

COLLEGE OF THE DESERT CATALOG 2007-08



COLLEGE OF THE DESERT
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PALM DESERT, CA 92260
(760) 346-8041

www.collegeofthedesert.edu

College of the Desert is one of the 109 community colleges in California and a vital part of the world's largest system of higher education. Accredited by the Accrediting Commission for Community and Junior Colleges and approved by the California State Department of Education.



About the Cover

Arthur "Big Boy" Crudup (1905-1974) was nicknamed the "Father of Rock & Roll" mostly for his influence on Elvis Presley. "That's All Right," which Elvis recorded as his first record, was previously a Crudup hit. He was a seminal composer, writing many blues classics and earning a large following among the black public. See artist's profile on page 240.

DESERT
COMMUNITY
COLLEGE DISTRICT

College of the Desert

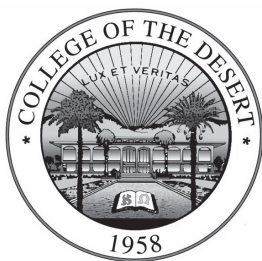
ADMINISTRATION

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Superintendent/President

Dr. Gari Browning
Vice President
Instruction

Dr. David P. Bugay
Vice President
Human Resources

Dr. Diane N. Ramirez
Vice President
Student Services



*This catalog is valid
from July 1, 2007 through
June 30, 2008. It is in effect
for the Fall and Spring
semesters and any session
(intersession) which
commences within this
defined period of time.*



Welcome to a World of Opportunity

by Jerry R. Patton, Superintendent/President

It is my privilege to extend to you a warm welcome and invite you to attend our college. College of the Desert (COD) is poised to grow and expand beyond the dreams of those visionaries who founded the college in 1958 and opened its doors in 1962.

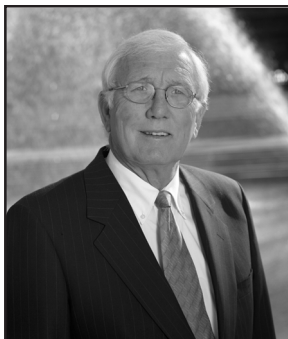
College of the Desert is first and foremost about students, which is why I have chosen to feature one of them – Jose Salcido, pictured above with me. Jose served as the student representative on the Board of Trustees this past year and will transfer to UCLA to earn a Bachelor of Science degree in Astrophysics. Jose will be spending the summer as an intern in Boston, working for the U.S. Census Bureau, one of three COD students selected for this prestigious assignment by the Hispanic Association of Colleges and Universities (HACU) – offered to just 400 of the 1,800 national applicants.

Additionally, Jose took advantage of our student work study opportunities and serves in the counseling center where he assists students to access counselors and services. He has been active in several clubs and programs at COD, including MESA (Math, Engineering, Science Achievement) which allowed him to participate in university summer sessions and programs. He co-chaired MEChA and involved the campus in cultural events. He was a COD Student Ambassador to the HACU National Conference in San Antonio, Texas, in 2006. Jose was chosen as the 2007 student speaker at Commencement.

These are just some of the opportunities available to College of the Desert students who take advantage of what our college has to offer. Many doors will open to you as you pursue your education here and move forward to make your goals and dreams a reality.

DESERT COMMUNITY COLLEGE DISTRICT
BOARD of TRUSTEES

Mr. Charles Hayden, Jr.
(Elected 1983)



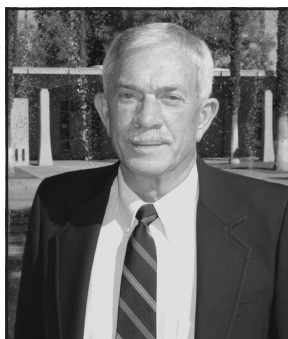
Ms. Becky Broughton
(Elected 2006)

Mr. John Marman
(Elected 2006)



Dr. Bonnie Stefan
(Elected 1999)

Dr. Merle C. "Bud" Miller
(Elected 2004)



COLLEGE OF THE
DESERT

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Hotline

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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.

A Student Trustee is
elected annually by
students.

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NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 2007-2008 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.

AUGUST 2007

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FALL SEMESTER 2007

May 21 Registration for New Students begins

August 27 Fall Classes Begin

September 03 Labor Day - HOLIDAY

September 04 Last day to register or add

September 04 Last day to drop and be eligible for a refund

September 24 Last day to drop without the course appearing on your transcript

October 19 Last day to request an Evaluation for Spring 2008 Graduation

November 02 Last day to file Intent to Graduate Fall 2007

November 12 Veterans' Day - HOLIDAY

November 16 LAST DAY TO DROP

November 22 - 23 Thanksgiving - HOLIDAY

November 24 No Saturday classes

December 11 - 17 Final Exam Week

December 15 Final Exams for Saturday classes

December 17 Last day to Request a Refund (course must have been dropped by **September 04**)

December 17 Last Day of Fall Semester

December 18 - January 27 Semester Break

December 24 - January 01 Campus Closed

January 02 - January 24 Winter Intersession

SPRING SEMESTER 2008

January 02 - January 24 Winter Intersession

January 21 Martin Luther King Day - HOLIDAY

January 28 Spring Classes Begin

February 04 Last day to register or add

February 06 Last day to drop and be eligible for a refund

February 15 Lincoln's Day - HOLIDAY

February 16 No Saturday classes

February 18 Washington's Day - HOLIDAY

February 29 Last day to drop without the course appearing on your transcript

March 03 Last day to file Intent to Graduate Spring 2008

March 17 - 21 Spring Break

March 21 College closed/Spring HOLIDAY

March 22 No Saturday classes

April 18 Last day to request an Evaluation for Fall 2008 Graduation

April 24 LAST DAY TO DROP

May 17 - 23 Final Exams

May 23 Last day to Request a Refund (course must have been dropped by **February 06**)

May 23 Last Day of Spring Semester

May 23 Graduation Ceremonies

May 26 Memorial Day - HOLIDAY

JANUARY 2008

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FEBRUARY 2008

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MARCH 2008

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APRIL 2008

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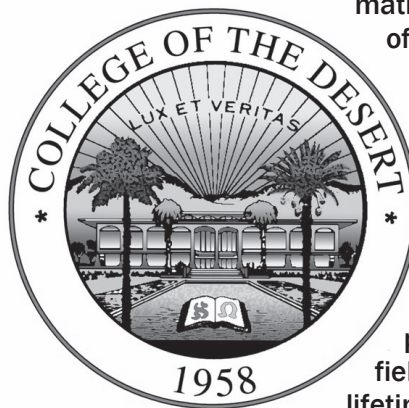
MAY 2008

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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.



General Education Philosophy

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

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

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an associate's degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

COMMITMENT TO QUALITY EDUCATION

ACADEMIC TRANSFER PROGRAMS

The Desert Community College District (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 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 got 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 October 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.

1984: COD's agreement permitting the McCallum Theatre to build on the college campus on the corner of Monterey Avenue and Fred Waring Drive came to fruition when the showcase civic theater opened. The long-range agreement called for partial College use of the facility for campus musical productions put on by the Performing Arts division, as well as events such as COD commencement exercises.

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.

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, the first new classrooms in three decades. The satellite Eastern Valley Center opened in Indio with some 1,800 students.

2003: 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 old foundry, closed for a decade, was rebuilt with private donations. A new academic calendar went into effect shortening semesters from 18 to 16 weeks while class times were expanded.

2004: In March, voters in the Desert Community College District voted overwhelmingly to authorize the sale of bonds, enabling the college to renovate its 40-year-old campus and expand for future growth. The bond issue totaled \$346.5 million.

2006: Artist's renderings were released showing two proposed new buildings, Nursing and Health Sciences and the Public Safety Academy. Planning continued on other projects, a Multi-Purpose Classroom Building, an Alumni Center, and the Learning Commons. All five will be built concurrently, with groundbreakings tentatively scheduled for late 2007 and early 2008.

OFF-CAMPUS LOCATIONS

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 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 Eagles Peak Charter School in Indio.

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) 776-7200.

EVC AA DEGREE

Beginning each fall, COD offers a two-year package of courses at EVC which enables students to complete an AA in liberal arts and also satisfies the CSU transfer requirements. The package is available to students who are eligible to take college-level English (ENG-001A) and math (MATH-040).

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 www.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) 776-7200.

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 Assistant Superintendent/Vice President of Administrative Services functions as the chief financial officer of the college and assistant to the President. 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, instructional support services, institutional research, 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 from business and industry. Divisions include Applied Science and Business; Communication; Health Sciences and Early Childhood Education; Mathematics and Science; Off-Campus Programs; Physical Education and Athletics; Social Sciences and Arts; and Training and Development.

Student Services is divided into two areas each supervised by a Dean under the direction of the Vice President of Student Services plus two offices that report directly to the Vice President. The Dean of Student Support Programs and Services is responsible for Counseling, Matriculation, and Articulation services; the

Academic Skills Centers; the Tutoring Center; Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE); the International Education Program and Intensive English Academy; the federal TRIO Programs; Student Activities and Government; and the Career and Transfer Center. The Dean of Enrollment Services is responsible for Admissions, Records, Registration, Graduation, Financial Aid, Scholarships, the Veterans' Program, CalWORKs, Student Employment, and Fee Collection. Student Health Services and Disabled Students Programs and 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.

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 budgets over \$270,000 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 \$700,000. 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. For more information call (760) 773-0062.

COLLEGE OF THE DESERT FOUNDATION

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. For more information call (760) 773-2561.

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 AND TRUSTEE PARTNERS

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. The Trustee Partners is the title given to generous donors who contribute \$5,000 annually. For more information call (760) 773-2561.

FRIENDS OF THE LIBRARY

The Friends of the Library is a dedicated group that supports 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.

COD SCHOLARSHIPS

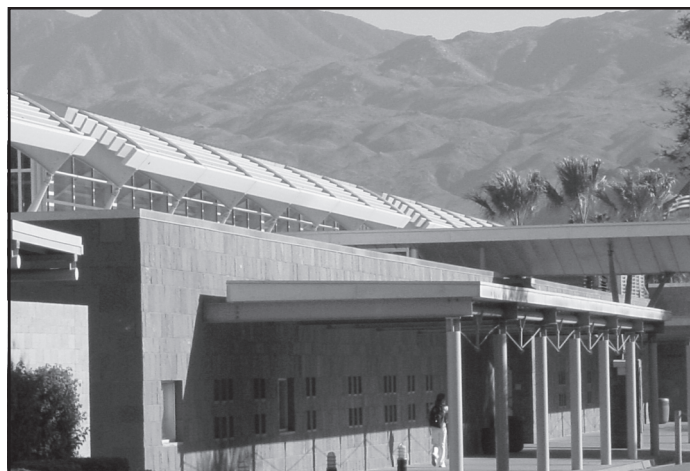
College of the Desert's supporting organizations provide scholarships to a large number of students annually. A partial list of the scholarships, donors, or funding follows.

- John Arthur Memorial Scholarship for Economics Majors
- Auto Department
- Big Horn Country Club
- Coeta & Donald Barker Scholarship Fund for Nursing Majors
- D. Gail Brumwell Perpetual Scholarship Fund
- Dr. Reynaldo J. Carreon Perpetual Endowment Scholarship Fund
- Liz Chapman Memorial Scholarship Fund for Cheerleaders
- Champions Volunteer Art Scholarship
- CMAA Roadrunners Chapter Scholarship
- Richard P. and Mary Enis Codd Memorial Scholarship
- COD Alumni Association Scholarship Fund
- COD Community Memorial Scholarship Fund in memory of the following individuals:
 - * Eugenie Bolz
 - * Robert and Mary Ellen Bronski
 - * Alfred and Viola Hart
 - * Bob Hope Desert Classic
 - * Hal Kapp and Ted Smith
 - * Mildred LaGrasse
 - * Alice Marble
 - * Pearl McManus
 - * Edward Rafferty
 - * Myrne Shepherd
- COD Faculty Womens Club Scholarship Fund
- COD Founding Leaders/Instructors Memorial Scholarship in memory of the following individuals:
 - * George Goodwin
 - * Viola H. and Roy W. Mallery
 - * Jean Masters
 - * Dr. Roy C. and Velma McCall
 - * Donald Mitchell
 - * Helen Staley
- COD French Club Scholarship
- COD Memorial Scholarship for Music Majors in memory of the following individuals:
 - * Dorothy Arnold
 - * Stacy Carpenter
 - * Beatrice Marx
 - * Peter Marx
 - * F. X. McDonald and Vin Riley
 - * Maude Stoner
 - * Madge Wilson
- COD Memorial Scholarship for Nursing Majors in memory of the following individuals:
 - * Shirley Clark
 - * Jerry Goodman
 - * Robert Jordan
 - * Dr. Joseph Lesser
 - * Joan Maybee
 - * Jo Sheward
 - * Sarah Sompolinski and Geraldine Krippes
 - * Betty Lee Speakman
- COD Student Memorial Scholarship in memory of the following individuals:
 - * Jerry Codekas
 - * Thomas A. Davis
 - * F. Hansen
 - * Keith Johnson
 - * Stacy Ann Simmons
 - * Ryan Weggenman
- Culinary Arts Scholarship Fund
- Desert Healthcare District
- Desert Realtors Association
- Desert Resorts Concierge Association
- Nathaniel and Valerie Dumont Foundation Scholarship Endowment Fund
- Peter William Dykema Memorial Scholarship for Music Majors
- Endowment for Student Transfer Success
- Mark Fletcher Memorial Scholarship
- Follett Higher Education Group
- Dr. Ward and Pat Fredericks Scholarship Fund
- Kathy Goff Memorial Scholarship Endowment Fund for Music Majors
- Dorothy Grant Memorial Scholarship Endowment Fund
- Jack Greenberg Memorial Nursing Fund
- Skip Haynes Memorial Scholarship for Alternative Energy Programs
- Bruno Hirsch Memorial Scholarship Fund
- Ray House Scholarship Fund
- Joseph B. Iantorno/Street Fair Scholarship for Education Majors
- Indian Wells Rotary Scholarship Fund

- Kenneth Kern/Edna O'Reilly Memorial Scholarship Fund for Nursing Majors
- William and Paula Kroonen Endowment for International Students
- Dr. Richard S. Lane Memorial Scholarship
- Kathleen A. Little Memorial Scholarship
- Lawrence T. Little Memorial Scholarship
- Marich Scholarship
- Edeltraud McCarthy Science/Engineering Scholarship Fund
- McCarthy Family Endowment for Child Development
- Edgar McCoubrey Scholarship Fund
- Donna McLain Physical Education Scholarship for Disabled Students
- Herb Meinert Memorial Scholarship Fund
- Kim Miltenberger Memorial Scholarship
- Constance Monica Memorial Scholarship
- Matteo Monica II Memorial Scholarship
- Jack and Georgia Morris Scholarship Fund
- Jon Pierre Morris Memorial Scholarship Fund
- Lenore H. Morris Scholarship Fund
- Lluella Morey Murphey Foundation Scholarship Fund
- Olaf Nordland Memorial Scholarship
- Joyce Norton Memorial Art Scholarship
- Jean O'Leary Scholarship Fund
- Palm Desert Woman's Club Nursing Scholarship
- Palms Garden Club Scholarship Fund
- Arnold Palmer Scholarship Fund for Golf Majors
- Rancho Mirage Chamber of Commerce
- Rancho Mirage Women's Club Scholarship Fund
- Rotary, Palm Desert Palms to Pines Club Scholarship
- Rose and Robert Rothstein Public Safety Academy Scholarship
- Grace Schallies/Soroptimist Club Scholarship
- Al Shoopman Memorial Fund for Culinary Arts
- Stephen W. Simonsen Memorial Scholarship
- Mrs. Nell M. H. Smith Endowment Fund
- Helena L. Stansbury Memorial Fund
- Norman Sternlieb Fund for Nursing Majors
- Bob Storchheim Memorial Scholarship
- Jackie Story Scholarship Fund
- Jackie Suitt Scholarship Fund
- Marianne Timmins Endowment Fund
- Union Bank
- University Club of the Desert Scholarship Program
- Nina Vairo Endowment Scholarship Fund for Nursing Majors
- Joseph Vierra Memorial Sports Scholarship Fund
- Neil F. Wakley and Victor DiPietro Scholarship Fund
- Thomas Walts Scholarship Fund
- Patricia Wilson Memorial Scholarship
- Wolper Nursing Scholarship
- Richard and Judy Zeigler

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 COD Financial Aid Office or the COD Foundation Office if assistance is needed in establishing or implementing a private scholarship program. For more information call (760) 773-2532.

COLLEGE OF THE DESERT has a state of the art library and research center with a well equipped computer lab, where students can find a quiet place to study. Rooms are available for study groups. The Palm Desert Public Library is under the same roof.



16 Chapter 2 - Admissions and Registration Procedures

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.

MATRICULATION PROCESS

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.

All new students who are attending College of the Desert for the first time must complete the following matriculation process:

1. Admissions

The COD admissions application is available online at www.cccapply.org and must be completed by all students intending to enroll at College of the Desert. (Please note: all new students are required to attend an orientation session where they will receive counseling assistance to register for classes.)

2. Assessment

All new students are required to complete basic skills assessment exams in English, reading and mathematics. The assessments will help the students, with the assistance of a counselor, to determine the student’s appropriate skill level when developing a student education plan. Test dates and times can be obtained by visiting the Assessment Center, located in the Academic Skills Center (Building E), or by calling (760) 776-7413.

3. Orientation

Orientation services are available to all students and are required of all new students. At orientation, students will receive academic planning assistance, information about college policies, and a review of student rights and responsibilities. Students can enroll for orientation online. To register for orientation go to www.collegeofthedesert.edu and click on the orientation link. Starting in the fall, online orientation will be available. Check on the college website for details.

4. Counseling Services

All matriculating students must meet with a counselor prior to beginning classes for the purpose of developing a student education plan. Recent high school graduates should bring a copy of their high school transcripts to their counseling session. Most new students will see a counselor on the same day as their assigned orientation session.

5. Follow-up

Students who seek new educational goals or experience academic difficulty are referred to counseling and/or the appropriate academic and student support services for assistance. Students may be instructed to attend a group workshop and/or meet with a counselor for guidance and assistance.

Returning students are not required to re-submit an on-line application each year; however, students who had applied to the College over a year ago, but never attended classes and former COD students who have had a break in attendance of over one year must complete a new online application upon their return. These students will not be required to retake the Assessment or attend Orientation if these steps had previously been completed. For more information, please contact the Admissions & Records office or consult with a counselor in the COD Counseling Center.

MATRICULATION EXEMPTIONS

Students can elect not to participate or be exempt from all or most of the matriculation components if they meet the following criteria:

- Student has completed an associate's degree or higher
- Student satisfies at least one of the following:
 - * Has identified a goal of upgrading their job skills only.
 - * Has concurrently enrolled in another postsecondary institution.
 - * Has interest in only performance class.

Students wishing to challenge any part or all of the matriculation process (orientation, assessment, and/or counseling) must meet with a counselor to discuss the reason and rationale for the challenge and provide documentation which supports the challenge. If you would like more information to determine your eligibility for an exemption, please contact the Counseling Center at (760)773-2520.

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/AcademicsPrograms/healthsciences.

ADMISSION ELIGIBILITY

HIGH SCHOOL GRADUATES

Students who have high school diplomas as recognized by the State of California are eligible for admission to 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 Adult Basic Education program provides an alternative way to complete high school graduation requirements. Contact should be made with the Center for Training and Development, located in the Central Annex on the east side of the campus, or call (760) 776-7318.

**SPECIAL FULL-TIME STUDENTS
GRADES K - 12**

Students enrolled in K-12 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. 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 part of the elementary or secondary school curricula. 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 exhausted the course work 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.

INTERNATIONAL STUDENTS with F-1 VISAS

College of the Desert welcomes applications from international students and offers a full-service International Student Program to support students throughout their studies. In order to be considered for admission, international students must submit the International Student Application packet. (International students cannot apply through CCCApply.) In addition to the application, applicants must submit proof of adequate funding for studies at COD and verification of high school/secondary school graduation. Bank and high school/secondary school information must be submitted with an official English translation. Applicants must also submit a TOEFL score of 400 (paper-based test) or 32 (internet-based test). Students with TOEFL scores between 400-450/32-46 should expect to take ESL (English as a Second Language) courses during their first semester at COD. The application deadline for the fall semester is July 15 and the deadline for the spring semester is December 15. For more information, visit us at: www.collegeofthedesert.edu/international.

All international students must purchase the COD health insurance plan; we are not able to accept other health insurance carriers. International students are required to enroll for a minimum of 12 units each semester and must pay foreign student tuition.

INTENSIVE ENGLISH ACADEMY

Students wishing to study at the Intensive English Academy (IEA) may also apply using the International Student Application. Students applying for the IEA do not need to submit a TOEFL score. Students can choose from 8-week and 16-week programs at the IEA. The IEA is offered on a full-time basis and offers various entry dates throughout the year. International students in the IEA will benefit from 30 hours per week of English instruction in both the classroom and language lab. Students at the IEA must purchase the COD health insurance plan; we are not able to accept other health insurance carriers.

For more information and an International Student Application, please visit the International Education Program website at: www.collegeofthedesert.edu/international or contact us at: International Student Office, 43-500 Monterey Avenue, Palm Desert, California 92260; by email: cdelgado@collegeofthedesert.edu;

by telephone: 001-760-776-7205;

or by fax: 001-760-862-1361.

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 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 an individual holding 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. See Schedule of Classes for the current fee.
- 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, and 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;
- An adult alien who is in the process of adjusting his/her status to a permanent resident or who has 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, and 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 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. For further information see a counselor.

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 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.** The CSU and UC campuses determine what courses and credits are awarded on their campus. AP Foreign Language credit may prevent you from earning credits in a lower level foreign language course. Please see a counselor for additional information.

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	3	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 MILITARY SERVICE SCHOOLS

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. Up to 4 units of PE credit may be transferable to the CSU and UC systems.

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

Transcripts from all other institutions attended are required when students request:

1. academic records from another institution be evaluated
2. previous academic records be considered for admission to designated instructional programs as identified by College of the Desert
3. enrollment into College of the Desert courses that have prerequisites met at another institution

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 at which the student was enrolled and are not 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 or along with submission of a “Request for Evaluation.” All lower-division credit units earned at other regionally accredited institutions will be evaluated for meeting COD degree or certificate requirements. The CSU and UC campuses determine what courses and credits are awarded on their campuses. Please see a counselor for additional information.

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 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 Specialist.

REGISTERING IN CLASSES

Registration at COD can be completed via Web Advisor or by the telephone registration system; these tools enable students to initially register and make changes to their schedules from their home, office, or anywhere they have access to a computer or telephone. Registration policies and procedures are presented in the class schedule. As mentioned earlier in the MATRICULATION PROCESS section of the catalog, all students should adhere to the matriculation process in order to register for classes.

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 a key component of the College Matriculation Plan and is expected of all students who plan to:

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

3. 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. Official transcripts need to be on file in the Admissions & Records office. Students must see a counselor to file a Prerequisite Verification form to clear the prerequisite.

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.

College of the Desert offers an assessment program which uses microcomputers and is available for students to take year-round except for holidays and weekends. The Assessment Center is located in the Academic Skills Center, Building E. To set up an appointment to take the assessment exam, please call (760) 776-7413.

NEW STUDENT ORIENTATION

A key component of the College Matriculation Plan, orientation is a required activity for all new students. The purpose of orientation is to introduce and familiarize students with important college policies, procedures and expectations. Prior to the beginning of the fall and spring semesters, 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. Interpret the basic skills assessment;
4. Understand information regarding the college catalog, courses, certificates, Associate of Arts and Science degrees, and transfer requirements;
5. Become aware of the Counseling Center's services and other programs on campus;

6. Recognize the difficulties that may be encountered during the initial weeks of college;

7. Understand the role of the community college.

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.

ADDING & DROPPING COURSES

Students have the ability to adjust their class schedule as needed via WebAdvisor, the telephone registration system, or notification to the Admissions & Records office, provided that they adhere to all registration deadlines as published each semester in the Schedule of Classes. A change of a student's class schedule can include 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.

WITHDRAWALS AND GRADE RESPONSIBILITY

Students are expected to plan their schedule carefully with the aid and approval of the advisor and endeavor to maintain that schedule 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 any changes made via the Web Advisor, the telephone registration system, or notification to the Admissions and Records Office. If a student fails to drop or withdraw from a course by the established deadlines, the student may receive an "F" grade for that course. To assure transactions are correct, College of the Desert recommends that students print out a class schedule after completing registration and/or after adding or dropping a course.

The designated student grade responsibility date shall occur at the 75 percent point of a semester or session. 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 documented 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 documented 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.

Extenuating circumstance 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 plus at least two hours of study outside of class 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 to a maximum of 19 units. During the summer term, students may be limited to 7 units.

Students who wish to obtain a variance from the above unit limitations should contact the Counseling Center to submit a petition for unit overload. Prior to receiving approval, students will be required to meet with the Dean of Student Support Programs & Services or the dean's designated representative to discuss the student's prior academic performance and their reasons for requesting a unit overload.

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.

STUDENTS WITH MINIMUM UNIT REQUIREMENTS

<u>Category</u>	<u>Minimum Units</u>
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 www.collegeofthedesert.edu/Students/ClassSchedule for the online schedule.

TRANSCRIPTS

An official transcript of a student's record may be obtained from the Admissions Office by completing an online request form. To access this form, please visit the COD website at www.collegeofthedesert.edu and go to WebAdvisor, then click TRANSCRIPT REQUEST. Please allow 7 – 10 days for processing.

Sealed transcripts sent directly from the College to the destination requested by the student are considered official. Unsealed transcripts given to the student are not official. Students may request an official transcript for their records via the web.

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 residency should be directed to the Admissions and Records Office.

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

 - a. Members of the military who are on active duty assigned to California, their spouse and dependent children.
 - b. 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 non-resident 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. Apprentice students.
 - c. 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. International Student Insurance:** College policy requires all international students on the F-1 visa to purchase the COD health insurance plan while they are studying at College of the Desert and/or the Intensive English Academy. COD does not accept any health insurance provider other than the approved college policy; this includes both foreign and domestic policies. Information regarding benefits and costs can be obtained at the International Student Office.
- 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 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 to students who wish to purchase a picture ID.
- 11. Transcript Fee:** An official transcript of a student's record is obtained by completing an online transcript request form. Sealed transcripts sent directly from the College to the destination requested by the student are considered official unless unsealed. There is no charge for the first two official transcripts provided a student orders the transcripts through the Admissions and Records Office (allow minimum of 21 working days).
- 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. Enrollment Verification Fee: Students requesting enrollment verification pay a nominal fee. Enrollment verifications are obtained by completing an online request form. Enrollment verifications requested for the purpose of student loan deferment are fee 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 enrollment fees and health fees is subject to change as mandated by the California Community College Board of Governors and California law.

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 cost. This insurance is required for all foreign students each semester.

REFUND POLICY

Requests for refunds are accepted at the Admissions and Records Office until the deadline indicated in the class schedule. Refunds are authorized only after a refund application is submitted within the prescribed time limit. 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 are issued upon request from the student. The request must be filed during the semester in 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 to drop courses and submit refund applications must be met; both are stated in the Class Schedule.

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.

Nonresident 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 day 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 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.

STUDENT LIFE

ACTIVITIES and CLUBS

Through the Student Activities Office, 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. A sample listing of clubs includes:

- Architecture Club
- Business Club
- Crusade For Christ Club
- International Club
- MEChA
- MESA Club
- RotarAct Club

Every club is a part of ASCOD, which meets regularly to discuss activities, projects and problems pertaining to its members. Students will have an opportunity to learn more about starting their own student club or joining an existing one by participating in Club Rush Week, which occurs at the beginning of each semester. For more information, please visit the Student Activities Office located in the Hilb Student Center or call (760) 862-1317.

ASSOCIATED STUDENTS of COD (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. For more information, please visit the Student Activities office located in the Hilb Student Center or call (760) 776-7317.

BOOKSTORE

The College of the Desert Bookstore contains all COD textbooks, whether required or optional. The bookstore also carries school supplies (imprinted and non-imprinted), BarCharts, and reference materials to assist students in their academic endeavors. In addition, College of the Desert clothing and giftware is also available, as well as a wide variety of snacks and sundries. The bookstore accepts all major credit cards, and personal checks for the amount of the purchase with appropriate ID. Gift cards are available for purchase and replenishment. Bookstore hours are listed in the class schedule each semester. The Bookstore is open extended and weekend hours during back to school periods. Students can also order their textbooks at our website www.codesert.bkstr.com.

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 January 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 in the application form.

Or, 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 completing a paper application.

The FAFSA must be submitted and processed 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), renew 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 an URL link to SAR data on the Web, depending on whether or not you provided an email address and all required signatures. After the Financial Aid Office receives your FAFSA data, you may be required to submit additional documents directly to the office - this request 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 application process, students must meet other requirements such as Ability-to-Benefit and Satisfactory Academic Progress (SAP) policy requirements. Contact the Financial Aid Office for further details.

The Financial Aid Office will continue to process files and award students 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 may 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 federal regulation. All money received in the form of Pell Grants and Supplemental Educational Opportunity Grants and/or Stafford and PLUS loans will be subject to repayment requirements.

Types of Financial Aid Programs Available at COD

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

Pell Grants - The Federal Pell Grant is free grant assistance that does not have to be repaid. These grants are available to assist students in meeting educational costs. Federal Pell Grants are targeted to students with very high financial need. Even if you do not qualify for a Pell Grant, you may be eligible for other forms of financial aid.

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 Enrollment Fee Waiver (BOG) - State fee 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 Opportunities Programs and Services (EOPS) - Funded by the State of California, this program is restricted to low-income, educationally disadvantaged students and may include grants, books 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) - This program provides those students with financial need part-time work to earn money to help pay educational costs. The amount of a FWS award depends on the student's financial need, the amount of other financial aid being received and the availability of FWS funds at College of the Desert. Pay rates may vary, but will not be less than the current minimum wage. Students must be enrolled in a minimum of six (6) units to participate in the FWS program.

Emergency Book Loans - Are available to students at the beginning of each semester for the purchase of books and are repaid by the Pell Grant, other financial aid or employment.

Federal Stafford Loan - This is a loan and must be repaid. Stafford Loans are low-interest loans made to undergraduate students attending accredited schools at least half-time. Eligible expenses covered by Stafford Loans include tuition and fees, books and supplies, transportation, and living allowances.

Federal 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 \$100 to \$2,000 per academic year. Scholarship applicants must not yet have a Bachelor's Degree, must have completed six units at College of the Desert and must be enrolled on at least a half-time basis (6 units or more) in order to be considered for most of the awards.

Applications are available from the Financial Aid Office in February of each year and must be submitted to the Financial Aid Office no later than **April 15**. A partial list of the scholarships, donors or funding that may be awarded by the Financial Aid Office on an annual basis can be found in Chapter I, page 14. Each program has specific eligibility criteria.

FOOD SERVICE

The COD Café offers a variety of food and beverage items for students. The COD Café is located in the Dining Hall Building, located on the south end of campus near the Administration building.

HEALTH SERVICES

The Student Health Services (SHS) Offices are located in the Hilb Student Center. A professional nurse is on duty daily to provide services to students which include health evaluations, first aid, emergency evaluation, health education and consultation, referrals, and intake for making appointments with the College Physician. Vision screening, blood pressure screening, blood glucose and urinalysis for specific illnesses, and throat cultures for

throat infections are also available at the SHS Offices. HIV screening is provided by an outside agency, generally once a semester. Flu vaccine is seasonally available for a fee. TB testing is available weekly and a service charge may be required. The College Physician is available one day a week for treatment of mild illnesses. The College Nurse also processes all COD student accident insurance claims. Information regarding additional student insurance for sickness and accidents is available through the SHS Center offices. Limited services are also extended to the Eastern Valley Campus students.

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.

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.

PARKING

Students parking on the campus must purchase and properly display a College of the Desert 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 on the College website, 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 COD parking permit when parking in any designated blue zone.

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

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 (760) 341-2111.

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 www.collegeofthedesert.edu.

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. Students interested in participating in varsity sports should contact the Athletic Department at (760) 773-2591.

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 of campus

importance. The college offers several plays for student and staff enjoyment in Theatre Too, 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 List Tea for acknowledging academic achievement on the 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 occasional free lectures throughout the year regarding the world of mathematics to challenge students’ thinking.

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, English as a Second Language (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 introductory information about the College.

Through the Tutoring Center, the ASC also provides study skills assistance for any student enrolled in College and offers training for students interested in becoming tutors. Finally, English and ESL faculty are frequently available in the ASC to provide assistance to students in these areas. Organized as a series of labs, the ASC is located in Building E. The hours of operation are listed in the current class schedule.

ASC Language Lab

The Language Lab provides support services in programmed cassette practice, video viewing, and computer-aided instruction so that 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 lab is supervised at varied times by qualified language instructors and is located in the ASC (Building E).

ASC Math Lab

The Math Lab, located in room 7 of the ASC (Building E), primarily supports students who are enrolled in Math 66 and MATH 67 courses. Students enrolled in other math

courses can receive extensive tutorial support through either the Tutoring Center (located in the Mind Shack) or the Math/Science Study Center (located in the Math Building).

ASC Writing Lab

The Writing Lab primarily provides computer-based and tutorial support for students enrolled in English composition courses, but any student who is in need of writing support may enroll in an independent study lab section and use this lab. The lab provides access to computers for word processing, Internet Research, and access to a variety of software programs that teach grammar, punctuation, sentence structure, and paragraph and essay composition. Support staff help students with using computer software, formatting papers, and doing basic Internet research. The Writing Lab is located in room 6 of the ASC (Building E).

Virtual Academic Skills Center

The Virtual Academic Skills Center (VASC) is an index of Web Sites that support reading, writing, ESL, and the writing of research papers. All sites listed in the VASC have been reviewed and recommended by COD faculty. This is a free, web-based service for all COD students and is available 24 hours a day, seven days a week. Go to www.collegeofthedesert.edu/vasc.

TRAINING & DEVELOPMENT

The Training & Development division offers noncredit and not-for-credit programs designed primarily to enhance workforce development, lifelong learning and adult basic education skills.

CENTER FOR TRAINING & 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.

Learning Resources, Student Support Programs & Services

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.

Advanced Transportation Technology and Energy 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) and 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 Sales & Service Excellence

The Institute for Sales & Service Excellence provides training for employees in the retail and hospitality sectors. Entry level training, management seminars and courses for continuing education units are offered through the Institute.

Customer Service Training

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.

WorkPlace Learning Resource Center

Sponsored by the Chancellor's Office Economic & Workforce Development Program, this center specializes in assessing the skills and abilities of employees at local businesses and designing and delivering appropriate workforce training programs to strengthen basic and intermediate skills required to improve employee performance.

Adult Basic 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 (noncredit) for development of necessary skills and knowledge in Adult Basic Education (reading, writing and math), High School Completion, and preparation for the General Education Development Test (GED). No enrollment fees are charged to students taking adult 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 self-paced, independent, student-centered learning. Specifically, instruction is provided in the following areas:

High School Completion

High School Completion is the study of subjects required to obtain a high school diploma. Students completing their required coursework and passing the proficiency exams will receive a high school diploma (Certificate of Secondary Education Completion) issued by College of the Desert.

General Education Development Test (GED)

General Education Development (GED) is the study of social studies, math, reading, writing, and science. Students completing this course of study will be better prepared to take the GED test. The GED certificate (Certificate of Secondary Education Completion/GED) is an alternative to a high school diploma and is accepted by many employers, community colleges, vocational training programs, and governmental agencies.

Basic Skills

Basic Skills is the study of reading, writing, and math. It is designed for adults to learn these skills. Basic Skills students will be better prepared to pursue further education, including GED and High School Completion, or pursue employment opportunities. Students may earn the following certificates of completion:

- Certificate in Reading Completion
- Certificate in Basic Math Completion
- Certificate in Advanced Math Completion
- Certificate in Basic English Completion
- Certificate in Advanced English Completion

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.

Seminars bring together 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.

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 available 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.

INTENSIVE ENGLISH ACADEMY

Students who are in need of additional English training prior to their studies, or just want to improve their language skills, can study at the Intensive English Academy (IEA). The IEA consists of 30 hours per week of instruction and lab work. This fee-based program includes classes in reading, writing, grammar, listening, conversation and TOEFL training (advanced level). Classes are offered from the beginning to advanced level. The IEA course offers both 8-week and 16-week sessions.

More information on our programs or an application can be obtained by visiting our website at www.collegeofthedesert.edu/international, or by contacting our office at:

International Student Office, 43-500 Monterey Avenue, Palm Desert, California, 92260;

by email: cdelgado@collegeofthedesert.edu

by telephone: 001-760-776-7205

or by fax: 001-760-862-1361.

LEARNING COMMUNITIES

A Learning Community involves a common group of students enrolled in a linked group of courses designed to share a common theme or common set of teachers. Together, students have the opportunity to develop a deeper understanding and integration of the material they are learning, as well as more opportunities for interactions with one another and their teachers.

