, GOVERNMENT, & LEGAL INSTITUTIONS		
PS-001	Intro to Government	(3)
PS-002	Intro Comparative Govt	(3)
PS-004	Intro Internat'l Rel	(3)

D-9. PSYCHOLOGY		
PSY-001	General Psychology	(3)
PSY-003	Developmental Psych	(3)
PSY-020	Adolescent Psychology	(3)
PSY-023	Psychology of Women	(3)
PSY-033	Personal/Soc Adjustment	(3)

E.. LIFELONG UNDERSTANDING & SELF DEVELOPMENT: Three (3) units minimum.		
BI-010	Women's Health	(3)
BI-012	Biology of Cancer	(3)
HE-001	Personal/Comm Health	(3)
HEC-013	General Nutrition	(3)
PHIL-013	Perspectives Death/Dying	(3)
PSY-003	Developmental Psych	(3)
PSY-010	Psy Aspects Marr Family	(3)
PSY-012	Human Sexuality	(3)
PSY-020	Adolescent Psychology	(3)
PSY-023	Psychology of Women	(3)
PSY-033	Personal/Soc Adjustment	(3)

The CALIFORNIA ARTICULATION NUMBER (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a class schedule or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or class schedule of another campus. For

example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 on other participating community college or university campuses.

Because course requirements may change, and courses are continually being redefined, qualified for or deleted from the CAN database, students should always check with Counseling, or the Transfer Center to determine how CAN-designated courses fit into their educational plans for transfer. Students should consult the ASSIST database at www.assist.org for specific information on course agreements. College staff will help students interpret this information.

CAN COURSES

COLLEGE OF THE DESERT COURSES

CAN AG 14	AGPS 1	Soils and Plant Nutrition
CAN AJ 2	AJ 1	Introduction to the Administration of Justice
CAN AJ 4	AJ 2	Criminal Law
CAN AJ 8	AJ 6	Principles of Investigations
CAN ANTH 2	ANTH 1	Introduction to Physical Anthropology
CAN ANTH 4	ANTH 2	Cultural Anthropology
CAN ANTH 6	ANTH 3	Archeology, An Introduction to Prehistory
CAN ART 2	ART 2A	History of Art
CAN ART 4	ART 2B	History of Art
CAN ART 6	ART 7A+7B	Beginning + Intermed. Ceramics
CAN ART 8	ART 1A	Drawing and Composition
CAN ART 12	ART 11A	Sculpture
CAN ART 14	ART 3A	Basic Design and Color
CAN ART 16	ART 4	Three-Dimensional Design
CAN ART 18	ART 30A+30B	Beginning + Intermed. B/W Photography
CAN ART 20	ART 9A+ 9B	Beginning + Intermed/Adv. Printmaking
CAN ART 24	ART 5A	Life Drawing
CAN ART SEQ A	ART 2A+2B	History of Art
CAN BIOL 2	BI 1A	General Biology - Principles
CAN BIOL 4	BI 1B	General Biology - Zoology
CAN BIOL 6	BI 1C	General Biology - Botany
CAN BIOL 10	BI 22	Human Anatomy
CAN BIOL 12	BI 23	Human Physiology
CAN BIOL 14	BI 15	General Microbiology
CAN BIOL SEQ A	BI 1A+1B+1C	Gen. Biology: Principles + Zoology + Botany
CAN BIOL SEQ B	BI 22+23	Human Anatomy + Human Physiology
CAN BUS 2	BUAC 1	Accounting I
CAN BUS 4	BUAC 2	Accounting II
CAN BUS 8	BUMA 20A	Business Law

CAN COURSES

COLLEGE OF THE DESERT COURSES

CAN BUS SEQ A	BUAC 1 + 2.....	Accounting I + Accounting II
CAN CHEM 6	CH 3.....	Introductory General Chemistry
CAN CHEM SEQ A	CH 1A + CH 1B.....	General Chemistry
CAN CSCI 2	CS 73.....	Introduction to Computer Science
CAN CSCI 10	CS 87.....	Assembler Language Programming
CAN DRAM 8	TA 2A	Acting I
CAN ECON 2	ECON 1	Principles of Macroeconomics
CAN ECON 4.....	ECON 2	Principles of Microeconomics
CAN ENGL 2	ENG 1A	Composition
CAN ENGL 4	ENG 1B.....	Composition and Literature
CAN ENGL 6	ENG 5A	Creative Writing
CAN ENGL 8.....	ENG 11A.....	Survey of Engl Literature to 18th Century
CAN ENGL 10.....	ENG 11B	Survey of Engl Literature (Romantic/Modern)
CAN ENGL 14.....	ENG 10A.....	American Literature I
CAN ENGL 16.....	ENG 10B	American Literature II
CAN ENGL 22.....	TA 1	Introduction to Theatre
CAN ENGL SEQ A	ENG 1A+1B	Composition + Composition & Literature
CAN ENGL SEQ B	ENG 11A+11B	Engl Lit. to 18th Cent.+Romantic/Modern
CAN ENGR 8	PH 10	Statics
CAN FCS 2.....	HEC 13	General Nutrition
CAN FREN 2	FR 1 or 1A+1B	E lementary French
CAN FREN 4	FR 2 or 2A+2B	Elementary French
CAN FREN 8	FR 3	Intermediate French
CAN FREN 10.....	FR 4	Intermediate French
CAN FREN SEQ A	FR 1 or 1AB + 2 or 2AB	Elementary +E lementary French
CAN FREN SEQ B	FR 3 + 4	Intermediate + Intermediate French
CAN GEOG 2	GEOG 1.....	Physical Geography
CAN GEOG 4	GEOG 2.....	Cultural Geography
CAN GEOL 2	G1.....	Physical Geology
CAN GERM 2	GER 1 or GER 1A+1B	Elementary German
CAN GERM 4	GER 2 or GER 2A+2B	Elementary German
CAN GERM SEQ A	GER 1 or 1AB + 2 or 2AB	Elementary German
CAN GOVT 2	PS 1	Introduction to Government
CAN HIST 8	HIST 17	U.S.History through Reconstruction
CAN HIST 10	HIST 18	U.S.History from Reconstruction to Present
CAN HIST 14	HIST 3.....	History of World Civilization I
CAN HIST 16	HIST 4.....	History of World Civilization II
CAN HIST SEQ B	HIST 17 + 18	U.S.History thru Reconstruction + to Present
CAN HIST SEQ C.....	HIST 3 + 4	History of World Civilization I & II
CAN ITAL SEQ A.....	ITAL 1 or ITAL 1A+1B.....	Elementary Italian
CAN JPN SEQ A	JPN 1A+1B + JPN 2A+2B	Elementary Japanese

CAN JOUR 2	J 3A	News Reporting and Writing
CAN JOUR 4	MC 1	Mass Media in American Culture
CAN KINE/PE 8	PE 1	First Aid and Safety
CAN MATH 2	MATH 13	Liberal Arts Mathematics
CAN MATH 8	MATH 5	Trigonometry
CAN MATH 10	MATH 10	College Algebra
CAN MATH 16	MATH 12	Pre-Calculus
CAN MATH 18	MATH 1A	Calculus
CAN MATH 20	MATH 1B	Calculus
CAN MATH 22	MATH 2A	Multivariate Calculus
CAN MATH 24	MATH 2C	Ordinary Differential Equations
CAN MATH 26	MATH 2B	Linear Algebra
CAN MATH SEQ B	MATH 1A+1B	Calculus+Calculus
CAN MATH SEQ C	MATH 1A+1B+2A	Calculus+Calculus+Multivariate Calculus
CAN MUS 2	MUS 1	Music Theory I
CAN PHIL 2	PHIL 6	Introduction to Philosophy
CAN PHIL 4	PHIL 14	Introduction to Ethics
CAN PHIL 6	PHIL 10	General Logic
CAN PHYS SEQ A	PH 2A + 2B	College Physics A + B
CAN PHYS SEQ B	PH 4A + 4B	Engineering Physics A + B
CAN PSY 2	PSY 1	General Psychology
CAN SOC 2	SOC 1	Introductory Sociology
CAN SOC 4	SOC 2	Social Problems
CAN SPAN 2	SPAN 1 or 1A+B	Elementary Spanish
CAN SPAN 4	SPAN 2 or 2A+B	Elementary Spanish
CAN SPAN 8	SPAN 3	Intermediate Spanish
CAN SPAN 10	SPAN 4	Intermediate Spanish
CAN SPAN SEQ A	SPAN 1 or 1AB + 2 or 2AB	Elementary + Elementary Spanish
CAN SPAN SEQ B	SPAN 3 + 4	Intermediate + Intermediate Spanish
CAN SPCH 4	SP 4	Public Speaking
CAN SPCH 6	SP 7	Decision Making/Advocacy
CAN SPCH 8	SP 1	Introduction to Human Communication
CAN SPCH 10	SP 5	Group Discussion and Leadership
CAN STAT 2	MATH 14	Statistical Methods

**ACADEMIC PETITION
PROCEDURES**

The Academic Regulations Committee has been established to review and to take action on students' requests for waiver of academic regulations and policies. Students may petition to this committee when, in the student's opinion, a particular academic regulation or policy is not applicable in a specific situation. Contact the Admissions and Records Office for procedures.

**COURSE PREREQUISITES,
Corequisites, Advisories,
and Other Enrollment Limitations**

Complete course prerequisites, corequisites, and advisories are listed in this catalog after the course descriptions. These requirements are intended to ensure students a reasonable chance of success. Questions regarding course eligibility should be discussed with your faculty advisor .

Prerequisite is a course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. Prerequisites indicate the College of the Desert course which must be taken prior to enrollment in a given course. (In A,B,C,D sequences, A is usually prerequisite to B, etc.) Prerequisite requirements must be met before enrollment is permitted. **Prerequisite courses must be completed with a grade of C or better.**

Corequisite is a course or courses students are required to take simultaneously in order to enroll in another course. Corequisite represents a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a C or better in the course requiring the corequisite.

Advisory is a condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An Advisory suggests skills, experiences, or a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are likely to receive a satisfactory grade.

Limitations of enrollment - restrictions imposed due to the nature of the course such as prerequisites, corequisites, intercollegiate competition, honors, public performance or restrictions imposed in the number of students who may enroll in a course subject to "first come, first serve" or due to health and safety considerations, facilities limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, legal requirements imposed by statutes, regulations, or contracts, or other such limitations as designated by the District.

The District has established procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process.

Any prerequisite or corequisite may be challenged by a student on one or more of the following grounds:

1. The prerequisite or corequisite has not been established according to the district's process of establishing prerequisites and corequisites;
2. The prerequisite or corequisite violates Title V, Article 2.5, Section 55201 (Policies for Prerequisites);
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or corequisite shall be made prior to the student's enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Dean of Enrollment Services prior to the student's enrollment in the challenged course.

Challenges shall be resolved by the Dean of Enrollment Services and/or appropriate faculty within five (5) school days of the receipt of the challenge.

If space is available in a course when a student files a challenge, the District shall reserve a seat for the student and the student is assured a seat in the class if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Matriculation waiver forms are available in the Counseling Office for students seeking to challenge a course prerequisite.

COURSE UNITS

The term “unit of credit” is a measure of time and study devoted to a course. One credit unit is equivalent to one hour of lecture per week or at least three hours of lab per week per semester. Many courses are made up of a combination of lecture sessions and laboratory sessions.

FINAL EXAMINATIONS

Final examinations are obligatory in all courses except those specifically designated as requiring special treatment in lieu of final examination. All examinations will, so far as practicable, be conducted in writing and a maximum time will be assigned before each examination. Students are required to take the final examination at the appointed time and place in order to secure credit. Any exception to this policy must be approved by the Vice President, Student Services. Absence due to illness must be verified by a medical doctor.

GRADING SYSTEM

The results of each student’s work in each course are reported to the Dean of Enrollment Services in scholarship grades as follows:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory; units awarded but not counted in GPA)	
NC	No Credit (less than satisfactory, or failing; units not counted in GPA)	

Students may choose the credit/no credit grading option on designated courses. This choice can be made at the time of registration, or the student may file a Petition in the Admissions Office prior to the first 30% of the class.

Grades of F count as units attempted and completed with a failing grade. Such grades are computed in the grade point average (both semester and cumulative). Units for which grades of F are assigned are not earned units and do not fulfill course, certificate or degree requirements.

GRADE POINTS

The College of the Desert follows the same system of grade points used by most colleges and universities in the State to give an overall appraisal of the student’s level of achievement. Semester grades are assigned grade points as follows:

- A = 4 grade points per unit earned
- B = 3 grade points per unit earned
- C = 2 grade points per unit earned
- D = 1 grade point per unit earned
- F = 0 grade points per unit earned

Semester marks with no assigned grade points are as follows: I, CR, NC, and W. Units for F grades are counted in computing grade point averages.

GRADE POINT AVERAGE

The grade point average (GPA) is computed by dividing all units attempted into all grade points received. The following example illustrates the grade point average calculation.

Course	Units	Grade	Grade Points	
			Per Unit	For Class
ENG 1B	3	B	3	9
ART 7A	2	A	4	8
HE 1	3	C	2	6
NR 1	3	B	3	9
NR 1L	1	B	3	3
<u>HIST 17</u>	<u>3</u>	<u>A</u>	<u>4</u>	<u>12</u>
TOTALS	15			47
Total Grade Points			47	
divided by Total Units Attempted			15	
equals Grade Point Average (GPA).			3.13	

NON-EVALUATION SYMBOLS

The following non-evaluation symbols may appear on official college transcripts:

"I" (Incomplete) is a temporary mark assigned when the instructor determines that a student has been unable to complete course requirements by the designated ending date of the course according to the following definition.

DEFINITION (Section 55758): Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Dean of Enrollment Services until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" must be made up no later than one semester following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

An incomplete is issued only upon mutual agreement between the instructor and the student. The instructor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark and the grade to be assigned, as well as the grade to which the incomplete will default if the requirements are not met. The student is expected to make up the incomplete by the end of the semester immediately following the receipt of this mark or the grade could default to an "F." In unusual circumstances the student may petition the instructor for a one-semester extension.

The **Incomplete Grade Form** is issued only to instructors. In addition to the terms of agreement as outlined in the previous paragraph, this form will contain the student's signature and the instructor's signature. The student and the instructor will each retain a copy of this agreement. A third copy will be kept on file with the permanent roster in the Admissions and Records Office.

"IP" (In Progress) is a mark used only for those

courses which extend beyond the normal end of an academic term. This mark indicates that work is in progress and that upon completion of this work an evaluative symbol (grade) will be assigned. The "IP" shall not be used in calculating grade point average.

"RD" (Report Delayed) is a mark used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control. This mark is a temporary notation and is to be replaced as soon as possible by a permanent symbol. Only the Admissions Office may assign the "RD" mark. The "RD" notation shall not be used in calculating grade point average.

"W" (Withdrawal) is a mark assigned to students who withdraw after 30 percent, or the fourth week of the term (whichever is less), and prior to 75 percent of the term. Withdrawal after the 75 percent point is not possible.

If there are extenuating, documented circumstances such as an accident, hospitalization, or other conditions beyond the student's control, the student may petition for an administrative withdrawal in the Admissions and Records Office.

**GRADE RESPONSIBILITY
(Last Day to Withdraw)**

The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the 75 percent point of a semester or session, whichever is less. Students who do not withdraw by the deadline indicated in the class schedule will receive a grade of A, B, C, D, F, CR or NC. All grades become a part of the student's permanent records.

Where verified cases of extenuating circumstances exist, students may petition to be allowed to withdraw from class(es) after the grade responsibility date. The petitioning process is to commence with the Dean of Enrollment Services after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the division dean. Extenuating circumstances include verified cases of accidents, illnesses or other circumstances beyond the students' control which would prevent them from completing the class(es). Where such withdrawals are approved, the symbol "W" may be granted.

Petitions to withdraw from a class after the grade responsibility date must be presented within two years from the time the grade was assigned.

GRADE CHANGE POLICY

The College has a grading policy and procedures to be followed when issuing grades and when grades are to be changed.

1. The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is final.
2. A change of grade may be made in only one of two ways:
 - (A) An INCOMPLETE (I) is changed to a final grade. See *GRADING SYSTEM, Non-Evaluation Symbols* for definition and limitations.
 - (B) GRADE CHANGE (Section 55760)
 - (1) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55760 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.
 - (2) The District Board shall adopt and publish procedures and regulations pertaining to the repetition of courses for which standard work has been recorded in accordance with Section 55002, and Sections 55761 and 55762. When grade changes are made in accordance with these sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such manner that all work remains legible, insuring a true and complete academic history.
3. The Dean of Enrollment Services shall approve all Change of Grade and Incomplete Grade forms based upon the Grading Policy adopted by the Board of Trustees.
4. All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the instructor submitting the request.

GRADE APPEALS

The student shall first attempt to solve the problem with the instructor involved. If the problem is not solved, the student may follow the steps outlined in the *Grade Grievance Procedure*.

GRADE GRIEVANCE PROCEDURE

By law, an instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76224(a), which reads as follows: "When grades are given for any courses of instruction taught in a community college, the grade given to each student shall be that determined by the instructor of the course and its determination, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When a student believes that the District grading policy has not been followed, and that the grade received in class was the result of "mistake, fraud, bad faith, or incompetency," the student MUST discuss this concern with the course instructor by the end of the fourth week of the following semester. Any student who is not satisfied after meeting with the instructor, may choose to pursue a grievance.

FRAUD: A deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons may be found to be fraud.

BAD FAITH: Bad faith may be found in an instance of an intent to deceive, in an act of dishonesty.

INCOMPETENCY: Incompetency may be found in a lack of ability, qualifications, fitness, or performance.

If a student files a grade grievance in accordance with the definitions and procedures described herein, and if, following the grievance procedures, it is found that the grade assigned has in fact been the result of "mistake, fraud, bad faith, or incompetency," then a new grade will be assigned, and that grade will become the final grade.

The student must observe the following procedures. The procedures must be completed by the end of the following semester (excluding Summer School) during which the cause for grievance occurred.

LEVEL 1: Prior to filing a formal written grievance, the student must attempt to solve the problem. When grades are available, the student is expected to contact his or her instructor directly to discuss their differences not later than the fourth week of the following semester. At this stage most differences will be resolved. This contact should be conducted in

the privacy of the instructor's office whenever possible, and the pertinent issues should be well defined so that they may be discussed as objectively as possible.

If the problem cannot be resolved at this level, the student may, after informing the instructor that he or she plans to file a written grievance, progress to Level 2.

LEVEL 2: The student submits a written request for a meeting with the instructor's supervisor to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the instructor. The supervisor shall meet with the instructor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue can be resolved to the satisfaction of the instructor and student, and the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the supervisor will be communicated in writing with copies to the student involved, the faculty member involved, the Vice President of Instruction or designee, and the Office of Admissions and Records.

If the problem cannot be resolved at this level, the student may, after informing the instructor and supervisor that he or she plans to file a written grievance, progress to Level 3.

LEVEL 3: The student submits a written request for a meeting with the Vice President of Instruction to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the supervisor and instructor. The Vice President of Instruction shall meet with the instructor, supervisor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue cannot be resolved to the satisfaction of the supervisor, instructor and student, the Vice President of Instruction assumes the responsibility for arriving at a decision regarding the validity of the grievance and appropriate action to be taken. If the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the Vice President will be communicated in writing with copies to the student involved, the faculty member involved, the supervisor involved, and the Office of Admissions and Records. The Vice President of Instruction's decision completes and exhausts the Desert Community College District's Grade Grievance Procedure.

The president or his designee may shorten or lengthen the times specified in these procedures. The intent, however, is to ensure that each and every step will take place as expeditiously as possible.

ACADEMIC HONORS

DEANS' LIST

Students earning 12 or more credit units in a semester with a grade point average of 3.50 or better are named to the "Deans' List" in recognition of their academic achievements.

HONOR ROLL

Students earning 12 or more credit units in a semester with a grade point average between 3.00 and 3.49 are listed on the "Honor Roll."

GRADUATION HONORS

Students receiving associate degrees may graduate with honors as indicated below. All grades earned at all colleges attended will be included in the computation of the cumulative grade point average for graduation honors. Designations will be made on diplomas of all recipients and recognized at Graduation for students who participate. Academic honors are awarded as follows:

<u>HONOR</u>	<u>CUMULATIVE GPA</u>
Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Academic Distinction	3.50 - 3.74

**PROBATION, DISQUALIFICATION,
AND REINSTATEMENT**

Probation, disqualification, and reinstatement policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals.

STANDARDS FOR PROBATION

A student who has attempted at least twelve (12) semester units, as shown by the official academic record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units graded according to the established College grading scale.

Students on probation will be expected to show improvement by maintaining a semester grade point average (GPA) of 2.0 or higher, or completing more than 50 percent of their classes to avoid disqualification.

Students who have attempted at least twelve (12) semester units will be placed on progress probation when the percentage of all units attempted for which symbols of "W," "I" and "NC" are earned reaches or exceeds 50 percent.

Students transferring to College of the Desert from another college are subject to the same probation and dismissal policies as College of the Desert students.

NOTIFICATION OF PROBATION

The college shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which the probation will take effect but, in any case, no later than the start of the fall semester. As a condition of continuing enrollment, a student placed on probation is to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services to help him or her overcome any academic difficulties. Prior to registration, a student on probation must have counselor approval of his or her educational program.

REMOVAL FROM PROBATION

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percent of units in this category drops below 50 percent.

STANDARDS FOR DISQUALIFICATION

A student on academic probation shall be subject to disqualification if in each of three consecutive semesters of enrollment the student's cumulative and semester grade point averages are below 2.00 in all units attempted which were graded according to the established District grading scale.

Students on progress probation shall be subject to disqualification if progress probation has been earned for three (3) consecutive semesters of enrollment.

NOTIFICATION OF DISQUALIFICATION

The college shall make a reasonable effort to notify a student subject to disqualification at or near the beginning of the semester in which the disqualification will take effect but no later than the start of the Fall semester. A student subject to disqualification has the right of appeal. An exception to disqualification may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Dean of Counseling.

REINSTATEMENT

A student applying for reinstatement shall not be reinstated until a minimum of one semester has elapsed since disqualification. A student applying for reinstatement must submit a written request to the Counseling Center. The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess his or her academic and career goals. Prior to registration, a reinstated student must have counselor approval of his or her educational program.

REPETITION OF COURSES**SUBSTANDARD GRADES**

A student who receives a grade of D, F, or NC for a course may repeat the course one time and receive a new grade and credits. The previous grade and credits are disregarded in the computation of grade point average and credits and appropriate annotation is made on the student's permanent record in such a manner that both grades remain legible, insuring a true and complete academic history.

Where special circumstances exist, a student may be allowed to repeat a course a second time. Special circumstances include consideration of illness, accident, or other conditions which, being beyond the control of the student, resulted in his or her substandard work.

Applications to take a course a third time in which a grade of D, F, or NC has been received two times are available in the Admissions and Records Office. Students must apply well in advance of registration to allow the Academic Regulation Committee sufficient time to review the merits of the request.

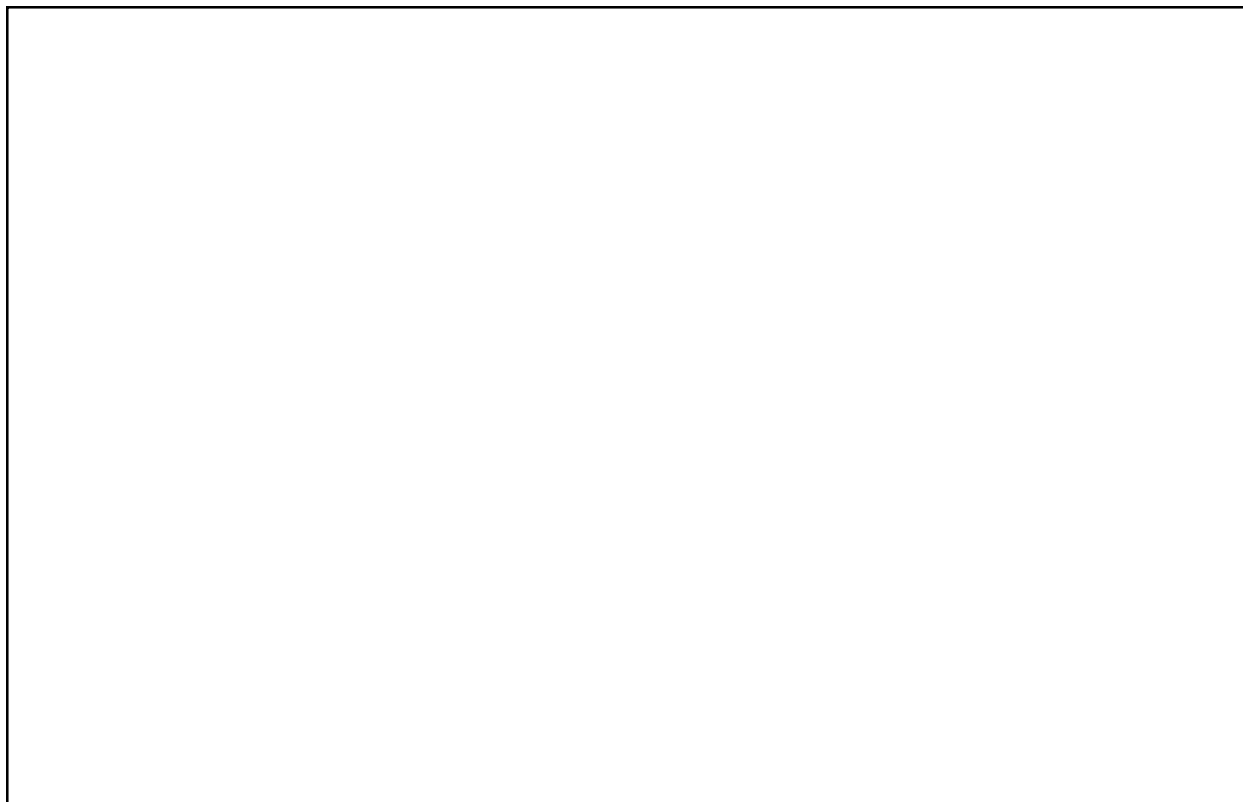
GRADES OF "C" OR BETTER

Students may take courses designated as repeatable in which they have been granted grades of C or better a maximum of four times. Students are not eligible to repeat any other course for which they have been granted a grade of C or better except where special circumstances exist which justify repeating the course. Special circumstances include:

1. The lapse of time - a significant number of years since the course was completed.
2. Changes in course content since the course was completed, or
3. Need to acquire knowledge or skills to be able to progress to higher level course work.

Grades earned in such cases are not included in the student's grade point average. The credit is not awarded. The courses, grades and units will be listed on the student's transcript.

Applications to repeat a course with a grade of "C" or better are available in the Admissions and Records Office. Students must apply well in advance of registration to allow time for Academic Regulation Committee review.



CLASSIFICATION AND NUMBERING OF COURSES

There are three types of courses/classes offered by College of the Desert:

1. Credit Courses - Courses numbered 1-99 are credit courses. A credit course is a part of an approved educational program or major. The credit awarded by College of the Desert for completion of most courses is accepted as a completion of a portion of an appropriate educational sequence leading to an Associate Degree or Baccalaureate Degree by the University of California, the California State University or an accredited independent college or university. A few remedial courses in Basic Skills are offered for credit but do not count toward completion of a program or major.

2. Non-Credit Courses - Courses numbered 100 and above are designed for students who are not candidates for degree programs and work in such courses is not applicable toward graduation. Non-credit courses are offered in Developmental Education, Adult Basic Education, high school completion (GED), and DSPS courses designed for students with disabilities.

3. Community Education Classes - Classes are designed for students whose primary motive for activity and learning is personal enrichment only. The classes carry no academic credit and are supported by class fees.

ABBREVIATIONS AND SYMBOLS

Kind of Grading

- L = Letter Grade Only
- K = Mandatory Credit/No Credit
- O = Optional Credit/No Credit

Transfer Status

- CSU = meets baccalaureate criteria for the California State University system.
- UC = accepted by the University of California system.
- UC* = University of California will accept course but with some unit limitations or other stipulations.

Degree Applicability

- AA/AS = applies to the Associate of Arts or Associate of Science degree.
- NAA = offered for credit but does not apply to the A.A. or A.S. degree
- NONC = noncredit course
- District GE = meets criteria for district General Education
- CSU GE = meets criteria for California State University General Education
- IGETC = meets criteria for Intersegmental General Education Transfer Curriculum (applicable to both the California State University system and the University of California system)

KEY TO COURSE CODES

SUBJECT COURSE CODE

Academic Skills Center	ASC
Accounting	BUAC
Addiction Studies/Problem Gambling	ASPG
Administration of Justice	AJ
Advanced Transportation Technologies	AUTO
Agriculture/Business	AGBU
Air Conditioning/HVAC	ACR
Alcohol Drug Studies	HSAD
American Sign Language	ASL
Anthropology	ANTH
Architecture	ARCH
Art	ART
Astronomy	A
Automotive Technology	AUTO
Biology	BI
Building Inspection Technology	BIT
Business Management	BUMA
Chemistry	CH
Computer Information Systems	CIS
Computer Science	CS
Construction Management	CM
Counseling	HSC
Culinary Arts	CART
Dance	DANC
Developmental Education	DE
Digital Design and Production	DDP
Disabled Students Programs and Services	DSPS
Drafting/CAD	DRA
Early Childhood Education	ECE
Economics	ECON
Emergency Medical Technology	EMT
English as a Second Language	ESL
English/Composition	ENG
Finance	BUFI
Fire Technology	FIRE
Foreign Language	FL
French	FR
Geography	GEOG
Geology	G

German	GER
Golf Management	GOLF
Health	HE
Health Sciences	HS
History	HIST
Hotel & Restaurant Management	BUHM
Human Services Alcohol Drug Studies	HSAD
Human Services Counseling	HSC
Humanities	HUM
Italian	ITAL
Japanese	JPN
Journalism	J
Mass Communication	MC
Mathematics	MATH
Music	MUS
Natural Resources	NR
Nursing	N
Nutrition	HEC
Ornamental Horticulture	OH
Physical Education	PE
Physics	PH
Philosophy	PHIL
Plant Science	AGPS
Political Science	PS
Psychology	PSY
Radio-Television	RTV
Reading	RDG
Reading English as a Second Language	RESL
Recreation	RE
Sociology	SOC
Spanish	SPAN
Speech	SP
Student Development	STDV
Supervision & Management	BUSM
Theatre Arts	TA
Varsity Sports-Men	VSM
Varsity Sports-Women	VSW
Vocational Nursing	VN
Work Experience, General	WEG
Work Experience, Occupational	WEV

KEY TO SUBJECTS

COURSE CODE	SUBJECT
A	Astronomy
ACR	Air Conditioning/HVAC
AGBU	Agriculture/Business
AGPS	Agriculture/Plant Science
AJ	Administration of Justice
ANTH	Anthropology
ARCH	Architecture
ART	Art
ASC	Academic Skills Center
ASL	American Sign Language
ASPG	Addiction Studies/Problem Gambling
AUTO	Advanced Transportation Technologies
AUTO	Automotive Technology
BI	Biology
BIT	Building Inspection Technology
BUAC	Business/Accounting
BUFI	Business/Finance
BUHM ..	Business/Hotel & Restaurant Management
BUMA	Business/Management
BUSM	Business/Supervision & Management
CART	Culinary Arts
CH	Chemistry
CIS	Computer Information Systems
CM	Construction Management
CS	Computer Science
DANC	Dance
DDP	Digital Design and Production
DE	Developmental Education
DRA	General Drafting/CAD
DSPS	Disabled Students Programs and Services
ECE	Early Childhood Education
ECON	Economics
EMT	Emergency Medical Technology
ENG	English/Composition
ESL	English as a Second Language
FIRE	Fire Technology

COURSE CODE	SUBJECT
FL	Foreign Language
FR	French
G	Geology
GEOG	Geography
GER	German
GOLF	Golf Management
HE	Health
HEC	Home Economics-Nutrition
HIST	History
HS	Health Sciences
HSAD	Human Services Alcohol Drug Studies
HSC	Human Services Counseling
HUM	Humanities
ITAL	Italian
J	Journalism
JPN	Japanese
MATH	Mathematics
MC	Mass Communication
MUS	Music
N	Nursing
NR	Natural Resources
OH	Ornamental Horticulture
PE	Physical Education
PH	Physics
PHIL	Philosophy
PS	Political Science
PSY	Psychology
RDG	Reading
RE	Recreation
RESL	Reading English as a Second Language
RTV	Radio-Television
SOC	Sociology
SP	Speech
SPAN	Spanish
STDV	Student Development
TA	Theatre Arts
VN	Vocational Nursing
VSM	Varsity Sports-Men
VSW	Varsity Sports-Women
WEG	Work Experience, General
WEV	Work Experience, Occupational

A : ASTRONOMY**A-001 DESCRIPTIVE ASTRONOMY 3 Units**

This course is an introductory survey of planetary, stellar and galactic astronomy designed for students not majoring in science. It reviews research techniques, current knowledge and theory about the planets, stars, galaxies and the age and origin of the universe.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 51 and MATH 40

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: BI

IGETC: 5A

A-001L DESCRIPTIVE ASTRONOMY LAB 1 Unit

This is an introductory laboratory course featuring the practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 51 and MATH 40

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B3

IGETC: 5A

ACR: AIR CONDITIONING/HVAC**ACR-060 AIR CONDITIONING/REFRIGERATION I 3 Units**

This course introduces students to the mechanical refrigeration cycle and its components. The use of specialized tools, instruments and service procedures for installation, maintenance and repair of air conditioning and refrigeration equipment are also covered.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 50, MATH 57 and concurrent enrollment in ACR 64

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ACR-061 AIR CONDITIONING/REFRIGERATION II 3 Units

Basic types of compressors are introduced. This course covers operation of condensers within the refrigeration system. Basic evaporation process is studied. Metering devices are included with an emphasis on the specifics of modulating and fixed orifice controls. Laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 50, MATH 57, ACR 60, and ACR 64

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ACR-062 AIR CONDITIONING III 3 Units

This course covers air conditioning controls, refrigeration cycle accessories, heat pump theory, defrost, troubleshooting heat pumps, troubleshooting residential cooling system, evaporative cooling, air duct sizing and venting.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ACR 61

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ACR-063 AIR CONDITIONING IV 3 Units

This course emphasizes air properties (psychrometrics) and air measurements, air conditioning tune-up, troubleshooting air conditioning systems, compressor and condenser replacement and charging procedures.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ACR 61

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ACR-064 AIR CONDITIONING/REFRIGERATION ELECTRICITY I 3 Units

This course introduces basic theory of electricity and electronics, skills needed to install and service electrical circuits of air conditioning and refrigeration systems. Also, components and symbols, wiring diagrams and wiring diagram exercises are included.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 50, MATH 57 and concurrent enrollment in ACR 60

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ACR-065 AIR CONDITIONING/REFRIGERATION ELECTRICITY II 3 Units

This course introduces to the procedures, techniques and instruments utilized for troubleshooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state, are described and analyzed.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 50, MATH 57, and ACR 64

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ACR-066 AIR CONDITIONING LOAD ESTIMATING 1 Unit

This course presents techniques for determining heating and cooling loads on residential and light commercial buildings. Industry accepted ACCA, Manual J for residential load estimating and the ACCA, Manual N for commercial load estimating with the appropriate forms are used.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ACR-068 AIR DISTRIBUTION SYSTEMS 1 Unit

This course provides the techniques and procedures used in layout, sizing and material estimating for residential and light commercial duct systems.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ACR 66
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ACR-074 AIR CONDITIONING/ REFRIGERATION SYSTEM ACCESSORIES 2 Units

This course provides descriptions of the operation, installation, service and repair of accessory equipment commonly used to improve operating performance, to enhance efficiency or to provide operational flexibility of air conditioning systems.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50, MATH 57, ACR 60, and ACR 64
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ACR-081 HEATING I 2 Units

This course presents the basic principles of physics, chemistry and engineering involved in the concept of gas-fired furnaces. Students are introduced to gas heating, principles of gas combustion, gas furnaces, gas burners and gas controls.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No Grading: L
Prerequisite: ACR 60 and ACR 64, or 2 years trade experience
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ACR-082 HEATING II 2 Units

In this course, students are introduced to gas ignition systems, safety and operating controls, installation practices, ventilation and combustion air and gas troubleshooting.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No Grading: L
Prerequisite: ACR 81
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AGBU: Agriculture/BUSINESS

AGBU-059A LEADERSHIP 1 Unit

This course emphasizes basic principles of group and personal leadership for students within applied technology areas. Students study parliamentary procedure, organizational structure and meeting formats. Opportunities are provided for students to develop leadership skills, such as planning, communication, facilitation and problem solving through small group and formal meeting settings. In addition, concepts of personal leadership are explored including: mission statements, defining roles, goal setting, time management, weekly planning and self-evaluation.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AGBU-059B CAREERS 1 Unit

This course emphasizes basic methods for enhancing one's success when seeking employment. Students study strategies for locating potential employers, completing applications, preparing resumes and interview techniques. Opportunities are provided for students to experience interview process.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AGPS: Agriculture/PLANT SCIENCE

AGPS-001 SOILS AND PLANT NUTRITION 4 Units

This lecture and laboratory course covers soil derivation, classification, texture, structure, water movement and measurement, organic matter, microorganisms, sampling techniques, pH, salinity, reclamation and tillage. Also included are soil survey reports and maps, basic soil chemistry, essential plant nutrients, soil analysis, and fertilizers.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ENG 50 and MATH 57
CAN: AG 14
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AGPS-002 ENTOMOLOGY-GENERAL AND APPLIED 4 Units

This course is a study of insects including external and internal structures, major life systems, growth and development, classification, ecology, behavior, economic importance, and an overview of pest management. Suggested for Biological Science General Education Requirements.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B2, B3

IGETC: 5B

AGPS-005 PLANT SCIENCE 3 Units

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization. (Also listed as, and equivalent to, OH 1.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B2

IGETC: 5B

AGPS-005L PLANT SCIENCE LAB 1 Unit

This laboratory is the companion of AGPS-005. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are plant propagation, pruning, anatomy, morphology, taxonomic keys, transplanting and plant use and pesticides. (Also listed as, and equivalent to, OH 1L.)