When you register for a Learning Community, you are getting more out of your college experience because these communities engage your interest, intellectually challenge you to think, build a sense of community and contribute to making friends. As a result, you are more likely to progress successfully toward completing your educational goals.

Since Learning Communities often have limited seating, enrollment requires that students obtain an approved signature on a specially prepared registration form from a learning community faculty member or counselor. More specific enrollment instructions can be found in the Schedule of Classes each semester.

Currently, College of the Desert offers two types of Learning Communities: WRAAP and SPECC.

WRAAP

The **Writing, Reading & Academic Advancement Program** (WRAAP) is an innovative new teaching approach geared toward assisting students to enhance their reading and writing skills while also strengthening their study skills. This learning community has two tracks that will link a reading course with a writing course and a student development course that is designed to enhance your time management, study skills, and college transfer knowledge. WRAAP I links English 50, with English 55, Reading 50 and STDV 60 (College Success); while WRAAP II links English 51, with Reading 51 and STDV 53 (Strategies for College Transfer). In addition, participants in WRAAP will receive attention from an assigned counselor and specialized tutoring from a cohort of specially trained tutors. For more information about the WRAAP program, please contact the Communication Division at (760) 773-2572.

SPECC

Strengthening Pre-Collegiate Education in Community Colleges (SPECC) offers an innovative learning communities program which aims at improving student success in basic skills education. Students who enroll in SPECC courses will be in a rich learning environment with collaborative instruction and plenty of opportunities to work closely with their classmates, instructors, an assigned counselor and peer tutors. In the lower levels, SPECC links English, Reading, and Math basic skills courses as well as a College Success course. The English and Reading courses are taught by qualified ESL instructors. SPECC also incorporates student support services, such as tutoring and counseling. In the higher levels, SPECC links pre-collegiate Math with transfer English and General Education courses. For more information about the SPECC Program, please contact the SPECC Office at (760) 862-1364.

LIBRARY

A Unique Collaboration: The Multi-Agency Library

The Multi-Agency Library unites three agencies: the City of Palm Desert, the Riverside County Public Libraries and the College of the Desert in a unique community partnership. Patrons have the opportunity to browse and select materials from both the COD and public library collections. By complementing each other's particular strengths, the public and academic libraries offer a greater variety of materials and services (research materials, community activities, children's programs, and local history information, etc.) to students and other library users.

Library Research Instruction

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 in completing research projects. The library offers research instructional classes to students and faculty and typically teaches nearly 100 such classes during the academic year. Each instructional session is designed with the research level of the students in mind.

The focus of the instruction is on the specific subject-relevant research materials associated with a particular academic program or course.

The Collection

The library currently has over 51,000 volumes and volume equivalents and maintains subscriptions to over 220 newspapers, magazines and academic journals. The library also provides access to electronic databases, accessible in the library and from home and other remote locations. The electronic databases include a wide array of materials such as EBSCOHost (a collection of approximately 2,000 full-text periodicals), NewsBank (a collection of approximately 500 national newspapers), and SIRSI Unicorn, the library's online catalog. The library also maintains a small collection of instructional videotapes and DVDs which may be viewed using the equipment in the library.

McCARTHY FAMILY CHILD DEVELOPMENT & 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) 862-1308.

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 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.

TUTORING CENTER

The Tutoring Center provides tutoring for most courses offered at College of the Desert, with a particular emphasis placed on math and writing skills. Tutoring is primarily offered in scheduled small group sessions, though students in special programs can also receive one-on-one tutoring. Most tutors are COD students who have been recommended and trained by the staff of the Tutoring Center. The Tutoring Center is located in the Mind Shack at the East Annex. Hours of operation are listed in the class schedule each semester.

VIRTUAL VALLEY CENTER for ONLINE CLASSES

College of the Desert offers 42 sections of 28 different courses online. These include Administration of Justice, Computer Information Systems, Computer Graphics, Digital Design and Production, Economics, English, Health, Mathematics, Natural Resources, Programming, Sociology, Spanish, and Web Publishing. See the class schedule for a complete listing.

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, please visit the Desert Online home page at www.desertonline.net or contact Tom Gillman, the Coordinator of the Virtual Valley Center, at tgillman@desertonline.net or call (760) 776-7305.

Learning Resources, Student Support Programs & Services

COD/CSUSB PRE-NURSING PROGRAM

College of the Desert and California State University, San Bernardino, Palm Desert, offer a joint Bachelor's in Nursing program. Students accepted into the CSUSB pre-nursing cohort begin with undergraduate prerequisite courses at College of the Desert, and once admitted to the CSU nursing program, complete nursing and upper division requirements at CSUSB Palm Desert. Students interested in this program should contact the COD Counseling Center at (760) 773-2520.

COD Courses (number of units):

- BI-013 (4)
- BI-014 (5)
- BI-015 (5)
- CH-004 (4)
- CH-005 (4) or CH-006 (2)
- ENG-001A (4)
- HIST-017 or 018 (3)
- MATH-013 (4)
- PS-001 (3)
- PSY-001 (3)
- PSY-003 (3)
- SOC-004 (3)
- SP-004 (3)
- 3 Arts/Humanities Elective (9)

- access to borrow a scientific calculator and/or laptop computer .

Eligible ACES students are also provided with financial aid stipends. For more information about eligibility requirements or to request an application, please visit the TRIO Programs building located in the Central Annex or 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 should come from a migrant family background and be enrolled in 12 semester units. To learn more or to request an application, please call (760) 862-1316.

CALWORKS

College of the Desert students who are also TANF recipients, as identified by the County of Riverside, are eligible to receive specialized services to assist them in achieving their educational goals. These services include book vouchers, work study opportunities, resources for child care and academic support. To learn more about the California Work Opportunity and Responsibility to Kids (CalWORKs) call (760) 862-1343.

STUDENT SUPPORT PROGRAMS & SERVICES

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;
- tutoring services;
- opportunities to attend college tours at four-year colleges and universities;
- opportunities to attend various cultural events and student leadership conferences;

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 (760) 862-1351.

COUNSELING & ADVISING SERVICES

As part of the College's Matriculation plan, all students have the right to receive counseling and advising services. New students will attend orientation and receive counseling assistance to establish an appropriate education plan and register for courses. Continuing students without a selected major will be advised by counselors until they have selected and declared a major. After deciding on a major, students are referred to a faculty advisor within the discipline of study in which the student is majoring. Students who are seeking these services should start by contacting the COD Counseling Center at (760) 773-2520.

COUNSELING CENTER

The primary goal of the Counseling Center is to provide learning opportunities for students to clarify their values and goals, to make decisions, and to develop self-esteem, self-confidence, and self-direction as related to their educational objectives.

Toward this goal, our staff of highly trained and diversely experienced professional counselors are available to assist students with identifying their needs, assessing their strengths, and overcoming barriers. Counselors can assist students in selecting the appropriate programs of study relative to their chosen objectives. Educational objectives may include completion of a vocational program, transfer major to a four-year college or university, enhancement of employment skills, or improvement of basic skills. Services available include:

- Academic, Career, and Personal Counseling
- Development of Student Educational Plans (SEPs)
- New Student Orientation
- Crisis Intervention
- Student Success and Study Skill Development Courses and Workshops
- Information about Campus Resources and Financial Aid

Counseling services are offered to day and evening students. Appointments are encouraged and can be made by telephone or in-person. Counselors are also available on a limited basis for drop-in counseling. To see a counselor or to obtain more information, please visit

the Counseling Center, located in the Administration Building, or call (760) 773-2520.

Counseling Services are also available at the College's Eastern Valley Center. Appointments are required and can be made by calling (760) 776-7200.

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 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.

EOPS & CARE

The Extended Opportunities Programs & Services (EOPS) program is a state funded student services program designed to provide academic, counseling, and financial support to students who are from educationally and financially disadvantaged backgrounds. The EOPS program promotes student success with enrollment assistance, educational planning, tutorial support, and book service. Participation in this program is limited to California residents who are eligible to receive the Board of Governors (BOG) Waiver A or B, are in good academic standing, and are enrolled as a full-time student (12 units per semester).

EOPS-eligible students who are single, head of household CalWORKs recipients may also be eligible to participate in the Cooperative Agencies Resources for Education (CARE) program. In addition to the services mentioned above, the CARE program provides a Meal Program and financial assistance with child care.

For additional information about the EOPS and CARE programs, please visit the EOPS/CARE office located in the Counseling Center (Administration Building) or call (760) 773-2537.

INTERNATIONAL EDUCATION PROGRAM

College of the Desert believes that international students add to the multiculturalism and diversity of our campus. We have an active International Education Program with over 200 international students from 35 different countries studying at our campus. The International Student Office is committed to assisting international students during their studies at the College. We offer extensive services to support international students throughout their studies at COD. Services include orientation, international student counseling, tutoring, university transfer assistance, academic advising, activities, immigration advising and housing assistance. Although there are no dormitories on-campus, this office offers an American Host Family program and assistance in securing off-campus apartments.

More information on our programs or an application can be obtained by visiting our website at www.collegeofthedesert.edu/international, or by contacting our office at:

International Student Office, 43-500 Monterey Avenue, Palm Desert, California, 92260;
by email: cdelgado@collegeofthedesert.edu;
by telephone: 001-760-776-7205;
or by fax: 001-760-862-1361.

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 (South Annex, 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 Math and Science Division. 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 (BOG) and meet other specified criteria. To learn more or to request an application, please call (760) 773-2571.

STUDENT EDUCATION 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. For more information, contact the Counseling Center at (760) 773-2520.

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 are 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, nursing assistant, 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.

TRANSFER CENTER

The Transfer Center provides students and staff with the most current transfer information to help ensure that students experience a smooth transition to four-year colleges and universities. Applications, catalogs, and other resource materials, including Internet access, are available to students who are committed to transfer as well as to those who are exploring the possibility of transfer. Students may talk with a COD counselor and/or meet with admissions advisors from several colleges and universities, including California State University, San Bernardino and University of California, Riverside.

Each fall semester the Transfer Center hosts **College and University Day**, during which representatives from California State University, the University of California and private and independent schools meet with prospective COD 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. For more information, contact the Transfer Center at (760) 776-7356.

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 counseling 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 field trips, a laptop loan program, and financial support. Please visit the TRIO Programs building located in the Central Annex or call (760) 772-2541 to request an application or to get more information.

VETERANS SERVICES

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, 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. The Veterans Office is located in the Admissions & Records office in Building C. For more information please call (760) 773-2536.

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 are 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 division dean prior to the student's enrollment in the challenged course.

Challenges shall be resolved by the division dean 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.

Students who are seeking to challenge a course prerequisite or corequisite are encouraged to consult with a counselor in COD Counseling Center to receive guidance on the validity of a challenge prior to it being submitted.

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 plus at least two hours of study outside of class 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

All students are expected to complete a final examination for all their registered courses as assigned by their instructor. 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. Students who are in need of special accommodations should arrange this with their instructor well in advance of taking the final exam. Students who miss a final exam due to unforeseen circumstances, such as a sudden illness, should provide documented evidence to the instructor if the student is seeking a make-up exam. Any challenge or exception to this policy must be approved by the Vice President of Student Services or the Vice President’s designated representative.

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

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 graded (A - F) units attempted into all grade points received. *Note:* Do not include the marks of W, I, CR or NC. The following example illustrates the grade point average calculation.

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)	

Course	Units	Grade	<u>Grade Points</u>	
			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>
<u>TOTALS</u>	<u>15</u>			<u>47</u>

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 by the instructor when the instructor and student mutually determine that the 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 CHANGE POLICY

The College adheres to the following policy and procedures for issuing and changing grades.

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 in the absence of demonstrated error, fraud, bad faith, or incompetence, only the course instructor has legal authority to change a final grade.
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 (excluding summer). 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: The student meets with the instructor. 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 dean 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 dean 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 dean 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 dean 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 dean and instructor. The Vice President of Instruction shall meet with the instructor, dean 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 dean, 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 dean 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/her 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

Dean's 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 "Dean's 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:

Honor	Cumulative GPA
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 an important part of the Follow-Up component of the College's MATRICULATION PROCESS and are designed to assist students in making progress toward realistic academic, career, and personal goals.

Standards for Probation

ACADEMIC PROBATION occurs after a student has attempted at least twelve (12) units, as shown by the official academic record, and has earned a grade point average (GPA) below 2.0 for all units graded according to the established College grading scale.

PROGRESS PROBATION occurs after a student has attempted at least twelve (12) units, as shown by the official academic record, and has earned a grade of "W," "I" and/or "NC" in fifty percent (50%) or more of all units attempted.

Students can be placed on both academic and progress probation simultaneously. A student will be subject to disqualification if the student remains on probation for three consecutive semesters

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 of their probationary status 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 required to receive counseling services, including the regulation and monitoring 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 shall be removed from probation when the student's accumulated grade point average reaches 2.0 or higher.

A student on progress probation shall be removed from probation when the percent of units with an earned grade of "W," "I" and/or "NC" drops below fifty percent (50%).

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 documented evidence provided by the student. Requests for appeal shall be submitted in writing to the COD Counseling Center and it will be reviewed by the Dean of Student Support Programs & Services or the Dean's designated representative. Disqualified students who register for classes without prior approval from the Dean will be administratively dropped from classes.

Reinstatement

A disqualified 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 and may be required to participate in periodic monitoring of their academic progress and/or take an assigned student development course. 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 Regulations 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 the Academic Regulations Committee review.

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 his 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 his designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or his 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 the student, or the student accepts an unfavorable decision by the Superintendent/President, he/she shall have the right to submit a written statement of objections which shall become part of the student's 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 that students attend the first class meeting of any course for which they register 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, it is the student's responsibility to re-register into the class via the telephone registration system, WebAdvisor, or by contacting the Admissions and Records Office. Additionally, students will only be allowed to re-register if the class has space available and if they meet the registration deadlines as established in the Schedule of Classes.

PLEASE NOTE: Students are held accountable for every course in which they are registered and are responsible for their own class schedule and any changes made via the telephone registration system, WebAdvisor or notification to the Admissions and Record Office. If a student fails to drop or withdraw from a course by the established deadlines, the student may receive a grade of "F" for all courses.

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 at this time.

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.
- Right to request an appropriate accommodation to facilitate participation in class and campus activities.
- 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) 862-1329

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, or 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 from 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.

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.

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: 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 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.

RESPONSIBLE DISTRICT OFFICER

The Desert Community College District has identified the 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 the Vice President, Human Resources and Employee Relations. The Office of Human Resources is located in the south modular building adjacent to the Bookstore. The phone number is (760) 773-2529.

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 política 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.

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: 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.

EL FUNCIONARIO DEL DISTRITO RESPONSABLE

Desert Community College District ha identificado y nombrado, para el State Chancellor y para el público, al doctor 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.

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 page 50 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.

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.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedures.

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, ASCOD Office, and online.

RANGE OF STUDENT DISCIPLINARY SANCTIONS

Consequences of violating the student Code of Conduct may include one or more of the following actions.

- 1. Verbal Reprimand/Warning** - An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A record of the fact that a verbal reprimand has been issued may be retained as part of a student's record for a period up to one year and is considered in the event of future violations of the standards of student conduct during the period of retention.
- 2. Written Reprimand/Warning** - Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. This formal reprimand may become part of a student's permanent record and is considered in the event of future violations of the standards of student conduct.
- 3. Restitution** - Reimbursement for damage to or misappropriation of property. This may take the form of requiring appropriate service or other compensation.
- 4. Disciplinary Probation** - Disciplinary action is monitored for a period less than a semester with student assigned duties supervised by a faculty or administrative mentor to correct conduct violation. Successful completion of the assigned duties within the defined time limits warrants removal of discipline status. Assigned duties that are incomplete/unsatisfactory within the defined time warrants advanced disciplinary sanctions.
- 5. Removal from Class** - The exclusion of a student by the instructor from class for the day of the removal and the next class meeting for a maximum period of two consecutive class sessions (Education Code Section 76032)
- 6. Short-term Suspension** - Exclusion of the student by a college president for good cause from one or more classes for a period up to ten consecutive days of instruction.
- 7. Long-term Suspension** - Exclusion of the student by a college president for good cause from one or more classes for the remainder of the college term, or from all classes and activities of the college for one or more terms.
- 8. Immediate Interim Suspension** - The college president may order immediate suspension of a student where the president concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the right to an opportunity for a hearing will be afforded to the student within ten (10) days. (Education Code Section 66017)
- 9. Removal from Facility** - The involuntary removal of a student by an administrator from a District or College facility, or facility under the control of the District or College, for a maximum period of two consecutive days/class session(s).
- 10. Withdrawal of Consent to Remain on Campus** - Withdrawal of consent by the President or President's designee for a student or other person to remain on a College campus where the College President has reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus. Violation of this withdrawal during the designated time is a misdemeanor subject to arrest (California Penal Code, Section 626.4).
- 11. Expulsion** - Termination of a student's right and privileges, noted in student's file. The involuntary removal of a student from the District and all District programs for one or more terms, or permanently, by action of the Board of Trustees (Education Code Section 72122).

STUDENT GRIEVANCE POLICY AND PROCEDURES

Purpose

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected their status or their rights as a student as outlined in the college catalog.

There are two parts to this process. The informal process attempts to seek positive resolution for all parties involved. Only those directly involved plus any appropriate administrator will be present. The formal process may include appropriate representation for all parties involved.

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, and/or the Vice President of Student Services or his/her designee.

Time Limits

The president or 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.

Informal Procedure

- A. The student shall first discuss the matter with the faculty/staff member in question. If however, the student cannot discuss the matter with the faculty/staff member or if the student is not satisfied with the discussion, he/she may proceed with the informal grievance process. A student must begin the grievance procedure within five (5) days from the date of the alleged grievance. The informal procedure must precede the formal procedure. The student may choose to terminate the grievance at any time during the informal procedure. A grievance filed within thirty (30) days of the end of the semester will be deferred until the following semester.
- B. The informal procedure shall be completed within ten (10) days of reporting of the original complaint. It is the student's responsibility to describe to the parties

involved the nature of the grievance so that involved parties understand that the grievance procedure has been initiated.

- C. An informal meeting will be held by the student and appropriate college staff. The purpose of the meeting is to identify the perceived violation of the student's rights and to develop a resolution that is of mutual satisfaction to all parties involved. The student shall then discuss and attempt to resolve the matter with the faculty, the person's immediate supervisor or the administrator. If the student is satisfied with the outcome of the informal meeting, the process could end.

Formal Procedure: Filing Statement of Student Grievance

- A. If the student is not satisfied with the outcome of the informal procedure, a formal written grievance may be filed within ten (10) days of the decision of the informal procedure. The student will bring the matter to the attention of the Vice-President of Student Services, or a designee, by filing a Student Statement of Grievance Form within ten (10) days of the final meeting of the informal procedure. (Grievance Forms are available at the offices of the Vice-President of Student Services, Division Deans, and Counselors.) The student may choose to terminate the grievance at any time during the formal procedure.
- B. If the faculty member is not satisfied with the outcome of the informal procedure, he/she may follow process in Collective Bargaining CTA agreement and CODAA agreements.
- C. A summary of the outcomes of the informal process will be prepared by the faculty or the immediate supervisor and forwarded to the Vice-President of Student Services.
- D. The Vice President of Student Services or designee shall investigate the nature of the grievance including meeting with the parties involved and possible witnesses for each, clarification of the perceived violation of rights and investigation of college policies that may or may not have been followed.
- E. The Vice President of Student Services, or designee, after conferring with student may determine that the grievance can be resolved by an informal procedure within ten (10) days. If the student isn't satisfied with the outcome of informal procedure, student may still request a formal hearing.

- F.** The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:
- The statement contains facts which would constitute a grievance under these procedures;
 - The grievant is a student as defined in these procedures;
 - The grievant is personally and directly affected by the alleged grievance;
 - The grievance was filed in a timely manner;
 - The grievance is not frivolous, without foundation, or filed for purposes of harassment.
- G.** The Vice President of Student Services will, at that point, distribute the appropriate documents to appropriate parties regarding request for formal hearing.
- H.** A formal hearing will consist of the student, and if appropriate, his/her on-campus advocate, the party or parties being grieved and his/her on-campus advocate, the Vice President of Student Services or designee, supervisor 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 the formal hearing are not satisfactory to the student, within ten (10) days of receiving that decision, the student desiring further appeal shall go to the College President, who shall then render a decision within ten (10) days.
- I.** At the completion of the investigation the Vice-President of Student Services shall meet with the parties involved in an attempt to resolve the matter. A copy of the entire investigation file and formal resolutions will be given to the parties involved (faculty and student) upon request.
- J.** Either of the involved parties may appeal the formal resolution to the College President if agreement cannot be reached. Each party has ten (10) days to file this appeal.
- K.** Further action may be taken to the Board of Trustees within thirty (30) days of the President's decision, if either party is not satisfied. The board's decision will be final.

Request for Student Grievance Hearing

Any request for a Student Grievance Hearing shall be filed on a Request for a Student Grievance Hearing within twenty (20) days after filing the Student Statement of Grievance form as described above.

For specific details and further information of the Hearing process and procedures, please contact the Office of the Vice President, Student Services.

STUDENT RIGHT-TO-KNOW DISCLOSURE

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the Desert Community College District to make available its completion and transfer rates to all current and prospective students.

Beginning in Fall 2002, all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period, and the completion and transfer rates of this group are listed below. This is a very narrowly defined group and does not reflect all transfer students. These rates do not represent the success rates of the entire student population at College of the Desert, nor do they account for all student outcomes occurring during and after this three-year tracking period.

Based upon the group defined above, 37.5% attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 2002 to Spring 2005). Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the group defined above, 39.1% transferred to another postsecondary institution (CSU, UC, private college, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period (Spring 2003 to Spring 2005).

These percentages compare favorably with percentages of community colleges similar in size to College of the Desert. More information about Student-Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges "Student Right-to-Know" Website located at: www.cccco.edu/divisions/tris/mis/srtk.htm.

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 (certificate programs are approximately one year in length, with students 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.

TWO TYPES OF ASSOCIATE DEGREES

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 for 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. A minimum of 60 transferable units are required for upper division transfer.

Option 1: Students preparing to transfer to the California State University (CSU) may follow the General Education requirements outlined in the CSU Certification pattern. This pattern is identified as Option 1 in the list of requirements for Transfer Degree programs.

Option 2: Student preparing to transfer to the University of California (UC) system or the CSU may follow the Intersegmental General Education Transfer Curriculum (IGETC). This pattern is identified as Option 2 in the list of requirements for Transfer Degree programs. See your counselor or faculty advisor for exceptions.

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

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 of not less than 2.0 ("C" average) for coursework taken at College of the Desert. In addition, a student must have a minimum overall grade point average of not less than 2.0 ("C" average) including units from COD and courses attempted at all accredited colleges attended. At least 12 units must be earned at College of the Desert. 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.

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 approve 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.

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.

60 Occupational/Vocational Degrees: General Education Requirements

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-001	Descriptive Astronomy	(3)
A-001L	Descriptive Astronomy Lab	(1)
AGEH-001	Ornamental Horticulture	(3)
AGEH-001L	Ornamental Horticulture Lab	(1)
AGPS-002	Entomology-Gen/App	(4)
AGPS-005	Plant Science	(3)
AGPS-005L	Plant Science Lab	(1)
ANTH-001	Intro/Physical Anthropology	(3)
BI-004	Elements of Biology	(4)
BI-005	Molecular and Cell Biology	(5)
BI-006	Biology of Organisms	(5)
BI-010	Women's Health	(3)
BI-012	Biology of Cancer	(3)
BI-013	Human Anatomy & Physiology I	(4)
BI-014	Human Anatomy & Physiology II	(5)
BI-015	General Microbiology	(5)
BI-021	Anatomy & Physiology	(4)
CH-001A,1B	General Chemistry	(5)(5)
CH-003	Intro Gen Chemistry	(4)
CH-004	Fund of 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-008	Geol of Natl Parks&Mon	(3)
G-010	The Earth Sciences	(4)
GEOG-001	Physical Geography	(3)
GEOG-001L	Physical Geography Lab	(1)
NR-001	Cons Natural Resources	(3)
NR-001L	Cons Natr Resourc Lab	(1)
PH-001	Introductory Physics	(4)
PH-002A,2B	College Physics	(4)(4)
PH-004A,4B	Engineering Physics	(5)(5)
PH-006A	Electric Circuits	(4)
PH-017	Intro to Meteorology	(3)

C2. Social and Behavioral Sciences

(3 units minimum) selected from the following:

AJ-001	Intro to Admin of Justice	(3)
ANTH-002	Cultural Anthropology	(3)
ANTH-003	Archeology, Intro to Prehistory	(3)
ANTH-004	Prehist/Ethnog SoCal Indians	(3)
ECON-001	Prin of Macroeconomics	(3)
ECON-002	Prin of Microeconomics	(3)
ECON-011	Internat'l Econ Relations	(3)
ECON-012	Economic Princ. & Appl.	(3)
GEOG-002	Cultural Geography	(3)
GEOG-007	Regional Geography	(3)
HE-001	Pers & Commun Health	(3)
HEC-013	General Nutrition	(3)
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)
MC-001	Mass Media/Amer Cult.	(3)
PHIL-013	Perspectives Death/Dying	(3)
PS-001	Intro to Government	(3)
PS-002	Intro Comparative Govt	(3)
PS-004	Intro Internat'l Rel	(3)
PSY-001	General Psychology	(3)
PSY-003	Developmental Psych	(3)
PSY-010	Psy Aspects Marr/Family	(3)
PSY-020	Adolescent Psychology	(3)
PSY-023	Psychology of Women	(3)
PSY-033	Personal/Soc Adjustment	(3)
SOC-001	Intro to Sociology	(3)
SOC-002	Social Problems	(3)
SOC-014	Minority Grps in Amer	(3)
SOC-015	Mexican-American Culture	(3)
STDV-012	Life Plan/Persnl Exploration	(3)

Occupational/Vocational Degrees: General Education Requirements 61

C3. Humanities - (3 units minimum)

selected from the following courses:

ART-002A,B	History of Art	(3)(3)
ART-002C	History of Modern Art	(3)
ART-002D	History of Postmodern Art	(3)
ART-003A	Basic Design & Color	(3)
ART-007F	Beginning Raku Ceramics	(30)
ART-010	Intro to Art	(3)
ART-018	Intro to Art & Music	(3)
ART-018A	Beginning Papermaking	(3)
ART-033	History of Photography	(3)
ASL-001,2	Elem Amer Sign Lang	(5)(5)
ASL-001A,B	Elem Amer Sign Lang	(3)(3)
ASL-002A,B	Elem Amer Sign Lang	(3)(3)
ASL-003,4	Intermediate Amer Sign Lang	(4)(4)
DANC-015	History of Dance	(3)
ENG-001B	Comp & Literature	(3)
ENG-010A	American Literature I	(3)
ENG-010B	American Literature II	(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 Lit	(3)
ENG-023	Intro to Autobiography	(3)
ENG-024	Native American Lit	(3)
ENG-025	Intro to the Novel	(3)
ENG-026	The Lesbian, Gay, Bisexual, and Transgender Literary Experience	(3)
ENG-031	Bible as Literature O.T.	(3)
ENG-032	Bible as Literature N.T.	(3)
ENG-035	Myth and Legend	(3)
ENG-036	Children's Literature	(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)
HUM-008	American Music	(3)
HUM-018	Intro to Art & Music	(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	Intermediate Italian	(4)(4)
JPN-001A,B	Elementary Japanese	(3)(3)
JPN-002A,B	Elementary Japanese	(3)(3)

MUS-001	Music Theory I	(4)
MUS-002	Music Theory II	(4)
MUS-003A	Music History & Literature I	(3)
MUS-003B	Music History & Literature II	(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-018	Intro to Art & Music	(3)
MUS-036	Opera Workshop	(2)
PHIL-006	Intro to Philosophy	(3)
PHIL-007	Ideas/Great Philosophers	(3)
PHIL-012	Religions of the World	(3)
PHIL-013	Perspect Death/Dying	(3)
PHIL-014	Intro to Ethics	(3)
PHIL-016	Philosophy/Hispanic World	(3)
PHIL-017	Monotheisms in Conflict	(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	Intermediate Spanish	(4)(4)
TA-001	Intro to Theatre	(3)
TA-002	Acting I	(3)
TA-015	History of Dance	(3)
TA-032	Play Production Tech	(3)
TA-069A,B	Dramatic Literature	(3)(3)

C4. Language and Rationality - (6 units)

a) English Composition (3 units minimum):

ENG-001A	Composition	(4)
ENG-041	Technical/Professional Writ	(3)

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

MATH-001A,1B	Calculus	(5)(5)
MATH-005	Trigonometry	(5)
MATH-010	College Algebra	(4)
MATH-012	Pre-calculus	(5)
MATH-013	Liberal Arts Math	(4)
MATH-014	Statistical Methods	(4)
MATH-040	Intermediate Algebra	(4)
PHIL-010	General Logic	(3)
PHIL-011	Formal Logic	(3)
SOC-003	Fund. of Statistics	(3)
SOC-004	Soc Analysis/Critical Thinking	(3)
SP-001	Intro to Interpersonal Comm	(3)
SP-004	Public Speaking	(3)
SP-005	Group Discussion/Leadership	(3)
SP-007	Decision Mknng/Advocacy	(3)
SP-015	Intercultural Communication	(3)

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

AJ-005A	Multicul Issues/Pub Safety	(3)
ANTH-001	Intro/Physical Anthropology	(3)
ANTH-002	Cultural Anthropology	(3)
ANTH-004	Prehist/Ethnog SoCal Indians	(3)
ARCH-014	History of Architecture I	(3)
ART-002A,B	History of Art	(3)(3)
ART-007F	Beginning Raku Ceramics	(3)
ART-010	Intro to Art	(3)
ART-018A	Beginning Papermaking	(3)
ECON-011	Internat'l Econ Relations	(3)
ENG-001B	Comp & Literature	(3)
ENG-010A,B	American Lit I & II	(3)(3)
ENG-011A,B	Survey of English Lit	(3)(3)
ENG-012A,B	World Literature I & II	(3)(3)
ENG-015	The Short Story	(3)
ENG-018	Intro to Poetry	(3)
ENG-021	Intro to Latin American/Chicano Lit	(3)
ENG-022	Intro to African American Lit	(3)
ENG-024	Native American Lit	(3)
ENG-031	The Bible as Literature O.T.	(3)
ENG-032	The Bible as Literature N.T.	(3)
ENG-035	Myth & Legend	(3)
GEOG-002	Cultural Geography	(3)
HE-001	Pers & Comm Health	(3)
HIST-003	Hist of World Civilization I	(3)
HIST-004	Hist of World Civilization II	(3)
MC-001	Mass Media/Amer Culture	(3)
MUS-005	History of Rock 'n' Roll	(3)
MUS-008	American Music	(3)
PHIL-006	Intro to Philosophy	(3)
PHIL-007	Ideas/Great Philosophers	(3)
PHIL-012	Religions of the World	(3)
PHIL-013	Perspect on Death&Dying	(3)
PHIL-014	Intro to Ethics	(3)
PHIL-016	Phil of the Hispanic World	(3)
PHIL-017	Monotheisms in Conflict	(3)
PS-004	Intro to Internat'l Relations	(3)
PSY-001	General Psychology	(3)
PSY-010	Psychological Aspects of Marriage & Family	(3)
PSY-012	Human Sexuality	(3)
PSY-023	Psychology of Women	(3)
SOC-001	Intro to Sociology	(3)
SOC-002	Social Problems	(3)
SOC-004	Sociological Analysis & Critical Thinking	(3)
SOC-014	Minority Grps in America	(3)
SOC-015	Mexican-American Culture	(3)

SP-001	Intro/Interpersonal Comm	(3)
SP-002	Oral Interpretation of Literature	(3)
SP-015	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.

CONSULT DEGREE AND CERTIFICATE PROGRAMS FOR SPECIFIC DEGREE REQUIREMENTS -- INCLUDING MAJOR REQUIREMENTS AND GENERAL EDUCATION COURSES. PLEASE ALSO CHECK WITH YOUR FACULTY ADVISOR/ COUNSELOR FOR POSSIBLE CHANGES IN AA/AS DEGREE REQUIREMENTS.

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 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 or counselor.

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 60 transferable units with a minimum of a 2.0 transfer grade point average. Within the 60 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.

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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.

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 COD counselor to learn more about TAA options and opportunities and complete a Student Education Plan for transfer.

LOWER-DIVISION TRANSFER PATTERNS (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor’s degree in the CSU system. The LDTP project provides a set of “road maps” for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

“Highest priority for admission” is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus’s ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and

campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student.

Through CSUMentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.

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.

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.

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, and 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 with a grade of "C" or better one of the following courses: ENG 1A, ENG 41, or the equivalent. Students planning to transfer are required to complete the IGETC English Communication or CSU Written Communication requirements.

Mathematics Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree 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. Students planning to transfer are required to complete the IGETC Mathematical Concepts and Quantitative Reasoning or CSU Mathematics requirements.

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.** Completion of area 1C (CSU) and/or area 6A (UC) must be completed for certification. Documentation of meeting this requirement must be on file in Admissions and Records Office prior to granting certification. 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: "+" indicates that transfer credit is 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/counselor, for specific information.

Note: "*" indicates that a single course, even though listed in more than one area, can only be used to satisfy one requirement.

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)
PSY-012	Human Sexuality	(3)

4-H. Political Science, Gov't, & Legal Institutions

PS-001(7)	Intro to Government	(3)
PS-002	Intro Comparative Govt	(3)
PS-004	Intro Internat'l Rel	(3)

4-I. Psychology

PSY-001	General Psychology	(3)
PSY-003	Developmental Psychology	(3)
PSY-023	Psychology of Women	(3)

4-J. Sociology & Criminology

SOC-001	Intro to Sociology	(3)
SOC-002	Social Problems	(3)
SOC-014	Minority Grps in Amer	(3)
SOC-015	Mexican-American Culture	(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 Science

A-001	Descriptive Astronomy	(3)
A-001L	Desc. Astronomy Lab	(1)
CH-001A	General Chemistry	(5)
CH-001B	General Chemistry	(5)
CH-003+	Intro Gen Chemistry	(4)

CH-005+	Bio-Organic Chemistry	(4)
CH-010A+	Organic Chemistry	(5)
CH-010B+	Organic Chemistry	(5)
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+	Introductory Physics	(4)
PH-002A+	College Physics	(4)
PH-002B+	College Physics	(4)
PH-004A+	Engineering Physics	(5)
PH-004B+	Engineering Physics	(5)
PH-017	Intro to Meteorology	(3)

5-B. Biological Science

AGPS-002	Entomology-Gen/App	(4)
AGPS-005	Plant Science	(3)
AGPS-005L	Plant Science Lab	(1)
ANTH-001	Intro/Physical Anthropology	(3)
BI-004+	Elements of Biology	(4)
BI-005	Molecular and Cell Biology	(5)
BI-006	Biology of Organisms	(5)
BI-013+	Human Anatomy & Physiology I	(4)
BI-014+	Human Anatomy & Physiology II	(5)
BI-015	General Microbiology	(5)
BI-021+	Anatomy & Physiology	(4)
NR-001	Cons Natural Resources	(3)
NR-001L	Cons Natrl Resources Lab	(1)

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. SPAN 1, or 1B, or higher.

ASL-001	Elem American Sign Language	(5)
ASL-001B	Elem American Sign Language	(3)
ASL-002*	Elem American Sign Language	(5)
ASL-002A,B	Elem American Sign Language	(3)(3)
ASL-003*	Interm American Sign Language	(4)
ASL-004*	Interm American Sign Language	(4)
FR -001	Elementary French	(5)
FR-001B	Elementary French	(3)
FR -002*	Elementary French	(5)
FR-002A*,B*	Elementary French	(3)(3)
FR-003*	Intermediate French	(4)
FR-004*	Intermediate French	(4)

**68 IGETC INTERSEGMENTAL
GENERAL EDUCATION
TRANSFER CURRICULUM FOR UC AND CSU**

GER-001	Elementary German	(5)
GER-001B	Elementary German	(3)
GER-002*	Elementary German	(5)
GER-002A*,B*	Elementary German	(3)(3)
ITAL-001	Elementary Italian	(5)
ITAL-001B	Elementary Italian	(3)
ITAL-002*	Elementary Italian	(5)
ITAL-002A*,B*	Elementary Italian	(3)(3)
ITAL-003*	Intermediate Italian	(4)
ITAL-004*	Intermediate Italian	(4)
JPN-001B	Elementary Japanese	(3)
JPN-002A*,B	Elementary Japanese	(3)(3)
SPAN-001	Elementary Spanish	(5)
SPAN-001B	Elementary Spanish	(3)
SPAN-002*	Elementary Spanish	(5)
SPAN-002A*,B*	Elementary Spanish	(3)(3)
SPAN-003*	Intermediate Spanish	(4)
SPAN-004*	Intermediate Spanish	(4)

† Transfer credit limitation - see counselor for details.

* Courses listed in more than one area shall not be certified in more than one area.

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.
8. See IGETC Handout.
9. **See degree and graduation requirements in addition to General Education requirements. Also see COD's physical education requirement for an A.S. or A.A. degree, and English, reading, and math minimum competencies.**

**CSU General Education
Certification Course Pattern**

**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 (next page) *or* the IGETC (page 66), *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 74-75.

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.

Review all requirements that pertain to you 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 or counselor.)

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). AP Government credit does not fulfill this requirement at CSU.

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. This course pattern also satisfies COD's General Education 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 Interpersonal Communication	(3)
SP-004	Public Speaking	(3)
SP-005	Group Discussion & Leadership	(3)
SP-015	Intercultural Communication	(3)

A-2. WRITTEN COMMUNICATION

ENG-001A	Composition	(4)
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A-3. CRITICAL THINKING

PHIL-010	General Logic	(3)
PHIL-011	Formal Logic	(3)
SOC-004	Soc Analysis/Critical 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 SCIENCE

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)
CH-010A,B	Organic Chemistry	(5)(5)
G-001	Physical Geology	(4)
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	Introductory Physics	(4)
PH-002A,2B	College Physics	(4)(4)
PH-004A,4B	Engineering Physics	(5)(5)
PH-017	Intro to Meteorology	(3)

B-2. LIFE SCIENCE

AGEH-001	Horticulture	(3)
AGEH-001L	Horticulture Lab	(1)
AGPS-002	Entomology-Gen/App	(4)
AGPS-005	Plant Science	(3)
AGPS-005L	Plant Science Lab	(1)
ANTH-001	Intro/Physical Anthropology	(3)
BI-004	Elements of Biology	(4)
BI-005	Molecular and Cell Biology	(5)
BI-006	Biology of Organisms	(5)
BI-013	Human Anatomy & Physiology I	(4)
BI-014	Human Anatomy & Physiology II	(5)
BI-015	General Microbiology	(5)
BI-021	Anatomy & Physiology	(4)
NR-001	Cons Natural Resources	(3)
NR-001L	Cons Natr Resourc Lab	(1)

B-3. LABORATORY ACTIVITY

(One course in either B-1 or B-2 must include a laboratory.)

B-4. MATHEMATICS/QUANTITATIVE REASONING

MATH-001A	Calculus	(5)
MATH-001B	Calculus	(5)
MATH-002A	Multivariate Calculus	(5)
MATH-002B	Linear Algebra	(4)
MATH-002C	Ordinary Differential Equations	(4)
MATH-005	Trigonometry	(5)
MATH-010	College Algebra	(4)

MATH-012	Pre-calculus	(5)	ENG-022	Intro African-Amer Literature	(3)
MATH-013	Liberal Arts Math	(4)	ENG-023	Intro to the Autobiography	(3)
MATH-014	Statistical Methods	(4)	ENG-024	Native American Literature	(3)
SOC-003	Fund Statistics	(3)	ENG-025	Intro to the Novel	(3)
C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE			ENG-031	Bible as Literature O.T.	(3)
Nine (9) units minimum; one course must be in the ARTS & one in the HUMANITIES			ENG-032	Bible as Literature N.T.	(3)
C-1. ARTS (Art, Dance, Music, Theatre)			ENG-035	Myth and Legend	(3)
ARCH-014	History of Architecture	(3)	ENG-036	Children's Literature	(3)
ART-002A,B	History of Art	(3)(3)	FR-001,2	Elementary French	(5)(5)
ART-002C	History of Modern Art	(3)	FR-001A,1B	Elementary French	(3)(3)
ART-002D	History of Postmodern Art	(3)	FR-002A,2B	Elementary French	(3)(3)
ART-003A	Basic Design /Color	(3)	FR-003,4	Intermediate French	(4)(4)
ART-010	Intro to Art	(3)	GER-001,2	Elementary German	(5)(5)
ART-018	Intro to Art & Music	(3)	GER-001A,B	Elementary German	(3)(3)
ART-033	History of Photography	(3)	GER-002A,B	Elementary German	(3)(3)
DANC-010	Intro to Choreography	(2)	ITAL-001,2	Elementary Italian	(5)(5)
DANC-015	History of Dance	(3)	ITAL-001A,B	Elementary Italian	(3)(3)
HUM-008	American Music	(3)	ITAL-002A,B	Elementary Italian	(3)(3)
HUM-018	Intro to Art & Music	(3)	ITAL-003,4	Intermediate Italian	(4)(4)
MUS-003A	Music History & Literature I	(3)	JPN-001A,B	Elementary Japanese	(3)(3)
MUS-003B	Music History & Literature II	(3)	JPN-002A,B	Elementary Japanese	(3)(3)
MUS-005	History of Rock 'n' Roll	(3)	PHIL-006	Intro to Philosophy	(3)
MUS-008	American Music	(3)	PHIL-007	Ideas/Great Philosophers	(3)
MUS-010	Intro to Music	(3)	PHIL-012	Religions of the World	(3)
MUS-012	Fundamentals of Music	(3)	PHIL-013	Perspect Death/Dying	(3)
MUS-018	Intro to Art & Music	(3)	PHIL-014	Intro to Ethics	(3)
PE-015	Intro to Choreography	(2)	PHIL-016	Philosophy/Hispanic World	(3)
TA-001	Intro to Theatre	(3)	PHIL-017	Monotheisms In Conflict	(3)
TA-002	Acting I	(3)	SPAN-001,2	Elementary Spanish	(5)(5)
TA-011	Intro to Choreography	(2)	SPAN-001A,B	Elementary Spanish	(3)(3)
TA-015	History of Dance	(3)	SPAN-002A,B	Elementary Spanish	(3)(3)
C-2. HUMANITIES (Literature, Philosophy, Foreign Language)			SPAN-003,4	Intermediate Spanish	(4)(4)
ASL-001,2	Elementary Amer Sign Lang	(5)(5)	TA-069A,B	Dramatic Literature	(3)(3)
ASL-001A,B	Elementary Amer Sign Lang	(3)(3)	D. SOCIAL, POLITICAL, & ECONOMIC INSTITUTIONS & BEHAVIOR; HISTORICAL BACKGROUND: Nine (9) units minimum, with courses taken in at least two disciplines.		
ASL-002A,B	Elementary Amer Sign Lang	(3)(3)	<i>Note: The "American Institutions" requirement may be satisfied by taking either HIST 17 or 18, plus PS 1. AP Government credit does not count toward this requirement.</i>		
ASL-003,4	Intermediate Amer Sign Lang	(4)(4)	D-0. SOCIOLOGY & CRIMINOLOGY		
ENG-001B	Comp & Literature	(3)	AJ-001	Intro Admin of Justice	(3)
ENG-010A,B	American Literature	(3)(3)	SOC-001	Intro to Sociology	(3)
ENG-011A,B	Surv of English Lit	(3)(3)	SOC-002	Social Problems	(3)
ENG-012A	World Literature I	(3)	SOC-014	Minority Grps in Amer	(3)
ENG-012B	World Literature II	(3)	SOC-015	Mexican-American Culture	(3)
ENG-014	Shakespeare	(3)	D-1. ANTHROPOLOGY & ARCHAEOLOGY		
ENG-015	The Short Story	(3)	ANTH-002	Cultural Anthropology	(3)
ENG-016	Literature of the Desert	(3)	ANTH-003	Archaeology, Intro to Prehistory	(3)
ENG-017	Women in Literature	(3)			
ENG-018	Introduction to Poetry	(3)			
ENG-021	Intro Latin-Amer/Chicano Lit	(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)
SOC-015	Mexican-American Culture	(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)
PSY-012	Human Sexuality	(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)
STDV-012	Career/Life Plan & Pers Explor	(3)

California Articulation Number System

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 + Intermediate 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 5	Molecular and Cell Biology
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 1B+1C+5	Prin. of Biology: Molecular/Cell + Zoology + Botany
CAN BIOL SEQ B	BI 13+14	Human Anatomy + Human Physiology
CAN BUS 2	BUAC 1A+1B	Financial Accounting I & II
CAN BUS 4	BUAC 1C	Management Accounting
CAN BUS 8	BUMA 20A	Business Law
CAN BUS SEQ A	BUAC 1A+1B+1C	Financial Accounting I & II + Management Acctg.
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	Elementary French
CAN FREN 4	FR 2 or 2A+2B	Elementary French
CAN FREN 8	FR 3	Intermediate French

CAN COURSES

COLLEGE OF THE DESERT COURSES

CAN FREN 10	FR 4	Intermediate French
CAN FREN SEQ A	FR 1 or 1AB + 2 or 2AB	Elementary + Elementary 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

MAJOR/DEPARTMENT	CERTIFICATE	NON-TRANSFER DEGREE	TRANSFER DEGREE	Page
Administration of Justice	C	A.S.	A.S.	76
Adult Basic Education				77
Secondary Education Completion/High School Diploma	C			78
Secondary Education Completion/GED	C			78
Reading Completion	C			78
Basic Math Completion	C			78
Advanced Math Completion	C			78
Basic English Completion	C			78
Advanced English Completion	C			78
Agriculture				79
Agri-Business		A.S.	A.S.	79
Agriculture, General		A.S.		80
Environmental Horticulture	C	A.S.	A.S.	80
Natural Resources		A.S.	A.S.	81
Natural Resources - Desert Naturalist	C			82
Natural Resources - Field Ranger	C			82
Plant Science		A.S.		82
Turfgrass Management	C	A.S.		83
Air Conditioning /HVAC	C	A.S.		84
Architecture/Environmental Design				85
Architectural Technology	C	A.S.		85
Architecture			A.S.	85
Building Inspection Technology	C			86
Construction Management	C	A.S.	A.S.	86
Art			A.A.	87
Automotive Technology				88
Automotive Air Conditioning	C			88
Standard Transmissions	C			88
Suspension and Alignment	C			88
Advanced Transportation Technologies		A.S.		89
Automotive Alternate Fuels Technician	C			89
Automotive Electrical Technician	C			89
Automotive Performance/Emission Control	C			89
Business				90
Accounting	C			90
Business Administration			A.A.	91
Computer Information Systems	C	A.A.		92
Computer Science			A.A.	93
Economics			A.A.	93
General Business		A.A.		94
Golf Management	C	A.A.		95
Hotel and Restaurant Management			A.A.	96
Supervision & Management	C	A.A.		96
Culinary Arts				97
Basic Culinary Arts	C			97
Intermediate Culinary Arts	C			98
Culinary Management	C	A.A.		98
Digital Design and Production	C	A.A.		98
Disabled Students Programs and Services				99
Drafting/CAD	C	A.A.		99
Early Childhood Education (ECE)		A.A.		100
Associate Teacher	C			101
Early Childhood Education-Teacher	C			101
Early Childhood Education-Master Teacher	C			101

MAJOR/DEPARTMENT	CERTIFICATE	NON- TRANSFER DEGREE	TRANSFER DEGREE	Page
English				102
Composition			A.A.	102
Literature			A.A.	103
English as a Second Language (el ingles como segundo idioma)				103
Credit program				103
English Proficiency: Life & Work Skills	C			104
Academic English	C			104
Fire Technology	C	A.S.		104
Foreign Language				105
French, Italian, Spanish			A.A.	105
Health, Physical Education, and Recreation				106
Physical Education			A.A.	106
Recreation			A.A.	106
Health Sciences				107
Emergency Medical Technician	C			108
Home Health Aide	C			108
Nursing Assistant	C			108
Registered Nursing (ADN)		A.S.		108
Vocational Nursing (VN)	C	A.S.		111
Human Services				113
Alcohol and Drug Studies	C	A.A.		113
Liberal Arts			A.A.	114
Liberal Studies				114
Mass Communication				114
Communication			A.A.	114
Journalism			A.A.	114
Mass Communication			A.A.	115
Mathematics			A.S.	116
Music			A.A.	116
Music Theory	C			116
Music History	C			116
Music Technology	C			116
Nutrition Care: Dietetic Technician		A.A.		117
Sciences - Biological and Physical				117
Biology			A.S.	117
Chemistry			A.S.	119
Environmental Sciences or Natural Resources			A.S.	119
Environmental Studies, Interdepartmental			A.S.	119
Geology			A.S.	120
Physics			A.S.	120
Social Sciences				121
Anthropology			A.A.	121
Geography			A.A.	122
History			A.A.	122
Philosophy			A.A.	122
Political Science			A.A.	123
Psychology			A.A.	123
Social Science			A.A.	123
Sociology			A.A.	123
Speech			A.A.	124
Student Development				124
Theatre Arts			A.A.	124
Work Experience Education				125

76 Administration of Justice

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 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 Svcs	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
AJ	51	PC 832 Training	3
AJ	61	Basic Peace Ofcr. Training-Level III	7
AJ	62	Basic Peace Ofcr. Training-Level II ...	12
AJ	63	Basic Peace Ofcr. Training-Level I .	16.5
Elective Subtotal			12
CERTIFICATE TOTAL			27

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

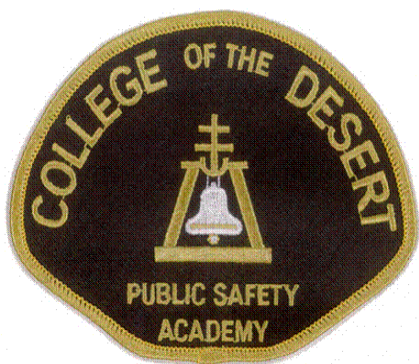
Recommended AJ Electives (with advisor approval):

AJ	6	Principles of Investigation	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enfrcmnt Svcs	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
AJ	51	PC 832 Training	3
AJ	61	Basic Peace Ofcr. Training-Level III	7
AJ	62	Basic Peace Ofcr. Training-Level II ...	12
AJ	63	Basic Peace Ofcr. Training-Level I .	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

**ADMINISTRATION OF JUSTICE
ASSOCIATE OF SCIENCE DEGREE
and transfer 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
<u>Recommended Electives (with advisor approval):</u>			
AJ	6	Principles of Investigation	3
AJ	7	Criminal Substantive Law	3
AJ	8	Concepts of Enfrcmnt Svcs	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



ADULT BASIC EDUCATION

Recognizing the role of the community college in the area of adult education, College of the Desert makes available non-credit courses in High School Diploma Completion, General Education Development (GED) test preparation, and Basic Skills. In addition to regular class offerings, emphasis is placed on self-paced, independent, student-centered learning.

Adult Basic Education (reading, writing and math), High School Completion, and preparation for the General Education Development Test (GED) are offered through the Training and Development division. No enrollment fees are charged to students taking these noncredit developmental courses.

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. Instruction is provided in the following areas:

High School Completion

High School Completion is the study of subjects required to obtain a high school diploma. Students completing their required coursework and passing the proficiency exams will receive a high school diploma (Certificate of Secondary Education Completion) issued by College of the Desert.

General Education Development Test (GED)

General Education Development (GED) is the study of social studies, math, reading, writing, and science. Students completing this course of study will be better prepared to take the GED test. The GED certificate (Certificate of Secondary Education Completion/GED) is an alternative to a high school diploma and is accepted by many employers, community colleges, vocational training programs, and governmental agencies.

Basic Skills

Basic Skills is the study of reading, writing, and math. It is designed for adults to learn these skills and, if desired, earn certificates of completion in these specific areas. Basic Skills students will be better prepared to pursue further education including GED and High School Completion, or pursue employment opportunities.

Advisors: C.D. Jackson, T. Thomas

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CERTIFICATE OF SECONDARY EDUCATION COMPLETION (HIGH SCHOOL DIPLOMA)

Dept.	No.	Title
ABE	320A	Fundamentals of English
ABE	320B	Fundamentals of English
ABE	320C	Fundamentals of English
ABE	320D	Fundamentals of English
ABE	322A	Advanced Fundamentals of English
ABE	322B	Advanced Fundamentals of English
ABE	323A	American Literature
ABE	323B	World Literature
ABE	324A	Reading Control Lab
ABE	324B	Reading Control Lab
ABE	326A	U.S. History I
ABE	326B	U.S. History II
ABE	328A	Practical American Government
ABE	328B	Practical American Government
ABE	332A	World History I
ABE	332B	World History II
ABE	335A	World Geography I
ABE	335B	World Geography II
ABE	342A	Practical Basic Math
ABE	342B	Practical Basic Math
ABE	344A	Math for Living I
ABE	344B	Math for Living II
ABE	346A	Algebra I
ABE	346B	Algebra II
ABE	348A	General Science
ABE	348B	Physical Science
ABE	351A	Science: Land Animals
ABE	351B	Science: Water Life
ABE	361A	Fine Arts: Art
ABE	361B	Fine Arts: Music
ABE	361C	Fine Arts: Theater
ABE	368A	Beginning Typing - Keyboarding I
ABE	368B	Beginning Typing - Keyboarding II
ABE	376A	Advanced Typing - Keyboarding I
ABE	376B	Advanced Typing - Keyboarding II
ABE	391A	Health Issues I
ABE	391B	Health Issues II

CERTIFICATE IN READING COMPLETION

Dept.	No.	Title
ABE	324A	Reading Control Lab
ABE	324B	Reading Control Lab

CERTIFICATE OF SECONDARY EDUCATION COMPLETION (GED)

Dept.	No.	Title
ABE	320B	Fundamentals of English
ABE	324B	Reading Control Lab
ABE	342B	Practical Basic Math
ABE	344B	Math for Living II
ABE	346B	Algebra II
ABE	364	GED Test Preparation

CERTIFICATE IN BASIC MATH COMPLETION

Dept.	No.	Title
ABE	342A	Practical Basic Math
ABE	342B	Practical Basic Math
ABE	344A	Math for Living I
ABE	344B	Math for Living II

CERTIFICATE IN ADVANCED MATH COMPLETION

Dept.	No.	Title
ABE	342A	Practical Basic Math
ABE	342B	Practical Basic Math
ABE	344A	Math for Living I
ABE	344B	Math for Living II
ABE	346A	Algebra I
ABE	346B	Algebra II

CERTIFICATE IN BASIC ENGLISH COMPLETION

Dept.	No.	Title
ABE	320A	Fundamentals of English
ABE	320B	Fundamentals of English

CERTIFICATE IN ADVANCED ENGLISH COMPLETION

Dept.	No.	Title
ABE	320A	Fundamentals of English
ABE	320B	Fundamentals of English
ABE	320C	Fundamentals of English
ABE	320D	Fundamentals of English

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. Students should see a major advisor for additional information and program planning.

Curricula leading to a Certificate or Associate in Science degree at 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 and Nursery Management

NATURAL RESOURCES

DESERT NATURALIST

FIELD RANGER

TURFGRASS MANAGEMENT

PLANT SCIENCE

Including preparation for Soil Science and Pest Management

Advisors:

K. Leuschner - Natural Resources, Environmental Studies, Entomology

J. Place - Turfgrass Management, Environmental Horticulture, Plant Science, General Agriculture

**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	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	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

Advisors: K. Leuschner, J. Place

**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	Fundamental Acctg. Procedures	3
BUMA	20A	Business Law	3
CIS	70A	Computer Business Appl/Windows	3
ECON	1	Principles of Macroeconomics	3
Required Subtotal			18
Elective Subtotal (with advisor approval)			13
General Education Requirements (confer with Advisor) ...			18
Transferable Electives (confer with advisor)			9
Physical Education Activities			2
DEGREE TOTAL			60

Advisors: K. Leuschner, J. Place

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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	Fundamental Acctg. Procedures	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, Conserv of Natrl Resources (3)

Advisors: K. Leuschner, J. Place

ENVIRONMENTAL HORTICULTURE ASSOCIATE OF SCIENCE DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
AGEH	4	Turfgrass Management	2
AGEH	4L	Turfgrass Management Lab	1
AGEH	5	Ornamental Plant Id.	3
AGEH	9	Landscape Planning/Design	3
AGEH	16	Arboriculture	2
AGEH	20	Landscape Construction	2
AGEH	46	Landscape Irrig. Systems	2
AGEH	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			28

Electives - 12 units to be chosen from the following:

AGEH	8	Landscape Management	3
AGEH	35	Intro to Water Systems Technology	3
AGEH	95A-D	AGEH Work Experience	1-4
CIS	70A	Computer Business App/Windows	3
NR	1	Conserv of Natural Resources	3

Required Subtotal	28
Elective Subtotal (with Advisor approval)	12
General Education Requirements	18
Physical Education Activities	2
DEGREE TOTAL	60

ENVIRONMENTAL HORTICULTURE ASSOCIATE OF SCIENCE DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
AGEH	5	Ornamental Plant Id.	3
AGEH	9	Landscape Planning/Design	3
AGEH	16	Arboriculture	2
AGEH	20	Landscape Construction	2
AGEH	46	Landscape Irrig. Systems	2
AGEH	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	27
General Education Requirements (confer with advisor)	18
Transferable Electives (confer with advisor)	13
Physical Education Activities	2
DEGREE TOTAL	60

ENVIRONMENTAL HORTICULTURE CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
AGEH	4	Turfgrass Management	2
AGEH	4L	Turfgrass Management Lab	1
AGEH	5	Ornamental Plant Id.	3
AGEH	9	Landscape Planning/Design	3
AGEH	16	Arboriculture	2
AGEH	20	Landscape Construction	2
AGEH	46	Landscape Irrig. Systems	2
AGEH	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 28

Advisor: J. Place

NATURAL RESOURCES

The Natural Resources (NR) program at College of the Desert is a gateway to many different environmentally-focused careers in such fields as: wildlife management, ecosystem management, wildlife ecology, landscape ecology, parks and recreation planning, environmental consulting, GIS (Geographic Information Systems), natural resources law enforcement, forensic entomology, urban planning, alternative energy, and many more. Transfer students who wish to prepare for four-year colleges will find not only the coursework but also the practical experience required for their majors and fields of interest. NR programs also serve students who wish to enter directly an environmentally-related occupation (e.g., park ranger, zookeeper) upon completion of the two-year associate's degree.

Short term certificates (Desert Naturalist, Field Ranger) provide a well-rounded introduction to the desert environment. These certificates are of special interest to nature enthusiasts including: docents, volunteers, and paid employees who work at museums, libraries, schools, zoos, botanical gardens, parks and other local, state, and federal agencies. In addition, teachers will be able to add many natural science activities to their current curriculum. Either certificate can be easily completed over two semesters and will provide students with academic training and skills necessary for job advancement or employment at any of the natural resource-related agencies in and around the Coachella Valley.

Advisor: K. Leuschner

**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	Conserv of 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	Fundamental Acctg. Procedures	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	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
BI	5	Molecular & Cell Biology	5
BI	6	Biology of Organisms	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	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	3
Required Subtotal			28-29
Electives (confer with advisor)			12
General Education Requirements (confer with advisor)			18
Physical Education Activities			2
DEGREE TOTAL			60

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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	Conserv of Natural Resources Lab	1
Required Subtotal			4

Group A: 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

Group B: 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

Advisor: K. Leuschner

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	Conserv of Natural Resources Lab	1
NR	17	Natrl Res Law Enfrcmnt	3
NR	41A	Native Plants - Mountain	1
or NR	41B	Native Plants - Desert (1)	
NR	50	Winter Birds	1
or NR	51A	Migrant Birds - Fall (1)	
or 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	20	GPS and Map Use	1
NR	21	Introduction to GIS	3
NR	48	Seminar - Desert/Mountain Study	1-3
NR	95A,B	NR Work Experience	1-2
Elective Subtotal			8

CERTIFICATE TOTAL

Advisor: K. Leuschner

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	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	3

Required Subtotal

Elective Subtotal(with advisor approval)

General Education Requirements*

Physical Education Activities

DEGREE TOTAL

*To include: NR 1, Conserv of Natrl Resources (3)

Advisor: J. Place

**TURFGRASS MANAGEMENT
CERTIFICATE
for employment preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
AGEH	4	Turfgrass Management	2
AGEH	4L	Turfgrass Management Lab	1
AGEH	8	Landscape Management	3
or	AGEH 27	Turfgrass Pest Mgmt (3)	
AGEH	16	Arboriculture	2
AGEH	24	Adv Turfgrass Mgmt	3
AGEH	30	Landscape Equipment	2
AGEH	46	Landscape Irrig. Systems	2
AGEH	46L	Landscape Irrig. Systems Lab	1
AGEH	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
AGEH	5	Ornamental Plant Id.	3
AGEH	9	Landscape Planning/Design	3
AGEH	33	Golf Car Maintenance	2
AGEH	34	Golf Course Management	3
AGEH	95A-B	Work Experience (Internship)	1-2
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
NR	41A,B	Native Plants	1-3
BUAC	66	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	3

Required Subtotal	30
Elective Subtotal (with advisor approval)	8
CERTIFICATE TOTAL	38

Advisor: J. Place

**TURFGRASS MANAGEMENT
ASSOCIATE OF SCIENCE DEGREE
for employment preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
AGEH	4	Turfgrass Management	2
AGEH	4L	Turfgrass Management Lab	1
AGEH	8	Landscape Management	3
AGEH	16	Arboriculture	2
AGEH	24	Adv Turfgrass Mgmt	3
AGEH	27	Turfgrass Pest Management	3
AGEH	30	Landscape Equipment	2
AGEH	46	Landscape Irrig. Systems	2
AGEH	46L	Landscape Irrig. Systems Lab	1
AGEH	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
AGEH	5	Ornamental Plant Id.	3
AGEH	9	Landscape Planning/Design	3
AGEH	20	Landscape Construction	2
AGEH	33	Golf Car Maintenance	2
AGEH	34	Golf Course Management	3
AGEH	95A-D	Work Experience (Internship)	1-4
NR	1	Conserv of Natural Resources	3
NR	1L	Conserv of Natural Resources Lab	1
NR	41A,B	Native Plants	1-3
BUAC	66	Fundamental Acctg. Procedures	3
CIS	70A	Computer Business Appl/Windows	3

Required Subtotal	33
Elective Subtotal (with advisor approval)	8
General Education Requirements	18
Physical Education Activities	2
DEGREE TOTAL	61

Advisor: J. Place

84 Air Conditioning/HVAC

AIR CONDITIONING/HVAC

The Air Conditioning/HVAC program is a well established curriculum and has long served the desert community by providing highly trained individuals to work in various businesses throughout the Coachella Valley. The program offers a Certificate and Associate of Science degree for employment preparation that is designed to provide a wide range of courses in order to best serve student needs. In addition, required courses listed in the program are derived from the collaboration and dedicated efforts of members of a Technical Advisory Committee and other individuals' experiences in the specific occupational areas.

Advisor: D. Bitanga

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	62	Air Cond/Refrig III	3
ACR	63	Air Cond/Refrig IV	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

Technical Electives - 2 units from the following:

ACR	48A	Seminar (Refrigerant Mgmt. and EPA Certification)	1
ACR	66	Air Cond Load Estimating	1
ACR	68	Air Dist Sys Design	1
ACR	74	ACR System Access	2

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

ARCH	11	Architectural Blueprint Reading	3
AUTO	60A	Auto Air Conditioning I	2
BIT	1	California Building Codes	3
BIT	2	Building & Mechanical Codes	3
BUAC	66	Fundamental Acctg Procedures	3
BUMA	28	Small Business Mgmt.	3
CIS	70A	Computer Business Appl/Windows	3
ACR	95A,B	Work Experience	2

Required Courses	22
Technical Electives	2
Other Electives	3
CERTIFICATE TOTAL	27

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	62	Air Cond/Refrig III	3
ACR	63	Air Cond/Refrig IV	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			22

Technical Electives - 18 units from the following:

ACR	48A	Seminar (Refrigerant Mgmt. and EPA Certification)	1
ACR	66	Air Cond Load Estimating	1
ACR	68	Air Dist Sys Design	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	1A	Financial Accounting I	3
BUMA	20	Business Law	3
CIS	70A	Computer Business Appl/Windows	3

Required Courses	22
Technical Electives	18
General Education Requirements*	18
Physical Education Activities	2
DEGREE TOTAL	60

*To include: NR 1, Conserv of Natrl Resources (3)

Note: A student's background and work experience may present variances in total requirements.

**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
Required Courses:			
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
DRA	11	Intro to SketchUp & Revit	3
CERTIFICATE TOTAL			35.5

**ARCHITECTURAL TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE
for employment preparation**

Dept.	No.	Title	Units
Required Courses: 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
DRA	11	Intro to SketchUp & Revit	3

Electives - 6 units to be chosen from the following:

ARCH	17	Arch. Design Fund. III	3
BIT	1	California Building Codes	3
CM	2	Intro to Urban Planning	3
DDP	1	Computer Graphics I	3

Required Subtotal			34
Elective Subtotal			6
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			60

**ARCHITECTURE
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	3B	Architectural Practice II	3

Continued on next page.....>

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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 (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.

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 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 to be chosen 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

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	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 (confer with advisor)	18
Transferable Electives (confer with advisor)	3
Physical Education Activities	2
DEGREE TOTAL	60

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

**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

ART

Art is the study of communicating concepts and ideas visually.

Career paths chosen by students pursuing undergraduate studies in art commonly include but are not limited to studio artist, art educator, art consultant, art therapist, conservator, museum curator, art historian, photographer, designer, illustrator, animator or gallery manager.

Careers in the discipline that generally require graduate-level degrees include art historian, conservator, museum curator and art educator. Even students who choose not to major in art find that coursework in the field can improve their ability in complex and creative problem solving, critical analysis, research skills, understanding the intuitive process and in their ability to visualize.

College of the Desert's art curriculum includes course offerings that provide a general overview of the discipline, as well as an emphasis in art history, ceramics, drawing, graphic design, painting, photography, printmaking, three-dimensional design and two-dimensional design.

The College offers an Associate of Arts degree in Art, as well as courses leading to transfer. Students earning an associate degree in art may pursue entry level positions as designers, illustrators, art consultants or gallery assistants or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD

has transfer agreements with twenty different California State Universities and University of California systems in this discipline/program. California State University at Long Beach, Chico, Los Angeles, Fullerton and San Bernardino as well as University of California at Berkley, Los Angeles, Riverside and San Diego are some examples of these schools. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisors: J. Cook, R. Evans, L. Soccio

**ART
ASSOCIATE OF ARTS DEGREE
and transfer preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
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
ART	4	Three Dimensional Design	3
Total Required Art Courses			15
Additional Art Electives*			9
ART Total			24
General Education (Option 1* or 2)			34-43
Physical Education Activities			2
DEGREE TOTAL			60-69

*The above plan of study allows students to take nine (9) units from a broad range of art electives or an emphasis in any of the following areas:

- *Art History* (Art 2A, 2B, 2D, 26, 33)
- *Ceramics* (Art 7A-D, 7F-I)
- *Drawing* (Art 1A-B, 5A-B)
- *Graphic Design* (Art 6, 40, 41)
- *Painting* (Art 21A-B, 23A-B, 25A-B)
- *Photography* (Art 30A-D, 31, 33)
- *Printmaking* (Art 9A-B, 14A-B)
- *Three-Dimensional Design* (Art 7A-B, 11A-B, 18A-B, 20A-B)
- *Two-Dimensional Design* (Art 1B, 6, 9A, 14A, 18A, 21A, 23A, 25A)

88 Automotive Technology - Advanced Transportation Technologies

AUTOMOTIVE TECHNOLOGY

Automotive Technology is the study of automotive systems as they relate to the current generation of computer controlled vehicles. Career paths in this discipline include automotive service technician, automotive service consultants, automotive parts sales people, vehicles modifiers in the alternate fuels and fuel cells.

Even students who choose not to major in automotive technology find that course work in the field can improve their ability to solve complex problems, improve diagnostic skills and research complex problems.

College of the Desert's automotive curriculum includes course offerings that provide a general overview of the discipline as well as specific courses in steering, suspension, braking systems, both automatic and manual transmission, air conditioning, electrical systems, engine performance and emission control systems. The College also offers certificates of achievement for student who specialize in the areas. Students earning the certificates of achievement in the various specialty areas may choose to continue towards an associate's degree or go directly to entry level jobs in that aspect of the automotive service industry. Past recipients of COD automotive certificates have obtained positions as service technicians, service advisors, heavy duty technicians, alternate fuels technicians and alternate fuel system up fitters.

AUTOMOTIVE CERTIFICATE PROGRAMS

The automotive certificate programs are in the areas of certification as outlined by the Automotive Service Excellence (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.

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 (or equivalent)	2
AUTO	60A	Auto Air Conditioning I	2
AUTO	60B	Auto Air Conditioning II	2
CERTIFICATE TOTAL			6

STANDARD TRANSMISSIONS CERTIFICATE for employment preparation as an Automotive Standard Transmission and Drivetrain Specialist

Dept.	No.	Title	Units
<u>Required Courses:</u>			
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
<u>Required Courses:</u>			
AUTO	1	Auto Principles I (or equivalent)	2
AUTO	33	Suspension & Alignment	2
AUTO	34	Automotive Steering	2
CERTIFICATE TOTAL			6

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 was developed with industry guidance and prepares students with foundation courses, and then focuses on the new electronic technologies used in light, medium and heavy-duty vehicles. The program has special emphasis on the hybrid and alternate fuel vehicles being introduced by the major manufacturers.

The degree program's emphasis is on engine performance and emission systems, vehicle computer systems, electronic controls and vehicle system diagnostics that are used in both conventional and alternate fueled vehicles. In addition to the degree option, the advanced transportation technology certificate programs are designed to be as flexible as possible in offering students and working technicians the opportunity to gain the needed knowledge and skills with a short term commitment.

As the students progress through the program, they will be exposed to other aspects of the transportation industry that include personal planning, development of individual and team working skills, development of advanced technical knowledge, health and safety, and environmental issues.

**ADVANCED TRANSPORTATION
TECHNOLOGIES
ASSOCIATE OF SCIENCE DEGREE
for employment preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			

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	54A	AT Clean Air Car Course	5
AUTO	56	AT Compressed Natural Gas/ Liquefied Petroleum Gas	4
Required Subtotal			36

Recommended General Education Courses:

ENG	1A	Composition	4
HIST	17	U.S. History	3
MATH	40	Intermediate Algebra	4
NR	1	Conserv of Natural Resources	3
PH	1	Introductory Physics	4
PHIL	14	Introduction to Ethics	3
SP	1	Intro to Interpersonal Comm	3

Required Subtotal	36
General Education Requirements	24
Physical Education Activities	2
DEGREE TOTAL	62

CIS-070A 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 ALTERNATE FUELS TECHNICIAN
CERTIFICATE
for employment preparation**

Dept.	No.	Title	Units
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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 CNG/LPG	4
AUTO	92	AT Biodiesel: Characteristics, Use & Production	1
CERTIFICATE TOTAL			22

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

**AUTOMOTIVE ELECTRICAL TECHNICIAN
CERTIFICATE
for employment preparation**

Dept.	No.	Title	Units
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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
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Note: All of the above listed courses are required for the Associate degree in Advanced Transportation Technologies.

**AUTOMOTIVE PERFORMANCE
AND EMISSION CONTROL TECHNICIAN
CERTIFICATE
for employment preparation**

Dept.	No.	Title	Units
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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	54A	AT Clean Air Car Course	5
AUTO	90	AT BAR SMOG License Update	1

CERTIFICATE TOTAL	26
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Note: All of the above listed courses are required for the Associate degree in Advanced Transportation Technologies.

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 Applied Science and Business 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
- D. George** . Business Administration, General Business
Hotel/Restaurant Mgmt., Supervision & Mgmt.
- T. Gillman** Computer Information Systems,
Computer Science
- R. Immenhausen** Supervision & Management
- M. Manis** Accounting
- T. Manzoni** Golf Management
- H. Shahidi** Economics

ACCOUNTING CERTIFICATE

Accounting is the study of the process of analyzing, recording, summarizing, and reporting financial information to managers, owners, customers, investors, and other decision makers inside and outside a business organization. Career paths chosen by students pursuing undergraduate studies in accounting commonly include financial accounting, management accounting, tax accounting, auditing, governmental and not-for-profit accounting. Careers in the discipline that generally require graduate-level degrees include management consulting

services and education. Even students who choose not to major in accounting find that coursework in the field can improve their ability to understand the role of accounting as a part of the overall business management team, as well as their ability to comprehend financial information as it pertains to their personal wealth management.

College of the Desert's accounting curriculum includes course offerings that provide a general overview of the discipline, as well as specialized focus on tax accounting, hospitality accounting, cost accounting, construction accounting, and computer accounting. The college offers a Certificate of Achievement in Accounting, as well as courses leading to transfer. The certificate is designed to provide students with skills necessary for employment or advancement in the profession. Students earning the certificate may also choose to continue their study toward an associate, baccalaureate, or advanced degree in the field. Past recipients of the COD Certificate of Achievement in Accounting have obtained positions as bookkeepers, para-accountants, accountants, and controllers. Students may choose to continue their study toward a bachelor's degree with an eye toward becoming a Certified Public Accountant.