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

Advisory: Concurrent enrollment or prior completion of AGPS-005

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B3

IGETC: 5B

AGPS-032 PESTICIDE LAWS & REGULATIONS 2 Units

This course covers state and federal laws regulating the use of pesticides and prepares students to take California's Certified Applicator examinations. Proper and safe methods of applying agricultural chemicals are discussed, along with procedures for calculating the amount of material needed. In addition, students study alternative pest control methods.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ: ADMINISTRATION OF JUSTICE**AJ-001 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE 3 Units**

This is a study of the History and Philosophy of Administration of Justice in America. It includes a recapitulation of the system, identification of the various sub-systems, role expectations, and their inter-relationships. It covers theories of crime, punishment, and rehabilitation; ethics, education and training for professionals in the system.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Advisory: RDG 50

CAN: AJ 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D0

IGETC: None

AJ-002 CRIMINAL LAW 3 Units

This is a study of the historical development, philosophy of law and constitutional provisions, definitions, classification of crimes, and their application to the system of administration of justice. It includes legal research, study of case law, methodology, and concepts of law as a social force.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: AJ 4

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-003 LEGAL ASPECTS OF EVIDENCE 3 Units

This course includes a study of the origin, development, philosophy and constitutional basis for the Rules of Evidence. It includes constitutional and procedural considerations affecting search and seizure, the kinds of degrees of evidence and the rules governing admissibility at trial, and judicial decisions interpreting individual rights and case studies.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-004 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM 3 Units

3 Units

This is an in-depth study of the role and responsibilities of each segment within the Administration of Justice System, Law Enforcement, Judicial and Corrections. It includes exposure to past, present and future sub-system procedures from initial entry to final disposition, and the relationship each segment maintains with its system members and the community.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AJ-005A MULTICULTURAL ISSUES WITHIN PUBLIC SAFETY 3 Units

The purpose of this course is to present students with a perspective of major cultural groups in California that transcends the views commonly found in society. The course explores how differences in culture, ethnicity, race, prejudice, and ethnocentrism are addressed in the Justice System.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C5 CSU GE: None

IGETC: None

AJ-006 PRINCIPLES OF INVESTIGATIONS 3 Units

This course includes the study of basic principles of all types of investigations utilized in the Justice System. Coverage includes human aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: AJ 8

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AJ-007 CRIMINAL SUBSTANTIVE LAW 3 Units

This is an in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer, investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes, provides an understanding of California Codified Law, and an overview of case decisions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AJ-008 CONCEPTS OF ENFORCEMENT SERVICES 3 Units

Topics discussed in this course include: exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer which include patrol, traffic, and public service responsibilities.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AJ-009 TRAFFIC CONTROL 3 Units

Students study basic accident investigation, the use of the State Accident Report Form, the principles of "selective" enforcement, parking and intersection control, basic provisions of the California Vehicle Code governing the operation of motor vehicles, and the responsibilities of the community in traffic control.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AJ-010 JUVENILE LAW & PROCEDURE 3 Units

This course introduces major types of criminal behavior, role careers of offenders and factors which contribute to criminality or delinquency. It covers methods used in dealing with offenders in the justice system; the changing role of law enforcement and judicial, probation, parole and institutions; changes of the law in crime control and treatment processes, and techniques of handling juveniles.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AJ-016 NARCOTICS CONTROL 3 Units

This is a study of the laws relating to narcotics and dangerous drugs as well as the procedures and problems in investigations and the control of violations of narcotic laws. Students learn how to identify narcotics and dangerous drugs, how to assess their effect on users, and how to prepare a case for court presentation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AJ-017 NATURAL RESOURCES LAW ENFORCEMENT 3 Units

This course provides information relating to enforcement of natural resources and wildlife laws in the United States and California. Topics studied include the relationships between Federal and State natural resources and wildlife laws and regulations, laws as resource and wildlife management tools, conservation and perpetuation of wildlife and other natural resources, review of State and Federal resource management agencies, law enforcement officer qualifications, duties and responsibilities, enforcement procedures, court systems, fines and forfeitures, hunter safety program, public responsibilities, preservation of the environment and conservation of wildlife. (Also listed as, and equivalent to, NR 17.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-024 REPORT WRITING 3 Units

This course emphasizes the procedures and practices commonly used to gather data and information and prepare a variety of written reports and records. Students learn to write criminal justice reports that meet statistical, legal, and prosecution requirements of the criminal justice system. The course provides students with abundant practice in writing effective reports, bulletins, memos, letters, and other short papers.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-030 CORRECTIONAL SYSTEMS 3 Units

Criminals and institutional personnel involved in corrections at all levels are reviewed in depth. History, politics, and contemporary correction issues such as punishment, theories, sentencing alternatives, prison experience, and prisoner rights, female and juvenile incarceration problems, over crowding, and 21st century corrections are examined.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: AJ 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-051 LEVEL III - PEACE OFFICER TRAINING, PART I 3 Units

This course provides the arrest and firearms portion for peace officers who do not possess a basic certificate awarded by the Commission on Peace Officer Standards and Training. Topics include basic laws of arrest and

firearms, use of firearms, communication and arrest methods. Meets the curriculum standards of the Peace Officer Standards and Training required by Penal Code Section 832. Total of 64 hours as required by P.O.S.T. Certification.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L

Advisory: ENG 50

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-052 LEVEL III - PEACE OFFICER TRAINING, PART 2 4 Units

This course is designed to meet the state mandated training requirements to be qualified as a Level III peace officer. Curriculum covers the history and ethics of law enforcement, criminal justice system, defensive tactics, information systems, criminal law, crimes against persons and property, laws of arrest, use of firearms, vehicle operations, crimes in progress and report writing. The course satisfies Peace Officer Standards and Training (P.O.S.T.) requirements

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AJ 51

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-053 LEVEL II - PEACE OFFICER TRAINING 12 Units

This course is designed to meet the state mandated training requirements to be qualified as a Level II peace officer. The course satisfies Peace Officer Standards and Training (P.O.S.T.) requirements for Level II police reserve certification and completion of the three of the four Modular courses required for fulltime Peace Officers. Total of 268 hours as required by the POST Certification.

Lecture Hours: 189 Lab Hours: 81 Repeatable: No Grading: L

Prerequisite: AJ 52

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-054 LEVEL I - PEACE OFFICER TRAINING 16½ Units

This course is designed to meet the state mandated training requirements to be qualified as a Level I peace officer. The course satisfies Peace Officer Standards and Training (P.O.S.T.) requirements for Level I police reserve certification and completion of the four Modular courses required for fulltime Peace Officers. Total of 344 hours as required by the POST Certification.

Lecture Hours: 270 Lab Hours: 81 Repeatable: No Grading: L

Prerequisite: AJ 53

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ANTH: ANTHROPOLOGY**ANTH-001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY 3 Units**

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: ANTH 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1, C5 CSU GE: B2

IGETC: 5B

ANTH-002 CULTURAL ANTHROPOLOGY 3 Units

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are food-getting practices, marriage customs, kinship systems, social organization and supernatural beliefs. Also emphasized are theories of culture and the nature of cultural change.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: ANTH 4

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2, C5 CSU GE: D1

IGETC: 4A

ANTH-003 ARCHAEOLOGY, AN INTRODUCTION TO PREHISTORY 3 Units

This course is an introduction to human prehistory spanning the period from the earliest toolmakers to the recent past. It describes and explains human cultural developments from data collected on all continents. The tools, techniques and methodologies of archaeological investigations are examined and evaluated.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: ANTH 6

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2 CSU GE: D1

IGETC: 4A

ANTH-004 PREHISTORY AND ETHNOGRAPHY OF SOUTHERN CALIFORNIA INDIANS 3 Units

This course is a survey of the native peoples and cultures of Southern California from the earliest evidence of their archaeological remains to the present. Topics explored include aspects of technology, subsistence, land use, social and political organization, religion and the historic impact on these groups by non-Indians. Ethnographic accounts written by Cahuilla, Serrano, Juaneno, Luiseno, Diegueno, Mojave and Colorado River Tribes are examined.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50 and RDG 51

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2, C5 CSU GE: None

IGETC: None

ARCH: ARCHITECTURE**ARCH-001 INTRODUCTION TO ARCHITECTURAL PROFESSIONS 3 Units**

This course provides students with an overview of professional occupations in Architecture, Construction Management, Building Inspection Technology, City and Regional Planning, Architectural Engineering and Landscape Architecture.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ARCH-002 MATERIALS OF CONSTRUCTION 4 Units

This course is an introduction to construction materials and processes. Lab demonstrations in construction techniques and field trips to construction sites will be utilized to assist students' understanding of construction principles and practices. Emphasis on the selection of materials in a design context will help develop students' spatial and three dimensional skills.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ARCH-003A ARCHITECTURAL PRACTICE I 3 Units

This is an introductory course in wood construction methods and processes. It focuses on the use of drafting tools, office equipment and references to assist in selection and drawing of architectural details, including foundation, floors, walls and roofs.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DRA 1 *Advisory:* ARCH 2

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ARCH-003B ARCHITECTURAL PRACTICE II 3 Units

This is an advanced drafting course for Architecture, Construction Management and Architectural Engineering majors. It is a comprehensive study of the development of construction documents. It is a continuation of the content and issues introduced in ARCH 3A, plus the systems and integration of CAD technology used to document 2-dimensional designs, i.e.; site plan, floor plans, exterior elevations, roof plan, sections and architectural details.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ARCH 3A

Advisory: Concurrent enrollment in DRA 8

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ARCH-005 INTRODUCTION TO DRAWING AND PERSPECTIVE 2 Units

This course is the first in a series of three graphics courses. It is an introduction to basic techniques used for graphic communication in the design professions. It includes the study of orthographic and isometric projections, mechanical and freehand perspectives, shading, shadows and reflection.

Lecture Hours: 0 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: ARCH 3A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ARCH-006 ARCHITECTURAL DELINEATION 2½ Units

This course is a continuation of ARCH 5, and is the second in a series of three graphics courses. It focuses on drawing and sketching as a communication tool in the field of environmental design. Student development of basic skills in architectural illustration and proper use of various drawing media are emphasized.

Lecture Hours: 18 Lab Hours: 81 Repeatable: No Grading: L

Prerequisite: ARCH 5

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ARCH-008 ARCHITECTURAL DESIGN FUNDAMENTALS I 3 Units

This course is an introductory study of design problems in three dimension. The concept of space, form, structure, color and materials are studied in addition to the universal principles common to all design disciplines. This course focuses on the analysis of design techniques, and exercises to develop students' skills. Required for all Environmental Design majors.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: ARCH 3A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ARCH-009 ARCHITECTURAL DESIGN FUNDAMENTALS II 3 Units

This is the second in a three-semester sequence of design courses. This course is a case-study application of design theories of the 20th Century and their impact on contemporary spatial and conceptual ideas permeating architecture, art and the environment.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: ARCH 8

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ARCH-010 ENVIRONMENTAL CONTROL SYSTEMS 3 Units

This course is an introduction to the physical relationships between people and their environment. It includes a study of the physical phenomena of heat, light, and sound. This course also examines the climatological relationship between vernacular building solutions and the natural conditioning systems of architecture.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ARCH 2

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ARCH-011 ARCHITECTURAL BLUEPRINT READING 3 Units

This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Advisory: DRA 1

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ARCH-014 HISTORY OF ARCHITECTURE I 3 Units

This is an introductory course in the history of architecture. It examines Western ideals from the beginning of time to Classical Greece and Rome. The course covers architecture from the birth of Christianity and the Age of Reason, through the discovery of the New Worlds and periods of transition to Modernism and Post-Modernism, to the present.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C5 CSU GE: C1

IGETC: None

ARCH-017 ARCHITECTURAL DESIGN FUNDAMENTALS III 3 Units

This is the final course in a three-semester design series. It focuses on the application of both theoretical and environmental issues involved in the Student Design Competitions. Students study site and environmental issues and architectural programming as design stimulus.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: ARCH 9 and ARCH 10

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART: ART**ART-001A DRAWING AND COMPOSITION 3 Units**

This is a basic course in the principles, theories and techniques of drawing and composition. Perspective drawing, organization, and rendering techniques are investigated.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

CAN: ART 8

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-001B DRAWING AND COMPOSITION 3 Units

This is an intermediate course in the principles, theories, and techniques of drawing and composition. Students work with pencil, charcoal, pen and ink, and ink washes.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 1A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-001C DRAWING AND COMPOSITION 3 Units

This course offers advanced study of drawing problems with an emphasis on color media.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 1B

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-001D DRAWING AND COMPOSITION 3 Units

This course offers special studies of advanced drawing problems. Student assignments encourage creativity through individual expression and portfolio development.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 1C

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-002A HISTORY OF ART 3 Units

This survey course examines the art of the ancient world. Slide illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting, and other visual art forms of prehistoric and primitive peoples, as well as the art of the Ancient Near East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian and Byzantine cultures.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: ART 2; ART SEQ A = ART 2A + 2B

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3, C5 CSU GE: C1

IGETC: 3A

ART-002B HISTORY OF ART 3 Units

This survey course examines the art of the Western World from the Early Middle Ages through the Baroque era. Illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting and other visual art forms of the Early Medieval, Romanesque, Gothic, Late Gothic, Early and High Renaissance, Northern Renaissance, Mannerist, Baroque and Rococo periods.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: ART 4; SEQ A = ART 2A + 2B

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3, C5 CSU GE: C1

IGETC: 3A

ART-002C HISTORY OF MODERN ART 3 Units

The art of Europe and America from the nineteenth century to the present is examined in this course. Illustrated lectures on significant movements in painting, sculpture, and architecture of this period include: Romanticism, Realism, Impressionism, Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, and contemporary directions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1

IGETC: 3A

**ART-002D HISTORY OF POSTMODERN ART 3 Units
(Art Since 1960)**

This course examines the art of Europe and America from 1960 to the present. Illustrated lectures and on-site viewing of art works focus on significant movements in painting, sculpture, and architecture of this period which include Pop Art, Op Art, Earth Works, Performance Art, Graffiti Art, Installation Art, Conceptual Art, Environmental Art, New Realism, ethnicity and gender issues.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1

IGETC: 3A

ART-003A BASIC DESIGN AND COLOR 3 Units

This is a beginning course in the study of visual elements and organizational principles. Through a study of shape, texture, line, space, and color, students gain experience in organizing their thoughts and in solving design problems.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

CAN: ART 14

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1

IGETC: None

ART-004 THREE-DIMENSIONAL DESIGN 3 Units

This course investigates the factors determining the designs of both utilitarian and non-utilitarian objects. Through a study of mass, volume, space and shape, students gain experience solving three-dimensional design problems. Materials are studied through projects in construction, modeling and casting.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

CAN: ART 16

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-005A LIFE DRAWING 3 Units

This is a basic course in the study of the human figure from a model. Composition and expressive aspects of gesture, weight, and line are investigated through pencil and charcoal exercises.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ART 1A and/or ART 3A

CAN: ART 24

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-005B ADVANCED LIFE DRAWING 3 Units

This is an intermediate to advanced course in the study of the human figure from a model. Students explore a variety of drawing materials and techniques leading toward personal growth and style. May be taken for a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: ART 5A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-006 INTERMEDIATE TO ADVANCED DESIGN AND COLOR 3 Units

This is an intermediate to advanced course in the methods and applications of color and design. After further study of basic design and color approaches, students then develop images that are created through the use of progressive applications of color theory and compositional structure. Multiple types of water based media, the use of collage and mixed media applications are investigated. An introduction to book arts is explored through altered books, accordion fold variations and basic book structures. Students develop a personal portfolio that reflects their individual expression. May be taken for a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: ART 3A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-007A BEGINNING CERAMICS 3 Units

This course explores the basic techniques of the ceramic art form. It includes hand building and throwing on the potter's wheel. Emphasis is on the understanding of the media of clay, the appreciation of basic ceramic forms, basic glazing techniques, and the development of personal expression.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
 CAN: ART 6 = ART 7A + 7B
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-007B INTERMEDIATE CERAMICS 3 Units

This course expands student knowledge and expertise in the technologies of the ceramic art form. Students study intermediate pottery forming techniques, glaze formulation and glaze making, kiln loading and firing techniques, intermediate pottery decoration and embellishing techniques. The student has an opportunity to further explore his/her personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 7A
 CAN: ART 6 = ART 7A + 7B
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-007C ADVANCED CERAMICS I 3 Units

This course provides an opportunity for intermediate to advanced ceramic students to work in specific areas of ceramics. Students study advanced pottery forming techniques, glaze formulation and glaze making, kiln loading and firing techniques, advanced pottery decoration and embellishing techniques. The student has an opportunity to further explore his/her personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 7B
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-007D ADVANCED CERAMICS II 3 Units

In this course students have the opportunity to perfect their personal creative ceramic making styles. This course provides an opportunity for advanced students to work in specific areas of ceramics. Students study advanced pottery forming techniques, glaze formulation and making, kiln loading and kiln firing techniques, advanced pottery decoration and embellishment techniques.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 7C
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-007F RAKU CERAMICS 3 Units

This course explores the rich cultural philosophies of the Japanese and American Raku ceramic art form. Students study the Raku firing process and how it differs between Japanese and American cultures, the Raku kiln loading and firing techniques, and the Raku glaze formulating and embellishing techniques. Students study the Japanese Tea ceremony as it relates to the art of Raku. The student has an opportunity to explore his/her personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 7A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: None IGETC: None

ART-007G CERAMIC CRYSTAL GLAZES 3 Units

This course explores the history and formation of crystalline glazes on porcelain clay bodies. Students create forms with porcelain clay and develop and apply crystal glazes in a variety of kiln atmospheres and temperatures. Students enhance their own personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 7A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-007H INTERMEDIATE CERAMIC CRYSTAL GLAZES 3 Units

In this course students build on skills learned in the Crystal Glaze class. This course further explores the history and development of crystalline ceramic forms with variety of porcelain clay bodies. Students create complex forms and develop and apply crystal glazes in a variety of kiln atmospheres and temperatures. This course also explores the use of after-firing techniques such as the use of lusters, horsehair, and fuming. Students further enhance their own personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 7G
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-007I INTERMEDIATE RAKU CERAMICS 3 Units

This course allows students to explore primitive firing techniques. Students explore the differences between the primitive firing processes of the Japanese, Native American, and contemporary Eastern and Western cultures. Advanced Raku kiln loading and firing techniques, together with the rich cultural philosophies of the Japanese and American Raku ceramic art forms are studied. Students further explore their personal creative style.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 7F

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-009A BEGINNING PRINTMAKING 3 Units

This course introduces basic hand processes in printmaking by exploring the four traditional categories: relief, intaglio, stencil, and planograph. Students are introduced to these four categories by hands-on assignments. Students study the history of printmaking and explore contemporary photo printmaking and non-toxic printmaking processes. Emphasis is placed on composition theory, print quality, and concept. These techniques enable the student to communicate visual images as creative statements.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

CAN: ART 20 = ART 9A + 9B

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-009B INTERMEDIATE TO ADVANCED PRINTMAKING 3 Units

In this course students build on skills learned in the Beginning Printmaking course. Students create prints using more complex and more technically involved processes. Focus is on edition printing skills, work in series, and multiple color work. With faculty guidance, students develop personal imagery utilizing one or more of the hand printmaking processes. This course may be taken for a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: ART 9A

CAN: ART 20 = ART 9A + 9B

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-010 INTRODUCTION TO ART 3 Units

This course is an introduction to problems, techniques and social forces that shape and reflect our visual world. Emphasis is placed on gaining insights and developing an understanding of the variables inherent in planning, organizing, and making a work of art.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C1 IGETC: 3A

ART-011A SCULPTURE 3 Units

This is a basic course in the principles, theories and techniques of sculpture. Students explore three-dimensional forms with a variety of materials and techniques. Additive, subtractive, and assemblage formats are explored.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ART 4

CAN: ART 12

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-011B SCULPTURE 3 Units

This is an intermediate course in the principles, theories, and techniques of sculpture. Students explore three-dimensional forms with an emphasis in the additive process and mold making.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 11A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-011C SCULPTURE 3 Units

This is an advanced course in the principles, theories, and techniques of sculpture. Students explore three-dimensional forms with an emphasis in the subtractive process.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 11B

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-011D SCULPTURE 3 Units

This course offers special studies of advanced sculptural problems. Student assignments encourage creativity through individual expression and portfolio development.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 11C

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-014A SCREEN PRINTING 2 Units

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in direct processes of stencil making. Drawing skills are recommended.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-014B SCREEN PRINTING 2 Units

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing hand generated stencils which are applied photographically. Drawing skills are recommended.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-014C SCREEN PRINTING 2 Units

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing cut film stencil methods. Drawing skills are recommended.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-014D SCREEN PRINTING 2 Units

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing photographic stencil methods. Drawing skills are recommended.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-018A PAPERMAKING I 3 Units

This course in two and three dimensional papermaking compares Eastern and Western papermaking techniques and their cultural influences. Students explore different technical methods and philosophical approaches of hand papermaking leading to uses of the medium as an art form.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
CAN: None
Transfer Status: CSU
Degree Applicable: AA/AS
COD GE: C3,C5 CSU GE: None IGETC: None

ART-018B PAPERMAKING II 3 Units

This course continues with Eastern and Western multi-cultural aspects of papermaking techniques. Instruction is given to encourage development of a personal style reflecting either an Eastern or Western technique and aesthetic approach.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 18A
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-018C PAPERMAKING III 3 Units

This advanced course teaches students to continue the hand papermaking process by studying the diversified ways various cultures have developed their paper technology. Students construct equipment and work with processes employed by differing cultures.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 18B
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-018D PAPERMAKING IV 3 Units

This advanced course in hand papermaking offers students an opportunity to work on special problems and projects. Emphasis is placed on cultural diversity in hand papermaking.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 18C
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-020A-D CERAMIC SCULPTURE 2 Units

This course is an introduction to the fundamental elements of the ceramic sculpture process in which students are taught to model ceramic sculpture and complete the finishing process with several methods of kiln firing.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-021A PAINTING/WATERCOLOR 2 Units

This course is an introduction to fundamentals of transparent watercolor painting. Techniques covered include: washes, wet-in-wet, direct and layering.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-021B PAINTING/WATERCOLOR 2 Units

This is an intermediate course in fundamental methods of watercolor painting. Class work includes basic principles of color and composition.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-021C PAINTING/WATERCOLOR 2 Units

In this advanced course in watercolor painting, transparent and opaque techniques are applied to pictorial composition.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-021D PAINTING/WATERCOLOR 2 Units

This course provides an opportunity for advanced work in watercolor, including mixed media and collage methods.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-023A PAINTING/OIL 2 Units

This course is an introduction to fundamentals of oil painting with an emphasis on developing technical skills and composition.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-023B PAINTING/OIL 2 Units

This course is an intermediate course in methods of oil painting. Classwork includes principles of color and composition with an emphasis on developing an awareness of the diversity possible with oil media.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-023C PAINTING/OIL 2 Units

In this advanced course in oil painting, students use traditional, as well as experimental techniques to investigate personal interests in composition and style.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-023D PAINTING/OIL 2 Units

This course provides an opportunity for advanced work in oil painting. Students continue to explore directions leading toward personal growth and style.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-025A PAINTING/ACRYLIC 2 Units

This course is an introduction to fundamentals of acrylic painting. Methods include: opaque, transparent, under and over painting, and textural and collage techniques.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-025B PAINTING/ACRYLIC 2 Units

This is an intermediate course in methods of acrylic painting. Class work includes basic principles of color and composition.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-025C PAINTING/ACRYLIC 2 Units

In this advanced course in acrylic painting, fundamental and experimental techniques are applied to composition and construction.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-025D PAINTING/ACRYLIC 2 Units

This course provides an opportunity for advanced work in acrylics, including mixed media and rhoplex.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-030A BEGINNING BLACK & WHITE PHOTOGRAPHY 3 Units

This is an introductory course in black and white photography. Basic camera and laboratory techniques are studied, including camera operation, film exposure, film developing, printing, and dry mounting of finished work. Emphasis is placed on composition theory, print quality, concept, and design throughout the course. These techniques enable the student to communicate visual images as creative photographic statements. A 35mm camera with adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
 CAN: ART 18 = ART 30A + 30B
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-030B INTERMEDIATE BLACK & WHITE PHOTOGRAPHY 3 Units

This course is designed to strengthen darkroom skills and to further explore photography as a means of creative expression and communication. Students develop a greater mastery of exposure and learn archival printing techniques and the window mat method of print presentation. Students explore experimental methods of photographic printing, medium format photography, and studio lighting. Print quality, concept, and design are emphasized throughout the course. A 35mm or larger format camera with adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 30A, or permission of instructor based on a portfolio presentation of student's previous work
 CAN: ART 18 = ART 30A + 30B
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-030C ADVANCED BLACK & WHITE PHOTOGRAPHY 3 Units

This course is designed to further strengthen shooting and darkroom skills and to further explore photography as a means of creative expression and communication. Students develop a greater mastery of exposure and studio lighting techniques. Students explore large format photography and alternative methods of photographic image making and presentation. Technical comprehension, aesthetic, and conceptual development are stressed equally. A 35mm or larger format camera with adjustable f-stops and shutter speeds is required.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART 30B, or permission of instructor based on a portfolio presentation of student's previous work
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-030D ADVANCED PHOTOGRAPHY PROJECTS 3 Units

This course is designed for advanced students who wish to concentrate on an in-depth individual direction. Students explore and combine an aesthetic and expressive use of the photographic medium to complete projects with developed personal statements. At the beginning of the semester, students are required to present a proposal outlining three specific areas of concentration: Theme, Medium, and Techniques. Faculty members monitor student work and students are required to complete a professional portfolio by the end of the semester. Research and summary of applicable reading assignments will accompany the presentation. This course may be taken for a total of two times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 1 Grading: L
Prerequisite: ART 30C, or permission of instructor based on a portfolio presentation of student's previous work
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-031 DIGITAL PHOTOGRAPHY 3 Units

This course provides an introduction to the tools, materials and techniques of digital photography. Students learn to capture images using a digital camera or camcorder. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for web use. A digital camera or digital video camcorder is required. (Also listed as, and equivalent to, DDP 31.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-033 HISTORY OF PHOTOGRAPHY 3 Units

This course is a history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application and aesthetics of photography as a fine art form include the significant movements which contributed to the establishment of photography as one of the major forms of art and communication in the twentieth century.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

ART-040 GRAPHIC DESIGN I 3 Units

Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos/marks/symbols/pictographs, corporate identity, graphic techniques (both digital and traditional), introduction to advertising design, digital prepress and press. Adobe Photoshop and Adobe Illustrator software are used to create final images. (Also listed as, and equivalent to, DDP 10.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 3A or concurrent enrollment

Advisory: CIS 82D (strongly recommended)

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-041 GRAPHIC DESIGN II 3 Units

Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design. (Also listed as, and equivalent to, DDP 11.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 40

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-097 STUDIO LAB ½ Unit

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

ART-098 STUDIO LAB 1 Unit

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

Studio Lab is an open entry/open exit environment designed to develop studio application skills for students in all segments of the art area. Emphasis is on individual studio art applications with time devoted to completing art/lab projects assigned in specific studio art courses. Students receive a credit/no credit grade mark. May be taken for a total of four times.

Corequisite: Enrollment in any Art course

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

ASC: ACADEMIC SKILLS CENTER**ASC-005 TUTOR TRAINING ½ Unit**

This course provides the training, practicum, and applied projects necessary for success in peer tutoring.

Lecture Hours: 4 Lab Hours: 16 Repeatable: No Grading: L

Prerequisite: Grade of A or B in course being tutored

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ASC-097 SUPPLEMENTAL LEARNING LAB ½ Unit

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

ASC-098 SUPPLEMENTAL LEARNING LAB 1 Unit

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

This course provides computer assisted instruction, Internet access, tutoring for writing, reading, and math skills, and materials supplementary to instructor's classroom and/or laboratory presentation to advance student's knowledge and academic skills. Students receive a credit/no credit grade mark. May be taken for a total of four times.

Corequisite: Enrollment in a credit course

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

ASC 100 SUPERVISED TUTORING 0 Unit

The Tutorial Center is an open entry/open exit environment where college students with learning needs in academic subjects receive tutoring through one-to-one contact and small group instruction. Registration may be completed in the Tutorial Center. Students receive a credit/no credit grade mark.

Lecture Hours: 0 Lab Hours: Open Repeatable: Yes Grading: K

CAN: None

Transfer Status: None

Degree Applicable: NONC

COD GE: None CSU GE: None

IGETC: None

ASL: AMERICAN SIGN LANGUAGE**ASL-001 ELEMENTARY AMERICAN SIGN LANGUAGE 5 Units**

This course presents the fundamentals of American Sign Language in a fast-paced intensive method. ASL is a language that requires visual and manual dexterity skills. Students learn basic grammar and vocabulary of ASL while completing readings on the history of the Deaf from ancient times to current. History's impact on modern American Deaf culture and education is explored. Lectures are primarily conducted in ASL. Completion of ASL 1A and ASL 1B is equivalent to ASL 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

ASL-001A ELEMENTARY AMERICAN SIGN LANGUAGE 3 Units

This course presents the fundamentals of American Sign Language. ASL is a language that requires visual and manual dexterity skills. Students learn basic grammar and vocabulary of ASL while completing readings on the history of the Deaf from ancient times to current. History's impact on modern American Deaf culture and education is explored. Completion of ASL 1A and ASL 1B is equivalent to ASL 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 6A*

ASL-001B ELEMENTARY AMERICAN SIGN LANGUAGE 3 Units

This course builds upon the fundamentals learned in the previous course. Lectures are primarily conducted in ASL. Students' understanding of ASL grammar and vocabulary is expanded, while completing readings on Deaf culture, written from the Deaf American perspective. Completion of ASL 1A and ASL 1B is equivalent to ASL 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL 1A
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 6A*

ASL-002 ELEMENTARY AMERICAN SIGN LANGUAGE 5 Units

This course continues to develop material introduced in ASL 1. Increasingly complex grammar and vocabulary are introduced. Culturally appropriate language structures for a variety of situations are taught. Students examine potential sources of cross-cultural miscommunication, and learn to negotiate a cross-cultural signing environment. ASL's historic and contemporary importance to Deaf culture is studied. Completion of ASL 2A and ASL 2B is equivalent to ASL 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL 1 or ASL 1B

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

ASL-002A ELEMENTARY AMERICAN SIGN LANGUAGE 3 Units

This course continues to develop the grammar, vocabulary, and cultural topics introduced in ASL 1A and 1B. Different classroom and realistic situations encourage students to apply appropriate cross-cultural communication techniques. This course explores ASL's historical impact on and current role in Deaf culture. Students increase their awareness of and sensitivity to Deaf values and norms. Completion of ASL 2A and ASL 2B is equivalent to ASL 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL 1 or ASL 1B

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: None

ASL-002B ELEMENTARY AMERICAN SIGN LANGUAGE 3 Units

This course continues to develop material acquired in ASL 2A. Increasingly complex vocabulary and grammar are introduced. Students learn additional culturally appropriate language structures to negotiate situations involving complaints, requests, narratives, and conversational feedback mechanisms. Potential sources of miscommunication between Deaf and hearing persons are examined. Completion of ASL 2A and ASL 2B is equivalent to ASL 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL 2A

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: None

**ASPG: ADDICTION STUDIES/
PROBLEM GAMBLING****ASPG-001 PROBLEM GAMBLING STUDIES 3 Units**

This course is an examination of pathological gambling. It provides students with an understanding of assessment and helping skills required to counsel gamblers and their families.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AUTO: AUTOMOTIVE TECHNOLOGY**AUTO-001 AUTOMOTIVE PRINCIPLES I 2 Units**

This course covers basic fundamentals and basic knowledge of the automotive repair trade. It includes shop safety, hand tools, fasteners, shop math, and an overview of basic automotive systems.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 50

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AUTO-005 AT POWER TRAIN TECHNOLOGY 4 Units

This is an introductory course for the Alternate Fuel Technician, Tech-Prep program. It covers basic theory, design, and operation of alternate fuel prime movers focusing on internal combustion engines and their sub-systems.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 50 and RDG 50

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AUTO-006 AT CHASSIS PRINCIPLES 4 Units

This course introduces the student to basic principles of vehicle chassis, suspension, and braking systems as applied to environmentally friendly modes of transportation.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Advisory: AUTO 5

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AUTO-007 AT VEHICLE ELECTRICAL SYSTEMS 3½ Units

This course is an in-depth study of vehicle related electrical and electronics systems. Emphasis is placed on application of basic theory and the use of test equipment, normally found in the industry, in diagnosis and repair of vehicle electrical components and systems.

Lecture Hours: 54 Lab Hours: 27 Repeatable: No Grading: L
Advisory: AUTO 5

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AUTO-008 AT ADVANCED VEHICLE ELECTRICAL SYSTEMS 3 Units

This course provides further study of the automotive electrical system. It covers basic lighting systems, gauges and warning devices, windshield wipers, and other body-related electrical components.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: AUTO 7

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AUTO-009 AT BASIC FUEL CELLS AND HYBRID DRIVES 3 Units

This course provides an introduction to hybrid electric drives that are combined with either an internal combustion engine or fuel cell. Hydrogen fuel cell operation, basic maintenance and applications for vehicle use are covered.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: AUTO 7 and AUTO 56

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AUTO-030 AUTO BRAKE SYSTEMS (NATEF) 2 Units

This course provides basic theory and direct experience in automotive brake system operation, trouble shooting, and repair. This is the basis for the State Brake Inspection License course.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 1 or 1 year trade experience

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

**AUTO-033 SUSPENSION & ALIGNMENT 2 Units
(NATEF)**

This course provides basic theory and direct experience in automotive suspension systems and wheel alignment.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 1 or 1 year trade experience

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**AUTO 34 AUTOMOTIVE STEERING 2 units
(NATEF)**

This course provides basic theory and direct experience in the service and repair of automotive steering systems including four-wheel steering, electronic, computer controlled, and variable assist steering systems.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 1 or 1 year trade experience

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-051 AT BASIC ENGINE PERFORMANCE 3½ Units

This is an introductory engine performance course. It covers the ignition and fuel systems to the basic engine computer level. Emphasis is on vehicle tail pipe emissions and their control.

Lecture Hours: 54 Lab Hours: 27 Repeatable: No Grading: L

Advisory: AUTO 7

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-052 AT ENGINE PERFORMANCE II 3 Units

This is a second level Engine Performance II course introducing the theory, operation, testing, diagnosis, and repair of current automotive computer systems. This course prepares students for the State SMOG test and ASE A-8 test.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: AUTO 51

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-053 AT ENGINE PERFORMANCE III 3 Units

This is an advanced drivability and diagnostics course. This course uses the chassis dynamometer and other tools to diagnose vehicle drivability problems and emission test failure. This course prepares students for the State SMOG test and ASE L-1 test.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 51 or AUTO 52

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

Chapter 8 - Courses of Instruction

AUTO-054 AT CLEAN AIR CAR COURSE 4½ Units

This course provides the student with the basic training to meet the requirements of the Bureau of Automotive Repair for a SMOG Technician. The course includes the Basic Clean Air Car Course material in addition to the 8 Hour Dynamometer Transition, and 20 Hour Update (NOx failure diagnosis materials).

Lecture Hours: 72 Lab Hours: 27 Repeatable: No Grading: L

Advisory: AUTO 53

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-056 AT COMPRESSED NATURAL GAS/LIQUEFIED PETROLEUM GAS 4 Units

This course provides theory and hands-on experience in the operation, service, inspection, and maintenance of Compressed Natural Gas (CNG)/Liquefied Petroleum Gas (LPG) systems. This course prepares students for the ASE Alternate Fuels Test (F-1).

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Advisory: AUTO 53

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-057 AT LEAN BURN PRINCIPLES 3 Units

This course provides theory, hands-on experience in the operation, service, inspection, and maintenance of engines running ultra lean combustion system. The course covers gasoline, Compressed Natural Gas (CNG)/Liquefied Petroleum Gas (LPG) systems.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: AUTO 56

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-058 AT ADVANCED POWER TRAINS 3 Units

This course is an in-depth study of vehicle power trains that are in development or beta testing. It covers system efficiencies, power and fuel conversion methods and their application to various form of transportation. Environmental affects versus cost effectiveness is a prime consideration throughout the course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: AUTO 57

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-060A AUTO AIR CONDITIONING I 2 Units

This course provides basic theory and hands-on experience in automotive air conditioning and heating system operation, trouble shooting, and repair. This course is based on NATEF guidelines.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 1 or 1 year trade experience

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-060B AUTO AIR CONDITIONING II 2 Units

This course provides advanced training and hands-on experience in automotive air conditioning, heating, and climate control systems theory, operation, trouble shooting, and repair. This course is based on NATEF guidelines.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 60A, or 1 year trade experience in airconditioning

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-063A ENGINE REBUILD I - TOP END 2 Units

This course provides basic theory and practical experience in the disassembly, inspection, machine work, reassembly and adjustment of the cylinder heads and valve train of an internal combustion engine.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 1, or 1 year trade experience

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-063B ENGINE REBUILD II - LOWER END 2 Units

This course provides basic theory and practical experience in the disassembly, inspection, reassembly and adjustment of the cylinder block and related components.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 63A, or 1 year trade experience

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-064A AUTOMATIC TRANSMISSIONS I 2 Units

This course provides an introduction to basic theory and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transmissions for rear wheel drive vehicles.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 1, or 1 year trade experience

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-064B AUTOMATIC TRANSMISSIONS II 2 Units

This course provides basic knowledge and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transaxles. It covers the operation and diagnosis of computer controlled automatic transmissions and transaxles.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 64A

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-065A STANDARD TRANSMISSIONS I 2 Units

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transmissions, and drive lines and rear axles for rear wheel drive vehicles.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 1, or 1 year trade experience

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

AUTO-065B STANDARD TRANSMISSIONS II 2 Units

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transaxles and drive trains for front wheel drive vehicles.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AUTO 65A, or 1 year trade experience

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BI: BIOLOGY**BI-001A GENERAL BIOLOGY - PRINCIPLES 5 Units**

This course presents a survey of biological principles with a strong emphasis on biochemistry, cell biology and genetics. Topics include chemistry and origin of life; cellular energy productions and exchanges; cell structures and functions; tools of biotechnology; plant and animal cell division, embryology, tissues, gametogenesis and genetics.

Note: This level of biology is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other allied health fields requiring a strong foundation in biology. BI 1A is typically followed by BI 1B and/or BI 1C.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: High School Biology & Chem, or CH 3

Advisory: ENG 1A and MATH 10

CAN: BIOL 2; BIOL SEQ A = BI 1A + 1B + 1C

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-001B GENERAL BIOLOGY - ZOOLOGY 5 Units

This course covers identification, classification, phylogeny, comparative embryology, morphology, physiology, ecology, behavior, etc., at the animal organismic level. Laboratory experiments, dissections, and identification give practical study.

Note: This course meets requirements of science, pre-professional, and all other majors requiring a strong biology foundation, and partially meets the requirement of students needing one year of biology. It also meets the biological sciences general education requirement. This course is offered every Spring semester.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: For all science and pre-professional majors, BI 1A with a grade of C or better; for all others, BI 4 with a grade of B or better

CAN: BIOL 4; BIOL SEQ A = BI 1A + 1B + 1C
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-001C GENERAL BIOLOGY - BOTANY 5 Units

This course is a survey of biological functions that includes a broad study of diversity in plant structure, function, and classifications. Emphasis is placed on algae, fungi, flowering plants and their ecological significance.

Note: The course is designed primarily for biology, science, and pre-professional and all other majors where a strong foundation in biology is required. Partially meets the requirements of students needing one year of biology. This course is offered every Spring semester.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: For all science and pre-professional majors, BI 1A with a grade of C or better; for all others, BI 4 with a grade of B or better

CAN: BIOL 6; BIOL SEQ A = BI 1A + 1B + 1C
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-004 ELEMENTS OF BIOLOGY 4 Units

This course is designed to acquaint non-majors with fundamental concepts and principles of biology and background information in the physical sciences. Laboratory gives practical study.

Note: BI 4 meets the Biological Sciences General Education Requirement, but not the requirements for biological science majors. BI 4 is offered for those individuals with little or no background in the biological sciences.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 51

CAN: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-004L ELEMENTS OF BIOLOGY LABORATORY 1 Unit

This course provides supplementary laboratory experience for those students enrolled in BI 4. Critical practical studies in biological principles are emphasized.

Note: BI 4 and BI 4L meet the Biological Science General Education requirement. This course does not meet the requirements for biological science majors. BI 4L is offered for those individuals with little or no background in the biological sciences.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 51

Corequisite: BI 4 or prior completion

CAN: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C1 CSU GE: B3 IGETC: 5B

BI-010 WOMEN'S HEALTH 3 Units

A study of current issues and practices related to women's health. Emphasis is placed on female anatomy and physiology relative to changes which occur in a woman's body from youth to old age and the specific aspects of health and disease related to these changes. This course is designed to provide information to make the student medically and scientifically knowledgeable about women's health issues and to be an "informed consumer" of medical information and practices concerning today's female.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 51

CAN: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C1 CSU GE: E IGETC: None

BI-012 BIOLOGY OF CANCER 3 Units

This course examines the molecular, cellular and genetic basis for the more than 100 different diseases called cancer. Topics include the biology of uncontrolled cellular growth, the causes of cancer, symptoms, diagnosis, staging and the psychological effects of cancer. Methods used to access local and national cancer resources are covered. The roles of the family practitioner, surgeon, pathologist, medical oncologist and radiation oncologist on the cancer team are considered. This course is designed for anyone with a personal or professional interest in preventing cancer and learning about cancer from a clinical and practical view. Information covered in this course allows one to be better informed and prepared to deal with the disease of cancer.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 1A, and high school or college biology course is recommended

CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: E IGETC: None

BI-015 GENERAL MICROBIOLOGY 5 Units

This course is a comprehensive study of the microbial world. It is designed to develop an appreciation and understanding of microorganisms and their relationship to humans and their environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics, and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CH 4, ENG 51, and MATH 50

Advisory: BI 22 and BI 23 are strongly recommended

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C1 CSU GE: B2,B3 IGETC: None

BI-021 ANATOMY & PHYSIOLOGY 4 Units

This is a course in the structure and functions of human body systems, and fundamental principles of biology demonstrable in human beings. Laboratory gives practical study.

Note: BI 21 meets the Biological Science General Education requirement and is recommended to those wishing a 'human' approach to satisfying this requirement.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 51

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C1 CSU GE: B2,B3 IGETC: None

BI-021L ELEMENTARY HUMAN ANATOMY & PHYSIOLOGY LABORATORY 1 Unit

This course is the companion laboratory course to BI 21, offering a practical approach to the structure and functions of human body systems. Practical consideration will also be given to fundamental biological principles demonstrable in human beings. Dissections, experiments, and demonstrations will be employed.