COD has transfer agreements with most four-year universities in this program. However, transfer requirements at four-year colleges and universities vary from institution to institution. Students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisor: M. Manis

**ACCOUNTING CERTIFICATE
for employment preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial Accounting II	3
BUAC	1C	Management Accounting	3
BUAC	4	Tax Accounting I-Individuals	3
OR	BUAC 5	Tax Accounting II-Small Bus/Corp (3)	
BUAC	10	Computer Accounting	3
BUAC	50	Accounting/Business Environment	3
CIS	72D	Excel	3
Required Subtotal			21

Note: BUAC 66, *Fundamental Accounting Procedures*, is a prerequisite for BUAC 1A

Recommended Electives (Choose 3 courses):

BUAC 4	Tax Accounting I-Individuals	3
OR BUAC 5	Tax Accounting II-Small Bus/Corp (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
BUMA 1	Principles of Management	3
BUMA 10	Introduction to Business	3
OR BUMA 20A	Business Law (3)	
ECON 1	Principles of Macroeconomics	3
ECON 2	Principles of Microeconomics	3
MATH 14	Statistical Methods	4
OR SOC 3	Fund. of Statistics (3)	

Required Subtotal	21
Elective Subtotal	9-10
CERTIFICATE TOTAL	30-31

BUSINESS ADMINISTRATION

Business administration is the study of basic principles and techniques to effectively manage and lead human organizations.

Career paths chosen by students pursuing undergraduate studies in business administration commonly include areas like general business, accounting, information technology and public administration. Careers in the discipline that generally require higher-level degrees include general managers, directors, accountants, economists, and even some higher level supervisory positions.

Even students who choose not to major in business administration find that coursework in the field can improve their ability to think critically, problem-solve, manage their lives, and understand the economic issues that engage our world, our country, and our communities.

College of the Desert’s business administration curriculum includes course offerings that provide a general overview of the discipline, as well as the flexibility to go into a variety of other areas that reflect a student’s particular interests, such as: finance, human resources, hospitality, and information technology.

The College offers an Associate of Arts degree in Business Administration for transfer preparation only. Students earning an associate’s degree in business administration may pursue positions from first-line managers to mid-level managers, depending on how far they pursue their

higher education. In addition, they will be able to pursue almost any entry-level position in a variety of businesses. Students in business administration may choose to continue their study in the discipline toward a bachelor’s or graduate degree. COD has transfer agreements with many of the California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university, especially in the area of mathematics.

Business administration courses provide focused training and practice to enable students to pursue a variety of occupational interests. College level skill in English and some math are often required as prerequisites (required prior to enrolling) in many business administration and other COD courses.

Advisor: D. George

**BUSINESS ADMINISTRATION
ASSOCIATE OF ARTS DEGREE
and transfer preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial Accounting II	3
BUAC	1C	Management Accounting	3
BUMA	20A	Business Law	3
BUMA	20B	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.

92 Business

COMPUTER INFORMATION SYSTEMS

Computer information systems (CIS) is the study of the tools and techniques used to effectively and efficiently transform raw data into useful information.

Career paths chosen by students pursuing undergraduate studies in CIS commonly include office administration, general business, web design, software installation and maintenance, software quality control, database management, electronic bookkeeping, network administration and customer support.

Careers in the discipline that generally require higher level degrees include programming, system analysis, database design, network design and administration, and security management.

Even students who choose not to major in CIS find that coursework in the field can improve their ability to think analytically, solve problems, organize thoughts and information, and utilize new technology more efficiently and effectively.

Our discussions with industry representatives indicate that in today's world employers expect and demand a certain minimum of computer skills as a given, much as they expect an employee to be able to read, write, and use basic math. College of the Desert's CIS curriculum includes course offerings that provide a general overview of the discipline, as well as courses dealing with more advanced software concepts, and tools used in the business environment.

The College offers appropriate certificates and degrees in computer information systems. In addition to the immediate employment benefits of certificates and associate degrees, coursework at College of the Desert prepares the way for further study at the Baccalaureate level within the California State Universities and University of California systems, and other colleges nationwide.

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	Expression Web	3
CIS	76B	Word	3
CIS	82C	Web Publishing I	3

Elective Courses (Select 3 units):

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	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	1A	Financial Accounting I	3
BUAC	66	Fundamental Acctg. Procedures	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	Expression Web	3
CIS	76B	Word	3
CIS	82C	Web Publishing I	3

Elective Courses (Select 15 units):

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	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	1A	Financial Accounting I	3
BUAC	66	Fundamental Acctg. Procedures	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

Computer science (CS) is that branch of computer technology pertaining to the study of software languages and the development of computer programming skills.

Career paths chosen by students pursuing undergraduate studies in CS commonly include entry level programming positions in all branches of business, technical customer support, software quality assurance, and web server administration and support.

Careers in the discipline that generally require graduate-level degrees include lead programming positions, systems analysis, web server design, and general programming for any company requiring non-traditional software solutions.

Even students who choose not to major in CS find that coursework in this field can significantly improve their ability to think critically, reason logically, and solve complex problems.

College of the Desert’s CS curriculum includes course offerings that provide a general overview of the discipline, as well as allowing the student to develop the programming skills required for success in technical careers and/or transfer to a four-year college or university.

The College offers an associate’s degree in CS, designed to prepare its graduates for entry-level positions as described above, or for transfer to a four-year institution to continue their study in the discipline toward a bachelor’s or graduate degree.

COD has transfer agreements with various California State Universities and University of California systems in this discipline, notably California State University, San Bernardino, our closest four-year institution. However, transfer requirements at four-year colleges and universities tend to vary between institutions, so students should consult with a counselor as soon as possible for specific information regarding the transfer requirements of their preferred college or university.

Advisor: T. Gillman

**COMPUTER SCIENCE
ASSOCIATE OF ARTS DEGREE
and transfer preparation**

Dept. No.	Title	Units
<u>Required Transfer Courses :</u>		
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)

ECONOMICS

The purpose of the economics program is to provide as many students as possible with an opportunity to:

- acquire a basic knowledge of economics
- become aware of the role and place of economics in their personal and public life
- get exposure to the critical thinking approach especially in the context of addressing economic issues
- achieve their academic and career objectives as well as their personal development goals

Presently we offer two principle courses in economics on a regular basis - Principles of Macroeconomics and Principles of Microeconomics. These courses are offered in a variety of instructional forms – conventional, online, and hybrid – to reach out to and serve as wide a range of students as possible. We offer our economic courses at different times with different instructors to provide students with plenty of choices.

94 Business

The two principle economic courses are transferable to California State Universities and University of California sytems as general education courses as well as core courses for economics and business degree programs. Students may acquire an AA degree in economics or use the courses for transfer credit to universities. The economics program and courses prepare students for more advanced degrees in a variety of disciplines including economics, social sciences, business, and law. The program also provides a basic understanding of the economic and business environment for those interested in owning and operating a business or those who seek a career in private or government establishments.

Advisor: H. Shahidi

ECONOMICS ASSOCIATE OF ARTS DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial 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

GENERAL BUSINESS

General business is the study of basic principles and techniques to effectively manage and lead human organizations. Career paths chosen by students pursuing undergraduate studies in general business commonly include areas like business, accounting, information technology and public administration.

Careers in the discipline that generally require higher-level degrees include general managers, directors, accountants, economists, and even some higher level supervisory positions. Even students who choose not to major in general business find that coursework in the field can improve their ability to think critically, problem-solve, manage their lives, and understand the economic

issues that engage our world, our country, and our communities.

College of the Desert's general business curriculum includes course offerings that provide a general overview of the discipline, as well as the flexibility to go into a variety of other areas that reflect a student's particular interests, such as finance, human resources, hospitality, and information technology.

The College offers an Associate of Arts degree in General Business for employment preparation only. Students earning an associate's degree in general business may pursue positions as first-line managers and almost any entry-level position in a variety of businesses. This program was not developed to be transferable to a four-year university. Changing academic goals will probably require additional courses.

General business courses provide focused training and practice to enable students to pursue a variety of occupational interests. College level skill in English and some math is often required as prerequisites (required prior to enrolling) in many general business and other COD courses.

Advisor: D. George

GENERAL BUSINESS ASSOCIATE OF ARTS DEGREE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial Accounting II	3
BUAC	10	Computer Accounting	3
BUMA	1	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. Relations (3)	

Electives (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

GOLF MANAGEMENT

Golf management is the study of all aspects pertaining to the operation and the responsibilities of the golf professional in managing a public or private golf facility.

Career paths chosen by students pursuing undergraduate studies in golf management commonly include marketing and management as part of their work load.

Even students who choose not to major in golf management find that coursework in the field can improve their ability to clearly articulate relating to problem solving.

College of the Desert's golf management curriculum includes course offerings that provide a general overview of the discipline, as well as hands on training that can be measured for industry needs and standards.

The College offers a Certificate of Achievement in Golf Management, an Associate of Arts degree, as well as courses leading to transfer. The certificate of achievement is designed to provide students with skills necessary for employment or advancement as entry level golf course employees. Students earning the certificate may also choose to continue their study toward an associate, baccalaureate or advanced degree in the field. Past recipients of the COD Certificate of Achievement in Golf Management have obtained positions as directors of golf at golf facilities nationwide. Students earning an associate's degree in golf management may pursue entry-level positions as apprentice PGA golf professionals or may choose to continue their study in the discipline toward a bachelor's or graduate degree.

**GOLF MANAGEMENT CERTIFICATE
for employment preparation**

Dept. No.	Title	Units
<u>Required Courses:</u>		
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
AGEH 33	Golf Car Maintenance	2
AGEH 34	Golf Course Management	3
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
SP 4	Public Speaking	3
CERTIFICATE TOTAL		30

**GOLF MANAGEMENT
ASSOCIATE OF ARTS DEGREE
for employment preparation**

Dept. No.	Title	Units
<u>Required Courses:</u>		
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
AGEH 33	Golf Car Maintenance	2
AGEH 34	Golf Course Management	3
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
SP 4	Public Speaking	3
Required Subtotal		30
<u>Recommended Electives (12 units):</u>		
AGEH 4	Turfgrass Management	2
AGEH 8	Park and Landscape Mgmt	3
AGEH 9	Landscape Planning&Design	3
AGEH 20	Landscape Construction	2
AGEH 30	Landscape Equipment	3
AGEH 46	Landscape Irrigation Systems	2
AGPS 1	Soils and Plant Nutrition	4
BUMA 1	Principles of Management	3
BUMA 20A	Business Law	3
BUMA 27	Marketing	3
BUSM 82	Purchasing	2
CIS 70A	Computer Bus Appl/Windows	3
ECON 1	Principles of Macroeconomics	3
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 & RESTAURANT MANAGEMENT

Hotel and restaurant management is the study of different aspects of management as it relates to the hospitality industry, in particular, hotels and restaurants.

Career paths chosen by students pursuing undergraduate studies in hotel and restaurant management commonly include entry and sometimes mid-level management positions in any number of the hospitality sectors, not just hotel and restaurant positions.

Careers in the discipline that generally require graduate-level degrees include general managers, club managers, chefs, directors of various operational areas in the hospitality sector such as human resources, finances, etc.

Even students who choose not to major in hotel and restaurant management find that coursework in the field can improve their ability to think critically, solve complex problems, be more aware of their personal abilities/skills, and simply manage in general more effectively.

College of the Desert’s hotel and restaurant management curriculum includes course offerings that provide a general overview of the discipline, as well as course offerings in cooking and accounting.

The College offers an Associate of Arts degree, as well as courses leading to transfer. Students earning an associate’s degree in hotel and restaurant management may pursue (*entry-level*) positions as managers/line staff or may choose to continue their study in the discipline toward a bachelor’s or graduate degree. COD has a transfer agreement with California State Polytechnic University, Pomona, in this discipline. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Management, accounting and various hospitality related courses provide focused training and practice to enable students to acquire the skill necessary to pursue their degree and/or transfer goals. College level skill in English is prerequisite (required prior to enrolling) in many of these hotel and restaurant management courses.

Advisors: S. Beno, D. George

**HOTEL & 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
Required Courses:			
BUAC	1A	Financial Accounting I	3
BUAC	1B	Financial 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

SUPERVISION & MANAGEMENT

Supervision and management is the study of the discipline of management with a special focus on the managing of human resources in today’s rapidly changing world of work.

Career paths chosen by students pursuing undergraduate studies in supervision and management commonly include such areas as general business, human resources, accounting, and information technology. Careers in the discipline that generally require graduate-level degrees include all levels of supervisory management, directors, and all levels of managers including general managers.

Even students who choose not to major in supervision and management find that coursework in the field can improve their ability to think critically, problem solve, manage a wide variety of situations, and understand the complexities of dealing with human beings in organizational settings.

College of the Desert’s supervision and management curriculum includes course offerings that provide a general overview of the discipline, as well as more detailed procedural issues such as quality management, human relations, purchasing, and work simplification.

The College offers a Certificate of Achievement and an Associate of Arts degree in Supervision and Management. The certificate of achievement and the associate’s degree

are both designed to provide students with skills necessary for employment or advancement as managing supervisors. Past recipients of the COD Certificate of Achievement and Associate of Arts degree in Supervision and Management have obtained positions as managerial supervisors in a wide range of business areas and at widely varying levels.

Supervision and management courses provide focused training and practice to enable students to acquire the skill necessary to pursue their degree and/or employment goals. College level skill in English is prerequisite (required prior to enrolling) in many supervision and management and other COD courses.

Advisors: D. George, R. Immenhausen

**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/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
BUMA	27	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

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

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.

Advisor: S. Beno

**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
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98 Culinary Arts - Digital Design & Production

INTERMEDIATE 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	06	Garde Manger	5
CART	33	Intro. to Baking	4
CART	34	Intermediate Baking.....	4
CART	35	Operations Mgmt. (Production Cooking)	4
BUHM	50	Intro. to Hospitality Industry	3
BUMA	01	Principles of Management	3
Required Business Elective			3
CERTIFICATE TOTAL			39

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
BUHM	50	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

DIGITAL DESIGN AND PRODUCTION

Digital design and production (DDP) is the study of computer graphic design for print and the web. Career paths chosen by students pursuing undergraduate studies in DDP commonly include graphic design, web design, animation and video production. Careers in the discipline that generally require graduate-level degrees include college teacher, creative director and art director. Even students who choose not to major in DDP find that coursework in the field can improve their ability to think critically, solve complex problems, improve their skills on the computer, research and analysis for design projects.

College of the Desert's DDP curriculum includes course offerings that provide a general overview of the discipline, as well as specific courses in Photoshop, Illustrator, QuarkXPress, basic animation and basic web content.

The College offers a Certificate of Achievement in DDP, an Associate of Arts degree, as well as courses leading to transfer. The certificate of achievement is designed to provide students with skills necessary for employment or advancement as graphic designers. Students earning the certificate may also choose to continue their study toward an associate, baccalaureate or advanced degree in the field. Past recipients of the COD Certificate of Achievement in DDP have obtained positions as graphic designers, art directors, and creative directors. Students earning an associate's degree in DDP may pursue (entry-level) positions as graphic designers or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with California State Universities in this discipline/program. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

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	Intro to Digital Audio	3

Required Subtotal	15
Elective Subtotal	25
General Education Subtotal (confer with Advisor) ...	18
Physical Education Activities	2
DEGREE TOTAL	60

**DIGITAL DESIGN & PRODUCTION
CERTIFICATE
for employment preparation**

Dept.	No.	Title	Units
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Required Courses:

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	Intro to Digital Audio	3
Elective Subtotal	9		

CERTIFICATE TOTAL	24
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Advisor: D. Acquistapace

**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 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 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. They also offer 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.

Advisor: D. Bitanga

(See Course Sequence on the following page.)

100 Drafting/CAD - Early Childhood Education

GENERAL DRAFTING CERTIFICATE for employment preparation

Dept.	No.	Title	Units
Required Courses:			
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/Windows	3
CERTIFICATE TOTAL			32.5

GENERAL DRAFTING ASSOCIATE OF ARTS DEGREE for employment preparation

Dept.	No.	Title	Units
Required Courses:			
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

Early childhood education (ECE) is the study of child development and developmentally appropriate practices for young children. Career paths chosen by students pursuing undergraduate studies in ECE commonly include infant/toddler or preschool teachers and administrators. Careers in the discipline that generally require graduate-level degrees include administrators of government funded programs like Head Start and state preschools. Even students who choose not to major in ECE find that coursework in the field improves their parenting skills.

College of the Desert's ECE curriculum includes course offerings that provide a general overview of the discipline, as well as teaching strategies that are developmentally appropriate for young children. Students earning ECE certificates may also choose to continue their study toward an associate, baccalaureate or advanced degree in the field. Students earning an associate's degree in ECE may pursue entry-level positions as preschool teachers or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with CSUSB, in this discipline/program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisors: W. Sanders, L. Young

EARLY CHILDHOOD EDUCATION ASSOCIATE OF ARTS DEGREE for employment preparation and State of California SITE Supervisor Credential preparation

Dept.	No.	Title	Units
Required Courses:			
ECE	1	Intro to Early Childhood Programs	3
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family and Community	3
ECE	23	Mentor Teacher/Adult Supervision	2
ECE	24	Admin/Programs for Young Child.	3
ECE	25	Adv. Admin. of Programs for Young Children	3
ECE	30	Curriculum Design	3
ECE	32	Child Abuse & Neglect	1
ECE	40	Creativity in Young Children	3
ECE	44	Child Health, Safety & Nutrition	3
ECE	46	Early Childhood Obv. & Assessment ...	4
ECE	48	Early Childhood Lecture/Practicum	4
Required Core Subtotal			35

Early Childhood Education 101

Elective - one course to be chosen from the following:

ECE	19	Children's Lang. & Lit.	3
ECE	20	Infant/Toddler Growth & Dev.	3
ECE	33	Survey of Special Education	3
ECE	36	Music for Young Children	3
ECE	38	Science & Number Concepts	3

Recommended COD General Education Courses:

ENG	1A	Composition	4
MATH	40	Intermed. Algebra	4
NR	1	OR (Natural Sciences selected course)	3
PSY	1	OR (Social/Behavioral Sciences selected course).....	3
ASL	1A	OR (Humanities selected course)	3
SP	1	OR (Traditions & Cultures selected course)	3
General Education Subtotal			20

Core Requirements	35
General Education Requirements	20
ECE Elective	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 (Title 22). 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	46	Early Childhood Observation & Assessment	4
CERTIFICATE TOTAL			16

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	32	Child Abuse and Neglect	1
ECE	36	Music for Young Children	3
ECE	40	Creativity in Young Children	3
ECE	44	Child Health, Safety & Nutrition	3
ECE	46	Early Childhood Observation & Assessment	4
ECE	48	Early Childhood Lecture/Practicum	4
ENG	1A	Composition	4
Required Core Subtotal			31

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

Required Core Subtotal	31
General Education Subtotal	12
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.

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	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	44	Child Health, Safety & Nutrition	3
ECE	46	Early Childhood Obv. & Assessment ...	4
ECE	48	Early Childhood Lecture/Practicum	4
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)	

Continued on next page.....>

102 Early Childhood Education - English

Or Early Childhood Special Education:

ECE	33	Survey of Special Education (3) and
ECE	35	Issues in Special Education (3)

Or Early Childhood Curriculum (6 units from the following):

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 Sciences, Humanities, Math or Science)

Required Core Subtotal	39
General Education Subtotal	12
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.

ENGLISH

College of the Desert's English program offers a wide range of courses meant to help students develop writing, research, problem solving, and critical thinking skills that are applicable across disciplines and the varied career paths that our diverse student body will pursue. General writing courses prepare students to write effective essays, conduct in-depth research on myriad topics, and use problem solving and critical thinking strategies in synthesizing and relaying information to specific audiences. These skills translate into use then within all disciplines and career paths that students will pursue.

The English program also offers an AA degree in composition or literature as well as courses leading to transfer to a four-year college. Students earning an AA degree in composition or literature are well prepared for myriad career fields in the liberal arts. These programs also provide an excellent preparation for the competitive admission to such professional schools as law and medicine. Students may also choose to continue their study in the discipline toward a bachelor's degree. Transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisors: S. Acree, D. Diamond, A. DiBello, K. Dozier, K. Enciso, R. Nolan, R. Rawnsley, J. Tapleshay

COMPOSITION ASSOCIATE OF ARTS DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
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	26	The Lesbian, Gay, Bisexual, and Transgender Literary Experience	3
ENG	31	The Old Testament	3
ENG	32	The New Testament	3
ENG	35	Myth and Legend	3
ENG	36	Children's Literature	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

**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	26	The Lesbian, Gay, Bisexual, and Transgender Literary Experience	3
ENG	31	The Old Testament	3
ENG	32	The New Testament	3
ENG	35	Myth and Legend	3
ENG	36	Children's Literature	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

**ENGLISH AS A SECOND
LANGUAGE (ESL)**

College of the Desert's English as a Second Language program (ESL) offers credit and noncredit courses preparing students for entry to academic programs at COD as well as for vocational and personal goals:

**ENGLISH AS A SECOND LANGUAGE (ESL)
CREDIT PROGRAM**

The Credit ESL program is 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 certificate.

**ENGLISH AS A SECOND LANGUAGE (ESL)
NONCREDIT PROGRAM**

The Noncredit ESL program is an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to 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.

Classes are open-entry, thereby allowing students to register at any time during the school year. Classes are held day and evening at Palm Desert, Eastern Valley Center and other off-campus locations.

All persons 18 years of age and older regardless of their educational background are welcome to enroll in this program.

The Noncredit ESL program also offers two noncredit certificate options to students. The English Proficiency Certificate focuses on the essential English language skills needed in day-to-day living and working situations. The Academic English Certificate is for students who are planning on pursuing a college degree or vocational certificate. Please refer to the sequence of noncredit ESL courses required for these certificates.

104 English As A Second Language - Fire Technology

EL INGLES COMO SEGUNDO IDIOMA

Inglés como Segundo Idioma ofrece programas de instrucción para todos los niveles de habilidad. Se encuentra la oficina de ESL noncredit en el segundo piso del centro estudiantil Hilb localizado enfrente de la fuente (Palm Desert Campus). 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.

Advisors: C. Smith, F. Vescial, D. Woods-Rodea

ENGLISH PROFICIENCY CERTIFICATE: LIFE & WORK SKILLS

Dept.	No.	Title
ESLN	309A	ESL - Literacy
ESLN	310A	ESL - Comprehensive I
ESLN	310B	ESL - Comprehensive II
ESLN	310C	ESL - Comprehensive III
ESLN	388A	ESL - Conversation I
ESLN	388B	ESL - Conversation II
ESLN	388C	ESL - Conversation III
ESLN	390B	ESL - Pronunciation & Vocabulary
ESLN	399	ESL - Language Lab

ACADEMIC ENGLISH CERTIFICATE

Dept.	No.	Title
ESLN	310D	ESL - Comprehensive IV
ESLN	310E	ESL - Comprehensive V
ESLN	388D	ESL - Conversation IV
ESLN	388E	ESL - Conversation V
ESLN	399	ESL - Language Lab

FIRE TECHNOLOGY

Fire technology is the study of the organization and function of fire prevention and suppression techniques; fire behavior, combustible materials, extinguishing agents, hazardous and toxic material; fire protection techniques and systems; fire command and fire management (supervision).

Career paths chosen by students pursuing undergraduate and/or baccalaureate degrees in fire technology or fire service commonly include firefighter, fire engineer, paramedic, forest service worker, health and safety officer, fire prevention specialist, fire inspector, and hazardous materials specialist.

College of the Desert's fire technology curriculum includes course offerings that provide a general overview of the

discipline, as well as specific courses in design and operation of fire detection and alarm systems; fire protection features in building design and construction; wildland fire behavior and fireline techniques; trench rescue, confined space awareness and automobile extraction.

The College offers a Certificate of Achievement in Fire Technology and an Associate of Science degree. The certificate of achievement is designed to provide students with skills necessary for employment or advancement as an entry level firefighter. Students earning the certificate may also choose to continue their study toward an associate or baccalaureate degree in the field.

Past recipients of the COD Certificate of Achievement in Fire Technology have obtained positions as firefighter, firefighter/EMT and paramedic. Students earning an associate's degree in Fire Technology may pursue positions as a firefighter, paramedic or firefighter/EMT or may choose to continue their study in fire technology or fire service toward a bachelor's degree.

Advisor: D. Clayton Mayes

FIRE TECHNOLOGY CERTIFICATE for employment preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
FIRE	1	Fire Protection Organizations	3
FIRE	2	Fire Prevention	3
FIRE	3	Fire Protection Equipment/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	3.0
FIRE	70	Confined Space-Awareness	0.5
FIRE	71	Confined Space-Operational	1.0
FIRE	72	Trench Rescue	0.5
FIRE	73	Automobile Extrication	0.5
FIRE	74	Fire Control 3	1.5
FIRE	75	Hazardous Materials 1st Responder	1.0
FIRE	76	Intro to Rescue Systems	1.0
FIRE	77A	Fire Investigation 1A	2.5
FIRE	77B	Fire Investigation 1B	2.5
FIRE	78A	Fire Instructor 1A	2.5
FIRE	78B	Fire Instructor 1B	2.5
FIRE	79A	I-100: Intro to ICS	0.5
FIRE	79B	I-200: Basic ICS	1.0
FIRE	79C	I-300: Intermediate ICS	1.5
FIRE	79D	I-400: Advanced ICS	1.5
FIRE	80	S-404: Safety Officer	2.0

Fire Technology - Foreign Languages 105

FIRE 81	S-339: Div/Group Supervisor	1.5
FIRE 90A	Fire Prevention 1A	2.0
FIRE 90B	Fire Prevention 1B	2.0
FIRE 91A	Fire Command 1A	2.0
FIRE 91B	Fire Command 1B	2.0
FIRE 92	Fire Management (Supervision)	2.0
Elective Subtotal	4
CERTIFICATE TOTAL	28

**FIRE TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE
for employment preparation**

Dept.	No.	Title	Units
<u>Required Courses:</u>			
FIRE	1	Fire Protection Organizations	3
FIRE	2	Fire Prevention	3
FIRE	3	Fire Protection Equipment/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	3.0
FIRE	70	Confined Space-Awareness	0.5
FIRE	71	Confined Space-Operational	1.0
FIRE	72	Trench Rescue	0.5
FIRE	73	Automobile Extrication	0.5
FIRE	74	Fire Control 3	1.5
FIRE	75	Hazardous Materials 1st Responder ..	1.0
FIRE	76	Intro to Rescue Systems	1.0
FIRE	77A	Fire Investigation 1A	2.5
FIRE	77B	Fire Investigation 1B	2.5
FIRE	78A	Fire Instructor 1A	2.5
FIRE	78B	Fire Instructor 1B	2.5
FIRE	79A	I-100: Intro to ICS	0.5
FIRE	79B	I-200: Basic ICS	1.0
FIRE	79C	I-300: Intermediate ICS	1.5
FIRE	79D	I-400: Advanced ICS	1.5
FIRE	80	S-404: Safety Officer	2.0
FIRE	81	S-339: Div/Group Supervisor	1.5
FIRE	90A	Fire Prevention 1A	2.0
FIRE	90B	Fire Prevention 1B	2.0
FIRE	91A	Fire Command 1A	2.0
FIRE	91B	Fire Command 1B	2.0
FIRE	92	Fire Management (Supervision)	2.0

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

FOREIGN LANGUAGES

College of the Desert offers courses in American Sign Language, French, German, Italian, Japanese, and Spanish.

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.

Advisors: P. Agudelo, F. Attoun, 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

106 Health, Physical Education & Recreation

HEALTH, PHYSICAL EDUCATION AND RECREATION

Physical education is the study of health, fitness, recreation and lifetime wellness. Career paths chosen by students pursuing undergraduate studies in physical education commonly include: public school instruction, athletic coaching, recreation management/leisure studies, fitness professional, and corporate wellness programs. Careers in the discipline that generally require graduate-level degrees include: K-12 teacher, physical therapist, athletic trainer, sports/athletic coach, club/corporate wellness director.

Even students who choose not to major in physical education find that coursework in the field can improve their ability to: think critically, apply kinesiology/human movement principles for optimum fitness, apply complex health concepts in the improvement of personal health, fitness and disease prevention, and integrate research in the field to contribute to personal and community well-being.

College of the Desert's physical education curriculum includes course offerings that provide a general overview of the discipline, as well as specialized instruction in athletic coaching, recreation management, sports officiating, and dance.

Students earning an associate's degree in physical education may pursue (*entry-level*) positions such as fitness trainer, community recreation and youth sports coordinator, or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with the California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisors: W. Ansley, 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
<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

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 a 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.

Hospital Requirements:

Affiliation agreements with clinical facilities regulated by the Joint Commission on Accreditation of Hospitals (JCAHO) require that College of the Desert Health Sciences students meet specific requirements prior to being placed at a facility for a clinical rotation. These requirements include a recent physical examination, specific immunizations or titers, negative TB status, and a negative criminal background clearance. Requirements are subject to change as specified by the clinical facility.

All students enrolled in Health Sciences courses requiring patient care contact in a JCAHO accredited facility must provide evidence of meeting these requirements prior to the first clinical experience. Students will be excluded from the clinical site until all required materials have been received in the division.

Policies and procedures for the criminal background check are available on the Health Sciences/ECE web page, www.collegeofthedesert.edu/Students/Academics/Programs/healthsciences/hlth. The student shall be responsible for paying any associated costs of program requirements. Some costs may be assessed and collected by the Office of Admissions and Records.

Core Performance Standards:

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.

108 Health Sciences/Nursing

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 meets the state coursework minimum requirements for EMT-1 programs. 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."

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 contacting the Health Sciences/ECE Division.

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 must complete English 50 or have an assessment score indicating placement into 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.

Students must provide a valid social security number as required by the Department of Health Services, Licensing and Certification, Aide and Technician Certification Section (ATCS) under Health and Safety Code, Sections 1337 through 133.85 and 1736.1-1736.6 in order to process requests for nurse assistant and home health aide certification.

Specific information regarding the program may be obtained by contacting the Health Sciences/ECE Division.

ASSOCIATE DEGREE NURSING PROGRAM

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the division website periodically to remain updated.

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 role is to protect the public by screening applicants for licensure to identify potentially unsafe practitioners. A state board of nursing may deny applications for permanent licensure, interim permits, and temporary licensures 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 required when applying 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. To apply for licensure, disclosure of your social security number is mandatory on the California Application for Licensure by Examination form.

PROGRAM APPLICATION PROCESS

Application to the nursing program is separate from application to the College. A letter of application is available during specific application periods and can be obtained from the division web page, www.collegeofthedesert.edu/Students/Academics/Programs/healthsciences/hlth, or from the Health Sciences/ECE Division at College of the Desert, 43-500 Monterey Avenue, Palm Desert, CA, 92260.

Enrollment into the registered nursing program is limited. Detailed information regarding the nursing program,

selection, and other important particulars is available on the Health Sciences/ECE Division web page.

Admission and Selection Process

Program Eligibility:

To be eligible to apply to College of the Desert's Associate Degree Registered Nursing Program, the applicant must:

1. Have a minimum GPA of 2.5 in all college level work taken within the past seven (7) years.
2. Have a minimum GPA of 2.5 in the following prerequisite science courses with no grade less than a "C":
 - Human Anatomy with a lab component
 - Human Physiology with a lab component
 - Microbiology with a lab component
3. Have no more than one repeat of any one of the three science courses. A "W", "I", "D", and "F" mark is considered a repeat. Repetitions within the past ten (10) years will be used in determining eligibility.
4. Have a "C" or better in any 3 unit college level transferable English course. (*English 1A, Freshman Composition, is the highly recommended course*).

Selection Process:

1. Applications are accepted twice a year:
 - August 1 - 31 for spring semester admission
 - March 1 - 31 for fall semester admission*(If the 31st falls on a weekend or holiday the closing date for applications will be the next working day. Applications postmarked after the closing date will not be accepted.)*
2. Selection preference is given to students who have completed 12 units or more at COD or Palo Verde College within the past three (3) years. Remaining acceptance slots are offered to qualified students who have not completed 12 units at COD or Palo Verde College.
3. A random selection process of qualified applications will be used to determine entrants once all applications are evaluated.
4. Applicants will be notified of acceptance status within 6-8 weeks after the application deadline.
5. Effective with the entering class in spring 2008, a diagnostic readiness test (TEAS) will be required of all accepted students. The standardized cut score is 67%. Accepted students not meeting this cut score will need to meet a remediation plan PRIOR to entering the nursing program. Details are on the division web page, www.collegeofthedesert.edu/Students/Academics/Programs/healthsciences/hlth.

110 Health Sciences/Nursing

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 (Transition Option)

Licensed Vocational Nurses may enter the associate degree program at an advanced level. For the transition option, enrollment is limited and the following is applicable to the LVN-RN option:

Program Eligibility:

To be eligible to apply to College of the Desert's Transition Option, the applicant must:

1. Have current licensure in California as a vocational nurse.
2. Have a minimum GPA of 2.5 in all college level work taken within the past seven (7) years.
3. Have a minimum GPA of 2.5 in the following prerequisite science courses with no grade less than a "C":
 - Human Anatomy with a lab component
 - Human Physiology with a lab component
 - Microbiology with a lab component
4. Have no more than one repeat of any one of the three science courses. A "W", "I", "D", and "F" mark is considered a repeat. Repetitions within the past ten (10) years will be used in determining eligibility.
5. Have a "C" or better in any 3 unit college level transferable English course. (*English 1A, Freshman Composition, is the highly recommended course*).

Selection Process:

1. Submit application at the designated application period:
 - October 1 - 31 for spring and fall semester acceptance
(If the 31st falls on a weekend or holiday the closing date for applications will be the next working day. Applications postmarked after the closing date will not be accepted.)
2. Selection preference is given to students who have completed 12 units or more at COD or Palo Verde College within the past three (3) years. Remaining acceptance slots are offered to qualified students who have not completed 12 units at COD or Palo Verde College.
3. A random selection process of qualified applications will be used to determine entrants once all applications are evaluated.
4. Applicants will be notified of acceptance status within 6-8 weeks after the application deadline.

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.

30-unit option 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. No degree is awarded to 30-unit option completers. Lack of a degree may create limitations for licensure in other states. Students who do not receive an A.S. degree in Nursing may not be eligible for licensure by endorsement in other states. Interested students must make an appointment with the Director of Nursing and Allied Health or designee to obtain further information and make application.

All advanced placement students will be accepted on space available basis. Detailed information is available on the Health Sciences/ECE Division 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 Director of Nursing and Allied Health 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. Transfer students must submit a letter from their previous Director/Dean of Nursing stating eligibility for re-entry into the nursing program from which they are transferring. A minimum of twelve units must be completed at COD to earn a degree from 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 recommended that students interested in a Nursing degree to see a counselor in the counseling department and read the information on the division web page: www.collegeofthedesert.edu/Students/Academics/Programs/healthsciences/hlth.

Please note: Students are strongly encouraged to complete all general education courses while waiting for program entry. Licensure can be achieved when all courses required for the degree are completed. Recommended courses prior to program entrance include: HS 67; HS 70; and a keyboarding course.

**REGISTERED NURSING
ASSOCIATE OF SCIENCE DEGREE
and employment preparation
(Graduates eligible for Registered Nurse
Licensing Examination in California)**

Program Entrance Requirements: Acceptance to the program under the existing eligibility and selection criteria.

Courses Required:

Dept.	No.	Title	Units
BI	13	Human Anatomy & Physiology I	4
BI	14	Human Anatomy & Physiology II	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; or HE 1)	

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: B. Baluski, W. Boyer, K. Hudgins, C. Hay, I. Larsen, A. Reber-Frantz, M. Rose, J. Walker

VOCATIONAL NURSING PROGRAM

Acceptance criteria, program eligibility and selection processes are subject to change. Prospective students are encouraged to check the division website periodically to remain updated.

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 VN program provides student-centered instruction and meets 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 are in 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 Board of Vocational Nurses and Psychiatric Technicians (BVNPT) to take the licensure examination. Students may also earn a non-transfer Associate of Science degree in Vocational Nursing, if desired.

Completion of the VN program does not guarantee licensure.

112 Health Sciences/Vocational Nursing

The program is three semesters long, commencing each summer. It is a limited enrollment program with enrolled 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. (5-year recency requirement)
7. Completion of HEC 13 **OR** an equivalent course in general nutrition. (5-year recency requirement)

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.
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. (5-year recency requirement)
3. Once accepted, maintenance of CPR certification throughout program.
4. Once accepted, evidence of good health documented by physical examination, with required immunizations.
5. Transfer credit shall be given for related previous education completed within the last five years. (Section 2535 VN Practice Act).

Students interested in the Vocational Nursing Program should:

1. Visit the division web page, www.collegeofthedesert.edu/Students/Academics/Programs/healthsciences/hlth, for detailed information.
2. Attend one of the monthly informational sessions during fall semester. Call 773-2578 or visit the division website for dates and times of sessions.

VOCATIONAL NURSING CERTIFICATE for employment preparation (Graduates eligible for Vocational Nurse Licensing Examination in California)

Program Acceptance Requirements: See division website.

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 website.

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/
Alcohol & Drug Studies**

The Alcohol and drug studies program is the study of chemical addiction and treatment.

Career paths chosen by students pursuing undergraduate studies in alcohol and drug studies commonly include supervised alcohol and drug counseling. Even students who choose not to major in alcohol and drug studies find that coursework in the field can improve their ability to understand the issues surrounding chemical dependency and treatment.

The College offers a Certificate of Achievement in Alcohol and Drug Studies and a non-transferable Associate of Arts degree in Alcohol and Drug Studies. The Certificate of Achievement is designed to provide students with skills necessary for employment as supervised chemical dependency counselors, as well as advancement toward the California Association of Alcoholism and Drug Abuse Counselors (CAADAC) certification. Students earning the certificate may also choose to continue their study toward a non-transferable Associate of Arts degree in the field. Past recipients of the COD Certificate of Achievement in Alcohol and Drug Studies have obtained positions as supervised chemical dependency counselors, locally and throughout California. Students earning an associate's degree in Alcohol and Drug Studies may pursue entry-level positions as supervised chemical dependency counselors or may chose to continue their study in the discipline toward a bachelor's or graduate degree in counseling psychology. Transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with an academic advisor for specific information regarding the transfer requirements of their preferred college or university.

Advisor: A. Saddington

**ALCOHOL AND 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

**ALCOHOL AND 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	Perspectives on Death & Dying	3
SOC 4	Sociological Analysis/Crit Thinking	3

Required Subtotal	36
Electives	6
General Education Subtotal	<u>19-20</u>
DEGREE TOTAL	61-62

114 Liberal Arts - Mass Communication

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 COD 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 of Arts 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 (760) 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 COD 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	2
DEGREE TOTAL	60

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

**Counselors: E. Andrews, B. Augustine, S. Hauf,
M. Jasso, E. King, R. Ortiz, F. Sangiorgio,
J. Simo**

MASS COMMUNICATION

College of the Desert's Mass Communication program offers an Associate of Arts degree in Communication, Journalism, and Mass Communication. Students earning an associate's degree in one of these disciplines are well prepared for career fields in radio broadcasting, journalism, and motion picture, television, and video production. Students may also choose to continue their study in the discipline toward a bachelor's or graduate degree. Transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisor: E. Reed

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

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

**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

MATHEMATICS

Mathematics is the study of quantity, structure, space and change. It developed, through the use of abstraction and logical reasoning, from counting, calculation, measurement, and the study of the shapes and motions of physical objects. Mathematics is also used to refer to the insight gained by mathematicians by doing mathematics, also known as the body of mathematical knowledge. This latter meaning of mathematics includes the mathematics used to do calculations and is an indispensable tool in the natural sciences and engineering.

Career paths chosen by students pursuing undergraduate studies in mathematics commonly include teaching, actuary, computer science, statistics, physics and engineering. Careers in the discipline that generally require graduate-level degrees include mathematics, engineering and the natural sciences. Even students who choose not to major

in mathematics find that coursework in the field can improve their ability to think critically, solve complex problems, research and analysis and improve their writing skills.

College of the Desert's mathematics curriculum includes course offerings that provide a general overview of the discipline, as well as specific mathematical topics that can be applied to other areas like physics, chemistry, biology, computer science and engineering. The College offers an Associate of Science degree, as well as courses leading to transfer. Students earning an associate's degree in mathematics may pursue (entry-level) positions as teacher's aid or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

In addition, the Mathematics Department offers an extensive remedial Mathematics curriculum to assist the large portion of students that enter the College and are not prepared for college level mathematics.

**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 (confer with advisor)			18
Transferable Electives (confer with advisor)			8
Physical Education Activities			2
DEGREE TOTAL			60

Advisors: D. Culhan, S. Dostal, L. Graff, G. Hagopian, L. Jordan, D. Kleinfelter, T. Le, J. Learned, F. Marhuenda-Donate, J. Matthews, M. McJilton, B. Podlesny, K. Tabor

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MUSIC

The music program offers a full range of courses in music fundamentals, musicianship, harmony, appreciation and history, as well as classes in piano, voice, percussion and guitar. Private lessons are available on most instruments, including voice, through the applied music program. Instrumental and vocal ensembles provide public performance opportunities to majors and non-majors alike. It is the goal of the music program to:

- help students develop their musical and intellectual potential to the highest possible level.
- provide a broad foundation of knowledge in the theory, history, literature and practice of performing arts for students wishing to pursue degree, certificate, transfer and vocational agendas.
- promote community awareness of the relationship between music and the history of human values, cultural diversity and the liberal arts tradition.
- promote the development of discipline-specific skills appropriate to the training of those who wish to teach, those who will pursue advanced studies or professional employment, and those who will use their artistic training in community settings and other cultural service areas.
- enable all students to benefit from the cultural richness of our heritage through both traditional and experimental performance practices.

Careers in music include performer, educator, conductor, composer, arranger, accompanist, recording engineer, radio/television audio engineer, music minister, music therapist, private instructor.

Degrees and Certificates offered:

- Associate of Arts: Music
- Certificate of Completion: Music Theory
- Certificate of Completion: Music History
- Certificate of Completion: Music Technology

Students planning to transfer to a four-year institution and major in music should consult with an advisor regarding the transfer process and lower division requirements.

Advisors: D. Romano, S. Schmidt

MUSIC ASSOCIATE OF ARTS DEGREE and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
MUS	1	Music Theory I	4
MUS	2	Music Theory II	4
MUS	3A	Music History & Literature I	3
MUS	3B	Music History & Literature II	3
MUS	21A	Beginning Class Piano	2
MUS	21B	Int/Adv Class Piano	2
MUS	26	Instrumental Ensemble	2,2,2,2
OR MUS	34	Vocal Ensemble (2,2,2,2)	
MUS	99	Applied Music	1,1,1,1
Music Subtotal			30
General Education Requirements (Option 1)			34
Physical Education Activities			2
DEGREE TOTAL			66

MUSIC THEORY CERTIFICATE for employment preparation

Dept.	No.	Title	Units
MUS	1	Music Theory I	4
MUS	2	Music Theory II	4
MUS	12	Fundamentals of Music	3
MUS	21A	Beginning Class Piano	2
MUS	21B	Int/Adv Class Piano	2
CERTIFICATE TOTAL			15

MUSIC HISTORY CERTIFICATE for employment preparation

Dept.	No.	Title	Units
MUS	3A	Music History & Literature I	3
MUS	3B	Music History & Literature II	3
MUS	5	History of Rock 'n' Roll	3
MUS	8	American Music	3
MUS	12	Fundamentals of Music	3
CERTIFICATE TOTAL			15

MUSIC TECHNOLOGY CERTIFICATE for employment preparation

Dept.	No.	Title	Units
MUS	12	Fundamentals of Music	3
MUS	21A	Beginning Class Piano	2
MUS	21B	Int/Adv Class Piano	2
MUS	78A	Intro to Digital Audio	3
MUS	78B	Int/Adv Digital Audio	3,3
CERTIFICATE TOTAL			16

NUTRITION

NUTRITION CARE: DIETETIC TECHNICIAN
Chaffey College & College of the Desert Articulated
ASSOCIATE OF ARTS DEGREE
for employment preparation

The dietetic technician program prepares students to take the ADA Registration Examination for Dietetic Technicians administered by that agency. Students complete articulated classes at COD and complete the degree at Chaffey College, whose program is approved by the Commission on Accreditation for Dietetics Education of the American Dietetic Association (ADA, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800/877-1600).

Dietetic technicians are employed as managers in a designated unit or department in health care, community care, school food service, county health, and community directed programs of nutrition services for elderly, infants, or children.

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BI	21	Anatomy & Physiology	4
BUAC	1A	Financial Accounting I.	3
BUHM	63	Hotel & Restaurant Operations	3
OR	BUHM 64	Hotel/Motel Personnel Mgmt. (3)	
CART	1	Sanitation & Safety	3
CART	3	Principles of Cooking	5
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			31
General Education Requirements			18
PE Requirement			2
COD Subtotal			51
*NF	19	Nutrition II: Modified Diets	3
*NF	421	Nutrition III: Nutrition Care	2
*NF	423	Nutrition IV: Adv. Nutrition Care	2
*NF	470	Dietetic Service Supervisor	1,1
*NF	470L	Supervised Clinical Lab	2,2
*NF	480	Dietetic Technician	2,2
*NF	480L	Supervised Lab	2,2
*Additional Chaffey Requirements			<u>21</u>
DEGREE TOTAL			72

Advisor: S. Beno

*Taken at Chaffey College

SCIENCES

BIOLOGICAL AND PHYSICAL

The Science Department has available a broad offering of courses in the biological and physical science 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.

BIOLOGICAL SCIENCES

Biology is the study of living organisms, and includes plants, animals, bacteria and fungi. Biology studies their molecular and cellular structures as well as the whole organism and also includes structure - function relationships and organismal behavior.

Career paths chosen by students pursuing undergraduate studies in biology commonly include pharmaceutical sales, biomedical research, biomedical engineering, fish and wildlife biology, animal handler/trainer, zoo/aquarium biologist, forestry service, national parks service, environmentalist, biology teacher.

Careers in the discipline that generally require graduate-level degrees include medicine, pharmacy, veterinary, optometry and dentistry, bioinformatics (biology & computer science), medical research, scientific research. Even students who choose not to major in biology find that coursework in the field can improve their ability to think critically, solve complex problems, improve their skills at writing, research and analysis, understand modern scientific, medical and environmental issues as well as their own health issues.

College of the Desert's biology curriculum includes course offerings that provide a general overview of the discipline, as well as coursework in mathematics, physics and chemistry.

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The College offers an Associate of Science degree, as well as courses leading to transfer to a university. Students earning an associate's degree in biology may pursue entry-level positions as laboratory assistants or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with the California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisors:

- A. Tesch:** Biology, Nursing, Pre-medicine
C. Totten: Microbiology, Pre-medicine, Pre-dentistry, Pre-optometry, Pre-veterinary Medicine
R. Tracey: Bacteriology, Microbiology, Nursing, Pre-medicine, Pre-dentistry

BIOLOGY, PRE-PROFESSIONAL ASSOCIATE OF SCIENCE DEGREE and transfer preparation

(Includes Biology, Zoology, Botany, Pre-medicine, Pre-dentistry, Pre-pharmacy, Pre-veterinary Medicine, Microbiology, Entomology, Parasitology, Biological Oceanography)

Dept. No. Title Units

Required Courses:

(Based on minimum prior preparation)*

Dept.	No.	Title	Units
BI	5	Molecular & Cell Biology	5
BI	6	Biology of Organisms	5
CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
MATH	1A	Calculus	5
MATH	1B	Calculus	5
PH	2A	College Physics	4
PH	2B	College Physics	4
Required Subtotal			38
General Education Requirements (confer with Advisor) ...			18
Transferable Electives (confer with advisor)			2
Physical Education Activities			2
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 5 & 6, Chemistry 1A & 1B, and two semesters of calculus to establish a strong foundation prior to transfer.

PHYSICAL SCIENCES

Physical Science is the study of inanimate natural objects, including chemistry, geology, physics and astronomy.

Career paths chosen by students pursuing undergraduate studies in the physical sciences commonly include chemistry, physics, engineering, geology, astronomy and environmental science.

All careers in the discipline generally require graduate-level degrees. Even students who choose not to major in physical sciences find that coursework in the field can improve their ability to solve complex problems by using critical thinking and to perform research and analysis.

College of the Desert's physical science curriculum includes course offerings that provide a general overview of the discipline for students seeking a bachelor's degree in a nursing program and students planning to be K through 12 teachers. Our primary function is to teach courses designed for majors in the specific disciplines.

College of the Desert offers Associate of Science degrees, as well as courses leading to transfer. Students earning the degrees may also choose to continue their study toward baccalaureate or advanced degree in the field. COD has transfer agreements with the California State Universities and University of California systems in this discipline/program. However, transfer requirements at four-year colleges and universities vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisors:

- J. Ciurash:** Chemistry
D. MacIntire: Physics, Astronomy
N. Moll: Geology, Environmental Studies
R. Tracey: Chemistry

CHEMISTRY
ASSOCIATE OF SCIENCE DEGREE
and transfer preparation
 (Includes Bio-Chemistry)

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BI	5	Molecular & Cell Biology	5
BI	6	Biology of Organisms	5
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)			
Required Subtotal			48-50
General Education Requirements (confer with Advisor) ...			18
Physical Education Activities			2
MINIMUM DEGREE TOTAL			60

Advisors: J. Ciurash, R. Tracey

ENVIRONMENTAL SCIENCES
OR NATURAL RESOURCES
ASSOCIATE OF SCIENCE DEGREE
and transfer preparation

Dept.	No.	Title	Units
<u>Required Courses:</u>			
BI	5	Molecular & Cell Biology	5
BI	6	Biology of Organisms	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
PH	2A	College Physics	4
PH	2B	College Physics	4
OR	PH 4A	Engineering Physics (5)	
	PH 4B	Engineering Physics (5)	
PH	17	Intro to Meteorology	3

MATH	1A	Calculus	5
MATH	1B	Calculus	5
MATH	14	Statistical Methods	4
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 (confer with Advisor) ...	18
Physical Education Activities	2
DEGREE TOTAL	60

Advisor: N. Moll

NATURAL RESOURCES OPTION:

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

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	5	Molecular & Cell Biology	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):

AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology	3
AGEH	1	Horticulture	3
AGEH	1L	Horticulture Lab	1
ECON	1	Principles of Macroeconomics	3
Continued on next page			

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GEOG 2	Cultural Geography	3
MATH 14	Statistical Methods	4
NR 3	Intro to Wildlife Management	3
PS 1	Intro to Government	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 (confer with Advisor) ...	18	
Physical Education Activities	2	
DEGREE TOTAL	60	

Advisor: N. Moll

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)	
	PH 4B Engineering Physics (5)	
	(Physics requirement depends on transfer institution.)	
BI 5	Molecular & Cell Biology	5
BI 6	Biology of Organisms	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 (confer with Advisor) ...	18
Physical Education Activities	2
DEGREE TOTAL	60

(Consult with advisor before embarking on program.)

Advisor: N. Moll

PHYSICS
ASSOCIATE OF SCIENCE DEGREE
and transfer preparation

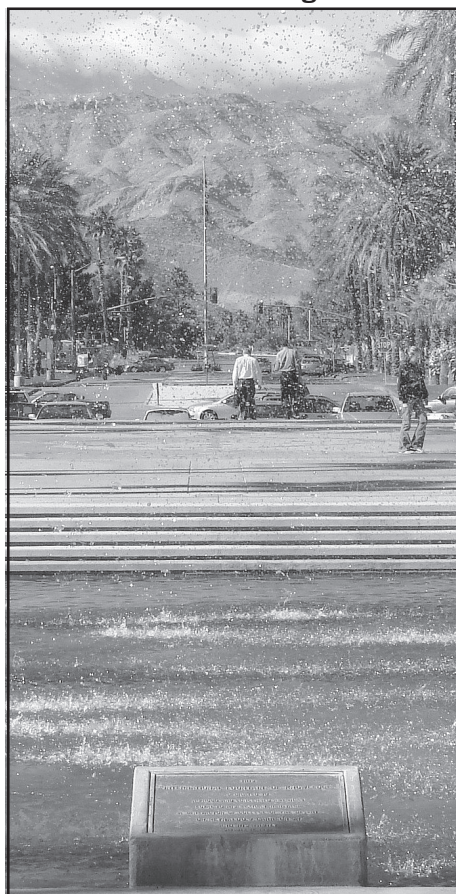
Dept. No.	Title	Units
<u>Required Courses:</u>		
MATH 1A	Calculus	5
MATH 1B	Calculus	5
MATH 2A	Multivariate Calculus	5
MATH 2C	Differential Equations	4
CH 1A	General Chemistry	5
CH 1B	General Chemistry	5
PH 4A	Engineering Physics	5
PH 4B	Engineering Physics	5
PH 5	Computer Programming I (recommended) 3	

Consult course descriptions for prerequisites.

Required Subtotal	39-42
General Education Requirements (confer with Advisor) ...	18
Physical Education Activities	2
MINIMUM DEGREE TOTAL	60

Advisor: D. MacIntire

The Fountain of Knowledge at COD



SOCIAL SCIENCES

The social sciences program at College of the Desert consists of the seven disciplines of anthropology, geography, history, philosophy, political science, psychology, and sociology plus a certificate program in Human Services/Alcohol Drug Studies. The courses offered in each discipline serve both as general surveys of each field and as general education and transfer requirements.

Social sciences majors find jobs in social service agencies, non-profit organizations, government agencies, educational institutions, hospitals, rehabilitation centers, libraries, probation departments, and correctional institutes. Social Sciences majors also find jobs in business and industry in market research, survey research, public relations, management, advertising, human resources, sales, counseling, and as forensic anthropologists and archeologists. Careers that generally require graduate-level degrees include teacher, researcher, field anthropologist, historian, counselor, criminologist, urban planner, lawyer, political consultant, pollster, political campaign manager, philosopher, psychologist, psychiatrist, and human resources director. Even students who choose not to major in the social sciences find that coursework in the various disciplines prepares them to understand organizational and group dynamics, incorporate logic and reasoning in everyday life, understand research and statistical analysis, and connect personal problems to social issues through critical analysis.

College of the Desert’s social sciences program courses are designed to provide students with a general overview of various disciplines of the social sciences, help students meet general education requirements for transfer to four-year institutions, and provide them with supporting courses for majors in other programs. Within the social sciences program, students can earn an Associate of Arts degree in any of the seven disciplines and/or a Certificate of Achievement in Human Services/Alcohol & Drug Studies. Students earning an associate’s degree within the social sciences program have a choice of pursuing positions as community support worker, gerontology aide, compensation/benefits worker, consumer survey advisor, delinquency counselor, insurance agent/broker, social welfare examiner, peace corps/VISTA worker, research assistant, claims representative, case aid worker, human resources assistant, public opinion surveyor, community service agency worker, or continuing their studies toward a bachelor’s or graduate degree. COD has transfer

agreements with the California State Universities and University of California systems in the disciplines contained within the social sciences program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

**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

<u>Electives</u> - 12 units to be chosen from the following:			
AGEH	1	Horticulture	3
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
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
PH	1	Introductory Physics	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

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GEOGRAPHY ASSOCIATE OF ARTS DEGREE and transfer preparation

Dept. No. Title Units

Required Courses:

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:

AGEH 1	Horticulture	3
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
PH 1	Introductory Physics	4
PH 17	Intro to Meteorology	3
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

HISTORY ASSOCIATE OF ARTS DEGREE and transfer preparation

Dept. No. Title Units

Required Courses:

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: W. Gudelunas, P. Jenison, C. Kroll

PHILOSOPHY ASSOCIATE OF ARTS DEGREE and transfer preparation

Dept. No. Title Units

Required Courses:

CIS 70A	Computer Business Appl/Windows	3
Choose <u>one</u> from the following		
PHIL 6	Introduction to Philosophy (3)	3
PHIL 7	Ideas of the Great Philosophers (3)	3

Choose <u>one</u> from the following		
PHIL 10	General Logic (3)	3
PHIL 11	Formal Logic (3)	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	Perspectives on Death & Dying	3
PHIL 14	Introduction to Ethics	3
PHIL 16	Philosophy in the Hispanic World	3
PHIL 17	Monotheisms in Conflict	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: W. Gudelunas, P. Jenison, 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)	
<u>Electives</u> - 11 units to be chosen with advisor approval:		
BI 5	Molecular & Cell 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 23	Psychology of Women	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: L. Emerson

**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		2
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 4	Soc Analysis/Critical Thinking	3
SOC 14	Minority Groups in Americas	3
OR SOC 15	Mexican American Culture (3)	
ANTH 2	Cultural Anthropology	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		2
DEGREE TOTAL		60-67

Advisors: V. Rios, A. Saddington

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SPEECH

The Speech program at College of the Desert offers an Associate of Arts degree in Speech as well as courses leading to transfer to a four-year college. The degree program is designed for students interested in all fields stressing human interaction. Students may also choose to continue their study in the discipline toward a bachelor's or graduate degree. Transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisor: E. Reed

SPEECH ASSOCIATE OF ARTS DEGREE and transfer preparation

Dept.	No.	Title	Units
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Required Courses:

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

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

Theatre arts is the study of the creative, historical, technical, and cultural aspects of performance. Career paths chosen by students pursuing undergraduate studies in theatre arts commonly include performance, education, design, and communication. Careers in the discipline that generally require graduate-level degrees include dramatic criticism and education. Even students who choose not to major in theatre arts find that coursework in the field can improve their ability to communicate, problem solve, speak publicly, build self confidence, and work successfully both collaboratively and independently.

College of the Desert's theatre arts curriculum includes course offerings that provide a general overview of the discipline, as well as training in acting, dance, musical theatre, makeup, design, and technical production.

The College offers an Associate of Arts degree, as well as courses leading to transfer. Students earning an associate's degree in theatre arts may pursue entry-level positions as performers and technicians or may choose to continue their study in the discipline toward a bachelor's or graduate degree. COD has transfer agreements with California State Universities, the University of California systems and independent colleges and universities in this discipline/program. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor for specific information regarding the transfer requirements of their preferred college or university.

Advisor: M. Gaines

**THEATRE ARTS ASSOCIATE OF ARTS DEGREE
and transfer preparation**

Dept. No. Title Units
Required Courses: (12 units)

TA	1	Introduction to Theatre	3
TA	2	Acting I	3
TA	10	Intro to Design & Production	3
TA	69A	Dramatic Literature	3
or TA	69B	Dramatic Literature (3)	

Elective Courses: (12 units to include minimum of 6 units of Production Courses)

TA	3	Acting 2	3
TA	9	Stagecraft	3
TA	11	Intro to Choreography	2
TA	15	History of Dance	3
TA	50	Theatre Dance	1
TA	51	Theatre Dance	2
TA	69A	Dramatic Literature	3
or TA	69B	Dramatic Literature (3)	
TA	70	Dance, Modern	1
TA	73	Dance, Modern (Jazz)	1
TA	75	Dance, Tap	1
TA	76	Dance, Ballet	1
TA	80	Theatre Makeup	3
TA	90	Music Theatre Workshop	1
TA	91	Music Theatre Workshop	2
TA	92	Music Theatre Workshop	3

Production Courses: (6 units)

TA	20	Play Production, Acting	1
TA	21	Play Production, Acting	2
TA	22	Play Production, Acting	3
TA	24	Play Production, Dance	1
TA	25	Play Production, Dance	2
TA	26	Play Production, Dance	3
TA	30	Play Production, Technical	1
TA	31	Play Production, Technical	2
TA	32	Play Production, Technical	3

Required Courses	12
Elective Courses	12
General Education (Option 1 or 2)	34-43
Physical Education Activities	2
DEGREE TOTAL	60-69

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. There are 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.

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.)*

Advisor: M. Richards

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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 (may include work experience).
2. Currently work or intern within 2 hours of COD.
3. For each unit 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 Central Annex 14, 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 Central Annex 14 during the first week of the session.

For further information, contact:

- (760) 862-1344, C. Annex 14
- www.collegeofthedesert.edu/workexperience
- mrichards@collegeofthedesert.edu

CREDIT FOR WORK EXPERIENCE IS AVAILABLE IN THESE FIELDS:

- ACCOUNTING
- ADMINISTRATION OF JUSTICE
- AGRICULTURE
- AIR CONDITIONING
- ARCHITECTURE
- ANTHROPOLOGY
- ART
- AUTOMOTIVE TECHNOLOGY
- BIOLOGY
- BUSINESS MANAGEMENT
- CULINARY ARTS
- COMPUTER INFORMATION SYSTEMS
- COMPUTER SCIENCE
- CONSTRUCTION MANAGEMENT
- DIGITAL DESIGN & PRODUCTION
- ECONOMICS
- EARLY CHILDHOOD EDUCATION
- ENGLISH
- FIRE TECHNOLOGY
- GOLF MANAGEMENT
- HEALTH SCIENCES
- HOTEL & RESTAURANT MANAGEMENT
- JOURNALISM
- HS/ALCOHOL & DRUG STUDIES
- MATHEMATICS
- MASS COMMUNICATION
- MUSIC
- NATURAL RESOURCES
- PHYSICAL EDUCATION
- POLITICAL SCIENCE
- PSYCHOLOGY
- RADIO & TELEVISION
- SOCIOLOGY
- SUPERVISION & MANAGEMENT
- THEATRE ARTS
- ALL OTHERS ARE GENERAL - WEG

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. Noncredit 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 developmental courses are offered in Adult Basic Education (ABE), high school completion (GED), English as a Second Language (ESLN), 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
- COD GE = meets General Education criteria for COD's occupational/vocational non-transfer degrees
- CSU GE = meets criteria for California State University and College of the Desert 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
Administration of Justice	AJ
Adult Basic Education	ABE
Advanced Transportation Technologies	AUTO
Agriculture/Business	AGBU
Agriculture/Environmental Horticulture	AGEH
Agriculture/Plant Science	AGPS
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
Culinary Arts	CART
Dance	DANC
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/Composition	ENG
English as a Second Language (Credit)	ESL
English as a Second Language (Noncredit)	ESLN
English for Multilingual Students	EMS
Environmental Horticulture	AGEH
Finance	BUFI
Fire Technology	FIRE
Foreign Language	FL
French	FR

SUBJECT	COURSE CODE
Geography	GEOG
Geology	G
German	GER
Golf Management	GOLF
Graphic Design	DDP
Health	HE
Health Sciences	HS
History	HIST
Hospitality	BUHM
Hotel & Restaurant Management	BUHM
Human Services/Alcohol & Drug Studies	HSAD
Humanities	HUM
Italian	ITAL
Japanese	JPN
Journalism	J
Law Enforcement	AJ
Mass Communication	MC
Management	BUMA
Mathematics	MATH
Music	MUS
Natural Resources	NR
Nursing	N
Nutrition	HEC
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
ABE	Adult Basic Education
ACR	Air Conditioning/HVAC
AGBU	Agriculture/Business
AGEH	Agriculture/Environmental Horticulture
AGPS	Agriculture/Plant Science
AJ	Administration of Justice
ANTH	Anthropology
ARCH	Architecture
ART	Art
ASC	Academic Skills Center
ASL	American Sign Language
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
DRA	General Drafting/CAD
DSPS	Disabled Students Programs and Services
ECE	Early Childhood Education
ECON	Economics
EMS	English for Multilingual Students
EMT	Emergency Medical Technology
ENG	English/Composition
ESL	English as a Second Language (Credit)
ESLN	English as a Second Language (Noncredit)
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
HUM	Humanities
ITAL	Italian
J	Journalism
JPN	Japanese
MATH	Mathematics
MC	Mass Communication
MUS	Music
N	Nursing
NR	Natural Resources
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 Units: 3**

This course is an introductory survey of planetary, stellar and galactic astronomy designed for students not majoring in science. This course 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-051 and MATH-040

CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: BI IGETC: 5A

A-001L DESCRIPTIVE ASTRONOMY LAB Units: 1

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
Corequisite: A-001 or prior completion
Advisory: ENG-051 and MATH-040

CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C1 CSU GE: B3 IGETC: 5A

ABE: ADULT BASIC EDUCATION**ABE-300 ADULT BASIC EDUCATION Units: 0**

This course is designed to provide basic skills instruction in reading, writing, math, and survival skills in everyday living.

Class Hours: Open Repeatable: Yes Grading: K
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-320A FUNDAMENTALS OF ENGLISH Units: 0

This course provides basic grammar skills which prepare students for high school completion and GED testing. Students prepare to pass the adult high school proficiency essay examination, the GED essay examination, or the college assessment test.

Class Hours: Open Repeatable: Yes Grading: K
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-320B FUNDAMENTALS OF ENGLISH Units: 0

This course provides a secondary level in English grammar and further experience in essay writing. Students learn to write coherent descriptive paragraphs using definition, and essays on current topics.

Class Hours: Open Repeatable: Yes Grading: K
Advisory: ABE-320A and/or transcript evaluation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-320C FUNDAMENTALS OF ENGLISH Units: 0

This course provides students the opportunity to refine their skills in writing the narrative and persuasive argumentative writing. Students are expected to refine their skills in essay writing and address the narrative, and persuasive-argumentative essays. They also write business letters, complete a resume on the word processor, and read short stories.

Class Hours: Open Repeatable: Yes Grading: K
Advisory: ABE-320B and/or transcript evaluation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-320D FUNDAMENTALS OF ENGLISH Units: 0

This course prepares students to write essays that demonstrate critical thinking skills.

Class Hours: Open Repeatable: Yes Grading: K
Advisory: ABE-320C and/or transcript evaluation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-322A ADVANCED FUNDAMENTALS OF ENGLISH I: Reference Skills Units: 0

In this course students will be assisted in writing a thesis statement, doing research and writing a complete research paper of approximately 2,000 to 2,500 words.

Class Hours: Open Repeatable: Yes Grading: K
Advisory: ABE-320D and/or transcript evaluation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-322B ADVANCED FUNDAMENTALS OF ENGLISH II: Research Skills Units: 0

In this course students will write a directed research paper of approximately 2,000 to 2,500 words.

Class Hours: Open Repeatable: Yes Grading: K
Advisory: ABE-322A and/or transcript evaluation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ABE-323A AMERICAN LITERATURE Units: 0

This course provides a study of representative American writers. Students evaluate 3 novels written by a selected author according to point of view, plot, style, emotional appeal, and character development. Students critique the author, comparing their opinion of the work to that of a published opinion.

Class Hours: Open Repeatability: Yes Grading: K
 Advisory: ABE-322B and/or transcript evaluation
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-323B WORLD LITERATURE Units: 0

This course provides an opportunity to explore the works of a few of the world's greatest authors. Students research the life of three authors from a provided list and review two books and one short story written by those authors. Students address point of view, plot, style, emotional appeal, characters and how the book has affected the history of society.

Class Hours: Open Repeatability: Yes Grading: K
 Advisory: ABE-323A and/or transcript evaluation
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-324A,B READING CONTROL LAB Units: 0

This course is designed to teach reading to adults. Credit is applicable towards a high school diploma.

Class Hours: Open Repeatability: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-326A U.S. HISTORY I Units: 0

This course provides the history of the United States from exploration through the Civil War.

Class Hours: Open Repeatability: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-326B U.S. HISTORY II Units: 0

This course provides the history of the United States from Reconstruction of 1865 to the present.

Class Hours: Open Repeatability: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-328A PRACTICAL AMERICAN GOVERNMENT: U.S. Government Units: 0

This course is designed to give students an understanding of the principles and structure of government

Class Hours: Open Repeatability: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-328B PRACTICAL AMERICAN GOVERNMENT: Economics Units: 0

This course is designed to help students recognize the role and importance of the individual consumer in the world economy.

Class Hours: Open Repeatability: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-332A WORLD HISTORY Units: 0

This course covers major elements in Western Civilization related to the Modern World. Emphasis is placed upon prehistory and to 18th century cultures.

Class Hours: Open Repeatability: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-332B WORLD HISTORY Units: 0

This course covers major elements in Western Civilization related to the Modern World from the 18th century to today's world.

Class Hours: Open Repeatability: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-334 U.S. CITIZENSHIP Units: 0

Introduction to Citizenship. This course provides instruction of American History and United States Government in preparation for becoming a citizen of the United States.

Class Hours: Open Repeatability: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-335A WORLD GEOGRAPHY I Units: 0

This course provides basic information on regions of the United States, Latin America, Europe, and Russia, emphasizing their geographical features.

Class Hours: Open Repeatability: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-335B WORLD GEOGRAPHY II Units: 0

This course provides basic information on regions of Africa, the Middle East, Asia, and the Pacific, emphasizing their geographical features.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-342A,B PRACTICAL BASIC MATH Units: 0

This course provides practical math skills from basic computation to simple equations. Self-instructional materials allow self-paced study.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-344A MATH FOR LIVING I Units: 0

The course helps students understand the concepts of basic math and how they apply to consumer skills necessary for life situations.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-344B MATH FOR LIVING II Units: 0

The course helps students to apply the concepts of basic math skills to everyday life situations.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-346A,B ALGEBRA I, II Units: 0

This course provides basic algebra skills including simple equations, use of formulas, exponents and factoring. Self-instructional material allows self-paced study.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-348A GENERAL SCIENCE Units: 0

This course is designed to provide students with the basic knowledge of science as related to themselves and their range of experiences.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-348B GENERAL SCIENCE Units: 0

This course is designed to provide students with an understanding of the forms of matter and energy that make up the physical universe.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-351A SCIENCE: LAND ANIMALS Units: 0

This high school level course provides the study and understanding of the origin of land animals.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-351B SCIENCE: WATER LIFE Units: 0

This course provides for the study and understanding of the origin of water life.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-361A FINE ARTS: ART Units: 0

This course teaches the student the history of art through the perspective of artists from around the world. The course focuses not only on the artists' work but also on various biographical facts of the artist.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-361B FINE ARTS: MUSIC Units: 0

This course familiarizes the student with the different forms of music and provides a survey of the history of music.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-361C FINE ARTS: THEATER Units: 0

This course introduces and familiarizes the student with the various forms of theatrical performances.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-364 GED TEST PREPARATION Units: 0

This course is designed to prepare students for the GED examination. This course may be repeatable up to 3 times in order for the students to successfully get through the 5 GED tested disciplines.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-368A BEGINNING TYPING - KEYBOARDING I Units: 0

This course focuses on basic keyboarding skills using a computer. The student will learn all keys on the keyboard by using a computerized exercise program and start assignments in the text.

Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: ESLN Level 3
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-368B BEGINNING TYPING - KEYBOARDING II Units: 0

This course focuses on advanced typing skills. The student will learn how to type and format various letters, forms, and memos using assignments from the textbook. Each assignment will be typed in the "word processor" mode and saved on disk.

Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: ABE-368A and ESLN Level 3
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-376A ADVANCED TYPING - KEYBOARDING I Units: 0

This course focuses on the proper setup of business letters, memos, reports and tables for students who have learned the typewriter keyboard. The student will also learn vertical and horizontal centering. While learning these typing skills, students will continue to build both speed and accuracy.

Class Hours: Open Repeatable: Yes Grading: K
Prerequisite: ABE-368B and ESLN Level 3
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-376B ADVANCED TYPING - KEYBOARDING II Units: 0

This course focuses on the proper setup of more complex and advanced business letters, memos, reports and tables for students who have learned the typewriter keyboard. The student will also learn vertical and horizontal centering. While learning these typing skills,

students will continue to build both speed and accuracy.

Class Hours: Open Repeatable: Yes Grading: K

Prerequisite: ABE-376A and ESLN Level 3

CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-391A HEALTH ISSUES I Units: 0

This course provides information on health issues with emphasis on methods for coping and guidelines for planning good health.

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ABE-391B HEALTH ISSUES II Units: 0

This course provides information on health issues with emphasis on substance abuse, prevention of diseases, and recognition of warning signs

Class Hours: Open Repeatable: Yes Grading: K
 CAN: None
 Transfer Status: None Degree Applicable: NONC
 COD GE: None CSU GE: None IGETC: None

ACR: AIR CONDITIONING/HVAC

ACR-060 AIR CONDITIONING/ REFRIGERATION I Units: 3

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-050, MATH-057 and concurrent enrollment in ACR-064
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACR-061 AIR CONDITIONING/ REFRIGERATION II Units: 3

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-050, MATH-057, ACR-060, and ACR-064
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ACR-062 AIR CONDITIONING III Units: 3

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-061

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ACR-063 AIR CONDITIONING IV Units: 3

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-061

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

**ACR-064 AIR CONDITIONING/
REFRIGERATION ELECTRICITY I Units: 3**

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-050, MATH-057 and concurrent enrollment in ACR-060

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

**ACR-065 AIR CONDITIONING/
REFRIGERATION ELECTRICITY II Units: 3**

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-050, MATH-057, and ACR-064

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

**ACR-066 AIR CONDITIONING LOAD
ESTIMATING Units: 1**

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 Units: 1

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-060 and ACR-066

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

**ACR-074 AIR CONDITIONING/
REFRIGERATION SYSTEM
ACCESSORIES Units: 2**

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-050, MATH-057, ACR-060, and ACR-064

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ACR-081 HEATING I Units: 2

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-060 and ACR-064, 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 Units: 2

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-081

CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

AGBU: Agriculture/BUSINESS

AGBU-059A LEADERSHIP Units: 1

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-050

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGBU-059B CAREERS Units: 1

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-050

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH: Agriculture/ENVIRONMENTAL HORTICULTURE

AGEH-001 HORTICULTURE Units: 3

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-005.) *Note:* This course does not satisfy IGETC Requirement in Area 5-B.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-050

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B2 IGETC: None

AGEH-001L HORTICULTURE LABORATORY Units: 1

This laboratory is the companion of AGEH-001. 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-005L.) *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 AGEH-001
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B3 IGETC: None

AGEH-004 TURFGRASS MANAGEMENT Units: 2

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-050

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-004L TURFGRASS MANAGEMENT LABORATORY Units: 1

This laboratory is intended to supplement the Turfgrass Management course (AGEH-004) by providing laboratory and field experiences in turfgrass management subject areas.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: AGEH-004 or concurrent enrollment

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-005 ORNAMENTAL PLANT IDENTIFICATION Units: 3

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, vine, 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
Advisory: ENG-050

CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-008 LANDSCAPE MANAGEMENT Units: 3

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: AGEH-001
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-009 LANDSCAPE PLANNING AND DESIGN Units: 3

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: AGEH-001 or AGPS-005
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-016 ARBORICULTURE Units: 2

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: AGEH-001 or AGPS-005
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-020 LANDSCAPE CONSTRUCTION Units: 2

This course covers the fundamentals of landscape construction, including soil preparation, paving and construction materials, hand 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: AGEH-001 or AGPS-005
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-024 ADVANCED TURFGRASS MANAGEMENT Units: 3

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: AGEH-004
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-027 TURFGRASS & LANDSCAPE PEST MANAGEMENT Units: 3

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-030 LANDSCAPE EQUIPMENT Units: 2

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-033 GOLF CAR MAINTENANCE Units: 2

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-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AGEH-034 GOLF COURSE MANAGEMENT Units: 3

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-050

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AGEH-035 INTRODUCTION TO WATER SYSTEMS TECHNOLOGY Units: 3

A basic course in water distribution and treatment covering water quality control practices, water sources, public health aspects of water treatment, filtration, corrosion and disinfection, water system operation and maintenance, valve pipes, pumps and meters. The materials covered in this course will be helpful to those preparing for a D-1 and D-2 Water Distribution Operator's Certificate Examination given by the State of California.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AGEH-046 LANDSCAPE IRRIGATION SYSTEMS Units: 2

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-050 and MATH-057

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

AGEH-046L LANDSCAPE IRRIGATION SYSTEMS LABORATORY Units: 1

This laboratory is intended to supplement the Landscape Irrigation Systems course (AGEH-046) by providing laboratory and field experiences in landscape irrigation subject areas.