Note: BI 21 and BI 21L meet the Biological Science General Education requirement and are recommended to those wishing a 'human' approach to satisfying this requirement.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

Corequisite: BI 21 or prior completion

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C1 CSU GE: B3 IGETC: None

BI-022 HUMAN ANATOMY 4 Units

This course involves both the gross and microscopic anatomical study of tissues and organ systems of the human body. Laboratory study of histology slides, skeletons, cadavers and/or non-human mammals is undertaken. Directed dissections of laboratory specimens are required.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 51 and MATH 50

Advisory: One year high school biology, or BI 21 is strongly recommended

CAN: BIOL 10; BIOL SEQ B = BI 22 + 23

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C1 CSU GE: B2,B3 IGETC: 5B*

BI-023 HUMAN PHYSIOLOGY 5 Units

This course surveys normal and many abnormal human functions involving integumental, skeletal, muscular, cardiovascular, respiratory, digestive, urogenital, sensory, nervous, and endocrine systems.

Note: This course is a required prerequisite for many health sciences majors or it may be used to satisfy a General Education life science requirement. Pre-medicine, pre-dentistry and pre-veterinary students are advised to take the BI 1A, IB, IC series rather than BI 22 and 23.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: High school chemistry or CH 4, and BI 22

CAN: BIOL 12; BIOL SEQ B = BI 22 + 23

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C1 CSU GE: B2,B3 IGETC: None

BIT: BUILDING INSPECTION TECHNOLOGY**BIT-001 CALIFORNIA BUILDING CODES 3 Units**

This course covers California Building, Housing, Energy and Disabled Access Codes used for construction, maintenance, and use of buildings and grounds within the State of California. It emphasizes an understanding and application of code sections and provisions and the relationships between building, housing, energy and disabled access codes.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50, MATH 57, and RDG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BIT-002 BUILDING & MECHANICAL CODES 3 Units

This course covers California Building and Mechanical Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding and application of code sections and provisions and the relationships between building and mechanical codes.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50, MATH 57, and RDG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BIT-003 BUILDING & PLUMBING CODES 3 Units

This course covers California Building and Plumbing Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding and application of code sections and provisions, and the relationships between building and plumbing codes.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50, MATH 57, and RDG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BIT-004 BUILDING & ELECTRICAL CODES 3 Units

This course covers California Building and Electrical Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding and application of code sections and provisions, and the relationships between building and electrical codes.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50, MATH 57, and RDG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BIT-026 BUILDING II & FIRE CODES 3 Units

This course involves building and fire codes used for construction, maintenance, and use of buildings and grounds in the State of California. It places an emphasis on understanding and application of code sections and provisions, and the relation between Fire and Building Codes. It addresses elements of codes in areas of special occupancies, grading, fire and building material standards, and building codes appendices as they apply to both building and fire applications.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC: BUSINESS/ACCOUNTING**BUAC-001 ACCOUNTING I 3 Units**

This course expands upon basic fundamentals of the double entry accrual accounting system. It includes accounting for service and merchandising enterprises with special emphasis on receivables, payable, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUAC 66, or demonstrated competence in basic bookkeeping

CAN: BUS 2; SEQ A = BUAC 1 + 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-002 ACCOUNTING II 3 Units

This course emphasizes accounting concepts and principles relating to corporations, departmental and branch systems. It also focuses on management uses of accounting data that includes financial statement analysis, cash flow statements, and an introduction to cost accounting. There is emphasis on stock and bond transactions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUAC 1

CAN: BUS 4; SEQ A = BUAC 1 + 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-004 TAX ACCOUNTING I-INDIVIDUALS 3 Units

This course is designed to provide students with tax information for both personal and career interests. Students learn tax information with the current laws and regulations available for preparation of personal tax returns and tax returns of others. Tax planning issues for the current and later years are considered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50 and MATH 57

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-005 TAX ACCOUNTING II 3 Units

This course is designed to provide students with tax information for both personal and professional use. Students learn the latest tax regulations that will allow them to prepare tax returns for their own businesses as well as other businesses and corporations. Tax planning issues for current and later tax years are also considered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50 and MATH 57

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-006 INTRODUCTION TO MANAGEMENT ACCOUNTING 3 Units

This course is designed to develop the fundamental skills of management accounting, which includes the collection, presentation, and interpretation of data to enable management to control performance. Students learn how to construct accounting information systems that focus on such items as cost control, inventory management, budgetary monitoring, and capital investment planning.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUAC 2

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-008 REAL ESTATE AND CONSTRUCTION ACCOUNTING 3 Units

This course covers the comprehensive application of accounting principles to the real estate and construction industries. Budgeting and monitoring costs for construction projects are emphasized, as well as rate of return analyses for investment projects. Management Accounting is emphasized over Financial Reporting.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUAC 1

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-009 HOSPITALITY MANAGEMENT ACCOUNTING 3 Units

This course is the study of the comprehensive application of accounting principles to the hospitality industry. The course includes an emphasis on accounting practices, financial statements, income/expense accounts and statements, special purpose journals and ledgers. Also included is the application of accounting information when making managerial decisions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUAC 66

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-010 COMPUTER ACCOUNTING 3 Units

This course covers introductory material in the processing of accounting data on the micro-computer. Students learn to record and process transactions in the following major accounting activities: Journalizing, preparation of financial statements, budgeting, adjusting entries, receipts and payments, cash flow and payroll. Course work prepares students for actual situations using up-to-date equipment and software. Includes the practice set previously covered in BUAC 11.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: BUAC 2

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-066 INTRODUCTION TO ACCOUNTING 3 Units

This course covers the essential elements of bookkeeping practice upon which advanced work in other accounting courses is based. Topics include the basic accounting equation, uses of journals and ledgers, preparation of financial statements, adjusting and closing entries, bank account reconciliation, and payroll.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50 and MATH 57

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUFI: BUSINESS FINANCE**BUFI-012 MONEY MANAGEMENT & PLANNING FOR THE FUTURE 3 Units**

This course provides students with an introductory understanding of economic and financial principles and the environment within which consumer and business decisions are made. It helps those interested in pursuing a career in financial services develop an appreciation for financial concerns of their clients. It also helps students make more informed decisions about setting their own career and financial goals, as well as managing their budget, taxes and investments, protecting their assets against risk, and preparing for retirement. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUFI-013 INVESTMENT OPPORTUNITIES 3 Units

The course provides students with an understanding of the importance of investment in their personal finances as well as various investment opportunities available to them. It presents the features of different types of stocks, corporate bonds, government securities, mutual funds, options, futures, and real estate investments. It also offers students a set of tools and criteria for evaluating these investment instruments in light of their own financial conditions and objectives. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**BUHM: BUSINESS/HOTEL &
RESTAURANT MGMT**

BUHM-050 INTRODUCTION TO THE HOSPITALITY INDUSTRY 3 Units

This course provides a basic understanding of the hospitality industry including lodging, food service, institutional, and resort operations. The history, growth and development, current trends, and organizational structure of the industry are explored with a focus on employment opportunities and future trends.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUHM-063 HOTEL AND RESTAURANT OPERATIONS 3 Units

This course analyzes management's functions and responsibilities in such areas as administration, organization, communications, accounting, marketing and human relations.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUHM-064 HOTEL/MOTEL PERSONNEL MANAGEMENT 3 Units

This course prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA: BUSINESS MANAGEMENT

BUMA-001 PRINCIPLES OF MANAGEMENT 3 Units

This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizations and the role of manager in a technologically oriented society including planning, organizing, staffing, directing and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-010 INTRODUCTION TO BUSINESS 3 Units

This course is the study of the formation, structure, objectives, and ethics of contemporary American business enterprises. It emphasizes the significance of the small business organization, the role of large business organizations, and practices for the development of managerial personnel. This course is recommended for students who wish to explore a career in business.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-020A BUSINESS LAW 3 Units

This course is a study of the social forces and the law, the law of contracts, agency and employment, personal property and bailment, business torts and crimes, sales law, labor law and government regulation of business.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: BUS 8

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-020B BUSINESS LAW 3 Units

This course is a study of the law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of exchange). It includes the study of suretyship and guaranty, insurance, partnerships, corporations, real property, wills, trusts, and bankruptcy.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-024 RESORT PERSONNEL & HUMAN RELATIONS 3 Units

This course emphasizes the management of the golf shop and resort personnel from the perspective of the golf professional. Both legal and psychological factors are examined in order to prepare the golf professional for the role of supervisor, leader, and motivator. Special focus on dealing with the particular needs of country club and resort clientele are included.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-025 GOLF SHOP OPERATIONS 2 Units

This course is the study of the principles and techniques involved in managing the modern professional golf shop: selling techniques, customer service, and merchandise displays. It emphasizes the principles of organizing, financing, and controlling a small business, such as purchasing, pricing, stock control, store layout, policies, and security.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-027 MARKETING 3 Units

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. It emphasizes the relationship of human behavior and culture to marketing activities. The student participates in individual and class projects designed to reinforce basic marketing theory and concepts.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-028 SMALL BUSINESS: DEVELOPMENT & MANAGEMENT 3 Units

This course is designed for the prospective as well as the current small business owner/manager. The curriculum is centered on an array of structural, relationship and process elements such as financial and physical assets, leadership/management issues, human resource functions, planning, and marketing. These elements are developed in the course through a diagnosis and prescription process and culminate in the writing of a comprehensive business plan.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUSM: BUSINESS SUPERVISION & MANAGEMENT**BUSM-070 AFFIRMATIVE ACTION FOR SUPERVISORS 2 Units**

This course is the study of techniques involved in conducting affirmative action programs in business and industry. It emphasizes the legal basis for affirmative action positions taken by employers and supervisors in terms of women and minority employment and advancement rights.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUSM-071 SAFETY MANAGEMENT 2 Units

This course is the study of basic principles of accident prevention operating and implementing safety programs under Occupational Safety and Health Act (OSHA).

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUSM-081 QUALITY MANAGEMENT 2 Units

This course studies the meaning of quality control. It includes an analysis of the various techniques involved in the application of quality control to the many departments in modern industrial organizations.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUSM-082 PURCHASING 2 Units

This course is the study of methods and techniques used in the selection and procurement of materials, products, and supplies in industry. It emphasizes the optimal amount, price, payment policy and supplier. The student will learn the typical ordering, receiving and storage management procedures used in industry.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUSM-083 DEVELOPING EMPLOYEES THROUGH TRAINING 2 Units

This course is the study of methods involved in the introduction of employees to training and in evaluating their progress through the training process. Students learn the techniques of on-the-job instruction, as well as the concepts of apprenticeship, technical training, management development, and the use of consultants and advisory committees in the work place.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUSM-084 JOB ANALYSIS FOR WAGE ADMINISTRATION 2 Units

This course analyzes job descriptions, specifications, evaluation, and classifications. It is a study of Local, State and Federal regulations concerning industrial wages.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUSM-091 ELEMENTS OF SUPERVISION 2 Units

This is a basic course covering the responsibilities of the industrial supervisor. Major topics include organization, public relations, human relations, training, management-employee relations, production control and promotion practices.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUSM-092 PSYCHOLOGY FOR SUPERVISORS 2 Units

This course is the study of the role of the supervisor in understanding the people with whom he/she works. It emphasizes psychological processes, perceptions, learning, emotions, attitudes, and personalities.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUSM-093 HUMAN RELATIONS 2 Units

This course is the study of personnel relations as affected by the application of basic psychological techniques. Emphasis is placed on employer-employee relationships.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: CSU
Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUSM-094 COMMUNICATION FOR SUPERVISORS 3 Units

This course involves the study of oral and written communications designed for supervisors and administrative personnel in industry. The course emphasizes individual experiences in speaking and conference leading. The course materials highlight standards and physical aspects of communication including graphic aids, physical presentation of reports, public speaking and oral reporting. The course involves learning how to conduct meeting and improving one's listening ability.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUSM-096 LABOR/MANAGEMENT RELATIONS 2 Units

This course is the study of union contracts, grievances, and collective bargaining procedures. It includes a history of the labor movement with special emphasis placed on Federal and State labor legislation.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUSM-097 ORGANIZATION PATTERNS AND MANAGEMENT 2 Units

This course is the study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulation.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUSM-098 WORK SIMPLIFICATION 2 Units

This course is the study and analysis of methods designed for improving job procedures and techniques.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

BUSM-099 COST CONTROL FOR SUPERVISORS 2 Units

This course is a study of the factors involved in cost control. It emphasizes such topics as materials, salvage, waste, time, and quality requirements. Also included is a study of the supervisor's role in controlling costs.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

CART: CULINARY ARTS

CART-001 SANITATION AND SAFETY 3 Units

This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures, and the food handler's responsibility in maintaining high sanitation and safety standards.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART-003 PRINCIPLES OF COOKING 5 Units

This course is a comprehensive study of the physical changes which take place when preparing foods and the safe and sanitary use of hand tools, knives and kitchen equipment. It focuses on "hands-on" experience in the production of stocks, broths, glazes, leading and small sauces, gravies, emulsified sauces, and soups. Cooking methods using moist-heat, dry-heat, and fat, and the art of seasoning and flavoring are also covered.

Lecture Hours: 50.4 Lab Hours: 118.8 Repeatable: No

Grading: L

Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART-004 PANTRY 5 Units

This course covers the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, grill and breakfast items, and sandwiches.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART-005 PRINCIPLES OF BAKING 5 Units

This course provides an understanding of basic characteristics and function of major ingredients. Focus is on the importance and accuracy of weights and measures and hands-on experience in the production of mixing methods of cakes, yeast raised products, Danish, breads, croissants, puff pastry, custards, puddings, and basic cake decorating.

Lecture Hours: 50.4 Lab Hours: 118.8 Repeatable: No

Grading: L

Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART-006 GARDE MANGER 5 Units

This course is a comprehensive study of the skills necessary in the preparation and presentation of cold buffets. It focuses on hands-on experience in the production of aspic jellies, chaud froid sauces, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, and buffet table and tray centerpieces using fruits, vegetables and ice sculptures.

Lecture Hours: 50.4 Lab Hours: 118.8 Repeatable: No

Grading: L

Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART-008 CLASSICAL BUFFET DESSERTS & COMPETITION DISPLAYS 5 Units

This is a comprehensive study of classical desserts for buffet display and competition show pieces. It focuses on "hands-on" experience in the production and display of pastillage, croquant, chocolate, marzipan, royal icing, and spun, pulled, and blown sugar.

Lecture Hours: 50.4 Lab Hours: 118.8 Repeatable: No

Grading: L

Prerequisite: CART 34

Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: nONE Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART-010 FOOD PROCUREMENT AND COST CONTROL 3 Units

This course studies the basic principles of purchasing food and beverages, as well as nonfood items, with particular attention to product identification and to the ordering, receiving, storing, and issuing sequence.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART-011 MENU PLANNING 3 Units

This course studies the basic principles of menu making for a variety of types of food service operations, considering the factors of clientele, types of operations, economic requirements, nutritional adequacy, skill of personnel, and equipment limitations.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CART-015 RESTAURANT DESSERTS 4 Units

This course provides students with the knowledge and skills necessary in the production of desserts in a restaurant setting. Emphasis is placed on practicality, efficient production practices, visual appeal and profitability.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 50 and MATH 57

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

CART-028 RESORT FOOD & BEVERAGE OPERATION 3 Units

This course studies the techniques and methods of operating and controlling a food and beverage operation in a club environment. It studies the management techniques necessary for the planning, monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50 and MATH 57

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

CART-033 INTRODUCTION TO BAKING 4 Units

This course enables students to learn and practice the skills and methods of production of bread, desserts and other baked goods using quantity production techniques.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 50 and MATH 57

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

CART-034 INTERMEDIATE BAKING 4 Units

This course provides students with the knowledge and skills necessary for the production of cakes, tortes, French pastries and petit-fours utilizing commercial baking techniques.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CART 33

Advisory: ENG 50 and MATH 57

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

CART-035 OPERATIONS MANAGEMENT (PRODUCTION COOKING) 4 Units

This course covers the principles and practices used in producing menu items in a commercial environment. A variety of menu items are prepared using quantity food preparation equipment and techniques.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CART 3

Advisory: ENG 50 and MATH 57

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

CH: CHEMISTRY**CH-001A GENERAL CHEMISTRY 5 Units**

This is the first course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, states of matter, and the properties of solutions. The laboratory part of the course complements the lectures and includes qualitative analysis.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: CH 3, or 4, or 1 year high school chemistry

Corequisite: MATH 10 or prior completion

CAN: CHEM SEQ A = CH 1A + 1B

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B1,B3 IGETC: 5A

CH-001B GENERAL CHEMISTRY 5 Units

This is the second course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of thermodynamics, reaction kinetics, equilibria, electrochemistry and a detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological and nuclear chemistry. The laboratory part of the course complements the lectures and includes half a semester of ion properties and qualitative analysis.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: CH 1A

CAN: CHEM SEQ A = CH 1A + 1B

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B1,B3 IGETC: 5A

CH-003 INTRODUCTORY GENERAL CHEMISTRY 4 Units

This course is the study of the principles of inorganic chemistry. Instruction is given in calculations, atoms, compounds, nomenclature, reaction, composition, stoichiometry, modern atomic theory, bonding and acids & bases. Laboratory is a hands-on experience stressing manipulation, procedure, data and outcome calculations.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 51 and MATH 50

CAN: CHEM 6

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

CH-004 FUNDAMENTALS OF CHEMISTRY 4 Units

This course is a survey of basic principles of inorganic, organic and bio-organic chemistry presented on a level for the general student.

Note: This course satisfies the chemistry requirement for Associate Degree in Nursing, and is transferable to CSU as a physical science with laboratory.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 51 and MATH 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: None

CH-005 BIO-ORGANIC CHEMISTRY 4 Units

This course is a survey of organic and biological chemistry with an emphasis on the health sciences. It covers the major functional groups of organic compounds. The biologically active macromolecules and their components are discussed. Bioenergetics and metabolism are a substantial part of this course. The course is intended for Health Sciences students in dental hygiene, physician's assistant, and related programs.

Note: This course, in combination with CH 4, satisfies the requirements for those Health Sciences programs that require one year of chemistry other than general chemistry. This course is offered in the Fall semester of odd-numbered years.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CH 4

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: B1,B3 IGETC: None

CH-010A ORGANIC CHEMISTRY 5 Units

This course is the first of a two-semester sequence covering the basic principles and concepts of organic chemistry. An in-depth study is made of the bonding of carbon, stereochemistry and the reactivity of alkanes, alkenes and alkynes. Addition, substitution and radical reactions are discussed. Alcohols, ethers, haloalkanes and conjugated unsaturated systems are analyzed. The course is designed for chemistry, biology and pre-professional majors.

Note: This course is offered in the Fall semester of even-numbered years.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: CH 1B

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CH-010B ORGANIC CHEMISTRY 5 Units

This course is the second of a two-semester sequence covering the basic principles and concepts of organic chemistry. Spectrophotometry is covered. An introduction is made to biochemical compounds. The course is designed for chemistry, biology and pre-professional majors.

Note: This course is offered in the Spring semester of odd-numbered years.

Lecture Hours: 54 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: CH 10A

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS: COMPUTER INFORMATION SYSTEMS

CIS-050 COMPUTER KEYBOARDING I 2 Units

This course is designed for students who need to master computer keyboarding skills. Students develop basic alpha/numeric keyboarding and touch typing skills, and increase their ability to communicate information. No previous electronic keyboard or computer experience is necessary.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-070A COMPUTER BUSINESS APPLICATIONS FOR WINDOWS 3 Units

This course is designed for students with no previous computer experience who want to learn how to use an IBM-compatible personal computer with an emphasis on Windows techniques. Using the Windows/graphical user interface approach, students develop basic skills in three applications: word processing, spreadsheets, and database management. Students are also introduced to the INTERNET and Geographic Information Systems (GIS) concepts.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-070B WINDOWS & THE INTERNET 3 Units

This course examines the fundamental concepts of the Windows operating system and the Internet. Students learn to install, configure and use Windows and Internet hardware and software for maximum productivity and efficiency. Emphasis is placed on the ability to find, save and retrieve information.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70A

Advisory: Additional lab time (CS 97, CS 98, or CS 99) may be required or recommended, depending on the abilities and progress of individual students.

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-070C INSIDE YOUR COMPUTER 3 Units

This course provides information about the physical construction of computers, the installation of new hardware and software, troubleshooting, and upgrading. The three areas of concentration are building the physical system, installing and maintaining Windows x.x, and installing and maintaining application software.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70B

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-072D EXCEL 3 Units

This course provides basic concepts and practical applications using Excel for Windows. Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and accounting-based problems.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70A

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-073C ACCESS 3 Units

This course provides beginning and intermediate concepts and practical applications in database management using Windows. Students receive instruction and experience needed to design, create, customize, organize, extract, and store information using Access.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70A

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-074 POWERPOINT 3 Units

This course provides basic concepts and practical applications using PowerPoint for Windows. Students receive instruction and computer experience using presentation software to organize and display information in a visual format.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70A

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-075 FRONT PAGE 3 Units

This course is an introduction to creating a web page using Microsoft FrontPage. Students learn to design, create, manage, and publish Web sites that incorporate images, hyperlinks, lists, tables, forms and frames.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70B

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-076B WORD 3 Units

This course introduces students to beginning and intermediate microcomputer skills through word processing concepts and procedures in the Word for Windows program. Applications include communicating with the mouse and the keyboard, editing, revising, and printing documents. Document production includes basic business communications, reports, tables, formatting and other basic word processing features.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70A

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-082C WEB PUBLISHING I 3 Units

This course teaches students to format World Wide Web pages using Hypertext Markup Language (HTML). Emphasis is placed on development of effective pages. Students learn to incorporate text, graphics, audio files, video files, animation and three-dimensional effects into their Web pages.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70B

Advisory: ART 3A or ART 40

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-082D COMPUTER GRAPHICS I 3 Units

This course provides an introduction to the process of creating, capturing, and modifying graphical images using the software most commonly found in the graphical design industry today: Adobe Photoshop, Adobe Illustrator, and Macromedia FreeHand. Photoshop is used for the capture and manipulation of images either scanned or digitally photographed: Illustrator and FreeHand are used for the original creation of both type and artwork, with emphasis on layout, color and content. (Also listed as, and equivalent to, DDP 1.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70A

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-083C WEB PUBLISHING II/ JAVASCRIPT 3 Units

This course teaches students to incorporate interactive JavaScript elements in Web pages. They learn how to understand and use the Document Object Model; event handlers, variables and functions; browser detection; forms validation; text and image rollovers; and common programming elements, including arrays, loops and logical operations.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 82C

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-083D COMPUTER GRAPHICS II 3 Units

This course provides advanced applications in computer graphics techniques, using the software most commonly found in the graphic design industry today: Adobe Photoshop, Adobe Illustrator, and Quark XPress. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. (Also listed as, and equivalent to, DDP 2.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 82D

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CIS-084C WEB PUBLISHING III/PERL 3 Units

This course teaches students the fundamental knowledge and skills needed to create server-side, web-based applications using the Perl language. Applications studied include form processing, counters, searching, chat and bulletin board systems.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 83C

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CM: CONSTRUCTION MANAGEMENT

CM-001 INTRODUCTION TO CONSTRUCTION MANAGEMENT 2 Units

This course provides an overview of the construction industry and its markets. The impact, practices, methods and ethics in the construction industry will be reviewed.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH 57

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CM-002 INTRO TO URBAN PLANNING 3 Units

This course provides a critical analysis of the theory and practice of land use planning with an emphasis on the urban context. Also, the historical and legal basis for land use planning, traditional and alternative roles of planning in contemporary society will be studied along with the planning process, planning tools and practices.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CM-003 SITE & TERRAIN ANALYSIS 3 Units

This course is an introduction to various methods and techniques used to inventory and analyze landscape features. Students will also study mapping, overlay techniques, environmental ethics, case study review and an overall assessment of the function and structure of the natural landscape.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CM-004 CONSTRUCTION LAW SURVEY 3 Units

This course is a summary of the legal implications of contractor license laws; mechanics lien laws, CAL-OSHA, and Construction Contracts. Laws of liability, worker's compensation, state and federal laws affecting construction and compliance problems will be covered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CM-005 CONSTRUCTION PLANNING 3 Units

This course covers the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) will be featured. Also covered are program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring and updating, and computer utilization.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CS : COMPUTER SCIENCE**CS-072D INTRODUCTION TO NETWORKING 3 Units**

This course introduces the basic concepts of computer networks. Subjects discussed include defining, establishing and maintaining peer-to-peer and client server networks. Students learn about cabling and physical configuration options, the requirements for installing and setting up network interface cards, and the concepts of creating and managing peer-to-peer and client server networks. Students study the current operating systems. Students also learn the techniques of troubleshooting common network problems.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: CIS 70B

Advisory: CS 86

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CS-073 INTRODUCTION TO COMPUTER SCIENCE 3 Units

This is an introductory course in computer concepts and terminology. Topics covered include: historical development of computers; hardware and software definitions and terminology; categories of system software and application software, including word processing, electronic spreadsheets, and database management; machine language, assembler language, and high-level programming languages; the systems development process; careers in data processing; and legal, moral, and ethical issues associated with computers.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: CSCI 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CS-086 VISUAL BASIC PROGRAMMING I 3 Units

This is an introductory course in computer programming concepts. Students design, write and debug programs using the principles of structured programming. Topics covered include: programming language structure and syntax; algorithm development, logic and design considerations and program development tools; error handling and debugging; functions, subprograms and parameter passing; conditional and relational operators, selection and looping structures; array processing; sequential and random file access; and an introduction to object oriented programming.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CS-086A VISUAL BASIC PROGRAMMING II 3 Units

This is an advanced course in Visual Basic programming. Students design, write, and debug Visual Basic programs using structured programming concepts. Topics covered include: graphics and animation; interfacing with windows; keyboard and screen control; recursion; object linking and embedding (OLE), dynamic data exchanges (DDE), and dynamic linked libraries (DLL); linking to C language programs; and incorporating sound and multimedia.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CS 86

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CS-087 ASSEMBLER LANGUAGE PROGRAMMING 4 Units

This is an introductory course in assembler language programming. Students design, write, and debug assembler language programs using structured programming concepts. Topics covered include: decimal, binary, and hexadecimal numbering systems; personal computer architecture; memory, addresses and registers; assembler directives; subroutines and the stack; interrupts; string functions; command line parameters; external subroutines, segments, groups and macros.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 73 and CS 86

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CS-088 JAVA PROGRAMMING 3 Units

This course focuses on application development using Java. Proper syntax and operating procedures are covered, along with design and programming techniques for object-oriented programs in Java. Additional topics include Applet Programming in Java, exception handling, graphics, font, colors, multithreading, streams, and native methods and libraries.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 86

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CS-089 C++ PROGRAMMING I 3 Units

This is an introductory course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: C++ structure and syntax; algorithm development; fundamental data types; functions and parameter passing; arrays and addresses; conditional and relational operators; space and time scope of variables; sequential and random access file processing; command line arguments; string manipulation; objects, classes and data abstraction; inheritance, reusability, polymorphism and overloading.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CS 73 and CS 86

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CS-089A C++ PROGRAMMING II 3 Units

This is an advanced course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: pointers; linked lists, unions and data structures; bit operations, user-defined data types; recursion; incorporation of assembly language subroutines; and advanced graphical and animation techniques.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CS 89

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CS-097A-D MICROCOMPUTER APPLICATIONS LAB ½ Unit

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

CS-098A-D MICROCOMPUTER APPLICATIONS LAB 1 Unit

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: K

CS-099A-D MICROCOMPUTER APPLICATIONS LAB 2 Units

Lecture Hours: 0 Lab Hours: 108 Repeatable: No Grading: K

Microcomputer Applications Lab is an open entry/open exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis is on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. Students receive a credit/no credit grade mark.

Corequisite: CS or CIS course

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

DANC : DANCE

DANC-010 INTRODUCTION TO CHOREOGRAPHY 2 Units

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition. (Also listed as, and equivalent to, PE 15.)

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

DANC-015 HISTORY OF DANCE 3 Units

This survey course examines the chronological development of dance and includes the study of pre-classic through contemporary forms. It emphasizes the interconnections between aesthetic practice and people, events, and ideas.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: None

IGETC: None

DDP: DIGITAL DESIGN & PRODUCTION**DDP-001 COMPUTER GRAPHICS I 3 Units**

This course provides an introduction to the process of creating, capturing, and modifying graphical images using the software most commonly found in the graphical design industry today: Adobe Photoshop, Adobe Illustrator, and Macromedia FreeHand. Photoshop is used for the capture and manipulation of images either scanned or digitally photographed; Illustrator and FreeHand are used for the original creation of both type and artwork, with emphasis on layout, color and content. (Also listed as, and equivalent to, CIS 82D.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70A

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DDP-002 COMPUTER GRAPHICS II 3 Units

This course provides advanced applications in computer graphics techniques, using the software most commonly found in the graphic design industry today: Adobe Photoshop, Adobe Illustrator, and Quark XPress. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. (Also listed as, and equivalent to, CIS 83D.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DDP 1

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DDP-010 GRAPHIC DESIGN I 3 Units

Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos/marks/symbols/pictographs, corporate identity, graphic techniques (both digital and traditional), introduction to advertising design, digital prepress and press. Adobe Photoshop and Adobe Illustrator software are used to create final images. (Also listed as, and equivalent to, ART 40.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART 3A or concurrent enrollment

Advisory: DDP 1 strongly recommended

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DDP-011 GRAPHIC DESIGN II 3 Units

Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design. (Also listed as, and equivalent to ART 41.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DDP 10

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DDP-020 NEW MEDIA I 3 Units

Students use a computer to create multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and web-based interactive presentations.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DDP 1

Advisory: ART 40

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DDP-021 NEW MEDIA II 3 Units

Students use a computer to create advanced multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and web-based interactive presentations.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DDP 20

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DDP-031 DIGITAL PHOTOGRAPHY 3 Units

This course provides an introduction to the tools, materials and techniques of digital photography. Students learn to capture images using a digital camera or camcorder. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for web use. A digital camera or digital video camcorder is required. (Also listed as, and equivalent to, ART 31.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DDP-032 APPLIED DIGITAL PHOTOGRAPHY 3 Units

This course provides intermediate and advanced instruction in applied digital photography. Students expand their basic digital photography skills to produce digital photographs for the web, prints or slide presentations. Emphasis is placed on taking high quality digital photographs, utilizing advanced image editing software and producing images suitable for prints, publication or the web. A digital camera of at least 2 megapixels is required and Adobe Photoshop software is recommended. Students should have access to a computer capable of handling digital photo files, a photo quality printer and USB connections.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DDP 31 or ART 31

Corequisite: DDP 1 or prior completion

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DRA: DRAFTING, GENERAL & COMPUTER

DRA-001 TECHNICAL DRAFTING I 3 Units

This course introduces students to general and architectural drafting skills. Students learn to differentiate among several drafting techniques. This course prepares students for higher level drafting courses and more complex drawing types.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50 and MATH 57

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DRA-008 AUTOCAD LEVEL I: BASIC DRAWING TECHNIQUES 2 Units

This course covers the basics of computer aided drafting and design including hardware, software, operating systems and development of skills for creating and plotting simple technical and architectural drawings using AutoCAD software.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS 70A

Advisory: DRA 1

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DRA-009 AUTOCAD LEVEL II: ADVANCED DRAWING TECHNIQUES 2 Units

This course covers advanced drawing techniques. Students study productivity techniques, advanced dimensioning, hatching, multiple viewpoint plotting using AutoCAD software. Students develop skills in creating 3D drawing and surface remodeling.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DRA 8

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DRA-010 CAD DRAFTING/DESIGN PROJECT 2 Units

This course provides training in applying the principle techniques of computer-aided drafting and design to selected projects. Students with majors or interest in architecture, drafting, interior design, landscape design or engineering, with the approval of their professor, will select projects to be produced using AutoCAD.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DRA 9

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

DSPS: DISABLED STUDENTS PROGRAMS & SERVICES

DSPS-040 SURVEY OF RESOURCES FOR STUDENTS WITH DISABILITIES 2 Units

This course focuses on self-assessment of the student who is disabled. It also introduces the student to the information and skills necessary for success in college. Course topics include development of personal goals, as well as use of services provided by DSPS, other student support services and community resources. Students develop realistic educational plans consistent with their educational goals and learn what accommodations will be necessary to achieve these goals.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Advisory: Intended for students with disabilities

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

DSPS-040A PERSONAL ASSESSMENT FOR STUDENTS WITH DISABILITIES 2 Units

This course explores the individual needs and goals of students with disabilities, including the college experience, guidance, counseling, support services and employment. Emphasis is on information dissemination and self-assessment.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DSPS-040B EMPLOYMENT FOR INDIVIDUALS WITH DISABILITIES 2 Units

This course focuses on the fundamentals of employment and the process of developing goals for future employment of persons with disabilities.

Lecture Hours: 36 Lab Hours: 0 Repeatable: 2 Grading: L
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DSPS-041 INFORMATION MANAGEMENT STRATEGIES 2 Units

Course emphasis is to develop or enhance the ability of students with disabilities to manage and organize information. Multimedia instruction is utilized. The lecture section includes specific software programs designed to assist students in the management of information in a technological society. The lab section provides repetition of the stimulus topic via software utilization, specialized hardware, plus individualized computer assisted instruction specific to word processing skill development.

Lecture Hours: 27 Lab Hours: 27 Repeatable: 3 Grading: L
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-042 ALTERNATIVE LEARNING STRATEGIES 2 Units

This specialized computer assisted instruction is primarily for students with learning disabilities and/or acquired brain injuries. Students with other disabilities may also benefit from this course. Students are provided strategies and opportunities to maximize their learning potential and increase academic efficiencies.

Lecture Hours: 27 Lab Hours: 27 Repeatable: 0 Grading: L
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-044 COMPUTER ACCESS KEYBOARDING 1 Unit

This course provides students with verified disabilities individualized training in keyboarding and word processing skills specific to the microcomputer and the technological adaptations chosen. It is designed to teach adapted keyboarding basics to students with disabilities for successfully accessing the functioning of a keyboard or screen in a regular typing class.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-045A JOB SKILLS DEVELOPMENT - VOCATIONAL EXPLORATION 1 Unit

This course is designed to assist students with disabilities in developing specific goals for employment. Its focus is on personal and vocational assessment, clarification of values, identification of skills, and the development of a vocational plan.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 2 Grading: L
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-045B JOB SKILLS DEVELOPMENT - JOB APPLICATIONS AND RESUME WRITING ½ Unit

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume.

Lecture Hours: 9 Lab Hours: 0 Repeatable: 2 Grading: L
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-045C JOB SKILLS DEVELOPMENT - JOB INTERVIEW SKILLS ½ Unit

This course is designed to assist students with disabilities to develop successful job interviewing skills.

Lecture Hours: 9 Lab Hours: 0 Repeatable: 2 Grading: L
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-047 COMPUTER ACCESS APPLICATIONS 1 Unit

Students with various verified disabilities implement and utilize acquired skills with personalized adapted computer technologies to perform tasks required of regular course enrollment(s) and participation.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

DSPS-301 SPECIALIZED LEARNING SKILLS DEVELOPMENT 0 Unit

Students are individually evaluated to determine their specific learning disability. Individual learning strategies are developed and students learn to use appropriate accommodations, emphasizing computer hardware and software. Students receive a credit/no credit grade mark.

Lecture Hours: 0 Lab Hours: Open Repeatable: Yes Grading: K
Prerequisite: Students must be referred by the Learning Disability Specialist
 Corequisite: DSPS 304
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

DSPS-304 INSTRUCTIONAL SUPPORT LAB 0 Unit

The Instructional Support Lab is a laboratory situation that provides access to a Learning Specialist for students with disabilities. The specialist designs and instructs an individualized program of learning activities to support students who are otherwise enrolled in regular programs. Students receive a credit/no credit grade mark.

Lecture Hours: 0 Lab Hours: Open Repeatable: Yes Grading: K
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

DSPS-305 COMPUTER ACCESS ASSESSMENT 0 Unit

Skills training for personal utilization of selected adapted technology is provided for students with verified disabilities. Students receive a credit/no credit grade mark.

Lecture Hours: 0 Lab Hours: Open Repeatable: Yes Grading: K
Advisory: Intended for students with disabilities
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ECE: EARLY CHILDHOOD EDUCATION

ECE-001 INTRODUCTION TO EARLY CHILDHOOD PROGRAMS 3 Units

This course provides an overview of the field of child development/early childhood education, including the historical and philosophical foundations and how those foundations influence current theory and practice. An exploration of the various types of programs for young children and the job potential for students are included. Students are required to visit and report on five different types of programs in the community.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50 or concurrent enrollment
Advisory: ENG 51
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-010A CHILD GROWTH AND DEVELOPMENT 3 Units

This course studies the developing child with emphasis on the biosocial, cognitive, and psychosocial growth from conception through five years of age. It includes the major theories of development. Observations provide opportunity for integration of theory and practice for typically developing children as well as those with disabilities. It is the basic introductory course for all Early Childhood Education majors, and is required for teacher licensing in private centers, and teacher certification for publicly funded centers.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50 or concurrent enrollment
Advisory: ENG 51
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-010B CHILD DEVELOPMENT: SCHOOL AGE & ADOLESCENCE (AGES 6-18) 3 Units

This course studies the developing child with emphasis on the biosocial, cognitive, and psychosocial growth from six years of age through adolescence. Identification of the key concepts, comparison of theoretical perspective, application of empirical generalizations, and analysis of major issues for this age group is of primary concern for this course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ECE 10A
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-012 CHILD, FAMILY & COMMUNITY 3 Units

This course studies the influence of contemporary family and cultural patterns on young children. Emphasis is placed on establishing effective school-parent relationships through conferences and parent meetings. Community resources and agencies that strengthen families are examined. This course is required by the California State Department of Social Services for teachers and directors of preschool programs.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A or concurrent enrollment
Advisory: ENG 51

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ECE-014 EARLY CHILDHOOD PRINCIPLES & PRACTICES 3 Units

This course explores the basic techniques of working with young children including promoting self-esteem, creativity, self-discipline, development of physical and cognitive skills, and planning appropriate curriculum.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ECE 10A, ECE 12, and ECE 42

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ECE-015 EARLY CHILDHOOD LABORATORY 2 Units

Under the supervision of the laboratory teacher or mentor teacher and with the assistance of the Child Development Specialists, students participate in all classroom activities. Students plan developmentally appropriate curriculum that integrates theoretical concepts with classroom practice. Particular attention is given to planning for individual children's needs and interests and presenting concepts within the cultural context of the children in the environment. Students assess own professional competence and progress toward their own goals. Students also write resumes and develop interview skills, while developing a plan for future employment and growth.

Lecture Hours: 0 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: ECE 14

Advisory: ENG 1A

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ECE-016 PARENTING THE CHILD UNDER 6 1 Unit

This course explores parent-child interaction patterns. Students examine age-appropriate behaviors, problem behaviors, observation and communication strategies. Special attention is given to family structures, cultural backgrounds, and parenting children with disabilities.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ECE-019 CHILDREN'S LANGUAGE AND LITERATURE 3 Units

This course explores ways children develop language and emerging literacy skills as well as methods of fostering literacy development in young children through all areas of the curriculum. Special emphasis is given to children who develop two or more languages in the early years and methods of enhancing the home language while building English competency. It includes the study of children's literature, standards for evaluating books and computer software, techniques of story telling and puppetry.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ECE-020 INFANT/TODDLER GROWTH AND DEVELOPMENT 3 Units

This course studies the process of human development from conception through age two as determined by heredity, society and human interaction with implication for child guidance. Prenatal development and the birth process are emphasized. Observation of a neonate, infant and toddler are required.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A

Advisory: ENG 51

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ECE-021 INFANT/TODDLER ENVIRONMENTS 3 Units

This course prepares students to develop and implement an infant and/or toddler curriculum including design of a developmentally appropriate learning environment. Licensing requirements and teacher competency necessary for working with infants and toddlers are explored. Students complete three hours per week lab in the infant-toddlers classroom or Infant Circle program at the Child Development Center in which they plan and implement appropriate, culturally and linguistically competent and inclusive lessons.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ECE 20

Advisory: ENG 51

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

**ECE-023 THE MENTOR TEACHER/
ADULT SUPERVISION 2 Units**

Methods and principles of supervising adults who are student teachers, assistants or volunteers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 14

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ECE-024 ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN 3 Units

This course examines the requirements for the administration of programs for young children including private and publicly funded preschool programs, emphasizing business procedures. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A, completion of 9 units in ECE

Advisory: ENG 1A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ECE-025 ADVANCED ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN 3 Units

This course provides an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis is on personnel management procedures, working collaboratively with parents, personal growth and advancement, and self-assessment.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 24, completion of 12 units in ECE

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ECE-026 SCHOOL AGE CURRICULUM AND ACTIVITIES 3 Units

This course studies creation and application of curriculum and developmentally appropriate activities for children ages six through adolescence. Primary considerations are given to assessment, planning, implementation and evaluation of programs. Standards for quality school-age experience are used to assess quality indicators in the areas of human relationships, indoor and outdoor

environments, activities, health, nutrition, safety and administration.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10B

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ECE-030 EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION 3 Units

This course is a study of curriculum development for early childhood programs. It includes the relationship of child development principles to curriculum design and organization. Daily routine, room arrangement, and the development of social, emotional, physical, aesthetic and cognitive skills are emphasized. Curriculum planning for individual differences is emphasized.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 42

Advisory: ENG 51

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ECE-032 CHILD ABUSE & NEGLECT 1 Unit

This course examines physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children. Also included is the consequences of stress and trauma on children. Emphasis is on how the classroom teacher, foster parents, and members of the general public can foster positive mental health and prevent, detect and intervene in cases of child abuse.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ECE-033 SURVEY OF SPECIAL EDUCATION 3 Units

This course provides an introduction to special education in the public schools with an emphasis on inclusion in early childhood education. Legal aspects, assessment, placement and the disabilities served in public schools and child care setting are examined. The role of childcare professionals and paraprofessionals in serving children with disabilities is emphasized. Strategies to include children with special needs in full inclusion settings are stressed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ECE-035 ISSUES IN SPECIAL EDUCATION 3 Units

This course prepares students to become teachers in Inclusive Programs. The focus of the course is on implementing inclusive Early Childhood Programs for children with learning disabilities, developmental disabilities, physical challenges, and problem behaviors. Students learn how to facilitate curriculum as well as how the learning environment dictates children's learning and behavior.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 33

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-035A UNDERSTANDING THE EMOTIONALLY DISTURBED CHILD 1 Unit

This course studies specific characteristics of children experiencing emotional disturbances as a result of cultural, environmental factors and/or organic causes. The psycho-educational treatment and curriculum consideration is analyzed.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-036 MUSIC FOR YOUNG CHILDREN 3 Units

This course emphasizes the development of curriculum ideas for using music to develop listening ability, movements, rhythm dancing, singing, identifications of instruments and pitch. Teaching techniques and materials appropriate to the growth and development of young children are explored.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A or concurrent enrollment

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-038 SCIENCE AND NUMBER CONCEPTS FOR YOUNG CHILDREN 3 Units

This course explores the development of curriculum ideas for teaching about the environment and conservation of natural resources to young children. It includes the sequence of mathematical concepts appropriate to different stages of development.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A or concurrent enrollment

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-040 CREATIVITY IN YOUNG CHILDREN 3 Units

This course examines materials and techniques in teaching creative activities and movement to young children. Developing creativity and self confidence is emphasized. Various sensory modalities are explored as a sensory-motor environment is developed for the young child.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A or concurrent enrollment

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-042 PLAY, SOCIALIZATION AND DISCIPLINE 3 Units

This course explores the applications of developmental theory for designing early childhood settings, for understanding and guiding child behavior, and for communicating and interacting with young children. Included is a discussion of behavior problems and methods of fostering self-discipline in children, and play as a basis for social skill development in young children. Components of an appropriate curriculum are emphasized.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ECE 10A or concurrent enrollment

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-044 CHILD HEALTH, SAFETY AND NUTRITION 3 Units

This course provides information on the physical and mental health of children in an early childhood educational setting. The course includes evaluation of children's health and the referral process to local resources. Safety concerns for young children in preschool settings are addressed. Nutrition of young children is explored including methods of planning and teaching basic concepts to children. Also included is information on safety standards, sanitation principles and procedures to reduce the spread of disease.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE 10A

Advisory: ENG 51

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-045A LICENSED FAMILY CHILD CARE 2 Units

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. How to set up a record keeping system and files for each child is emphasized. Information about the use of the Family Day Care Rating Scale (RDCRS) as it applies to quality care is reviewed. Establishing good health, safety, nutrition and discipline policies and practices that support all children in a quality home environment are explored. Understanding the principles of developmentally appropriate curriculum in working with children of various ages is also included.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECON: ECONOMICS

ECON-001 PRINCIPLES OF MACROECONOMICS 3 Units

This course is an introduction to economic theory and analysis with an emphasis on basic economic concepts, national income determination and fluctuations, unemployment, inflation, economic growth, the role of money and banking and monetary theory, and the economic role of government. Current economic issues are also discussed in the context of a global economy.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50 and MATH 57

CAN: ECON 2
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D2 IGETC: 4B

ECON-002 PRINCIPLES OF MICROECONOMICS 3 Units

This course is an introduction to economic theory and analysis with an emphasis on the features of a market economy, role and behavior of consumers, businesses, owners of resources, government and the international sector. Efficiencies and deficiencies of a market system are explored and the role of government intervention is discussed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50 and MATH 57

CAN: ECON 4
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D2 IGETC: 4B

ECON-011 INTERNATIONAL ECONOMIC RELATIONS 3 Units

The course is the study of international trade, investment, technology transfer, and the international flow of labor. Students become familiar with the principles of international economic relations and its complexities through class lectures, review of current literature, and class discussions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2,C5 CSU GE: D2 IGETC: 4B

ECON-012 UNDERSTANDING ECONOMIC PRINCIPLES & APPLICATIONS 3 Units

This course provides students with an introductory knowledge of fundamental economic principles and issues. It prepares students to make critical evaluation of economic issues and policies and make more informed decisions as voters. It teaches students how to apply economic principle and analysis to their own economic and financial decisions such as setting career and financial goals and managing their personal finances. It prepares students for taking principles of macro and micro economics. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D2 IGETC: None

EMT: EMERGENCY MEDICAL TECHNOLOGY

EMT-084 EMERGENCY MED TECH I 6 Units

This course prepares students for EMT I certification. Students study and practice the fundamental principles and skills required to provide care to patients experiencing trauma and emergency medical conditions. This course is approved by Riverside County EMS and meets all Title 22 regulations. The course includes theory instruction, skills practice, and supervised field and clinical time in selected prehospital sites.

Lecture Hours: 72 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

EMT-085 EMT REFRESHER COURSE 2 Units

This refresher course for EMT I personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. The re-certification shall be available for those whose EMT cards have not expired for more than one (1) year. The course contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation, and a review of current local protocols. Both a written and skills competency examinations are required for course completion. This course may be taken for a total of four times.

Lecture Hours: 36 Lab Hours: 0 Repeatable: 3 Grading: L

Prerequisite: EMT 84 or EMT I certification

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

ENG: ENGLISH**ENG-001A COMPOSITION 4 Units**

This course introduces students to the demands of writing in the academic setting. Students learn the basics of critical thinking and research techniques as they apply to the writing process. Students then learn to apply the writing process in composing essays in response to their analysis of prose and poetry.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 51

CAN: ENGL 2; ENGL SEQ A = ENG 1A + 1B

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C4

CSU GE: A2

IGETC: 1A

ENG-001B COMPOSITION & LITERATURE 3 Units

This course introduces students to the genres of imaginative literature—prose fiction, poetry, and drama—with special emphasis on the interrelationships between form and theme. Students write critical essays about the literature.

Lecture Hours: 54 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: ENGL 4; ENGL SEQ A = ENG 1A + 1B

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5

CSU GE: C2

IGETC: 3B

ENG-005A CREATIVE WRITING 3 Units

This course introduces students to the perceptions, skills and techniques of all forms of creative writing, with primary emphasis on fiction and poetry.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: ENGL 6

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ENG-005B ADVANCED CREATIVE WRITING 3 Units

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 5A

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ENG-010A AMERICAN LITERATURE I 3 Units

This course presents a survey of American literature, both formal and informal, extending from the period preceding Columbus' voyages through the time of the Civil War. Selections include writings that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

Advisory: ENG 1B

CAN: ENGL 14

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5

CSU GE: C2

IGETC: 3B

ENG-010B AMERICAN LITERATURE II 3 Units

This course presents a survey of late 19th and 20th Century American literature. Selections include writings of traditional and non-traditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

Advisory: ENG 1B

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5

CSU GE: C2

IGETC: 3B

ENG-011A SURVEY OF ENGLISH LITERATURE TO 18TH CENTURY 3 Units

This course surveys the major writers and works of English literature of the Old English, Middle-English, the Renaissance, and the Seventeenth and Eighteenth Centuries.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: ENGL 8; ENGL SEQ B = ENG 11A + 11B

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5

CSU GE: C2

IGETC: 3B

ENG-011B SURVEY OF ENGLISH LITERATURE (ROMANTIC-MODERN) 3 Units

This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: ENGL 10; ENGL SEQ B = ENG 11A + 11B

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5

CSU GE: C2

IGETC: 3B

ENG-012A WORLD LITERATURE I 3 Units

This course presents a survey of the literary works that have influenced world thought from Homer through the Renaissance to 1660. Classics in all genre are studied for their artistic merit and their contributions to modern life.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2

IGETC: 3B

ENG-012B WORLD LITERATURE II 3 Units

This course surveys works which have influenced world thought from 1660 to the present. Selections reflect the rich and diverse cultural backgrounds of world literature. This course may be taken independently from World Literature I, ENG 12A.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2

IGETC: 3B

ENG-014 SHAKESPEARE 3 Units

This course is a study of selected histories, comedies, and tragedies of William Shakespeare.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2

IGETC: 3B

ENG-015 THE SHORT STORY 3 Units

This course introduces the student to the techniques and development of fiction by the discussion and criticism of short stories from countries throughout the world.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

Advisory: ENG 1B

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2

IGETC: 3B

ENG-016 LITERATURE OF THE DESERT 3 Units

This course surveys non-fiction, fiction, and poetry written about the desert, inspired by the desert, and by authors living in the desert, with emphasis on the desert literature of the southwestern United States. The course includes an introduction to the desert environment, and appeals to the individual student's relation to the desert. Field trips may be required.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2

IGETC: 3B

ENG-017 WOMEN IN LITERATURE 3 Units

This course presents a survey of literature written by and about women in the American, European, Asian, and Latin American traditions. Students examine archetypes and stereotypes of women as they are challenged in the literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

Advisory: ENG 1B

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2

IGETC: 3B

ENG-018 INTRODUCTION TO POETRY 3 Units

This course introduces the student to the techniques and development of poetry through the discussion and criticism of poetry in its historical context. Students are encouraged to compose own poems based on forms studied in the course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2

IGETC: 3B

ENG-021 INTRODUCTION TO LATIN AMERICAN/CHICANO LITERATURE 3 Units

This course is a survey of literary analysis of folk, traditional, and contemporary Latin American/Chicano literature with critical analysis of representative works in all literary genre: the essay, the short story, the novel, poetry, and drama.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2

IGETC: 3B

ENG-022 INTRODUCTION TO AFRICAN AMERICAN LITERATURE 3 Units

This course provides an introduction to folk, traditional and contemporary African American literature with critical analysis of representative works in the essay, the short story, the novel, poetry and drama. It includes a historical overview from the seventeenth century through the present. Through varied reading selections and learning about the history and culture of African Americans in the United States, the student better understand and appreciate the richness and diversity of African American literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2

IGETC: 3B

ENG-023 INTRODUCTION TO AUTOBIOGRAPHY 3 Units

This course introduces students to the different forms and theories of autobiography and personal narrative. It also provides the opportunity for them to begin to write their own life stories. Students read and analyze different examples of the genre, such as memoirs, diaries, and journals, as well as book-length autobiographies. The course fulfills an English elective for the English Composition major.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: None

ENG-024 NATIVE AMERICAN LITERATURE 3 Units

A survey of Native American literature, from oral tradition through European contact, assimilation, and contemporary narrative.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: None IGETC: None

ENG 25 INTRODUCTION TO THE NOVEL 3 Units

This course introduces students to the techniques and development of fiction by the discussion and criticism of novels from countries throughout the world.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

Advisory: ENG 1B

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

ENG-031 THE BIBLE AS LITERATURE: THE OLD TESTAMENT 3 Units

This course provides a survey of the Old Testament of the Bible, from a literary and philosophical point of view, with attention also paid to the ancient Near-Eastern texts and to the Jewish Apocrypha. It introduces the great characters and events in the context of the developmental nature of this literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-032 THE BIBLE AS LITERATURE: THE NEW TESTAMENT 3 Units

This course provides a survey of the New Testament of the Bible, from a literary and philosophical point of view, with attention also paid to the Dead Sea Scrolls material and 1st and 2nd century writings related to the New Testament. It introduces the great characters and events in the context of the developmental nature of this literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-035 MYTH AND LEGEND 3 Units

This course provides an introduction to the mythological and legendary literature from various world cultures, with special reference to Judeo-Christian, Oriental, Native American, Northern European, and classical Greek and Roman mythologies.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-041 TECHNICAL AND PROFESSIONAL WRITING 3 Units

This course teaches students to write effectively within the business environment. Specifically, they study common types of business or office written communication and techniques for producing standard professional final copy. Students also learn to write business letters, status reports, grant proposals, memos, researched formal reports and manuals.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 51

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C4 CSU GE: None IGETC: None

ENG-050 BASIC WRITING SKILLS 3 Units

This course provides extensive study of basic language skills in preparation for higher level writing courses. Students write paragraphs and short essays and develop an awareness of correct grammar, usage and mechanical skills. Students may choose the credit/no credit option grading option. (Equivalent to ESL-050B.)

Lecture Hours: 54 Lab Hours: 36 Repeatable: No Grading: O

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

ENG-051 INTRODUCTION TO EXPOSITORY WRITING 3 Units

This course helps students improve their skills in expository writing, including a review of grammar and sentence skills to prepare them for college level courses. Students may choose the credit/no credit grading option. (Equivalent to ESL-051.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O
Prerequisite: ENG 50
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ENG-055 FUNDAMENTALS OF GRAMMAR 3 Units

This course is designed to provide students with intensive study and application of the fundamentals of English grammar and structure in preparation for further collegiate level writing courses. Concurrent enrollment in or completion of ENG 50 is recommended. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ENG-097A-D WRITING CENTER ½ Unit

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

ENG-098A-D WRITING CENTER 1 Unit

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: K

Writing Center Laboratory is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis is placed on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual. Students receive a credit/no credit grade mark.

Corequisite: Any ENG and RDG course except ENG 50 and RDG 50
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL: ENGLISH AS A SECOND LANGUAGE

ESL-050A TRANSITIONAL BASIC ESL WRITING 3 Units

This course provides extensive study of basic writing skills in preparation for higher level writing courses. Primary emphasis is placed on basic sentence and paragraph skills. Students are encouraged to take ESL 55A, Transitional Basic ESL Grammar, at the same time. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O
Prerequisite: DE 384E
 Corequisite: ESL 55A, RESL 50
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-050B BASIC ESL WRITING 4 Units

This course provides extensive study of precollegiate writing skills in preparation for higher level writing courses. Primary emphasis is on the application of basic composition strategies such as the control over organization, content, and style. Students may choose the credit/no credit grading option. (Equivalent to ENG 50.)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: O
Prerequisite: ESL 50A
 Corequisite: ESL 55B and RDG 50
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-051 EXPOSITORY ESL WRITING 3 Units

This non-transferable course is designed for English as a Second Language students who need further training and practice in expository writing and conventional language skills in preparation for higher level writing courses. Emphasis is on writing of full length essays and research techniques. Students may choose the credit/no credit grading option. (Equivalent to ENG 51.)

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: O
Prerequisite: ESL 50B
 Corequisite: ESL 60
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

**ESL-055A TRANSITIONAL BASIC
ESL GRAMMAR 3 Units**

This course focuses on the fundamentals of English grammar with an emphasis on problems encountered by non-native speakers of English. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

Prerequisite: DE 382E

Advisory: ESL 50A, RESL 50

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ESL-055B BASIC ESL GRAMMAR 3 Units

This course provides intensive study and the fundamentals of English grammar and structure in preparation for college level writing courses. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

Prerequisite: ESL 55A

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ESL-057A BASIC ESL SPEAKING SKILLS 3 Units

This course is recommended for non-native speakers of English or bilingual students who wish to improve their spoken English. Students learn standard American speech by practicing pronunciation, intonation, and other oral skills. Emphasis is placed on oral production through practice of speaking exercises in class. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

Corequisite: ESL 50A, ESL 55A, RESL 50

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ESL-057B ADVANCED ESL SPEAKING SKILLS 3 Units

This course is a continuation of ESL 57A. Students focus on sentence stress and other advanced phonetic skills necessary for improved fluency in standard American speech. Students engage in various types of oral production activities, including outlining and delivering oral presentations and interviewing in order to develop a personal style of communication. Students also engage in activities to improve listening and note-taking skills. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

Corequisite: ESL 50B, ESL 55B, RDG 50

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ESL-060 ADVANCED ESL GRAMMAR 3 Units

This course is the most advanced level of grammar courses offered in the Credit-ESL Program. Emphasis is placed on the application of complex grammatical structures in the writing process. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

Prerequisite: ESL 55B

Advisory: ESL 51

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

ESL-097A-D ESL LABORATORY ½ Unit

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

ESL-098A-D ESL LABORATORY 1 Unit

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: K

ESL Laboratory is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their writing skills. Emphasis is on the one-to-one tutorial approach, computer-assisted instruction, word composing/processing and audio-visual. Students receive a credit/no credit grade mark.

Corequisite: Any credit ESL course

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

FIRE: FIRE TECHNOLOGY

FIRE-001 FIRE PROTECTION ORGANIZATIONS 3 Units

This course surveys career opportunities in California Fire and Emergency Management Services and related fields; explores the history of fire protection; fire loss analysis, reviews public, quasi-public and private fire protection services; reviews specific fire protection functions; introduces fire chemistry and physics. This course is designated as Fire 1 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-002 FIRE PREVENTION 3 Units

This course provides the fundamental organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing solutions to a fire hazard; public relations as effected by fire prevention. This course is designated Fire 2 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-003 FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 Units

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection and alarm systems. This course is designated Fire 3 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-004 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 Units

This course provides the fundamentals of building design and construction with emphasis on fire protection features including: building equipment facilities, fire resistant materials and high rise.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-005 FIRE BEHAVIOR & COMBUSTION 3 Units

This course explores and analyzes the fundamentals and specific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic material, forms of energy and fire prevention/suppression techniques. This course is designated Fire 5 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-006 HAZARDOUS MATERIALS/ICS 3 Units

This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. This course is designated F6 by the State Board of Fire Services and California State Fire Marshal.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-010 WILDLAND FIRE TECHNOLOGY 3 Units

This course meets the minimum requirements for employment as a wildland fire fighter with State and Federal fire suppressions agencies. Basic interagency courses, (I-110, 130, 190, S-212) are included. This course includes the care, maintenance and general use of power and hand crosscut saws and other fire fighting hand tools for fire line construction. This course stresses field performance and teamwork, along with fireline techniques, procedures, and safety. Wildland fire behavior safety is presented throughout the course. (Also listed as, and equivalent to, NR 10.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: RDG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-070 CONFINED SPACE-AWARENESS ½ Unit

This course provides instruction in identifying permit and non-permit required confined spaces, hazards associated with confined spaces, state regulations, communications, and equipment requirements. This course does not qualify participants to enter confined spaces. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES).

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-071 CONFINED SPACE-OPERATIONAL 1½ Units

This course presents a review of confined space rescue definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES). A minimum of 40 hours is required.

Lecture Hours: 18 Lab Hours: 27 Repeatable: No Grading: L
Prerequisite: FIRE 70
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-072 TRENCH RESCUE ½ Unit

This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely complete a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques, and below grade rescue safety. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES).

Lecture Hours: 4 Lab Hours: 16 Repeatable: No Grading: L
Advisory: Regular or volunteer fire fighter
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-073 AUTOMOBILE EXTRICATION ½ Unit

This course focuses on rescue fire operations techniques requiring vehicle extrication equipment. This course includes team organization; rescue and safety considerations; use of hand tools; use of hydraulic tools; use of pneumatic tools; use of wood cribbing and air bags; vehicle and victim stabilization techniques; and scene management. This course is approved by the California State Fire Marshal and California Fire Service Training and Education System (CFSTES).

Lecture Hours: 4 Lab Hours: 16 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-090A FIRE PREVENTION 1A 2 Units

This course provides a broad, technical overview of fire prevention codes, ordinances, key hazards, and fire prevention practices. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-090B FIRE PREVENTION 1B 2 Units

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE 90A
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-091A FIRE COMMAND 1A 2 Units

This course is designed for fire fighters and those seeking a career in the fire service. This course provides information and experience in command and control techniques used at the scene of an emergency. It emphasizes decision-making, the act of commanding, authority, personnel, organization structure, preplanning and training techniques. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Advisory: Regular or volunteer fire fighter and those seeking a career in the fire service
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-091B FIRE COMMAND 1B 2 Units

This course provides instruction in the art of command as related to tactical fire problems. Topics include pre-planning and attack utilizing simulator, chemical and pesticide emergencies, shipping papers, and environmental considerations. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: FIRE 91A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

FIRE-092 FIRE MANAGEMENT (Supervision) 2 Units

This course prepares first line fire supervisors with the concepts, processes and techniques of organizational management. It is designed to prepare or enhance first line supervisors' abilities to supervise subordinates. It introduces key management concepts and practices utilized in the California fire services. Discussions about decision making, time management, leadership styles, personnel evaluations and counseling guidelines are included. This is a California State Fire Marshall and Fire Service Training and Education System approved course.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

FL: FOREIGN LANGUAGE

FL-097A-D FOREIGN LANGUAGE LAB ½ Unit

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

FL-098A-D FOREIGN LANGUAGE LAB 1 Unit

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: K

Foreign Language Lab is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop their foreign language communicative skills in understanding, speaking, reading, and writing. Emphasis is placed on the one-to-one tutorial as well as the computer-assisted, audiotape and videotape monitoring approaches. Cultural materials are also provided in multi-media formats. This course is to supplement the course laboratory requirements of a foreign language course. Students receive a credit/no credit grade mark.

Corequisite: Any Foreign Language course

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

FR: FRENCH

FR-001 ELEMENTARY FRENCH 5 Units

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

CAN: FREN 2; FREN SEQ A = FR 1+2 or FR 1A+1B+2A+2B or

FR 1+2A+2B or FR 1A+1B+2

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

FR-001A ELEMENTARY FRENCH 3 Units

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

CAN: FREN 2; FREN SEQ A = FR 1+2 or FR 1A+1B+2A+2B or

FR 1+2A+2B or FR 1A+1B+2

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

FR-001B ELEMENTARY FRENCH 3 Units

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French-speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: FR 1A

CAN: FREN 2; FREN SEQ A = FR 1+2 or FR 1A+1B+2A+2B or

FR 1+2A+2B or FR 1A+1B+2

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

FR 2 ELEMENTARY FRENCH 5 Units

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

CAN: FREN 4; FREN SEQ A = FR 1+2 or FR 1A+1B+2A+2B or

FR 1+2A+2B or FR 1A+1B+2

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*

FR-002A ELEMENTARY FRENCH 3 Units

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: FR 1 or FR 1B

CAN: FREN 4; FREN SEQ A = FR 1+2 or FR 1A+1B+2A+2B or FR 1+2A+2B or FR 1A+1B+2

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B*

FR-002B ELEMENTARY FRENCH 3 Units

This course continues the development of the skills and essentials of the French language begun in FR 2A. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: FR 2A

CAN: FREN 4; FREN SEQ A = FR 1+2 or FR 1A+1B+2A+2B or FR 1+2A+2B or FR 1A+1B+2

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B*

FR-003 INTERMEDIATE FRENCH 4 Units

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of France and the francophone world. French literature is introduced.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: FR 2 or FR 2B

CAN: FREN 8; FREN SEQ B = FR 3+4

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

FR-004 INTERMEDIATE FRENCH 4 Units

This course expands the students' ability to communicate in French. Emphasis is on the discussion of socio-cultural selections and literature of the French-speaking world.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: FR 3

CAN: FREN 10; FREN SEQ B = FR 3+4

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

G: GEOLOGY**G-001 PHYSICAL GEOLOGY 4 Units**

This course includes the study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the Earth's interior; the nature of mountains and their development; the movement of continental and oceanic plates, and environmental aspects of geology. The laboratory portion includes 16 hours of local field trips and constitutes a practical application of aspects of the above subject areas.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50 and MATH 57

Advisory: ENG 51 and MATH 50

CAN: GEOL 2

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: 5A

G-004 GEOLOGY LAB 1 Unit

This lab constitutes a practical application of aspects of the physical geology/environmental geology subject areas in the classroom, and in approximately 16 hours in the field.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 51 and MATH 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C1 CSU GE: B3 IGETC: None

G-005 ENVIRONMENTAL GEOLOGY 4 Units

This course surveys geologic hazards such as flooding, landslides, earthquakes, and volcanic eruptions that affect humanity and studies means by which they may be mitigated. Geologic resources such as groundwater, surface water, and soil are studied to assess supply, conservation practices, and contamination mitigation. Mineral, fossil fuel, and alternate energy resources are examined for potential and for environmental assessment of production and consumption. Land-use planning and environmental impact analysis integrate the foregoing.

The laboratory portion applies, on a practical basis, aspects of the above in the classroom and in approximately 16 hours in the field.

Note: This course is suggested for students in any major which deals with human interactions with the physical environment, such as architecture, engineering, environmental studies, city planning, natural resources, geology, and geography.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50 and MATH 57

Advisory: ENG 51 and MATH 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: 5A

G-006 GEOLOGY OF CALIFORNIA 3 Units

This course presents the physical and historical geology of the natural provinces of California. The mineral deposits, stratigraphic and rock units, tectonic structures, fossils, geomorphology, and environmental issues within each province are examined. One or more field trips are conducted.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 51 and MATH 57

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: None IGETC: 5A

G-007 INTRODUCTION TO GEOLOGY 4 Units

This course is a general survey of the fields of physical and historical geology. It is designed to give a broad general understanding and appreciation of the composition, structure, geologic processes, origin, and development of the Earth and its inhabitants. The laboratory portion provides hands-on experience with minerals, rocks, fossils, topographic maps, geologic maps, and structure sections. One required all-day field trip provides an opportunity to directly experience local physical and historical geology.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 51 and MATH 57

CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1 IGETC: 5A*

G-008 GEOLOGY OF NATIONAL PARKS AND MONUMENTS 3 Units

This course provides a survey of the physical and historical geology of National Parks and Monuments, particularly those in the western states, to illustrate the geologic evolution of the regions in which these parks occur. Surface shaping processes such as volcanism, plutonism, deformation, sedimentation, glaciation, and fluvial activity are studied, using slides and other visual materials. Optional field trip(s) may be conducted.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 51 and MATH 57

CAN: None
 Transfer Status: CSU
 Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1 IGETC: None

G-010 THE EARTH SCIENCES 4 Units

This course is a general survey of the Earth Sciences of Geology, Oceanography, Meteorology, Climatology, and Astronomy. It is designed to provide a broad general understanding and appreciation of these sciences and to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the influences of humanity upon these systems. The laboratory portion

studies aspects of each area on a practical, applied basis. Field trips emphasize study of local geology.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50 and MATH 57

Advisory: ENG 51 and MATH 50

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A

GEOG: GEOGRAPHY

GEOG-001 PHYSICAL GEOGRAPHY 3 Units

This course examines the major features of the natural environment including land, water, air and life forms. The relationship between humans and their natural environment is emphasized, and map-reading skills are developed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: GEOG 2

Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1 IGETC: 5A

GEOG-001L PHYSICAL GEOGRAPHY LABORATORY 1 Unit

This course introduces the student to the methods and techniques used in the geographic study of the natural environment focusing on the earth's atmosphere, continents, oceans and life forms. Students observe, record, and analyze this information both in class and on field trips in the local environment.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

Corequisite: GEOG 1 or prior completion

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B3 IGETC: 5A

GEOG-002 CULTURAL GEOGRAPHY 3 Units

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: GEOG 4

Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2,C5 CSU GE: D5 IGETC: 4E

GEOG-007 REGIONAL GEOGRAPHY 3 Units

This course describes and explains the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D5

IGETC: 4E

GEOG-010 GEOGRAPHY OF CALIFORNIA 3 Units

This is a study of the natural and cultural environments of California including its climate, topography, biogeography, economy, urbanization and population diversity. Emphasis is placed on people and the environment, map interpretation and their changes over time. Both topical and regional formats are introduced.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: D5

IGETC: 4E

GER: GERMAN**GER-001 ELEMENTARY GERMAN 5 Units**

This course presents the fundamentals of German. Fluency in understanding, speaking, reading and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

CAN: GERM 2; GERM SEQ A = GER 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

GER-001A ELEMENTARY GERMAN 3 Units

This course presents the fundamentals of German. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

CAN: GERM 2; GERM SEQ A = GER 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

GER-001B ELEMENTARY GERMAN 3 Units

This course continues the development of the skills and essentials of the German language begun in GER 1A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 1A and GER 1B is equivalent to GER 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: GER 1A

CAN: GERM 2; GERM SEQ A = GER 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

GER-002 ELEMENTARY GERMAN 5 Units

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: GER 1 or GER 1B

CAN: GERM 4; GERM SEQ A = GER 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*

GER-002A ELEMENTARY GERMAN 3 Units

This course continues the development of the skills and essentials of the German language begun in GER 1 or GER 1B. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: GER 1 or GER 1B

CAN: GERM 4; GERM SEQ A = GER 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*

GER-002B ELEMENTARY GERMAN 3 Units

This course continues the development of the skills and essentials of the German language begun in GER 2A. Fluency in understanding, speaking, reading, and writing within the context of the German society, history, and culture is emphasized. Completion of GER 2A and GER 2B is equivalent to GER 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: GER 2A

CAN: GERM 4; GERM SEQ A = GER 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*

GOLF: GOLF

GOLF-029 METHODS OF TEACHING GOLF 2 Units

This course is the study of the methods used in teaching the game of golf. It includes practical experience in the analysis of the golf swing and the correction of errors. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50 or concurrent enrollment

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

GOLF-030 SHORT GAME AND PUTTING 2 Units

This course is the study of the techniques used to develop an effective short game and putting stroke. It emphasizes basic swing fundamentals and the modern approach to chips, pitches, greenside sand shots and putting. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50 or concurrent enrollment

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

GOLF-032 GOLF TEACHING LABORATORY 2 Units

This course is the study and practice of the methods used in teaching the game of golf. It includes learning the techniques and instructional skills necessary to teach golf to individuals and groups. It emphasizes how to adapt golf swing fundamentals to the physical attributes and prior experience of the client (student). It also includes practical application of these methods in a golf practice range environment. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50 or concurrent enrollment

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

GOLF-034 GOLF CLUB DESIGN & REPAIR 2 Units

This course is the study of the design and manufacture of golf clubs. It includes the study of golf repair theory and practical "hands-on" experience in a golf club repair laboratory. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50 or concurrent enrollment

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

GOLF-036 FUNDAMENTALS & RULES OF GOLF 2 Units

This course is the study of the basic fundamentals and rules of the game of golf. It emphasizes the rules of golf and the responsibility of the golf professional to insure compliance with the rules and uphold the integrity of the sport of golf. This course is intended for students pursuing a career in golf.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50 or concurrent enrollment

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HE: HEALTH EDUCATION

HE-001 PERSONAL & COMMUNITY HEALTH 3 Units

This course consists of application of facts and attitudes to the maintenance of optimum health for the individual and society; effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; and safety in the modern world.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: E IGETC: None

HEC: HOME ECONOMICS/NUTRITION

HEC-013 GENERAL NUTRITION 3 Units

This course is a study of the chemical composition of foods and their utilization by the body. Practical problems of nutrition and relationship of adequate diet to physical and mental health are covered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: FCS 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2 CSU GE: E

IGETC: None

HIST: HISTORY**HIST-003 HISTORY OF WORLD CIVILIZATION - I 3 Units**

This course is a broad study of the major elements of history from ancient times to the Renaissance. It is designed to develop understanding of institutions basic to world civilization.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50

CAN: HIST SEQ C = HIST 3+4
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2,C5 CSU GE: D6 IGETC: 3B,4F

HIST-004 HISTORY OF WORLD CIVILIZATION - II 3 Units

This course is a broad study of the major elements of history from the 16th Century to the present. It is designed to develop understanding of institutions basic to world civilization.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50

CAN: HIST SEQ C = HIST 3+4
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2,C5 CSU GE: D6 IGETC: 3B,4F

HIST-017 U.S. HISTORY THROUGH RECONSTRUCTION 3 Units

This course is a survey of the political and social development of the United States from the discovery of America through the Reconstruction period.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: HIST SEQ B = HIST 17+18
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2 CSU GE: D6 IGETC: 3B,4F

HIST-018 U.S. HISTORY FROM RECONSTRUCTION TO PRESENT 3 Units

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: HIST SEQ B = HIST 17+18
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C2 CSU GE: D6 IGETC: 3B,4F

HS: HEALTH SCIENCES**HS-051 TRANSITION TO REGISTERED NURSE 4 Units**

This course focuses on the role of the registered nurse as covered in the first year of the associate degree program. Skills lab and clinical practice focus on the application of therapeutic nursing interventions and critical thinking behaviors with selected client populations. This course facilitates the transition of LVN into the second year of the RN program. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: O

Prerequisite: ENG 1A, MATH 57, BI 22, PSY 1, CH 4 or 1 year high school chemistry. Licensure as a Vocational Nurse.

Corequisite: BI 23 and SOC 4, or prior completion. Licensure as a Vocational Nurse in the state of California.

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

HS-060 ENERGETIC HEALING MODALITIES: HEALING TOUCH, LEVEL I 1 Unit

Introduction to several energy based therapeutic approaches to healing. Discussion of the energy field, energy medicine and applications of techniques to restore harmony and balance in the energy system to allow clients to self heal. Students receive a credit/no credit grade mark.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

HS-061 MEDICAL TERMINOLOGY 2 Units

This course introduces medical terminology as used by all health service personnel, including medical doctors, dentists, nurses, respiratory therapists, physical therapists, EMTs, medical secretaries and doctors' office assistants.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS-062 YOUR LIVING BODY 3 Units

This course provides a basic overview of body structures and functions, correlated with discussion of the major diseases affecting each of the major systems. This course is required for Vocational Nursing Program.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

HS-064 NURSE ASSISTANT 6 Units

This course includes basic nursing principles used in the care of clients in long-term care facilities. The content addresses the basic needs of clients; concepts of ethics and confidentiality; techniques of communication; reporting and recording of observations and basic assessments; performance of special treatments, procedures, and skills required for client care. Successful completion of the course results in eligibility to take the state-approved test that leads to certification as a nursing assistant.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

HS-066 HOME HEALTH AIDE 2 Units

This course expands on the content taught in the nursing assistant course to provide preparation for care of residents in home care settings. Content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment.

Lecture Hours: 27 Lab Hours: 27 Repeatable: No Grading: L

Prerequisite: HS 64 or CNA

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

HS-067 INTRODUCTION TO MED/DOSAGE CALCULATIONS 1 Unit

This course provides a basic foundation for the study of pharmacology and covers the general principles of drug administration with a review of arithmetic and the calculation of math dosages. It utilizes a nursing process approach which focuses on the understanding of pharmacological principles, medication administration, and the evaluation of the client's responses in the health care setting. This course is designed for the beginning vocational nursing student and other allied health care disciplines.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50 and MATH 57

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

HS-070 INTRO TO HEALTH SCIENCES 1 Unit

This course is strongly recommended for all students entering the VN or ADN programs offered at College of the Desert. It is designed to provide students interested in Health Sciences programs with detailed information about program requirements and career objectives.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50 and RDG 50

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

HS-081 BASIC ARRHYTHMIAS 2 Units

This course is designed for persons working with patients who require cardiac monitoring. It provides a review of anatomy and physiology of the heart. The normal and abnormal rhythms of the heart are studied with an emphasis on treatment for abnormal arrhythmias. This course is applicable for LVN, RN, and CNA Continuing Education Units (CEUs).

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

HS 98 NURSING SKILLS LAB ½ Unit

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

HS 99 NURSING SKILLS LAB 1 Unit

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the skills needed and is directed to students needing review of nursing procedures. Students receive a credit/no credit grade mark. May be taken for a total of four times.