Lecture Hours: 0 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: AGEH-046 or concurrent enrollment

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 Units: 4**

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-050 and MATH-057

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 Units: 4

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-050

Advisory: RDG-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1 CSU GE: B2, B3

IGETC: 5B

AGPS-005 PLANT SCIENCE Units: 3

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, AGEH-001.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1 CSU GE: B2

IGETC: 5B

AGPS-005L PLANT SCIENCE LAB Units: 1

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, AGEH-001L.)

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 Units: 2

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-050
 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 Units: 3

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-050 *Advisory:* RDG-050
 CAN: AJ 2
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D0 IGETC: None

AJ-002 CRIMINAL LAW Units: 3

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-001
 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 Units: 3

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-001
 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 Units: 3

This is an in-depth study of the role and responsibility 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-001
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-005A MULTICULTURAL ISSUES WITHIN PUBLIC SAFETY Units: 3

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-001
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C5 CSU GE: None IGETC: None

AJ-006 PRINCIPLES OF INVESTIGATIONS Units: 3

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-001
 CAN: AJ 8
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-007 CRIMINAL SUBSTANTIVE LAW Units: 3

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-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-008 CONCEPTS OF ENFORCEMENT SERVICES Units: 3

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-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-009 TRAFFIC CONTROL Units: 3

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-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-010 JUVENILE LAW & PROCEDURE Units: 3

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-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-016 NARCOTICS CONTROL Units: 3

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-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-017 NATURAL RESOURCES LAW ENFORCEMENT Units: 3

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-017.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-024 REPORT WRITING Units: 3

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-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-030 CORRECTIONAL SYSTEMS Units: 3

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-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AJ-051 PC 832 TRAINING Units: 3

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 POST Certification.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L
 Advisory: ENG-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-061 BASIC PEACE OFFICER TRAINING - LEVEL III Units: 7

This course is designed to meet the state mandated POST training requirements in the Basic Peace Officer - Level III Modular Training Course. Students completing this course will have all training requirements for Reserve Officer - Level III or the first of the three classes required for full-time Peace officer. There are a total of 168 hours required in this class.

Lecture Hours: 99 Lab Hours: 81 Repeatable: No Grading: L
 Advisory: ENG-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-062 BASIC PEACE OFFICER TRAINING - LEVEL II (formerly AJ-053) Units: 12

This course is designed to meet the state mandated training requirements in the Basic Peace Officer - Level II Modular Training Course. The course satisfies Peace Officer Standards and Training (POST) requirements for Level II police reserve certification and completion of the two of the three 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-061
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AJ-063 BASIC PEACE OFFICER TRAINING - LEVEL I (formerly AJ-054) Units: 16½

This course is designed to meet the state mandated training requirements in the Basic Peace Officer - Level I Modular Training Course. The course satisfies Peace Officer Standards and Training (POST) requirements for Level I police reserve certification and completion of the three

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-062

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 Units: 3**

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-050

CAN: ANTH 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1, C5 CSU GE: B2

IGETC: 5B

ANTH-002 CULTURAL ANTHROPOLOGY Units: 3

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-050

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 Units: 3

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-050

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 Units: 3

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-050 and RDG-051
 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 Units: 3

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-050
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-002 MATERIALS OF CONSTRUCTION Units: 4

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-003A ARCHITECTURAL PRACTICE I Units: 3

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-001 *Advisory:* ARCH-002
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-003B ARCHITECTURAL PRACTICE II Units: 3

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-003A, 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-003A
Advisory: Concurrent enrollment in DRA-008
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-005 INTRODUCTION TO DRAWING AND PERSPECTIVE Units: 2

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-003A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-006 ARCHITECTURAL DELINEATION Units: 2½

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-005
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ARCH-008 ARCHITECTURAL DESIGN FUNDAMENTALS I Units: 3

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-003A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

**ARCH-009 ARCHITECTURAL DESIGN
FUNDAMENTALS II Units: 3**

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-008

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**ARCH-010 ENVIRONMENTAL CONTROL
SYSTEMS Units: 3**

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-002

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**ARCH-011 ARCHITECTURAL BLUEPRINT
READING Units: 3**

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-050

Advisory: DRA-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ARCH-014 HISTORY OF ARCHITECTURE I Units: 3

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-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C5 CSU GE: C1

IGETC: None

**ARCH-017 ARCHITECTURAL DESIGN
FUNDAMENTALS III Units: 3**

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-009 and ARCH-010

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART: ART**ART-001A BEGINNING DRAWING
AND COMPOSITION Units: 3**

This course is an introduction to the fundamentals of drawing and composition. Through hands-on assignments, drawing techniques covered include traditional approaches of line application, charcoal shading and ink wash techniques. Throughout the course, emphasis is placed on the use of basic visual elements and organizational principles of compositional structure. These techniques enable the student to communicate visual images as creative statements.

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 INTERMEDIATE TO ADVANCED
DRAWING AND COMPOSITION Units: 3**

This is an intermediate to advanced course in the methods of drawing and composition with an emphasis on the use of color. Students build on beginning level skills through a continued study of traditional drawing approaches and are then introduced to intermediate through advanced drawing problems. An emphasis on experimental applications with color media such as pen and inks, dry and oil pastel, oil stick, colored pencil and mixed media occurs. Focus is on the development of images that are created through the use of intermediate to advanced applications of technical processes, color theory use and compositional structure. Historical applications of drawing and different conceptual approaches to the mark making process are studied. Under faculty guidance, students develop a pictorial series resulting in 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-001A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

ART-002A HISTORY OF ART Units: 3

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-050

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 Units: 3

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-050

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 Units: 3

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, Dadaism, Surrealism, Abstract Expressionism, Pop Art, and contemporary directions.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1 IGETC: 3A

**ART-002D HISTORY OF POSTMODERN ART Units: 3
(Art Since 1960)**

This course examines the art of Europe and America from 1960 to the present. Illustrated lectures and on-sight 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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1 IGETC: 3A

ART-003A BASIC DESIGN AND COLOR Units: 3

This course is an introduction to the fundamentals of two dimensional design. Through hands-on assignments, various traditional and contemporary design techniques are covered which include the use of pencil, paper and paint. Mixed media applications are introduced at the end of the course. Throughout the course, emphasis is placed on the study and use of basic visual elements of line, shape, texture, space, time and color theory and on organizational principles of compositional structure and concept development. These techniques enable the students to gain experience in organizing their thoughts in solving design problems and to communicate visual images as creative statements.

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 Units: 3

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. A variety of materials are studied through projects in construction, modeling and casting. This course is offered in Spring semester only.

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 Units: 3

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-001A and/or ART-003A

CAN: ART 24

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-005B INTERMEDIATE TO ADVANCED LIFE DRAWING Units: 3

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-005A

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 Units: 3

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-003A

CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-007A BEGINNING CERAMICS Units: 3

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 Units: 3

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-007A

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 Units: 3

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-007B

CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-007D ADVANCED CERAMICS II Units: 3

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-007C

CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-007F BEGINNING RAKU CERAMICS Units: 3

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-007A

CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3,C5 CSU GE: None IGETC: None

ART-007G BEGINNING CERAMICS CRYSTAL GLAZES Units: 3

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-007A

CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

ART-007H INTERMEDIATE TO ADVANCED CERAMICS CRYSTAL GLAZES Units: 3

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. May be taken a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: ART-007G

CAN: None

Transfer Status: CSU/UC

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

ART-007I INTERMEDIATE TO ADVANCED RAKU CERAMICS Units: 3

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 also studied. Students further explore their personal creative style. May be taken for a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: ART-007F

CAN: None

Transfer Status: CSU/UC

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

ART-009A BEGINNING PRINTMAKING Units: 3

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

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

ART-009B INTERMEDIATE TO ADVANCED PRINTMAKING Units: 3

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-009A

CAN: ART 20 = ART 9A + 9B

Transfer Status: CSU/UC

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

ART-010 INTRODUCTION TO ART Units: 3

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-050

CAN: None

Transfer Status: CSU/UC

COD GE: C3,C5

Degree Applicable: AA/AS

CSU GE: C1

IGETC: 3A

ART-011A SCULPTURE Units: 3

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-004

CAN: ART 12

Transfer Status: CSU/UC

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

ART-011B SCULPTURE Units: 3

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-011A

CAN: None

Transfer Status: CSU/UC

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

ART-011C SCULPTURE Units: 3

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-011B

CAN: None

Transfer Status: CSU/UC

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

ART-011D SCULPTURE Units: 3

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-011C

CAN: None

Transfer Status: CSU/UC

COD GE: None

Degree Applicable: AA/AS

CSU GE: None

IGETC: None

ART-014A BEGINNING SCREEN PRINTING Units: 3

This is an introductory course in screen printing. Basic silkscreen printing techniques are studied, including stencil formation, edition printing, and various substrate concerns. Class work focuses on attaining competence in direct screen printing processes. 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 print statements. Basic drawing skills are recommended.

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-014B INTERMEDIATE TO ADVANCED SCREEN PRINTING Units: 3

This is an intermediate to advanced course in the study of screen printing. Students study a variety of stencil techniques, materials, and equipment. Students build competence in screen printing skills and aesthetics. With faculty guidance, mastering these skills will lead towards development of personal style. May be taken for a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L
Prerequisite: ART-014A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-018 INTRODUCTION TO ART AND MUSIC Units: 3

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. (Also listed as, and equivalent to, HUM-018 and MUS-018.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3A

ART-018A BEGINNING PAPERMAKING Units: 3

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 INTERMEDIATE TO ADVANCED PAPERMAKING Units: 3

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 in hand papermaking and aesthetic perspective. An emphasis on hand papermaking as an art form focuses on Eastern philosophy and Western culture. Historical applications of hand papermaking and the book are studied. May be taken for a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L
Prerequisite: ART-018A
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-020A BEGINNING CERAMIC SCULPTURE Units: 3

This course explores the basic techniques of the ceramic sculptural art form. Emphasis is on the understanding of the medium of clay, the appreciation of the basic ceramic sculpture modeling processes and glazing techniques. The students will also begin to explore their own personal expression in clay.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ART-007A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-020B INTERMEDIATE TO ADVANCED CERAMIC SCULPTURE Units: 3

This course expands student knowledge and expertise in the technologies of the ceramic sculpture art form. Students will further study ceramic sculpture modeling techniques, and embellishing techniques. Glaze formulation and glaze application, combined with kiln loading and firing techniques will also be explored. With faculty guidance, students move toward development of a personal creative style. Students will be expected to develop a stronger critique and problem-solving process. May be taken for a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L
Prerequisite: ART-020A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-021A PAINTING/BEGINNING WATERCOLOR Units: 3

This course is an introduction to the fundamentals of transparent watercolor painting. Through hands-on assignments, painting techniques covered include traditional applications of wash, wet-in-wet, direct painting and layering techniques. Throughout the course, emphasis is placed on the use of basic visual elements,

organizational principles of compositional structure, color theory and concept development. These techniques enable the student to communicate visual images as creative statements. Historical applications of watercolor techniques and different conceptual approaches to painting are studied. Basic drawing skills are recommended.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ART-001A or ART-003A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-021B PAINTING/INTERMEDIATE TO ADVANCED WATERCOLOR Units: 3

This is an intermediate to advanced course in the methods of transparent, opaque and mixed media watercolor painting. Students build on skills learned in the Beginning Watercolor Painting course through continued study of traditional watercolor painting approaches. Students are then introduced to advanced and experimental applications in water media along with collage techniques. Focus is on the development of images that are created through the use of intermediate to advanced applications of technical processes, color use and compositional structure. Under faculty guidance, students develop a pictorial series resulting in 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-021A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-023A PAINTING/BEGINNING OIL Units: 3

This course is an introduction to the fundamentals of oil painting. Through hands-on assignments, painting techniques covered include traditional approaches of opaque, transparent, under and over painting, palette knife and wet-on-wet painting. Using quick oil sketches throughout the course, emphasis is placed on the use of basic visual elements, organizational principles of compositional structure, color theory and concept development. These techniques enable the student to communicate visual images as creative statements. Historical applications of oil painting techniques and different conceptual approaches to painting are studied. Basic drawing skills are recommended.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ART-001A or ART-003A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-023B PAINTING/INTERMEDIATE TO ADVANCED OIL Units: 3

This is an intermediate to advanced course in the methods of transparent, opaque and mixed media oil painting. Students build on skills learned in the Beginning Oil Painting course through continued study of traditional oil painting approaches. Students are then introduced to advanced and experimental applications in oil media utilizing alkyds, water miscible oils and oil sticks. Focus is on the development of images that are created through the use of intermediate to advanced applications of technical processes, color use and compositional structure. Under faculty guidance, students develop a pictorial series resulting in 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-023A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-025A PAINTING/BEGINNING ACRYLIC Units: 3

This course is an introduction to the fundamentals of acrylic painting. Through hands-on assignments, painting techniques covered include traditional approaches of opaque, transparent, under and over painting, palette knife and wet-on-wet painting. Throughout the course, emphasis is placed on the use of basic visual elements, organizational principles of compositional structure, color theory and concept development. These techniques enable the student to communicate visual images as creative statements. Historical applications of acrylic techniques and different conceptual approaches to painting are studied. Basic drawing skills are recommended.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Advisory: ART-001A or ART-003A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ART-025B PAINTING/INTERMEDIATE TO ADVANCED ACRYLIC Units: 3

This is an intermediate to advanced course in the methods of acrylic painting. Students build on skills learned in the Beginning Acrylic Painting course through continued study of traditional acrylic painting approaches. Students are then introduced to advanced and experimental applications in the use of mixed media with acrylics. The use of gels and mediums, oil stick and oil bars along with a variety of collage techniques are explored. Focus is on the development of images that are created through the use of intermediate to advanced applications of technical processes, color use and compositional structure. Under

faculty guidance, students develop a pictorial series resulting in 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-025A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-026 GALLERY DISPLAY MANAGEMENT Units: 3

This course is an introduction in art museum and gallery education. It provides training for those who desire careers in museum education and expertise in the use of museums as education resources for school educators. It also provides basic information for artists who wish to display work in a gallery. The course consists of organizing and designing exhibitions, and the proper caring and handling of works of art.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: ART-010 and ENG-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ART-030A BEGINNING BLACK & WHITE PHOTOGRAPHY Units: 3

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 PHOTOGRAPHY Units: 3

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-030A, 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 PHOTOGRAPHY Units: 3

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-030B, 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 Units: 3

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-030C, 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 Units: 3

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-031.)

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 Units: 3

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 and photographers that contributed to the establishment of photography as one of the major forms of art and communication.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C1

IGETC: 3A

ART-040 GRAPHIC DESIGN I Units: 3

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-010.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-003A or concurrent enrollment

Advisory: CIS-082D (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 Units: 3

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-011.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ART-040

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ART-097 STUDIO LAB Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

ART-098 STUDIO LAB Units: 1

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. This course may be taken for a total of four times if taken concurrently with a studio art course.

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 Units: ½

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 Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

ASC-098 SUPPLEMENTAL LEARNING LAB Units: 1

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 Units: 0

Supervised Tutoring is an open entry/open exit environment where COD students with learning needs in academic subjects receive drop in tutoring, small group instruction, and computer assisted or mediated instruction that supplements classroom instruction. A student does not have to register at formal registration. Registration may be completed in the Tutorial Center or the Academic Skills Center. The course includes multiple sections focusing on specific discipline areas including, but not limited to, writing, ESL, foreign languages, math, sciences, and general tutoring. Students receive a credit/no credit grade mark.

Class 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 Units: 5**

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-001A and ASL-001B is equivalent to ASL-001.

Lecture Hours: 90 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-001A ELEMENTARY AMERICAN SIGN LANGUAGE Units: 3

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-001A and ASL-001B is equivalent to ASL-001.

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: None

ASL-001B ELEMENTARY AMERICAN SIGN LANGUAGE Units: 3

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-001A and ASL-001B is equivalent to ASL-001.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL-001A
CAN: None
Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 6A

ASL-002 ELEMENTARY AMERICAN SIGN LANGUAGE Units: 5

This course continues to develop material introduced in ASL-001. 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-002A and ASL-002B is equivalent to ASL-002.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL-001 or ASL-001B or 2 years of high school ASL
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

ASL-002A ELEMENTARY AMERICAN SIGN LANGUAGE Units: 3

This course continues to develop the grammar, vocabulary, and cultural topics introduced in ASL-001A and ASL-001B. 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-002A and ASL-002B is equivalent to ASL-002.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL-001 or ASL-001B or 2 years of high school ASL
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 6A

ASL-002B ELEMENTARY AMERICAN SIGN LANGUAGE Units: 3

This course continues to develop material acquired in ASL-002A. 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-002A and ASL-002B is equivalent to ASL-002.

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL-002A
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 6A

ASL-003 INTERMEDIATE AMERICAN SIGN LANGUAGE Units: 4

This course continues to develop material introduced in ASL-002. Students expand their sign vocabulary and idioms, develop normal conversational speed, express and receive complex ASL sentences, comprehend ASL narratives and literature, increase Deaf culture awareness through the study of Deaf cultural texts and other concepts.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL-002 or ASL-002B
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

ASL-004 INTERMEDIATE AMERICAN SIGN LANGUAGE Units: 4

This course continues to develop material introduced in ASL-003. Students demonstrate mastery of ASL vocabulary, complex ASL sentences and fingerspelled loan signs. Students attain conversational speed in fingerspelling. Students comprehend, examine, and discuss ASL literature. Sensitivity to Deaf cultural issues will be extended through the study of Deaf cultural texts and related concepts. The ability to navigate Deaf culture will be demonstrated in the classroom and the Deaf community.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L
Prerequisite: ASL-003
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B*, 6A*

AUTO: AUTOMOTIVE TECHNOLOGY

AUTO-001 AUTOMOTIVE PRINCIPLES I Units: 2

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
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AUTO-002 AUTOMOTIVE PRINCIPLES II Units: 2

This course stresses automotive chassis and drive line operation. It provides the student with basic knowledge and skills for the automotive service trade in areas of brake systems, suspension system alignment, transmissions, transaxles, drive lines, and differentials. Students may choose the credit/no credit grading option.

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: O
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AUTO-005 AT POWER TRAIN TECHNOLOGY Units: 4

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-050 and RDG-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AUTO-006 AT CHASSIS PRINCIPLES Units: 4

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-005
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AUTO-007 AT VEHICLE ELECTRICAL SYSTEMS Units: 3½

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-005
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AUTO-008 AT ADVANCED VEHICLE ELECTRICAL SYSTEMS Units: 3

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-007
 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 Units: 3

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-007 and AUTO-056
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AUTO-030 AUTO BRAKE SYSTEMS (NATEF) Units: 2

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-001 or AUTO-005 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 Units: 2 (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-001 or AUTO-005 or 1 year trade experience

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-034 AUTOMOTIVE STEERING Units: 2 (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-001 or AUTO-005 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 Units: 3½

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-007

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-052 AT ENGINE PERFORMANCE II Units: 3

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-051

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-053 AT ENGINE PERFORMANCE III Units: 3

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-051 or AUTO-052

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-054A AT CLEAN AIR CAR COURSE Units: 5

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, OBD II Up date course, the 2003 Up date course, 8 Hour Dynamometer Transition course, and 20 Hour Advanced Diagnostic update course.

Lecture Hours: 81 Lab Hours: 27 Repeatable: 5 Grading: L

Advisory: AUTO-053

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-054B AT ADVANCED CLEAN AIR CAR COURSE Units: 2

This Bureau of Automotive Repair (BAR) approved course provides the Student/SMOG Technician with the necessary course work to upgrade a Basic Area SMOG License (EB) to the Advanced Level SMOG License (EA). The course includes the BAR '97 Dynamometer Safety and the Advanced Emission Diagnostic update courses.

Lecture Hours: 36 Lab Hours: 0 Repeatable: 5 Grading: L

Prerequisite: AUTO-053 or EB class SMOG license

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-056 AT COMPRESSED NATURAL GAS/LIQUIFIED PETROLEUM GAS Units: 4

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-053

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-057 AT LEAN BURN PRINCIPLES Units: 3

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-056

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

AUTO-058 AT ADVANCED POWER TRAINS Units: 3

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-057
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AUTO-060A AUTO AIR CONDITIONING I Units: 2

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-001 or AUTO-005 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 Units: 2

This course provides basic theory and hands-on experience in automotive computerized 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-060A, 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-065A STANDARD TRANSMISSIONS I Units: 2

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-001 or AUTO-005 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 Units: 2

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-065A, or 1 year trade experience
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AUTO-090B AT BAR SMOG LICENSE UP DATE (2007) Units: 1

This course meets the requirements for renewal of the State Smog Inspectors License for technicians whose license expires between January 1, 2007 and December 31, 2008. This course will be required for Initial SMOG license training.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 5 Grading: L
Prerequisite: Possess a current SMOG license OR concurrent enrollment in a California SMOG license certification course OR possess a valid ASE A-6, A-8, or L-1 certification or the equivalent.
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

AUTO-092 AT BIODIESEL: CHARACTERISTIC, USE, AND PRODUCTION Units: 1

This course introduces biodiesel, its characteristics, its use and effects on engines operation and vehicles emissions. The course also covers basic productions considerations and specifications of biodiesel.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 2 Grading: L
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BI: BIOLOGY**BI-004 ELEMENTS OF BIOLOGY Units: 4**

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-004 meets the Biological Sciences General Education Requirement, but not the requirements for biological science majors. BI-004 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-051
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-005 MOLECULAR & CELL BIOLOGY Units: 5

This course presents a survey of basic biological principles with a strong emphasis on biochemistry, cell biology and genetics. Topics include: bio-molecular and cell structure and function, cellular respiration, photosynthesis, DNA replication, protein synthesis, Mendelian genetics, mitosis, meiosis, embryology, tissues, organismal diversity and classification.

This course is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other health fields requiring a strong foundation in biology. Together BI-005 and BI-006, Biology of Organisms, provide students with the basic biology core curriculum for transfer.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: RDG-051, BI-004 or high school biology, ENG-001A or concurrent enrollment, and CH-001A or concurrent enrollment

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B2,B3

IGETC: 5B

BI-006 BIOLOGY OF ORGANISMS Units: 5

This course covers classification, development, physiology and regulation at the organismal level. Additional topics include population dynamics, community ecology, evolution and population genetics.

This course is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other health fields requiring a strong foundation in biology. Together BI-006 and BI-005, Molecular and Cell Biology, provide students with the basic biology core curriculum for transfer.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: RDG-051, BI-004 or high school biology, ENG-001A or concurrent enrollment, and MATH-012 or concurrent enrollment

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B2,B3

IGETC: 5B

BI-010 WOMEN'S HEALTH Units: 3

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 women'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. This course qualifies for 45 CEUs of professional development.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-051

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C1

CSU GE: E

IGETC: None

BI-012 BIOLOGY OF CANCER Units: 3

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. This course qualifies for 45 CEUs of professional development.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-001A, 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-013 HUMAN ANATOMY AND PHYSIOLOGY I Units: 4

This course involves an integrated study of human body organization and function. Topics include anatomical terminology, cells and tissues, the integumentary system, the skeletal system, articulations, the muscular system, the nervous system, and special senses. This is the first part of a two course sequence that studies the fundamental concepts of anatomy and physiology and provides a foundation for advanced study of the human body. Both BI-013 and BI-014 must be taken to study all of the major body systems. This two-course sequence is designed to meet the prerequisites for health professional programs, e.g. nursing, physical therapy.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-051 and MATH-054

Advisory: BI-021

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B2,B3

IGETC: 5B

BI-014 HUMAN ANATOMY AND PHYSIOLOGY II Units: 5

This course involves an integrated study of human body organization and function. Topics include the endocrine, immune, cardiovascular, respiratory, digestive, urinary and reproductive systems. This is the second part of a two course sequence that studies the fundamental concepts of anatomy and physiology and provides a foundation for advanced study of the human body. Both BI-013 and BI-014 must be taken to study all of the major body systems. This two-course sequence is designed to meet the prerequisites for health professional programs, e.g. nursing, physical therapy.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: BI-013 and CH-004

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C1

CSU GE: B2,B3

IGETC: 5B

BI-015 GENERAL MICROBIOLOGY Units: 5

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: BI-013 or BI-022, CH-004, ENG-051 and MATH-050 or MATH-054

Advisory: BI-014

CAN: BIOL 14
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-021 ANATOMY & PHYSIOLOGY Units: 4

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-021 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-051

CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BIT: BUILDING INSPECTION TECHNOLOGY

BIT-001 CALIFORNIA BUILDING CODES Units: 3

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-050, MATH-057, and RDG-050

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BIT-002 BUILDING & MECHANICAL CODES Units: 3

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-050, MATH-057, and RDG-050

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BIT-003 BUILDING & PLUMBING CODES Units: 3

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-050, MATH-057, and RDG-050

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BIT-004 BUILDING & ELECTRICAL CODES Units: 3

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-050, MATH-057, and RDG-050

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BIT-026 BUILDING II & FIRE CODES Units: 3

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: 2 Grading: L

Advisory: ENG-050 and MATH-057

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUAC: Business/ACCOUNTING**BUAC-001A FINANCIAL ACCOUNTING I Units: 3**

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, payables, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUAC-066, 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-001B FINANCIAL ACCOUNTING II Units: 3

This course emphasizes accounting concepts and principles relating to corporations, departmental and branch systems; and management uses of accounting data which 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-001A

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-001C MANAGEMENT ACCOUNTING Units: 3

This course is designed to develop the fundamental skills of management accounting, which includes the collection, presentation, and interpretation of data to enable management and 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-001B

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-004 TAX ACCOUNTING I - INDIVIDUALS Units: 3

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-050 and MATH-057

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-005 TAX ACCOUNTING II Units: 3

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-050 and MATH-057

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-008 REAL ESTATE AND CONSTRUCTION ACCOUNTING Units: 3

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-001A

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-009 HOSPITALITY MANAGEMENT ACCOUNTING Units: 3

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-066

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-010 COMPUTER ACCOUNTING Units: 3

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.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUAC-001B or concurrent enrollment

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUAC-050 ACCOUNTING IN THE BUSINESS ENVIRONMENT Units: 3

This course is a comprehensive study of the accountant's role in providing management with information to assist in the decision making process. Approximately one half of the course emphasizes how the accountant organizes, analyzes, and presents financial information but excludes actual preparation of financial statements. The course incorporates the use of spread sheets in meeting those objectives. The balance of the course introduces students to the integrative nature of business and the cross-functional relationships within the professional environment. Included are the accountants' role in Human Resources, Entrepreneurship, and small business management.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUAC-066 FUNDAMENTAL ACCOUNTING PROCEDURES Units: 3

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-050 and MATH-057
 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 Units: 3

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 Units: 3

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 MANAGEMENT

BUHM-050 INTRODUCTION TO THE HOSPITALITY INDUSTRY Units: 3

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUHM-063 HOTEL AND RESTAURANT OPERATIONS Units: 3

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUHM-064 HOTEL/MOTEL PERSONNEL MANAGEMENT Units: 3

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-050
 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 Units: 3**

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-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-010 INTRODUCTION TO BUSINESS Units: 3

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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-020A BUSINESS LAW Units: 3

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-050

CAN: BUS 8

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-020B BUSINESS LAW Units: 3

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-050

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-024 RESORT PERSONNEL & HUMAN RELATIONS Units: 3

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-050

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-025 GOLF SHOP OPERATIONS Units: 2

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-050

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-027 MARKETING Units: 3

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-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BUMA-028 SMALL BUSINESS: DEVELOPMENT & MANAGEMENT Units: 3

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-050 and MATH-057

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 Units: 2

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 Units: 2

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 Units: 2

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 Units: 2

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 Units: 2

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 Units: 2

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 Units: 2

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 Units: 2

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 Units: 2

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 Units: 3

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 meetings and improving one's listening ability.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

BUSM-096 LABOR/MANAGEMENT RELATIONS Units: 2

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 Units: 2

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 Units: 2

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 Units: 2

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 Units: 3**

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-050 and MATH-057
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-003 PRINCIPLES OF COOKING Units: 5

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-050 and MATH-057
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-004 PANTRY Units: 5

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-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-005 PRINCIPLES OF BAKING Units: 5

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-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-006 GARDE MANGER Units: 5

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-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-008 CLASSICAL BUFFET DESSERTS Units: 5 & COMPETITION DISPLAYS

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-034 *Advisory:* ENG-050 & MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-010 FOOD PROCUREMENT AND Units: 3 COST CONTROL

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-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-011 MENU PLANNING Units: 3

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-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-015 RESTAURANT DESSERTS Units: 4

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-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-028 RESORT FOOD & BEVERAGE Units: 3 OPERATION

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-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-033 INTRODUCTION TO BAKING Units: 4

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-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-034 INTERMEDIATE BAKING Units: 4

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-033 *Advisory:* ENG-050 & MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CART-035 OPERATIONS MANAGEMENT Units: 4 (PRODUCTION COOKING)

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-003
Advisory: ENG-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CH: CHEMISTRY**CH-001A GENERAL CHEMISTRY Units: 5**

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-003 or 1 year high school chemistry
Corequisite: MATH-010 or MATH-012 or prior completion of either course

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 Units: 5

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-001A

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 Units: 4

This course is the study of the principles of inorganic chemistry. Instruction is given in calculations, atomic theory, Periodic Law, bonding and compounds, nomenclature, states of matter, reaction types, composition, stoichiometry, and acids, bases & pH. Laboratory is a hands-on experience stressing manipulation, procedure, data and outcome calculations. *Note:* This course should be taken by Liberal Studies majors on the Education track to satisfy the chemistry requirement. It should also be taken as a prerequisite for CH-001A for students who have not had high school chemistry within the past 5 years.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-051 and MATH-050 or MATH-054

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 Units: 4

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, in conjunction with CH-005, meets the requirements for bachelor degrees in nursing, dental hygiene and allied health programs. The course is transferable as a physical science with laboratory.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-051 and MATH-050 or MATH-054

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: None

CH-005 BIO-ORGANIC CHEMISTRY Units: 4

This course is a survey of organic chemistry and biochemistry 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 conjunction with CH-004, satisfies the requirements for those Health Sciences programs that require one year of chemistry other than general chemistry.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CH-004

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: B1,B3 IGETC: 5A*

CH-006 HUMAN BIOCHEMISTRY Units: 2

This course is a survey of human biochemistry. It covers biologically significant molecules, their structure and metabolism. Bioenergetics and protein synthesis are also covered. The course is intended as the second semester of chemistry for students in the combined College of the Desert and California State University, San Bernardino BSN program.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: CH-004

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

CH-010A ORGANIC CHEMISTRY Units: 5

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: 72 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: CH-001B
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: B1,B3 IGETC: 5A*

CH-010B ORGANIC CHEMISTRY Units: 5

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: 72 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: CH-010A
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: B1,B3 IGETC: 5A*

CIS: COMPUTER INFORMATION SYSTEMS

CIS-050 COMPUTER KEYBOARDING I Units: 2

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-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS-070A COMPUTER BUSINESS APPLICATIONS FOR WINDOWS Units: 3

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-050
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS-070B WINDOWS & THE INTERNET Units: 3

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-070A
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-072D EXCEL Units: 3

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-070A or BUAC-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS-073C ACCESS Units: 3

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-070A
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS-074 POWERPOINT Units: 3

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-070A
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CIS-075 EXPRESSION WEB Units: 3

This course is an introduction to creating a web page using Microsoft Expression Web. 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-070B

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CIS-076B WORD Units: 3

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-070A

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CIS-082C WEB PUBLISHING I Units: 3

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-070B

Advisory: ART-003A or ART-040

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CIS-082D COMPUTER GRAPHICS I Units: 3

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-001.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-070A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CIS-083C WEB PUBLISHING II/ JAVASCRIPT Units: 3

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-082C

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CIS-083D COMPUTER GRAPHICS II Units: 3

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-002.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: CIS-082D

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CIS-084C WEB PUBLISHING III/PERL Units: 3

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-083C

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 Units: 2**

This course provides an overview of the construction industry and its markets. The impact, practices, methods and ethics in the construction industry are reviewed.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH-057

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CM-002 INTRO TO URBAN PLANNING Units: 3

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 are studied along with the planning process, planning tools and practices.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050 and RDG-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CM-003 SITE & TERRAIN ANALYSIS Units: 3

This course is an introduction to various methods and techniques used to inventory and analyze landscape features. Students 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
Advisory: ENG-050 and MATH-057
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CM-004 CONSTRUCTION LAW SURVEY Units: 3

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 are covered.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: ENG-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CM-005 CONSTRUCTION PLANNING Units: 3

This course covers the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) are 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
Advisory: ENG-050 and MATH-057
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CS : COMPUTER SCIENCE

CS-073 INTRODUCTION TO COMPUTER SCIENCE Units: 3

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-050
 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 Units: 3

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-070A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CS-087 ASSEMBLER LANGUAGE PROGRAMMING Units: 4

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: CS-073 and CS-086
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

CS-088 JAVA PROGRAMMING Units: 3

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: CS-086

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CS-089 C++ PROGRAMMING I Units: 3

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-073 and CS-086

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CS-089A C++ PROGRAMMING II Units: 3

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-089

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

CS-097 MICROCOMPUTER APPLICATIONS LAB Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

CS-098 MICROCOMPUTER APPLICATIONS LAB Units: 1

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: K

CS-099 MICROCOMPUTER APPLICATIONS LAB Units: 2

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 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. May be taken for a total of four times.

Corequisite: Enrollment in any 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 Units: 2**

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition. (Equivalent to PE-015 and TA-011.)

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: C1

IGETC: None

DANC-015 HISTORY OF DANCE Units: 3

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. (Equivalent to TA-015.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1

IGETC: 3A

DANC-070 DANCE, MODERN Units: 1

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. (Equivalent to PE-050 and TA-070.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DANC-073 DANCE, MODERN (Jazz) Units: 1

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. (Equivalent to PE-053 and TA-073.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DANC-075 DANCE, TAP Units: 1

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. (Equivalent to PE-055 and TA-075.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DANC-076 DANCE, BALLET Units: 1

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. (Equivalent to PE-056 and TA-076.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DDP: DIGITAL DESIGN & PRODUCTION

DDP-001 COMPUTER GRAPHICS I Units: 3

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-082D.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: CIS-070A
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DDP-002 COMPUTER GRAPHICS II Units: 3

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-083D.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: DDP-001 or CIS-082D
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DDP-010 GRAPHIC DESIGN I Units: 3

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-040.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ART-003A or concurrent enrollment
Advisory: DDP-001 strongly recommended
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DDP-011 GRAPHIC DESIGN II Units: 3

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-041.)

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: DDP-010 or ART-040

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

DDP-020 NEW MEDIA I Units: 3

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-001 or CIS-082D

Advisory: DDP-010 or ART-040

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

DDP-021 NEW MEDIA II Units: 3

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-020

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

DDP-031 DIGITAL PHOTOGRAPHY Units: 3

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-031.)

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 Units: 3

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-031 or ART-031

Corequisite: DDP-001 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 Units: 3**

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-050 and MATH-057

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 Units: 2

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-070A

Advisory: DRA-001

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 Units: 2

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-008

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

DRA-010 CAD DRAFTING/DESIGN PROJECT Units: 2

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-009
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

DRA-011 INTRODUCTION TO SKETCHUP AND REVIT Units: 3

This course covers the basic principles of 3-dimensional CAD modeling from a conceptual stage to a transitional architectural design and documentation platform built on Building Information Modeling (BIM) using SketchUp and Revit software respectively.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: DRA-008
 CAN: None
 Transfer Status: None 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 Units: 2

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 Units: 2

This course teaches students how to explore the personal, educational, and vocational impact of their disability. Emphasis will be to research information regarding the medical/psycho-social aspects of disabilities, accommodations, and resources.

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 Units: 2

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 Units: 2

Course emphasis is to develop and enhance the ability of students with disabilities to manage and organize information. Multi-media instruction is utilized. The lecture section includes specific software programs and hardware 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.

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 Units: 2

This course provides specialized computer assisted instruction primarily for students with learning disabilities and/or acquired brain injuries. Students with other disabilities may also benefit from this course. Students are provided with strategies and opportunities to maximize their learning potential and increase academic competency.

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 Units: 1

This course provides specialized hardware and software to students in order to successfully access and utilize a keyboard, mouse and word processing programs.

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 Units: 1

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 Units: ½

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume, complete with cover letter.

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 Units: ½

This course is designed to assist students with disabilities to develop competitive job interview 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 Units: 1

Students with verified disabilities are provided with advanced training in specific adaptive computer technologies so they may complete regular course assignments.

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 Units: 0

Students are individually evaluated to determine their specific learning disability. Individual learning strategies are developed and students learn to use appropriate accommodations. Students receive a credit/no credit grade mark.

Class 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 Units: 0

The Instructional Support Lab is a laboratory setting that provides access to adaptive hardware and software with a Disability Specialist/Instructor for students with disabilities. Under the direction of the instructor, students utilize specialized equipment to assist in completion of assignments from their academic classes and enhance academic skills. Students receive a credit/no credit grade mark.

Class 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 Units: 0

Selected adaptive technology is utilized by students with verified disabilities in order to evaluate which technology they may best benefit from and its effectiveness as it relates to their personal utilization and academic success. Students receive a credit/no credit grade mark.

Class 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 Units: 3**

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-050 or concurrent enrollment

Advisory: ENG-051

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

ECE-010A CHILD GROWTH AND DEVELOPMENT Units: 3

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-050 or concurrent enrollment

Advisory: ENG-051

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) Units: 3

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-010A

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-012 CHILD, FAMILY & COMMUNITY Units: 3

This course studies the influence of contemporary family and cultural patterns on young children. Emphasis is placed on establishing effective school-parent relationships through a variety of techniques. 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-010A or concurrent enrollment

Advisory: ENG-051

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-016 PARENTING THE CHILD UNDER 6 Units: 1

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 Units: 3

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-010A

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-020 INFANT/TODDLER GROWTH AND DEVELOPMENT Units: 3

This course studies the process of human development from conception through age three as determined by heredity, society and human interaction with implication for child guidance. Prenatal development and the birth process are emphasized. Planning appropriate curriculum that respects the individuality and developmental patterns of all children including cultural, linguistic and ability differences are emphasized.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE-010A

Advisory: ENG-051

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-021 INFANT/TODDLER ENVIRONMENTS Units: 3

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.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE-020

Advisory: ENG-051

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**ECE-023 THE MENTOR TEACHER/
ADULT SUPERVISION Units: 2**

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-046

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 Units: 3

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-010A, completion of 9 units in ECE

Advisory: ENG-001A

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 Units: 3

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 leadership, emerging issues in early childhood education, continuous improvement, systems thinking, creating learning communities, advocacy and professionalism.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ECE-024, 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 Units: 3

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-010B

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-030 EARLY CHILDHOOD CURRICULUM DESIGN & IMPLEMENTATION Units: 3

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-046

Advisory: ENG-051

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-032 CHILD ABUSE & NEGLECT Units: 1

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-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-033 SURVEY OF SPECIAL EDUCATION Units: 3

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 settings 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-010A

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ECE-035 ISSUES IN SPECIAL EDUCATION Units: 3

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-033
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-035A UNDERSTANDING THE EMOTIONALLY DISTURBED CHILD Units: 1

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-010A
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-036 MUSIC FOR YOUNG CHILDREN Units: 3

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-010A 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 Units: 3

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-010A 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 Units: 3

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-010A 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 Units: 3

This course provides information on the physical and mental health of children in an early childhood educational setting. 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. Title 22 health and safety regulations for child care centers are reviewed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ECE-010A *Advisory:* ENG-051
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-045A LICENSED FAMILY CHILD CARE Units: 2

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 (FDCRS) 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

ECE-046 EARLY CHILDHOOD OBSERVATION & ASSESSMENT Units: 4

This course explores an array of child observation and study methods to understand and articulate developmental needs of each child upon which to base lesson development and child guidance. Applying developmental theory and brain research to design early childhood settings, understanding and guiding child behavior, communicating and interacting with young children through developmentally and culturally appropriate practices for young children are also studied.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ECE-010A or concurrent enrollment
Advisory: ENG-001A
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECE-048 EARLY CHILDHOOD LECTURE & PRACTICUM Units: 4

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 literacy, and planning appropriate curriculum. Under the supervision of the laboratory teacher or mentor teacher and with the assistance of Child Development Specialists, students participate in all classroom activities. Students plan developmentally and culturally appropriate curriculum that integrates theoretical concepts and brain research with classroom practice. Students assess their own professional competence and progress toward their own goals. Students write resumes and develop interview skills while developing a plan for future employment and growth.

Lecture Hours: 36 Lab Hours: 108 Repeatable: No Grading: L
Prerequisite: ECE-046
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ECON: ECONOMICS**ECON-001 PRINCIPLES OF MACROECONOMICS Units: 3**

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-050 and MATH-057
 CAN: ECON 2
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D2 IGETC: 4B

ECON-002 PRINCIPLES OF MICROECONOMICS Units: 3

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-050 and MATH-057
 CAN: ECON 4
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C2 CSU GE: D2 IGETC: 4B

ECON-011 INTERNATIONAL ECONOMIC RELATIONS Units: 3

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 Units: 3

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

EMS: ENGLISH FOR MULTILINGUAL STUDENTS

EMS-050 READING, WRITING AND GRAMMAR FOR MULTILINGUAL STUDENTS Units: 6

This is an integrated writing, reading, grammar skills course specifically designed for multilingual speakers. This course offers an introduction to the writing process and basic writing skills, critical thinking, practice of basic reading skills including vocabulary development and comprehension improvement, and practice in the principles and conventions of standard edited English grammar. Students may choose the credit/no credit grading option.

Lecture Hours: 108 Lab Hours: 36 Repeatable: No Grading: O
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

EMT: EMERGENCY MEDICAL TECHNOLOGY

EMT-084 EMERGENCY MED TECH I Units: 6

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-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

EMT-085 EMT REFRESHER COURSE Units: 2

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-084 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 Units: 4

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-051
 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 Units: 3

This course introduces the student 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: 0 Repeatable: No Grading: L
Prerequisite: ENG-001A
 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 Units: 3

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-001A
 CAN: ENGL 6
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ENG-005B ADVANCED CREATIVE WRITING Units: 3

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-005A
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ENG-010A AMERICAN LITERATURE I Units: 3

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-001A *Advisory:* ENG-001B
 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 Units: 3

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-001A *Advisory:* ENG-001B
 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 Units: 3

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-001A
 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) Units: 3

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-001A
 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 Units: 3

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-001A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-012B WORLD LITERATURE II Units: 3

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-001A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-014 SHAKESPEARE Units: 3

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-001A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG-015 THE SHORT STORY Units: 3

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-001A *Advisory:* ENG-001B
 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 Units: 3

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-001A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG-017 WOMEN IN LITERATURE Units: 3

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-001A *Advisory:* ENG-001B
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG-018 INTRODUCTION TO POETRY Units: 3

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-001A
 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 Units: 3

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-001A
 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 Units: 3

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 students better understand and appreciate the richness and diversity of African American literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-001A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-023 INTRODUCTION TO AUTOBIOGRAPHY Units: 3

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-001A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: None

ENG-024 NATIVE AMERICAN LITERATURE Units: 3

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-001A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-025 INTRODUCTION TO THE NOVEL Units: 3

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-001A *Advisory:* ENG-001B
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

ENG-026 THE LESBIAN, GAY, BISEXUAL, AND TRANSGENDER LITERARY EXPERIENCE Units: 3

A survey of literature written by and about lesbians, gays, bisexuals, and transgender people. The course explores representations of LGBT people in fiction, poetry, and drama. Appropriate literary criticism is introduced. Students examine stereotypes and their Deconstruction in literature. The class invites students to explore the diversity of human life.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-001A *Advisory:* ENG-001B
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

ENG-031 THE BIBLE AS LITERATURE: THE OLD TESTAMENT Units: 3

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-001A
 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 Units: 3

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-001A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-035 MYTH AND LEGEND Units: 3

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-001A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2 IGETC: 3B

ENG-036 CHILDREN'S LITERATURE Units: 3

This course introduces students to a formal study of literature for children from elementary through middle school, including critical examination of genres, themes, and cultures depicted in these texts; in addition, students study the professional literary criticism of this literature.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-001A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C2 IGETC: None

ENG-041 TECHNICAL AND PROFESSIONAL WRITING Units: 3

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-051

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C4 CSU GE: None IGETC: None

ENG-050 BASIC WRITING SKILLS Units: 3

This course provides extensive study of basic writing 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 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 Units: 3

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-050

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

ENG-055 FUNDAMENTALS OF GRAMMAR Units: 3

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-050 is recommended. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: O

Advisory: ENG-050

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

ENG-097A-D WRITING CENTER Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

ENG-098A-D WRITING CENTER Units: 1

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 & RDG course except ENG-050 & RDG-050

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

ESL: ENGLISH AS A SECOND LANGUAGE - CREDIT**ESL-050A TRANSITIONAL BASIC ESL WRITING Units: 3**

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-055A, 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

Corequisite: ESL-055A & RESL-050

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

ESL-050B BASIC ESL WRITING Units: 4

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-050.)

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: O
Prerequisite: ESL-050A Corequisite: ESL-055B & RDG-050
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-051 EXPOSITORY ESL WRITING Units: 3

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-051.)

Lecture Hours: 54 Lab Hours: 18 Repeatable: No Grading: O
Prerequisite: ESL-050B Corequisite: ESL-060
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

ESL-055A TRANSITIONAL BASIC ESL GRAMMAR Units: 3

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
Advisory: ESL-050A & RESL-050
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-055B BASIC ESL GRAMMAR Units: 3

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-055A
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-057A BASIC ESL SPEAKING SKILLS Units: 3

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-050A, ESL-055A, RESL-050
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-057B ADVANCED ESL SPEAKING SKILLS Units: 3

This course is a continuation of ESL-057A. 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-050B, ESL-055B, RDG-050
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-060 ADVANCED ESL GRAMMAR Units: 3

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-055B *Advisory:* ESL-051
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

ESL-097A-D ESL LABORATORY Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

ESL-098A-D ESL LABORATORY Units: 1

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

ESLN: ENGLISH AS A SECOND LANGUAGE - NONCREDIT**ESLN-309A ESL - LITERACY Units: 0**

This literacy level comprehensive English as a Second Language course emphasizes the development of the very basic English literacy skills.

Class Hours: Open Repeatability: Yes Grading: K
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN-310A ESL - COMPREHENSIVE I (Low Beginning) Units: 0

This first level comprehensive English as a Second Language course introduces students to the main structures of functional American grammar and stresses the simple present and present continuous tenses in reading, writing, listening and speaking.

Class Hours: Open Repeatability: Yes Grading: K
Prerequisite: ESLN-309A or appropriate ESLN Placement Test score or Instructor recommendation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN-310B ESL - COMPREHENSIVE II (High Beginning) Units: 0

This second level comprehensive English as a Second Language course reinforces previously learned grammatical structures, as well as reading, writing, listening and speaking skills from Level I, with emphasis on developing a higher level of fluency in these areas.

Class Hours: Open Repeatability: Yes Grading: K
Prerequisite: ESLN-310A or appropriate ESLN Placement Test score or Instructor recommendation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN-310C ESL - COMPREHENSIVE III (Low Intermediate) Units: 0

This third level comprehensive English as a Second Language course reinforces grammatical structures, as well as reading, writing and speaking skills from levels I and II and stresses the present perfect, the past continuous and the present perfect continuous tenses. Emphasis is placed on expanding the student's oral, reading and writing fluency in English.

Class Hours: Open Repeatability: Yes Grading: K
Prerequisite: ESLN-310B or appropriate ESLN Placement Test score or Instructor recommendation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN-310D ESL - COMPREHENSIVE IV (High Intermediate) Units: 0

This fourth level comprehensive English as a Second Language course reinforces grammatical structures from levels I, II and III and stresses verb patterns, use of conditionals, gerunds and infinitives. Emphasis is on developing the student's reading and oral fluency and the ability to compose a paragraph using Standard English word order and learned conventions.

Class Hours: Open Repeatability: Yes Grading: K
Prerequisite: ESLN-310C or appropriate ESLN Placement Test score or Instructor recommendation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN-310E ESL - COMPREHENSIVE V (Low Advanced) Units: 0

This course provides a bridge for noncredit non-native speakers of English preparing to enroll in credit academic and vocational classes. The course provides a basic introduction to the writing process and the development of critical thinking skills. The course emphasizes communication fluency in authentic personal and academic modes.

Class Hours: Open Repeatability: Yes Grading: K
Prerequisite: ESLN-310D or appropriate ESLN Placement Test score or Instructor recommendation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN-388A ESL - CONVERSATION I (Low Beginning) Units: 0

This first level course in ESL Conversation focuses on simple communication skills relevant to the student's daily life.

Class Hours: Open Repeatability: Yes Grading: K
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

ESLN-388B ESL - CONVERSATION II (High Beginning) Units: 0

This second level course in ESL Conversation reinforces previously learned skills from Level I. Fluency and communication are emphasized through vocabulary study involving real-life situations.

Class Hours: Open Repeatability: Yes Grading: K
Prerequisite: ESLN-388A or appropriate ESLN Placement Test score or Instructor recommendation
CAN: None
Transfer Status: None Degree Applicable: NONC
COD GE: None CSU GE: None IGETC: None

**ESLN-388C ESL - CONVERSATION III Units: 0
(Low Intermediate)**

This third level course in ESL Conversation reinforces skills presented in level II and emphasizes skills needed to communicate in small group situations.

Class Hours: Open Repeatable: Yes Grading: K

Prerequisite: ESLN-388B or appropriate ESLN Placement Test score or Instructor recommendation

CAN: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ESLN-388D ESL - CONVERSATION IV Units: 0
(High Intermediate)**

This fourth level course in ESL Conversation focuses on recognizing appropriate responses in various conversational situations.

Class Hours: Open Repeatable: Yes Grading: K

Prerequisite: ESLN-388C or appropriate ESLN Placement Test score or Instructor recommendation

CAN: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

**ESLN-388E ESL - CONVERSATION V Units: 0
(Low Advanced)**

This fifth level course in ESL Conversation focuses on American culture and using complex grammatical forms in conversational situations.

Class Hours: Open Repeatable: Yes Grading: K

Prerequisite: ESLN-388D or appropriate ESLN Placement Test score or Instructor recommendation

CAN: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ESLN-390B ESL - PRONUNCIATION AND VOCABULARY Units: 0

This non-credit course is designed to help intermediate-level students to better communicate orally through practice in recognition and production of the sounds, syllables, rhythm and intonation of Standard English words. In addition, students will learn about word meaning and usage and receive help with common errors for conversation purposes. Emphasis is placed on developing confidence in oral production through enhanced clarity of communication as well as vocabulary acquisition and building.

Class Hours: Open Repeatable: Yes Grading: K

Prerequisite: ESLN-310C or appropriate ESLN Placement Test score or Instructor recommendation

CAN: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

ESLN-399 ESL - LANGUAGE LABORATORY Units: 0

This course satisfies the laboratory component of the noncredit English as a Second Language program and is required when enrolled in the noncredit ESL program. A student will gain greater practice and improvement in oral, auditory, reading, and writing skills in the learning of the English language through the use of multi-media equipment and materials.

Class Hours: Open Repeatable: Yes Grading: K

Corequisite: Any noncredit ESL course

CAN: None

Transfer Status: None Degree Applicable: NONC

COD GE: None CSU GE: None IGETC: None

FIRE: FIRE TECHNOLOGY

FIRE-001 FIRE PROTECTION ORGANIZATIONS Units: 3

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-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

FIRE-002 FIRE PREVENTION Units: 3

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-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

FIRE-003 FIRE PROTECTION EQUIPMENT AND SYSTEMS Units: 3

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-004 BUILDING CONSTRUCTION FOR FIRE PROTECTION Units: 3

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-005 FIRE BEHAVIOR & COMBUSTION Units: 3

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-006 HAZARDOUS MATERIALS/ICS Units: 3

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-010 WILDLAND FIRE TECHNOLOGY Units: 3

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-010.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Advisory: RDG-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-070 CONFINED SPACE-AWARENESS Units: ½

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 Units: 1½

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-070
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-072 TRENCH RESCUE Units: ½

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 Units: ½

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-074 FIRE CONTROL 3: STRUCTURAL FIRE FIGHTING Units: 1½

This course is designed to keep fire-fighting personnel at high level of skill in combating building fires. It utilizes the burning of an otherwise useless building to provide students with hands-on fire fighting experience. Topics include: Fire behavior within a building, ventilation, search and rescue, interior attack, exterior attack, overhaul techniques, and exposure protection.

Lecture Hours: 27 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-075 HAZARDOUS MATERIALS FIRST RESPONDER Units: 1

Defensive tactics to contain the release from a safe distance, keep it from spreading, and prevent exposures without trying to stop the release. Meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8.

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

FIRE-076 INTRO TO RESCUE SYSTEMS - LOW ANGLE RESCUE Units: 1

This course is designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescue situations. Areas covered include: Rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems and single line and two line rescue systems.

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

FIRE-077A FIRE INVESTIGATION IA: ORIGIN AND CAUSE Units: 2½

This course provides the students with an introduction and basic overview of fire scene investigation. The focus of the course is to provide information on fire scene indicators and to determine the fire's origin.

Lecture Hours: 45 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-077B FIRE INVESTIGATION IB: TECHNIQUES Units: 2½

This course provides a deeper understanding of fire investigation and builds on Fire Investigation 1A. Topics include the juvenile fire setter, report writing, evidence preservation and collection, interview techniques, motives, and fire fatalities.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-077A
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-078A FIRE INSTRUCTOR IA: INSTRUCTIONAL TECH Units: 2½

This is the first of a two-course series. Topics include: The Occupational Analysis, course outline, concepts of learning, levels of instruction, behavioral objectives, lesson plan development, psychology of learning, and instructor evaluation. Student teaching demonstrations are required of all.

Lecture Hours: 45 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-078B FIRE INSTRUCTOR IB: INSTRUCTIONAL TECH Units: 2½

This is the second of a two-course series. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans; developing instructional aids, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Student teaching demonstrations are required of all.

Lecture Hours: 45 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-078A
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-079A I-100: INTRODUCTION TO ICS Units: ½

This course is a review of ICS (Incident Command System) organization, basic terminology, and common responsibilities through a self-paced text and progress checks.

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-079B I-100: BASIC ICS Units: 1

This course describes the principal features that constitute the ICS. Collectively, these features identify the unique quality of the ICS as an incident or event management system. Features are: five primary functions, management objectives, unity and chain of command, transfer of command, organizational flexibility, unified command, span of control, common terminology, personnel accountability, integrated communications, resources management and the incident action plan.

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

FIRE-079C I-300: INTERMEDIATE ICS Units: 1½

This course provides a comprehensive description of the responsibilities of the organizational elements within each section of the ICS. It also includes the general duties of each organizational element, terminology, staffing considerations, and reporting relationships.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-079B
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-079D I-400: ADVANCED ICS Units: 1½

This course describes each command and general staff position in terms of principal responsibilities and importance to the organization. Guidelines for activation of the command and general staff positions and the roles of deputies and assistants are discussed. Relationships and duties are covered for each command staff member and for agency.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-079C
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-080 S-404: SAFETY OFFICER Units: 2

This course delivers information for operating as a Safety Officer within the ICS. Subjects covered include: Safety Officer effectiveness, analysis techniques, safety messages, briefings and special reports, and high hazard operations.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-079D
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-081 S-339: DIVISION/GROUP SUPERVISOR Units: 1½

This course supports the specific task of the division/group supervisor position on a wildland fire, but does not provide instruction in general management and supervisory principles or in the incident command system. Course includes: division/group management, organizational interaction, and division operations.

Lecture Hours: 27 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: FIRE-079C
CAN: None
Transfer Status: None Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

FIRE-090A FIRE PREVENTION 1A Units: 2

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. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-090B FIRE PREVENTION 1B Units: 2

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. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L
Prerequisite: FIRE-090A
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-091A FIRE COMMAND 1A Units: 2

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, organizational structure, preplanning and training techniques. This is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ 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 Units: 2

This course provides instruction in the art of command as related to tactical fire problems and prepares the fire officer for emergency operation command. Topics include pre-planning and attack utilizing simulator, chemical and pesticide emergencies, shipping papers, and environmental considerations. This course prepares the fire officer for emergency operation command. This

is a California State Fire Marshal and California Fire Service Training and Education System (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ Repeatable: No Grading: L
Prerequisite: FIRE-091A

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

FIRE-092 FIRE MANAGEMENT (Supervision) Units: 2

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 (CFSTES) approved course. A minimum of 40 hours is required.

Lecture Hours: 31½ Lab Hours: 13½ 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 Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: No Grading: K

FL-098A-D FOREIGN LANGUAGE LAB Units: 1

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 Units: 5**

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 Units: 3

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: None

FR-001B ELEMENTARY FRENCH Units: 3

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-001A
 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-002 ELEMENTARY FRENCH Units: 5

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
Prerequisite: FR-001 or FR-001B or 2 years high school French
 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*, 6A*

FR-002A ELEMENTARY FRENCH Units: 3

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-001 or FR-001B or 2 years high school French
 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*, 6A*

FR-002B ELEMENTARY FRENCH Units: 3

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-002A
 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*, 6A*

FR-003 INTERMEDIATE FRENCH Units: 4

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-002 or FR-002B
 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*, 6A*

FR-004 INTERMEDIATE FRENCH Units: 4

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-003
 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*, 6A*

G: GEOLOGY

G-001 PHYSICAL GEOLOGY Units: 4

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 3 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-051 and MATH-057

Advisory: ENG-001A and MATH-054

CAN: GEOL 2

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: 5A

G-005 ENVIRONMENTAL GEOLOGY Units: 4

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-050 and MATH-057

Advisory: ENG-051 and MATH-054

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: 5A

G-006 GEOLOGY OF CALIFORNIA Units: 3

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-051 and MATH-057

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C1 CSU GE: None IGETC: 5A

G-007 INTRODUCTION TO GEOLOGY Units: 4

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-051 and MATH-057

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 Units: 3

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-051 and MATH-057

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1 IGETC: None

G-010 THE EARTH SCIENCES Units: 4

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-050 and MATH-057

Advisory: ENG-051 and MATH-054

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 Units: 3**

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-050

CAN: GEOG 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1 IGETC: 5A

GEOG-001L PHYSICAL GEOGRAPHY LABORATORY Units: 1

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-001 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 Units: 3

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-050

CAN: GEOG 4

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D5 IGETC: 4E

GEOG-007 REGIONAL GEOGRAPHY Units: 3

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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C2 CSU GE: D5 IGETC: 4E

GEOG-010 GEOGRAPHY OF CALIFORNIA Units: 3

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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: D5 IGETC: 4E

GER: GERMAN**GER-001 ELEMENTARY GERMAN Units: 5**

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 Units: 3

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: None

GER-001B ELEMENTARY GERMAN Units: 3

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-001A

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 Units: 5

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-001 or GER-001B or 2 years high school German
 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*, 6A*

GER-002A ELEMENTARY GERMAN Units: 3

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-001 or GER-001B or 2 years high school German
 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*, 6A*

GER-002B ELEMENTARY GERMAN Units: 3

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-002A
 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*, 6A*

GOLF: GOLF

GOLF-029 METHODS OF TEACHING GOLF Units: 2

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-050 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 Units: 2

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-050 or concurrent enrollment
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

GOLF-032 GOLF TEACHING LABORATORY Units: 2

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-050 or concurrent enrollment
 CAN: None
 Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

GOLF-034 GOLF CLUB DESIGN & REPAIR Units: 2

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-050 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 Units: 2

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-050 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 Units: 3**

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-050

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 Units: 3**

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-050

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 Units: 3**

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-050

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 Units: 3

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-050

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 Units: 3

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-050

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 Units: 3

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-050

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-055 TRANSITION TO REGISTERED NURSE Units: 4**

This course focuses on preparing the student for assuming 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 in select client populations. The course facilitates the transition of LVN into the second year of the RN program.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: BI-013, BI-014, BI-015, ENG-001A, MATH-050 or

MATH-054, and licensure as a Vocational Nurse

Corequisite: 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-061 MEDICAL TERMINOLOGY Units: 2

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-050

CAN: None

Transfer Status: None Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

HS-062 YOUR LIVING BODY Units: 3

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-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

HS-064 NURSE ASSISTANT Units: 6

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: 63 Lab Hours: 135 Repeatable: No Grading: L
Prerequisite: ENG-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

HS-066 HOME HEALTH AIDE Units: 2

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-064 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 Units: 1

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-050 and MATH-057
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

HS-070 INTRO TO HEALTH SCIENCES Units: 1

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-050 and RDG-050
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

HS-081 BASIC ARRHYTHMIAS Units: 2

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-098 NURSING SKILLS LAB Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

HS-099 NURSING SKILLS LAB Units: 1

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-050
 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 Units: 3

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-050

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-002 INTRODUCTION TO HUMAN SERVICES COUNSELING Units: 3

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-050

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-004 PERSONAL AND PROFESSIONAL GROWTH Units: 2

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-050

Corequisite: HSAD-001 or prior completion

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-020 BIOMEDICAL-PHARMACOLOGY Units: 3

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-050

Corequisite: HSAD-001 or prior completion

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-022 CASE MANAGEMENT Units: 3

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: HSAD-002

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-024 LAW/ETHICS: COMMUNITY RESPONSES Units: 3

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-050

Corequisite: HSAD-001 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 Units: 3

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-050

Corequisite: HSAD-001 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 Units: 2

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-033A). 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-033A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-032B SUPERVISED PRACTICUM II Units: 2

This course concludes the work begun in Supervised Practicum I (HSAD-032A). This is a required course for the Alcohol and Drug Studies Certificate.

Lecture Hours: 36 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: HSAD-032A

Corequisite: HSAD-033B

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD 33A SUPERVISED INTERNSHIP I Units: 3

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-032A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-033B SUPERVISED INTERNSHIP II Units: 3

This course concludes the field work begun in Supervised Internship I (HSAD-033A). This is a required course for the Alcohol/Drug Studies Certificate.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: HSAD-033A

Corequisite: HSAD-032B

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HSAD-034 DUAL DIAGNOSIS Units: 3

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-050

Corequisite: HSAD-001 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 Units: 3

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 describes current challenges for counselors.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

HUM: HUMANITIES

HUM-008 AMERICAN MUSIC Units: 3

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-008.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1

IGETC: 3A

HUM-018 INTRODUCTION TO ART AND MUSIC Units: 3

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. (Also listed as, and equivalent to, ART-018 and MUS-018.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C1

IGETC: 3A

ITAL: ITALIAN**ITAL-001 ELEMENTARY ITALIAN Units: 5**

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 Units: 3

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: None

ITAL-001B ELEMENTARY ITALIAN Units: 3

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-001A

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 Units: 5

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-001 or ITAL-001B or 2 years high school Italian

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*, 6A*

ITAL-002A ELEMENTARY ITALIAN Units: 3

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-001 or ITAL-001B or 2 years high school Italian

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*, 6A*

ITAL-002B ELEMENTARY ITALIAN Units: 3

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-002A

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*, 6A*

ITAL-003 INTERMEDIATE ITALIAN Units: 4

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-002 or ITAL-002B

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*, 6A*

ITAL-004 INTERMEDIATE ITALIAN Units: 4

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-003

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C2

IGETC: 3B*, 6A*

J: JOURNALISM

J-003A NEWS REPORTING & WRITING Units: 3

This course provides a solid foundation in practical journalism skills. Through in-class discussion, writing assignments, field trips to local newsrooms and completing several published news stories, students learn news judgment, fairness, the language and style of journalism, how to construct news leads, how to organize and structure news stories, the process of information gathering, interviewing and a basic overview of the laws and ethics of journalism. These basics are relevant for print, broadcast and online journalists.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-001A

CAN: JOUR 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

J-004A BASIC NEWSPAPER PRODUCTION Units: 3

This lecture and laboratory course provides initial practical experience in working on the staff of a 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-003A 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 Units: 3

This lecture and laboratory course continues to provide practical experience in working on the staff of the college newspaper 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-004A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

J-004C ADVANCED NEWSPAPER PRODUCTION Units: 3

This lecture and laboratory course continues to provide practical experience in working on the staff of the college newspaper initiated in the basic course. 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-004B

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

J-010 MAGAZINE WRITING AND PRODUCTION Units: 3

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-051

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

JPN: JAPANESE

JPN-001A ELEMENTARY JAPANESE Units: 3

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: None

JPN-001B ELEMENTARY JAPANESE Units: 3

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-001A

CAN: JAPN SEQ A = JPN 1A+1B+2A+2B

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGEC: 6A

JPN-002A ELEMENTARY JAPANESE Units: 3

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-001B or 2 years high school Japanese

CAN: JAPN SEQ A = JPN 1A+1B+2A+2B

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGEC: 3B*, 6A*

JPN-002B ELEMENTARY JAPANESE Units: 3

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-002A

CAN: JAPN SEQ A = JPN 1A+1B+2A+2B

Transfer Status: CSU/UC* Degree Applicable: AA/AS
COD GE: C3 CSU GE: C2 IGEC: 3B*, 6A*

MATH: MATHEMATICS**MATH-001A CALCULUS Units: 5**

This course is a study of the meaning, computation and analysis of the derivative with an introduction to the integral. Topics include the definitions and analysis of the derivative, limits, methods for differentiating polynomial, rational, exponential, logarithmic and trigonometric functions, applications of the derivative, and an introduction to the integral.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-051 and MATH-012

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 IGEC: 2A

MATH-001B CALCULUS Units: 5

This course is a study of the meaning, methods and applications of integration and infinite series. Topics include the definition of the definite integral, the Fundamental Theorem of Calculus, 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-001A

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 IGEC: 2A

MATH-002A MULTIVARIATE CALCULUS Units: 5

This course extends the concepts of differentiation and integration introduced in the first two semesters of calculus to functions of several 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, Gauss', Green's and Stokes' theorems.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH-001B

CAN: MATH 22; SEQ C = MATH 1A+1B+2A

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: B4 IGEC: 2A

MATH-002B LINEAR ALGEBRA Units: 4

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-001B

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: B4 IGEC: 2A

MATH-002C ORDINARY DIFFERENTIAL EQUATIONS Units: 4

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-001B

CAN: MATH 24

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None CSU GE: B4

IGETC: 2A

MATH-005 TRIGONOMETRY

Units: 5

This course is the first of a two semester sequence preparing students for Calculus. In this course, students will study functions with an emphasis on the trigonometric functions along with topics in analytic geometry. Topics will include a review of plane and coordinate geometry, functions including function notation, transformations and inverses, definitions and graphs of the trigonometric functions, modeling periodic behavior, solving triangle problems with the Law of Sines and Cosines, the conic sections, parametric equations and vectors.

Lecture Hours: 90 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH-030 and MATH-040 *Advisory:* ENG-051

CAN: MATH 8

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4

IGETC: None

MATH-010 COLLEGE ALGEBRA

Units: 4

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-040 *Advisory:* ENG-051

CAN: MATH 10

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4

IGETC: 2A*

MATH-012 PRE-CALCULUS

Units: 5

This course is the second in a two semester sequence preparing students for Calculus. In this course, students will extend the concept of a function to polynomial, rational, exponential and logarithmic functions as well as studying analytic trigonometry. Topics include recognizing, graphing and solving equations and word problems involving polynomial, rational, exponential and logarithmic functions, trigonometric identities, inverse trigonometric functions, and solving trigonometric equations.

Lecture Hours: 90 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: MATH-005

CAN: MATH 16

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4

IGETC: 2A*

MATH-013 LIBERAL ARTS MATHEMATICS **Units: 4**

This course is designed for Social Science and Liberal Arts majors. This course emphasizes applications of Mathematics in the areas of management science, probability and statistics, social choice and decision making, game theory, and consumer finance. Topics include sets, logic & counting, probability, linear systems, linear programming & scheduling, statistics, mathematics of finance and applications for Liberal Arts majors.

Lecture Hours: 72 Lab Hours: 18 Repeatable: No Grading: L

Prerequisite: MATH-040 and ENG-051

CAN: MATH 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4

IGETC: 2A

MATH-014 STATISTICAL METHODS

Units: 4

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-040 *Advisory:* ENG-051

CAN: STAT 2

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: C4 CSU GE: B4

IGETC: 2A*

MATH-030 PLANE GEOMETRY

Units: 3

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-054

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

MATH-040 INTERMEDIATE ALGEBRA

Units: 4

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-054 *Advisory:* ENG-051 and RDG-051

CAN: None

Transfer Status: None

Degree Applicable: AA/AS

COD GE: C4 CSU GE: None

IGETC: None

MATH-050 ELEMENTARY ALGEBRA Units: 4

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-057

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

MATH-054 BEGINNING ALGEBRA Units: 4

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-057 or MATH-058

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

MATH-057 COLLEGE ARITHMETIC Units: 3

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: arithmetic with signed numbers, percents and its applications, ratios and proportions, the metric and American system of measurement, including the conversion of units, and elementary geometry concepts such as perimeter, area, and volume.

Lecture Hours: 45 Lab Hours: 27 Repeatable: No Grading: L

Prerequisite: MATH-067 *Advisory:* RDG-050 & MATH-066

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

MATH-060A INTRODUCTION TO THE GRAPHING CALCULATOR Units: 1

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: ENG-050 and MATH-050 or MATH-054

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

MATH-061 MATH SURVIVAL SKILLS Units: 1

This is a comprehensive, multifaceted course to aid students in math-anxiety reduction and developing math study skills. Topics include reduction of internal psychological stumbling blocks, 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-050

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

MATH-064 CONVERSION, MEASUREMENT, & INTRODUCTION TO GEOMETRY Units: 1

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include: ratios and proportions, the metric and American system of measurement, including the conversion of units, and elementary geometry concepts such as perimeter, area, and volume. Students receive a credit/no credit grade mark.

Lecture Hours: 18 Lab Hours: 9 Repeatable: No Grading: K

Prerequisite: MATH-065

Advisory: RDG-050

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

MATH-065 DECIMALS AND PERCENTS Units: 1

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing decimals. Other topics include percents and their applications. Students receive a credit/no credit grade mark.

Lecture Hours: 18 Lab Hours: 9 Repeatable: No Grading: K

Prerequisite: MATH-066

Advisory: RDG-050

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

MATH-066 INTRODUCTION TO INTEGERS AND FRACTIONS Units: 1

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing

integers and proper fractions. Students receive a credit/no credit grade mark.

Lecture Hours: 18 Lab Hours: 9 Repeatable: No Grading: K
Prerequisite: MATH-067 *Advisory:* RDG-050
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

MATH-067 WHOLE NUMBERS Units: 1

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing whole numbers, with an emphasis placed on memorizing basic number facts. Students receive a credit/no credit grade mark.