CAN: None

Prerequisite: ENG 50

Corequisite: Enrollment in a Nursing course

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

**HSAD: HUMAN SERVICES/ALCOHOL
DRUG STUDIES**

**HSAD-001 INTRODUCTION TO ALCOHOL/
DRUG STUDIES 3 Units**

This is a survey course that examines, interprets and evaluates the significant terms and definitions used in the study of drugs, addiction and alcoholism as a family affair. It looks at the causes and consequences of alcohol/drug use and abuse (i.e. psychological, sociological, physiological, economic, and political), as well as the myths, images and stereotypes of substance abuse and substance users. It examines the modalities utilized in education, prevention, intervention, treatment, recovery, and relapse. This is the basic prerequisite for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**HSAD-002 INTRODUCTION TO HUMAN
SERVICES COUNSELING
(formerly HSC-002) 3 Units**

This is an intensive, exploratory, communication/counseling course that introduces the student to the principles, strategies and practices of helping skills as useful tools. Through the use of problem solving simulation, the student learns how to support coping skills in a client. This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**HSAD-004 PERSONAL AND
PROFESSIONAL GROWTH 2 Units**

This course covers the professional aspects of alcohol and drug counseling as a career. It deals with such problematic areas as burnout, recovery, certification and credential requirements, professional associations and personal and professional growth. It introduces problems and possible solutions that will be thematic in many courses in this program. This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Corequisite: HSAD 1 or prior completion

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

HSAD-020 BIOMEDICAL-PHARMACOLOGY 3 Units

This course investigates the effects of alcohol and drugs on human behavior. Models and biomedical principles of the disease process and treatment are presented. Interpretations and evaluations of the strategies utilized in recovery by various treatment modalities are studied. This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Corequisite: HSAD 1 or prior completion

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

HSAD-022 CASE MANAGEMENT 3 Units

This course presents case management from the initial intake and assessment of an individual, to recovery planning, record keeping, aftercare, follow-up and referral. This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: HSC 2

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**HSAD-024 LAW/ETHICS:
COMMUNITY RESPONSES 3 Units**

This course is the study, interpretation, and practice of legal and ethical responsibilities and liabilities encountered when providing and utilizing human services. Special focus is placed on privileged relationships, counseling, and confidentiality. It also deals with community agencies responsible for outreach, education, and referrals. This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Corequisite: HSAD 1 or prior completion

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

**HSAD-030 INDIVIDUAL, GROUP, AND
FAMILY COUNSELING 3 Units**

This is a survey course that addresses the differences and similarities of individual and group counseling with special emphasis on the functional alcohol/drug family situations. It traces the development of individual and group counseling and explores its dynamics. It interprets and assesses the impact on individuals and on their relationships. In addition, it interprets and assesses the impact on society and on its institutions. Practical strategies and experiential exercises are utilized. Skills

development in counseling the family unit is addressed. This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Corequisite: HSAD 1 or prior completion

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-032A SUPERVISED PRACTICUM I 2 Units

This course gives direction, interpretation, guidance, and evaluation to assist the student in making the transition from the college to job placement via the Supervised Internship I (HSAD 33A). Values, knowledge, and skills applied in the practical setting are essential to professional dependency counseling. Special attention is given to individual, group, and family approaches to counseling. This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: Eight (8) HSAD core courses

Corequisite: HSAD 33A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-032B SUPERVISED PRACTICUM II 2 Units

This course concludes the work begun in Supervised Practicum I (HSAD 32A). This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: HSAD 32A

Corequisite: HSAD 33B

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD 33A SUPERVISED INTERNSHIP I 3 Units

This course is a supervised fieldwork internship that actively involves students at a supervised chemical dependency service site. Students apply and integrate the values, knowledge, and skills learned in the classroom through direct, hands-on experience in the area of chemical dependency counseling. Special attention is given to individual, group, and family counseling. This is a required course for the Alcohol and Drugs Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: Eight (8) HSAD core courses

Corequisite: HSAD 32A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-033B SUPERVISED INTERNSHIP II 3 Units

This course concludes the field work begun in Supervised Internship I (HSAD 33A). This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: HSAD 33A

Corequisite: HSAD 32B

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-034 DUAL DIAGNOSIS 3 Units

This course prepares the student to meet the challenge to mental health workers and substance abuse counselors in dealing with clients who have psychiatric disorders coexisting with drug dependency. The focus is on the diagnosis, assessment, treatment and aftercare of such clients. This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Corequisite: HSAD 1 or prior completion

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-036 COUNSELING DIVERSE POPULATIONS 3 Units

This is a counseling course that introduces the student to population subgroups and unique helping skills used to support diverse populations. The course surveys the history of underrepresentation of each subgroup and describe current challenges for counselors.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HUM: HUMANITIES

HUM-008 AMERICAN MUSIC 3 Units

This course is a general survey of music in the United States, beginning with Native American songs and chants and continuing to the present through musical traditions and styles introduced by America's multi-cultural populations. The American public's infatuation with "star" performers and its effect on musical economics are also explored. (Also listed as, and equivalent to, MUS 8.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1

IGETC: 3A

HUM-018 INTRODUCTION TO ART & MUSIC 3 Units

Students examine parallels in ideas and organizational methods found in art and music of the Western World. A comparison is made of major developments of styles with an emphasis on the roles of the visual and aural arts in society from the Middle Ages to the present.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C1

IGETC: 3A

ITAL: ITALIAN**ITAL-001 ELEMENTARY ITALIAN 5 Units**

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

CAN: ITAL SEQ A = ITAL 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

ITAL-001A ELEMENTARY ITALIAN 3 Units

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

CAN: ITAL SEQ A = ITAL 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

ITAL-001B ELEMENTARY ITALIAN 3 Units

This course presents the fundamentals of Italian. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 1A and ITAL 1B is equivalent to ITAL 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL 1A

CAN: ITAL SEQ A = ITAL 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

ITAL-002 ELEMENTARY ITALIAN 5 Units

This course builds upon the material presented in ITAL 1 and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL 1 or ITAL 1B

CAN: ITAL SEQ A = ITAL 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*

ITAL-002A ELEMENTARY ITALIAN 3 Units

This course builds upon the material presented in ITAL 1, 1A and 1B and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL 1 or ITAL 1B

CAN: ITAL SEQ A = ITAL 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*

ITAL-002B ELEMENTARY ITALIAN 3 Units

This course builds upon the material presented in ITAL 2A and further develops the conversational skills in confirming and correcting information and using response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Italian society, history, and culture is emphasized. Completion of ITAL 2A and ITAL 2B is equivalent to ITAL 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL 2A

CAN: ITAL SEQ A = ITAL 1 or 1A+1B + 2 or 2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*

ITAL-003 INTERMEDIATE ITALIAN 4 Units

This course strengthens the students' communication skills in the spoken and written Italian language and builds upon the topics of vocabulary, grammar, structure, and Italian culture introduced in previous levels 1 and 2. Emphasis is on the customs and culture of Italy. Italian literature is introduced.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL 2 or ITAL 2B

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B

ITAL-004 INTERMEDIATE ITALIAN 4 Units

This course is the continuation of ITAL 3. It expands the students' ability to communicate in Italian. Emphasis is on discussion of socio-cultural selections and literature of the Italian-speaking world.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: ITAL 3

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B

J: JOURNALISM

J-003A NEWS REPORTING & WRITING 3 Units

This is a beginning course in news writing that provides instruction and practice in the fundamentals of news reporting. The course focuses on the writing of news with an introduction into feature writing. Included in the course are such topics as interviewing, story organization and structure, the style and language of journalism, and journalistic law and ethics. This course may be substituted for MC 2, Writing for the Mass Media.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A

CAN: JOUR 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

J-004A BASIC NEWSPAPER PRODUCTION 3 Units

This lecture and laboratory course provides initial practical experience in working on the staff of the college newspaper. Students concentrate on editorial, production, advertising, and circulation activities but are expected to participate in all facets of the operation.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: J 3A or concurrent enrollment

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

J-004B INTERMEDIATE NEWSPAPER PRODUCTION 3 Units

This lecture and laboratory course continues to provide practical experience in working on the staff of the college newspaper, building on experience initiated in the basic course. Students assume a leadership role, whether in editorial, production, or advertising activities, in producing the newspaper. Students become familiar with the use of desktop publishing programs.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: J 4A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

J-004C ADVANCED NEWSPAPER PRODUCTION 3 Units

This lecture and laboratory course continues to provide practical experience in working on the staff of the college newspaper, building on experience gained in J 4A and J 4B. Students serve as editor, production supervisor, advertising director, photo editor, and circulation director--whether solely or on an alternating basis--and otherwise help, direct, and guide new students in producing a newspaper.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: J 4B

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

J-010 MAGAZINE WRITING AND PRODUCTION 3 Units

This course focuses on strategies and techniques of literary magazine production and produces the college literary magazine. Students select the materials, edit materials, plan the format, typeset, paste-up and prepare the magazine for publication. The course also focuses on the procedures involved in transforming a literary magazine to an online format.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 51

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

JPN: JAPANESE

JPN-001A ELEMENTARY JAPANESE 3 Units

This course introduces students to elementary communication skills of understanding, speaking, reading, and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed. This course also exposes students to social, cultural, political and historical aspects of Japan.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

CAN: JAPN SEQ A = JPN 1A+1B+2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

JPN-001B ELEMENTARY JAPANESE 3 Units

This course introduces students to elementary communication skills of understanding, speaking, reading, and writing Japanese. Emphasis is on fundamentals of grammar and pronunciation, practical vocabulary and useful phrases and idioms. The honorific, polite, and humble forms of vocabulary and expressions are introduced and analyzed.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: JPN 1A

CAN: JAPN SEQ A = JPN 1A+1B+2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 6A*

JPN-002A ELEMENTARY JAPANESE 3 Units

This course continues the development of the skills and essentials of the Japanese language begun in JPN 1B. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: JPN 1B

CAN: JAPN SEQ A = JPN 1A+1B+2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*

JPN-002B ELEMENTARY JAPANESE 3 Units

This course continues the development of the skills and essentials of the Japanese language begun in JPN 2A. Fluency in understanding, speaking, reading, and writing within the context of the Japanese society, history, and culture is emphasized.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: JPN 2A

CAN: JAPN SEQ A = JPN 1A+1B+2A+2B

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*

MATH: MATHEMATICS**MATH-001A CALCULUS 5 Units**

This course studies the meaning, computation and application of the derivative with an introduction to the integral. Topics include the definition of the derivative, limits, rules of differentiating polynomial, rational, exponential, logarithmic and trigonometric functions, applications of the derivative, and an introduction to the definite integral.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 51 and four years of high school mathematics, including Trigonometry and Geometry with a minimum grade of B in 4th year, or MATH 12, or MATH 10 and MATH 5.

CAN: MATH 18; SEQ B = MATH 1A+1B; SEQ C = MATH 1A+1B+2A

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C4

CSU GE: B4

IGETC: 2A

MATH-001B CALCULUS 5 Units

This course studies the meaning, computation and application of integration and infinite series. Topics include the definition of the definite integral, techniques of integration, applications of integration, first order separable differential equations, modeling exponential growth and decay, infinite series and approximation of functions using Taylor series with remainder.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH 1A

CAN: MATH 20; SEQ B = MATH 1A+1B; SEQ C = MATH 1A+1B+2A

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C4

CSU GE: B4

IGETC: 2A

MATH-002A MULTIVARIATE CALCULUS 5 Units

This course extends the concepts of differentiation and integration introduced in the first two semesters of calculus to functions of two or more variables. Topics include solid Euclidean geometry, vector algebra in 3 dimensions, line and surface integrals, multiple integration in rectangular, cylindrical and spherical coordinates, extreme values, parameterized space curves and surfaces, divergence, directional derivatives, gradients, Taylor's theorem for several variables, Gauss', Green's and Stokes' theorems.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH 1B

CAN: MATH 22; SEQ C = MATH 1A+1B+2A

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

MATH-002B LINEAR ALGEBRA 4 Units

This course is a standard introductory course in linear algebra. Topics include vectors in R^n , matrices and systems of linear equations, determinants, vector spaces, linear independence, linear transformations, eigenvalues, eigenvectors, and diagonalization of certain quadratic forms.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH 1B

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

MATH-002C ORDINARY DIFFERENTIAL EQUATIONS 4 Units

This is a standard introductory course in solving differential equations and using differential equations to model dynamic phenomena. Topics include first, second and higher order differential equations; systems of first order equations, linear, homogeneous and nonhomogeneous differential equations; solutions by power series;

numerical methods, LaPlace transforms; and applications.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH 1B

CAN: MATH 24

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

MATH-005 TRIGONOMETRY 3 Units

This is a course of study in the trigonometric functions with emphasis on periodic functions, trigonometric identities, solving trigonometric equations, graphical methods, inverse functions, solving triangles with applications including the law of sines and law of cosines. Additional topics may include vectors and complex numbers.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH 30 and MATH 40 with grades of C or better, or four years of high school math including two years of Algebra and one year of Geometry with grades of B or better

CAN: MATH 8

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4 IGETC: None

MATH-010 COLLEGE ALGEBRA 4 Units

This is a function oriented course including the concept of a function and function notation. The course includes an in depth investigation of polynomial, rational, exponential, and logarithmic functions, including their equations, graphs, and behavior. Other topics include the binomial theorem, conic sections, and matrices as they apply to systems of linear equations.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH 40 with grade of C or better, or four years of high school math including two years of Algebra and one year of Geometry with grades of B or better

CAN: MATH 10

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4 IGETC: 2A*

MATH-012 PRE-CALCULUS 5 Units

This course studies the basic functions used in Calculus: the polynomial, rational, root, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Topics include recognizing, graphing and solving equations involving these functions, working with function notation, rates of change, transformations of functions and applications.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: MATH 40 and MATH 30 with grades of B or better, or four years of high school math including two years of Algebra and one year of Geometry with grades of B or better

Advisory: ENG 51

CAN: MATH 16

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4 IGETC: 2A*

MATH-013 LIBERAL ARTS MATHEMATICS 4 Units

This course is designed for students whose major does not require calculus. This course emphasizes applications of Mathematics in the areas of management science, probability and inferential statistics, social choice and decision making, weighted voting systems analysis, game theory principles, growth trends, pattern analysis, and use of mathematical modeling in consumer finance.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: MATH 40 and ENG 51

CAN: MATH 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4 IGETC: 2A

MATH-014 STATISTICAL METHODS 4 Units

This course is an introduction to descriptive and inferential statistics; how to use measures of central tendency and dispersion among population samples to draw inferences about a population and to compare two or more populations. Discrete and continuous probability density distributions are analyzed including the binomial, normal, Student-t, chi-squared, and F-distributions. Confidence intervals for population means, proportions and variance are set. Additional topics include regression and correlation analysis and techniques of hypotheses testing, including ANOVA, and use of calculator and software applications.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: MATH 40

Advisory: ENG 51

CAN: STAT 2

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4 IGETC: 2A*

MATH-030 PLANE GEOMETRY 3 Units

This course includes fundamentals of plane geometry, including topics in solid and coordinate geometry, developed by both inductive and deductive processes.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH 50, or one year high school Algebra

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

MATH-040 INTERMEDIATE ALGEBRA 4 Units

This course focuses on solving problems using linear, quadratic and exponential models with an introduction to the concept of a function. Topics include solving and graphing linear, quadratic and exponential equations, systems of linear equations, rational exponents, root equations, quadratic inequalities, circles and applications.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: MATH 50, or one year high school Algebra with a grade of B or better within las 3 years.

Advisory: ENG 51 and RDG 51

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: C4 CSU GE: None IGETC: None

MATH-050 ELEMENTARY ALGEBRA 4 Units

This course is an introduction to the real number system and to the use of variable expressions and equations in problem solving. Topics include properties of the real numbers, arithmetic of variable expressions including polynomials and algebraic fractions, solving linear equations and inequalities in one variable, factoring, and an introduction to the Cartesian coordinate system and the equations and graphs of linear equations in two variables.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH 57

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

MATH-054 BEGINNING ALGEBRA 4 Units

This course is an introduction to the real number system and to the use of variable expressions and equations in problem solving. Topics include properties of the real numbers, square roots, arithmetic of variable expressions including polynomials and algebraic fractions, solving linear equations and inequalities in one variable, factoring, and an introduction to the Cartesian coordinate system and the equations and graphs of linear equations in two variables. Also, the proper use of math notation is emphasized along with an introduction to Pythagorean Theorem and basic geometric formulas, some dimensional analysis with modeling applications is included.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: MATH 57 or MATH 58

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

MATH-057 COLLEGE ARITHMETIC 3 Units

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing whole numbers, decimals, and fractions. Other topics include: ratios and proportions, percent, arithmetic with signed numbers, the metric system including conversion of units, and elementary geometry concepts such as perimeter, area, and volume.

Lecture Hours: 54 Lab Hours: 27 Repeatable: No Grading: L

Advisory: RDG 50

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

MATH-058 FUNDAMENTALS OF ARITHMETIC 2 Units

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing whole numbers, decimals, and fractions. Other topics include: ratios and proportions, percent, arithmetic with signed numbers, the metric system including conversion of units. Students receive a credit/no credit grade mark.

Lecture Hours: 18 Lab Hours: 72 Repeatable: No Grading: K

Advisory: RDG 50

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

MATH-060A INTRODUCTION TO THE GRAPHING CALCULATOR 1 Unit

This course explores the link between the graphing calculator and mathematics. Students are guided through exploration of topics in Algebra using the graphing calculator. This course prepares students to competently employ the graphing calculator in future mathematics courses. Students may choose the credit/no credit grading option.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O

Advisory: MATH 50 and ENG 50

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

MATH-061 MATH ANXIETY REDUCTION 1 Unit

This is a comprehensive, multifaceted course to aid students in math-anxiety reduction and ease re-entry into a Math program. Topics include reduction of internal psychological stumbling blocks, confidence building, visualization, learning-style enhancement, and effective study and test-taking skills. Students receive a credit/no credit grade mark.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K

Advisory: ENG 50

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

MATH-071 MESA/CCCP ORIENTATION 1 Unit

This course assists students in acquiring the knowledge and skills necessary to reach their educational objectives in engineering, mathematics, and science-related fields. Topics include: career decisions and strategies, educational and personal enrichment, study skills and habits, time management, academic preparation, and success in college. Field trips may be required. Students receive a credit/no credit grade mark.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: K

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None

CSU GE: None

IGETC: None

MATH-087 MATH/SCIENCE STUDY CENTER LAB ½ Unit

Lecture Hours: 0 Lab Hours: 27 Repeatable: 1 Grading: K

MATH-088 MATH/SCIENCE STUDY CENTER LAB 1 Unit

Lecture Hours: 0 Lab Hours: 54 Repeatable: 1 Grading: K

The Study Center is an open entry/open exit environment which provides opportunities to develop mathematical and scientific skills, notation, and language. It is open to all students enrolled in a credit mathematics or science course. Emphasis is on guided/assisted independent study. Instructor assistance, computer aids and audio visual aids are available. Students receive a credit/no credit grade mark. May be taken for a total of four times.

Corequisite: Enrollment in a credit mathematics or science course
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

MATH-097 MATHEMATICS SUPPLEMENTAL LAB ½ Unit

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

MATH-098 MATHEMATICS SUPPLEMENTAL LAB 1 Unit

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

Mathematics Supplemental Lab is an open entry/open exit environment which provides opportunities to develop mathematical skills, notation, and language for students enrolled in MATH 30, MATH 40 or MATH 50. Students receive a credit/no credit grade mark. May be taken for a total of four times.

Corequisite: MATH 30, 40, or 50
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

MC: MASS COMMUNICATION

MC-001 MASS MEDIA IN AMERICAN CULTURE 3 Units

This course introduces students to the influences and contributions of the mass media in American popular culture. It traces the historical development of mass media from early technological advances that pioneered the way to today's exciting new age information processing technologies. This course surveys the Information Age showing how it developed and where it is going.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 51
 CAN: JOUR 4
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2,C5 CSU GE: D7 IGETC: 4G

MC-005 INTRODUCTION TO PUBLIC RELATIONS 3 Units

This course offers students an overview of the public relations field with a practical approach to the handling and planning, of public relations campaigns. This course is offered on an irregular basis.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS: MUSIC

MUS-001 MUSIC THEORY I 4 Units

This course is a study of melodic structure, chord voicing and simple chord progressions in the style of 18th and 19th c. harmonic technique (inversions, voice leading and cadences up to and including dominant 7th chords.) Emphasis is placed on sight singing, ear training and keyboard proficiency.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: MUS 12
Advisory: Concurrent enrollment in MUS 21A or another music performance class
 CAN: MUS 2
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

MUS-002 MUSIC THEORY II 4 Units

This course is a continuation of the study of melodic structure, chord voicing and chord progressions in the style of 18th and 19th c. harmonic technique (four-part settings, dominant 9th, 11th, 13th, secondary dominants and non-dominant harmony.) It includes an introduction to 20th century techniques. Further application of the principles introduced in MUS 1. Emphasis is placed on sight singing, ear training and keyboard proficiency.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: MUS 1
Advisory: Concurrent enrollment in MUS 21A or another music performance class
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

MUS-005 HISTORY OF ROCK 'N' ROLL 3 Units

This course is a survey of rock music. The focus is on rock music, the musician, and the manner in which the sociological, political and economic conditions merged in the evolution of this musical art form.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C1 IGETC: 3A

MUS-008 AMERICAN MUSIC 3 Units

This course is a general survey of music in the United States, beginning with Native American songs and chants and continuing to the present through musical traditions and styles introduced by America's multi-cultural populations. The American public's infatuation with "star" performers and its effect on musical economics are also explored. (Also listed as, and equivalent to, HUM 8.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C1 IGETC: 3A

MUS-010 INTRODUCTION TO MUSIC 3 Units

This course is a general survey of musical style, form and materials designed to acquaint students with the development of music from the Middle Ages to the present.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

MUS-012 FUNDAMENTALS OF MUSIC 3 Units

This is a basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, scales, intervals, triads and music terminology.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

MUS-021A BEGINNING CLASS PIANO 2 Units

Group work in developing piano keyboard facility and reading primary level piano music. Opportunity provided for individual attention and in-class performance. Subsequent enrollment in MUS 21B provides the student an opportunity for additional skill and competency development within the subject matter.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-021B INTERMEDIATE/ADVANCED CLASS PIANO 2 Units

Group work in developing piano keyboard facility and reading intermediate to advanced level piano music. Opportunity provided for individual attention and in-class

performance. Repeating the course will provide additional skills and competency within the subject matter. May be taken for a total of three times.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 2 Grading: L
Prerequisite: MUS 21A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-022 CLASS VOICE 2 Units

This course includes beginning, intermediate and advanced instruction in techniques of singing. Problems of tone production, breathing, pitch matching, music rhythms, music vocabulary, internal training and vocal exercises are addressed. May be taken for a total of four times.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-025A-D CLASS PERCUSSION 2 Units

This course includes the fundamentals of snare drum technique and basics of counting. It is designed for non-music majors with no background in reading music or the playing of percussion instruments.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-026 INSTRUMENTAL CHAMBER ENSEMBLE 1 Unit

Group rehearsal and public performance of standard music literature for small instrumental ensembles. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L
Prerequisite: Audition is required to determine eligibility for enrollment
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-034 VOCAL ENSEMBLE 2 Units

This course involves study and performance of a diverse array of music literature for small vocal ensembles. Public performances are required. May be taken for a total of four times.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 3 Grading: L
Prerequisite: Vocal audition to determine eligibility
Advisory: MUS 12
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-036 OPERA WORKSHOP 2 Units

This course includes beginning, intermediate and advanced instruction in the study of opera score and vocal chorus parts. Students memorize and perform opera scenes and acts, and learn basic stage and operatic stories. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

MUS-039A BEGINNING CLASS GUITAR 2 Units

This is a beginning course designed for the non-music major covering fundamentals of guitar technique and reading basic musical notation. Emphasis is on beginning sound production for guitar. Music from Classical, Flamenco, Latin, and popular songs will be covered.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Advisory: MUS 12

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-039B INTERMEDIATE/ADVANCED CLASS GUITAR 2 Units

This is an intermediate to advanced course designed for the non-music major that continues the development of guitar technique introduced in MUS 39A. Emphasis on perfecting sound production and mastery of all aspects of the guitar. Music from Classical, Flamenco, Latin, and popular songs will be covered. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of three times.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 2 Grading: L
Prerequisite: MUS 39A
Advisory: MUS 12

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-078A INTRODUCTION TO COMPUTERS & MUSIC 3 Units

This course is designed as an introduction to the history, theory and practice of electronic music and the development of MIDI (Musical Instrument Digital Interface). Students receive "hands-on" experience using synthesizers, computers and computer music software. Students create original compositions and manipulate existing repertoire using electronic music techniques.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-078B APPLICATIONS OF COMPUTERS AND MUSIC 3 Units

This course provides practical experience in MIDI (Musical Instrument Digital Interface) and its applications, with an emphasis on original composition and audio for multimedia projects. Students receive "hands-on" experience using synthesizers, microphones, audio mixers, audio processors, computers and computer music software. Students construct stylistic multimedia demonstrations like those used in the music, television, film and computer industry. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L
Prerequisite: MUS 78A

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-094 ADVANCED VOCAL ENSEMBLE 2 Units (formerly MUS 95A-D)

This course provides an opportunity for advanced study and performance of music literature for small vocal ensembles. Public performances are required. May be taken for a total of four times.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 3 Grading: L
Prerequisite: Vocal audition to determine eligibility
Advisory: MUS 12

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-096 ADVANCED OPERA WORKSHOP 2 Units

This course includes beginning, intermediate and advanced instruction in the study and performance of small operatic roles with a foreign text in acts or full production performance. Students expand acting and movement skills, study operatic period costume and work backstage as makeup crew head. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L
Prerequisite: 8 units of MUS 36

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

N: NURSING**N-001 BASIC CONCEPTS IN NURSING PRACTICE 8 Units**

This course introduces students to the organizing framework of the program and to the nursing process. The focus is on optimum wellness. Basic care concepts and skills common to promoting, maintaining or restoring health are presented in the classroom and practiced in college and clinical laboratories. Care is focused on the needs of medical, surgical and geriatric clients.

Lecture Hours: 72 Lab Hours: 216 Repeatable: No Grading: L
Prerequisite: ENG 51, MATH 57, CH 4 or one year high school Chemistry, and acceptance to the program

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

N-002 CONCEPTS OF NURSING PRACTICE FOR COMMONLY OCCURRING ALTERATIONS IN HEALTH 9 Units

This course builds on concepts introduced in Nursing 1 with emphasis on commonly occurring alterations in health in the medical, surgical, and pediatric client. Students receive lectures on campus and gain clinical skills in both the campus laboratory and in a local hospital.

Lecture Hours: 90 Lab Hours: 216 Repeatable: No Grading: L
Prerequisite: N 1, ENG 1A, BI 22, and PSY 1

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

N-003A CONCEPTS OF NURSING PRACTICE FOR COMPLEX ALTERATIONS IN HEALTH 9 Units

This course focuses on promoting, maintaining or restoring health of clients with alterations in psychological functioning and clients during the childbearing process. Previously learned principles of medical surgical nursing are applied. Clinical experience is provided in psychiatric, obstetrical and medical/surgical settings.

Lecture Hours: 72 Lab Hours: 270 Repeatable: No Grading: L
Prerequisite: N 2, BI 23, and ANTH 2 or SOC 1 or SOC 14 or SOC 15

Corequisite: N 3B
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

N-003B ISSUES IN NURSING ½ Unit

This course introduces the student to the non-clinical aspects of nursing and discusses professional, credentialing, collective bargaining, nursing organizations, and legal, ethical and bioethical issues frequently encountered by the new graduate. This course may be used for continuing education credit.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: N 2

Corequisite: N 3A
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

N-004A CONCEPTS OF NURSING PRACTICE FOR ACUTE COMPLEX ALTERATIONS IN HEALTH 9 Units

In this course students gain knowledge and experience with clients whose optimum level of wellness is altered by acute and complex conditions. Experience is provided in medical and surgical units of the hospital and in intensive, critical care, geriatric and emergency departments.

Lecture Hours: 72 Lab Hours: 270 Repeatable: No Grading: L
Prerequisite: N 3A, BI 15, and SP 1 or 4 or 5 or 15

Corequisite: N 4B
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

N-004B MANAGEMENT CONCEPTS IN NURSING ½ Unit

This course introduces students to beginning management concepts in nursing. Students learn how to organize time, delegate responsibilities, teach and supervise those with lesser educational preparation, and use performance evaluation. Decision-making is emphasized. (Experience in supervision of others will be provided during the clinical portion of N 4A.)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: N 3A and BI 15

Corequisite: N 4A
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

NR: NATURAL RESOURCES

NR-001 CONSERVATION OF NATURAL RESOURCES 3 Units

This environmental science course encompasses a study of general ecological principles including biological energy relationships, biogeochemical cycles, population dynamics, limiting factors, biotic communities, principles of ecosystem sustainability, ecosystem change, and biodiversity. Environmental issues are examined from an ecological perspective and include such topics as: water availability and quality, fossil fuels and renewable energy resources, air pollution, global atmospheric issues, hazardous materials, and human population growth. Emphases are placed on the effects of environmental problems upon all living organisms, and the role of human beings in reducing their impact on this planet. Suggested for Biological Sciences General Education Requirements.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
Advisory: RDG 50 and concurrent enrollment in NR 1L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B2 IGETC: 5B

NR-001L CONSERVATION OF NATURAL RESOURCES LABORATORY 1 Unit

A laboratory designed to supplement the Conservation of Natural Resources course (NR 1) by providing laboratory and field experiences in environmental subject areas. Suggested for Biological Science General Education Requirements.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: NR 1 or concurrent enrollment
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B3 IGETC: 5B

NR-003 INTRODUCTION TO WILDLIFE MANAGEMENT 3 Units

This course covers the principles of wildlife biology as related to wildlife management. Students will be introduced to basic skills involved in wildlife conservation, and develop an understanding of the relationships between wildlife, people and outdoor recreation. Subjects to be covered include: basic ecological concepts; population dynamics; wildlife habitats and nutrition; wildlife identification and natural history; field methods; fish and game laws; and career opportunities.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: NR 1
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

NR-004 INTRODUCTION TO ECOSYSTEM MANAGEMENT 3 Units

This course covers ecological, socioeconomic, and institutional factors involved in the management of ecosystems. The history of ecosystem management, terminology, examples of successful and unsuccessful techniques, applications towards forest, chaparral, desert, and grassland management, and the interfacing of science, people, and governments for successful programs, along with job opportunities in public and private natural resources management agencies are discussed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: NR 1
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

NR-010 WILDLAND FIRE TECHNOLOGY 3 Units

This course meets the minimum requirements for employment as a wildland fire fighter with State and Federal fire suppressions agencies. Basic interagency courses, (I-110, 130, 190, S-212) are included. This course includes the care, maintenance and general use of power and hand crosscut saws and other fire fighting hand tools for fire line construction. This course stresses field performance and teamwork, along with fireline techniques, procedures, and safety. Wildland fire behavior safety is presented throughout the course. (Also listed as, and equivalent to, FIRE 10.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: RDG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

NR 17 NATURAL RESOURCES LAW ENFORCEMENT 3 Units

This course provides information relating to enforcement of natural resources and wildlife laws in the United States and California. Topics studied include the relationships between Federal and State natural resources and wildlife laws and regulations, laws as resource and wildlife management tools, conservation and perpetuation of wildlife and other natural resources, review of State and Federal resource management agencies, law enforcement officer qualifications, duties and responsibilities, enforcement procedures, court systems, fines and forfeitures, hunter safety program, public responsibilities, preservation of the environment and conservation of wildlife. (Also listed as, and equivalent to, AJ 17.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

NR-020 GPS AND MAP USE 1 Unit

This course provides an overview of Global Positioning System and map use technology. Students utilize hand-held GPS units and learn to apply the basic functions. Students are provided with opportunities to learn application techniques. Students may choose the credit/no credit grading option.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

NR-021 INTRODUCTION TO GIS 3 Units

This course provides an overview of GIS (geographic information system) technology. Students utilize computers and learn to apply GIS to relevant areas of interest. Topics covered include applications to: natural resources, landscape architecture, urban planning, fire technology and law enforcement.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: CIS 70A

CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

NR-041A NATIVE PLANTS - MOUNTAIN 1 Unit

This course is designed to introduce students to the identification of mountain native plants above 4,000 feet. Emphasis is placed on mountain trees and shrubs. Two Saturday field trips are required. Students may choose the credit/no credit grading option.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

NR-041B NATIVE PLANTS - DESERT 1 Unit

This course is designed to introduce students to the identification of desert native plants in the Coachella Valley and surrounding desert areas. Both annuals and perennials (shrubs and trees) are included, with an emphasis placed on desert annuals when they are available. Two Saturday field trips are required. As weather conditions and corresponding plant species vary significantly from one year to the next, this course may be repeated for credit one time. Students may choose the credit/no credit grading option.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 1 Grading: O
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

NR-050 WINTER BIRDS 1 Unit

This course introduces students to the principles and techniques of bird taxonomy. Emphasis is placed upon the identification of birds that winter locally at the Salton Sea. Saturday field trips to the Salton Sea are required. Students may choose the credit/no credit grading option.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

NR-051A MIGRANT BIRDS - FALL 1 Unit

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that migrate south through our local mountains. Two Saturday field trips are required. Students may choose the credit/no credit grading option.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

NR-051B MIGRANT BIRDS - SPRING 1 Unit

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that use local desert oases as stopover points during spring migration. Two Saturday field trips to local migrant "traps" are required. Students may choose the credit/no credit grading option.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: O
CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

OH: ORNAMENTAL HORTICULTURE

OH-001 HORTICULTURE 3 Units

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology and physiology as well as such practical matters as plant propagation, pruning and fertilization. (Also listed as, and equivalent to, AGPS 5.) *Note:* This course does not satisfy IGETC Requirement in Area 5-B.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B2 IGETC: None

OH-001L HORTICULTURE LABORATORY 1 Unit

This laboratory is the companion of OH 1. It is intended to provide an introduction to some biological science procedures as well as direct experience with horticultural operations. Included are plant propagation, pruning, anatomy, morphology, taxonomic keys, transplanting and plant use and pesticides. (Also listed as, and equivalent to, AGPS 5L.) *Note:* This course does not satisfy IGETC Requirement in Area 5-B.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L
Advisory: Concurrent enrollment or prior completion of OH 1
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B3 IGETC: None

OH-004 TURFGRASS MANAGEMENT 2 Units

This course introduces the basic turfgrass principles used in the maintenance of turfgrass areas. It covers the major factors in turfgrass management which control the quality of grass. Emphasis is placed on management practices used to produce a good turfgrass area in a desert environment.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-004L TURFGRASS MANAGEMENT LABORATORY 1 Unit

This laboratory is intended to supplement the Turfgrass Management course (OH 4) by providing laboratory and field experiences in turfgrass management subject areas.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: OH 4 or concurrent enrollment
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-005A ORNAMENTAL PLANT IDENTIFICATION 3 Units

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of perennials, interior plants, vines, ground covers, and succulents for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-005B ORNAMENTAL PLANT IDENTIFICATION 3 Units

This course first acquaints the student with the principles of plant taxonomy and the descriptive language necessary to discuss plants accurately. It then goes on to introduce 210 species of trees and shrubs for California's low elevation deserts. Each plant is covered with respect to its identification, growth habits, culture, use and pests.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-008 LANDSCAPE MANAGEMENT 3 Units

This course prepares students to enhance the function and aesthetic value of public and private landscapes by applying appropriate management skills and techniques. Topics include planting, pruning, irrigation, soil fertility, turf, pest management, weed control, and landscape management business practices.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: OH 1
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-009 LANDSCAPE PLANNING AND DESIGN 3 Units

This course covers skills necessary to analyze human use of outdoor spaces and provide design solutions that best fit people into the developed landscape. Emphasis is placed on residential and commercial properties landscape designs.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: OH 1 or AGPS 5
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-016 ARBORICULTURE 2 Units

This course addresses all aspects of tree care. Students learn the morphology, anatomy and physiology of trees. Topics include: plant interactions with soil, air, water, and micro and macro-organisms; human intervention, including pruning, planting, climbing, fertilization, watering, pest control, vandalism and aesthetics. Class instruction prepares students for the International Arborists Certification Exam.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Advisory: OH 1 or AGPS 5
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-020 LANDSCAPE CONSTRUCTION 2 Units

This course covers the fundamentals of landscape construction, including soil preparation, paving and construction materials, hands and power tool use, turf and plant installation, plan reading, estimating and bid preparation.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Advisory: OH 1 or AGPS 5
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-024 ADVANCED TURFGRASS MANAGEMENT 3 Units

This course uses the basic principles of turfgrass science learned in the introductory turfgrass management courses; those principles are applied to golf course maintenance procedures. Golf course operational procedures for the desert environment are emphasized.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: OH 4
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-027 TURFGRASS & LANDSCAPE PEST MANAGEMENT 3 Units

This course provides current state of the art and science of turfgrass pest management. The course is designed to provide the student with a comprehensive knowledge of disease, insect, and weed pests. Emphasis is placed on how to identify turfgrass pests, where and why they occur, the damage that they may cause, life cycles of pests; plus cultural, chemical, and other control measures designed to keep pest damage to a minimum.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-030 LANDSCAPE EQUIPMENT 2 Units

This course covers principles and practices in the maintenance, operation and selection of equipment and power units used in the horticultural field.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-033 GOLF CAR MAINTENANCE 2 Units

Preventive maintenance of golf cars will be studied with an emphasis on batteries and electric switches. Laboratory experience in the maintenance of both electric and gasoline golf cars is included.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-034 GOLF COURSE MANAGEMENT 3 Units

This course involves the maintenance and operation of golf courses. It includes the study of equipment, scheduling of maintenance, and directing the staff in the maintenance of golf courses. Heavy emphasis is placed in developing a basic understanding of the turfgrass principles required to produce a championship golf course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-046 LANDSCAPE IRRIGATION SYSTEMS 2 Units

This course provides the students with information necessary to design, install, and maintain landscape irrigation systems. Plan reading, design, materials, equipment, installation, trouble-shooting, and cost estimating are addressed.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50 and MATH 57
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

OH-046L LANDSCAPE IRRIGATION SYSTEMS LABORATORY 1 Unit

This laboratory is intended to supplement the Landscape Irrigation Systems course (OH 46) by providing laboratory and field experiences in landscape irrigation subject areas.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: OH 46 or concurrent enrollment
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE: PHYSICAL EDUCATION

PE-001 FIRST AID AND SAFETY 3 Units

This course includes theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a physician can be obtained. Upon successful completion, certificates in first aid and C.P.R. are awarded.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: KINE/PE 8

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-002 SPORTS OFFICIATING 3 Units

This course provides instruction in the qualifications, duties, mechanics, and interpretations of officiating football, basketball, baseball, softball, track & field, cross country, volleyball, soccer, swimming, tennis and golf. Emphasis is on NCAA and California Community College rules.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-005 FOUNDATIONS OF COACHING 3 Units

This course introduces the student to the profession of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport pedagogy, sport physiology, and sport management. Subject matter includes coaching objectives and style, communication skills, principles of reinforcement, motivation, teaching sport skills, principles for training, team management and self-management.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-008 INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION 3 Units

This course introduces the student to the professional field of physical education and health as related to the teaching and coaching profession. It brings forward the present curriculum involved with all levels of education, professional organizations, and literature requirements supporting this profession. It includes evaluation of teaching methods, strategies, and skill testing commonly

needed by professional physical educators, coaches, and recreation leaders.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-015 INTRODUCTION TO CHOREOGRAPHY 2 Units

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition. (Equivalent to DANC 10.)

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: C1 IGETC: None

PE-040 AEROBICS, TOTAL BODY FITNESS 1 Unit

This course provides instruction in the latest exercise techniques and principles for students interested in improving their cardiovascular fitness, muscular strength and endurance, flexibility, agility, and body composition levels. It includes a variety of different aerobic exercises, strength training, and flexibility techniques to train the muscular and cardiorespiratory systems. The most current and up-to-date fitness principles and aerobic exercises are taught to provide the students with a large variety of training. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-042 ADAPTED BADMINTON 1 Unit

Badminton for students with disabilities offers instruction and practice in adapted skills, strategies, and rules of singles and doubles badminton designed to meet individual needs. May be taken for a total of eight times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L

Advisory: Designed for students with disabilities

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-043 BADMINTON 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in the skills, strategies, and rules of singles and doubles badminton. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-044 BASEBALL, FALL 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of baseball. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

Prerequisite: Varsity baseball player/prospect or coach's permission.

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-045 BASKETBALL 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of basketball. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-046 BIATHLON TRAINING 1 Unit
(Running/Powerwalking, Swimming/Water Exercises)

This course provides beginning, intermediate, and advanced biathlon training emphasizing conditioning in both running or powerwalking and swimming or water exercises. Participation in this class improves cardiovascular fitness levels and muscular strength. Students receive instruction in a progressive program as improvement is made. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-047 DANCE, BODY SCULPT AND TONE 1 Unit

This course is an exercise class for all students. It strengthens and tones specific problem areas of muscle weakness in the body. The students tone areas not normally strengthened with dancing or other aerobic exercise activities. By focusing on each specific area of the body, they increase their knowledge of injury prevention. Students also learn the fundamental principles of physical fitness and their impact on life-long health and wellness. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-048 DANCE, BALLROOM 1 Unit
(Classic & Latin)

This course provides the student with an appreciation for the art of ballroom dancing and assists the student in developing skills and techniques consistent with the standards of American Amateur Ballroom Dancing. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-050 DANCE, MODERN 1 Unit

This course provides beginning, intermediate, and advanced instruction in modern dance techniques as a vehicle for creating original movement. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-051 DANCE, AEROBIC 1 Unit

This course provides beginning, intermediate, and advanced instruction in principles, techniques and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-052 DANCE, AEROBIC 1 Unit
(Low Impact)

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on low impact aerobics. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-053 DANCE, MODERN (Jazz) 1 Unit

This course provides beginning, intermediate, and advanced instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-054 DANCE, STEP AEROBIC 1 Unit

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning by means of “step” platforms. Toning and strength exercises may also be used for upper and lower body strengthening. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-055 DANCE, TAP 1 Unit

This course provides beginning, intermediate, and advanced instruction in basic tap dance steps and simple choreography forms for the improvement of coordination and physical conditioning. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-056 DANCE, BALLET 1 Unit

This course provides beginning, intermediate, and advanced instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-057 FENCING 1 Unit

This course provides beginning, intermediate, and advanced instruction and performance in fencing skills, and bodily development pertinent thereto, in each of the three competitive weapons: the foil, the sabre, and the epee. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-059 FLEXIBILITY & AGILITY, SPORT PERFORMANCE 1 Unit

This course provides beginning, intermediate, and advanced instruction for students interested in improving “complete” physical strength, muscular endurance, anaerobic endurance and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Prerequisite: Varsity player/prospect or coach’s permission
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-060 FOOTBALL CONDITIONING 1 Unit

This course provides beginning, intermediate, and advanced intensive conditioning and preparation for intercollegiate football. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Prerequisite: Varsity football player/prospect or coach’s permission
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-061 FOOTBALL, SPRING 1 Unit

This course provides beginning, intermediate, and advanced field and classroom preparation for performance oriented students who demonstrate a high degree of skill and interest in intercollegiate football. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Prerequisite: Varsity player/prospect or coach’s permission
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-062 GOLF 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of golf. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-063 GOLF: THE SHORT GAME 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of the short game of golf. The emphasis of this course is on golf shots up to 100 yards. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Advisory: Some previous golf experience.
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-064 ADAPTED TENNIS 1 Unit

Tennis for students with disabilities. Offers instruction and practice in adapted skills, strategies, and rules of tennis designed to meet individual needs. May be taken for a total of eight times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L
Advisory: Designed for students with disabilities
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-065 ADAPTED PHYSICAL ACTIVITY 1 Unit

This course for students with disabilities emphasizes the development of an individualized weight training and fitness program. Mobility assistants are provided. May be taken for a total of eight times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L
Advisory: Designed for students with disabilities
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-066 ADAPTED FITNESS AQUATICS 1 Unit

This course for students with disabilities emphasizes physical fitness, flexibility, and balance through resistance exercises in the water. The pool is four feet deep. Pool lifts and instructional aides are available. May be taken for a total of eight times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L
Advisory: Designed for students with disabilities
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-067 ADAPTED GOLF 1 Unit

This course provides golf instruction and practice that is adapted for students with disabilities. May be taken for a total of eight times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 7 Grading: L
Advisory: Designed for students with disabilities
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-068 JOGGING, POWERWALKING, AND RUNNING 1 Unit

This course provides beginning, intermediate, and advanced instruction in a progressive program of powerwalking and running as applied to health and fitness. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-071 KICKBOXING AEROBICS 1 Unit

This course is an aerobics class providing beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning using the style and choreography of martial arts. Students learn proper body mechanics and footwork involved with the different styles of kicks, punches, blocking, elbows, and knee strikes. These exercises strengthen and condition all of the major muscle groups as well as providing an efficient workout on the cardiovascular system. Students also learn basic fitness principles associated with physical fitness and the benefits it has

on a healthy lifestyle. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-072 PILATES MAT WORK 1 Unit

This course is designed for individuals of all fitness levels who would like to increase their body/mind connection during movement. Students are introduced to the basic alignment and strength concepts of the body via basic mat exercises evolved from the techniques developed by Joseph H. Pilates. Students learn to move with strength, flexibility, and freedom, enabling a smooth transition to the more advanced level workouts where the emphasis of increasing stamina and endurance while mastering the intermediate level of exercises is taught. This is done with focus on control, centering, precision, flowing movements and breathing. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-074 PHYSICAL FITNESS, SPORT PERFORMANCE 1 Unit

This course provides the practical application of kinetic principles of HUMAN GAIT relative to upper and lower body extremity movement. It focuses on increased efficiency in vertical jump, lateral movement, forward and backward linear movement and its effects upon speed development and athletic performance improvement for the beginning, intermediate, and advanced varsity levels. Students are required to participate in vigorous physical activity, and test and measurement procedures. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Prerequisite: Varsity player/prospect or coach's permission
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-077 SELF-DEFENSE 1 Unit

This course provides an introduction to practical self-defense. Various aspects of the combined arts that are emphasized include history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense self-defense, precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE 78 SELF-DEFENSE, MARTIAL ARTS 1 Unit

This course provides beginning, intermediate, and advanced instruction in martial arts with an emphasis on physical conditioning, sport, philosophy, and aesthetic appreciation of form and motion. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-079 SOCCER-TOUCH FOOTBALL 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of soccer and touch football. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-080 SOFTBALL 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies and rules of softball. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-082 SWIMMING 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in the various swimming techniques. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-086 TENNIS 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of tennis. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-091 VOLLEYBALL 1 Unit

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of volleyball. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-093 WATER FITNESS 1 Unit

This course emphasizes physical fitness and flexibility through resistance exercises in the water. The pool is only 4 feet deep. You do not need to know how to swim. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-094 WELLNESS AND FITNESS 1 Unit

This course is designed to provide instruction on basic fitness activities such as powerwalking, running, aerobics, flexibility, and strength training exercises along with basic fitness principles to support a healthy lifestyle. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-096 WEIGHT TRAINING 1 Unit

This course provides practical application of kinetic strength training principles for the beginner, intermediate, and advanced participant. Physical development and improvement are attained through the use of resistance machinery, free weight apparatus and other selected physical conditioning methods. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-097 WEIGHT TRAINING, FOOTBALL 1 Unit

This course provides practical application of kinetic strength training principles for the beginner, intermediate, and advanced varsity football participant/prospect. Physical development and improvement are attained through the use of resistance machinery, free weight apparatus and other selected physical conditioning methods. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Prerequisite: Varsity football player/prospect or coach's permission
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-098 YOGA 1 Unit

This course is designed for individuals of all fitness levels who would like to increase their body/mind/spirit connection during movement. Students are introduced to the basic alignment and strength concepts of the body via the techniques of Iyengar's method of hatha yoga. Special focus is placed on developing strength, endurance and correct body alignment in addition to flexibility and relaxation. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PH: PHYSICS**PH-001 HOW THINGS WORK (The Physics of Everyday Life) 4 Units**

This course is an introduction to basic physical concepts, theories, and principles with emphasis on their practical application. This course includes a hands-on approach to learning where students take apart different everyday objects and determine how they work. The course includes motion and mechanical objects, fluids and heat, electric and magnetic forces, electronics, electromagnetic waves, optics and materials science.

Note: This course is designed for students in general education who need to satisfy a laboratory requirement in the physical sciences and for those in technical programs who need an introduction to physical concepts. A minimum of mathematics is used in presenting the subject matter.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: MATH 50 and ENG 51
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

PH-002A COLLEGE PHYSICS 4 Units

This is a calculus-based physics course designed for any majors not seeking a degree in engineering or the physical sciences. This course is the first semester of the Physics 2 sequence. Physics 2A covers mechanics, sound, fluids and wave motion.

Note: The Physics 2 sequence satisfies the physics requirement for pre-professional and biology students.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: MATH 1A or concurrent enrollment, and ENG 50
 CAN: PHYS SEQ A = PH 2A+2B
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

PH-002B COLLEGE PHYSICS 4 Units

This is a calculus-based physics course designed for any majors not seeking a degree in engineering or the physical sciences. This course is the second semester of the Physics 2 sequence. Physics 2B covers electricity, magnetism, heat, optics, and atomic and nuclear physics.

Note: The Physics 2 sequence satisfies the physics requirement for pre-professional and biology students.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: PH 2A *Advisory:* MATH 1B
 CAN: PHYS SEQ A = PH 2A+2B
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

PH-004A ENGINEERING PHYSICS 5 Units

This is the first semester of the two-semester calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include mechanics, fluids, wave motion, sound and special relativity.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: MATH 1A *Advisory:* ENG 1A
 CAN: PHYS SEQ B = PH 4A+4B
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

PH-004B ENGINEERING PHYSICS 5 Units

This is the second semester of the calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include electricity, magnetism, thermodynamics and optics.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: PH 4A, and MATH 1B or concurrent enrollment
 CAN: PHYS SEQ B = PH 4A+4B
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

PH-005 COMPUTER PROGRAMMING I: C++ FOR THE SCIENCES AND ENGINEERING 3 Units

This course is an introduction to the use of C++ for the solution of problems in the physical sciences and engineering through the structured implementation of algorithms on digital computers. The course emphasizes good programming principles and the development of substantial programs. It introduces the use of computer-based software development tools and systems. The course includes numerical methods such as histogramming, Monte-Carlo Methods for modeling experiments, statistical analysis, curve fitting, and numerical algorithms.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ENG 50 and MATH 10 or MATH 12
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PH-006A ELECTRIC CIRCUITS FOR ENGINEERING AND SCIENCE 4 Units

This course is the first semester of a one year course designed to provide students with a broad knowledge of the theoretical background and experimental application of modern electronic devices and circuitry. The first semester course covers basic electronic concepts, solid state devices such as diodes and transistors and an introduction to basic analog and digital circuit design and analysis emphasizing practical applications including Ohm's Law and Kirchhoff's laws; nodal and loop analysis; analysis of linear circuits; network theorems; transients in RLC circuits; sinusoidal steady-state analysis and application of PSPICE to circuit analysis.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: MATH 1A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: None IGETC: None

PH-010 STATICS 3 Units

This course is an introduction to the analysis of forces on engineering structures in equilibrium. Vector algebra is utilized to study two- and three-dimensional frames, machines and trusses. Principles of friction, centroids, center of gravity, and moment of inertia for areas and masses are applied to analyze complex real-world problems.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: PH 4B and MATH 1B
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PHIL: PHILOSOPHY

PHIL-006 INTRODUCTION TO PHILOSOPHY 3 Units

This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion and metaphysics. These problems are viewed as interrelated dimensions of a struggle to understand the nature and meaning of existence - a struggle which is both collective and individual. Students develop an understanding and appreciation of traditional and contemporary issues in philosophies.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: PHIL 2
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C2 IGETC: 3B

PHIL-007 IDEAS OF THE GREAT PHILOSOPHERS 3 Units

Students are introduced to the practice of philosophy as revealed through analysis of selected original writings of some of the great philosophers. Topics include the nature and existence of God, free will and determinism, skepticism and knowledge, morality, ethics and society, logical empiricism, ordinary language philosophy and existentialism.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C2 IGETC: 3B

PHIL-010 GENERAL LOGIC 3 Units

In this course, students are introduced to both deductive and inductive logic. Emphasis is placed on the principles of sound argumentation and the identification of common formal and informal fallacies. Statistical reasoning and the scientific method are also emphasized.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 1A and MATH 57
 CAN: PHIL 6
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4 CSU GE: A3 IGETC: None

PHIL-011 FORMAL LOGIC 3 Units

This course is the study of the methods characteristic of modern formal logic. It includes the symbolic representation of arguments from both truth-functional and predicate logic, the study of validity, the use of truth-tables, truth-trees and other techniques of meaning specification and proof. Computer applications are also explored.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 1A and MATH 57
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4 CSU GE: A3 IGETC: None

PHIL-012 RELIGIONS OF THE WORLD 3 Units

This course is an historical introduction to the world's religious philosophies - Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity and Islam - with an examination of their original writings and subsequent commentaries.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C2 IGETC: 3B,4G

PHIL-013 PERSPECTIVES ON DEATH AND DYING 3 Units

In this course, pertinent insights from other cultures, literature, art, law, medicine, psychology, religion and philosophy will be presented, analyzed and critically evaluated. Students are encouraged to develop an understanding of death and dying, terminal illness, and attitudes and practices related to death.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2,C3,C5 CSU GE: C2,E

IGETC: 3B

PHIL-014 INTRODUCTION TO ETHICS 3 Units

This course is a systematic examination of the concepts of moral right and wrong and the application of moral values and principles.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: PHIL 4

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2

IGETC: 3B

PHIL-016 PHILOSOPHY IN THE HISPANIC WORLD 3 Units

A survey of the historical and conceptual development of philosophy in Spain and Latin America, focusing mainly on the period from the sixteenth century through contemporary times. Developments in ethics, metaphysics, epistemology, and logic are stressed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 1A, plus one previous course in Philosophy

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2

IGETC: 3B

PS: POLITICAL SCIENCE**PS-001 INTRODUCTION TO GOVERNMENT 3 Units**

This course is an introduction to the principles, organization and politics of the National Government of the United States, including the study of State and local government. In considering government at the State level, specific emphasis is given to the government of the State of California. Throughout the course, current issues in American and State politics are stressed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: GOVT 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2 CSU GE: D8

IGETC: 4H

PS-002 INTRODUCTION TO COMPARATIVE GOVERNMENTS 3 Units

This course is a comparative study of constitutional principles, governmental institutions and political problems of selected governments. Particular attention is given to the contemporary problems of established and emerging nations.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: PS 1 or HIST 17 or HIST 18

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D8

IGETC: 4H

PS-004 INTRODUCTION TO INTERNATIONAL RELATIONS 3 Units

This course is an introduction to the nature of political relations among nations, including the basic factors which influence international relations. Emphasis will be placed on an examination of contemporary world politics.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: PS 1 or HIST 17 or HIST 18

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2,C5

CSU GE: D8

IGETC: 4H

PSY: PSYCHOLOGY**PSY-001 GENERAL PSYCHOLOGY 3 Units**

This course is an introduction to principles and theories governing animal and human behavior. Topics include developmental psychology, consciousness, psychotropic drugs, learning, motivation, emotion, intelligence, personality, stress, and social psychology, psychotherapy, and psychological disorders.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Advisory: ENG 51

CAN: PSY 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2,C5

CSU GE: D9

IGETC: 4I

PSY-003 DEVELOPMENTAL PSYCHOLOGY 3 Units

This is a life span course that focuses on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence. The implications for both personal development and professional practice are considered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Advisory: ENG 51 and PSY 1

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D9,E

IGETC: 4I

PSY-010 PSYCHOLOGICAL ASPECTS OF MARRIAGE AND FAMILY 3 Units

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce, single parenting, alternative family lifestyles and coping with stress.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Advisory: ENG 51 and PSY 1

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D9,E IGETC: None

PSY-012 HUMAN SEXUALITY 3 Units

This course examines the development and practice of human sexuality through exploration of the psychological, social, cognitive, and physiological dimensions of human behavior.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: PSY 1

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C5 CSU GE: E IGETC: None

PSY-020 ADOLESCENT PSYCHOLOGY 3 Units

This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self-image and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

Advisory: ENG 51 and PSY 1

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2 CSU GE: D9,E IGETC: None

PSY-023 PSYCHOLOGY OF WOMEN 3 Units

This course presents an overview of the social and personality development of the female. More specifically, the course examines the physiological and psychological differences characteristic of women, as well as those resulting from gender linked cultural values.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 51

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D4,D9,E IGETC: 4I

PSY-033 PERSONAL AND SOCIAL ADJUSTMENT 3 Units

This course examines the development of personality and places emphasis upon the problems of adjustment encountered in such areas as school, family, vocation and community. In particular, the course focuses on understanding the causes of frustration and the process of learning adequate methods of coping in problematic situations.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: PSY 1

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2 CSU GE: D9,E IGETC: None

RDG: READING

RDG-001A CRITICAL READING 3 Units

This college freshman course focuses on critical reading and thinking. Students read, analyze, and respond to college level readings of cultural and historical significance.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 51

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RDG-050 BASIC READING 3 Units

This course is designed to provide extensive study and practice of basic reading skills including vocabulary development, comprehension improvement, and oral reading ability. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 36 Repeatable: No Grading: 0

Advisory: None

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

RDG-051 ANALYTICAL READING 3 Units

This course is for students who have a vocabulary base for college-level reading but need practice in analytical reading and critical thinking skills. The focus of this course is on improving comprehension. Students read college-level selections from different disciplines and content areas.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: RDG 50

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

RE: RECREATION**RE-001 INTRODUCTION TO COMMUNITY RECREATION 3 Units**

This is a theory course which teaches leadership of recreation activities with emphasis on the social development and integration of individuals into group programs; mechanics of planning, techniques of presentation; and a repertoire of social activities as tools for social recreation. Students actively participate in the planning and production of various intramural and other special events.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU

COD GE: None CSU GE: None

Degree Applicable: AA/AS

IGETC: None

RE-002A-D RECREATION FIELD WORK 1 Unit

This course gives practical experience to students who are training for careers in the HPER/Athletic area. Class activities include work at various facilities both on and off campus.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU

COD GE: None CSU GE: None

Degree Applicable: AA/AS

IGETC: None

RESL: READING ENGLISH AS A SECOND LANGUAGE**RESL-050 ESL READING 3 Units**

This introductory reading course provides students with extensive reading opportunities. Students study syntactical and contextual strategies while they read and analyze various types of genres, including novels, short stories, essays, and poetry. Examples of different multicultural literature are included. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

Advisory: ESL 50A

CAN: None

Transfer Status: None

COD GE: None CSU GE: None

Degree Applicable: NAA

IGETC: None

RTV: RADIO-TELEVISION**RTV-002 RADIO AND TELEVISION ANNOUNCING 2 Units**

This course offers microphone/broadcast announcing techniques and style for commercial delivery, newscasts, music shows, interviews, public service programs, sports and weather segments. There are also some assignments on writing copy for broadcast-news and commercials. This course is offered every Fall semester.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU

COD GE: None

Degree Applicable: AA/AS

CSU GE: None IGETC: None

RTV-004A MOTION PICTURE/TELEVISION PRODUCTION 3 Units

This course introduces the student to the techniques, procedures, equipment and computer technologies required to produce video motion pictures. Actual production experience is gained through student projects. Field trips to local television stations and a motion picture studio may be included in the course.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

RTV-004B ADVANCED MOTION PICTURE/TELEVISION PRODUCTION 3 Units

This course is for students who possess proven basic motion picture/video production skills. The course focuses on advanced production of longer or more specialized videos using nonlinear computer editing.

Lecture Hours: 18 Lab Hours: 108 Repeatable: No Grading: L

Prerequisite: RTV 4A

CAN: None

Transfer Status: CSU

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

RTV-005 RADIO & TELEVISION WRITING 3 Units

This course provides an introduction to the analysis and preparation of radio and television commercials, public service announcements, promotional and dramatic announcements, documentaries, and full-length entertainment scripts. The students develop an understanding of the techniques and elements utilized in script writing. This course is offered every Spring semester.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 51

CAN: None

Transfer Status: CSU

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

SOC: SOCIOLOGY

SOC-001 INTRODUCTORY SOCIOLOGY 3 Units

This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: SOC 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D0,D3 IGETC: 4J

SOC-002 SOCIAL PROBLEMS 3 Units

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime and delinquency, urban society, industry, and politics. Special attention is given to the interpretation of relevant quantitative data.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: SOC 1

CAN: SOC 4

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D0,D3 IGETC: 4J

SOC-003 FUNDAMENTALS OF STATISTICS 3 Units

This course is a study of the fundamental concepts and techniques of statistical analysis which are encountered in all areas of application. Emphasis is placed upon precise mathematical reasoning coupled with a thorough understanding of the rationale underlying the statistical methods employed.

The course encompasses both descriptive and inferential concepts and techniques, including the mathematical principles of probability theory and their application to parameter estimation and hypothesis testing. Published reports representative of the many ways in which statistical methods/data are employed in support of specific conclusions are examined with respect to both the appropriateness of their use and interpretation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 51 and MATH 40

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4 IGETC: 2A*

SOC-004 SOCIOLOGICAL ANALYSIS AND CRITICAL THINKING 3 Units

This course provides instruction in the principles of critical analysis and the composition of reasoned, written responses to a variety of social issues. These include issues falling within the scope of sociology, anthropology, economics, education, politics, criminology, biology and the physical sciences. Both deductive and inductive

forms of reasoning are studied, including common formal and informal fallacies.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A and MATH 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C4,C5 CSU GE: A3 IGETC: 1B

SOC-014 MINORITY GROUPS IN THE AMERICAS 3 Units

This is a comparative study of Native American, Asian, African, and European groups in the Americas as approached from the perspectives of sociology with particular focus on minority group status in contemporary society.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D0,D3 IGETC: 4J

SOC-015 MEXICAN AMERICAN CULTURE 3 Units

This course is an introduction to the culture and society of Mexican Americans. The various social, political, and economic conditions and experiences of people of Mexican ancestry living in the United States are examined in historical context, from the pre-Columbian period to the present. The group's culture and the group's relationship with the larger society are explored and analyzed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 1A or concurrent enrollment

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D0,D3 IGETC: 4C,4J

SP: SPEECH

SP-001 INTRO TO INTERPERSONAL COMMUNICATION 3 Units

The course enables students to understand and demonstrate interpersonal communication skills. Students focus on knowledge of communication theories, self-concept, methods of resolving conflict, issues of human perception, non-verbal communication and improvement of listening skills. Significant writing and research assignments are an integral part of the course.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 1A

CAN: SPCH 8

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C4,C5 CSU GE: A1 IGETC: None

SP-002 ORAL INTERPRETATION OF LITERATURE 3 Units

This course encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature, prose, poetry, and drama. The study of literary genres, styles of composition, techniques of characterization, approaches to literary criticism, performance skills, and editing techniques are included. The course provides students an opportunity to synthesize classroom material through performance and presentation.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 51
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C5 CSU GE: None IGETC: None

SP-004 PUBLIC SPEAKING 3 Units

This course emphasizes theory and the practice of basic techniques for successful public communication. Students learn to develop an effective interpersonal style of public communication. Informative, expository, persuasive, extemporaneous, and impromptu forms of speaking are covered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 1A
 CAN: SPCH 4
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4 CSU GE: A1 IGETC: 1C

SP-005 GROUP DISCUSSION AND LEADERSHIP 3 Units

This course provides students the opportunity to examine and practice the basic principles of group interaction. Students focus on leadership, use of power, physical environment, conflict resolution, conformity, group change and growth.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 1A
 CAN: SPCH 10
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4 CSU GE: A1 IGETC: None

SP-007 DECISION MAKING/ADVOCACY 3 Units

This course focuses on the process of decision making as it relates to attitudes, values and cultural beliefs. The course covers argumentation skills, persuasion, and the effective use of evidence. Students learn these skills through practice and the analysis of media, propaganda, as well as current and historical political speeches.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 1A
 CAN: SPCH 6
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4 CSU GE: A3 IGETC: None

SP-015 INTERCULTURAL COMMUNICATION 3 Units

This course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. The study leads to a better understanding of domestic traditions, an increased appreciation of the behaviors of others, and an awareness of more effective methods of communication.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 1A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C4,C5 CSU GE: A1,D7 IGETC: 1C

SPAN: SPANISH**SPAN-001 ELEMENTARY SPANISH 5 Units**

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L
 CAN: SPAN 2; SPAN SEQ A = SPAN 1+2 or SPAN 1A+1B+2A+2B or SPAN 1+2A+2B or SPAN 1A+1B +2
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 6A*

SPAN-001A ELEMENTARY SPANISH 3 Units

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
 CAN: SPAN 2; SPAN SEQ A = SPAN 1+2 or SPAN 1A+1B+2A+2B or SPAN 1+2A+2B or SPAN 1A+1B +2
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 6A*

SPAN-001B ELEMENTARY SPANISH 3 Units

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: SPAN 1A
 CAN: SPAN 2; SPAN SEQ A = SPAN 1+2 or SPAN 1A+1B+2A+2B or SPAN 1+2A+2B or SPAN 1A+1B +2
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 6A*

SPAN-002 ELEMENTARY SPANISH 5 Units

This course builds upon the material presented in SPAN 1 and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: SPAN 1 or SPAN 1B

CAN: SPAN 4; SPAN SEQ A = SPAN 1+2 or SPAN 1A+1B+2A+2B or SPAN 1+2A+2B or SPAN 1A+1B +2

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B*

SPAN-002A ELEMENTARY SPANISH 3 Units

This course builds upon the material presented in SPAN 1 or SPAN 1B and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: SPAN 1 or SPAN 1B

CAN: SPAN 4; SPAN SEQ A = SPAN 1+2 or SPAN 1A+1B+2A+2B or SPAN 1+2A+2B or SPAN 1A+1B +2

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B*

SPAN-002B ELEMENTARY SPANISH 3 Units

This course builds upon the material presented in SPAN 2A and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: SPAN 2A

CAN: SPAN 4; SPAN SEQ A = SPAN 1+2 or SPAN 1A+1B+2A+2B or SPAN 1+2A+2B or SPAN 1A+1B +2

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B*

SPAN-003 INTERMEDIATE SPANISH 4 Units

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of the Hispanic world. Hispanic literature is introduced.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: SPAN 2 or SPAN 2B

CAN: SPAN 8; SPAN SEQ B = SPAN 3+4

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

SPAN-004 INTERMEDIATE SPANISH 4 Units

This course expands the students' ability to communicate in Spanish. Emphasis is on the discussion of socio-cultural selections and literature of the Hispanic-speaking world.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: SPAN 3

CAN: SPAN 10; SPAN SEQ B = SPAN 3+4

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: 3B

STDV: STUDENT DEVELOPMENT

STDV-010 CAREERS IN TEACHING 1 Unit

This course provides students with an overview of the teaching profession. The course surveys the history of the teaching profession, nature of the work, career options, academic preparation, credentialing, and supply and demand for teachers. Career assessments and goal setting principles are utilized to help students formulate an educational plan. Students are required to complete a field based assignment requiring visitation to an approved educational institution. The course is designed for students considering a career in teaching.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

STDV-012 CAREER/LIFE PLANNING & PERSONAL EXPLORATION 3 Units

This course is designed to cover theories and concepts of values, interests, skills, and personality as applied to the career and life planning process and its application to labor market trends. It assists students to establish life, career, educational, and personal goals and to develop plans and strategies to successfully meet those goals. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

Advisory: ENG 50 and RDG 50

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2 CSU GE: None IGETC: None

STDV-049 CAREER DEVELOPMENT ½ Unit

This course assists students in the process of career decision making. The focus on self assessment and career information provides students with an on-going system for implementation of career goals.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

STDV-051A COLLEGE SURVIVAL SKILLS FOR EOPS STUDENTS 2 Units

This course provides EOPS students with information critical to their success at COD. Student support services programs, EOPS and college expectations are discussed in detail. Students become familiar with the college as a whole and are able to ascertain what specific programs are useful to their own specific needs. Completion of the course prepares students for employment as a Peer Advisor or as a work-study student.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

STDV-053 STRATEGIES FOR COLLEGE TRANSFER 1 Unit

This course provides students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Topics include the following: identifying long-term educational and career goals, using technology for college and career search (i.e., assist.org, Eureka), selecting a transfer institution, completing applications for transfer admission, and applying for financial aid and scholarships.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50
CAN: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

STDV-054 HUMAN POTENTIAL SEMINAR 1 Unit

This course assists students in improving self-esteem. Students learn specific techniques to overcome self-defeating behaviors. Topics include becoming more effective at self affirmation, self motivation, self determination, and learning to be empathetic.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

STDV-055A PRINCIPLES OF STUDENT LEADERSHIP 2 Units

This course assists students in improving leadership skills in student government and prepares them for future leadership positions and supervisor careers. Students observe and practice parliamentary procedures in ASCOD meetings. They study organizational structure and governance models in both the private and public sector. Course topics include interpersonal communication, decision-making, problem solving, goal setting, change management, time management, and

team building through small group discussions, team activities, and committee participation.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

STDV-055B ADVANCED PRINCIPLES OF STUDENT LEADERSHIP 2 Units

This course assists students in improving leadership skills in student government and prepares them for future leadership positions and supervisor careers. They study organizational structure and governance models in both the private and public sector with a focus on situational leadership theory. This course offers advance principles of conflict resolution, problem solving, change management, planning and organizing, and parliamentary procedures. Students participate in a web-enhancement component on problem solving.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: STDV 55A

CAN: None
Transfer Status: CSU Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

STDV-060 COLLEGE SUCCESS SKILLS 1 Unit

This course helps college students learn the information and develop the skills necessary for success in college. Course topics include an overview of higher education, student support services (including financial aid), study skills (including time management, note taking and test preparation), and an introduction to transfer and career development. Students are helped to develop realistic educational plans consistent with their educational goals.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L
CAN: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

STDV-060A ORIENTATION TO COLLEGE ½ Unit

This course is designed to introduce first-time college student to various college services and programs. It includes enrollment procedures, interpretation of the College of the Desert Assessment, information on educational programs and assistance in formulating a first semester educational plan. Student may choose the credit/no credit grading option.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: O
CAN: None
Transfer Status: None Degree Applicable: NAA
COD GE: None CSU GE: None IGETC: None

STDV-062 INTRODUCTION TO SCHOLARSHIPS 1½ Units

This course introduces students to books, software and Internet sites that offer scholarships. Instruction is given on writing a personal statement, developing a scholarship résumé, requesting materials and letters of recommendation, completing application forms and creating appropriate thank you letters. Students are guided on setting up a system of organization of materials. Students may choose the credit/no credit grading option.

Lecture Hours: 18 Lab Hours: 27 Repeatable: No Grading: O
Advisory: Basic knowledge of the Internet, basic word-processing
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None GETC: None

STDV-065 FOUNDATIONS OF COLLEGE SUCCESS 3 Units

This course provides in-depth exploration of information and skills necessary for success in college. Course topics include self assessment and goal setting, study skills in math, reading and writing, time management and financial planning. Students develop realistic educational plans consistent with their educational goals.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None GETC: None

TA: THEATRE ARTS

TA-001 INTRODUCTION TO THE THEATRE 3 Units

This course is designed as a general survey of the history, theory and practice of theatre art from its origins to the present time. The study includes elements of drama, historic structures of the theatre, characteristic types of plays, the contribution of the director, actors, designers, and contemporary production techniques.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG 50
 CAN: ENGL 22
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 GETC: 3B

TA-002A ACTING I 3 Units

This course provides basic instruction in the skills by which actors develop awareness of their senses, relationship to the world around them, and responsibility to the art form. Exercises focus on developing awareness of one's values and feelings.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ENG 50
 CAN: DRAM 8
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 GETC: None

TA-002B ACTING I 3 Units

This course continues the progression of skill levels by which actors develop awareness of their senses, relationship to the world around them, and responsibility to the art form. Exercises focus on translating these values into characterization.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: TA 2A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 GETC: None

TA-003A ACTING II 3 Units

This course is designed to develop actors' artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include Realistic, Naturalistic, Shakespearean, Chekhovian, Brechtian, Romantic, poetic and Restoration.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: TA 2B or instructor's consent
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None GETC: None

TA-003B ACTING II 3 Units

This course is designed to continue the development of actors' artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include Realistic, Naturalistic, Shakespearean, Chekhovian, Brechtian, Romantic, poetic and Restoration.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: TA 3A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None GETC: None

TA-009 STAGECRAFT 3 Units

This course offers the student an introduction to the art of stage scenery and theatrical properties. The course deals with the techniques of construction and organizational process, the group dynamic and the understanding of good stage scenery and/or theatrical property.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None GETC: None

TA-020 PLAY PRODUCTION - ACTING 1 Unit

This course exposes the student to the methods and execution of acting as it applies directly to a faculty directed stage production or workshop. The style and artistic discipline vary with each production. It is designed to give the student practical application of acting skills and actual acting experience with an emphasis on rehearsal and performance techniques. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

Prerequisite: Audition or consent of instructor

Advisory: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-021 PLAY PRODUCTION - ACTING 2 Units

This course exposes the student to the methods and execution of acting as it applies directly to a faculty directed stage production or workshop. The style and artistic discipline vary with each production. It is designed to give the student practical application of acting skills and actual acting experience with an emphasis on rehearsal and performance techniques. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

Prerequisite: Audition or consent of instructor

Advisory: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-022 PLAY PRODUCTION - ACTING 3 Units

This course exposes the student to the methods and execution of acting as it applies directly to a faculty directed stage production or workshop. The style and artistic discipline vary with each production. It is designed to give the student practical application of acting skills and actual acting experience with an emphasis on rehearsal and performance techniques. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

Prerequisite: Audition or consent of instructor

Advisory: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-024 PLAY PRODUCTION - DANCE 1 Unit

This course exposes the student to the methods and execution of dance as it applies directly to a fully mounted musical theater production or dance concert. It includes exposure to both acting areas and dancing areas as needed by the director and choreographer of the actual production. Emphasis is on rehearsal and performance techniques. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L

Prerequisite: Audition or consent of instructor

Advisory: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-025 PLAY PRODUCTION - DANCE 2 Units

This course exposes the student to the methods and execution of dance as it applies directly to a fully mounted musical theater production or dance concert. It includes exposure to both acting areas and dancing areas as needed by the director and choreographer of the actual production. Emphasis is on rehearsal and performance techniques. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

Prerequisite: Audition or consent of instructor

Advisory: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-026 PLAY PRODUCTION - DANCE 3 Units

This course exposes the student to the methods and execution of dance as it applies directly to a fully mounted musical theater production or dance concert. It includes exposure to both acting areas and dancing areas as needed by the director and choreographer of the actual production. Emphasis is on rehearsal and performance techniques. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

Prerequisite: Audition or consent of instructor

Advisory: ENG 50

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-030A-D PLAY PRODUCTION - TECHNICAL 1 Unit

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-031A-D PLAY PRODUCTION - TECHNICAL 2 Units

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre.

Lecture Hours: 0 Lab Hours: 108 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-032A-D PLAY PRODUCTION - TECHNICAL 3 Units

This course permits progressive participation and instruction in technical play production. Students will have hands-on experience in execution of technical roles for actual productions, such as sets, props, or scene painting, as well as instruction in the various tools, skills, and techniques used in contemporary theatre.

Lecture Hours: 0 Lab Hours: 162 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

TA-050 THEATRE DANCE 1 Unit

This course includes progressive practical training in Ballet, Modern, Jazz and Tap for stage performance as well as basic theory and application of various choreographic techniques for musical theater productions. May be taken for a total of four times.

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
Advisory: ENG 50
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-051 THEATRE DANCE 2 Units

This course includes progressive practical training in Ballet, Modern, Jazz and Tap for stage performance as well as basic theory and application of various choreographic techniques for musical theater productions. May be taken for a total of four times.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 3 Grading: L
Advisory: ENG 50
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-069A DRAMATIC LITERATURE 3 Units

This course presents a survey of the masterworks of the theater from the Greek classics to the Nineteenth Century. Students read and analyze the various elements of the plays in relation to their cultural background.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50 *Advisory:* ENG 51
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

TA-069B DRAMATIC LITERATURE 3 Units

This course presents a survey of the masterworks of the theater from the Nineteenth Century to the present. Students read and analyze the various elements of the plays in relation to their cultural background.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG 50 *Advisory:* TA 69A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

TA-080A THEATRE MAKE-UP 3 Units

This course teaches the basic principles and components of theatrical make-up and executes the learned skills in a laboratory atmosphere utilizing current and correct sanitation rules and regulations. Students explore a variety of different technical applications. Students learn facial anatomy and its relationship to make-up color terminology, the relationship of color and how to establish and create a "morgue." Other topics include pre- and post-production responsibilities of a make-up designer/artist and the different types of theatres and their relationship to the art of make-up.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-080B THEATRE MAKE-UP 3 Units

This course continues intermediate principles and components of theatrical make-up including techniques of eliminating cross contamination in accordance with state rules and regulations. Students are introduced to basic special effects including the process of building and creating basic appliances. The principles of chiaroscuro relating to character analysis, lighting, color gel, and plots are researched. Photo/video portfolios are created. High fashion photographic make-up, techniques for print/editorial, and avant-garde make-up techniques are introduced.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: TA 80A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-080C THEATRE MAKE-UP 3 Units

This course continues advanced principles and components of theatrical make-up with an emphasis on specific effects using latex and gelatin. Students are introduced to 3-dimensional make-up both handpainted and appliance make-up and develop appropriate color palettes relating to the color wheel, research color theory of skin tone, character analysis and individual palette, and learn the correct applications. Students develop appropriate skills in aging using latex and gelatin or advanced skills in beard and mustache hair work. Blood tubing and rigging effects are introduced.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: TA 80B

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-080D THEATRE MAKE-UP 3 Units

This course specializes in face and body casting, masks, sculpting small and large appliances and the complete prosthetic process. Students develop individual portfolios as well as research the new fields of camouflage, paramedical make-up, and diversified ethnic make-up.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: TA 80C

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-090A-D MUSICAL THEATRE WORKSHOP 1 Unit

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre: acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-091A-D MUSICAL THEATRE WORKSHOP 2 Units

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre: acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

Lecture Hours: 0 Lab Hours: 108 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-092A-D MUSICAL THEATRE WORKSHOP 3 Units

This course serves to introduce the staging styles of contemporary music and Broadway musicals. Students will be exposed to the complete creative concept through execution in all three areas of musical theatre: acting, choreography, and music. Individual coaching is also provided in dance, singing, and acting.

Lecture Hours: 0 Lab Hours: 162 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-094A-D ADVANCED MUSICAL THEATRE 1 Unit

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-095A-D ADVANCED MUSICAL THEATRE 2 Units

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

Lecture Hours: 0 Lab Hours: 108 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-096A-D ADVANCED MUSICAL THEATRE 3 Units

This course provides the student with advanced development and refinement of the theatrical techniques of Musical Theatre including singing, dancing and acting. Stage presence and performance techniques are stressed. It includes participation in Musical Theatre productions.

Lecture Hours: 0 Lab Hours: 162 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

VN: VOCATIONAL NURSING

VN-001 VOCATIONAL NURSING I 5 Units

This course introduces concepts related to the role of the vocational nurse, basic legal and ethical considerations, and communication and confidentiality. Using a nursing process format, the basic skills that maintain optimum wellness are presented. A foundation in normal growth and development and pharmacology are included with an emphasis on the special needs and health care concerns of the geriatric client. Students are introduced to alterations in the integumentary system.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG 51, HEC 13, HS 62, acceptance to the program
Corequisite: VN 1L and HS 67, if HS 67 not previously completed
 CAN: None

Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VN-001L VOCATIONAL NURSING I LAB 4 Units

This course provides an opportunity for the practice and application of skills needed to meet the geriatric clients' basic needs and the maintenance of optimum wellness. Students care for clients with common alterations in the function of the integumentary system. Learning experiences are provided in the on-campus lab and in the skilled nursing facilities. Emphasis is placed on introduction to the nursing process and client assessment. Students receive a credit/no credit grade mark.

Lecture Hours: 0 Lab Hours: 215 Repeatable: No Grading: K

Prerequisite: HS 62, HEC 13, acceptance to the program
Corequisite: VN 1 and HS 67, if HS 67 not previously completed
 CAN: None

Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VN-002 VOCATIONAL NURSING II 9 Units

Building on the concepts presented in VN 1, this course discusses content related to alteration in function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students are also presented information related to the client with alterations in function related to surgery.

Lecture Hours: 162 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: HS 67, VN 1, and VN 1L
Corequisite: VN 2L and PSY 1, if PSY 1 not previously completed
 CAN: None

Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None VN 2L

VN-002L VOCATIONAL NURSING II LAB 7 Units

This course provides opportunity to care for clients with alterations in the function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students also care for clients with alterations in function related to surgery. Emphasis is placed on the nursing process and on client assessment. Students receive a credit/no credit grade mark.

Lecture Hours: 0 Lab Hours: 378 Repeatable: No Grading: K

Prerequisite: HS 67, VN 1 and VN 1L
Corequisite: VN 2 and PSY 1, if PSY 1 not previously completed

CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VN-003 VOCATIONAL NURSING III 9 Units

A continuation of VN I and II, this course introduces concepts of leadership and management in vocational nursing. Students learn the care of clients maintaining health during child bearing, care of the hospitalized child, and care required by clients with alteration in the function of the immunological system and those experiencing abnormal cell growth. Acute alterations of all systems are reviewed with emphasis on the pediatric client.

Lecture Hours: 162 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: PSY 1, VN 2, and VN 2L
Corequisite: VN 3L

CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VN-003L VOCATIONAL NURSING III LAB 7 Units

This course provides opportunity to practice basic skills in leadership and management and to care for clients maintaining health during child bearing. Students also care for the hospitalized child and clients with alteration of function of the immunological system, those experiencing abnormal cell growth, and clients of all ages with acute alterations of all systems. Students receive a credit/no credit grade mark.

Lecture Hours: 0 Lab Hours: 378 Repeatable: No Grading: K

Prerequisite: PSY 1, VN 2, and VN 2L
Corequisite: VN 3

CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VSM: VARSITY SPORTS-MEN**VSM-011 VARSITY BASEBALL - MEN 3 Units**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: None Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

VSM-014 VARSITY BASKETBALL - MEN 1½ Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times.

Lecture Hours: None Lab Hours: 90 Repeatable: 3 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

VSM-022 VARSITY CROSS COUNTRY - MEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: None Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

VSM-033 VARSITY FOOTBALL - MEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

VSM-040 VARSITY GOLF - MEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None.

VSM-053 VARSITY SOCCER - MEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None.

VSM-064 VARSITY TENNIS - MEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None.

VSW: VARSITY SPORTS-WOMEN**VSW-015 VARSITY BASKETBALL -WOMEN 1½ Units**

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 90 Repeatable: 3 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

VSW-023 VARSITY CROSS COUNTRY - WOMEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

VSW-041 VARSITY GOLF - WOMEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. It may be repeated once. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

VSW-054 VARSITY SOCCER - WOMEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

VSW 57 VARSITY SOFTBALL - WOMEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

VSW-065 VARSITY TENNIS - WOMEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

VSW-074 VARSITY VOLLEYBALL - WOMEN 3 Units

This course is intercollegiate competition for Performance Oriented students who demonstrate a high degree of skill and interest. May be taken for a total of two times.

Lecture Hours: 0 Lab Hours: 180 Repeatable: 1 Grading: L

Prerequisite: Successful tryout

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

WEG: WORK EXPERIENCE/GENERAL

WEG-094 CAREER DEVELOPMENT PRINCIPLES 1 Unit

This course assists students with basic methods of career decision making. Students learn techniques to become productive employees and to explore their career potential through self-assessment and career information.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

WEG-095A-C WORK EXPERIENCE, GENERAL 1-3 Units

This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. The course may serve as a preparatory program for later participation in occupational work experience. Credit may be accrued at the rate of one to three units per semester, for a maximum of six units. This type of work experience is available to students whose jobs are not related to their college major.