Lecture Hours: 18 Lab Hours: 9 Repeatable: No Grading: K
Advisory: RDG-050
 CAN: None
 Transfer Status: None Degree Applicable: NAA
 COD GE: None CSU GE: None IGETC: None

MATH-071 MESA/CCCP ORIENTATION Units: 1

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 Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 1 Grading: K

MATH-088 MATH/SCIENCE STUDY CENTER LAB Units: 1

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 Units: ½

Lecture Hours: 0 Lab Hours: 27 Repeatable: 3 Grading: K

MATH-098 MATHEMATICS SUPPLEMENTAL LAB Units: 1

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-030, MATH-040 or MATH-050. 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 Units: 3

This course introduces students to the influences and contributions of mass media in popular culture. It traces the historical development of each of the mass media, from earliest inventions to today's state-of-the-art digital technologies. This course surveys the impact of mass media on each of us as individuals and on American and world culture: where we might be going and what we can do about it. The course also examines how mass culture continually influences and shapes the media.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-051
 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 Units: 3

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-001A
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS: MUSIC**MUS-001 MUSIC THEORY I Units: 4**

This course is a study of the basic materials of music and how those materials combine to create musical structures. Activities include analysis of representative compositions combined with creative work in counterpoint and harmony (triads and dominant 7th chords.) Lab activities include sight singing, ear training, dictation and the playing of scales and chord progressions at the keyboard.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: MUS-012

Advisory: Concurrent enrollment in MUS-021A, or MUS-021B, 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 Units: 4

This course continues concepts introduced in Music Theory I; the study of basic materials of music and how those materials combine to create musical structures. Activities include analysis of representative compositions combined with creative work in counterpoint, orchestration and harmony (including modulation, secondary dominants, 9th, 11th, 13th chords and non-dominant harmony.) Lab activities include sight singing, ear training, dictation and the playing of scales and chord progressions at the keyboard.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: MUS-001

Advisory: Concurrent enrollment in MUS-021A, or MUS-021B, or another music performance class

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: None IGETC: None

**MUS-003A MUSIC HISTORY & LITERATURE I Units: 3
- ANCIENT THROUGH BAROQUE**

This course explores the history of music in Western civilization from Antiquity through the Baroque Era. Stylistic analysis of musical literature is emphasized. Designed for music majors and others with a serious interest in the Arts and Humanities.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-051

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C3 CSU GE: C1 IGETC: 3A

**MUS-003B MUSIC HISTORY & LITERATURE II Units: 3
- CLASSICAL THROUGH MODERN**

This course explores the history of music in Western civilization from the beginning of the Classical Era through modern times. Stylistic analysis of musical literature is emphasized. Designed for music majors and others with

a serious interest in the Arts and Humanities.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-051

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1 IGETC: 3A

MUS-005 HISTORY OF ROCK 'N' ROLL Units: 3

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

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C1 IGETC: 3A

MUS-008 AMERICAN MUSIC Units: 3

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-008.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C1 IGETC: 3A

MUS-010 INTRODUCTION TO MUSIC Units: 3

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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3 CSU GE: C1 IGETC: 3A

MUS-012 FUNDAMENTALS OF MUSIC Units: 3

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-018 INTRODUCTION TO ART AND MUSIC Units: 3

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. (Also listed as, and equivalent to, ART-018 and HUM-018.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: C3

CSU GE: C1

IGETC: 3A

MUS-020A SINGERS' DICTION AND REPERTOIRE: ENGLISH & ITALIAN Units: 3

This course explores the preparation and interpretation of classical vocal repertoire in English and Italian. Designed for singers and accompanists with a serious interest in art songs and arias. Offered fall semester only.

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

MUS-020B SINGERS' DICTION AND REPERTOIRE: GERMAN & FRENCH Units: 3

This course explores the preparation and interpretation of classical vocal repertoire in German and French. Designed for singers and accompanists with a serious interest in art songs and arias. Offered spring semester only.

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

MUS-021A BEGINNING CLASS PIANO Units: 2

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-021B 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 Units: 2

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 area. May be taken for a total of three times.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 2 Grading: L

Prerequisite: MUS-021A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

MUS-022 CLASS VOICE Units: 2

This course involves group study of the foundations of vocal production, technique, diction and interpretation and their application to all styles of singing from pop to classical. It is designed for the non-music major. 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-023 BROADWAY VOICE Units: 2

This course explores the techniques and practices of singing musical theatre repertoire. While applying principles of healthy vocal technique, students investigate various singing and presentation styles. May be taken for a total of four times.

Lecture Hours: 18 Lab Hours: 54 Repeatable: 3 Grading: L

Advisory: MUS-022

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

MUS-025A BEGINNING CLASS PERCUSSION Units: 2

This is a beginning course designed for the non-music major covering fundamentals of percussion instruments and reading basic musical notation. Emphasis is on beginning sound production for percussion instruments. Subsequent enrollment in MUS-025B 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-025B INTERMEDIATE /ADVANCED CLASS PERCUSSION Units: 2

This is an intermediate to advanced course designed for the non-music major that continues the development of percussion techniques introduced in MUS-025A. Emphasis is on intermediate and advanced techniques and sound production for percussion instruments. 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-025A

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

MUS-026 INSTRUMENTAL CHAMBER ENSEMBLE Units: 2

Group rehearsal and public performance of standard music literature for small instrumental ensemble including woodwinds, brass, percussion, strings and keyboards. Repeating this course provides additional skills and competency within the subject area. May be taken a total of four times.

Lecture Hours: 18 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 Units: 2

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-012

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-036 OPERA WORKSHOP Units: 2

This course provides training in solos and small ensembles from the light opera and operatic repertoire and culminates in public performances of this repertoire in fully staged scenes. 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-037 OPERA PERFORMANCE Units: 2

This course provides instruction in the study and performance of operatic solo and/or ensemble roles in original language or English translation, culminating in full production public performance. Students expand acting and movement skills, develop advanced strategies for preparation, are acquainted with various contexts of the opera under preparation, and think critically about artistic choices. Audition to determine casting. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L

Advisory: ENG-050

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-039A BEGINNING CLASS GUITAR Units: 2

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-012

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-039B INTERMEDIATE/ADVANCED CLASS GUITAR Units: 2

This is an intermediate to advanced course designed for the non-music major that continues the development of guitar technique introduced in MUS-039A. 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-039A *Advisory:* MUS-012

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-078A INTRODUCTION TO DIGITAL AUDIO Units: 3

This course is an introduction to the history, theory and practice of using computer music software, synthesizers and MIDI (Musical Instrument Digital Interface.) Activities include completing exercises and creating original compositions using synthesizers, computers and computer music software.

Lecture Hours: 36 Lab Hours: 54 Repeatable: No Grading: L

Advisory: MUS-021A

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-078B INTERMEDIATE TO ADVANCED DIGITAL AUDIO Units: 3

This course provides practical experience in computer-based audio and MIDI (Musical Instrument Digital Interface) recording. Activities include the creation of original music compositions and multimedia presentations using synthesizers, microphones, audio mixers, audio processors, computers and computer music software. 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-078A

Advisory: MUS-021A

CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

MUS-099 APPLIED MUSIC PERFORMANCE PRACTICUM Units: 1

This course is the required performance practicum and recital period for all music majors. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L
Prerequisite: Music major
Corequisite: MUS-026 or MUS-034
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

N: NURSING

N-001 BASIC CONCEPTS IN NURSING PRACTICE Units: 8

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: BI-014, BI-015 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 Units: 9

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-001
 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 Units: 9

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-002 Corequisite: N-003B
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

N-003B ISSUES IN NURSING Units: ½

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
 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 Units: 9

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 and emergency departments.

Lecture Hours: 72 Lab Hours: 270 Repeatable: No Grading: L
Prerequisite: N-003A Corequisite: N-004B
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

N-004B MANAGEMENT CONCEPTS IN NURSING Units: ½

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-004A.)

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: L
 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 Units: 3**

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-050

Advisory: RDG-050 and concurrent enrollment in NR-001L

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 Units: 1

A laboratory designed to supplement the Conservation of Natural Resources course (NR-001) 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-001 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 Units: 3

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-001

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

NR-004 INTRODUCTION TO ECOSYSTEM MANAGEMENT Units: 3

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-001

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

NR-010 WILDLAND FIRE TECHNOLOGY Units: 3

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-010.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: RDG-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

NR 17 NATURAL RESOURCES LAW ENFORCEMENT Units: 3

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-017.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

NR-020 GPS AND MAP USE Units: 1

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 Units: 3

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-070A

CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

NR-041A NATIVE PLANTS - MOUNTAIN Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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

PE: PHYSICAL EDUCATION

PE-001 FIRST AID AND SAFETY Units: 3

This course includes theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a trained medical professional 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-050
 CAN: KINE/PE 8
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

PE-002 SPORTS OFFICIATING Units: 3

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-050

CAN: None

Transfer Status: CSU/UC*

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

PE-005 FOUNDATIONS OF COACHING Units: 3

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-050

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 Units: 3

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-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: None

IGETC: None

PE-015 INTRODUCTION TO CHOREOGRAPHY Units: 2

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition. (Equivalent to DANC-010 and TA-011.)

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: None

CSU GE: C1

IGETC: None

PE-040 AEROBICS, TOTAL BODY FITNESS Units: 1

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-041 CORE CONDITIONING Units: 1

This course provides instruction in the latest exercise techniques and principles for students interested in improving core strength, posture, flexibility, speed, muscular strength and endurance. The course includes a variety of exercises aimed to strengthen the following muscle groups of the core region: Rectus abdominus, transverse abdominus, external and internal obliques and the spinal erector, muscles. This course offers additional exercises to strengthen the core pillar strength areas including the following: shoulder, hip, gluteus maximus, and hamstring muscle groups. The course covers the most current and up to date methods of training to enhance fitness and athletic performance. 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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1
(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 Units: 1

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 Units: 1
(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-049 BALLROOM TECHNIQUES Units: 1

This course focuses on further developing the students' skills with a heavy emphasis on styling and 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 Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PE-050 DANCE, MODERN Units: 1

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. (Equivalent to DANC-070 and TA-070.)

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 Units: 1

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 Units: 1
(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) Units: 1

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. (Equivalent to DANC-073 and TA-073.)

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 Units: 1

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 Units: 1

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. (Equivalent to DANC-075 and TA-075.)

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 Units: 1

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. (Equivalent to DANC-076 and TA-076.)

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 Units: 1

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 Units: 1

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 Units: 1

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 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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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-078 SELF-DEFENSE, MARTIAL ARTS Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 Units: 1

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 INTRODUCTORY PHYSICS Units: 4

This course is an introduction to the basic concepts, theories, and principles of physics. Topics include mechanics, properties of matter, heat, electricity and magnetism, waves, and modern physics.

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.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-051 and MATH-050 or MATH-054

CAN: None

Transfer Status: CSU/UC* Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1,B3 IGETC: 5A*

PH-002A COLLEGE PHYSICS Units: 4

This is an algebra and trigonometry-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-012 and ENG-050 *Advisory:* ENG-051

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 Units: 4

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-002A *Advisory:* MATH-001B

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 Units: 5

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-001A *Advisory:* ENG-001A

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 Units: 5

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-004A, and MATH-001B 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 Units: 3

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-050 and MATH-010 or MATH-012

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 Units: 4

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-001A

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C1 CSU GE: None IGETC: None

PH-010 STATICS Units: 3

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-004B and MATH-001B

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

PH-017 INTRODUCTION TO METEOROLOGY Units: 3

This course includes the study of the earth's atmosphere, its composition and vertical structure, energy budgets, air pollution and global warming, clouds and precipitation, weather systems and forecasting, severe weather, and atmospheric optics.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-051, RDG-051 and MATH-050 or MATH-054

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C1 CSU GE: B1 IGETC: 5A

PHIL: PHILOSOPHY**PHIL-006 INTRODUCTION TO PHILOSOPHY Units: 3**

This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion and metaphysics. A special emphasis is placed upon the ancient Greek philosophers as the foundational thinkers of Western civilization. The historical and conceptual links between ancient Greece and ancient India are discussed. Some relevant developments in medieval and modern philosophy are highlighted.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

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 Units: 3

An introduction to the practice of philosophy through the analysis of selected original writings of some of our greatest philosophers. Topics include the nature of reality, the existence and nature of God, the mind/body problem, skepticism and knowledge, and the foundations of morality.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C3,C5 CSU GE: C2 IGETC: 3B

PHIL-010 GENERAL LOGIC Units: 3

An introduction to the basics of deductive logic and inductive logic. Emphasis is placed on the principles of sound argumentation and the identification of common formal and informal fallacies. Inductive reasoning and the scientific method are also studied.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-001A and MATH-057

CAN: PHIL 6

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C4 CSU GE: A3 IGETC: None

PHIL-011 FORMAL LOGIC Units: 3

A study of the methods characteristic of modern formal logic. Included are the symbolic representation of arguments in both the propositional and predicate calculi, the criteria of validity, the derivation of theorems using natural deduction, and other techniques of syntactic proof and introductory model theory. Topics in the philosophy of logic are discussed.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-001A and MATH-057

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C4

CSU GE: A3

IGETC: None

PHIL-012 RELIGIONS OF THE WORLD Units: 3

An historical and conceptual introduction to the world's principal religious philosophies -- Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, 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-050

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 Units: 3

In this course, pertinent insights from other cultures, literature, art, law, medicine, psychology, religion and philosophy are 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-050

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 Units: 3

A systematic examination of the concepts of moral right and wrong and the application of moral principles and/or virtues in the attempted resolution of significant moral difficulties. Theories of normative ethics and meta-ethics are stressed, but are supplemented with cases from applied ethics.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-050

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 Units: 3

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-001A, 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

PHIL-017 MONOTHEISMS IN CONFLICT Units: 3

An in-depth examination of some significant commonalities and major differences among and between the three great Western monotheistic religions: Judaism, Christianity, and Islam. Particular attention will be paid to the logical analyses of some distinctive doctrines endorsed by each faith, and how these doctrines may have reinforced and exacerbated historic and contemporary civilizational conflicts.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENG-051 and RDG-051

Advisory: PHIL-012 and ENG-001A

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 Units: 3

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-050

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 Units: 3

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-001 or HIST-017 or HIST-018

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D8

IGETC: 4H

PS-004 INTRODUCTION TO INTERNATIONAL RELATIONS Units: 3

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-001 or HIST-017 or HIST-018

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 Units: 3**

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-050

Advisory: ENG-051

CAN: PSY 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2,C5

CSU GE: D9

IGETC: 4I

PSY-003 DEVELOPMENTAL PSYCHOLOGY Units: 3

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-050

Advisory: ENG-051 & PSY-001

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 Units: 3

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-050

Advisory: ENG-051 & PSY-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: C2,C5

CSU GE: D4,E

IGETC: None

PSY-012 HUMAN SEXUALITY Units: 3

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: ENG-050

CAN: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C5

CSU GE: D7,E

IGETC: 4G

PSY-020 ADOLESCENT PSYCHOLOGY Units: 3

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-050

Advisory: ENG-051 & PSY-001

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: C2

CSU GE: D9,E

IGETC: None

PSY-023 PSYCHOLOGY OF WOMEN Units: 3

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-051

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 Units: 3

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: ENG-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: C2 CSU GE: D9,E IGETC: None

RDG: READING

RDG-001A CRITICAL READING Units: 3

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-051

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RDG-050 BASIC READING Units: 3

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: O

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

RDG-051 ANALYTICAL READING Units: 3

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-050

CAN: None

Transfer Status: None Degree Applicable: NAA

COD GE: None CSU GE: None IGETC: None

RE: RECREATION

RE-001 INTRODUCTION TO COMMUNITY RECREATION Units: 3

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-050

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RE-002A RECREATION FIELD WORK Units: 1

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus. May be taken a total of four times.

Lecture Hours: 18 Lab Hours: 0 Repeatable: 3 Grading: L

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RE-002B RECREATION FIELD WORK Units: 2

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus. May be taken a total of two times.

Lecture Hours: 36 Lab Hours: 0 Repeatable: 1 Grading: L

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

RE-002C RECREATION FIELD WORK Units: 3

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus.

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

RE-002D RECREATION FIELD WORK Units: 4

This course gives practical experience to students who are training for careers in the physical education, recreation, and athletic field. Course requirements include work at various facilities, both on and off campus.

Lecture Hours: 72 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**RESL: READING ENGLISH AS A
SECOND LANGUAGE****RESL-050 ESL READING Units: 3**

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-050A

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

RTV: RADIO-TELEVISION**RTV-002 RADIO AND TELEVISION
ANNOUNCING Units: 2**

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

Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

**RTV-004A MOTION PICTURE/TELEVISION
PRODUCTION Units: 3**

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-050

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**RTV-004B ADVANCED MOTION PICTURE/
TELEVISION PRODUCTION Units: 3**

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-004A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

**RTV-005 RADIO & TELEVISION
WRITING Units: 3**

This course provides an introduction to the analysis and preparation of radio and television news announcements, 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-051

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

SOC: SOCIOLOGY**SOC-001 INTRODUCTORY SOCIOLOGY Units: 3**

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-050

CAN: SOC 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D0

IGETC: 4J

SOC-002 SOCIAL PROBLEMS Units: 3

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-001

CAN: SOC 4

Transfer Status: CSU/UC

Degree Applicable: AA/AS

COD GE: C2,C5 CSU GE: D0

IGETC: 4J

SOC-003 FUNDAMENTALS OF STATISTICS Units: 3

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-051 and MATH-040

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 Units: 3

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-001A and MATH-050 or MATH-054

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 Units: 3

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-050

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 Units: 3

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-001A 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 Units: 3

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-001A

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 Units: 3

Oral Interpretation of Literature 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-051

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: C5 CSU GE: None IGETC: None

SP-004 PUBLIC SPEAKING Units: 3

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-001A

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 Units: 3

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-001A

CAN: SPCH 10
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C4 CSU GE: A1 IGETC: None

SP-007 DECISION MAKING AND ADVOCACY Units: 3

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-001A

CAN: SPCH 6
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: C4 CSU GE: A3 IGETC: None

SP-015 INTERCULTURAL COMMUNICATION Units: 3

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-001A

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 Units: 5**

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 Units: 3

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: None

SPAN-001B ELEMENTARY SPANISH Units: 3

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-001A

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 Units: 5

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 or 2 years high school Spanish

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*, 6A*

SPAN-002A ELEMENTARY SPANISH Units: 3

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 or 2 years high school Spanish
 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*, 6A*

SPAN-002B ELEMENTARY SPANISH Units: 3

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-002A
 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*, 6A*

SPAN-003 INTERMEDIATE SPANISH Units: 4

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-002 or SPAN-002B
 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*, 6A*

SPAN-004 INTERMEDIATE SPANISH Units: 4

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-003
 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*, 6A*

STDV: STUDENT DEVELOPMENT

STDV-010 CAREERS IN TEACHING Units: 1

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-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

STDV-012 CAREER/LIFE PLANNING & PERSONAL EXPLORATION Units: 3

This course is designed to cover theories and concepts of values, interests, skills, and personality as applied to the career and life planning process. It assists students to establish life, career, educational, and personal goals and to develop plans and strategies to meet those goals. Students may choose the credit/no credit grading option.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: 0
Advisory: ENG-050 and RDG-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: C2 CSU GE: E IGETC: None

STDV-049 CAREER DEVELOPMENT Units: ½

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 Units: 2

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 Units: 1

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-050

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

STDV-054 HUMAN POTENTIAL SEMINAR Units: 1

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 Units: 2

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-050

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

STDV-055B ADVANCED PRINCIPLES OF STUDENT LEADERSHIP Units: 2

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 advanced 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-055A

CAN: None

Transfer Status: CSU

Degree Applicable: AA/AS

COD GE: None CSU GE: None

IGETC: None

STDV-060 COLLEGE SUCCESS SKILLS Units: 1

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 Units: ½

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. Students may choose the credit/no credit grading option.

Lecture Hours: 9 Lab Hours: 0 Repeatable: No Grading: 0

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

STDV-062 INTRODUCTION TO SCHOLARSHIPS Units: 1½

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: 0

Advisory: Basic knowledge of the Internet, basic word-processing

CAN: None

Transfer Status: None

Degree Applicable: NAA

COD GE: None CSU GE: None

IGETC: None

STDV-065 FOUNDATIONS OF COLLEGE SUCCESS Units: 3

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 IGETC: None

TA: THEATRE ARTS

TA-001 INTRODUCTION TO THE THEATRE Units: 3

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-050
 CAN: ENGL 22
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: 3B

TA-002 ACTING I Units: 3

This course provides basic instruction in acting technique. Exercises focus on characterization, improvisation, and vocal projection. While developing responsibility to the art form, emphasis is placed on developing awareness of one's feelings, senses, and relationship to the world around them. May be taken for a total of two times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 1 Grading: L
Advisory: ENG-050
 CAN: DRAM 8
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C1 IGETC: None

TA-003 ACTING II Units: 3

This course furthers the study of acting, emphasizing the importance of character analysis and development. This course is designed to develop actors' skills in character study and script breakdown. May be taken for a total of three times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 2 Grading: L
Prerequisite: TA-002
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-009 STAGECRAFT Units: 3

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 IGETC: None

TA-010 INTRODUCTION TO DESIGN AND PRODUCTION Units: 3

An introductory course in the theory and practice of theatrical design, its construction and its execution. The lab explores the application of a theatrical design through construction, execution, and use of proper technical theatre practices.

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-011 INTRODUCTION TO CHOREOGRAPHY Units: 2

This course is an introduction to the fundamental elements of choreography and their practical application in creating dance composition. (Equivalent to DANC-010 and PE-015.)

Lecture Hours: 18 Lab Hours: 54 Repeatable: No Grading: L
Prerequisite: ENG-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: C1 IGETC: None

TA-015 HISTORY OF DANCE Units: 3

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. (Equivalent to DANC-015.)

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: ENG-050
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: C1 IGETC: 3A

TA-020 PLAY PRODUCTION - ACTING Units: 1

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-050
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-021 PLAY PRODUCTION - ACTING Units: 2

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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-022 PLAY PRODUCTION - ACTING Units: 3

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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-024 PLAY PRODUCTION - DANCE Units: 1

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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-025 PLAY PRODUCTION - DANCE Units: 2

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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-026 PLAY PRODUCTION - DANCE Units: 3

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-050

CAN: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

TA-030 PLAY PRODUCTION - TECHNICAL Units: 1

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. May be taken for a total of four times.

Lecture Hours: 0 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

TA-031 PLAY PRODUCTION - TECHNICAL Units: 2

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. 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: None CSU GE: None IGETC: None

TA-032 PLAY PRODUCTION - TECHNICAL Units: 3

This course permits progressive participation and instruction in technical play production. Students have hands-on experience in execution of technical roles for actual productions, such as set construction, prop building, scene painting and running crew. Students learn the safe and proper use of power tools, and the various skills, and techniques used in technical theatre. Repetition of the course work will require the student to expand their focus in the various areas of technical theatre. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: None IGETC: None

TA-050 THEATRE DANCE Units: 1

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-050
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-051 THEATRE DANCE Units: 2

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-050
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-069A DRAMATIC LITERATURE Units: 3

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-050 *Advisory:* ENG-051
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

TA-069B DRAMATIC LITERATURE Units: 3

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-050 *Advisory:* TA-069A
 CAN: None
 Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C3 CSU GE: C2 IGETC: 3B

TA-070 DANCE, MODERN Units: 1

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. (Equivalent to PE-050 & DANC-070.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-073 DANCE, MODERN (Jazz) Units: 1

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. (Equivalent to PE-053 and DANC-073.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-075 DANCE, TAP Units: 1

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. (Equivalent to PE-055 and DANC-075.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-076 DANCE, BALLET Units: 1

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. (Equivalent to PE-056 and DANC-076.)

Lecture Hours: 9 Lab Hours: 27 Repeatable: 3 Grading: L
 CAN: None
 Transfer Status: CSU Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

TA-080 THEATRE MAKE-UP Units: 3

This course teaches the basic principles and application techniques of theatrical, film, print, television and special effect make-up. It executes the learned skills in a laboratory atmosphere utilizing current sanitation rules and regulations as established by the state of California. Students create an accurate pictorial dictionary, a "morgue", and use it as a reference in creating makeup executions. Students learn to create characters from scripts using design, timeline plots, visual renderings and written descriptions. Students learn facial anatomy and its relationship to make-up placement and color. Students learn product knowledge, including how to access appropriate materials. Other topics include pre and post production responsibilities of a make-up designer/artist applicable to various venues. May be taken for a total of two times.

Lecture Hours: 36 Lab Hours: 54 Repeatable: 1 Grading: L
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

TA-090 MUSICAL THEATRE WORKSHOP Units: 1

This course explores the techniques and practices of Musical Theatre performance. Basic instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. The study and performance of excerpts from various time periods and styles are included, to acquaint the students with a wide variety of musical theatre. Students perform selected Musical Theatre excerpts at the culmination of the semester. May be taken for a total of four times.

Lecture Hours: 0 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

TA-091 MUSICAL THEATRE WORKSHOP Units: 2

This course explores the techniques and practices of Musical Theatre performance. Basic instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. The study and performance of excerpts from various time periods and styles are included, to acquaint the students with a wide variety of musical theatre. Students perform selected Musical Theatre excerpts at the culmination of the semester. 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: None CSU GE: None IGETC: None

TA-092 MUSICAL THEATRE WORKSHOP Units: 3

This course explores the techniques and practices of Musical Theatre performance. Basic instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. The study and performance of excerpts from various time periods and styles are included, to acquaint the students with a wide variety of musical theatre. Students perform selected Musical Theatre excerpts at the culmination of the semester. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

TA-094 ADVANCED MUSICAL THEATRE Units: 1

This course explores the advanced techniques and practices of Musical Theatre performance. Advanced instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. Stage presence and performance techniques are emphasized. This course includes performance in a Musical Theatre production. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 54 Repeatable: 3 Grading: L
Prerequisite: TA-092 or Audition
Advisory: MUS-022, TA-002, TA-050
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

TA-095 ADVANCED MUSICAL THEATRE Units: 2

This course explores the advanced techniques and practices of Musical Theatre performance. Advanced instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. Stage presence and performance techniques are emphasized. This course includes performance in a Musical Theatre production. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 108 Repeatable: 3 Grading: L
Prerequisite: TA-092 or Audition
Advisory: MUS-022, TA-002, TA-050
CAN: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
COD GE: None CSU GE: None IGETC: None

TA-096 ADVANCED MUSICAL THEATRE Units: 3

This course explores the advanced techniques and practices of Musical Theatre performance. Advanced instruction and rehearsals expose students to the creative process as they participate in all three areas of musical theatre performance: acting, singing and dancing. Stage

presence and performance techniques are emphasized. This course includes performance in a Musical Theatre production. May be taken for a total of four times.

Lecture Hours: 0 Lab Hours: 162 Repeatable: 3 Grading: L

Prerequisite: TA-092 or Audition
Advisory: MUS-022, TA-002, TA-050
 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 Units: 5

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-051, HEC-013, HS-062 and acceptance to the program
Corequisite: VN-001L & HS-067, if HS-067 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 Units: 4

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-062, HEC-013 and acceptance to the program
Corequisite: VN-001 & HS-067, if HS-067 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 Units: 9

Building on the concepts presented in VN-001, 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-067, VN-001 and VN-001L
Corequisite: VN-002L & PSY-001, if PSY-001 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 Units: 7

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-067, VN-001 and VN-001L
Corequisite: VN-002 & PSY-001, if PSY-001 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 Units: 9

This course introduces students to team leading and the skills that licensed vocational nurses will need to be successful managers in selected health care settings. The theoretical content focuses on the health needs and identifiable responses of women, their partners, and families to real or potential health problems associated with childbearing and childrearing. In the second half of the semester, the developing fetus from conception to birth and acute alterations in the function of body systems for the pediatric client are covered.

Lecture Hours: 162 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: PSY-001, VN-002 and VN-002L
Corequisite: VN-003L
 CAN: None
 Transfer Status: None Degree Applicable: AA/AS
 COD GE: None CSU GE: None IGETC: None

VN-003L VOCATIONAL NURSING III LAB Units: 7

This course is a continuation of skills that were acquired in VN-001 and 002. Students apply concepts of team leading and management skills to care for clients of all ages. Students meet the needs for the hospitalized child and clients experiencing labor, delivery, and postpartum. Students receive a credit/no credit grade mark.

Lecture Hours: 0 Lab Hours: 378 Repeatable: No Grading: K

Prerequisite: PSY-001, VN-002 and VN-002L
Corequisite: VN-003
 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 Units: 3**

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-014 VARSITY BASKETBALL - MEN Units: 1½

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

VSM-022 VARSITY CROSS COUNTRY - MEN Units: 3

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-033 VARSITY FOOTBALL - MEN Units: 3

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 Units: 3

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 Units: 3

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 Units: 3

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 Units: 1½**

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 Units: 3

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-041 VARSITY GOLF - WOMEN Units: 3

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-054 VARSITY SOCCER - WOMEN Units: 3

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-057 VARSITY SOFTBALL - WOMEN Units: 3

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 Units: 3

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 Units: 3

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-095A-C WORK EXPERIENCE, GENERAL Units: 1-3

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: 75-225 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-095A-D WORK EXPERIENCE, OCCUPATIONAL Units: 1-4

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: 75-300 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

ANNOUNCEMENT OF FACULTY AND ADMINISTRATION

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.

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“I had some great mentors that pointed me in the right direction. I was miles ahead of others that went straight into the four year system. I Transferred to CSU Fullerton and Graduated in 2006 with a Bachelor of Fine Arts Degree with emphasis in Animation and Illustration.” Tim interned at Nickelodeon Studios in Burbank while still attending Cal State Fullerton. “Immersing myself in professional atmospheres not only improved my draftsmanship and craft, but also my aptitude for industry design software, and the business protocol. By competing with professional artists rather than classmates my education/learning potential became exponentially greater. Whenever possible, I tried turning academic assignments into spec work or actual paying gigs. It’s easy to become stagnated by the routine completion of the minimum assignments — but that’s not what college is about! It’s your responsibility as a student to take it to the next level, apply it, and take ownership in your continual growth. Upon graduating, I had already developed enough of a client base through networking and reputable design work to launch my own freelance design studio.” DistlNKtive Design & Illustration was founded with the goal to produce highly illustrative design to the Action-Sport and Music industries. Clients include: Quiksilver, Burton Snowboards, Hobie, Maui & Sons, Harley Davidson, Giant, Rock Anthem, Rachael Hale and Matador Records.

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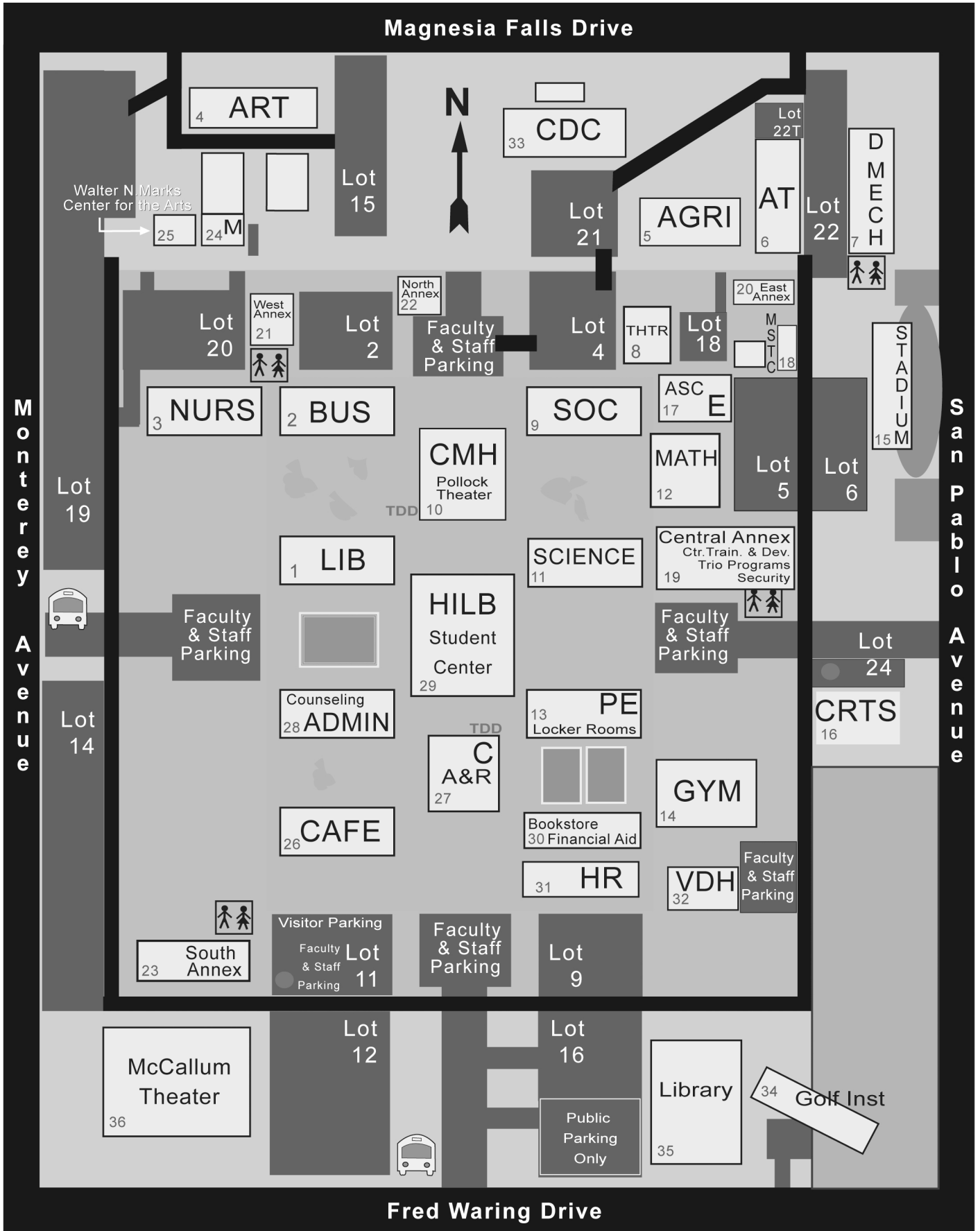
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CAMPUS GUIDE



● Self-serve 1-day parking

1 LIB	LIBERAL ARTS BUILDING Communication Division Office	26 CAFE	COD CAFE - DINING HALL
2 BUS	BUSINESS BUILDING Under renovation 2007-08	27 A&R (C)	ADMISSIONS & RECORDS (Bldg. C) Admissions & Records (A&R) Faculty Resource Center (FRC) Parking Services Veteran's Services
3 NURS	NURSING BUILDING Health Sciences/ECE Division Office	28 ADMIN	ADMINISTRATION BUILDING Administrative Offices Career & Transfer Center Counseling Services Disabled Student Programs & Services
4 ART	ART BUILDING	29 HILB	HILB Student Center College Nurse International Education Office Student Government/Student Clubs Student Lounge Hilb Student Center Mezzanine ESLN-English/Second Language (noncredit) & Adult Basic Education Classrooms
5 AGRI	AGRICULTURAL SCIENCE BLDG.	HSCM	
6 AT	APPLIED TECHNOLOGY BUILDING Applied Science/Business Division Office Vocational Education	30 BOOK	BOOKSTORE BUILDING Bookstore Financial Aid Physical Ed/Athletics Division Office
7 DMECH	DIESEL MECHANICS BUILDING (Rooms DM 21-25 upstairs)	31 HR	Human Resources Business Administrative Services
8 THTR	THEATRE BUILDING (Theatre Too)	32 VDH	VELMA DAWSON HOUSE COD Alumni Association Street Fair Management COD Foundation Office
9 SOC	SOCIAL SCIENCES BUILDING Social Sciences and Arts Division Office	33 CDC	CHILD DEVELOPMENT CENTER
10 CMH	CAROL MEIER LECTURE HALL	34 GOLF INST	COLLEGE GOLF CENTER
CMH PT	The POLLOCK Theatre	35 LIBRARY	LIBRARY COD, City of Palm Desert, and Riverside County Libraries
11 SCIENCE	SCIENCE BUILDING	36 McCALLUM	McCALLUM THEATRE
12 MATH	MATH BUILDING Math and Science Division Office Math/Science Lab (MATH 4)	OFF-CAMPUS ABBREVIATIONS:	
13 PE	PHYSICAL EDUCATION BUILDING Lockers & Showers	CVHS	Coachella Valley High School
POOL	SWIMMING POOLS	CVRM	Country Villas Rancho Mirage HCC
14 GYM	WRIGHT GYMNASIUM	DHS HS	Desert Hot Springs High School
GYM STG	Gym Stage	DRMC	Desert Regional Medical Ctr., Palm Springs
GYM WR	Gym Weight Room	EMC	Eisenhower Medical Ctr., Rancho Mirage
15 STADIUM	STADIUM & OFFICES	EPCS	Eagles Peak Charter School, Indio
16 CRTS	TENNIS COURTS	EVC	Eastern Valley Center
17 ASC (E)	ACADEMIC SKILLS CENTER (ASC) Assessment Testing Language Lab Math Lab Writing Lab	HACIENDA	Hacienda de Monterey, Palm Desert
18 MSTC	MIND SHACK/TUTORING CENTER	INTERNET	ONLINE CLASS
19 C.ANNEX	CENTRAL MODULAR ANNEX Training & Development/ABE Mail Room Security Trio Programs Work Experience Office	JFK	John F. Kennedy Hospital, Indio
20 E.ANNEX	EAST MODULAR ANNEX	MONTPALM	Monterey Palms Health Ctr., Palm Desert
21 W.ANNEX	WEST MODULAR ANNEX	PSHS	Palm Springs High School
22 N.ANNEX	NORTH MODULAR ANNEX	SHGC	Shadow Hills Golf Course, Indio
23 S.ANNEX	SOUTH MODULAR ANNEX MESA Office (S.ANNEX 9) DSPS Hi-Tech (S.ANNEX 5)		
24 M	MAINTENANCE BUILDING Music Keyboard/Computer Music Classrooms		
25 MARKS	Walter N. Marks Center for the Arts		

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DESERT COMMUNITY COLLEGE DISTRICT

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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

43-500 Monterey Avenue, Palm Desert, CA 92260

Address

July 2008

Date

In accordance with requirements of D.V.B.
Circular 20-76-84, Appendix P, this is to certify that
this school catalog is true and correct in content and policy.



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