Lec Hours: 0 Lab Hours: 18-54 Repeatable: 1-5 Grading: L

Corequisite: Must be enrolled in 7 or more units of credit including work experience

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

WEV: WORK EXPERIENCE/OCCUPATIONAL

WEV-094 CAREER PLANNING PRINCIPLES 1 Unit

This course assists students with basic strategies for successful employment. Students explore their career potential through self-assessment and career information. Strategies to enhance students' employment success include job search, completing applications, preparing resumes, and interview techniques.

Lecture Hours: 18 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

WEV-095A-D WORK EXPERIENCE, OCCUPATIONAL 1-4 Units

This occupational work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs and may be required as an internship in a vocational program of study. Credit may be accrued at the rate of one to four units per semester for a maximum of sixteen units. This type of work experience is available to students who are either volunteers or employees in occupational fields related to their college major.

Lec Hours: 0 Lab Hours: 18-72 Repeatable: 3-15 Grading: L

Corequisite: Must be enrolled in 7 or more units of credit including work experience

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

INTRODUCTION

Each student is individually responsible for meeting all college requirements and deadlines, as presented in this and any other announcements of the college or department in which he/she is enrolled. Class schedule information is considered as supplementary to the college catalog and is also an official statement of policy.

The College intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, sex, color, religion, age, national origin, disability, marital status, Vietnam era veteran status, sexual orientation, or ancestry. All persons are to be protected from abusive or harassing behavior.

ACADEMIC RENEWAL POLICY

1. A student may petition to have units and credits for all courses taken during one semester of college work eliminated from the computation of his/her cumulative grade point average.
2. Under extenuating circumstances a second semester consecutive with the first semester may be considered under the same regulations. Extenuating circumstances are beyond the control of the student and may include but are not limited to situations such as illness or injury to the student, or death or illness in the family. The student must supply documented evidence of all extenuating circumstances.
3. If the petition for academic renewal is granted, the permanent record of the student will be annotated so that it is evident to all users of the record that no units for work taken during the semester(s) covered by academic renewal, even if satisfactory, will apply toward graduation or other educational objectives. All courses, units, and grades shall remain legible on the permanent record to insure a true and complete academic record of the student's college courses.
4. A student may repeat work taken during academic renewal semester(s) only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

5. A student must include all work, including academic renewal semester(s), in the computation of the cumulative GPA toward any honors program.
6. No part of the regulation and procedures shall conflict with:
 - a. Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, and
 - b. Chapter 2.5 of Division of Title 5 (commencing with Section 59020) pertaining to the retention and destruction of records, and particularly Section 59023 (d), relating to the permanency of certain student records.
7. The Dean of Enrollment Services shall maintain records of all actions taken under this regulation and a yearly review of this regulation shall be made by the Educational Policies and Practices Committee.

REQUEST FOR ACADEMIC RENEWAL

1. A student seeking academic renewal is responsible for presenting evidence to show:
 - a. that the previously recorded courses were substandard academic performance and are not reflective of his/her current academic ability, and
 - b. that the student is enrolled in a defined educational program.Evidence of academic ability since the semester in question shall include one of the following:
 - a. 15 semester units with a minimum of a 3.00 GPA
 - b. 30 semester units with a minimum of a 2.50 GPA
 - c. 45 semester units with a minimum of a 2.00 GPA
2. At least 12 months must elapse between the date of the request and the semester for which academic renewal is sought.
3. A student may request academic renewal only once.
4. The request for academic renewal shall be directed to the Office of Admissions and Records.

AMENDMENT OF STUDENT RECORDS

Students may file a written request with the Superintendent/President to correct or remove information recorded in their student records which they allege to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 calendar days of receipt of such request, the Superintendent/President, or her designee, shall meet with the student and the employee who recorded the information in question, if such employee is presently employed by the District. The Superintendent/President, or her designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or her designee, shall order the correction or removal and destruction of the information. If any or all of the allegations are denied, the student may appeal the decision in writing to the Board of Trustees within 30 calendar days of the denial.

Within 30 days of the receipt of an appeal, the Board of Trustees shall, in closed session with the student and employee who recorded the information in question, if presently employed by the District, determine whether to sustain or deny the allegation(s). If the Board sustains any or all of the allegations, it shall order the immediate correction or removal and destruction of the information. The decision of the Board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the decision of the Board is unfavorable to students, or students accept an unfavorable decision by the Superintendent/President, they shall have the right to submit a written statement of their objections which shall become part of their student records until such time as the information to which the objection is made is corrected or removed.

ATTENDANCE

FIRST CLASS MEETING

It is extremely important for students to attend the first class meeting after registration because instructors may drop students who do not appear in order to make room for others who may desire to take the class. If a student is dropped as a "no-show" for nonattendance, and if space is available, it is the student's responsibility to re-register into the class at the Admissions and Records Office.

CLASS ATTENDANCE

A student is expected to attend all class sessions. It is the student's responsibility to contact instructors regarding any absence. The acceptance of an excuse for absence other than illness or official leave of absence is at the discretion of the individual instructor. When absences are excused due to personal illness or the serious illness or death of a member of the student's family, or a field trip, or an authorized absence on behalf of the College, all work assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the standards for the course.

AUDITING CLASSES

The Desert Community College District does not allow auditing of classes.

DISABLED STUDENTS PROGRAM

BACKGROUND

The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. This protection is similar to that given to women, minorities, and others through the Civil Rights Act of 1964. Protected are an estimated 43 million Americans with disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for oneself. People who have a record of such an impairment and those regarded as having an impairment are also protected.

This federal legislation prohibits discrimination based on disability, with the intent that our nation benefit from the skills and abilities of all individuals and increase their opportunities for self-sufficiency.

STUDENT RIGHTS

Students have the following rights under Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794), The American Disabilities Act 28 CFR 35.102-35.104, CA Assembly Bill 803 Government Code Section 11135 et.seq., and Title V, section 56008 of CA Education Code.

- Right to voluntary participation in the Disabled Students Programs & Services (DSPS)
- Right to confidentiality and protected disclosure of student records.
- Right to access college classes, programs, activities, services and facilities to facilitate learning. The college will make every reasonable effort to provide access.
- A right to request an appropriate accommodation to facilitate participation in class and campus activities.
- A right to participate in campus activities, class demonstrations, or laboratory experiments to the extent that a disability does not pose a risk to the student or to other students.
- Right to protection against discrimination and harassment. Students have the right to participate in class and campus activities without being harassed or discriminated against. A right to request an appropriate accommodation to facilitate participation in class and campus activities.

If a student with a disability feels that he/she is the target of discriminatory treatment, the student can file a complaint with the 504 Coordinator.

Contact Person: Michael O'Neill
 Phone: 760/773-2534
 TDD: 760/773-2598
 Location: DSPS Office, Ad-3
 Hours: Monday-Friday,
 8:00a.m.-5:00p.m.

STUDENT RESPONSIBILITIES

- To provide DSPS documentation of disability.
- To request accommodations and access to college classes, programs, activities, services, and facilities in a timely manner, as described in the DSPS Student Handbook.
- To use accommodations appropriately.
- To notify DSPS approximately 24 hours in advance for planned absences from classes where services are being provided, i.e. interpreters, readers. Failure to notify DSPS may result in discontinued services.
- To abide by the College Student Conduct Standards.

DETERMINING NEED

Students who need academic adjustments must meet with a Disabled Students Program and Services counselor/specialist to complete an application form, determine educational limitations and services needed, and complete a student educational contract. The DSPS Student Handbook names the accommodations the college can arrange and specifies the process and timelines for requesting them.

CONTACT THE DSPS OFFICE

The faculty and staff of the Disabled Students Program and Services Office are available for consultation on any questions you may have related to accommodation for a disability. The highest standard of confidentiality is maintained.

Contact the Disabled Students Programs and Services Office, Room Ad-3.

Phone: 760/773-2534
 TDD: 760/773-2598
 FAX: 760/776-0198.

Disclosure of Education Records

The District may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released.

The District may not permit access to student records to any person without the written consent of the student or under judicial order except:

1. To officials and employees of the District who have a legitimate educational interest to inspect a record. A school official is:

A person employed by the District in an administrative, supervisory, academic, research, support staff, or security position.

A person elected to the Board of Trustees.

A student government officer conducting student elections.

A person employed by or under contract to the District to perform a special task, such as the attorney or auditor.

School officials have a legitimate educational interest if they are:

Performing a task that is specified in their position description or by a contract agreement.

Performing a task related to a student's education.

Performing a task related to the discipline of a student.

Providing a service or benefit relating to the student such as health care, counseling, job placement or financial aid.

2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided.
3. To certain officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the College.
7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.
8. To accrediting organizations in order to carry out their accrediting functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.
11. To an alleged victim of any crime of violence, the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

DISTRIBUTION OF NON-COLLEGE PUBLICATIONS

Students must receive permission from the Student Activities Office before posting or distributing any non-college materials. Such materials must have an official stamp of approval or will otherwise be promptly removed from circulation or bulletin boards.

DRUG-FREE WORKPLACE AND CAMPUS

The Desert Community College District intends to maintain a safe, healthful and productive work and learning environment for all employees and students. To accomplish this, the District will act to eliminate any drug abuse, which increases the potential for accidents, absenteeism, low academic and work performance, poor employee and student morale and damage to the District's reputation. The manufacture, distribution, dispensation, possession, or use of an illegal drug or the unlawful possession, use or distribution of alcohol is prohibited in all

buildings, property, facilities, service areas, off-campus sites of the District, or in any location where any District activity is occurring.

The District shall discipline a student, up to and including expulsion, for the unlawful manufacture, distribution, dispensation, or possession of controlled substances on the District's property or as part of any of its activities.

Students who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance for the Employee Assistance Program (eligible employees), Student Health Services and/or Counseling Services. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those employees/students who continue to be substance abusers and do not seek help or continue to abuse drugs or alcohol after treatment or counseling.

Materials and information on counseling, treatment and rehabilitation resources, health risks, Federal trafficking penalties, and uses and effects of controlled substances, are available in Counseling, the Student Health Center and the Library.

INSPECTION AND REVIEW OF EDUCATIONAL RECORDS

All currently enrolled or former students have a right to inspect and review all student records relating to them. Student record is defined according to the Family Educational Rights and Privacy Act (FERPA). To access their transcripts, students must file a letter of request with the Admissions and Records Office. To obtain access to other documents, students must submit a letter of request to the office of the Vice President, Student Services.

Access shall be granted no later than 15 school days following the date the written request is received. Within the same 15 school days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate.

LEAVES OF ABSENCE

Students who have a need to withdraw for a short time, but who wish to retain their status in classes and resume work before the end of the current semester, should apply for a "Brief Leave of Absence," which expires on a definite date. If students must depart suddenly, as in a family emergency, they should write the Vice President, Student Services as soon as possible requesting a leave to be away from classes. Brief leaves also may be issued upon recommendation of the Student Health Service in case of illness. Requests for a Brief Leave of Absence must be filed with the Office of the Vice President, Student Services.

MATRICULATION PROGRAM

Matriculation is a partnership between College of the Desert and the student. Its purpose is to assist students in selecting, planning and achieving their educational and career goals. In this partnership, the college offers such services as admissions; assessment of basic skills and career interests; new student orientation; counseling; advising; and follow-up of student progress. In turn, students are expected to take responsibility for their education by attending orientation, working with a counselor to identify educational goals and objectives, attending classes and completing assignments, and using support services as needed.

There are special circumstances for which a student may be exempt from one or all of the matriculation services. If you would like to determine your eligibility for exemption, please contact the Counseling Center at (760)773-2520.

NEW STUDENT ORIENTATION

Prior to the beginning of the Fall and Spring semesters, new student orientations are held for all new students. Orientation introduces and familiarizes students with important college policies, procedures and expectations. The following information and services are provided during orientation:

1. An overview of college policies, services and student resources.

2. Interpretation of the basic skills assessment.
3. Information about academic programs, requirements and transfer.
4. Counselor assistance with first semester educational planning and registration.

Additional activities for new students are offered by the Counseling Center and provided throughout the fall and spring semesters. Some of the activities include classes and/or workshops on Study Skills, Career Development, Time Management and Test Taking.

NON-DISCRIMINATION POLICY

The policy of the Desert Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Desert Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

The following is a summary of the Unlawful Discrimination Policy of the Desert Community College District. Full text copies are available in the Human Resources Office, the President's Office, the Student Services Office, Instruction Office, and the Administrative Services Office.

RESPONSIBLE DISTRICT OFFICER

The Desert Community College District has identified Dr. David P. Bugay, Vice President, Human Resources and Employee Relations to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints. Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to Dr. Bugay. His office is located in the south modular building adjacent to the Bookstore. The phone number is (760)773-2529.

INFORMAL/FORMAL COMPLAINT PROCEDURE

When a person brings charges of unlawful discrimination to the attention of the District's responsible officer, that officer will undertake efforts to informally resolve the charges. Efforts at informal resolution need not include any investigation unless the responsible District officer determines an investigation is warranted by the seriousness of the charges. The complainant will not be required to confront the person accused of unlawful discrimination. Any efforts at informal resolution will not exceed the 90-day period.

FILING OF FORMAL WRITTEN COMPLAINT

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/divisions/legal/Discrimination/discrimination.htm>.

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges. A copy of all complaints filed in with the District will be forwarded to the State Chancellor's Office immediately upon receipt. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

CONFIDENTIALITY OF THE PROCESS

Investigative processes can best be conducted within a confidential climate, and the District does not reveal information about such matters except as necessary to fulfill its legal obligations. However,

potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. If a complainant insists that his or her name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as it does not jeopardize the rights of other students or employees. It is important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process.

RETALIATION

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

ADMINISTRATIVE DETERMINATION AND APPEALS RIGHTS

Within 90 days of receiving an unlawful discrimination complaint the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor. Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. Within 150 days of receiving a complaint, the final District determination will be forwarded to the State Chancellor.

POLÍTICA SOBRE LA DISCRIMINACIÓN ILEGAL

Según la política y el plan de acción del Desert Community College District, nuestra institución provee un ambiente instructivo y profesional en el cual será ilegal negar a cualquier persona el completo e igual acceso a los beneficios de sus programas, ser sometida ilegalmente a la discriminación étnica, de

origen nacional, de religión, edad, sexo, raza, color de piel, de linaje, de orientación sexual, o de incapacidad física o mental, y ser negada cualquier acceso a cualquier programa o actividad administrativa, directamente financiados, o recipiente de asistencia monetaria del State Chancellor o Board of Governors del California Community College.

La póliza de Desert Community College District es tal para proveer un ambiente educativo y profesional exento de requerimientos, o aprovechamientos sexuales, o cualquier otra conducta o comunicación, sea verbal como física, que constituya un acoso sexual.

Empleados, estudiantes, y otras personas representantes del Distrito que se metan en la discriminación ilegal como la define esta política o la ley estatal o federal podrán ser expuestos a medidas disciplinarias, inclusive, la expulsión, o la terminación del contrato.

A continuación hay un resumen de la Política sobre la Discriminación Ilegal del Desert Community College District. Copias del texto completo se pueden obtener en la oficina de "Human Resources", la oficina del Presidente, la oficina de los Servicios Estudiantiles, la oficina de Instrucción, y la oficina de Servicios Administrativos.

EL FUNCIONARIO DEL DISTRITO RESPONSABLE

Desert Community College District ha identificado y nombrado, para el State Chancellor y para el público, al doctor David P. Bugay, Vicepresidente, Recursos Humanos y Relaciones de Empleados, como el único oficial responsable de recibir reclamaciones y denuncias de discriminación ilegal. Administradores, miembros del profesorado, otros empleados del distrito, y estudiantes, deberán dirigir todas formas de reclamaciones de discriminación ilegal al doctor Bugay. Su despacho se ubica en el edificio sureña contigua a la librería. El número de teléfono es el siguiente: (760) 773-2529.

PROCEDIMIENTO FORMAL / INFORMAL DE LAS DENUNCIAS

Al recibir denuncias de discriminación ilegal el responsable funcionario del distrito tratará de resolver los supuestos alegatos informalmente. Las tentativas

hacia una resolución informal no requerirán ninguna investigación menos que el oficial del distrito concluya que una investigación sea justificada por la gravedad de los supuestos alegatos. El demandante no será obligado a enfrentarse con la persona acusada de discriminación ilegal. Cualquier tentativa de resolución informal no deberá de exceder el período de 90 días.

COMO SENTAR UNA DENUNCIA FORMAL ESCRITA

Si el demandante decide sentar una denuncia formal escrita de discriminación ilegal contra el Distrito, el/ la demandante deberá de sentarla con un formulario prescrito por State Chancellor. Estos prescritos formularios se podrán conseguir en la oficina del Distrito y también por medio del siguiente "website" del State Chancellor: <http://www.cccco.edu/divisions/legal/Discrimination/discrimination.htm>.

Una vez que esté completo el formulario, se deberá sentar con el representante del Distrito o enviarlo por correo a la oficina del State Chancellor de California Community College. Una copia de todas las reclamaciones sentadas con el Distrito será inmediatamente transmitida a la oficina del State Chancellor.

PROCEDIMIENTO HECHO EN CONFIANZA

La mejor manera de llevar a cabo el procedimiento de indagación es hacerlo en un clima confidencial, y el Distrito no revelará ninguna información sobre estos asuntos excepto cuando sea necesario para cumplir con las obligaciones legales. Sin embargo, algunos posibles demandantes a veces son mal dispuestos a perseguir una denuncia por temor de revelar sus nombres. La incapacidad de revelar el nombre del demandante o los hechos que probablemente revelarían la identidad del demandante podrían seriamente limitar la habilidad del Distrito en responder. Si el demandante insiste en no revelar su nombre, el funcionario tomará todas las medidas posibles para indagar y responder a la reclamación de acuerdo con la petición del demandante puesto que lo dicho no comprometa los derechos de otros estudiantes o empleados. Es preciso que los demandantes y los testigos sepan que hay siempre la posibilidad de que ellos pudrían ser acusados con supuestos alegatos de difamación si ellos circularan las acusaciones fuera del procedimiento del Distrito.

REPRESALIA

La ley prohíbe desquitarse con quien haya sentado una denuncia de discriminación ilegal, con quien haya atribuido un asunto a una indagación o demanda, con quien participe en una indagación o acusación, con quien represente o sirva de defensor para una supuesta víctima o supuesto ofensor, o con quien por otra parte fomente los principios de esta política de discriminación ilegal.

DETERMINACIÓN ADMINISTRATIVA Y DERECHO DE APELACIÓN

Dentro de 90 días de haber recibido una denuncia de discriminación ilegal, el funcionario responsable del Distrito llevará a cabo una indagación y transmitirá una copia del informe investigativo al la oficina del State Chancellor, una copia o un resumen del informe al demandante, un aviso escrito declarando lo siguiente a ambos demandante y el State Chancellor. Los demandantes tendrán derechos de apelación que podrían ejercer si no estuvieran satisfechos con los resultados de la determinación administrativa del Distrito. Dentro de 150 días de haber recibido la denuncia, la determinación final del Distrito será transmitida al la oficina del State Chancellor.

NON-SMOKING POLICY

No smoking is allowed within 20 feet of any building entrance according to the laws of the State of California.

PETS AND ANIMALS ON CAMPUS

State and local laws prohibit animals on campus at any time. The Humane Society removes animals at owner's expense. Students who violate this law are subject to disciplinary action.

RELEASE OF STUDENT INFORMATION

The Desert Community College District (DCCD) does not release student record information without the written consent of the student, except as outlined on the following page under *Disclosure of Education Records*. Although the DCCD adheres to this policy, the law allows the College to release student directory information, except when students have specifically requested that directory information be kept confidential. Directory information may be released by exception upon determination of the President/Superintendent, the Vice President of Student Services, or the Dean of Enrollment Services, that such release is appropriate and not likely to put students at risk.

DCCD designates the following as directory information: name, address, phone number, dates of attendance, major field of study, awards and degrees received, most recent institution attended, participation in official college activities and sports, weight and height of members of athletic teams, part-time or full-time enrollment status, and photographs.

In completing the admission application, students are provided the opportunity to request that their directory information be maintained as confidential. Students who wish to change their request, may do so in writing to the Admissions and Records Office at any time t

SEXUAL ASSAULT

The Desert Community College District, to the fullest extent possible, ensures that students, faculty and staff who are victims of sexual assault committed on or upon the grounds or facilities maintained by the District, shall receive treatment and information to deal with the assault. If on-campus treatment facilities are unavailable, the written procedures may provide for referrals to local treatment centers. Sexual assault includes, but is not limited to rape, sodomy, oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

The District recognizes that one of the most important ways to assist students, faculty and staff who are victims of sexual assault is to help them regain a sense of control over their lives. It is not the function of any district service provider to urge a particular course of action upon the victim of a sexual assault, nor to make any factual determinations as to the events which occurred. Instead, the duties of the service provider are to make the victim aware of the options and alternatives available, to aid the victim in making an informed decision as to a course of action, and to enable the victim to follow through in that decision. The provider will not take any action based upon a subjective evaluation as to the merit of any charges made, nor will the provider attempt to convince the victim that any course of action is preferable to another.

Applicable state and federal provisions will be applied in maintaining confidentiality in the handling of all sexual assault cases. Individual rights to privacy in these matters will dictate District policy practice and procedure.

The District Sexual Assault Liaison (SAL) is designated as a central referral source for information relating to the rights, options, and services available to a sexual assault victim. The sexual liaison has been designated as the Vice President, Human Resources and Employee Relations.

STUDENT CONDUCT STANDARDS

When a student enters College of the Desert, it is taken for granted by the College authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the Student Conduct Standards and Procedures policy, then appropriate disciplinary action will be taken as listed in the policy.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred on by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to non-district property on campus, or at college sponsored or supervised functions.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, sexual orientation, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct or expression on college-owned or controlled property, or at college sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college regulations, or the substantial disruption of the orderly operation of the College.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

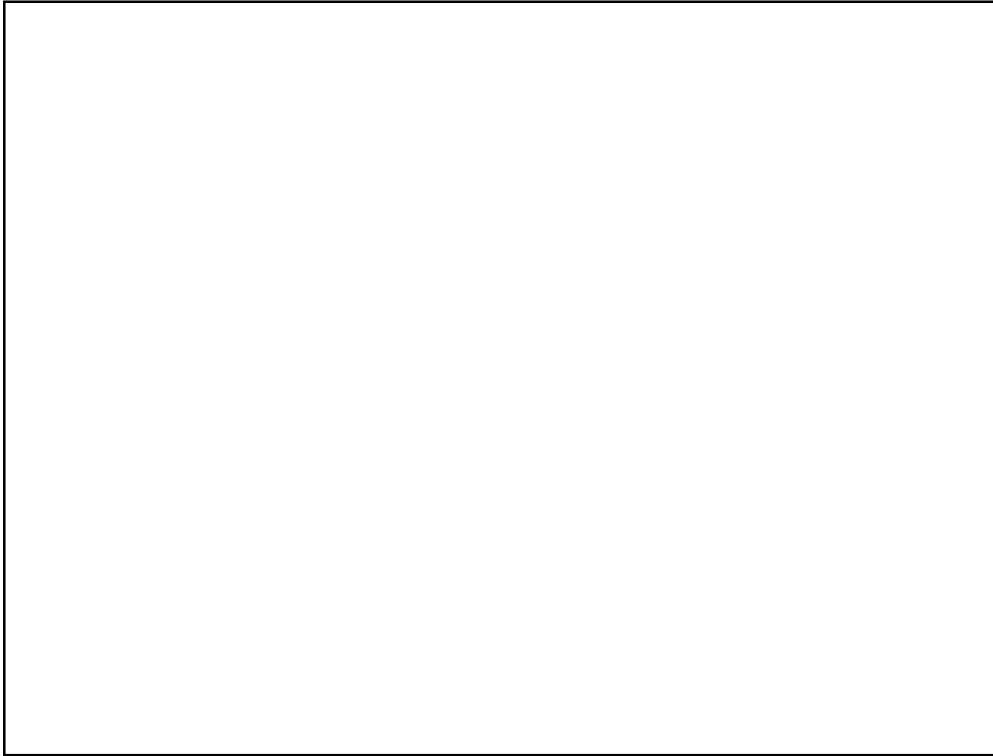
Students are guaranteed the rights of due process when charged with a violation of conduct standards. Copies of the Student Conduct Due Process Procedures are available in the office of the Vice President, Student Services, Counseling Center, and ASCOD Office.

STUDENT GRIEVANCE POLICY

If a student has a reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the academic community, the following procedures are followed with respect to the faculty and/or administrators.

I. CAUSE:

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question.



II. PROCEDURES:

A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then:

B. Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the staff member's Division Dean or immediate supervisor. This notification shall be in writing. The Division Dean or immediate supervisor will attempt to resolve the matter within five (5) school days. The Division Dean or immediate supervisor shall communicate a decision to the student and staff member. If, however, the student is not satisfied, he/she may then, within ten (10) school days:

C. Bring the matter to the attention of the Vice President, Student Services, or designee, who shall, after conferring with the student, call either an informal or formal hearing according to the nature of the complaint, within ten (10) school days.

1. An informal hearing will be between the student and other appropriate school representatives. If

the student is satisfied with the outcome of the informal hearing, the process could end.

2. A formal hearing will consist of the student, and if appropriate, his/her on-campus advocate, the accused and his/her on-campus advocate, the Vice President, Student Services, or designee, the Division Dean from the division of the accused, and four (4) neutral faculty members, two (2) selected by the student, and two (2) selected by the accused.

If the results of either the informal or the formal hearing are not satisfactory to the student:

D. Within ten (10) school days of receiving that (hearing) decision, the student desiring further appeal shall go to the college President who shall then render a decision within ten (10) school days.

E. Within ten (10) school days of receiving that (President's) decision, the student desiring further appeal would appeal to the Board of Trustees for a final decision to be made within thirty (30) school days.

F. The intent is to ensure that each and every step will take place as expeditiously as possible.

**THE FACULTY CODE
OF PROFESSIONAL ETHICS**

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at College of the Desert endeavor to:

- ◆ place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator;
- ◆ encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others;
- ◆ accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services;
- ◆ accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others;
- ◆ acknowledge the rights and obligations associated with the role of citizen within the community ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.

DAVID ACQUISTAPACE (1999)

Assistant Professor, Digital Design and Production
B.A. 1978, Biola College
M.A. 1995, California State University, Fullerton
M.F.A. 1997, California State University, Fullerton

STEVEN R. ACREE (2002)

Assistant Professor, English
A.A. 1981, Glendale College
B.A. 1982, California State University, Northridge
M.A. 1997, Nortre Dame de Namur University, CA

EVE-MARIE ANDREWS (1999)

Counselor
A.A. 1989, College of San Mateo, California
B.A. 1991, San Francisco State University
M.S. 1993, San Francisco State University

WENDY E. ANSLEY (1998)

Assistant Professor, Health, Physical Education,
Recreation
A.A. 1993, Palomar Community College
B.A. 1995, Adams State College, Colorado
M.A. 1997, San Diego State University, California

FRANKLIN YTRO ATTOUN (1967)

Dean, Communication and Visual Arts
B.S. 1966, University of Missouri
M.A. 1967, University of Missouri

ZERRYL BECKER (1999)

Assistant Professor, Computer Information
Systems
B.A. 1966, University of Minnesota
M.B.A. 1979, University of Minnesota

STEPHEN BENO (1985)

Professor, Culinary Arts
A.O.S. 1971, Culinary Institute of America,
Hyde Park, New York

VIOLA BENSON (2001)

Employment Specialist, Disabled Students
Programs and Services
B.S. 1991, Cal State University, Los Angeles
M.S. 1993, Cal State University, Los Angeles

GARY R. BERGSTROM (1992)

Associate Professor, Reading
A.A. 1976, Pasadena City College
B.A. 1978, California State University, Los Angeles
M.A. 1991, California State University, Los Angeles
M.A. 1992, California State University, Los Angeles

DONBERT M. BITANGA (2002)

Assistant Professor, Architecture
B.A. 1992, California Polytechnic State University,
San Luis Obispo

PAUL D. BOWIE (1970)

Professor, Biology and Botany
B.S. 1966, University of Redlands
M.S. 1970, University of Arizona

MARY A. BOYD (1989)

Professor, Reading
B.S. 1973, Eastern Michigan University
M.A. 1980, Eastern Michigan University

WAYNE E. BOYER (2005)

Assistant Professor, Associate Degree Nursing
Program
AS, 1976 Mt San Jacinto College
AS, 1976, Loma Linda University
BS, 1988, University of Phoenix
MS, 1993, California State University,
Dominguez Hills

JUDITH BRAE (1988)

Physical Disabilities Counselor
B.A. 1968, San Diego State University
M.S. 1975, San Diego State University

SANDRA R. BRANDON (1990)

Professor, Computer Information Systems
A.A. 1968, San Bernardino Valley College
B.V.E. 1988, California State University, San
Bernardino
M.A. 1989, California State University, San
Bernardino

GARI BROWNING (2003)

Vice President, Instruction
B.A., 1972, University of California, Irvine
M.A., 1974, University of California, Los Angeles
Ph.D., 1982, University of California, Los Angeles

DAVID P. BUGAY (2002)

Vice President, Human Resources and Employee
Relations
A.A. 1974, Macomb Community College, MI
B.S. 1976, Wayne State University, Detroit, MI
M.B.A. 1988, Oakland University, Rochester, MI
Ph.D. 2000, The Union Institute, Cincinnati, OH

DAVID BUTTLES (1997)

Athletic Academic Advisor
B.A. 1988, San Diego State University
M.A. 1996, California State University, San
Bernardino

ADELL BYNUM (2000)

Counselor/Student Support Services
B.A. 1975, University of California, Berkeley
M.P.A. 1982, California State University, Hayward

JUDITH E. COOK (1994)

Professor, Art
B.S. 1978, Southern Connecticut State University
M.F.A. 1987, Arizona State University

BUFORD CRITES (1976)

Professor, Speech
B.S. 1970, Southwest Missouri State University
M.S. 1971, Illinois State University

LARRY MARK DaSHIELL (1974)

Professor, Auto Mechanics
A.A. 1966, Laney College, California
B.A. 1974, California State Polytechnic
University, San Luis Obispo
M.A. 1975, California State Polytechnic
University, San Luis Obispo

MARIA G. De SANTIAGO (2004)

Counselor, EOPS/CARE
AA, 1998, San Diego College
BA, 2000, University of California, Berkeley
MS, 2002, San Francisco State University

MILFORD CHARLES DECKER (1996)

Professor, Computer Information Systems
A.S. 1979, The University of the State of
New York, Albany
B.S. 1981, The University of the State of
New York, Albany
M.B.A. 1985, Golden Gate University, California

CLAUDIA LUCAS DERUM (1997)

Reference Librarian

A.A. 1968, Riverside City College, California
B.A. 1971, California State University, Fullerton
M.L.S. 1991, San Jose State University, California

DENISE DIAMOND (2002)

Assistant Professor, English

B.S. 1975, Lewis & Clark College, Portland
M.Ed. 1993, National-Louis University, IL
M.A. 1998, Framingham State College, MA

MARCELINO DIAZ, JR. (1972)Coordinator, EOPS and CARE Programs
Counselor

B.A. 1966, New Mexico Highlands University
M.A. 1969, New Mexico Highlands University
M.A. 1973, New Mexico Highlands University

AMY L. DIBELLO (2002)

Assistant Professor, English

B.A. 1990, University of Redlands
M.F.A. 1993, University of California, Irvine

KAREN DOSTAL (1985)

Professor, Mathematics

B.S. 1983, Pacific Lutheran, Washington
M.S. 1985, California State Polytechnic
University, San Luis Obispo

STEVE E. DOSTAL (1985)

Professor, Mathematics

B.A. 1979, Humboldt State University, California
M.A. 1984, California State University, Los Angeles

CLAUDIA EBERLY (1973)

Health Service Nurse

B.S.N. 1972, Indiana University, Pennsylvania
M.A. 1976, California State University, Long Beach

SAUNDRA EMERSON (1999)Dean, Health Sciences and Early Childhood
Education

Director, Nursing

B.S.N. 1970, University of Nevada
M.S.N. 1992, University of Nevada

RON R. EVANS (1971)

Professor, Art

A.A. 1968, College of the Desert
B.A. 1970, San Diego State University
M.A. 1973, San Diego State University

JOSEPH C. FARMER (2000)

MESA Program Director

B.S. 1974, California State University, Fresno
M.S. 1975, California State University, Fresno
Ph.D. 1982, University of Arizona, Tucson

JONATHAN D. FERNALD (2001)

Electronic Resources Cataloger

B.A. 1978, University of California, Davis
J.D. 1985 University of San Francisco
M.L.IS. 1990, University of California, Berkeley

WENDY J. FLINT (1999)

Contract Education Coordinator

A.A. 1975, Clark College, Washington
B.A. 1996, Marylhurst College, Oregon
M.P.A., 1998, Washington State University
Ph.D. 2004, Capella University

FREDERIC A. FIMBRES (2002)Assistant Professor, Health, Physical Education,
Recreation

B.A. 1994, Azusa Pacific University
M.Ed. 1996, Azusa Pacific University

MICHELE GAINES (2002)

Professor, Theatre Arts

B.A. 1971, California State University, Northridge

DAVID A. GEORGE (1986)

Professor

B.A. 1964, Arizona State University, Tempe
M.P.A. 1969, Syracuse University, New York
Ed.D. 1977, University of Massachusetts, Amherst

DEEANN GERKEN (1992)

Professor, Nursing

B.A. 1968, John Carroll University, Ohio
B.S.N. 1982, Michigan State University
M.S.N. 1989, Azusa Pacific University, California

L. THOMAS GILLMAN (1989)Associate Professor, Computer Sciences
Coordinator, Virtual Valley Center

A.B 1966, Duke University, North Carolina
M.B.A. 1968, Stanford University, California

ADRIAN GONZALES (1998)Dean, Student Support Programs and Counseling
Services

B.A. 1994, University of California, Los Angeles
M.P.A. 1996, University of Washington

LAURA D. GRAFF (1996)

Associate Professor, Mathematics
B.S. 1993, California State University, San Marcos
M.S. 1995, University of California, Riverside

WILLIAM A. GUDELUNAS (1990)

Professor, Political Science and American History
B.S. 1967, West Chester State University,
Pennsylvania
M.A. 1968, Lehigh University, Pennsylvania
Ph.D. 1973, Lehigh University, Pennsylvania

EILEEN C. HACKETT (1993)

Professor, Nursing
B.S. 1966, New York University
M.A. 1970, New York University

GEOFFREY HAGOPIAN (1989)

Professor, Mathematics
B.A. 1982, University of California, Santa Cruz
M.A. 1986, University of California, Davis

ELLEN T. HARDY (2002)

Assistant Professor, Anthropology
B.A. 1981, University of California, Los Angeles
M.A. 1983, University of California, Los Angeles
Ph.D. 1992, University of California, Los Angeles

CYNTHIA HAY (2000)

Assistant Professor, Nursing
ASN 1978, Pacific Union College
BSN 1982, Pacific Union College
MSN 1986, California State University, Los Angeles

CRAIG C. HAYS (1997)

Professor, Health, Physical Education,
Recreation & Athletics
B.A. 1979, California State University, Long Beach
M.A. 1996, California State Polytechnic
University, Pomona

KHANH Q. HOANG (1998)

ACES Counselor
A.A. 1990, Cypress College, California
B.A. 1992, California State University, Fullerton
M.A. 1997, California State University,
Dominguez Hills

RICHARD L. IMMENHAUSEN (1966)

Professor, Business
B.S. 1955, Carthage College, Wisconsin
M.A. 1962, Sacramento State University

BINA S. ISAAC (1997)

Dean, Information Systems and Educational
Technology (Chief Technology Officer)
B.A., 1978, Sarah Tucker College,
Madurai Kamaraj University, India
M.A., 1980, Madurai Kamaraj University, India
M.Ed. 1981, University of Toledo, Ohio
M.B.A. 1985, University of Toledo, Ohio

C.D. JACKSON, JR. (1988)

Associate Professor, Developmental Education
A.A. 1976, College of the Desert
B.A. 1978, Seattle Pacific University, Washington
M.A. 1982, Claremont Graduate School
M.A. 2002, California State University, San
Bernardino

MARIA C. JASSO (1996)

Counselor, Upward Bound Program
A.A. 1981, College of the Desert
B.A. 1990, California State University, San
Bernardino
M.S. 1995, California State University, San
Bernardino

PATRICIA J. KELLER (1995)

Associate Professor, Nursing
B.S.N. 1968, St. Louis University School of Nursing
M.S.N. 1982, University of San Diego

ELISE D. KING (1996)

Counselor
A.A. 1982, Pasadena City College, California
B.A. 1985, California State University, Fullerton
M.S. 1995, California State University, Fullerton

WILLIAM A. KOHL (1976)

Professor, Art
B.A. 1962, Illinois Wesleyan University
M.F.A. 1965, University of Michigan

CHARLES DOUGLAS KROLL (2001)

Assistant Professor, History
B.S. 1971 U.S. Coast Guard Academy,
New London, Connecticut
M.Div. 1980, Luther Theological Seminary, St. Paul
M.A. 1985, University of San Diego
Ph.D. 2000, Claremont Graduate University

JOHN B. LaFONTE (1996)

Assistant Professor, Air Conditioning and Refrigeration

KEN LaMONT (1986)

Counselor
B.A. 1965, California State University, Northridge
M.Ed. 1966, Oregon State University, Corvallis

MONICA LANGELLA (1999)

Assistant Professor Vocational Nursing
BSN 1995, Southern Connecticut State University

IRENE M. LARSEN (1995)

Associate Professor, Nursing
B.S.N. 1965, Hunter College of the City University of New York
M.S.N. 1993, Loma Linda University, California

LINDA L. LAWLISS (1998)

Associate Professor, English Composition
B.A. 1988, Brigham Young University, Utah
M.A. 1996, San Diego State University, California

THANG D. LE (2002)

Assistant Professor, Mathematics
B.A. 1996, University of California, Riverside
M.A. 1997, University of California, Riverside
Ph.D. 2002, University of California, Riverside

KURT M. LEUSCHNER (1999)

Associate Professor, Natural Resources
B.A. 1988, University of California, Santa Barbara
1994, Master of Forest Resources and Conservation, University of Florida

PAMELA J. LiCALSI (2004)

Dean, Center for Training and Development
B.A. 1981, California State University, San Bernardino
M.S. 1983, Chapman College

JOHN LOERA (2004)

Dean, Enrollment Services
B.A., 1987, California State University, San Bernardino
M.A., 1991, California State University, San Jose

VALERIE M. LOEW (2002)

Assistant Professor, Ornamental Horticulture
B.S. 1988, California State Polytechnic University, Pomona

JUAN M. LUJÁN (1989)

Dean, Developmental Education and Off-Campus Programs
A.A. 1966, College of the Desert
B.A. 1972, University of California, Riverside
M.A. 1975, University of California, Riverside

PAUL MAAG (2000)

Alternative Media Specialist/Counselor
B.A. 1975, Seattle University
M.S. 2002, San Diego State University

DOUGLAS A. MacINTIRE (2002)

Associate Professor, Physics
B.A. 1980, Hampshire College, Amherst, MA
Ph.D. 1993, University of California, Santa Cruz

JOHN D. MANDES (2000)

Associate Professor, Speech
B.A. 1993, Thomas Edison State College, New Jersey
M.A. 1995, University of New Mexico

MICHAEL MANIS (1985)

Professor, Business
B.A. 1965, Stanford University, California
M.B.A. 1970, Harvard University, Massachusetts

ANTHONY MANZONI (1986)

Professor, Golf Management

DIANNE S. MATHEWSON (1992)

Professor, Psychology
B.A. 1961, Duke University, North Carolina
M.A. 1965, The American University, Washington D.C.
Ph.D. 1985, University of Maryland

JAMES I. MATTHEWS (1997)

Assistant Professor, Mathematics
B.S. 1992, University of San Francisco
M.A. 1997, University of California, Davis
M.A.T. 1997, University of California, Davis

D. CLAYTON MAYES (2003)

Associate Professor, Administration of Justice
A.A. 1968, East Los Angeles College
B.S. 1972, Pepperdine College, California
M.P.A. 1973, Pepperdine College, California

LISA J. McFADDEN (2004)

Counselor, International Education Program
A.A., 1993, College of the Desert
B.A., 1995, California State University, San Bernardino
M.A., 1997, California State University, San Bernardino

MICHAEL P. McJILTON (2003)

Assistant Professor, Mathematics
A.S. 1997, Santa Rosa Junior College
B.S. 1998, Sonoma State University
M.S. 2001, Cal Poly, San Luis Obispo

ALICE B. McREYNOLDS (1989)

Counselor
B.A. 1976, Wheaton College, Massachusetts
M.C. 1980, Arizona State University

NANCY E. MOLL (2002)

Assistant Professor, Geology
B.A. 1976, The Johns Hopkins University
M.A. 1976, The Johns Hopkins University
M.S. 2000, University of Nevada, Reno
Ph.D. 1981, University of Washington, Seattle

MATTEO MONICA III (1973)

Financial Aid Counselor
A.A. 1968, College of the Desert
B.A. 1970, California State University, Northridge
M.A. 1971, California State University, Northridge

EDWARD A. MORANTE (1991)

Counselor
B.S. 1965, Manhattan College, New York
M.Ed. 1967, Teachers College Columbia University, New York
Ed.D. 1974, Teachers College Columbia University, New York

LINDA A. MORANTE (1993)

Associate Professor, English
B.A. 1966, College of Mt. St. Vincent, New York
M.A. 1982, Seton Hall University, New Jersey

CHRISTOPHER E. NELSON (1996)

Coordinator, Academic Skills Center
A.A. 1979, San Diego Community College
B.A. 1982, University of California, Los Angeles
M.F.A. 1984, University of California, Irvine
M.A. 1988, University of California, Irvine

TERRY NORMAN NICHOLSON (1974)

Professor, Theatre Arts
B.A. 1968, San Francisco State University
M.A. 1969, San Francisco State University

RUTH M. NOLAN (1999)

Assistant Professor, English Composition
A.A. 1985, Victor Valley College
B.A. 1988, California State University, San Bernardino
M.A. 1995, Northern Arizona University

CRAIG S. NORMAN (1991)

Associate Professor, English As A Second Language
B.A. 1986, California Lutheran University, Thousand Oaks
M.A. 1989, San Francisco State University
Ph.D. 2003, Claremont Graduate University and San Diego State University

MICHAEL J. O'NEILL (1990)

Associate Professor, Special Education
Coordinator, Disabled Students Programs and Services
B.S. 1968, Edinboro State College, Pennsylvania
M.A. 1971, San Francisco State University

ROSEMARY ORTEGA (1972)

Professor, Developmental Education
B.A. 1971, San Diego State College

REYNALDO F. ORTIZ (1978)

Dean, Math, Science, and Social Science
B.A. 1971, University of San Francisco
M.A. 1981, California State College, San Bernardino
Ph.D. 2003, University of California, Riverside

JAMSHID J. PARVIZI (2002)

Professor, Mathematics
B.S. 1971, Dijon University, France
M.S. 1972, Dijon University, France
Doctorate de 3-ieme, Cycle, 1973, Dijon University, France
Ph.D. (Doctorat d'Etat) 1975, Dijon University, France
BS-MS (IFRICS) 1988, Clarkson University, Potsdam, New York

JERRY R. PATTON (2004)

Vice President, Administrative Services
 B.S., 1972, Southwest Missouri State University
 B.A., 1976 Central Bible College, Springfield, MO
 M.B.A., 1980, Southwest Missouri State University

JEFFREY W. PLACE (1997)

Associate Professor, Turfgrass Management
 and Ornamental Horticulture
 A.A. 1973, College of the Desert, California
 B.S. 1975, California Polytechnic University,
 Pomona

RICHARD W. POST (1974)

Dean, Applied Science and Business
 Director, Vocational Education
 A.A. 1967, College of the Desert
 B.S. 1972, California State University, Hayward
 M.B.A. 1973, California State University, Hayward
 J.D. 1981, University of Laverne, California

DIANE NORTHROP RAMIREZ (1974)

Vice President, Student Services
 B.F.A. 1967, Ohio State University
 M.A. 1971, California State University, Los Angeles
 Ed.D. 1987, University of Southern California

RICHARD W. RAWNSLEY (1999)

Assistant Professor, Basic Writing Skills
 A.A. 1976, College of the Desert
 B.A. 1989, California State University, San
 Bernardino
 M.A. 1995, California State University, San
 Bernardino

MICHELLE A. RICHARDS (2000)

Cooperative Work Experience Coordinator
 B.S. 1990, Oregon State University
 M.Ed. 1994, Oregon State University

VICTOR RIOS, JR. (1999)

Professor, Sociology
 B.A. 1974, Texas Arts and Industries University
 M.A. 1977, University of Notre Dame, Indiana
 Ph.D. 1983, University of Notre Dame, Indiana

DARLENE ROMANO (1988)

Professor, Music
 B.M. 1970, San Francisco State University
 M.A. 1972, San Francisco State University
 D.M.A. 1994, University of Southern California

MARGARET K. ROSE (1994)

Associate Professor, Nursing
 A.A. 1974, L.A. Pierce College, California
 B.S.N. 1989, California State University, San Bernardino
 M.S.N. 1997, California State University,
 Dominguez Hills

ANNE G. SADDINGTON (1995)

Professor, Human Services and Sociology
 B.A. 1985, University of California, Irvine
 M.A. 1988, University of California, Irvine
 Ph.D. 1994, University of California, Irvine

TERRY L. SCHUKART (2002)

Dean, Physical Education and Performing Arts
 Director, Athletics
 B.S. 1970, Oregon State University, Corvallis
 M.Ed. 1973, Oregon State University, Corvallis

STEVEN H. SCHMIDT (1999)

Assistant Professor, Music
 B.M. 1989, California State University, Fullerton
 M.M. 1994, University of Southern California

HUSHANG SHAHIDI (1989)

Professor, Economics and Finance
 B.S. 1969, Tehran University, Iran
 M.A. 1973, Mankato State College, Minnesota
 Ph.D. 1977, Colorado State University

MARÍA C. SHEEHAN (2001)

Superintendent/President
 B.A. 1968, California State University, Los Angeles
 M.A. 1972, California State University, Los Angeles
 M.S. 1976, California State University, Long Beach
 Ed.D. 1981, Pepperdine University

JOSE SIMO (2000)

Counselor, Transfer Center
 Counselor/Hispanic Serving Institutions
 B.S. 1989, Franciscan University of Steubenville,
 Ohio
 M.S. 1996, California State University, San
 Bernardino

MICHAEL L. SMITH (2001)

Assistant Professor, Philosophy
 B.A. 1989, University of California, Riverside
 M.A. 1994, University of California, Riverside

DOMENICO SOTTILE (1969)

Professor, Italian and Spanish
B.A. 1963, University of California, Los Angeles
M.A. 1969, San Diego State University

KAREN TABOR-REGIS (1992)

Associate Professor, Mathematics
A.A. 1985, Mesa Community College, California
B.A. 1988, San Diego State University
M.A. 1992, San Diego State University

JACK R. TAPLESHAY (1986)

Professor, Communication
A.S. 1979, Yuba College, California
B.A. 1981, California State University, San Bernardino
M.A. 1987, California State University, San Bernardino

ANTHONY M. TESCH (2004)

Assistant Professor, Biology, Human Anatomy,
Physiology
B.S. 1995, University of California, Davis
Ph.D. 2004, University of California, Davis

TYRONE R. THOMAS (1990)

Professor, Adult Basic Education
A.A. 1980, Lassen College, California
B.S. 1982, College of Notre Dame, California

LESLIE TODD (1995)

Professor, Nursing
A.D.N. 1976, Los Angeles Valley College
B.A. 1972, California State University, Northridge
M.P.H. 1975, California State University,
Northridge

MARY K. (CHRIS) TOTTEN (1994)

Professor, Biology
B.S. 1981, Western New England College,
Massachusetts
M.A. 1983, Mount Holyoke College,
Massachusetts

RODERICK SCOTT TRACEY (1984)

Professor, Chemistry
B.S. 1969, University of London, England
Ph.D. 1974, University of North Carolina

PENNY S. USHERWOOD (1999)

Associate Professor, History/Political Science
B.A. 1963, University of Missouri at Kansas City
M.A. 1989, University of Missouri at Kansas City

FREDERICK VESCIAL, JR. (1995)

Associate Professor, English as a Second
Language and Adult Basic Education
B.A. 1987, University of California, Irvine
B.A. 1991, University of California, Irvine
M.A. 1993, Monterey Institute of International
Studies

DOUGLAS J. WALKER (1971)

Professor, Agriculture and Natural Resources
A.A. 1963, Bakersfield College, California
B.S. 1966, University of California, Davis
M.S. 1969, University of California, Davis

JOAN L. WALKER (2004)

Instructor, Associate Degree Nursing Program
A.S., 1996, College of the Desert
B.S., 2000, Loma Linda University
M.S., 2003, California State University, Dominguez
Hills

FLOYD L. WATSON (1974)

Professor, Business
B.S. 1966, California State University, Long Beach
M.A. 1972, Northern Arizona University

CHAR WHITAKER (1991)

Coordinator, Library Services
B.A. 1968, San Francisco State University
M.A. 1971, San Jose State University
M.L.S. 1988, San Jose State University

LISA WILANDER (2000)

Adaptive Computer Specialist
Assistant Professor, Disabled Students Programs
and Services
A.A. 1978, Rockland Community College, New York
B.S. 1980, Keene State College, New Hampshire
M.A. 1987, California State University, San
Francisco

LESLIE YOUNG (1999)

Assistant Professor, Early Childhood Education
B.A. 1977, University of San Diego, California
M.Ed. 1978, University of San Diego, California
J.D. 1984, University of San Diego, California

LaVONNE ABRUZZI (1987-1998)

Associate Professor Emeritus, Nursing
B.S.N. 1961, Jamestown College, North Dakota
M.A. 1996, California State University, San Bernardino

JOHN A. ANELLO (1980-1987)

Professor Emeritus, Music
B.A. 1950, Montclair State College, N.J.
M.A. 1967, Trenton State College, N.J.
Ed.D. 1972, Brigham Young University, Utah

JANICE BROWN BARNETT (1990-2000)

Coordinator Emeritus, Child Development
Training and Resource Center
A.A. 1954, Sierra College, California
B.A. 1958, California State University, Los Angeles
M.A. 1975, University of Redlands

ARTHUR W. BENDER (1969-1994)

Professor Emeritus, Microbiology
B.S. 1956, Bowling Green State University, Ohio
M.S.Ed. 1961, University of Toledo, Ohio
M.S. 1967, Virginia State College

HAROLD L. BIRD, JR. (1974-1984)

Professor Emeritus, Chemistry
B.S. 1943, Rutgers University, New Jersey
M.S. 1949, Purdue University, Indiana
Ph.D. 1974, University of Arizona

BARBARA ANNE BOLAÑOS (1971-1995)

Professor Emeritus, Sociology
A.A. 1967, College of the Desert
B.A. 1969, California State College, San Bernardino
M.A. 1970, University of California, Riverside

CATHLEEN M. BRANT (1991-2003)

Professor Emeritus, English
A.B. 1964, San Francisco State College
M.A. 1970, University of Florida, Gainesville
Master of Letters, 2002, Middlebury College, Vermont

FAYE R. CASTILLEJA (1972-1994)

Professor Emeritus, Nursing
A.A. 1969, College of the Desert

JOHN R. COEFIELD (1963-1995)

Professor Emeritus, Health, Physical Education
and Recreation
B.S. 1952, Slippery Rock State College of
Pennsylvania
M.S. 1955, University of Oregon
Ed.D. 1964, University of Oregon

JOHN COLLIGAN (1987-1999)

Professor Emeritus, English and Reading,
Copper Mountain Campus
B.A. 1956, La Salle College, Pennsylvania
M.A. 1957, La Salle College, Pennsylvania
M.A. 1962, Villanova University, Pennsylvania
M.A. 1968, Manhattan College, New York
Ph.D. 1974, Arizona State University

LUIS CORONA (1975-2000)

Counselor Emeritus
A.A. 1959 Riverside City College
A.B. 1962, California State College, Long Beach
M.A. 1964, California State College, Long Beach

JOHN D. CRAIG (1972-1983)

Professor Emeritus, Engineering, Copper
Mountain Campus
A.A. 1975, College of the Desert

MARGARET ANN CURRLIN (1975-1986)

Professor Emeritus, Developmental Education
B.A. 1939, University of Arizona

RITA RAMIREZ DEAN (1973-2004)

Professor, Developmental Education
B.A. 1965, Chapman College, California
M.A. 1971, Chapman College, California

DANIEL V. DETI (1962-2004)

Professor Emeritus, French and Spanish
B.A. 1945, University of Wyoming
M.A. 1951, Middlebury College, Vermont
Diploma, 1954, Ecole Superieure des Professeurs
de Francais l'Etranger, University of Paris

WALLACE G. DOHMAN (1969-1992)

Professor Emeritus, English
Copper Mountain Campus
B.S. 1953, Winona State College, Minnesota
M.A. 1956, University of Minnesota

ROBERT F. ESCUDERO (1974-1987)

Professor Emeritus, Spanish
A.B. 1968, University of California, Los Angeles
M.A. 1969, University of California, Los Angeles
Ph.D. 1974, University of California, Los Angeles

CHARLES B. FLATT (1964-2001)

Professor Emeritus, Sociology and Philosophy
B.A. 1958, Pasadena College, California
M.A. 1959, University of Idaho

ELIZABETH BAILEY FRINCKE (1977-1998)

Professor Emeritus, Drafting and Interior Design
B.S. 1962, University of Tennessee
M.S. 1987, University of Tennessee

LEANORA R. FURR (1962)

Professor Emeritus, English
A.B. 1926, Washington University
A.M. 1928, Washington University
Ph.D. 1940, Cornell University, New York

JOSEPHINE GUERENA GALLEGOS (1967-2001)

Director Emeritus, Vocational Education
B.S. 1961, Arizona State College
M.A. 1966, Northern Arizona University

FRANK J. GARCIA (1968-1998)

Professor Emeritus, Health, Physical Education
and Recreation
A.A. 1956, Diablo Valley Jr. College, California
B.A. 1959, Sacramento State College
M.A. 1965, Sacramento State College

RICHARD OWEN GILLICK (1975-1987)

Director Emeritus, Business/Institutional Services,
Copper Mountain Campus
B.S. 1952, University of Wisconsin
M.S. 1973, Shippensburg State College,
Pennsylvania

RALPH T. GRANNAN (1973-1997)

Professor Emeritus, Physics
B.A. 1959, University of California, Riverside
M.A. 1973, University of California, Riverside

CHARLES RONALD GREEN (1966-1997)

Dean Emeritus, Student Services and Relations
B.S. 1958, Brigham Young University, Utah
M.A. 1960, Arizona State University

EUGENE KENNETH HANSON (1969-1992)

Professor Emeritus, Philosophy and Religion
B.A. 1953, Westmar College, Iowa
M.A. 1970, Claremont Graduate School, California
M. Div. 1975, Luther Seminary, Minnesota
Th.D. 1978, School of Theology, Claremont,
California

DONALD HARRISON (1971-1988)

Professor Emeritus, Business
A.A. 1951, Pasadena City College, California
B.A. 1956, University of Southern California
M.S. 1960, University of Southern California
Ed.D. 1981, United States International
University, California

CELIA L. HARTLEY (1992-1999)

Professor Emeritus, Nursing
Division Chair, Health Sciences
Director of ADN, VN, CNA and EMT Programs
B.S. 1965, University of Washington, Seattle
M.N. 1968, University of Washington, Seattle

BEVERLY A. HARTNETT (1968-1994)

Professor Emeritus, Nursing
B.S. 1960, University of Washington
M.A. 1976, Azusa Pacific College, California

FRANCIS JENE HEDQUIST (1970-1991)

Professor Emeritus, Psychology
B.A. 1959, University of Utah
M.A. 1961, University of Utah
Ph.D. 1967, Brigham Young University, Utah

DEAN W. HOOVER (1973-1992)

Professor Emeritus, Reading
B.A. 1950, Drury College, Missouri
M.A. 1972, Adams State College, Colorado
Ph.D. 1973, University of Oklahoma

JAMES M. HOPP (1974-2001)

Professor Emeritus, English
B.A. 1967, University of Redlands
C. Phil. 1973, University of California, San Diego

JOSEPH B. IANTORNO (1974-1986)

Dean Emeritus, Student Services
A.A. 1949, Long Beach City College
B.A. 1952, California State College, Long Beach
M.A. 1953, California State College, Long Beach
Ed.D. 1969, University of Southern California

PHYLISS JONES (1987-1999)

Professor Emeritus, Nursing
B.S.N. 1973, Loma Linda University
M.S.N. 1975, Loma Linda University

ROBERT B. JORDAN (1966-2004)

Professor, Psychology
B.S. 1962, New Mexico State University
M.A. 1964, New Mexico State University

MARIAN M. KATZ (1967-1992)

Professor Emeritus, Nursing
B.S.N. 1956, Walla Walla College, Washington
M.A. 1960, Walla Walla College, Washington

DORIS F. KELLY (1973-1987)

Professor Emeritus, Nursing

AUSTIN KILIAN (1970-1987)

Professor Emeritus, Art
Chairperson, Art
B.A. 1942, Augustana College, South Dakota
M.F.A. 1949, University of Iowa

PAULA N. KROONEN (1984-2001)

Adjunct Instructor Emeritus, Japanese and ESL
A.A., 1956, Sacred Heart College, Japan
B.A., 1958, Western Washington College of
Education, Bellingham
M.A., 1965, San Diego State College

WILLIAM R. KROONEN (1969-2001)

Superintendent/President Emeritus
A.A. 1958, University of California, Riverside
B.A. 1960, University of California, Riverside
M.A. 1966, University of New Mexico
Ed.D. 1974, University of Southern California

JAN B. LAWSON (1970-1994)

Professor Emeritus, English
B.A. 1954, University of Rhode Island
M.A. 1970, University of Tennessee

MARIAN T. LEE (1973-1981)

Professor Emeritus, Mathematics
Copper Mountain Campus
B.A. 1938, University of California, Los Angeles
M.S. 1941, University of Southern California

JOHN L. MARMAN (1969-2002)

Professor Emeritus, Health, Physical Education
and Recreation
Director, Athletics
Division Chair, Health/Physical Education
and Recreation
B.S. 1963, Midland College, Texas
M.Ed. 1964, University of Arizona

ELEANOR MARTIN (1977-1989)

Counselor Emeritus
B.A. 1963, Baylor University, Texas
M.S. 1968, University of Southern California

ELIZABETH MARTIN (1979-1994)

Professor Emeritus, Nursing
B.S. 1962, Walla Walla College, Washington
M.S. 1970, University of California, San Francisco

JOHN W. MARZICOLA (1972-1985)

Professor Emeritus, Mathematics
B.S.M.E. 1967, University of Southern California
M.S.M.E. 1972, University of Southern California

ASHLEY T. McDERMOTT (1964-1999)

Professor Emeritus, Astronomy and History
B.A. 1961, San Diego State College
M.A. 1967, San Francisco State College

BARBARA McFADYEN (1965-1987)

Professor Emeritus, Political Science
B.A. 1944, University of Colorado
M.A. 1945, University of Colorado
M.A. 1957, University of Colorado
Ph.D. 1965, University of Colorado

MARTIN McKELL (1965-1985)

Professor Emeritus, Business
B.A. 1959, University of California, Berkeley
M.A. 1963, George Washington University,
District of Columbia

DONNA JOY McLAIN (1968-1996)

Professor Emeritus, Health, Physical Education a
and Recreation
B.S. 1958, Northern Illinois University
M.A. 1963, California State University, Long Beach

JOHN ROLLAND McMILLAN (1967-1982)

Director Emeritus, Admissions and Records Services
B.S. 1950, Grove City College, Pennsylvania
M.A. 1964, Arizona State University
Ph.D. 1970, Arizona State University

STEVEN R. McWILLIAMS (1971-2002)

Professor Emeritus, Geography and Anthropology
B.A. 1961, University of Colorado
M.A. 1966, University of Oregon

MERLE E. MERRITT (1970-1995)
Professor Emeritus, History
Copper Mountain Campus
B.A. 1956, Westmar College, Iowa
M.A. 1964, University of South Dakota

GEORGE L. MEYER (1969-2002)
Professor Emeritus, Geology
B.A. 1961, University of California, Santa Barbara
M.A. 1967, University of California, Santa Barbara

ALFRED D. MILLER (1971-1993)
Counselor Emeritus
Copper Mountain Campus
B.A. 1958, University of Northern Iowa
M.A. 1960, University of Northern Iowa

JAMES A. MILLS (1973-1992)
Professor Emeritus, Administration of Justice
B.A. 1943, Erskine College, South Carolina
J.D. 1949, University of South Carolina

HOVAK NAJARIAN (1966-1994)
Professor Emeritus, Art
B.S. 1952, Bob Jones University, South Carolina
M.A. 1957, Columbia University, New York
Ed.D. 1979, Columbia University, New York

JOHN L. NORMAN (1962-1999)
Professor Emeritus, Music
B.A. 1950, Northeastern State College, Oklahoma
M.M. 1957, University of Oklahoma
Ph.D. 1968, Michigan State University

BETTY J. OEDING (1967-1992)
Professor Emeritus, Nursing
B.S. 1964, Loyola University, Chicago
M.S. 1967, Loyola University, Chicago

JAMES C. ONEY (1970-1997)
Professor Emeritus, Mathematics
B.S. 1962, New Mexico Western University
M.A. 1970, California State College, Long Beach

CHARLES R. PALMER (1969-1991)
Dean Emeritus, Educational Services
Copper Mountain Campus
B.S. 1957, California State College, Pennsylvania
M.A. 1959, West Virginia University

C.A. PATTERSON (1974-1999)
Professor Emeritus, Mathematics
B.S. 1957, Illinois State University
M.S.T. 1965, University of Arizona
Ph.D. 1971, Arizona State University

WILLIAM H. PIVAR (1971-1994)
Professor Emeritus, Business
B.S. 1953, University of Wisconsin
J.D. 1965, University of Wisconsin

SAMUEL HART PLUMER (1975-1986)
Counselor Emeritus, Handicapped
B.S. 1943, Ohio State University
M.Ed. 1972, Bowling Green State University, Ohio

LANCE READ (1964-1996)
Counselor Emeritus
A.B. 1951, University of California, Los Angeles
M.Ed. 1958, University of California, Los Angeles

BRETT ROMER (1964-2002)
Professor Emeritus, Physics and Mathematics
Division Chair, Science and Mathematics
B.S. 1963, New Mexico Highlands University
M.S. 1964, New Mexico Highlands University

DAVID WILSON SALTER (1975-2004)
Professor, Biology
B.S. 1964, University of Nevada
M.S. 1966, University of Nevada
Ph.D. 1970, University of Arizona

RHODA G. SCHWANKE (1973-1983)
Professor Emeritus, Nursing
Coordinator Emeritus, Student Health Service
B.A. 1967, Sacramento State College, California
M.A. 1971, Sacramento State College, California

GEORGE SMITH, JR. (1973-1994)
Professor Emeritus, Agriculture
B.A. 1950, Chico State College, California
M.S. 1976, California State Polytechnic
University, San Luis Obispo

GWENDOLYN JEAN SMITH (1980-1992)
Professor Emeritus, Nursing
B.S.N. 1959, University of California, Berkeley
M.A. 1976, Azusa Pacific College, California

FERN D. STOUT (1964-1987)

Superintendent/President Emeritus
B.S. 1947, New Mexico State University
M.A. 1957 Eastern New Mexico University
Ed.D. 1962, University of New Mexico

JOHN C. TAMULONIS (1971)

Professor, Automotive Technology
A.A. 1971, Mt. San Jacinto Junior College, California

DONALD D. THOMPSON (1965-1996)

Professor Emeritus, Physical Education
A.A. 1953, Pasadena City College, California
B.S. 1961, Moorhead State University, Minnesota
M.A. 1962, University of South Dakota

CHRISTINE J. TOMLINSON (1976-1982)

Professor Emeritus, Music
A.A. 1941, Springfield College, Illinois
B.M. 1972, Redlands University, California
M.M. 1975, Redlands University, California

JOYCE WADE-MALTAIS (1966-1999)

Professor Emeritus, English and Speech
B.A. 1954, Wilmington College, Ohio
M.A. 1956, Ohio State University
Diploma in Audio-Visual Aids, 1964,
University of London, England
Ph.D. 1981, University of California, Riverside

HARRY WALTHALL (1962-1994)

Librarian Emeritus
B.A. 1953, Ottawa University, Kansas
M.S. 1956, Kansas State Teachers College,
Emporia

KENNETH A. WATERS (1968-1991)

Professor Emeritus, Agriculture & Mechanics
B.S. 1959, California State Polytechnic
University, San Luis Obispo
M.A., 1970, California State Polytechnic
University, San Luis Obispo

DON A. WELTY (1965-1980)

Coordinator Emeritus, Continuing Education
B.A. 1954, Arizona State University
M.A. 1956, Arizona State University

JOY E. WENTZ (1989)

Professor, English and Composition
B.A. 1973, Stetson University, Florida
M.A. 1978, California State University, Fullerton

STAN Le ROY WILSON (1967-1994)

Professor Emeritus, Mass Communication and
Journalism
A.A. 1955, Modesto Junior College, California
A.B. 1958, California State University, Fresno
M.A. 1966, California State College, Stanislaus
Ed.D. 1973, University of Southern California

HORTENSIA "SANDY" ALWAN (1984-2001)

Adjunct Instructor Emeritus, Spanish
B.A. 1960, University of Texas, El Paso
M.A. 1965, University of Arizona, Tuscon

MARION BLONDIS (1965-1976)

Professor Emeritus, Nursing
A.B. 1958, San Francisco State College
M.A. 1970, United States International
University, California

DAN A. BURKE (1966-1985)

Professor Emeritus, Developmental Education
B.A. 1961, Arizona State University
M.A. 1964, Northern Arizona University

BRYAN R. BURRAGE (1973-2004)

Professor Emeritus, Biology, Anatomy and Zoology
A.B. 1956, University of Kansas
M.S. 1966, San Diego State University
Ph.D. 1972, University of Stellenbosch, Cape
Province, Republic of South Africa

EDGAR L. De FOREST (1962-1978)

Professor Emeritus, English and Speech
Theatre Arts Diploma, 1937, Leland Powers
School of Theatre, Massachusetts
B.S. 1940, Boston University, Massachusetts
M.A. 1941, University of Southern California
Ed.D. 1955, Columbia University, New York

M. W. ELLERBROEK (1961-1981)

Professor Emeritus
Past Dean of Business Services
A.B. 1947, University of Redlands
M.A. 1953, Claremont Graduate School, California
Ed.D. 1957, University of Southern California

L. CAROLYN FISHER (1963-1982)

Professor Emeritus, Counseling
B.A. 1951, University of Redlands
M.A. 1963, Syracuse University, New York

WENDELL C. FORD (1965-1989)

Media Specialist Emeritus
B.A. 1956, San Jose State University, California
M.A. 1957, San Francisco State University, California

LAWRENCE FREDERICK (1962-1981)

Professor Emeritus, Mathematics
B.S. 1942, Pennsylvania State University
M.S. 1948, Iowa State University
Ed.D. 1955, University of Missouri

GEORGE D. GOODWIN (1962)

Professor Emeritus, Philosophy and Religion
A.B. 1939, West Virginia Wesleyan
D.D. 1956, West Virginia Wesleyan
S.T.B. 1942, Boston University, Massachusetts
S.T.M. 1952, Boston University, Massachusetts
Ph.D. 1965, Boston University, Massachusetts

ROBERT M. GRIFFIN (1966)

Professor Emeritus, Special Education
Coordinator of Special Education
Director, Reading Laboratory
A.B. 1935, University of the Pacific
M.S. 1939, University of California, Berkeley
Ph.D. 1943, University of California, Berkeley

ROY HUDSON (1962)

Professor Emeritus, Rhetoric and Public Address
B.A. 1948, Fresno State College
M.A. 1949, University of Oregon
Ph.D. 1953, Cornell University

EDWIN T. INGLES (1960-1974)

Professor Emeritus
Past Dean of Instruction, College of the Desert
A.B. 1929, Pacific University, Oregon
M.A. 1935, University of Oregon
Ed.D. 1947, University of Oregon

ROY MALLERY (1962)

Associate Professor Emeritus, Fine Arts
Chairman, Art
B.S. 1938 George Peabody College for Teachers
M.S. 1943, University of Oregon

J. R. MASTERS, JR. (1964)

Professor Emeritus, Speech
Director of Forensics
B.A. 1951, Humboldt State College
J.D. 1954, Willamette University
M.A. 1964, San Francisco State College

ROY C. McCALL (1959-1973)

Professor Emeritus
Past President, College of the Desert
Past Superintendent, Coachella Valley
Community College District
A.B. 1930, University of Redlands, California
M.A. 1931, University of Iowa
Ph.D. 1936, University of Iowa

KIM R. MILTENBERGER (1982-1999)

Adjunct Instructor Emeritus, Speech
B.S. 1978, Ball State University, Indiana
M.S. 1980, Southern Illinois University at Carbondale

KATHLEEN MUCHNIK (1972-1987)

Associate Professor Emeritus, Nursing
Assistant Chairperson, Nursing and Allied Health
B.S. 1971, Fairleigh Dickinson University, New Jersey
M.A. 1975, Azusa Pacific College, California

GEORGE J. NELSON (1963-1974)

Professor Emeritus, Chemistry
B.S. 1932, Andrews University
M.S. 1939, University of Colorado
Ph.D. 1947, University of Colorado

SEAMUS NUNAN (1962-1982)

Professor Emeritus, History
B.S. 1941, New York University
M.A. 1947, Columbia University, New York
Ed.D. 1958, University of Southern California

WILLIAM M. REESKE (1969-1999)

Professor Emeritus, English
Copper Mountain Campus
A.A. 1951, Mt. San Antonio College
B.A. 1957, Los Angeles State College
M.A. 1965, California State University, Los Angeles

BETTY LOU ROCHE (1970-1989)

Professor Emeritus, Business
B.S. 1947, Oklahoma State University
M.S. 1949, Oklahoma State University

ANTHONY A. SAITTA (1967-1978)

Associate Professor Emeritus, Business
M.B.A. 1958, Air Force Institute of Technology
M.A.O.M. 1966, University of Southern California
M.S. 1967, University of Southern California

PERRY J. SHENEMAN (1970-1981)

Professor Emeritus, Engineering Technology
B.S.E.E. 1949, The American Institute of
Engineering, Illinois
M.S.E. 1967, Colorado State University

STEPHEN SIMONSEN (1979-1997)

Professor Emeritus, Communication
A.A. 1974, Chaffey College, California
B.A. 1976, Pomona College, California
M.A. 1978, California State Polytechnic
University, Pomona
M.A. 1979, California State Polytechnic
University, Pomona
Ph.D. 1988, University of California, Riverside

FREDERICK THON (1962-1974)

Professor Emeritus, Drama
A.B. 1931, Harvard University
M.F.A. 1940, Yale University School of Drama,
Connecticut

RAYMOND L. TRAYNOR (1974-1987)

Professor Emeritus, Developmental Education
Copper Mountain Campus
B.A. 1946, Creighton University, Nebraska
M.A. 1966, San Francisco State University

FRANCES De LONG WILSON (1969-1984)

Professor Emeritus, Developmental Education
A.B. 1946, University of California, Berkeley

SUPPORTING ORGANIZATIONS

ALUMNI ASSOCIATION

College of the Desert Alumni Association was chartered in 1983. The mission goals of the Association are to provide information regarding the College to the communities of the College District. The Association provides activities wherein alumni, students, staff and members of the community can participate. The Association provides recognition of former students, graduates, community leaders, faculty and staff through the annual Hall of Fame dinner.

Annually, the Alumni Association provides \$210,000 in scholarships and student financial aid, which are awarded to college, high school and middle school students.

The Alumni Scholarship Endowment Fund now totals in excess of \$600,000. The Alumni Association Academic Enrichment Endowment Fund of \$1,000,000 has been completed. The Alumni Association operates the popular, year round, Street Fair. Membership is open to alumni, students, staff, and the community.

COLLEGE OF THE DESERT FOUNDATION

The College of the Desert Foundation is a nonprofit organization whose primary purpose is to provide financial support from the private sector to help underwrite those programs and facilities at the College which cannot be funded through public sources. The Foundation Board and committees are composed of community leaders who volunteer to work with college staff to support the college's specific needs, present and future.

Donations to the College of the Desert Foundation can be of any size and may be designated to a particular department or project. Estate planning assistance is available for wills, bequests, and charitable trusts.

COLLEGE OF THE DESERT FOUNDATION AUXILIARY

Members serve as goodwill ambassadors and organize special events for the College. Membership dues have been set at \$35 per year or \$350 for a life membership. The Foundation Auxiliary annually provides financial support to a wide variety of College programs. For more information call (760) 346-3363.

PRESIDENT'S CIRCLE

The primary purpose of the President's Circle is to support excellence in education and to encourage greater individual involvement with the College.

The Circle is composed of concerned citizens who make an annual contribution of \$1,000 or more to the Foundation. A onetime gift of \$10,000 or more entitles a donor to lifetime membership. For more information call (760) 773-2561.

FRIENDS OF THE LIBRARY

The Friends of the Library is a dedicated group that support the College's Palm Desert Campus library. The Desert Collection Bibliography, focusing on the uniqueness of the region, is regularly updated by the Friends with new and rare books. For more information about Friends of the Library call (760) 776-7299.

SUPPORT GROUPS

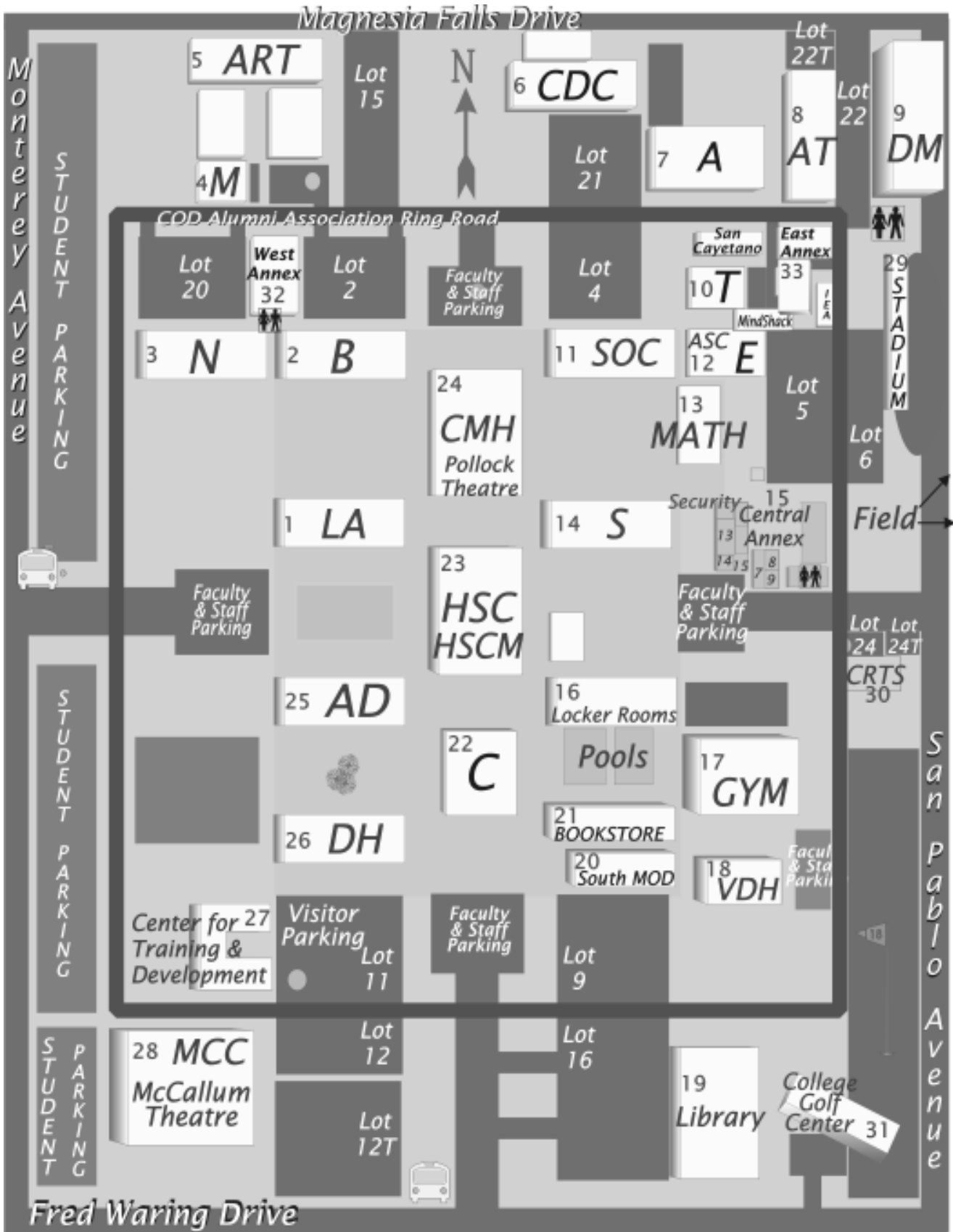
The College encourages the formation of support groups for any academic program or service. Organizations such as the Friends of the Library have provided much needed financial resources to strengthen library materials. Staff of the College Foundation can assist in the formation of support groups for any academic program or service. For information and guidelines call 773-2561.

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For complete policy procedures, refer to the policies manual in the Admissions and Records or Counseling offices. The catalog page numbers indicate that the college policy is included, in whole or in part, or has been summarized, in this catalog edition.

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● Self-serve 1-day parking

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Computer classrooms
MESA Office (B-9)
DSPS Hi-Tech Center (B-5)</p> <p>3 N NURSING BUILDING
Health Sciences/Early Childhood Ed. Division</p> <p>4 M MAINTENANCE BUILDING
Music Keyboard/Computer Music Classrooms</p> <p>5 ART ART BUILDING
Walter N. Marks Center for the Arts</p> <p>6 CDC CHILD DEVELOPMENT CENTER</p> <p>7 A AGRICULTURAL SCIENCE BLDG.</p> <p>8 AT APPLIED TECHNOLOGY BUILDING
Applied Science/Business Division Office
Vocational Education</p> <p>9 DM DIESEL MECHANICS BUILDING
..... (Rooms DM 21-25 upstairs)</p> <p>10 T THEATRE BUILDING (Theatre Too)</p> <p>11 SOC SOCIAL SCIENCES BUILDING
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Assessment Testing
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Lockers & Showers
POOL .. SWIMMING POOLS</p> <p>17 GYM ... WRIGHT GYMNASIUM
GYM STG Gym Stage
GYM WR Gym Weight Room</p> <p>18 VDH VELMA DAWSON HOUSE
COD Alumni Association
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FLD Athletic Field</p> <p>30 CRTS .. TENNIS COURTS</p> <p>31 GOLFINST COLLEGE GOLF CENTER</p> <p>32 W.ANNEX WEST MODULAR ANNEX</p> <p>33 E.ANNEX EAST MODULAR ANNEX</p> <p style="text-align: center;"><u>OFF-CAMPUS ABBREVIATIONS:</u></p> <p>AF Arthritis Foundation
CVHS Coachella Valley High School
DRMC Desert Regional Medical Ctr., Palm
Springs
EMC Eisenhower Medical Ctr., Rancho Mirage
EVC Eastern Valley Center
HACIENDA... Hacienda de Monterey, Palm Desert
INTERNET ... ONLINE CLASS
JFK John F. Kennedy Hospital, Indio
MJDS Miss Julie's Dance Studio, Indio
MONTPALM Monterey Palms Health Ctr., Palm Desert
PSHS Palm Springs High School
PSPTC Palm Springs Police Training Center</p> |
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NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 2004-2005 Catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur.

Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Desert Community College District or College of the Desert, and in addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the College President or designee.

The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies or procedures.

DESERT COMMUNITY COLLEGE DISTRICT

**43-500 Monterey Avenue
Palm Desert, CA 92260
(760) 346-8041**

The following statement is required by
the California State Department of Education
in compliance with
D.V.B. Circular 20-76-84.

COLLEGE of the DESERT

Name of School

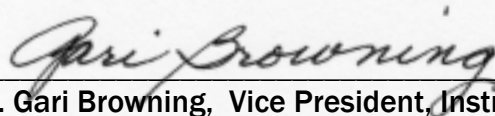
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Date

In accordance with requirements of D.V.B.
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